



CRIME CONTROL AND PREVENTION DISTRICT MEETING AGENDA

April 22, 2025 at 6:00 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

A. CALL MEETING TO ORDER

B. PLEDGE OF ALLEGIANCE

C. PUBLIC PARTICIPATION

The purpose of this item is to allow citizens an opportunity to address the Bartonville Crime Control and Prevention District Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the Board on items that are not posted on the agenda.

D. REGULAR ITEMS

1. Consider approval of the February 25, 2025, Bartonville Crime Control and Prevention District Board Regular Meeting Minutes.
2. Discussion of the Bartonville Police Department five-year strategic plan.
3. Discuss and consider the FY2026 CCPD Budget Calendar.
4. Discussion of Financial Report ending March 2025.

E. FUTURE ITEMS

F. ADJOURNMENT

CERTIFICATION

I hereby certify that this Notice of Meeting was posted on the Town Website, and on the bulletin board, at Town Hall of the Town of Bartonville, Texas, a place convenient and readily accessible to the public at all times. Said Notice was posted on the following date and time; and remained posted continuously prior to the scheduled time of said meeting and shall remain posted until meeting is adjourned.

/s/ Shannon Montgomery, Town Secretary

Posted: Thursday, April 17, 2025 prior to 1:00 pm.

The Board reserves the right to reconvene, recess, or realign the order of business at any time prior to adjournment.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, Title: _____



CRIME CONTROL & PREVENTION DISTRICT COMMUNICATION

DATE: April 22, 2025

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of the February 25, 2025, Regular Meeting Minutes.

SUMMARY:

CCPD held a Regular Meeting on February 25, 2025.

RECOMMENDED MOTION OR ACTION:

Approve the February 25, 2025, Regular Meeting Minutes as presented.

ATTACHMENTS:

- February 25, 2025, Regular Meeting Minutes.

THE BARTONVILLE CRIME CONTROL AND PREVENTION DISTRICT (CCPD) MET IN REGULAR SESSION ON THE 25TH DAY OF FEBRUARY 2025, AT BARTONVILLE TOWN HALL, 1941 E JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:

Jeff Grubb, Chair
Johnny Jones, Vice Chair
Chris Colbert, Director
Jim Murphy, Director *arrived at 6:11 pm*
Lori Van Alstine, Director
Steve Weiss, Director *left at 6:50 pm*

Directors Absent:

Jarod Root, Director

Town Staff Present:

Kirk Riggs, Chief of Police
Shannon Montgomery, Town Secretary

A. CALL MEETING TO ORDER

Chair Grubb called the meeting to order at 6:01 pm.

B. PLEDGE OF ALLEGIANCE

Chair Grubb led the Pledge of Allegiance.

C. PUBLIC PARTICIPATION

The purpose of this item is to allow citizens an opportunity to address the Bartonville Crime Control and Prevention District Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the Board on items that are not posted on the agenda.

There was no public participation.

D. REGULAR ITEMS

1. Consider approval of the November 18, 2024, Bartonville Crime Control and Prevention District Board Regular Meeting Minutes.

Motion made by Director Weiss, seconded by Director Jones, to **APPROVE** the November 18, 2024, Regular Meeting Minutes as presented. Motion carried unanimously.

2. Discussion of the Bartonville Police Department five-year strategic plan.

Chief Riggs presented a five-year strategic plan and addressed questions from the Directors. Discussion only, no action taken.

3. Discussion of the Financial Report ending January 2025.

Town Secretary Montgomery presented the financial report ending January 2025 and addressed questions from the Directors. Discussion only, no action taken.

4. Discuss and schedule the next Bartonville Crime Control and Prevention District meeting.

Motion made by Director Colbert, seconded by Director Van Alstine, to schedule the next Bartonville Crime Control and Prevention District Meeting for Tuesday, April 22, 2025. Motion carried unanimously.

E. FUTURE ITEMS

Discussion only, no action taken.

F. ADJOURNMENT

Chair Grubb adjourned the meeting at 6:56 pm.

APPROVED this the 22nd day of April 2025.

APPROVED:

Jeff Grubb,
Chair

ATTEST:

Shannon Montgomery, TRMC
Town Secretary



CRIME CONTROL & PREVENTION DISTRICT COMMUNICATION

DATE: April 22, 2025

FROM: Kirk Riggs, Town Administrator / Chief of Police

AGENDA ITEM: Discussion of the Bartonville Police Department five-year strategic plan.

SUMMARY:

To ensure the Police Department remains equipped with reliable and up-to-date resources, the Five-Year Strategic Replacement Plan has been developed in coordination with the Crime Control and Prevention District.

This plan establishes a structured approach to replacing essential equipment, including vehicles, computers, and radios, over the next five years. The goal is to enhance officer safety, operational efficiency, and fiscal responsibility while maintaining a high level of service to the community.

Key Objectives:

- **Improve Officer Safety:** Ensuring access to dependable vehicles and communication equipment.
- **Enhance Operational Efficiency:** Reducing downtime due to outdated or failing equipment.
- **Maintain Fiscal Responsibility:** Implementing a planned, budget-conscious replacement schedule.

This proactive strategy will allow for timely upgrades while minimizing unexpected costs and disruptions. More details on specific timelines and budget allocations will be provided as we move forward with implementation.

FISCAL INFORMATION: TBD

RECOMMENDED MOTION OR ACTION: N/A; discussion only.

ATTACHMENTS:

- Five-Year Strategic Plan

Five-Year Strategic Replacement Plan Crime Control and Prevention District

Purpose:

To ensure the Police Department remains equipped with reliable and up-to-date vehicles, computers, in-car and body worn cameras and radios, this strategic replacement plan outlines a systematic approach for updating these critical resources over the next five years. This plan will promote officer safety, operational efficiency, and fiscal responsibility.

Year 1 (2025-2026):

- Replace three portable radios with APX 6000 and accessories-\$16,500.

Year 2 (2026-2027):

- **Vehicles:**
 - Replace two portable radios with APX 6000 and accessories-\$11,000.
 - Replace one of the high-mileage and engine-hour patrol vehicles- Estimated \$84,000.

Year 3 (2027-2028):

- **Vehicles:**
 - Replace one of the high-mileage and engine-hour patrol vehicles- Estimated \$88,200.

Year 4 (2028-2029):

- **Vehicles:**
 - Replace one of the high-mileage and engine-hour patrol vehicles-Estimated \$92,610.

Year 5 (2029-2030):

- **Vehicles:**
 - Replace one of the high-mileage and engine-hour patrol vehicles-Estimated \$97,240.
- **Computers:**
 - Replace our ruggedized Toughbook by implementing a five-year life cycle. Estimated \$18,000.

- **Radios:**
 - Evaluate current inventory for compliance with digital standards both for portable and in-car radios.
-

Evaluation and Accountability:

- Annual reviews of the plan's progress will be conducted and reported to the Crime Control and Prevention Board.
- Adjustments to the plan will be made based on operational needs, budgetary constraints, and emerging technologies.

This five-year plan ensures the Police Department remains well-equipped to serve the community efficiently and safely while maintaining fiscal responsibility.

*** The Axon Camera System includes a pre-established five-year replacement policy.



CRIME CONTROL COMMUNICATION

DATE: April 22, 2025

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discuss and consider the FY2026 CCPD Budget Calendar.

SUMMARY:

Discuss and set meeting dates to align with Local Government Code § 363.204.

RECOMMENDED MOTION OR ACTION:

Approve calendar dates as discussed.

ATTACHMENT:

- Draft FY2026 CCPD Budget Calendar.

**Crime Control District Budget Calendar 2025-2026 Budget
October 1, 2025 – September 30, 2026**

DATE	ACTION	DEADLINE
April 26, 2025 <i>Publication; needs to be to DRC by 6/23/25</i>	Publish CCPD Budget Public Hearing Notice in the Newspaper	Publish notice DRC not later than the 10 th day before CCPD Public Hearing <i>LGC 363.204 (b)</i>
<i>May 13, 2025 or May 15, 2025</i>	Proposed Budget Public Hearing	Not later than the 100th day (June 23) before the date the fiscal year begins <i>LGC 363.204 (a)</i>
<i>June 24, 2025 or June 26, 2025</i>	CCPD to adopt budget	Not later than the 80th day (July 13) before the date the fiscal year begins <i>LGC 363.204 (d)</i>
	Town Secretary to Submit Budget to Governing Body	Not later than the 10 th day after the budget is adopted, budget shall be submitted to the governing body. <i>LGC 363.204 (e)</i>
June 28, 2025 <i>Publication; needs to be to DRC by 6/25/25</i>	Publish COUNCIL Public Hearing Notice in the Newspaper	Publish notice in DRC not later than the 10 th day before COUNCIL Public Hearing <i>LGC 363.205 (b)</i>
July 15, 2025	Council to hold CCPD Budget Public Hearing	Not later than the 45th day (Aug 17) before the date the fiscal year begins <i>LGC 363.205 (a)</i>
August 19, 2025	Council shall approve/reject budget	Not later than the 30th day (Sept 1) before the date the fiscal year begins. <i>LGC 363.205 (d)</i>

The newspaper only publishes a printed version on Saturdays

Example: July 13th is the last day public hearing can be held; publishing date would be no later than June 28th; with a deadline to DRC of June 25th.



CRIME CONTROL COMMUNICATION

DATE: April 22, 2025

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discussion of Financial Report Ending March 2025.

SUMMARY:

Financial Report Ending March 2025

RECOMMENDED MOTION OR ACTION:

No action to take.

ATTACHMENT:

- Financial Report ending March 2025.

Town of Bartonville
Revenue And Expense Report
As of March 31, 2025

4/14/2025 1

Item D4.

900 - Bartonville Crime Control & Prevention District (CCPD)	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	10,571.50	75,314.58	238,600.00	163,285.42	68.43%	71,565.80	148,431.18
Revenue Totals	10,571.50	75,314.58	238,600.00	163,285.42	68.43%	71,565.80	148,431.18
Expense Summary							
10-Administration	0.00	0.00	450.00	450.00	100.00%	0.00	140.00
20-Police	7,166.49	178,727.21	339,250.00	160,522.79	47.32%	48,269.75	227,251.58
Expense Totals	7,166.49	178,727.21	339,700.00	160,972.79	47.39%	48,269.75	227,391.58
Revenues Over(Under) Expenditures	3,405.01	(103,412.63)	(101,100.00)	0.00	0.00%	23,296.05	(78,960.40)

Town of Bartonville
Revenue and Expense Report
As of March 31, 2025

4/14/2025 1

Item D4.

900 - Bartonville Crime Control & P Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
-							
<u>Sales & Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	9,705.07	68,245.90	120,000.00	51,754.10	43.13%	63,378.38	130,958.00
Total Sales & Mixed Beverage Tax	9,705.07	68,245.90	120,000.00	51,754.10	43.13%	63,378.38	130,958.00
<u>Other/Transfer</u>							
-4200 Use of Reserves (from Fund Balance)	0.00	0.00	110,100.00	110,100.00	100.00%	0.00	0.00
-4250 Interest Earned	866.43	7,068.68	7,000.00	(68.68)	(0.98%)	8,187.42	17,723.18
-4400 Grants and Donations	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	(250.00)
Total Other/Transfer	866.43	7,068.68	118,600.00	111,531.32	94.04%	8,187.42	17,473.18
Total	10,571.50	75,314.58	238,600.00	163,285.42	68.43%	71,565.80	148,431.18
Total Revenue	10,571.50	75,314.58	238,600.00	163,285.42	68.43%	71,565.80	148,431.18

Town of Bartonville
Revenue and Expense Report
As of March 31, 2025

4/14/2025 1

Item D4.

900 - Bartonville Crime Control & P Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
10-Administration							
<u>Contracted Service</u>							
10-5082 Audit & Accounting Expense	0.00	0.00	250.00	250.00	100.00%	0.00	0.00
Total Contracted Service	0.00	0.00	250.00	250.00	100.00%	0.00	0.00
<u>Other</u>							
10-5107 Bonds	0.00	0.00	200.00	200.00	100.00%	0.00	140.00
Total Other	0.00	0.00	200.00	200.00	100.00%	0.00	140.00
Total Administration	0.00	0.00	450.00	450.00	100.00%	0.00	140.00
20-Police							
<u>Maintenance</u>							
20-5084 Vehicle Maintenance	1,840.74	4,765.87	15,000.00	10,234.13	68.23%	16,000.00	16,000.00
Total Maintenance	1,840.74	4,765.87	15,000.00	10,234.13	68.23%	16,000.00	16,000.00
<u>Events</u>							
20-5105 Blue Santa	0.00	1,747.70	1,500.00	(247.70)	(16.51%)	338.89	338.89
20-5452 National Night Out	0.00	1,680.00	3,000.00	1,320.00	44.00%	(438.74)	2,438.72
Total Events	0.00	3,427.70	4,500.00	1,072.30	23.83%	(99.85)	2,777.61
<u>Salary & Benefits</u>							
20-5128 Cell Phone Charges	475.32	2,430.72	8,000.00	5,569.28	69.62%	0.00	0.00
20-5627 Salary to Town	0.00	30,000.00	30,000.00	0.00	0.00%	0.00	0.00
Total Salary & Benefits	475.32	32,430.72	38,000.00	5,569.28	14.66%	0.00	0.00
<u>Supplies</u>							
20-5147 Computer Software & Maintenance	0.00	22,400.00	22,400.00	0.00	0.00%	0.00	925.55
20-5160 Computer Hardware Improvements	4,270.92	26,173.11	64,600.00	38,426.89	59.48%	0.00	0.00

Town of Bartonville
Revenue and Expense Report
As of March 31, 2025

4/14/2025 1

Item D4.

900 - Bartonville Crime Control & P Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
20-5232 Equipment	0.00	75,621.12	71,250.00	(4,371.12)	(6.13%)	27,372.60	27,372.60
20-5477 Office Supplies/Sm Ofc Equip	418.65	418.65	0.00	(418.65)	0.00%	0.00	0.00
20-5647 Small Equipment Purchase/Repair	0.00	1,985.00	6,500.00	4,515.00	69.46%	0.00	0.00
20-5650 Axon Body Cameras	0.00	4,573.97	17,000.00	12,426.03	73.09%	0.00	0.00
20-5726 Uniform & Apparel Expense	160.86	6,931.07	9,000.00	2,068.93	22.99%	4,997.00	10,052.82
20-6400 Squad Car Accessories	0.00	0.00	1,000.00	1,000.00	100.00%	0.00	14,600.00
Total Supplies	4,850.43	138,102.92	191,750.00	53,647.08	27.98%	32,369.60	52,950.97
Other							
20-5155 Datamax Project Contingency	0.00	0.00	5,000.00	5,000.00	100.00%	0.00	0.00
20-5711 Training Expense	0.00	0.00	5,000.00	5,000.00	100.00%	0.00	0.00
Total Other	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	0.00
Capital							
20-5753 Vehicle Replacement	0.00	0.00	80,000.00	80,000.00	100.00%	0.00	155,523.00
Total Capital	0.00	0.00	80,000.00	80,000.00	100.00%	0.00	155,523.00
Total Police	7,166.49	178,727.21	339,250.00	160,522.79	47.32%	48,269.75	227,251.58
Total Expense	7,166.49	178,727.21	339,700.00	160,972.79	47.39%	48,269.75	227,391.58