



Agenda

Colleyville Crime Control and Prevention District Board Worksession

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Tuesday, June 18, 2019
4:30 p.m.

Executive Conference Room
City Hall - 100 Main Street

1. CALL TO ORDER

2. PRESENTATION AND DISCUSSION

- 2a** Discussion of the Crime District sales tax applicability to certain utility charges
- 2b** Discussion and public hearing of the Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2020 budget

3. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, June 14, 2019 by 5:00 p.m.

Christine Loven, 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
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Agenda Number 2a	Agenda Date 6/18/2019	Number
Type Presentation and Discussion		
Department City Manager		
Title		

Discussion of the Crime District sales tax applicability to certain utility charges

Strategic Plan

2.4 Demonstrate stewardship of public resources

Explanation

This agenda item provides for discussion of the Crime District 1/2 cent sales tax and its applicability to gas, electricity, and telecommunications charges.

Attachments

1. CCCPD sales tax on utilities presentation



Crime District Sales Tax

June 18, 2019

Background



- Colleyville Crime Control & Prevention District (CCCPD) sales tax of ½ cent was approved by voters in 1999
- Initial 5 year period
- Reauthorized by voters in 2003 for an additional 20 years
- Up for reauthorization again in 2023

CCCPD Sales Tax Applicability



Gas & Electricity Sales

- Currently the ½ cent Crime District sales tax is not charged on residential gas and electric sales as it was previously prohibited by state law
- State law changed in the 81st legislative session which now allows for the dedicated sales tax to be applied
- Would require a resolution to make this effective

Telecommunications Services

- Currently the ½ cent Crime District sales tax is not charged on telecommunications services
- Would require a resolution to make this effective

Discussion Items

- Does the CCCPD Board wish to consider making the sales tax applicable to these utilities
- Last discussed in 2010 – no action taken
- Annual impact to the Crime District budget is an additional \$150,000 - \$200,000 (about 2 officers)

	FY 2016	FY 2017	FY 2018
CEDC ½ Cent Sales Tax	\$1,864,084	\$1,872,563	\$1,946,868
CCCPD ½ Cent Sales Tax	\$1,661,372	\$1,681,196	\$1,732,408
Difference	\$202,711	\$191,366	\$214,460

Questions and Discussion



Colleyville Crime Control and Prevention District Board Agenda Briefing

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Agenda Number 2b	Agenda Date 6/18/2019	Number
Type Public Hearing Agenda Items		
Department Police		

Title

Discussion and public hearing of the Colleyville Crime Control and Prevention District (CCCPD) Fiscal Year 2020 budget

Strategic Plan

2.4 Demonstrate stewardship of public resources

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 hold a public hearing on the proposed annual budget at least 100 days before the start of the fiscal year. This agenda item provides for discussion of the proposed FY 2020 CCCPD budget and a public hearing to allow for public input.

State law also requires the CCCPD Board to adopt an annual budget at least 80 days before the start of the fiscal year. In order to comply with this requirement, a meeting will be held on Tuesday, July 2, 2019, for the Board to approve the FY 2020 CCCPD Budget. Upon Board approval, the budget will be forwarded to the City Council for consideration.

Staff has proposed the attached FY 2020 budget for review and discussion, and is seeking direction on the proposed expenditures, prior to the meeting for the adoption of the proposed FY 2020 budget. The attached document also forecasts expenditures for the next five fiscal years, to allow for Board discussion and direction.

Attachments

1. FY 2020 CCCPD Budget Presentation
2. FY 2019 - FY 2024 CCCPD Projection



**Discussion of Proposed FY 2020
Colleyville Crime Control
Prevention District Budget
(CCCPD)**

**CCCPD Worksession
June 18, 2019**

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.”

Updates on FY19 Items

New Public Service Officer Positions



2 New Part-time Public Service Officer Positions

- Budgeted in FY19 CCCPD budget
- Successfully hired and trained 2 employees and they were released on their own in May of 2019
- Our PT PSO's are Steve McDaniel and Ryan Crozier



CALEA Accreditation Process



CALEA Accreditation Process

- Ongoing Multi-Year Process
- Established a process to review our current policies to ensure they are consistent with CALEA and Texas Best Practices standards
- We lost our employee who was coordinating the accreditation process in February of 2019 (Was our Records Manager)
- We are asking for a PT Accreditation Coordinator position this FY to manage the TBP and CALEA process



Justice Center Dumpster Project



Justice Center Dumpster Project

- Budgeted for \$45,000 in FY19 CCCPD budget
- Public Works completed it in-house for approximately \$20,000
- We would like to reprogram the remaining \$15,000 to the "Recruiting and Hiring" line item in the CCCPD budget to fund our promotional processes for Sgt. and Lt. scheduled for August of this year.



New Initiatives Proposed for FY20:

- New Sergeant Position + Vehicle
- New PT Accreditation Coordinator Position
- Training Funding for Leadership Development and for De-Escalation / Crisis Intervention Training
- Software – Investigative platform and an Early Warning System / Internal Affairs Management System
- New CAD/RMS System for Consortium (Colleyville, Keller, Southlake, Grapevine)

New Sergeant Position



New Sergeant Position Requested for FY20

- Has been in the CCCPD budget since 2017 but projected for FY20
- This position will address the span of control issue currently experienced by the Lieutenant assigned to CID and there is only 1 supervisor in CID
 - Currently all SROs report to the Lt
 - Code Enforcement reports to the Lt
 - CID Sgt reports to the Lt
 - Crossing Guards report to the Lt
 - Court Bailiff and Warrant Officer reports to the Lt
 - Property Room Technician reports to the Lt
 - Training and Personnel Sgt reports to the Lt



New PT Accreditation Coordinator



New Part-Time Accreditation Coordinator Requested for FY20

- Employee who managed the Texas Best Practices Accreditation process for the last few year left the agency in February
- We signed on to achieve national accreditation through CALEA last FY – multi-year process
- This position would coordinate both Texas Best Practices and CALEA Accreditation processes
- We hope to hire a part-time employee who has experience with both processes and could hit the ground running as we are mid-way through the CALEA cycle
- NOTE: Through the reclassification of an existing position and an internal promotion in Records, we were able to save \$10k. This position would require only an additional \$17k to fully fund



Additional Targeted Training Funding Requested for FY20

- 90 Day Review identified some opportunities to enhance training for our department
- Requesting additional funding for ongoing Leadership Development Training for our Senior Staff
- Requesting additional funding for ongoing De-escalation and Crisis Intervention Training for our sworn personnel

New Funding for Investigative Software Requested for FY20

- We are requesting additional funding for access to an investigative platform that will aid our Detectives in their investigations
- We are requesting additional funding for an Early Warning System and an Internal Affairs System annual subscription which is required for CALEA accreditation

New Funding for CAD/RMS System Replacement Requested for FY20

- Consortium of Colleyville, Southlake, Keller and Grapevine are looking to move from our current system to a commercial off-the-shelf system
- Plans are to obtain a consultant this FY that can facilitate the requirements gathering, RFP process and system selection
 - We are estimating \$50k for our portion of the consultant and we will find existing funding this FY for this expense
- All partner cities are budgeting for this system procurement through their crime districts in FY20
 - Our share of the new CAD/RMS is estimated at \$375,000

Ongoing Initiatives:

- Funding of Salary and Benefits for eleven (11) sworn officer positions
 - We are currently authorized for 43 sworn, but will be moving up to an authorized strength of 44 if the new Sgt position is approved and then eleven (11) sworn officer positions would be funded out of CCCPD
- Records Management System software (CRIMES) and maintenance
- Crime Reports Analytical Mapping Software
- Various Software Maintenance Agreements
- Participation in the Metroport Teen Court Program at one-quarter of the regional costs

Ongoing Initiatives:

- All Police Department vehicles funded through CCCPD budget
 - Vehicles are on a regular replacement schedule
 - Budgeted for four marked police vehicles and we will swap out equipment from the older units in FY20
 - In FY21-23, we will be purchasing new equipment for each new vehicle, so you will see an increase in this budget item for these years to better align with the actual needs
- Continuation of weapons replacement schedule
- Funding for SWAT training and equipment. We fill up to 3 slots on the Northeast Tarrant SWAT Team. This line item sets aside funding for all the necessary equipment and training for our members of the team.

FY 20 Proposed Budget



Ongoing Initiatives:

- Funding for safety equipment and on going replacement, these items include collapsible rubber base traffic cones for each patrol unit
- Funding for software license for the two radar signs. This program allows for timely, effective, and accurate reporting of all data collected by our two radar signs
- Funding for Crime Scene Response

Capital Expenses:

- Previous capital expenses for facilities maintenance have been moved out of the CCCPD budget and into the City's Capital Improvement Fund

Update on Other Budget Related Considerations Not Proposed for the CCCPD Budget

Body Camera Program



Body Camera Program:

- The Police Department is requesting permission to implement a body camera program for all Colleyville Police Officers
- Infrastructure / servers / storage already planned and procured as part of the WatchGuard in-car video system completed last year
- Funding options were discussed during our budget meetings and proposed as part of the CCCPD budget, but CMO proposed using existing fund balance in the Vehicle Replacement Fund
- Implementation planned for FY20



Taser Replacement Program



Taser Replacement Program:

- Department currently carries the X26 model Taser which will no longer be supported after 12/31/19
- We discussed including this request in the CCCPD budget, but during our budget meetings, the CMO recommended we fund with current year salary savings and complete the purchase of new Tasers this FY
- This item is on the Consent Agenda at tonight's Council meeting



CCCPD Fund 5-Year Projections



- 5-Year projection allows for longer term planning and forecasting
- Current expenditures funded by the CCCPD are projected to continue
- Certain equipment replacement, capital, and facility needs vary from year to year
- Debt will be paid off this FY (2019)
 - Eliminates the need for the debt coverage ratio (revenues must exceed expenditures by 1.4x the current year debt payment)

Questions and Discussion

**COLLEYVILLE CRIME CONTROL DISTRICT
FY 2019 THROUGH FY 2024 PROJECTION**

FISCAL YEAR	ADOPTED FY 2019	PROJECTED FY 2019	PROJECTED FY 2020	PROJECTED FY 2021	PROJECTED FY 2022	PROJECTED FY 2023	PROJECTED FY 2024
BEGINNING FUND BALANCE	\$1,325,041	\$1,432,016	\$1,198,706	\$834,495	\$802,075	\$726,727	\$606,704
REVENUES:							
1/2 CENT SALES TAX REVENUE (+1-2.5% PROJECTED)	\$1,745,726	\$1,745,726	\$1,763,183	\$1,798,447	\$1,843,408	\$1,889,493	\$1,936,731
INTEREST INCOME	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
USE OF AVAILABLE CASH	\$436,950	\$436,950	\$370,000	\$100,000	\$150,000	\$150,000	\$120,000
TOTAL REVENUES	\$2,190,676	\$2,190,676	\$2,141,183	\$1,906,447	\$2,001,408	\$2,047,493	\$2,064,731
EXPENDITURES:							
ADMINISTRATIVE BOARD/AUDIT EXPENSES:	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850
SOFTWARE - ANNUAL MAINTENANCE CONTRACT	\$49,500	\$49,500	\$49,500	\$49,500	\$49,500	\$49,500	\$49,500
SOFTWARE - EARLY WARNING/INTERNAL AFFAIRS	\$0	\$0	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
SOFTWARE - INVESTIGATIVE TOOL	\$0	\$0	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750
SOFTWARE - CRIME REPORTS ANALYTICAL CRIME MAPPING	\$5,492	\$5,492	\$5,492	\$5,492	\$5,492	\$5,492	\$5,492
RECRUITING AND HIRING PROCESS	\$2,500	\$17,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
TRAINING - LEADERSHIP DEVELOPMENT	\$0	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TRAINING - DE-ESCALATION & CRISIS INTERVENTION	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
CRIME SCENE RESPONSE UNIT	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
NETMOTION WIRELESS MAINTENANCE AGREEMENT	\$3,219	\$3,219	\$3,219	\$3,219	\$3,219	\$3,219	\$3,219
IN-CAR VIDEO SYSTEM SERVER MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
OFF-DUTY WEBSITE ANNUAL FEES/MAINTENANCE	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
TICKET WRITER REPLACEMENT	\$4,700	\$4,700	\$4,700	\$4,700	\$4,700	\$4,700	\$4,700
CALEA ACCREDITATION	\$11,325	\$11,325	\$16,825	\$11,450	\$11,450	\$16,825	\$16,825
PERSONNEL:							
9 POLICE OFFICERS	\$883,418	\$883,418	\$918,755	\$955,505	\$993,725	\$1,033,474	\$1,074,813
MOVE OFFICER FROM GENERAL FUND FY 2019	\$100,000	\$100,000	\$105,000	\$110,250	\$115,763	\$121,551	\$127,628
ADDITIONAL 2 PT PUBLIC SAFETY OFFICERS	\$46,432	\$46,432	\$48,754	\$51,191	\$53,751	\$56,438	\$59,260
MOVE OFFICER FROM GENERAL FUND FY 2020	\$0	\$0	\$105,000	\$110,250	\$115,763	\$121,551	\$127,628
ADDITIONAL SERGEANT IN FY 2020	\$0	\$0	\$100,000	\$105,000	\$110,250	\$115,763	\$121,551
PT ACCREDITATION COORDINATOR	\$0	\$0	\$27,000	\$27,810	\$28,644	\$29,504	\$30,389
TEEN COURT	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750
EQUIPMENT:							
ANNUAL WEAPONS REPLACEMENT	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
SWAT EQUIPMENT AND TRAINING	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150
SAFETY EQUIPMENT AND REPLACEMENT	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
TWO RADAR SIGNS- LICENSES	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
VEHICLES:							
ANNUAL REPLACEMENT FUNDING	\$250,600	\$250,600	\$262,650	\$291,000	\$321,000	\$321,000	\$271,000
DEBT SERVICE:							
2006 SERIES REFUNDING DEBT	\$509,100	\$509,100	\$0	\$0	\$0	\$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
CAPITAL -							
JUSTICE CENTER DUMPSTER ENCLOSURES	\$45,000	\$25,000	\$0	\$0	\$0	\$0	\$0
REPLACE CAD/RMS SYSTEM	\$0	\$0	\$375,000	\$0	\$0	\$0	\$0
HVAC REPLACEMENT - JUSTICE CENTER (moved- General Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0
METAL ROOF COATING - JUSTICE CENTER (moved- General Capita	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CARPET & VCT TILE REPLACEMENT - JUSTICE CENTER (moved- G	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,987,036	\$1,987,036	\$2,135,394	\$1,838,867	\$1,926,756	\$2,017,516	\$2,030,505
EXCESS REVENUES OVER EXPENDITURES ^^	\$203,640	\$203,640	\$5,789	\$67,580	\$74,652	\$29,977	\$34,226
ENDING FUND BALANCE	\$1,091,731	\$1,198,706	\$834,495	\$802,075	\$726,727	\$606,704	\$520,930

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