



City of Colleyville Agenda Colleyville Crime Control and Prevention District Board Worksession

City Hall
100 Main Street
Colleyville, Texas 76034
817.503.1000
www.colleyville.com

Wednesday, May 28, 2014
5:00 p.m.

Executive Conference Room
Third Floor - City Hall

1. CALL TO ORDER

2. PRESENTATION AND DISCUSSION

- 2a** Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2014 (FY 2014) budget update
- 2b** Presentation and discussion of the Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2015 (FY 2015) budget

3. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, May 23, 2014 by 5:00 p.m.

Amy Shelley, TRMC
City Secretary

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1130, and reasonable accommodations will be made to assist you.



City of Colleyville Colleyville Crime Control and Prevention District Board Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
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Agenda Number 2a **Agenda Date 05/28/2014** **Number 2a**
Type Presentation and Discussion
Department City Manager

Title
Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2014 (FY 2014) budget update

Explanation

This briefing provides an update on the current FY 2014 CCCPD budget.

A summary of the FY 2014 CCCPD adopted budget is as follows:

| | |
|--|-------------|
| Beginning Fund Balance | \$1,072,545 |
| Total Budgeted Revenues (includes draw down of available cash of \$287,940) | \$1,512,187 |
| Total Budgeted Expenditures | \$1,311,714 |
| Estimated Excess Revenues Over Expenditures* | \$ 200,473 |
| Estimated Ending Fund Balance | \$1,037,331 |
| * Must have a 1.4 times coverage ratio (\$200,473) for Debt Service payment. | |

Attached is a comparison of the FY 2014 adopted budget versus the FY 2014 revised projection. The FY 2014 beginning fund balance was higher than anticipated, due to the higher than anticipated sales tax revenues received in three of the last five months of FY 2013. Midway through the 2014 fiscal year, sales tax revenues have totaled \$672,886, which is 9.77% above sales tax revenues received during the same time-period in FY 2013. It is projected that sales tax revenues will be \$75,000 greater than the adopted budget of \$1,275,000 at the end of the fiscal year, due to increased sales tax receipts. Additionally, the annual CCCPD budget incorporates the use of available cash within the fund balance, which is the utilization of the prior year's 1.40 coverage ratio for bonded debt. In most fiscal years, this annual addition to available cash within the fund balance is slightly over \$200,000. It is projected the ending fund balance at September 30, 2014 will be \$1,256,369.

Attachments

1. FY 2014 CCCPD adopted budget versus FY 2014 projections

| |
|--|
| COLLEYVILLE CRIME CONTROL DISTRICT FY 2014 PROJECTION |
|--|

| <i>FISCAL YEAR</i> | <u><i>ADOPTED FY 2014</i></u> | <u><i>PROJECTED FY 2014</i></u> |
|---|-----------------------------------|-------------------------------------|
| BEGINNING FUND BALANCE | \$1,072,545 | \$1,216,583 |
| REVENUES: | | |
| 1/2 CENT SALES TAX REVENUE | \$1,275,000 | \$1,350,000 |
| INTEREST INCOME | \$1,500 | \$1,500 |
| USE OF AVAILABLE CASH | \$235,687 | \$160,687 |
| TOTAL REVENUES | \$1,512,187 | \$1,512,187 |
| EXPENDITURES: | | |
| ADMINISTRATIVE BOARD/AUDIT EXPENSES: | \$1,850 | \$1,850 |
| POLICE SOFTWARE ANNUAL MAINTENANCE CONTRACT | \$45,000 | \$45,000 |
| REGIONAL RECRUITING AND HIRING PROCESS (PACT TEST) | \$2,000 | \$2,000 |
| CRIME REPORTS CRIME MAPPING SOFTWARE | \$1,200 | \$1,200 |
| CRIME REPORTS ANALYTICAL CRIME MAPPING SOFTWARE | \$3,588 | \$3,588 |
| NETMOTION WIRELESS MAINTENANCE AGREEMENT | \$3,219 | \$3,219 |
| L-3 IN-CAR VIDEO SYSTEM SERVER MAINTENANCE | \$3,768 | \$3,768 |
| PERSONNEL: | | |
| POLICE OFFICERS: | | |
| 6 OFFICERS (ONE MID-YEAR START IN FY 2014) | \$457,057 | \$457,057 |
| TEEN COURT | \$33,750 | \$33,750 |
| VEHICLES: | | |
| REPLACEMENT - PATROL VEHICLE AND EQUIPMENT | \$206,600 | \$206,600 |
| REPLACEMENT - CID VEHICLE | \$24,000 | \$24,000 |
| EQUIPMENT: | | |
| ANNUAL WEAPONS REPLACEMENT | \$8,500 | \$8,500 |
| RADAR TRAILER | \$10,000 | \$10,000 |
| DEBT SERVICE: | | |
| 2006 SERIES REFUNDING DEBT | \$501,182 | \$501,182 |
| TRANSFERS: | | |
| CAPITAL EQUIPMENT REPLACEMENT FUND - IN-CAR MOBILE DIGITAL COMPUTER SYSTEM | \$10,000 | \$10,000 |
| TOTAL EXPENDITURES | <u>\$1,311,714</u> | <u>\$1,311,714</u> |
| EXCESS REVENUES OVER EXPENDITURES ^^ | \$200,473 | \$200,473 |
| ENDING FUND BALANCE | <u><u>\$1,037,331</u></u> | <u><u>\$1,256,369</u></u> |

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$200,473) FOR DEBT SERVICE PAYMENT IN FY 2014



City of Colleyville Colleyville Crime Control and Prevention District Board Agenda Briefing

City Hall
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Agenda Number 2b

Agenda Date 05/28/2014

Number 2b

Type Presentation and Discussion

Department Police

Title

Presentation and discussion of the Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2015 (FY 2015) budget

Explanation

In accordance with the Local Government Code, the Colleyville Crime Control and Prevention District (CCCPD) Board, which is comprised of the City Council, must approve an annual budget at least 100 days before the start of the fiscal year. In order to comply with this requirement, a meeting will be held on Tuesday, June 17, 2014 for the Board to approve the proposed FY 2015 CCCPD Budget. Staff has proposed the following FY 2015 budget for review and discussion, and is seeking direction on the proposed expenditures, prior to the meeting for the adoption of the proposed FY 2015 budget. The attached projection also includes the proposed FY 2015 budget, as well as projected revenues and expenditures through FY 2019.

| | |
|--|--------------------|
| Estimated Beginning Fund Balance for FY 2015 | \$1,256,369 |
| Revenues: | |
| ½ Cent Sales Tax | \$1,413,500 |
| Interest Income | \$ 1,500 |
| Use of Available Cash | \$ 224,300 |
| TOTAL REVENUES | \$1,639,300 |
| Expenditures: | |
| Administrative Board/Audit Expenses | \$ 1,850 |
| Police Records Management System Annual Maintenance Contract | \$ 49,500 |
| Regional Recruiting and Hiring Process (PACT Test) | \$ 2,000 |
| Crime Reports Crime Mapping Software | \$ 1,200 |
| Crime Reports Analytical Crime Mapping Software | \$ 3,588 |
| NetMotion Wireless Maintenance Agreement | \$ 3,219 |
| L-3 In-Car Video System Server Maintenance | \$ 3,949 |

| | |
|--|--------------------|
| Personnel: | |
| Six (6) Police Officer Positions | \$ 516,632 |
| Add one (1) Additional Police Officer Position in FY2015 | \$ 72,933 |
| Metroport Teen Court | \$ 33,750 |
| Capital: | |
| Patrol Vehicle Replacements including in-car video system | \$ 200,000 |
| Replacement – CID Vehicle | \$ 26,000 |
| Equipment: | |
| Weapons Replacement | \$ 8,500 |
| Four Handheld Radar Units | \$ 2,800 |
| Self-Aid Buddy-Aid Trauma Kits | \$ 2,000 |
| Debt Service: | |
| 2006 Series Refunding Debt | \$ 500,985 |
| Transfers: | |
| Capital Equipment Replacement Fund - In-Car Mobile Digital Computer System | \$ 10,000 |
| TOTAL EXPENDITURES | \$1,438,906 |
| *EXCESS REVENUES OVER EXPENDITURES | \$ 200,394 |
| ENDING FUND BALANCE | \$1,232,463 |
| *Must have a 1.4 times coverage ratio (\$200,394) for debt service payment in FY 2015. | |

Attachments

1. FY 2015 through FY 2019 Projection
2. FY 2015 CCCPD Budget Presentation

| |
|--|
| COLLEYVILLE CRIME CONTROL DISTRICT FY 2015 THROUGH FY 2019 PROJECTION |
|--|

| <i>FISCAL YEAR</i> | <i>PROPOSED FY 2015</i> | <i>PROJECTED FY 2016</i> | <i>PROJECTED FY 2017</i> | <i>PROJECTED FY 2018</i> | <i>PROJECTED FY 2019</i> |
|---|-----------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| BEGINNING FUND BALANCE | \$1,256,369 | \$1,232,463 | \$1,083,508 | \$1,011,658 | \$915,829 |
| REVENUES: | | | | | |
| 1/2 CENT SALES TAX REVENUE | \$1,413,500 | \$1,427,635 | \$1,441,911 | \$1,456,330 | \$1,470,894 |
| INTEREST INCOME | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 |
| USE OF AVAILABLE CASH | \$224,300 | \$349,052 | \$273,396 | \$296,567 | \$259,838 |
| TOTAL REVENUES | \$1,639,300 | \$1,778,187 | \$1,716,807 | \$1,754,397 | \$1,732,232 |
| EXPENDITURES: | | | | | |
| ADMINISTRATIVE BOARD/AUDIT EXPENSES: | \$1,850 | \$1,850 | \$1,850 | \$1,850 | \$1,850 |
| POLICE SOFTWARE ANNUAL MAINTENANCE CONTRACT | \$49,500 | \$49,500 | \$49,500 | \$49,500 | \$49,500 |
| REGIONAL RECRUITING AND HIRING PROCESS (PACT TEST) | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 |
| CRIME REPORTS CRIME MAPPING SOFTWARE | \$1,200 | \$1,200 | \$1,200 | \$1,200 | \$1,200 |
| CRIME REPORTS ANALYTICAL CRIME MAPPING SOFTWARE | \$3,588 | \$3,588 | \$3,588 | \$3,588 | \$3,588 |
| NETMOTION WIRELESS MAINTENANCE AGREEMENT | \$3,219 | \$3,219 | \$3,219 | \$3,219 | \$3,219 |
| L-3 IN-CAR VIDEO SYSTEM SERVER MAINTENANCE | \$3,949 | \$3,949 | \$3,949 | \$3,949 | \$3,949 |
| AUTOMOTIVE VEHICLE LOCATOR SOFTWARE | \$0 | \$18,015 | \$0 | \$0 | \$0 |
| AUTOMOTIVE VEHICLE LOCATOR SOFTWARE MAINT | \$0 | \$5,775 | \$5,775 | \$5,775 | \$5,775 |
| PERSONNEL: | | | | | |
| POLICE OFFICERS: | | | | | |
| 6 OFFICERS (ONE MID-YEAR START IN FY 2014) | \$516,632 | \$532,130 | \$548,094 | \$564,537 | \$581,473 |
| ADDITIONAL OFFICER IN FY 2015 | \$72,933 | \$75,121 | \$77,375 | \$79,696 | \$82,087 |
| TEEN COURT | \$33,750 | \$33,750 | \$33,750 | \$33,750 | \$33,750 |
| CAPITAL - | | | | | |
| FACILITY NEEDS ASSESSMENT | \$0 | \$0 | \$30,000 | \$0 | \$0 |
| VEHICLES: | | | | | |
| REPLACEMENT - PATROL VEHICLE AND EQUIPMENT | \$200,000 | \$206,600 | \$206,600 | \$206,600 | \$206,600 |
| REPLACEMENT - MOTORCYCLE | \$0 | \$30,000 | \$0 | \$0 | \$0 |
| REPLACEMENT - CID VEHICLE | \$26,000 | \$26,000 | \$26,000 | \$26,000 | \$26,000 |
| NEW VEHICLE (FOR NEW OFFICERS) | \$0 | \$51,650 | \$0 | \$51,650 | \$0 |
| EQUIPMENT: | | | | | |
| SELF AID TRAUMA KITS | \$2,000 | \$0 | \$0 | \$0 | \$0 |
| ANNUAL WEAPONS REPLACEMENT | \$8,500 | \$8,500 | \$8,500 | \$8,500 | \$8,500 |
| RADAR TRAILER | \$0 | \$0 | \$0 | \$0 | \$0 |
| FOUR HANDHELD RADAR UNITS | \$2,800 | \$0 | \$0 | \$0 | \$0 |
| INVESTIGATIVE EQUIPMENT | \$0 | \$15,000 | \$0 | \$0 | \$0 |
| DEBT SERVICE: | | | | | |
| 2006 SERIES REFUNDING DEBT | \$500,985 | \$500,242 | \$503,862 | \$501,845 | \$509,100 |
| TRANSFERS: | | | | | |
| CAPITAL EQUIPMENT REPLACEMENT FUND - IN-CAR MOBILE DIGITAL COMPUTER SYSTEM | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| TOTAL EXPENDITURES | <u>\$1,438,906</u> | <u>\$1,578,090</u> | <u>\$1,515,262</u> | <u>\$1,553,659</u> | <u>\$1,528,591</u> |
| EXCESS REVENUES OVER EXPENDITURES ^^ | \$200,394 | \$200,097 | \$201,545 | \$200,738 | \$203,640 |
| ENDING FUND BALANCE | <u>\$1,232,463</u> | <u>\$1,083,508</u> | <u>\$1,011,658</u> | <u>\$915,829</u> | <u>\$859,631</u> |

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$200,473) FOR DEBT SERVICE PAYMENT IN FY 2014

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$200,394) FOR DEBT SERVICE PAYMENT IN FY 2015

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$200,097) FOR DEBT SERVICE PAYMENT IN FY 2016

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$201,545) FOR DEBT SERVICE PAYMENT IN FY 2017

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$200,738) FOR DEBT SERVICE PAYMENT IN FY 2018

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$203,640) FOR DEBT SERVICE PAYMENT IN FY 2019



**Discussion of Proposed FY 2015
Colleyville Crime Control
Prevention District (CCCPD)
Budget**

**CCCPD Worksession
May 28, 2014
Captain Robert Hinton**

CCCPD History

- The CCCPD was first established in 1999 by local voters for an initial five year period.
- In 2003, the voters renewed the district for an additional twenty year period.
- The district will be eligible for renewal again in 2023.

CCCPD Powers and Expenditures

Local Government Code Chapter 363
Section 363.151

“The district may finance all the costs of a crime control and crime prevention program, including the costs for personnel, administration, expansion, enhancement, and capital expenditures.”

FY 2015 Proposed Budget Highlights

- Continued funding of Records Management System software (CRIMES) and maintenance.
- Full funding for seven sworn police officer positions, which follows the approved staffing plan.
- The purchase of four marked and one unmarked police vehicles, which follows the approved fleet management plan.

FY 2015 Proposed Budget Highlights

- The continuation of the weapons replacement schedule, which will include tasers for newly added sworn positions.
- Annual Justice Center debt payment.
- Continued participation in the Metroport Teen Court program.

FY 2015 Proposed New Budget Items

- Self-Aid Buddy-Aid (SABA) Trauma Kits
 - The kits are proven life savers.
 - Training will be provided in-house by a Colleyville Police Officer, who is a trained field medic.



FY 2015 Proposed New Budget Items

- The purchase of four, handheld replacement traffic radar units.
- Additional sworn Police Officer position bringing total CCCPD funded staffing to seven.

CCCPD Fund Projections

- The current five-year funding and expenditure projections places the fund balance near the minimum acceptable level.
- Planned to continue at, or near, the current expenditure level, unless revenues significantly increase.

CCCPD Future Considerations

- Staff has identified the need to conduct a Facility Assessment of the Justice Center as a future priority. The assessment would determine the feasibility of remodeling, or a reconfiguration of the existing structure.
- The Justice Center was designed in 2001 and staff needs have change dramatically over the last 13 years.
- The configuration of the facility does not encourage collaboration and public transparency.
- Other identified needs include an area to conduct in-service training and reclamation of the internal courtyard.