



CITY OF BLUE SPRINGS
BLUE SPRINGS CITIZEN POLICE ADVISORY BOARD
October 2012 Public Safety Tax Status Report #6

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

This is the 6th 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 October, 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 was approved/adopted by Council and included anticipated PSST revenues and expenditures. The 2012-13 budget includes specific PSST revenues and expenditures.

The Public Safety Board has adopted Goals for the three parts of the PSST implementation, including Radio Communications System, Personnel, and Facilities, which are listed below along with the current status as of September 30, 2012.

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 JCISO 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.
- 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 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) were field tested in May and June, 2012.
- Representatives from City of Blue Springs, City of Independence, and Motorola developed an 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 was signed with Motorola and Inter-local agreements with Independence, CJC and KCMO executed.
- The location, design and all permits for the two new radio towers were completed for location atop the existing Adam's Dairy Water Tower and a new tower built north of Colbern Road, just East of Mason School Road on city-owned property.
- Tower details:
 - There are two radio towers, one located atop the existing Adam's Dairy Water Tower and the other has been 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 tower is a free-standing lattice-tower as opposed to a monopole or guyed tower. The tower does not have any guy wires or cables. Blue Springs ordinances allow lattice-towers for Public Safety purposes.
 - The tower is approximately 250 feet tall.
 - The tower is 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 was made with School Officials of both BSSD and LSSD regarding consideration for children in area schools related to construction safety.
 - City officials responded to concerns received from area Jackson County residents.
 - For the site north of Colburn Road, building permits were obtained to construct the tower and associated structure and physical construction was completed after the end of the regular school year.
 - The entire radio team continues to meet every Wednesday as has been done throughout the process 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.

- To ensure regional planning and cooperation is maintained, meetings with representatives of the state system and with MARC for metro planning were completed in early 2012.
 - Antenna and microwave mounts have been welded to tank, equipment shelter inside the water tower is in place, generator is in place, LP tank is in place and all underground conduits are completed.
- Radio Project (Mason School Tower)
Tower is in place, equipment shelter and LP tank are in place. Microwave dishes have been installed.
 - Radio Project (Subscriber Radios)
A combination of portable (hand-held) and mobile (in-car) units were tested by the Police Department and Public Works May through August, 2012. The radios are fully functioning radios configured with Interoperability to Independence, CJCYPD, KCPD and other jurisdictions. We acquired two models for evaluation – top and front display with keypad and top only display without keypad. We also received several accessories (headsets, belt carrying cases, etc.). The focus of the evaluation was to determine which model and accessories to purchase and to test not only Interoperability, but the configuration of channels and radio zones for efficient operation.
 - Subscriber radio testing was completed, and with the input of Officers who tested the radios, specifics of radios and accessories were selected.
 - All subscriber radios have been ordered, training scheduled, and distribution to begin October 8, 2012. All mobile and portable radios have arrived and are being stored off-site by Motorola.
 - All radio project activities are on schedule for the December 2012 planned completion date.
 - The work is now focused on electrical, installation of network related radio equipment, antennas and microwave system.
 - A “Fleet Map” (spread sheet that shows all of the zones our radios work in and what each of the 16 talk groups in each zone is) has been completed. This will be the single biggest change for Officers who are used to having just a couple of frequencies to conduct police business on. With the new radio system, there are over 16 different talk groups dedicated just to BSPD business with the total number of talk groups currently being programmed into the radios at 87 and more to be added after the state wide system comes on line.

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) were included in the proposed 2011-12 and 2012-13 budgets and either completed or nearly completed;
- Chris Flathers was hired for the radio system specialist position in 2011, and is working from his office in the 2nd floor lobby area of the Howard L. Brown Public Safety Center.
- 4 PSST Officer positions were budgeted to begin in January, 2012. 6 Candidates were hired, 2 ahead of schedule. 5 PSST and 2 non-PSST officers attended the January 2012 class of the Kansas City Police Academy and graduated on August 9, 2012. Each PSST position has been specifically identified so that Finance can code all items to that specific person to the PSST.
- One Officer hired under the PSST in the January class did not complete the police academy, remained temporarily under the PSST as a DSO, then was released without completing his probationary period.
- 4 additional PSST positions entered the May, 2012 academy. One of the PSST officers withdrew after 2 days in the academy, deciding that law enforcement was not for him. 3 Officers are progressing through the academy with a graduation date in December, 2012.
- Additional Police Officer interviews were conducted July 11, 12 and 30, 2012 to hire the remaining PSST Officer position and for openings from retirements or resignations. These interviews resulted in the hiring of one currently certified Officer and 2 additional Officers for the September, 2012 academy.
- Two Officers began orientation on September 10, 2012 and entered the Kansas City Police Academy on September 18, 2012. The final PSST Officer position is one of the Officers attending the September academy scheduled to graduation on April 11, 2013. The certified Officer began full-time field training with BSPD on October 1, 2012.
- The job description and process for the Deputy Chief position was developed by Chief McCoy under the guidance of the Human Relations Department and City Administrator. The Chief of Police job description was also revised to update it with current format and duties.
- The Deputy Chief position was posted on the city web site for applications which were accepted from May 7 through June 1, 2012. A committee of five interviewed the top candidates on August 14, 2012, after an initial review for qualifications by HR. The committee included the PSB Chairman (Tom Echerd), two Assistant City Administrators (Todd Pelham, Christine Cates), a representative from CJCYPD (Ben Chlapek) and a local law enforcement official (Lee's Summit Police Chief Joe Piccinini). The applications were screened and notifications sent by HR to those not eligible, and panel interviews were conducted under the oversight of Director Sue Heiman of the Human Resources Department.
- On Friday, September 7, 2012 the final 3 candidates were interviewed by City Administrator Eric Johnson and Chief Wayne McCoy. After additional interviews and background checks, Chief Bob Muenz of Oak Grove Police Department was selected as the BSPD Deputy Chief, and will begin his duties on November 5, 2012.
- The Animal Control position under the PSST was posted on the city web site with applications closed June 1, 2012. A panel interviewed candidates to

establish an eligibility list for the positions. 1 PSST position and 1 non-PSST position have been hired from this process which brings us to full strength in the Animal Control Unit.

- The DSO position was posted and closed with 187 applications received. After an initial screening, a panel interviewed candidates to establish an eligibility list for the positions. 30 of the top candidates were interviewed between August 21, 2012 and September 11, 2012. Currently we have 4 PSST positions and 1 non-PSST position to be hired from this process. 8 qualified candidates have been identified with 5 candidates placed into the background process.
- The PSST Evidence Custodian position was filled on July 7, 2012.

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 the building project; 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 decision was made to remain as separate Dispatch Centers.
- The City has is using an “owner’s representative” method for the building construction process. The owner’s representative process allows the greatest amount of oversight to ensure the project is done correctly.=
- The selection of the owner’s representative included:
 - April 16th, 2012 - RFQ release date (completed)
 - April 30th, 2012 - RFQ response submission deadline (completed)
 - June 4, 2012 - Owner representative evaluation interviews (completed)
 - July 2, 2012 - Contract awarded at City Council to Burns & McDonald Engineering.
- RFP was completed, released on April 16, 2012 with a deadline of April 30, 2012. Seven submissions from a very qualified pool of companies submitted proposals. The panel interviews were conducted June 4, 2012 to select the owner’s representative (project manager). The panel included a representative from the city administration (Todd Pelham), police department (Wayne McCoy), parks department (Dennis Dovel), school district (Bill Cowling) and the Council representative assigned as a liaison to the Citizen Public Safety Board (Kent Edmondson). The panel recommended Burns & McDonnell Engineering, who

were later approved by Council. This panel will remain in place throughout the project and assist in Architect selection.

- The L-3 camera servers were approved for purchase on the Council agenda on March 12, 2012 and have been received. 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 were part of an on-going bid process for vehicle. The bid process has been conducted with bids received on June 8, 2012. The bids were reviewed by city administration and city attorney and approved on the August 20, 2012 Council agenda. The approved recommendation is for 2 Ford Interceptor Utility Vehicles to be purchased through the PSST to supplement 6 Ford Interceptor sedans and 1 Ford Interceptor Utility Vehicles in the General Fund budget. The vehicles have been ordered with a December 1, 2013 expected delivery date.
- Weekly coordination meetings for the building project are scheduled every Tuesday and began July 10, 2012.
- Working with Burns & McDonald, a Request for Qualifications (RFQ) for Architectural Services was developed and posted on August 14, 2012. Those who intended on submitting a proposal were required to attend an informational session and tour on August 21, 2012 to be considered. The RFQ proposal time period closed on August 31, 2012.
- 13 submissions were received by the deadline. Interviews for the top 4 firms were completed on September 24-25, 2012. Negotiations with the top firm are on-going.

Financials:

Assistant City Administrator, Finance & Administrative Services Christine Cates of the City of Blue Springs has provided an update as of the end of September, 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 September 30, 2012.

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

	CITY OF BLUE SPRINGS BALANCE SHEET - PUBLIC SAFETY SALES TAX FUND FISCAL YEAR 2011-12	
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FOR THE PERIOD ENDED - SEPTEMBER 30, 2012

CATEGORY	PUBLIC SAFETY SALES TAX FUND
ASSETS	
Cash and investments	\$ 6,167,200
Receivables (net of allowances)	
Taxes	-
Accounts	-
Accrued interest	-
Interfund receivables	-
Due from other governments	-
Prepaid items	-
TOTAL ASSETS	\$ 6,167,200
LIABILITIES	
Accounts payable	\$ 2,254
Accrued liabilities	-
Interfund payable	-
Long term debt	-
TOTAL LIABILITIES	\$ 2,254
FUND BALANCES	
Reserved for:	
Encumbrances	-
Undesignated, reported in:	
Special revenue fund	\$ 6,164,947
TOTAL FUND BALANCES	\$ 6,164,947
	\$ 6,167,201

**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 - SEPTEMBER 30, 2012

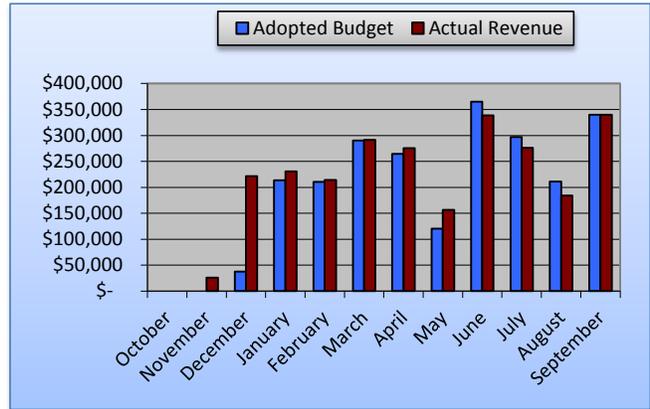
CATEGORY	PUBLIC SAFETY SALES TAX FUND
REVENUES:	
Taxes	\$ 2,554,139
Interest	1,007
Donations	-
Other	-
TOTAL REVENUES	\$ 2,555,146
EXPENDITURES:	
Current:	
Personal Services	253,901
Materials & Supplies	56,120
Contractual Services	11,441
Capital Outlay	1,426,602
Debt service:	
Principal retirement	236,868
Interest and fiscal charges	103,858
TOTAL EXPENDITURES	\$ 2,088,790
Excess of revenues over (under) expenditures	<u>\$ 466,356</u>
OTHER FINANCING SOURCES (USES):	
Issuance of bonds	5,719,490
Discount on bond issuance	
Transfers in	
Transfers (out)	(176,125)
TOTAL OTHER FINANCING SOURCES (USES)	\$ 5,543,365
NET CHANGE IN FUND BALANCES	6,009,721
FUND BALANCES - OCTOBER 1, 2011	\$ 155,225
FUND BALANCES - SEPTEMBER 30, 2012	\$ 6,164,946

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

REVENUE ANALYSIS: MONTH ENDING 09/30/12

TAX REVENUE FY 2011-12

	FY 11 Adopted Budgeted	Monthly Revenue Received	% of Budget Rec'd	% of Prior Year Received
October	\$ -	\$ -	#DIV/0!	0%
November	-	25,510	#DIV/0!	0%
December	37,426	221,732	592%	0%
January	213,391	230,876	108%	0%
February	210,305	214,221	102%	0%
March	290,448	291,411	100%	0%
April	264,662	275,223	104%	0%
May	120,545	156,735	130%	0%
June	365,041	338,576	93%	0%
July	296,927	276,031	93%	0%
August	211,249	184,048	87%	0%
September	340,002	339,775	100%	0%
Total	\$ 2,350,000	\$2,554,139	109%	0%



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 September, the City received 100% of budgeted revenues. Through the end of the fiscal year, the Public Safety Sales Tax is \$204,143 or 8.69% 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.