

**CITY OF BLUE SPRINGS**  
**BLUE SPRINGS CITIZEN POLICE ADVISORY BOARD**  
**March 31, 2012 Public Safety Tax Status Report**

FUNDING FROM THE PSST HAS BEEN COLLECTED SINCE OCTOBER 1, 2011.

This is the 4th quarterly status report by the Public Safety Board (with an update on all three parts of the PSST initiative and goals) for presentation to Blue Springs City Administrator Eric Johnson and City Council in April, 2012. It will be published on the city's Internet site.

Overview

Quarterly status reports are presented by the Public Safety Board to the City Administrator and City Council which include an update on all three parts of the PSST initiative, and are presented in July, October, January and April at the conclusion of each calendar quarter.

The City of Blue Springs Finance Department tracks incoming funds and their expenditure. The 2011-12 Budget has been formally approved/adopted by Council, including anticipated PSST revenues and expenditures.

The Public Safety Board has adopted Goals for all three parts of the PSST implementation, including Radio Communications System, Personnel, and Facilities, which are listed below along with the current status as of March 31, 2011.

Radio Communications System

Goal #1: Meet the FCC mandate by completing the new communications system prior to December 31, 2012.

Goal #2: Improve the coverage levels by 5% and ensure coverage is above national standard recommended minimum levels.

Goal #3: Obtain inter-operability with CJCFD, IPD and additional agencies that participate in the regional system.

**STATUS:**

- The TUSA Consulting Services agreement is in place (approved by Blue Springs City Council on 06-06-11) for guidance on the radio project. A joint consulting project with CJCFPD and JCSO on Dispatching has been conducted to review the feasibility of combining dispatch centers or for possible co-location. Additional agencies were considered and contacted regarding potential participation. This project was awarded to ESCI with the goals of identifying IF a joint dispatching endeavor is cost-effective and meet the needs of the agencies, and if so, what would be the governance mechanism. ESCI conducted on site work the week of September 19-23, 2011.

- The project was completed and the final report received. Representatives of JCSO, CJC, GVPD and Blue Springs met with the consultants for a final review. Based on the results of the study and discussions with all entities, the Dispatch Center will remain at BSPD and be incorporated into the building remodel project.
- Planning processes are on-going to ensure efficient and effective equipment. For example, various sample radios were brought in for testing and evaluation. A committee comprised of Uniformed Officers from each rotation, a Uniformed Sergeant who works with the system, have teamed with the Captains over Dispatch and Patrol functions to test and make a recommendation on the specific type of portable radio to be purchased, ensuring the best function for officers on duty.
- Test radios (both mobile and portables) have been received, are being programmed, with testing processes initiated in April, 2012.
- Representatives from City of Blue Springs, City of Independence, and Motorola have come to agreement regarding the purchase, installation, implementation and maintenance of a joint radio system. Agreements received from Motorola and both cities were formally approved by Blue Springs City Council on December 5, 2011 and by Independence City Council on December 12, 2011. The Contract has been signed with Motorola. Inter-local agreements with Independence, CJC and KCMO are fully executed.
- The location, design and all permits for the two new radio tower locations have been decided and are in progress.
- Tower details:
  - There will be two radio towers, one will be located atop the existing Adam's Dairy Water Tower, and the other tower will be built north of Colbern Rd, just East of Mason School Road on city-owned property.
  - This location was identified by Motorola and the radio consultant hired by the City as the location which provides optimum radio coverage for Public Safety both on the street and in-building/residences. Care was taken to locate the tower in an area which was not planned for development within the park.
  - The new tower will be a free-standing lattice-tower as opposed to a monopole or guyed tower. The tower will not have any guy wires or cables. Blue Springs ordinances allow lattice-towers for Public Safety purposes.
  - The new tower being built will be approximately 250 feet tall.
  - The tower will be specifically located away from the school and school grounds to ensure the tower could not collapse onto school property. Due to its design, it is unlikely that it could come down baring a high-level tornado.
  - Contact has been made with School Officials of both BSSD and LSSD regarding consideration for children in area schools related to construction safety.
  - City officials have responded to concerns received from area Jackson County residents.
  - For the site north of Colburn Road, the access road and fencing have been completed. Building permits are currently being obtained to construct the tower and associated structure. Physical construction is not expected to begin until after the end of the regular school year.

- The entire radio team meets every Wednesday to coordinate all of the activities with all parties to the process, including Motorola personnel, representatives of Blue Springs, Independence, TUSA consulting and others as needed for specific meetings. Motorola personnel are on-site completing the survey for the tower location near Colbern Road.
- To ensure regional planning and cooperation is maintained, there are on-going meetings with the state system (meeting in Jefferson City attended by PD and IT personnel on February 28, 2012) and with MARC for metro planning (attended February 21, 2012). Captain Morton attends all of these meetings, frequently assisted by our I.T. personnel and consultants.
- All radio project activities are on schedule for the December 2012 planned completion dates.

Additional Personnel:

Goal #1: Reduce response times for emergencies by 33%, non-emergencies by 50% once officers can be hired/trained/on the street;

Goal #2: Improve neighborhood uncommitted patrol time by 12.3%.

Goal #3: Increase time that animal control personnel are available by 25%.

Goal #4: Reduce the time Officers spend processing prisoners in holding area by 20%.

Goal #5: Reduce the time evidence/property is returned/auctioned/legally disposed by 33%, while increasing available pick-up hours for the public by 20%.

STATUS:

- All 17 positions (phased by date) are in the proposed 2011-12 budget;
- Chris Flathers has been selected for the radio system specialist position and is working from his office in the 2<sup>nd</sup> floor lobby area of the Howard L. Brown Public Safety Center.
- 4 PSST Officer positions were budgeted to begin in January, 2012. Finance Director Christine Cates approved the recommendation to hire 6 through PSST funding based on initial estimates, and 6 Candidates were hired. They are attending the January 2012 class of the Kansas City Police Academy after starting their employment with BSPD on January 8, 2012. Hiring of Officers is ahead of schedule by one sworn position. Each PSST position has been specifically identified named so that Finance can code all items to that specific person to the PSST.
- One Officer hired under the PSST did not complete the police academy, remained temporarily under the PSST as a DSO, then was released without completing his probationary period.
- Interviews for additional hiring for the May class were completed on February 23<sup>rd</sup> and 24<sup>th</sup>, 2012. 5 strong candidates passed the interview process and are currently in the background process. 3 of them will be hired as PSST positions if they clear background. This will complete all sworn positions to be hired with the exception of the Deputy Chief.
- The job description and process for the Deputy Chief position has been developed by Chief McCoy under the guidance of the Human Relations Department and City Administrator. A draft of the job description has been completed and reviewed by HR. The Chief of Police job description was also revised to update it with current format and duties.

- A proposed hiring process for the Deputy Chief position is under review by HR and city administration.
- Dependent upon the level of PSST funding coming in, the Finance Department will consider the potential for the early hiring of the civilian positions currently scheduled for a July 2012 phase-in.

### Facilities and Equipment

- Goal #1: Provide Detective Unit office space where all Detectives can work in proximity to share data and efficiency.
- Goal #2: Provide convenient/secure separate reporting area where citizens can receive assistance promptly and confidentially.
- Goal #3: Meet the space needs identified in the 2011 space needs study.
- Goal #4: Increase the capacity of the holding facility by 40%.
- Goal #5: Reduce the number of times that animal pickups are refused by 25% through a holding area for animals and working with area private kennels.

### STATUS:

- Chief McCoy attended facility planning training September 22-23, 2011.
- An initial space needs study has been received for use in the project.
- Assistant City Administrator Todd Pelham is keeping a file on potential vendors/contacts for when the project comes into being; several firms have expressed interest either in writing or have conducted tours.
- The bike relocation/Detective office project (goal #1 above) is now complete for temporary facilities prior to building implementation.
- As noted above, the report for the consulting study related to the potential location of the Dispatch Center has been completed. The final decision on possible consolidation has been made. Personnel from all agencies involved have reviewed the consultant's report, examined alternatives including the use of CJC's Station 3 as a short term method to consolidate, and reviewed the costs vs. benefits. Based on all of the discussions, the decision was made to remain as separate Dispatch Centers.
- The City has decided to use an "owner's representative" type method for the building construction process. The owner's representative process allows the greatest amount of oversight to ensure the project is done correctly.
- On Tuesday, February 21, Chief McCoy met with the City Administrator and both Assistant City Administrators to establish the process for selection of the owner's representative and establish a building process time table.
- The proposed timetable for selection of the owner's representative is:
  - April 16th, 2012 - RFQ release date
  - April 30th, 2012 - RFQ response submission deadline
  - May 14 - 18, 2012 - Tentative owner representative evaluation interviews
  - June 4, 2012 - Anticipated contract award date
- RFP's are being written, and there has been a panel that will interview potential owner's representatives/firms. The panel will include a representative from the city administration, police department, parks department, school district and a Council representative assigned as a liaison to the Citizen Public Safety Board.
- The L-3 camera servers are being ordered, and were approved for purchase on the Council agenda on March 12, 2012. This provides the server and 16 additional car cameras to upgrade our patrol car system (approximately

\$125,000 PSST). This supplements the 8 previous cameras purchased with city funding and all marked vehicles will have updated equipment.

- The process for purchase of the 2 additional marked vehicles under the PSST will be part of an on-going bid process for vehicle purchase being developed at this time.

Financials:

Assistant City Administrator, Finance & Administrative Services Christine Cates of the City of Blue Springs has provided an update as of the end of March, 2012 regarding the funding coming in through the Public Safety Sales Tax, along with expenditures being made with PSST funds.

Attached to this report are:

- Statement of Revenues, Expenditures, and Changes in Fund Balances PSST
- Balance Sheet PSST Fund, ending March 31, 2012.

All information for funds spent within the PSST tax is coded separately from general budgeted funding for ease of review.

<b>CITY OF BLUE SPRINGS</b> <b>BALANCE SHEET - PUBLIC SAFETY SALES TAX FUND</b> <b>FISCAL YEAR 2011-12</b>
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<b>FOR THE PERIOD ENDED - MARCH 31, 2012</b>
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CATEGORY	PUBLIC SAFETY SALES TAX FUND
<b>ASSETS</b>	
Cash and investments	\$ 800,732
Receivables (net of allowances)	
Taxes	-
Accounts	-
Accrued interest	-
Interfund receivables	-
Due from other governments	-
Prepaid items	-
<b>TOTAL ASSETS</b>	<b>\$ 800,732</b>
<b>LIABILITIES</b>	
Accounts payable	\$ 204
Accrued liabilities	-
Interfund payable	-
<b>TOTAL LIABILITIES</b>	<b>\$ 204</b>
<b>FUND BALANCES</b>	
Reserved for:	
Encumbrances	-
Undesignated, reported in:	
Special revenue fund	\$ 800,529
<b>TOTAL FUND BALANCES</b>	<b>\$ 800,529</b>
	<b>\$ 800,733</b>

**CITY OF BLUE SPRINGS  
STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES  
IN FUND BALANCE - PUBLIC  
SAFETY SALES TAX  
FISCAL YEAR 2011-12**

**FOR THE PERIOD ENDED - MARCH 31, 2012**

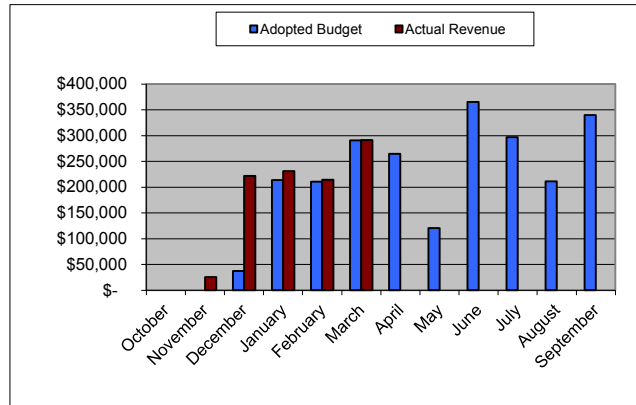
CATEGORY	PUBLIC SAFETY SALES TAX FUND
<b>REVENUES:</b>	
Taxes	\$ 983,751
Interest	17
Donations	-
Other	-
<b>TOTAL REVENUES</b>	<b>\$ 983,768</b>
<b>EXPENDITURES:</b>	
Current:	
Personal Services	59,454
Materials & Supplies	19,660
Contractual Services	5,973
Capital Outlay	77,253
Debt service:	
Principal retirement	-
Interest and fiscal charges	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 162,340</b>
Excess of revenues over (under) expenditures	<u>\$ 821,428</u>
<b>OTHER FINANCING SOURCES (USES):</b>	
Issuance of bonds	
Discount on bond issuance	
Transfers in	
Transfers (out)	(176,125)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ (176,125)</b>
NET CHANGE IN FUND BALANCES	645,303
<b>FUND BALANCES - OCTOBER 1, 2011</b>	<b>\$ 155,225</b>
<b>FUND BALANCES - MARCH 31, 2012</b>	<b>\$ 800,528</b>

**CITY OF BLUE SPRINGS  
PUBLIC SAFETY SALES  
TAX FUND**

**REVENUE ANALYSIS: MONTH ENDING 03/31/12**

**TAX REVENUE FY 2011-12**

	<b>FY 11 Adopted Budgeted</b>	<b>Monthly Revenue Received</b>	<b>% of Budget Rec'd</b>	<b>% of Prior Year Received</b>
<b>October</b>	\$ -	\$ -	#DIV/0!	0%
<b>November</b>	-	25,510	#DIV/0!	0%
<b>December</b>	37,426	221,732	592%	0%
<b>January</b>	213,391	230,876	108%	0%
<b>February</b>	210,305	214,221	102%	0%
<b>March</b>	290,448	291,411	100%	0%
<b>April</b>	264,662	-	0%	0%
<b>May</b>	120,545	-	0%	0%
<b>June</b>	365,041	-	0%	0%
<b>July</b>	296,927	-	0%	0%
<b>August</b>	211,249	-	0%	0%
<b>September</b>	340,002	-	0%	0%
<b>Total</b>	<b>\$ 2,350,000</b>	<b>\$ 983,751</b>	<b>42%</b>	<b>0%</b>



**POSITIVE**

The 1/2% Public Safety sales tax is imposed on all taxable goods and services within the city limits of Blue Springs and can only be used for public safety purposes. The tax went into effect on October 1, 2011. The detailed budget for the Public Safety Sales Tax Fund can be found on page 63 of the 2011-12 adopted budget. For the month of March, the City received 100% of budgeted revenues. Through six months of the fiscal year, the Public Safety Sales Tax is \$232,181 or 31% over budget. This increase over budget is due to the timing of the start of the sales tax and when the City started to receive the revenues.