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

Thursday, June 4, 2015 Executive Conference Room
6:00 p.m.

1. CALL TO ORDER

2. PRESENTATION AND DISCUSSION

2a Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2015 (FY 2015) budget update

2b Presentation and discussion of the Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2016 (FY 2016) budget

3. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, May 29, 2015 *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
www.colleyville.com

Agenda Number 2a **Agenda Date** 06/04/2015 **Number** 2a
Type Presentation and Discussion
Department City Manager

Title
Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2015 (FY 2015) budget update

Explanation
This briefing provides an update on the current FY 2015 CCCPD budget.

A summary of the FY 2015 CCCPD adopted budget is as follows:

Beginning Fund Balance	$1,256,369
Total Budgeted Revenues (includes draw down of available cash of $224,300)	$1,639,300
Total Budgeted Expenditures	$1,438,906
Estimated Excess Revenues Over Expenditures*	$ 200,394
Estimated Ending Fund Balance	$1,232,463
* Must have a 1.4 times coverage ratio ($200,394) for Debt Service payment.	

Attached is a comparison of the FY 2015 adopted budget versus the FY 2015 revised projection. The FY 2015 beginning fund balance was higher than anticipated, due to the higher than anticipated sales tax revenues received in FY 2014. Midway through the 2015 fiscal year, sales tax revenues have totaled $732,682, which is 8.89% above sales tax revenues received during the same time-period in FY 2014. It is projected that sales tax revenues will be $101,155 greater than the adopted budget of $1,413,500 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 1.4 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, 2015 will be $1,492,472.

Attachments
1. FY 2015 CCCPD Adopted Budget versus FY 2015 Projections

COLLEYVILLE CRIME CONTROL DISTRICT
FY 2015 PROJECTION

FISCAL YEAR	***ADOPTED FY 2015***	***PROJECTED FY 2015***
BEGINNING FUND BALANCE	$1,256,369	$1,411,635
REVENUES:		
1/2 CENT SALES TAX REVENUE	$1,413,500	$1,514,655
INTEREST INCOME	$1,500	$1,500
USE OF AVAILABLE CASH	$224,300	$119,557
TOTAL REVENUES	$1,639,300	$1,635,712
EXPENDITURES:		
ADMINISTRATIVE BOARD/AUDIT EXPENSES:	$1,850	$1,850
POLICE SOFTWARE ANNUAL MAINTENANCE CONTRACT	$49,500	$49,500
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	$3,949	$3,949
PERSONNEL:		
POLICE OFFICERS:		
7 OFFICERS	$589,565	$585,977
TEEN COURT	$33,750	$33,750
VEHICLES:		
REPLACEMENT - PATROL VEHICLE AND EQUIPMENT	$200,000	$200,000
REPLACEMENT - CID VEHICLE	$26,000	$26,000
EQUIPMENT:		
SELF AID TRAUMA KITS	$2,000	$2,000
ANNUAL WEAPONS REPLACEMENT	$8,500	$8,500
FOUR HANDHELD RADAR UNITS	$2,800	$2,800
DEBT SERVICE:		
2006 SERIES REFUNDING DEBT	$500,985	$500,985
TRANSFERS:		
CAPITAL EQUIPMENT REPLACEMENT FUND - IN-CAR MOBILE DIGITAL COMPUTER SYSTEM	$10,000	$10,000
TOTAL EXPENDITURES	$1,438,906	$1,435,318
EXCESS REVENUES OVER EXPENDITURES ^^	$200,394	$200,394
ENDING FUND BALANCE	$1,232,463	$1,492,472

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

BEGINNING FUND BALANCE	$846,681
TOTAL REVENUES - INCLUDES USE OF AVAILABLE CASH OF $279,846	$1,282,386
TOTAL EXPENDITURES	$1,080,302
EXCESS REVENUES OVER EXPENDITURES	$202,084
ENDING FUND BALANCE	$768,919

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

City Hall
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Agenda Number 2b **Agenda Date** 06/04/2015 **Number** 2b
Type Presentation and Discussion
Department Police

Title
Presentation and discussion of the Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2016 (FY 2016) 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 16, 2015, for the Board to approve the proposed FY 2016 CCCPD Budget. Upon Board approval, the budget will be forwarded to the City Council for consideration. Staff has proposed the following FY 2016 budget for review and discussion, and is seeking direction on the proposed expenditures, prior to the meeting for the adoption of the proposed FY 2016 budget.

Estimated Beginning Fund Balance for FY 2016	$1,492,472
Revenues:	
½ Cent Sales Tax	$1,529,802
Interest Income	$ 1,500
Use of Available Cash	$ 484,082
TOTAL REVENUES	$2,015,384
Expenditures:	
Administrative Board/Audit Expenses	$ 1,850
Police Records Management System Annual Maintenance Contract	$ 49,500
Regional Recruiting and Hiring Process (PACT Test)	$ 2,500
Crime Reports Analytical Crime Mapping Software	$ 5,492
NetMotion Wireless Maintenance Agreement	$ 3,219
L-3 In-Car Video System Server Maintenance	$ 3,949
Ticket Writer Replacement	$ 4,700
Personnel:	
Seven (7) Police Officer Positions	$ 603,556

1 New Officer Position	$ 72,058
Metroport Teen Court	$ 33,750
Capital:	
Justice Center Roof Repairs and Modified Bitumen Replacement	$ 100,171
Vehicles: Replacement– 4 Patrol vehicles including in-car video system (Replace Vehicles #1125,1128,1129,1130)	$ 195,000
Replacement – 2 motorcycles (Replace #1107)	$ 72,000
Replacement – CID Vehicle (Replace#1113)	$ 27,000
Equipment:	
Weapons Replacement	$ 8,500
Stinger Flashlights	$ 3,800
Two handheld laser units	$ 7,000
Two Radar Signs - replacement	$ 11,000
Body Camera Equipment	$ 100,000
Debt Service:	
2006 Series Refunding Debt	$ 500,242
Transfers:	
Capital Equipment Replacement Fund - In-Car Mobile Digital Computer System	$ 10,000
TOTAL EXPENDITURES	$1,815,287
**EXCESS REVENUES OVER EXPENDITURES	$ 200,097
ENDING FUND BALANCE	$1,208,487
*Must have a 1.4 times coverage ratio ($200,097) for debt service payment in FY 2016.	

Attachments
1. FY 2016 CCCPD Budget Presentation
2. FY 2016 - FY 2020 Projection CCCPD Budget

Discussion of Proposed FY 2016 Colleyville Crime Control Prevention District Budget (CCCPD)

CCCPD Budget Worksession
June 4, 2015

CCCPD History

- The CCCPD was first established in 1999 by local voters for an initial five year period.
- In 2003, voters renewed the District for an additional 20 year period.
- The District will be eligible for renewal again in 2024.

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 16 Proposed Budget Highlights

- Continued funding of Records Management System software (CRIMES) and maintenance.
- Increase regional recruiting and hiring process (PACT) funding by $500 to expand recruiting efforts.
- Increase Crime Reports Analytical Crime Mapping software by $704.
- Continued participation in the Metroport Teen Court Program at one quarter of the regional costs.

FY 16 Proposed Budget Highlights

- Full funding for eight sworn police officer positions. This will bring the total sworn staffing to 43, completing the current authorized staffing plan.

- The purchase of four marked and one unmarked police vehicles with equipment, which follows the City Council approved fleet management plan.

- The purchase of two new motorcycles. One will replace the current motorcycle that is at the end of it's useful life, and the other will allow for the addition of a second motorcycle officer.

- Facility roof repairs.

FY 16 Proposed Budget Items

- The purchase of new Stinger flashlights to replace outdated units.
- The continuation of the weapons replacement schedule.
- The purchase of two handheld laser radar units for the Traffic Unit. The laser units are new technology with enhanced capabilities.
- The purchase of two portable radar signs to replace existing units that are over 10 years old.

CCCPD Fund Projections

- The current five year funding and expenditure projections places the fund balance near the minimum acceptable level.
- Future projections include a facility needs assessment in FY 2017 and identified facility maintenance projects in FY 2020.

Body Camera Project Overview

- State legislation update.
- Internal workgroup scope and status.
- Policy discussion and best practices recommendation.
- Technology issues.
- Anticipated costs and funding options.
- Staff recommendations.

State Legislation Update

- Body worn cameras not mandatory.
- If cameras are utilized, then the department must have a comprehensive policy and training program.
- Grant funding may be available, but preference will be given to cities with a population over 600,000.

Internal Workgroup Scope and Status

- Established workgroup consisting of Police Department personnel, Information Systems representative, and a local resident.
- The workgroup reviewed policies and best practice recommendations.
- Reviewed technology issues.
- Reviewed vendors, available cameras, and made recommendations.

Policy and Best Practice Discussion

- Police Executive Research Forum (PERF) model policy.
- Policy should include community and officer input.
- Officer discretion and privacy issues addressed.
- Develop retention period for evidentiary and non-evidentiary recordings.
- Provide state mandated training.

Technology Issues and Recommendations

- Current technology integration and limitations.
- Product availability.
- Video storage and evidence cataloging capabilities.
- Expanding project to include in-car video switch over.

Anticipated Body Worn Camera Costs

L-3

- 35 Body worn cameras and software
  - $17,500
- Server and associated equipment
  - $32,500

- Total Costs
  - **$50,000**

WatchGuard System

- 35 Body worn cameras and software
  - $45,000
- Server and associated equipment
  - $50,000

- Total Costs
  - **$95,000**

Complete System Replacement Option

- L-3 server that supports current in-car video is scheduled for replacement in FY 2017.
- Research has revealed newer and better technology is available through other vendors.
- A complete vendor and technology switch, which includes in-car video and body worn cameras, provides a turnkey solution that is sustainable long-term.

WatchGuard

- 35 Cameras and evidence software - $45,000
- Servers and associated equipment - $50,000
- 11 In-car cameras and software - $85,000
- Anticipated total project cost **$180,000**

Body Worn Cameras

- **L3**

- **WatchGuard**

Staff Recommendations

- Continue developing policy with involvement of the community and officers.
- Ensure technology meets the needs of the department long term.
- Explore potential funding options, including grants.
- Consider delaying the purchase of equipment until next generation equipment is available and funding options are more clear.

Questions?

COLLEYVILLE CRIME CONTROL DISTRICT
FY 2016 THROUGH FY 2020 PROJECTION

FISCAL YEAR	*PROJECTED FY 2015*	*PROPOSED FY 2016*	*PROJECTED FY 2017*	*PROJECTED FY 2018*	*PROJECTED FY 2019*	*PROJECTED FY 2020*
BEGINNING FUND BALANCE	$1,411,635	$1,492,472	$1,208,487	$1,063,984	$953,972	$883,650
REVENUES:						
1/2 CENT SALES TAX REVENUE*	$1,514,655	$1,529,802	$1,529,802	$1,529,802	$1,545,100	$1,560,551
INTEREST INCOME	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500
USE OF AVAILABLE CASH	$119,557	$484,082	$346,048	$310,750	$273,962	$0
TOTAL REVENUES	$1,635,712	$2,015,384	$1,877,350	$1,842,052	$1,820,562	$1,562,051
EXPENDITURES:						
ADMINISTRATIVE BOARD/AUDIT EXPENSES:	$1,850	$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	$49,500
REGIONAL RECRUITING AND HIRING PROCESS (PACT TEST)	$2,000	$2,500	$2,500	$2,500	$2,500	$2,500
CRIME REPORTS CRIME MAPPING SOFTWARE	$1,200	$0	$0	$0	$0	$0
CRIME REPORTS ANALYTICAL CRIME MAPPING SOFTWARE	$3,588	$5,492	$5,492	$5,492	$5,492	$5,492
NETMOTION WIRELESS MAINTENANCE AGREEMENT	$3,219	$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	$3,949
TICKET WRITER REPLACEMENT	$0	$4,700	$4,700	$4,700	$4,700	$4,700
PERSONNEL:						
POLICE OFFICERS:						
7 OFFICERS	$585,977	$603,556	$621,663	$640,313	$659,522	$679,308
ADDITIONAL OFFICER IN FY 2016	$0	$72,058	$74,220	$76,446	$78,739	$81,102
TEEN COURT	$33,750	$33,750	$33,750	$33,750	$33,750	$33,750
CAPITAL -						
FACILITY NEEDS ASSESSMENT	$0	$0	$30,000	$0	$0	$0
UPS BATTERY BACKUP REPLACEMENT	$0	$0	$85,000	$0	$0	$0
JUSTICE CENTER DUMPSTER ENCLOSURES	$0	$0	$0	$10,000	$0	$0
HVAC REPLACEMENT - JUSTICE CENTER	$0	$0	$0	$0	$0	$237,000
ROOF REPAIRS & MODIFIED BITUMEN REPLACEMENT - JUSTICI	$0	$100,171	$0	$0	$0	$0
METAL ROOF COATING - JUSTICE CENTER	$0	$0	$0	$0	$0	$167,200
VEHICLES:						
REPLACEMENT - PATROL VEHICLE AND EQUIPMENT	$200,000	$195,000	$206,600	$206,600	$206,600	$206,600
REPLACEMENT - MOTORCYCLE (TWO)	$0	$72,000	$4,000	$4,000	$12,500	$12,500
REPLACEMENT - CID VEHICLE	$26,000	$27,000	$27,000	$27,000	$27,000	$27,000
NEW VEHICLE (FOR NEW OFFICERS)	$0	$0	$0	$51,650	$0	$0
EQUIPMENT:						
SELF AID TRAUMA KITS	$2,000	$0	$0	$0	$0	$0
ANNUAL WEAPONS REPLACEMENT	$8,500	$8,500	$8,500	$8,500	$8,500	$8,500
STINGER FLASHLIGHTS	$0	$3,800	$0	$0	$0	$0
FOUR HANDHELD RADAR UNITS	$2,800	$0	$0	$0	$0	$0
TWO HANDHELD LASER UNITS	$0	$7,000	$0	$0	$0	$0
TWO RADAR SIGNS- REPLACEMENT	$0	$11,000	$0	$0	$0	$0
BODY CAMERA EQUIPMENT	$0	$100,000	$0	$0	$0	$0
DEBT SERVICE:						
2006 SERIES REFUNDING DEBT	$500,985	$500,242	$503,862	$501,845	$509,100	$0
TRANSFERS:						
CAPITAL EQUIPMENT REPLACEMENT FUND - IN-CAR MOBILE DIGITAL COMPUTER SYSTEM	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
TOTAL EXPENDITURES	$1,435,318	$1,815,287	$1,675,805	$1,641,314	$1,616,922	$1,534,170
EXCESS REVENUES OVER EXPENDITURES ^^	$200,394	$200,097	$201,545	$200,738	$203,640	$27,881
ENDING FUND BALANCE	$1,492,472	$1,208,487	$1,063,984	$953,972	$883,650	$911,532

^^ 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

*NOTE: SALES TAX GROWTH PROJECTION OF 1% IN FY 2016, 0% IN FY 2017 and FY 2018, 1% IN FY 2019 and FY 2020