

**RICHLAND HILLS CRIME CONTROL PREVENTION DISTRICT  
BOARD MEETING AGENDA  
SEPTEMBER 6, 2016  
CITY HALL, 3200 DIANA DRIVE  
6:00 P.M., OR IMMEDIATELY FOLLOWING THE RHDC BOARD MEETING**

The Regular Session is open to the public. If Executive Session is required, it will be held in the Council Conference Room, and is closed to the public. Please note that although the board will generally consider the items on the agenda in the order shown below, they may elect to re-order items in order to accommodate the needs of the board, city staff, presenters, or the public generally. Therefore, members of the public interested in any agenda item are encouraged to be in attendance at the start of the meeting.

**CALL TO ORDER**

1. **Call to Order**
2. **Approval of Minutes of the August 18, 2015 Meeting**
3. **Public Hearing on FY 2016-2017 Budget**
4. **Consider Approval of FY 2016-2017 Budget**
5. **Adjourn**

**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 2<sup>nd</sup> day of **September, 2016, by 12:00 p.m.**, on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas.



***Cathy Bourg***

Cathy Bourg  
City Secretary

**ACCESSIBILITY STATEMENT**

The Facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements at the meeting, please notify the City Secretary 48 hours in advance of the meeting so that reasonable accommodations can be made. City of Richland Hills (817) 616-3810.

Office of the City Secretary

## Memorandum

To: President Bill Agan and members of the Richland Hills CCPD  
From: Cathy Bourg, Board Secretary  
Date: September 6, 2016  
Subject: Minutes from the August 18, 2015 Meeting

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### **City Council Action Requested:**

Consider approval of August 18, 2015 Meeting Minutes

### **Background Information:**

Attachment – August 18, 2015 Draft Minutes

### **Board/Citizen Input:**

N/A

### **Financial Impact:**

N/A

### **Staff Contacts:**

Cathy Bourg, Board Secretary  
817-616-3810  
cbourg@richlandhills.com

**RICHLAND HILLS CRIME CONTROL PREVENTION DISTRICT  
BOARD MEETING  
AUGUST 18, 2015  
DRAFT MINUTES**

Roll Call:

Director's present:

Bill Agan, President  
Roland Goveas  
Allison Barrette  
Robert DeSoto  
Beverly Williams  
Edward Lopez

Director's Absent:

Staff

Eric Strong, City Manager  
Cathy Bourg, City Secretary  
Betsy Elam,

**President Agan Called to Order – Time 5:30 p.m.**

**1. Approval of Minutes of the September 2, 2014 Meeting.**

**Motion:** Motion was made by Director Williams, and seconded by Director Lopez to approve.

Motion carried by a vote of 6-0.

**2. Conduct Public Hearing on the Proposed FY 2015-16 Richland Hills Crime Control and Prevention District Annual Budget.**

Eric Strong, City Manager presented to council the proposed FY 2015-16 Richland Hills Crime Control and Prevention District Annual Budget.

President Agan opened the public hearing: Time 5:36 p.m.

No Speakers

President Agan closed the public hearing: Time 5:37 p.m.

**3. Consider the Proposed FY 2015-16 Richland Hills Crime Control and Prevention District Annual Budget.**

**Motion:** Motion was made by Director Lopez, and seconded by Director Goveas to approve.

Motion carried by a vote of 6-0.

**4. Adjourn.**

Motion was made by Director Williams, and seconded by Director DeSoto.

There being no further business to come before the Board, President Agan declared the meeting adjourned at 5:38 p.m.

**ATTEST**

**APPROVED**

\_\_\_\_\_  
Cathy Bourg, Board Secretary

\_\_\_\_\_  
Bill Agan, President

**CITY OF RICHLAND HILLS**

**FUND**

**DEPARTMENT**

**DIVISION**

065 CRIME CONTROL DIST

60 REVENUES

065-60 60 REVENUES

**DETAILS**

<b>LINE ITEMS</b>	<b>2015 ACTUAL</b>	<b>2016 BUDGET</b>	<b>2016 ESTIMATED</b>	<b>2017 PROPOSED</b>	<b>% CHANGE</b>
41034 INVESTMENT INCOME	(\$99)	(\$105)	(\$105)	(\$105)	0.00%
Investment Income			(\$105)	(\$105)	
41040 SALES AND USE TAX	(\$1,003,104)	(\$930,542)	(\$930,542)	(\$937,500)	0.75%
3/8% Sales Tax Allocation			(\$930,542)	(\$937,500)	
<b>41</b>	<b>(\$1,003,202)</b>	<b>(\$930,647)</b>	<b>(\$930,647)</b>	<b>(\$937,605)</b>	<b>0.75%</b>
42000 TRANSFER FROM RESERVE	\$0	\$0	\$0	\$0	0.00%
<b>42</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>TOTAL 60 REVENUES</b>	<b>(\$1,003,202)</b>	<b>(\$930,647)</b>	<b>(\$930,647)</b>	<b>(\$937,605)</b>	<b>0.75%</b>

**CITY OF RICHLAND HILLS**

**FUND**

**DEPARTMENT**

**DIVISION**

065 CRIME CONTROL DIST

61 EXPENSES

065-61 61 EXPENSES

**DETAILS**

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 ESTIMATED	2017 PROPOSED	% CHANGE
51010 SALARIES AND WAGES	\$403,462	\$419,664	\$413,462	\$420,000	0.08%
Annual Salaries			\$413,462	\$420,000	
51030 OVERTIME	\$13,515	\$13,920	\$13,515	\$13,920	0.00%
Overtime			\$13,515	\$13,920	
51035 STEP OVERTIME	\$0	\$0	\$0	\$0	0.00%
51040 FICA	\$29,438	\$33,169	\$29,438	\$33,201	0.10%
7.65% Fica			\$29,438	\$33,201	
51050 UNEMPLOYMENT INSURANCE	\$0	\$311	\$207	\$311	0.00%
\$207 per employee Texas employment			\$207	\$311	
51070 TMRS	\$66,945	\$69,757	\$66,945	\$70,828	1.54%
2:1 Match TMRS 18.00%			\$66,945	\$70,828	
51080 HEALTH INSURANCE	\$6,253	\$9,450	\$6,112	\$9,450	0.00%
Health, life and adandd employee insurance			\$6,112	\$9,450	
51170 ENG/ CONSULT FEES	\$0	\$0	\$0	\$0	0.00%
51230 POLYGRAPH	\$100	\$0	\$0	\$0	0.00%
51240 PHYSICALS	\$0	\$0	\$0	\$0	0.00%
51250 PSYCHOLOGICALS	\$0	\$0	\$0	\$0	0.00%
51280 IMMUNIZATION/ VACCINATIONS	\$0	\$0	\$0	\$0	0.00%
<b>PERSONNEL</b>	<b>\$519,713</b>	<b>\$546,271</b>	<b>\$529,679</b>	<b>\$547,710</b>	<b>0.26%</b>
52010 OFFICE SUPPLIES	\$609	\$7,250	\$7,250	\$6,720	-7.31%
1 ArcGIS for Desktop Basic Single Use License @ \$1,520 and Maintenance cost @ \$400			\$0	\$1,920	
2013 Crystal Reports (\$450 each license) for four users.			\$0	\$1,800	
Expected Expenditures for Office Supplies for FY 2015-2016			\$7,250	\$0	
Gatekeeper Program- supplies for meetings with community			\$0	\$500	
Printer toner, copy paper, pens, toner cartridges, pads, ribbons, computer software, computer supplies, computer media, notebook binding equipment.			\$0	\$2,500	
52015 OPERATING SUPPLIES	\$160	\$500	\$500	\$500	0.00%
Operating Supplies- Batteries, flares, flashlights, consumable non-office related			\$500	\$500	

**CITY OF RICHLAND HILLS**

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065 CRIME CONTROL DIST

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**DETAILS**

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 ESTIMATED	2017 PROPOSED	% CHANGE
52020 PRINTING	\$2,598	\$3,000	\$3,000	\$3,000	0.00%
Printing- Printing that cannot be generated in-house (flyers, brochures, pamphlets, forms)			\$3,000	\$3,000	
52030 GASOLINE	\$3,000	\$3,000	\$3,000	\$3,000	0.00%
Gasoline- Fuel for Crime Prevention vehicle.			\$3,000	\$3,000	
52035 OILS AND LUBRICANTS	\$35	\$150	\$150	\$150	0.00%
Oil changes, antifreeze, brake fluid, transmission fluid, and all other necessary fluids.			\$150	\$150	
52040 OFFICE EQUIP MAINTENANCE	\$151	\$6,250	\$6,316	\$0	-100.00%
Crime Annual Maintenance for Legacy RMS/CAD software requiring maintenance through part of fiscal year.			\$6,316	\$0	
52046 WEB PAGE MAINTENANCE	\$0	\$0	\$0	\$0	0.00%
52060 MINOR OFFICE EQUIPMENT	\$1,618	\$1,650	\$1,600	\$1,200	-27.27%
Go Pro camera and accessories.			\$600	\$200	
Non-capital office equipment- chairs, tables, desks, calculators, officer computers, etc.			\$1,000	\$1,000	
52080 BUILDING MAINTENANCE	\$360	\$0	\$0	\$0	0.00%
52100 UNIFORMS	\$3,130	\$6,230	\$2,000	\$3,430	-44.94%
Bike Patrol Uniforms for CPO			\$0	\$170	
Block Captain t-shirts 30 x \$10			\$300	\$300	
CPA Alumni Shirts 10 x \$40			\$400	\$400	
CPA Polo Shirts			\$350	\$1,000	
CPO uniforms (long sleeve dress shirt, long sleeve shirt, short sleeve shirt, uniform pants, including alterations and embroidery)			\$200	\$400	
Outer vest Carrier for CPO			\$0	\$60	
Patches			\$200	\$200	
Raincoat-CPO			\$0	\$150	
Staff Instructor Shirts 10 x \$40			\$200	\$400	
VIPS Shirts 10 x \$35			\$350	\$350	
52105 PROTECTIVE GEAR	\$2,730	\$0	\$0	\$900	0.00%
Ballistic Vest for CPO			\$0	\$900	
52110 VEHICLE MAINTENANCE	\$1,889	\$6,090	\$6,010	\$4,240	-30.38%

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**DETAILS**

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 ESTIMATED	2017 PROPOSED	% CHANGE
Brake Service and repairs for CPO unit			\$0	\$500	
Car Care for CPO unit 6.50 @ 26 weeks			\$170	\$170	
Command post maintenance			\$1,200	\$1,200	
Command Post paint and decals. (\$5000 for old decal removal and repaint, \$1,200 for new graphics)			\$4,500	\$1,400	
CPO unit alignment			\$0	\$80	
CPO unit inspection			\$40	\$40	
CPO unit tune-up			\$100	\$100	
General Maintenance and repairs for Police Community Cruiser			\$0	\$750	
<b>52115 TIRES/ TUBES/ BATTERIES</b>	<b>\$0</b>	<b>\$715</b>	<b>\$715</b>	<b>\$930</b>	<b>30.07%</b>
(1) battery for CPO unit			\$0	\$130	
(1) set of tires for CPO Unit			\$0	\$800	
Expected Expenditures for Tires/Tubes/Batteries for FY 2015-2016			\$715	\$0	
<b>52130 COMMUNICATION EQUIP AND MAINT</b>	<b>\$22,049</b>	<b>\$40,874</b>	<b>\$40,874</b>	<b>\$59,672</b>	<b>45.99%</b>
Brazos Maintenance Agreement			\$0	\$13,691	
Charter Cable Service (\$140 x 12)			\$0	\$1,680	
Digital Radio Console Upgrade Lease (4 of 5 years)			\$0	\$9,332	
Digital Radio Upgrade Lease (4 of 5 years)			\$0	\$4,728	
Expected Expenditures for Communication Equipment and Maintenance for FY 2015-2016			\$40,874	\$0	
L-3 Body Camera Charging Cables and Clips (4 x \$35) + (15 x \$5)			\$0	\$240	
L-3 In-Car Camera System to replace the unit that will be used in the SRO emergency patrol vehicle.			\$0	\$4,970	
Lapel Mics and Chargers (3 x \$125) (3 x \$195)			\$0	\$960	
Network Cable Infrastructure - Install new 24 port POE switch and 25 network cables from police department offices to the main equipment room. Current cables are routed to a secondary switch that creates disconnects in the network.			\$0	\$5,550	
Portable Radio Batteries 16 @\$110			\$0	\$1,760	
Radio Infrastructure FWPD (31 x \$34 x 12)			\$0	\$12,648	
Radio NRH - Maintenance (31 x \$5.88 x12)			\$0	\$2,188	
Voice Recorder Maintenance (12 months)			\$0	\$1,785	
Zebra Mobile Printer Batteries (2 x \$70)			\$0	\$140	
<b>52180 HAND TOOLS AND SMALL EQUIP</b>	<b>\$11,838</b>	<b>\$3,125</b>	<b>\$1,880</b>	<b>\$6,180</b>	<b>97.76%</b>



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**DETAILS**

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 ESTIMATED	2017 PROPOSED	% CHANGE
(1) AED			\$1,300	\$0	
(2) Heavy duty bolt cutters			\$0	\$150	
(2) Stalker 2 Antennae Radar Units @\$2350			\$0	\$4,700	
Binoculars (2) 10x42mm			\$300	\$0	
Compressor Air Hose			\$0	\$150	
Extension Cord and Reel			\$80	\$0	
Ladder - used for reaching stealth radar for programming and mounting on telephone poles.			\$0	\$200	
Miscellaneous Tools			\$200	\$300	
Taser Cartridges (21) @ \$30			\$0	\$630	
Tire inflator gauge chuck			\$0	\$50	
<b>52210 OPERATING EQUIP MAINT</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>-100.00%</b>
<b>52215 ELECTIONS EXPENSE</b>	<b>\$6,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>52330 AMMUNITION</b>	<b>\$0</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>0.00%</b>
Ammunition for CPA			\$1,200	\$1,200	
Simunition for CPA			\$600	\$600	
<b>52340 OTHER SUPPLIES</b>	<b>\$0</b>	<b>\$1,100</b>	<b>\$1,400</b>	<b>\$1,050</b>	<b>-4.55%</b>
Armory tools to repair handguns, shotguns and rifles.			\$0	\$200	
Expected Expenditures for Other Supplies for FY 2015-2016			\$1,100	\$0	
Range supplies, targets and tactical devices			\$0	\$250	
Range usage fee			\$300	\$600	
<b>SUPPLIES AND MAINTENANCE</b>	<b>\$56,553</b>	<b>\$82,234</b>	<b>\$76,495</b>	<b>\$92,772</b>	<b>12.81%</b>
<b>53010 ADVERTISING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>53060 MEMBERSHIP AND PROF DUES</b>	<b>\$300</b>	<b>\$445</b>	<b>\$295</b>	<b>\$445</b>	<b>0.00%</b>
Lions Club membership			\$100	\$100	
National Association of Town Watch membership			\$35	\$35	
radKIDS instructor memberships 5 x \$50			\$100	\$250	
Texas Crime Prevention Association memberships 2 x \$30			\$60	\$60	
<b>53070 SUBSCRIPTIONS AND PUBLICA</b>	<b>\$350</b>	<b>\$9,019</b>	<b>\$8,524</b>	<b>\$9,024</b>	<b>0.06%</b>
C.A.R.T. Annual Subscription Fee			\$1,000	\$1,000	
Hootsuite			\$360	\$360	
Media Sonar			\$1,200	\$1,200	
Misc. Publications			\$0	\$500	
Power DMS			\$5,640	\$5,640	
VIMS Volunteer Management Software			\$324	\$324	
<b>53072 OTHER PROGRAMS</b>	<b>\$5,472</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$17,500</b>	<b>150.00%</b>

**CITY OF RICHLAND HILLS**

**FUND**

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**DIVISION**

065 CRIME CONTROL DIST

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**DETAILS**

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 ESTIMATED	2017 PROPOSED	% CHANGE
Building lease on Victim Center.			\$0	\$10,500	
Includes special fairs, community events, officer/civilian of the year, National Police Week and Telecommunications Week, radKIDS program, Volunteer Recognition Program, Citizen Police Academy, Medication Collection events, Texas Night Out, etc.			\$7,000	\$7,000	
53073 BICYCLE PATROL PROGRAM	\$0	\$0	\$0	\$0	0.00%
53077 EOC PROGRAM	\$0	\$0	\$0	\$0	0.00%
53080 TRAVEL AND TRAINING	\$4,427	\$12,855	\$2,890	\$6,005	-53.29%
Continuing Education-also includes core classes for CPO (Crime Scene, Child Abuse, and state mandated courses)			\$1,950	\$1,950	
Crime Prevention I class for CPO			\$325	\$0	
Crime Prevention II class for CPO			\$0	\$325	
Grant Writing Workshop - \$530 included per diem.			\$0	\$530	
PIO school			\$0	\$500	
Property and Evidence Management Training			\$615	\$0	
radKIDS training			\$0	\$2,700	
53105 BREATHALYZER TESTING	\$0	\$0	\$0	\$0	0.00%
53110 CRIME PREVENTION SUPPLIES	\$4,345	\$3,500	\$3,500	\$3,500	0.00%
Supplies/materials used for the Crime Prevention program			\$3,500	\$3,500	
53120 CRIMINAL INV SUPPLIES	\$0	\$100	\$100	\$100	0.00%
Crime Scene Supplies for CPA			\$100	\$100	
<b>OTHER OPERATING</b>	<b>\$14,893</b>	<b>\$32,919</b>	<b>\$22,309</b>	<b>\$36,574</b>	<b>11.10%</b>
54030 TELEPHONE	\$558	\$893	\$900	\$3,576	300.45%
Hot spot internet plan for CPO (\$45 x 12)			\$540	\$540	
Internet service for Victim Support Center			\$0	\$720	
iPad wireless plan (\$30 x 12)			\$360	\$0	
Telephone service for Victim Support Center (5 lines)			\$0	\$2,316	
<b>UTILITIES</b>	<b>\$558</b>	<b>\$893</b>	<b>\$900</b>	<b>\$3,576</b>	<b>300.45%</b>
55030 WORKER'S COMP INS	\$0	\$0	\$0	\$0	0.00%
55040 REAL/ PERS PROPERTY INS	\$0	\$0	\$0	\$0	0.00%
55055 LAW ENFORCEMENT LIABILITY	\$0	\$0	\$0	\$0	0.00%
55060 AUTO/ PHYS DAMAGE INS	\$0	\$0	\$0	\$0	0.00%

**CITY OF RICHLAND HILLS**

**FUND**

**DEPARTMENT**

**DIVISION**

065 CRIME CONTROL DIST

61 EXPENSES

065-61 61 EXPENSES

**DETAILS**

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 ESTIMATED	2017 PROPOSED	% CHANGE
55070 NOTARY BOND	\$0	\$0	\$0	\$0	0.00%
55080 GENERAL LIABILITY	\$0	\$0	\$0	\$0	0.00%
55090 AUTO LIABILITY	\$0	\$0	\$0	\$0	0.00%
<b>CONTRACTUAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
56005 PROPERTY ACQUISITION	\$0	\$0	\$0	\$0	0.00%
56010 BUILDING IMPROVEMENTS	\$0	\$0	\$0	\$0	0.00%
56020 EQUIPMENT	\$9,387	\$10,975	\$0	\$0	-100.00%
56100 VEHICLES AND HEAVY EQUIPMENT	\$114,554	\$0	\$0	\$0	0.00%
<b>CAPITAL</b>	<b>\$123,941</b>	<b>\$10,975</b>	<b>\$0</b>	<b>\$0</b>	<b>-100.00%</b>
58001 TRANSFER TO GENERAL	\$33,667	\$33,000	\$33,667	\$33,000	0.00%
Transfer to General			\$33,667	\$33,000	
<b>PURCHASED SERVICES</b>	<b>\$33,667</b>	<b>\$33,000</b>	<b>\$33,667</b>	<b>\$33,000</b>	<b>0.00%</b>
59010 DISPATCH SHARED SERVICES	\$148,368	\$185,663	\$0	\$191,555	3.17%
Joint Communications Center Services			\$0	\$191,555	
59015 JAIL SHARED SERVICES	\$51,822	\$43,523	\$0	\$45,165	3.77%
Shared Service Cost of the Joint Detention Center			\$0	\$45,165	
<b>SHARED SERVICES</b>	<b>\$200,190</b>	<b>\$229,186</b>	<b>\$0</b>	<b>\$236,720</b>	<b>3.29%</b>
<b>TOTAL 61 EXPENSES</b>	<b>\$949,514</b>	<b>\$935,478</b>	<b>\$663,050</b>	<b>\$950,352</b>	<b>1.59%</b>