Colleyville Crime Control and Prevention District Board Agenda

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

Tuesday, June 16, 2015 — City Council Chambers
5:00 p.m. — Third Floor, City Hall

1. CALL TO ORDER

2. CONSENT: READING AND PUBLIC HEARING- Resolution R-15-0068

2a Approval of the minutes of the Colleyville Crime Control and Prevention District (CCCPD) Board Worksession of June 4, 2015

2b Approval of the minutes of the Colleyville Crime Control and Prevention District (CCCPD) Board of Directors Meeting of June 17, 2014

3. RESOLUTION(S): READING AND PUBLIC HEARING

3a Resolution R-15-0069

Approval of the Fiscal Year 2016 (FY 2016) Colleyville Crime Control and Prevention District Budget

3b Resolution R-15-0070

Election of a President and Vice President of the Colleyville Crime Control and Prevention District Board of Directors

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, June 12, 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.

RESOLUTION R-15-0068

A RESOLUTION APPROVING COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT BOARD OF DIRECTORS ACTION UNDER CONSENT ITEMS AT THE MEETING OF JUNE 16, 2015

WHEREAS, Colleyville Crime Control and Prevention District Board of Directors has taken action on certain items on the agenda under Consent Items.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT:

Sec. 1. THAT the agenda decisions approved by the Colleyville Crime Control and Prevention District Board of Directors action under Consent Items as follows are hereby adopted:

a. THAT the minutes of the Colleyville Crime Control and Prevention District (CCCPD) Board Worksession of June 4, 2015, are hereby approved

b. THAT the minutes of the Colleyville Crime Control and Prevention District (CCCPD) Board meeting of June 17, 2014, are hereby approved

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 16TH DAY OF JUNE 2015.

ATTEST:

COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT

Amy Shelley, TRMC
City Secretary

Chuck Mogged
President

Colleyville Crime Control and Prevention District Board Worksession Minutes - Draft

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

The Colleyville Crime Control and Prevention District Board Worksession was called to order by President Chuck Mogged on June 4, 2015, at 6:02 p.m.

ROLL CALL: President Chuck Mogged, Vice President Carol Wollin, Directors: Nancy Coplen, David Kelly, and Mike Taylor were present. City Manager Jennifer Fadden, Treasurer Terry Leake, Police Chief Mike Holder, Assistant Police Chief Robert Hinton, Services Lieutenant Hillary Wreay, Operations Lieutenant Scotty Graves, Finance Manager Karen Hines, Parks Manager James Hubbard, Human Resources Director Rachel Hewitt, and City Secretary Amy Shelley were also present.

Information Services Manager Chris Pena arrived at 6:40 p.m.

Absent: Directors Chris Putnam and Jody Short

2. PRESENTATION AND DISCUSSION

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

Police Chief Mike Holder presented this item and briefed the Board.

There was no discussion on this item.

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

Assistant Chief Robert Hinton presented this item and briefed the Board.

Director Kelly asked staff if the lasers were the same ones as last year. Assistant Chief Hinton replied they are not, the new lasers utilize enhanced technology.

Director Wollin asked staff about the Stinger flashlights. Assistant Chief Hinton explained and provided an example of the Stinger flashlight.

President Mogged thanked the chiefs for the good presentation and stated there does not seem to be any questions.

Director Taylor asked staff about the cost for the flashlights. Lieutenant Graves replied about $80 each.

President Mogged asked staff about the quality of the WatchGuard System body cameras. Chief Holder replied the WatchGuard System has better technology, a wide angle lens, and better resolution, however, it also costs more.

Director Kelly asked staff if a year will make a difference in technology. Chief Holder replied yes, and explained the L3 body camera has already changed since the photo was placed in this presentation.

Director Taylor asked staff about the replacement cycle of the body cameras. Chief Holder replied most purchased camera warranties are for three years.

Director Coplen asked staff about the implications of lawsuits. Chief Holder stated challenges stemming from privacy issues and the potential for lawsuits was discussed in Austin, and are reasons why cameras are not mandated.

President Mogged asked staff if Southlake is going to use the cameras with all officers, not just a test. Chief Holder replied yes, cameras will be with all uniformed patrol and traffic officers.

Director Coplen asked staff if Grapevine is using cameras. Chief Holder replied he believes some uniformed officers are using them and he believes they will get to full implementation in the near future.

Director Kelly stated he believes funds for implementation need to be allocated in multi-year year budgets.

Director Taylor asked staff how they are going to address the server costs and will the storage needs keep growing. Chief Holder replied the state's retention schedule will have to be followed, and most departments keep video for 90 days. He stated he believes the current server will hold the video, or there may be a need for a small upgrade and recommends long term budgeting for an upgraded server in the future.

Director Taylor asked what associated equipment covers, under the line item server and associated equipment. Chief Holder replied associated equipment refers to items to run the server, such as cables and connectors.

Director Kelly asked staff if there is a server rental option rather than a purchase. Chief Holder replied, generally large departments do rent, so the possibility is available, however, for departments our size, it is expensive and not as cost effective.

Director Taylor asked staff about the school district's fiber update. City Manager Jennifer Fadden replied the fiber optic project is expensive and is a partnership between the City of Grapevine, GCISD, and City of Colleyville and is a multiple phase project. Colleyville is basically the third partner and it will likely be three to four years before the City is connected.

Director Taylor stated he thought it was going to be sooner than that. Director Kelly stated he believed ISM Manager Chris Pena had planned on implementation with Grapevine, but as the fiber optic is being constructed in phases and Colleyville is the third partner, the time frame for connectivity is later.

Director Taylor asked staff if there are some cloud storage issues. Chief Holder replied certain criminal records have to be secured and not all companies that provide cloud services meet the state and federal security requirements, called CGIS security.

Director Taylor asked staff if there is an off-site electronic digital back-up. City Manager Jennifer Fadden replied no, there is no off-site digital back-up, however, it is a project on the five-year plan.

Director Kelly stated we have a hard back-up of everything. City Manager Jennifer Fadden concurred.

Director Kelly stated he would encourage planning and budgeting for additional backup and storage.

Vice President Wollin asked staff about the training required for the body cameras. Chief Holder replied he has not actually seen the training; however he can't imagine it would be more than one day of training, as the primary focus would be on policy development and implementation.

Director Kelly asked staff if there is any other analytics software needed. Chief Holder replied staff is still learning the software and report capabilities, therefore he does not believe they need anything at this time.

Director Kelly asked staff if there is a way to push the analytics to the public, for example, traffic and crime alerts and warnings specific to their neighborhoods. Chief Holder replied, staff continues to utilize social media for providing that information, but they are more successful with using officers to interact with the

HOA's. He added, the department will continue to learn the software and improve the process for posting information, by using social media.

2. ADJOURNMENT

There being no further business before the Colleyville Crime Control and Prevention District, President Mogged thanked everyone and adjourned the worksession at 6:40 p.m.

APPROVED BY A VOTE OF __ AYES, __ NAYS, AND __ ABSTENTIONS ON THIS THE 16TH DAY OF JUNE, 2015.

Minutes taken and prepared by:

Amy Shelley, TRMC
City Secretary

Tuesday, June 17, 2014 | City Council Chambers
5:00 p.m.

CITY COUNCIL PORTRAIT SITTING - 4:45 P.M.

The Colleyville Crime Control and Prevention District Board Meeting was called to order by President Jody Short on June 17, 2014, at 5:01 p.m.

ROLL CALL: Directors Carol Wollin, Chuck Mogged, Chris Putnam, David Kelly, Tom Hart and Mike Taylor were present. City Manager Jennifer Fadden, Treasurer Terry Leake, Strategic Services Manager Adrienne Lothery, Finance Manager Karen Hines, Public Works Director Bob Lowry, Police Chief Mike Holder, Fire Chief Brian Riley, Human Resources Director Michelle Reyes, Captain Robert Hinton, and City Secretary Amy Shelley were also present.

2. CONSENT: READING AND PUBLIC HEARING - Resolution R-14-0065

2a Approval of the minutes of the Colleyville Crime Control and Prevention District (CCCPD) Board Worksession of May 28, 2014

2b Approval of the minutes of the Colleyville Crime Control and Prevention District Board of Directors Meeting of June 18, 2013

President Short read Resolution R-14-0065 in its entirety.

President Short opened the public hearing at 5:02 p.m.

There was no one present wishing to speak concerning this item and President Short closed the public hearing at 5:02 p.m.

Director Kelly moved to approve Resolution R-14-0065. Director Hart seconded the motion.

The motion carried with the following vote:

Aye: President Jody Short, and Directors Carol Wollin, Chuck Mogged, Chris Putnam, David Kelly, Tom Hart, and Mike Taylor

3. RESOLUTION(S): READING AND PUBLIC HEARING

3a Resolution R-14-0066

Approval of the Fiscal Year 2015 (FY 2015) Colleyville Crime Control Prevention District (CCCPD) budget

President Short read Resolution R-14-0066 in its entirety.

Police Chief Mike Holder presented the agenda item and briefed the Board.

Director Taylor questioned staff regarding the accrued hours. Chief Holder replied staff closely monitors those accrued hours to manage personnel.

Director Taylor questioned staff regarding the grant for emergency management equipment. Chief Holder replied those requests come through the Fire Department; however, they do let us know when there may be something that would benefit the Police Department. Director Taylor encouraged staff to pursue those grants when the opportunity presents itself.

Director Taylor questioned staff regarding the limits of those accrued hours. Chief Holder replied holiday time is up to the department director, and historically those hours roll over. City Manager Jennifer Fadden added the City pays the public safety employees their holiday time, rather than letting those hours accrue.

Director Taylor questioned staff regarding if there is more than one year of holiday pay relative to the budget. City Manager Jennifer Fadden replied the Fire Department employees are paid six of the nine holidays, and then they are allowed to schedule off three of them. She stated staff will provide that information.

Director Taylor questioned staff regarding vacation and sick leave. City Manager Jennifer Fadden replied all employees accrue vacation and sick leave depending on the tenure of service with the City. She stated an employee is allowed a maximum of 720 sick leave hours, which may also serve as short term disability insurance, since the City only carries long term disability insurance. She added an employee is allowed a maximum of 400 hours of vacation leave.

Director Taylor questioned staff regarding how this is accounted for within the budget. Treasure Terry Leake stated it is shown as a liability within the budget in the long term debt section. City Manager Jennifer Fadden stated it is an annual liability. Director Taylor stated he would like that information pointed out during the budget process.

Director Mogged stated a lot has been done with the combination of the sister cities in sharing with the overhead costs. Chief Holder concurred, and stated staff is constantly working to create those positive partnerships.

Director Hart questioned staff regarding how many applicants were reviewed before selecting the two qualified applicants. Chief Holder replied about 16 applications.

Director Taylor questioned staff regarding the controversy surrounding the on-body cameras. Chief Holder replied staff would encourage citizen input to know what is important to our citizens, and most policies require that all encounters are to be videoed; however, based on citizen input, that could change. Director Kelly stated all traffic stops are videoed and most have audio.

Director Taylor stated he would like to know the potential pitfalls with those cameras. Director Kelly stated nationally those details are trying to be worked out through policies.

President Short opened the public hearing at 5:30 p.m.

There was no one present wishing to speak concerning this item and President Short closed the public hearing at 5:30 p.m.

Director Wollin moved to approve Resolution R-14-0066. Director Mogged seconded the motion.

The motion carried with the following vote:

Aye: President Jody Short, and Directors Carol Wollin, Chuck Mogged, Chris Putnam, David Kelly, Tom Hart, and Mike Taylor

3b Resolution R-14-0067
Election of a President and Vice President of the Colleyville Crime Control and Prevention District Board of Directors

President Short read Resolution R-14-0067 in its entirety.

President Short opened the public hearing at 5:31 p.m.

There was no one present wishing to speak concerning this item and President Short closed the public hearing at 5:31 p.m.

Director Kelly moved to approve Resolution R-14-0067 electing Director Mogged as President, and Director Wollin as Vice President. Director Hart seconded the motion.

The motion carried with the following vote:

Aye: President Jody Short, and Directors Carol Wollin, Chuck Mogged, Chris Putnam, David Kelly, Tom Hart, and Mike Taylor

4. ADJOURNMENT

There being no further business before the Colleyville Crime Control and Prevention District Board of Directors, President Jody Short adjourned the meeting at 5:32 p.m.

APPROVED BY A VOTE OF __ AYES, __ NAYS, AND __ ABSTENTIONS ON THIS THE 16TH DAY OF JUNE 2015.

Minutes taken and prepared by:

Amy Shelley, TRMC
City Secretary

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 3a **Agenda Date** 06/16/2015 **Number** Resolution R-15-0069
Type Resolution
Department Police

Title
Approval of the Fiscal Year 2016 (FY 2016) Colleyville Crime Control and Prevention District Budget

Explanation
Reading and Public Hearing

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. This item allows the Board to comply with this requirement by approving the proposed FY 2016 CCCPD budget. Staff proposes the following FY 2016 budget for review and discussion, and is seeking Board approval of the proposed expenditures.

The FY 2016 CCCPD budget was discussed at the June 4, 2015 CCCPD worksession. At that time, staff presented a complete budget proposal that meets the needs of the Colleyville Police Department and the community. Based on discussion at the worksession and the recommendation of the police department, plans for the purchase of body camera equipment have been postponed until FY 2017. The proposed budget includes administrative and technology expenditures as well as full funding for eight (8) police personnel, four (4) marked police vehicles, one (1) unmarked police vehicle, two (2) motorcycles, roof repairs at the Justice Center, Stinger flashlights, two (2) handheld laser units, replacement of two (2) radar signs, and continuation of the weapons replacement schedule.

The following information and attachments provide estimated fund balances and revenues, as well as a detailed list of proposed expenditures.

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	$ 384,082
TOTAL REVENUES	$ 1,915,384
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 Equipment 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
Debt Service:		
2006 Series Refunding Debt	$	500,242
Transfers:		
Capital Equipment Replacement Fund - In-Car Mobile Digital Computer System	$	10,000
TOTAL EXPENDITURES	$	1,715,287
**EXCESS REVENUES OVER EXPENDITURES	$	200,097
ENDING FUND BALANCE	$	1,308,487
*Must have a 1.4 times coverage ratio ($200,097) for debt service payment in FY 2016.		

Attachments

1. FY 2016 Proposed Budget
2. Resolution R-15-0069

COLLEYVILLE CRIME CONTROL DISTRICT
FY 2016 PROPOSED

FISCAL YEAR	*ADOPTED FY 2015*	*PROJECTED FY 2015*	*PROJECTED FY 2016*
BEGINNING FUND BALANCE	$1,256,369	$1,411,635	$1,492,472
REVENUES:			
1/2 CENT SALES TAX REVENUE	$1,413,500	$1,514,655	$1,529,802
INTEREST INCOME	$1,500	$1,500	$1,500
USE OF AVAILABLE CASH	$224,300	$119,557	$384,082
TOTAL REVENUES	$1,639,300	$1,635,712	$1,915,384
EXPENDITURES:			
ADMINISTRATIVE BOARD/AUDIT EXPENSES:	$1,850	$1,850	$1,850
POLICE SOFTWARE ANNUAL MAINTENANCE CONTRACT	$49,500	$49,500	$49,500
REGIONAL RECRUITING AND HIRING PROCESS (PACT TEST)	$2,000	$2,000	$2,500
CRIME REPORTS CRIME MAPPING SOFTWARE	$1,200	$1,200	$0
CRIME REPORTS ANALYTICAL CRIME MAPPING SOFTWARE	$3,588	$3,588	$5,492
NETMOTION WIRELESS MAINTENANCE AGREEMENT	$3,219	$3,219	$3,219
L-3 IN-CAR VIDEO SYSTEM SERVER MAINTENANCE	$3,949	$3,949	$3,949
TICKET WRITER REPLACEMENT	$0	$0	$4,700
PERSONNEL:			
POLICE OFFICERS:			
7 OFFICERS	$589,565	$585,977	$603,556
ADDITIONAL OFFICER IN FY 2016	$0	$0	$72,058
TEEN COURT	$33,750	$33,750	$33,750
CAPITAL -			
ROOF REPAIRS & MODIFIED BITUMEN REPLACEMENT	$0	$0	$100,171
VEHICLES:			
REPLACEMENT - PATROL VEHICLE AND EQUIPMENT	$200,000	$200,000	$195,000
REPLACEMENT - MOTORCYCLE (TWO)	$0	$0	$72,000
REPLACEMENT - CID VEHICLE	$26,000	$26,000	$27,000
EQUIPMENT:			
SELF AID TRAUMA KITS	$2,000	$2,000	$0
ANNUAL WEAPONS REPLACEMENT	$8,500	$8,500	$8,500
STINGER FLASHLIGHTS	$0	$0	$3,800
FOUR HANDHELD RADAR UNITS	$2,800	$2,800	$0
TWO HANDHELD LASER UNITS	$0	$0	$7,000
TWO RADAR SIGNS- REPLACEMENT	$0	$0	$11,000
DEBT SERVICE:			
2006 SERIES REFUNDING DEBT	$500,985	$500,985	$500,242
TRANSFERS:			
CAPITAL EQUIPMENT REPLACEMENT FUND - IN-CAR MOBILE DIGITAL COMPUTER SYSTEM	$10,000	$10,000	$10,000
TOTAL EXPENDITURES	$1,438,906	$1,435,318	$1,715,287
EXCESS REVENUES OVER EXPENDITURES ^^	$200,394	$200,394	$200,097
ENDING FUND BALANCE	$1,232,463	$1,492,472	$1,308,487

^^ 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

RESOLUTION R-15-0069

A RESOLUTION ADOPTING AN ANNUAL BUDGET FOR FISCAL YEAR 2016 FOR THE COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT

WHEREAS, the laws of the State of Texas require an annual budget be adopted by the Board of Directors; and

WHEREAS, the laws require the budget includes projected revenues and proposed expenditures, cash on hand at the start of the year, the amount of money received during the prior year, the tax rate, and the projected ending fund balance.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT:

Sec. 1. THAT the Fiscal Year 2016 budget amounts for the Colleyville Crime Control and Prevention District with a sales and use tax rate of .5% are as follows:

Projected Revenue Received in Fiscal Year 2015	$1,635,712
Projected Cash on Hand as of October 1, 2015	$1,492,472
Revenues	$1,915,384
Expenditures	$1,715,287
Ending Fund Balance at September 30, 2016	$1,308,487

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____ ABSTENTIONS ON THIS THE 16TH DAY OF JUNE 2015.

ATTEST:

Amy Shelley, TRMC
City Secretary

COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT

Chuck Mogged
President

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 3b **Agenda Date** 06/16/2015 **Number** Resolution R-15-0070
Type Resolution
Department Police

Title
Election of a President and Vice President of the Colleyville Crime Control and Prevention District Board of Directors

Explanation
Reading and Public Hearing

In accordance with Chapter 501, Section 501.065, of the Local Government Code, the Colleyville Crime Control and Prevention District Board of Directors shall elect from among its members a President and Vice President. Each officer of the Board serves for a term of one year.

Attachments
1. Resolution R-15-0070

RESOLUTION R-15-0070

A RESOLUTION APPOINTING A PRESIDENT AND VICE PRESIDENT TO THE COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT BOARD OF DIRECTORS

WHEREAS, the Colleyville Crime Control and Prevention District Board of Directors shall elect, from among its members, a President and Vice President in accordance with the Local Government Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT:

Sec. 1. THAT Director ______________ is elected President and Director ____________ is elected Vice President for a one-year term.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF __ AYES, __ NAYS, AND __ ABSTENTIONS, THIS THE 16TH DAY OF JUNE 2015.

ATTEST:

Amy Shelley, TRMC
City Secretary

COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT

Chuck Mogged
President