



SOUTHLAKE CRIME CONTROL AND PREVENTION DISTRICT BOARD MEETING
MINUTES: May 9, 2023

LOCATION: Southlake Police Department Headquarters
600 State Street, 4th Floor
Southlake, TX 76092

TIME: 6:00 p.m.

CRIME CONTROL AND PREVENTION DISTRICT BOARD MEMBERS PRESENT: Ken McMillan (President), Robert Williams (Vice President), William Meddings, Frank Powers, Kara Clubb, Jay Demas and David Barnes

CRIME CONTROL AND PREVENTION DISTRICT BOARD MEMBERS ABSENT: N/A

STAFF PRESENT: Police Chief James Brandon, Fire Chief Mike Starr, Sharen Jackson (Chief Financial Officer) & Erika Fletcher (CCPD Secretary), Amy Shelley (City Secretary), Pilar Schank (Office of Communications & Customer Experience), Bora Sulollari (City Manager's Office), Lauren LaNeave (Public Works Administration)

1. **REGULAR SESSION WAS CALLED TO ORDER: 6:00 PM**
2. **PUBLIC FORUM:** *(This is the public's opportunity to address the board about non-agenda items. During this proceeding, the Board will not discuss, consider, or take action on any items presented by the public. We respectfully ask that anyone stepping forward to speak during public forum limit remarks to three minutes or less.)*
3. **PRESENTATION GIVEN BY CITY SECRETARY AMY SHELLEY, PILAR SCHANK & BORA SULOLLARI ON THE NEWEST UPDATES TO THE BOARD AND COMMISSION MANUAL**
4. **CONSIDER**
- 4A. **APPROVE MINUTES FROM THE OCTOBER 11, 2022, CRIME CONTROL AND PREVENTION DISTRICT BOARD MEETING APPROVED (7 – 0)**

Motion: CCPD Board Member proposed a motion to approve the minutes from the October 11, 2022, CCPD Board Meeting.

Second: CCPD Board Member
- 4B. **APPROVE ITEM 3B THE EXPENDITURE OF NOT TO EXCEED \$166,250 FOR ARCHITECTURAL & ENGINEERING DESIGN AND CONSTRUCTION PHASE SERVICES FROM TSK FOR THE EMERGENCY OPERATIONS CENTER RELOCATION PROJECT. APPROVED (7 – 0)**

- **Comments** made by Fire Chief Mike Starr:

Item 3B is the next step of the EOC. A request for bid was sent out for an architect that will complete the architectural engineering design. The EOC management team requests to move forward with the expenditure of \$166,250. These funds have been approved in the FY23 CCPD budget. This is a request for approval to expend the funds to pay for services from TSK. Lauren LaNeave is the Deputy Director of Public Works is managing the project, she is here to answer any questions.

- **Question** asked by CCPD Board President:

The printout states that TSK's fee will include a permit and bid-ready documents for everything included in the new Emergency Operations Center, including things like infrastructure for electricity, data, etc.

- **Response** given by Deputy Director Lauren LaNeave:

Yes, the architect will hire subcontractors for the mechanical, electrical, and plumbing and that will be included in the cost of \$166,250.

- **Response** given by Chief Financial Officer Sharen Jackson:

The total budget for the Emergency Operations Center is \$2.2M, in the current fiscal year we budgeted \$1.13M, the \$166,250 was approved in the current FY23 CCPD budget. (This item is coming back to the board for approval to purchase services because the total cost exceeds \$50,000.)

- **Question** asked by CCPD Board Member:

To clarify, the next step after approving Item 3B will move the project forward with the construction of the EOC, is that correct? Can you confirm that the architect's fee is in line with fees normally charged by architects for this service, at 10%?

- **Response** given by Fire Chief Mike Starr:

Yes, we plan to get started on the construction, hopefully by the end of the year. Yes, 10% is the average cost for the architect services.

- **Question** asked by CCPD Board Member:

Mike, is the exclusive use of the EOC for the fire department or can the police use it as well?

- **Response** given by Fire Chief Mike Starr:

No, this is the Emergency Operations Center. Right now, we have it located on the 2nd floor of the Fire Department, it is also used as the community room. The security challenge of it being a community room is that it is open to the public. If we have bad weather, we want our staff to be secure in a concrete basement which is located downstairs.

Motion: CCPD Board Member proposed a motion to approve the expenditure of \$166,250 for the architectural and engineering design and construction phase services from TSK for the Emergency Operations Center Relocation Project.

Second: CCPD Board Member

5. DISCUSSION

5A. UPDATE ON CRIME CONTROL AND PREVENTION DISTRICT SALES TAX

- **Update** given by Chief Financial Officer Sharen Jackson:

The sales tax report was included in your packet. We are trending upward at \$30,000. We are 2.5% above what we collected last year. The January sales that we received in March shows a reduction by 9% due to an audit adjustment. The state performed an audit on sales tax from September 2013-2017 and decided that those funds were due to another city. This is the reason for the one-time reduction. Again, we are trending 2.5% above the prior year due mostly to inflation not sales. Sales are pretty flat or slightly below what sales were this time last year. We will receive the March sales tax collection totals this week.

- **Question** asked by CCPD Board Member:

Any news on the Amazon legislation?

- **Update** given by Chief Financial Officer Sharen Jackson:

The legislation is still in session.

5B. UPDATE ON THE SCHOOL RESOURCE OFFICER PROGRAM

- **Comments** given by Police Chief James Brandon:

In general, things are going very well. Graduation is May 26, 2023. The SROs are working on closing out the year. We are still working to fill two (2) less than full-time vacancies. Hiring is a challenge all around. We are still working to fill seven (7) full-time vacancies as well. But overall, it's been a good school year. During the summer, the less than full-time officers take the summers off. The four (4) full-time SROs will take vacation time-off during the summer then return to the department to work patrol or assist the detectives or they will work the Youth Academy during the summer.

- **Question** asked by CCPD Board Member:

From the October minutes, there were three (3) SRO vacancies, have we filled any of those vacancies?

- **Response** given by Police Chief James Brandon:

Yes, we have filled one (1) less than full-time position about a month ago, we hired a retired detective with 25 years of experience, who is now assigned to Eubanks.

- **Comments** given by CCPD Board Members:

The new Law Enforcement Against Drugs curriculum, the LEAD Program, is great. The feedback from the kids on that new program is awesome and very positive. The kids are into it, 100%, they are engaged, it's a great program.

- **Question** asked by CCPD Board Member:

Is the CAD program up and running? Are you happy with it?

- **Comments** given by Police Chief James Brandon:

Yes. Yes.

6. UPDATE ON THE K9 UNIT

- **Update** given by Police Chief James Brandon:

We retired Duco the K-9 dog at the end of March 2023. Our K-9 handler, Officer Anderson, is training right now in Florida with his new K-9 partner. He will be there for 6 weeks. To give context, the K-9 dogs are imported from Europe typically the Netherlands and they come already trained in certain areas. When police department's select them, we tell them that we also want the dog to be able to detect certain narcotics. Then the handler spends an additional 6-weeks training with the dog. The dog will then receive all of its certifications during that time. There is a lot that goes on in the background before the dog hits the streets. Our new K-9 dog's name is Zuesz.

7. UPDATE ON THE FY24 PUBLIC SAFETY NEEDS

- **Updates** given by Police Chief James Brandon:

Every year, we (the City) brings the list of items to the board that we plan to submit as a part of the CCPD budget. Our next meeting on July 25, 2023, will be the official budget approval meeting. Today is just a discussion of the items on the list. There are less items on this year's list, due to the added cost of the new SROs being hired.

The first item is the replacement of all of the Police Department's **duty pistols**, totaling 80 pistols. The goal of this is to have better weapons that give officers greater potential for accuracy in a deadly force incident. We never want anything to happen to the officers, but if it does, this sighting system paired with the new pistol gives them a greater advantage. We keep our current pistols for many years, but when a new officer is hired, we buy new pistols instead of giving a new officer an 8-year-old pistol. The old pistols will be returned to the vendor, which is G T Distributors, on a buyback program. G T Distributors is on a Buy Board Contract, which means the City will receive a discounted government contract price when purchasing the new pistols.

The second item is the replacement of the **property room refrigerator**. This refrigerator is very significant because the officers store evidence in the property room, such as DWI blood kits. The 2-sided property room refrigerator is built into the wall. Officers have access to tag evidence and lock the evidence in the large refrigerator, which has individual lockers. The evidence technician, Senora Spencer, then accesses the evidence from inside the secured area on the opposite side of the refrigerator and processes the evidence. The current property room refrigerator is 13 years old and has been repaired numerous times already. If this refrigerator fails, that means the loss of criminal evidence for an unsaid number of cases. It's time to replace it.

The third item on the list is the need for additional **police radios**. Our vehicle fleet has increased over the years. We've added cars to our fleet that do not yet have in-car radios. These radios are expensive at \$5000 per radio. We need to bring our fleet up to speed to include in-car radios in the new vehicles.

6. ANNOUNCEMENTS

Next CCPD meeting: July 25, 2023, at 6:00pm.

7. MEETING ADJOURNED: 6:30 PM



Ken McMillan, President

Crime Control and Prevention District Board



Erika Fletcher, Secretary

Crime Control and Prevention District Board

City of Southlake Values:

Integrity ♦ Innovation ♦ Accountability ♦ Commitment to Excellence ♦ Teamwork