



Crime Control and
Prevention District
Board of Directors
Agenda Packet

May 21, 2020
6:15 P.M.

**CROWLEY CRIME CONTROL AND PREVENTION
DISTRICT BOARD OF DIRECTORS
Meeting
May 21, 2020
6:15 P.M.**

ATTENDANCE SHEET

Johnny Shotwell, Member	_____
Billy P. Davis, Member	_____
Jesse Johnson, Member	_____
Jerry Beck, Member	_____
Carl Weber, Member	_____
Tina Pace, Member	_____
Christine M. Gilbreath, President	_____
Staff:	
Robert Loftin, City Manager	_____
Kit Long, Police Chief, Staff Liaison	_____
Lori Watson, Treasurer	_____
Carol Konhauser, Board Secretary	_____



AGENDA
CROWLEY CRIME CONTROL AND PREVENTION DISTRICT
MAY 21, 2020
REGULAR SESSION - 6:15 p.m.

Crowley City Hall
201 E. Main Street
Crowley TX 76028

Citizens may address the Council by filling out a blue "Citizen Participation" card to discuss any issue that is on the Agenda. Please turn in cards to the City Secretary. Speakers are limited to three minutes (if using a translator, the time limit will be doubled).

REGULAR CALLED MEETING – May 21, 2020- 6:15 P.M.

I. CALL TO ORDER / ROLL CALL

II. BUSINESS

- 1. Discuss and consider approval of the minutes of the Crime Control and Prevention District Board of Directors meeting held on April 16, 2020.
2. Crime Control and Prevention District (CCPD) Board of Directors to ratify the appointment of Carol Konhauser as Secretary of the CCPD; Pursuant to Chapter 2 Administration, Article IV. Boards and Commissions, Division 7 Crime Control and Prevention District Board, Section 2-146 Officers.
3. Discuss and consider Budget Amendment #1 for FY 2019-2020 Crime Control and Prevention District in the amount of \$74,316.00.
4. Discuss Crime Control and Prevention District Proposed FY2020-2021 Budget and set date for a Public Hearing on the final budget.

III. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Agenda of the May 21, 2020 meeting of the governing body of the Crowley Crime Control and Prevention District is a true and correct copy posted on _____, 2020 at _____ am/ pm at Crowley City Hall, a place convenient and readily accessible to the public at all times.

Carol C. Konhauser, Secretary, Crime Control and Prevention District

THE EDC AND CITY COUNCIL RESERVES THE RIGHT OF THE FOLLOWING:
1. ITEMS DO NOT HAVE TO BE CONSIDERED IN THE SAME ORDER AS SHOWN ON THIS AGENDA;
2. THE COUNCIL MAY CONTINUE OR RECESS ITS DELIBERATIONS TO THE NEXT CALENDAR DAY IF IT DEEMS IT NECESSARY.
The Crowley City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 297-2201 ext. 4000, or email ckonhauser@ci.crowley.tx.us for further information.

NOTICE: A quorum of the City Council and Economic Development Board of Directors will be present at this meeting; however neither Board will take action on any items on this posted agenda.



Crowley Crime Control and Prevention District

AGENDA REPORT

Meeting Date: May 21, 2020

Agenda Item: II-1

Staff Contact: Carol Konhauser, Secretary

E-mail: ckonhauser@ci.crowley.tx.us

Phone: 817-297-2201-X4000

SUBJECT: Discuss and consider approval of the minutes of the Crime Control and Prevention District Board of Directors meeting held on April 16, 2020.

BACKGROUND/DISCUSSION

Consider approval of CCPD minutes.

FINANCIAL IMPACT

None.

RECOMMENDATION

Board of Directors consideration is respectfully requested.

MINUTES OF THE CRIME CONTROL AND PREVENTION DISTRICT, REGULAR SESSION HELD on April 16, 2020. The Board of Directors (the "Board") of the Crowley Crime Control and Prevention District convened in Regular Session at 6:15 p.m., via teleconference.

Present were: President Johnny Shotwell
Member Billy Davis
Member Jesse Johnson
Member Jerry Beck
Member Carl Weber
Member Christine Gilbreath
Member Tina Pace

Staff Included: City Manager Robert Loftin
Asst Police Chief Kit Long

Absent: None

CALL TO ORDER/ ROLL CALL

President Christine Gilbreath called the Regular Session to order at 6:15 p.m. Secretary Carol Konhauser called roll and noted a quorum was present.

BUSINESS

- 1. Discuss and consider approval of the minutes of the Crime Control and Prevention District Board of Directors meeting held on Dec 5, 2019.**

Member Jesse Johnson made the motion to approve the minutes as presented, second by Member Carl Weber, the Board voted unanimously to approve the minutes as presented. Motion carried 7-0.

- 2. Discuss and consider approval of Order No 2020-002, postponing the Referendum to determine whether the voters desire to continue the Crime Control and Prevention District (CCPD) and Sales Tax for 15 years from May 2, 2020 to July 14, 2020, pursuant to the Proclamation issued by Governor Gregory Abbott on April 6, 2020.**

City Manager Robert Loftin explained that due to the current situation surrounding the COVID-19 epidemic, the Governor issued an executive order authorizing local governmental agencies to move their May 2, 2020 election date to Nov 3, 2020. Unfortunately, the CCPD will expire on Sep 30, 2020, prior to the Nov 3, 2020 election. Therefore, in accordance with Section 41.0011 of the Texas Election Code, the City submitted a request to the Governor asking to hold an Emergency Special Election on July 14, 2020 for the CCPD referendum and that the Governor approved the City's request on April 6, 2020.

Member Tina Pace made the motion to approve Order No 2020-002 postponing the Referendum to determine whether the voters desire to continue the Crime Control and Prevention District and sales tax for 15 years from May 2, 2020 to July 14, 2020; second by Member Johnny Shotwell, the CCPD Board of Directors voted unanimously to approve the motion as presented. Motion carried 7-0.

As there was no further business, President Christine Gilbreath adjourned the meeting at 6:19 p.m.

ATTEST:

Christine Gilbreath, President

Carol Konhauser, Board Secretary



Crowley Crime Control and Prevention District

AGENDA REPORT

Meeting Date: May 21, 2020

Agenda Item: II-2

Staff Contact: Chief Kit Long

E-mail: klong@ci.crowley.tx.us

Phone: 817/297-2276 x 6201

SUBJECT: Crime Control and Prevention District (CCPD) Board of Directors to ratify the appointment of Carol Konhauser as Secretary of the CCPD; Pursuant to Chapter 2 Administration, Article IV. Boards and Commissions, Division 7 Crime Control and Prevention District Board, Section 2-146 Officers.

BACKGROUND/DISCUSSION

Pursuant to Chapter 2 Administration, Article IV. Boards and Commissions, Division 7 Crime Control and Prevention District Board, Section 2-146 Officers, the board shall appoint a secretary for a term of 1 year.

FINANCIAL IMPACT

None.

RECOMMENDATION

If there are no objections to the appointment, recommend this appointment.



Crowley Crime Control and Prevention District

AGENDA REPORT

Meeting Date: May 21, 2020
Agenda Item: II-3

Staff Contact: Lori Watson/Treasurer
E-mail: lwatson@ci.crowley.tx.us
Phone: 817-297-2201 x4900

SUBJECT: Discuss and consider Budget Amendment #1 for FY 2019-2020 Crime Control and Prevention District in the amount of \$74,316.00.

BACKGROUND/DISCUSSION

During the budget process, council approved an additional position for IT. Since a major portion of this position will be working on the police department technology to ensure compliance with agencies, 60% of the salary and benefits will be charged to the CCPD. In addition, there will be an election to continue the collection of sales tax for the Crime Control & Prevention District in July that will cost around \$11,000.

FINANCIAL IMPACT

The total cost for all items requested is \$74,316 from the Crime Control and Prevention District FY 2019-2020 budget.

RECOMMENDATION

Staff respectfully recommends approving Budget Amendment #1.

ATTACHMENTS

- Crime Control & Prevention District 2019-20 Amended Budget
- Budget Amendment #1

Crime Control Proposed Budget 2019-20 Amended

Revenue:

Sales Tax Revenue	\$	815,000
Interest Income		8,900

Total Income **\$ 823,900**

Expenses:

Bond Payments		
Principal	\$	240,000
Interest		27,923

\$ 267,923

Recurring Costs:

Full Time Salaries		\$	199,129
Overtime			7,340
Fica			12,346
Medicare			2,887
TMRS			26,617
Insurance			26,914
	<i>Total Personnel Costs</i>	\$	275,233
Service Contracts			
1	Motorola contract		23,092
2	License Plate Reader annual contract		2,500
3	Johnson County Broadband contract		48,000
4	Axon Year Three maintenance/license contract		19,938
5	VistaCom Voice Logger maintenance contract		4,309
6	Spectrum Internet		5,016
7	Mentalix (fingerprint machine)		4,590
8	Motorola contract (renews 2021-22)		-
9	Acronis (every 3 years)		546
	<i>Total Service Contracts</i>		107,991
Materials and Supplies			
9	CCPC Admin Materials		2,500
10	Recruiting/Selection Process Exams		1,650
	<i>Total Materials & Supplies</i>		4,150
11	Mobile Phones		1,200
12	Dues and Memberships		75
13	Training and Travel		5,300
14	Ammunition (for Training)		16,184
15	City Event OverTime (includes COF)		21,000
16	Office of Community Outreach Programs		13,150
17	Election Expense		11,000
	<i>Total Other</i>		67,909
	Subtotal Programs & Recurring Costs	\$	455,282

Equipment and One Time Costs:

Subtotal Equipment and One Time Purchases **\$ -**

Total Expenses **\$ 723,205**

Revenues over (under) expenses **\$ 100,696**

Detail of Programs:

	2019-20
1 Citizens On Patrol Program	\$ 4,000
2 Youth Activity Center Programs	1,200
3 Crowley Area Teen Community Helpers/Adult Supervision	250
4 Citizens Police Academy	500
5 National Night Out	1,000
6 Crime Prevention Materials	1,500
7 Bicycle/Skateboard Safety Program	1,000
8 Bike/ATV Patrol	500
9 Alliance for Children	3,200
Total Programs	\$ 13,150

Crime Control & Prevention District Budget Amendment #1 2019-20 5/21/2020
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Revenues over(under) exp Original Budget	\$ 175,011
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Expenditures:

Full Time Salaries (60% of total)	\$ 49,200	
FICA	3,051	
Medicare	713	
TMRS	5,363	
Health Insurance	4,989	
Election Expense	11,000	
Total Expenditures		<u>74,316</u>

Revenues over(under) expenditures	<u><u>\$ 100,695</u></u>
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Crowley Crime Control and Prevention District

AGENDA REPORT

Meeting Date: May 21, 2020

Agenda Item: II-4

Staff Contact: Kit Long

E-mail: klong@ci.crowley.tx.us

Phone: 817-297-2276

SUBJECT: Discuss Crime Control and Prevention District Proposed FY2020-2021 Budget and set date for a Public Hearing on the final budget.

BACKGROUND/DISCUSSION

The Crowley Police Department presents the FY 2020-21 Annual Budget for review and consideration by the Crime Control and Prevention District Board.

FINANCIAL IMPACT

None.

RECOMMENDATION

It is the recommendation of the Police Chief that the proposed budget should be approved and that a date for a Public Hearing to discuss and approve the final budget should be set for June 4, 2020.

RECOMMENDATION

- Proposed Budget with supporting documentation

Crime Control Proposed Budget 2020-21

Revenue:

Sales Tax Revenue	\$	870,000
Interest Income		10,000

Total Income **\$ 880,000**

Expenses:

Bond Payments		
Principal	\$	245,000
Interest		22,612

\$ 267,612

Recurring Costs:

Full Time Salaries	\$	209,085
Overtime		7,800
Fica		13,447
Medicare		3,145
TMRS		24,053
Insurance		28,000

Total Personnel Costs \$ 285,529

Service Contracts		
1	Motorola contract	792
2	License Plate Reader annual contract	2,500
3	Johnson County Broadband contract	49,884
4	Axon Five Year maintenance/license contract	18,321
5	VistaCom Voice Logger maintenance contract	4,578
6	Spectrum Internet	15,815
7	Mentalix (fingerprint machine)	4,590
8	Motorola contract (renews 2021-22)	-
9	Acronis (every 3 years)	-

Total Service Contracts 96,480

Materials and Supplies		
10	CCPC Admin Materials	2,500
11	Recruiting/Selection Process Exams	1,650

Total Materials & Supplies 4,150

12	Mobile Phones	1,200
13	Dues and Memberships	75
14	Training and Travel	5,300
15	Ammunition (for Training)	16,184
16	City Event OverTime (includes COF)	21,000
17	Office of Community Outreach Programs	13,150

Total Other 56,909

Subtotal Programs & Recurring Costs **\$ 443,067**

Equipment and One Time Costs:

Dispatch upgrades		39,307
Axon Tasers		64,180

Subtotal Equipment and One Time Purchases **\$ 103,487**

Total Expenses **\$ 814,166**

Revenues over (under) expenses **\$ 65,834**

Detail of Programs:

	2020-21
1 Citizens On Patrol Program	4,000
2 Youth Activity Center Programs	1,200
3 Crowley Area Teen Community Helpers/Adult Supervision	250
4 Citizens Police Academy	500
5 National Night Out	1,000
6 Crime Prevention Materials	1,500
7 Bicycle/Skateboard Safety Program	1,000
8 Bike/ATV Patrol	500
9 Alliance for Children	3,200
Total Programs	\$ 13,150