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

Monday, June 6, 2016 — Executive Conference Room
5:30 p.m. — Third Floor - City Hall

1. CALL TO ORDER

2. PRESENTATION AND DISCUSSION

2a Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2016 (FY 2016) budget update

2b Presentation and discussion of the Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2017 (FY 2017) budget

3. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, June 3, 2016 *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.

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** 06/06/2016 **Number** 2a
Type Presentation and Discussion
Department City Manager

Title

Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2016 (FY 2016) budget update

Strategy Map Connection

C5- Achieve the highest standards of safety & security

Explanation

This briefing provides an update on the current FY 2016 CCCPD budget.

Attached is a comparison of the FY 2016 adopted budget versus the FY 2016 revised projection. Midway through the 2016 fiscal year, sales tax revenues have totaled $807,016, which is 10.15% above sales tax revenues received during the same time-period in FY 2015. It is projected that the full fiscal year of sales tax revenue will be $83,818 greater than budgeted. The additional sales tax revenue allows for use of less cash from fund balance than originally planned for this fiscal year. Expenditures are anticipated to be as budgeted.

Attachments

1. FY 2016 CCCPD Adopted Budget versus FY 2016 Projections

COLLEYVILLE CRIME CONTROL DISTRICT
FY 2016 BUDGET VS. PROJECTIONS

FISCAL YEAR	***ADOPTED FY 2016***	***PROJECTED FY 2016***
BEGINNING FUND BALANCE	$1,492,472	$1,481,643
REVENUES:		
1/2 CENT SALES TAX REVENUE*	$1,529,802	$1,613,620
INTEREST INCOME	$1,500	$1,500
USE OF AVAILABLE CASH	$384,082	$300,264
TOTAL REVENUES	$1,915,384	$1,915,384
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)	$2,500	$2,500
CRIME REPORTS ANALYTICAL CRIME MAPPING SOFTWARE	$5,492	$5,492
NETMOTION WIRELESS MAINTENANCE AGREEMENT	$3,219	$3,219
L-3 IN-CAR VIDEO SYSTEM SERVER MAINTENANCE	$3,949	$3,949
TICKET WRITER REPLACEMENT	$4,700	$4,700
PERSONNEL:		
POLICE OFFICERS:		
7 OFFICERS	$603,556	$603,556
ADDITIONAL OFFICER IN FY 2016	$72,058	$72,058
TEEN COURT	$33,750	$33,750
CAPITAL -		
ROOF REPAIRS & MODIFIED BITUMEN REPLACEMENT - JUSTICE CENTER	$100,171	$100,171
VEHICLES:		
REPLACEMENT - PATROL VEHICLE AND EQUIPMENT	$195,000	$195,000
REPLACEMENT - MOTORCYCLE (TWO)	$72,000	$72,000
REPLACEMENT - CID VEHICLE	$27,000	$27,000
EQUIPMENT:		
ANNUAL WEAPONS REPLACEMENT	$8,500	$8,500
STINGER FLASHLIGHTS	$3,800	$3,800
TWO HANDHELD LASER UNITS	$7,000	$7,000
TWO RADAR SIGNS- REPLACEMENT	$11,000	$11,000
DEBT SERVICE:		
2006 SERIES REFUNDING DEBT	$500,242	$500,242
TRANSFERS:		
CAPITAL EQUIPMENT REPLACEMENT FUND - IN-CAR MOBILE DIGITAL COMPUTER SYSTEM	$10,000	$10,000
TOTAL EXPENDITURES	$1,715,287	$1,715,287
EXCESS REVENUES OVER EXPENDITURES ^^	$200,097	$200,097
ENDING FUND BALANCE	$1,308,487	$1,381,476

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

Colleyville
Crime Control and Prevention District Board Agenda Briefing

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

Agenda Number 2b **Agenda Date** 06/06/2016 **Number** 2b
Type Presentation and Discussion
Department Police

Title

Presentation and discussion of the Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2017 (FY 2017) budget

Strategy Map Connection

C5- Achieve the highest standards of safety & security
F1- Protect and preserve the City's top financial ratings

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 21, 2016, for the Board to approve the proposed FY 2017 CCCPD Budget. Upon Board approval, the budget will be forwarded to the City Council for consideration.

Staff has proposed the attached FY 2017 budget for review and discussion, and is seeking direction on the proposed expenditures, prior to the meeting for the adoption of the proposed FY 2017 budget. The attached document also forecasts expenditures for the next five fiscal years, to allow for Board discussion and direction.

Attachments

1. FY 2017 - FY 2021 CCPD Projection

COLLEYVILLE CRIME CONTROL DISTRICT
FY 2017 THROUGH FY 2021 PROJECTION

FISCAL YEAR	***ADOPTED FY 2016***	***PROJECTED FY 2016***	***PROJECTED FY 2017***	***PROJECTED FY 2018***	***PROJECTED FY 2019***	***PROJECTED FY 2020***	***PROJECTED FY 2021***
BEGINNING FUND BALANCE	$1,492,472	$1,481,643	$1,381,476	$1,313,891	$1,156,901	$952,107	$1,031,371
REVENUES:							
1/2 CENT SALES TAX REVENUE*	$1,529,802	$1,613,620	$1,613,620	$1,613,620	$1,629,756	$1,646,054	$1,662,514
INTEREST INCOME	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500
USE OF AVAILABLE CASH	$384,082	$300,264	$269,130	$357,728	$408,434	$0	$80,273
TOTAL REVENUES	$1,915,384	$1,915,384	$1,884,250	$1,972,848	$2,039,690	$1,647,554	$1,744,287
EXPENDITURES:							
ADMINISTRATIVE BOARD/AUDIT EXPENSES:	$1,850	$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	$49,500
REGIONAL RECRUITING AND HIRING PROCESS	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500
REGIONAL CRIME SCENE RESPONSE UNIT	$0	$0	$10,000	$10,000	$10,000	$10,000	$10,000
CRIME REPORTS ANALYTICAL CRIME MAPPING SOFTWARE	$5,492	$5,492	$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	$3,219
L-3 IN-CAR VIDEO SYSTEM SERVER MAINTENANCE	$3,949	$3,949	$3,949	$3,949	$3,949	$3,949	$3,949
TICKET WRITER REPLACEMENT	$4,700	$4,700	$4,700	$4,700	$4,700	$4,700	$4,700
PERSONNEL:							
POLICE OFFICERS:							
7 OFFICERS	$603,556	$603,556	$621,663	$640,313	$659,522	$679,308	$699,687
ADDITIONAL OFFICER IN FY 2016	$72,058	$72,058	$74,220	$76,446	$78,739	$81,102	$83,535
ADDITIONAL OFFICER IN FY 2018	$0	$0	$0	$76,446	$78,739	$81,102	$83,535
ADDITIONAL OFFICER IN FY 2019	$0	$0	$0	$0	$78,739	$81,101	$83,534
ADDITIONAL SERGEANT IN FY 2021	$0	$0	$0	$0	$0	$98,917	$101,885
TEEN COURT	$33,750	$33,750	$33,750	$33,750	$33,750	$33,750	$33,750
CAPITAL -							
FACILITY NEEDS ASSESSMENT	$0	$0	$30,000	$0	$0	$0	$0
UPS BATTERY BACKUP REPLACEMENT	$0	$0	$85,000	$0	$0	$0	$0
JUSTICE CENTER DUMPSTER ENCLOSURES	$0	$0	$0	$10,000	$0	$0	$0
HVAC REPLACEMENT - JUSTICE CENTER	$0	$0	$0	$0	$0	$0	$237,000
ROOF REPAIRS & MODIFIED BITUMEN REPLACEMENT - JUSTICE CEI	$100,171	$100,171	$0	$0	$0	$0	$0
METAL ROOF COATING - JUSTICE CENTER	$0	$0	$0	$0	$0	$167,200	$0
CARPET & VCT TILE REPLACEMENT - JUSTICE CENTER	$0	$0	$0	$0	$0	$0	$88,052
VEHICLES:							
REPLACEMENT - PATROL VEHICLE AND EQUIPMENT	$195,000	$195,000	$113,000	$206,600	$206,600	$206,600	$206,600
REPLACEMENT - MOTORCYCLE (TWO)	$72,000	$72,000	$0	$0	$12,500	$12,500	$0
REPLACEMENT - ADMINISTRATIVE VEHICLES	$27,000	$27,000	$121,500	$27,000	$27,000	$27,000	$27,000
NEW VEHICLE (FOR NEW OFFICERS)	$0	$0	$0	$0	$51,650	$0	$0
EQUIPMENT:							
ANNUAL WEAPONS REPLACEMENT	$8,500	$8,500	$8,500	$8,500	$8,500	$8,500	$8,500
STINGER FLASHLIGHTS	$3,800	$3,800	$0	$0	$0	$0	$0
TWO HANDHELD LASER UNITS	$7,000	$7,000	$0	$0	$0	$0	$0
TWO RADAR SIGNS- REPLACEMENT	$11,000	$11,000	$0	$0	$0	$0	$0
IN CAR CAMERAS & SERVER	$0	$0	$0	$100,000	$0	$0	$0
DEBT SERVICE:							
2006 SERIES REFUNDING DEBT	$500,242	$500,242	$503,862	$501,845	$509,100	$0	$0
TRANSFERS:							
CAPITAL EQUIPMENT REPLACEMENT FUND - IN-CAR MOBILE DIGITAL COMPUTER SYSTEM	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
TOTAL EXPENDITURES	$1,715,287	$1,715,287	$1,682,705	$1,772,110	$1,836,050	$1,568,289	$1,744,287
EXCESS REVENUES OVER EXPENDITURES ^^	$200,097	$200,097	$201,545	$200,738	$203,640	$79,264	$0
ENDING FUND BALANCE	$1,308,487	$1,381,476	$1,313,891	$1,156,901	$952,107	$1,031,371	$951,098

^^ 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 0% IN FY 2017 and FY 2018, 1% IN FY 2019 - FY 2021

Department Overview

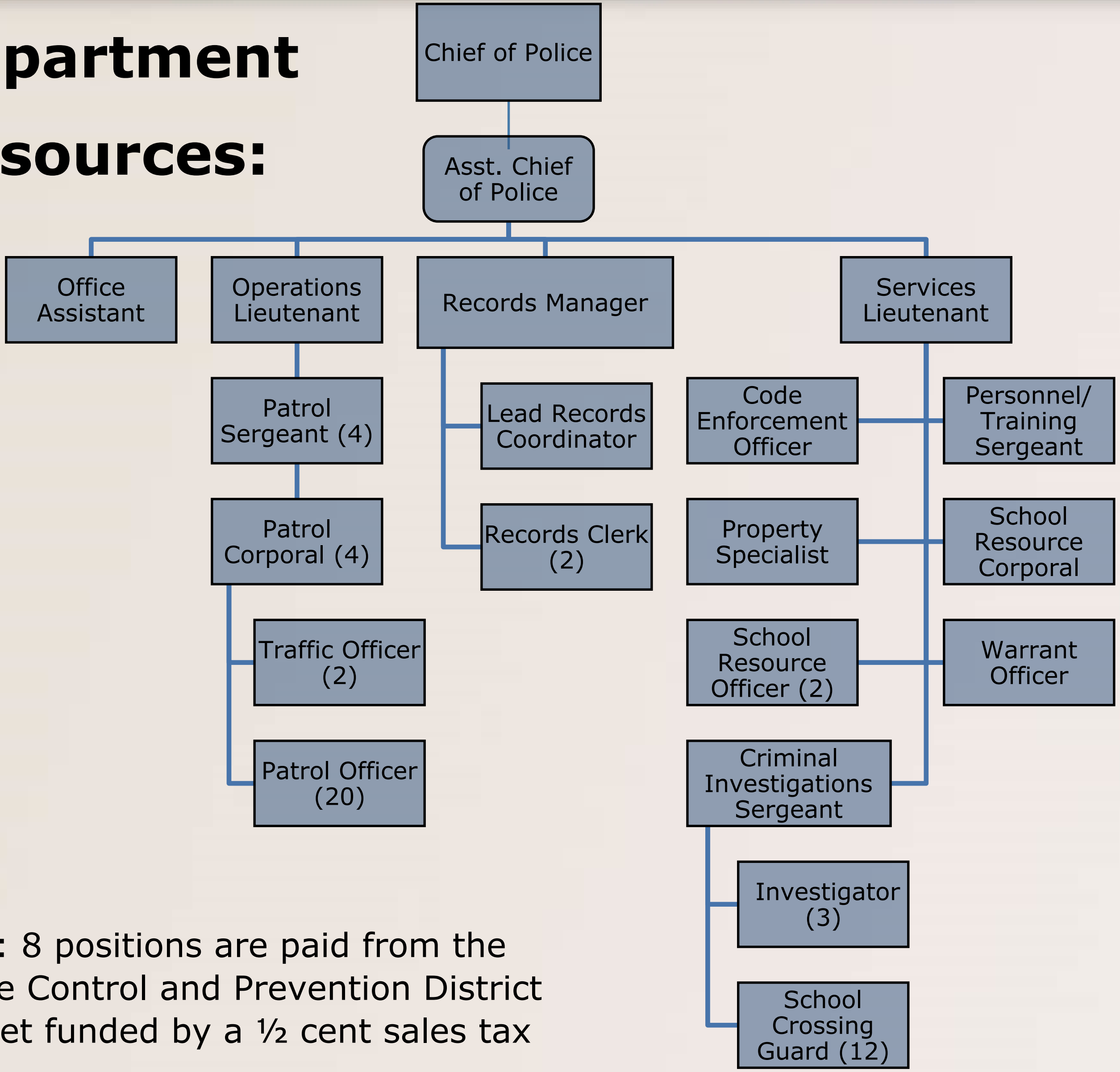
Budget Worksession
June 6, 2016

Police

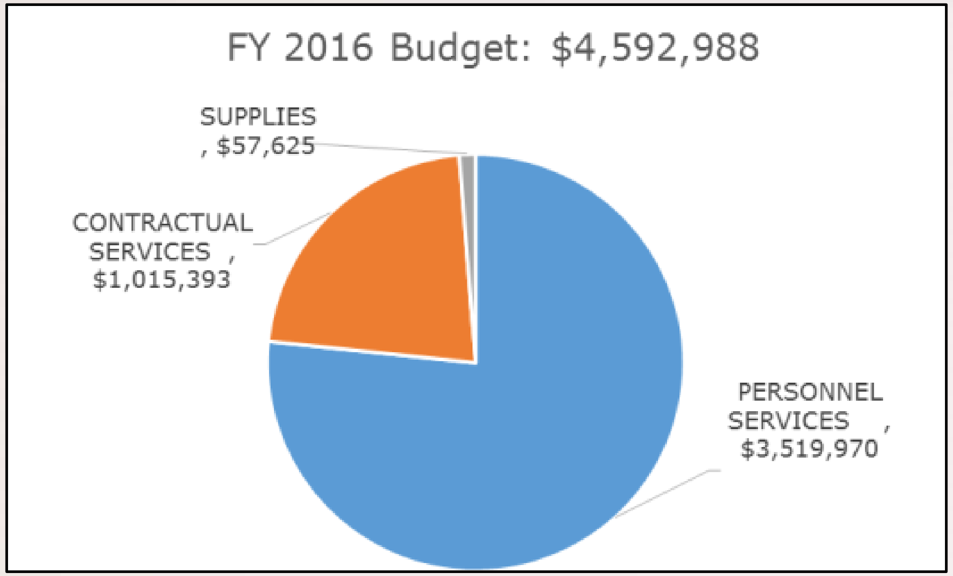
The Colleyville Police Department models a community policing based philosophy that values problem solving. The Police Department is focused on forming lasting community partnerships that will foster and maintain our ability to protect and preserve our neighborhoods and enhance the safety and security of residents and visitors alike. The Police Department works with community members to analyze neighborhood issues and formulates specific plans and develops strategies to address and eliminate the problems. Employees and community members are empowered to take responsibility for tasks they can perform that further our efforts to protect our city. Collaboration is encouraged through training our employees and community members to recognize shared interests, trends and opportunities. The Police Department strives to communicate openly with both employees and the community through varied methods and technologies. This focus on information sharing through frequent communication leads to low crime and shared trust. The Police Department values all individuals and their rights as human beings and carries out our duties with the proper respect and empathy. The mission of the Colleyville Police Department is to provide exceptional police services, in partnership with the community, ensuring safe and secure neighborhoods that support Colleyville's unique quality of life.

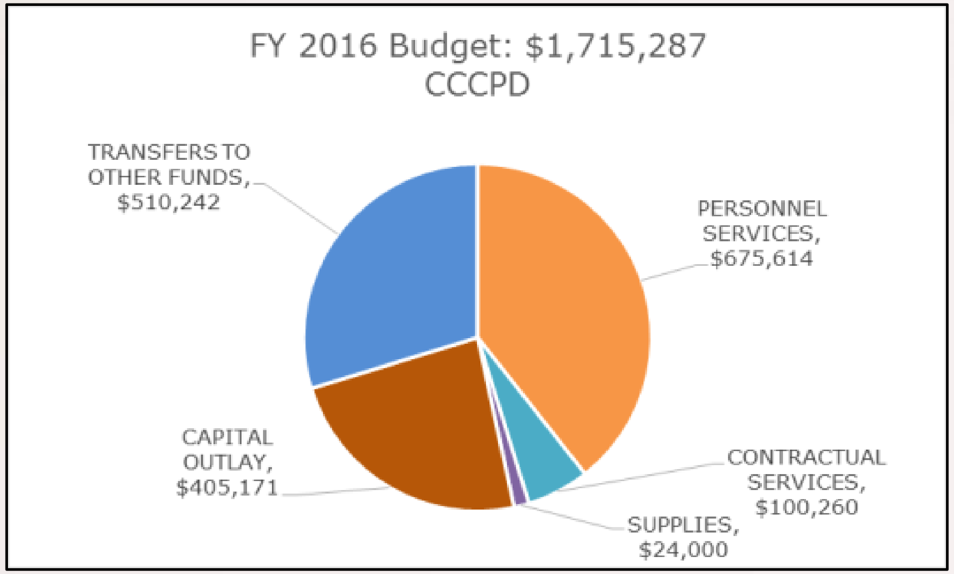
Police

Department Resources:



Note: 8 positions are paid from the Crime Control and Prevention District budget funded by a ½ cent sales tax





Police

Core Services:

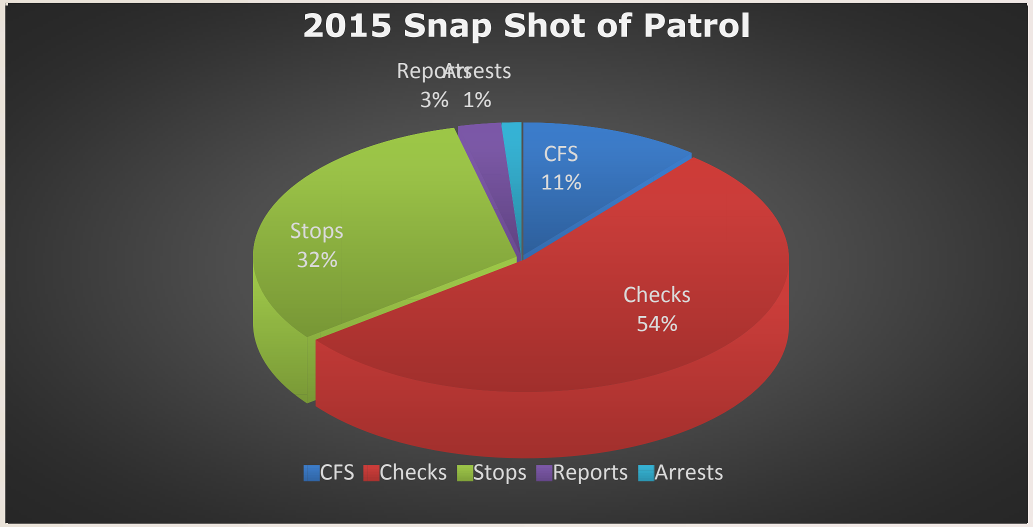
1. Protect and preserve the safety of neighborhoods
2. Timely response to all citizen calls for police services
3. Promote traffic safety and reduce accidents on roadways
4. Enhance crime prevention
5. Focus on community-based policing
6. Provide investigations for all criminal offenses
7. Efficient processing and management of physical evidence and recovered property
8. Provide school safety and security
9. Enhance and maintain neighborhoods and commercial property through effective code enforcement
10. Process all open records requests
11. Provide telephone and walk-in reception of all citizen requests for service

Police: Operations Division

Patrol

- 7,884 Calls for Service
- 5,622 Officer Initiated Calls
- Conducted 36,000 Business, Home, & Park Checks
- 740 Arrests

- 29 Sworn Personnel
- 4 Twelve (12) hour shifts
- 2 Power Shifts



Police: Operations Division

Traffic

- 2459 Traffic Stops
  - 1862 Citations
  - 720 Warnings
- 209 Total Crash Reports
  - 59 worked by Traffic
- 215 Traffic Complaints Investigated

- 2 Sworn Personnel
- Coverage from 7 am to 5 pm - Monday thru Friday

Police: Criminal Investigations

Criminal Investigations (CID):

- In 2015, Criminal Investigations Division investigated 793 cases.
- On average, 3.3 new cases were assigned per day.
- Submitted 2,223 Supplements
- 100% three day victim contact

Additional Duties:

- Crossing Guard Administer
- Property Room
- Citizens on Patrol
- Firearms Instructor
- Child Abduction Response Team
- Taser Instructor
- Lock Box Program

- 4 Sworn and 1 Non-Sworn personnel
- Coverage 7 am – 6 pm – Monday thru Friday
- On-call 24 hours/7 days a week

Police: Code Enforcement

Code Enforcement:

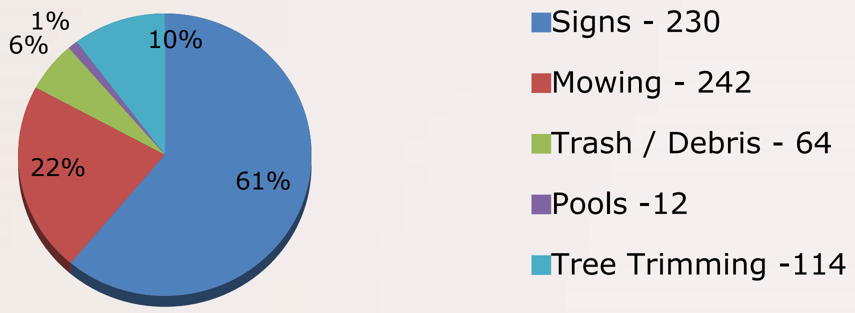
In 2015, Code Enforcement opened 963 new cases, and successfully resolved 984 cases.

Other achievements included:

- Initiated 687 proactive cases
- 1353 signs removed (230 Individual Cases)
- Outstanding Property Liens - $18,540
    - 12 Properties
    - 76 Liens

- 1 Non-Sworn Personnel
- Coverage 8 am – 5 pm – Monday thru Friday
- On-call 24 hours/7 days a week

Top Five Violations



Police: Administrative Services

Records

- Open Records processed – 431
- Phone calls taken – 4523
- Walk in customers – 523
- Background checks, accident report requests, medication disposal, processes solicitor permits, finger-prints

- 3.5 Non Sworn Personnel
- Coverage 8 am – 5 pm – Monday thru Friday

Police: Administrative Services

Personnel/Training

- Civilian Applicants Processed – 124
  (Three Civilian Positions Filled)
- Sworn Officer Applicants Processed – 130
  (Three Sworn Positions Filled)
- Coordinates all Training for the Department
- Conducts all Internal Investigations

- 1 Sworn Personnel
- Coverage 8 am – 5 pm – Monday thru Friday

Police: Five Year Outlook

- Staffing Plan Strategy
  - Continue Lateral Entry Program
  - Service Needs Assessment
  - Recruitment Issues
- Justice Center Assessment
  - Facility Evaluation
  - CCCPD Funding
- Technology and Equipment
  - New and Emerging Technology
  - Body Cameras
- Training
  - 21st Century Policing
  - Servant Leadership
  - State Mandated

Discussion of Proposed FY 2017 Colleyville Crime Control Prevention District Budget (CCCPD)

CCCPD Budget Worksession
June 6, 2016

CCCPD History

Creation & Authorization

- 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 2023

District Powers

- 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 2017 Proposed Budget

Highlights: Operating Expenditures

- Funding of Salary and Benefits for eight sworn officer positions.
  - The staffing plan approved and enacted beginning in 2012 and finalized in 2016, included placing all new positions in the CCCPD
  - Total current authorized sworn staffing = 43
- Records Management System software (CRIMES) and maintenance
- Crime Reports Analytical Software
- Various Software Maintenance Agreements
- Participation in the Metroport Teen Court Program at one-quarter of the regional costs
- Regional Crime Scene Response Unit

FY 2017 Proposed Budget

Highlights: Capital Expenditures

- Execution of fleet management plan
  - Two marked police vehicles with equipment
  - Four unmarked police vehicles with equipment
- UPS Battery Back-up for Justice Center
- Continuation of weapons replacement schedule
- Facility needs assessment

Police Fleet Management Plan

Overview:

- After a complete review of the department's fleet needs was conducted a comprehensive program was implemented for Fiscal Year 2014
- The program immediately reduced the size of the fleet by 19%
- This reduction helped increased the utilization efficiency of the fleet by making the vehicles more multi purpose
- Put the vehicles on a regular replacement schedule

CCCPD Fund 5-Year Projections

- 5-Year projection allows for longer term planning and forecasting
- Sales tax is projected flat for FY 2017 & FY 2018 during SH26 construction
- Current expenditures funded by the CCCPD are projected to continue
- Debt will be paid off in FY 2019
  - Eliminates the need for the debt coverage ratio (revenues must exceed expenditures by 1.4x the current year debt payment)
- Certain equipment replacement, capital, and facility needs vary from year to year
  - Body Camera Project under discussion

Body Camera Project

Overview:

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

Body Camera Project

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 is likely not available, funding preference will be given to cities with a population over 600,000

Body Camera Project

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

Body Camera Project

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

Body Camera Project

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

Body Camera Project

Complete System Replacement Option

- Current server that supports 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

Anticipated Project: **$200,000** Total

- 35 Cameras and evidence software
- Servers and associated equipment
- 11 In-car cameras and software

Body Camera Project

Staff Recommendations

- Continue developing policy with involvement of the community and officers
- Ensure technology meets the needs of the department long term
- Consider delaying the purchase of equipment until next generation equipment is available and funding options are finalized

Questions?