AGENDA
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JUNE 1, 2020
6:00 PM

CALL TO ORDER

ROLL CALL

PRESENTATIONS

1. Administer the Oath of Office for Place 1, Place 2, Place 6 and Place 7
   Andrea Gardner, City Manager

PUBLIC TESTIMONY Members of the public are invited and encouraged to attend all public meetings of the Watauga Crime Control & Prevention District Board that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the Board that citizens actively participate in the City's governance system and processes. Public input to the Board is encouraged during the Public Testimony, Public Hearings, or Action Item sections of a meeting agenda. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a Request to Speak form attached hereto as Annex E. The Request to Speak form for Public Testimony shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form prior to the introduction of that respective item by the Chair. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the City Council. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and efficiency of the meeting. Reasonable time limitations may be placed on public testimony by the presiding officer in order to conduct an efficient and effective public meeting.

APPROVAL OF MINUTES Consideration of minutes of the July 8, 2019 Watauga Crime Control and Prevention District Board Meeting.

1. Consideration of minutes of the July 8, 2019 Watauga Crime Control and Prevention District Board meeting.
   Raquel Guajardo, Deputy City Secretary
   Andrea Gardner, City Manager

NEW BUSINESS

1. Discuss and consider action on a Resolution selecting officers to the Watauga Crime Control and Prevention District Board; providing an effective date.
   Andrea Gardner, City Manager

2. Consider and acceptance of the Watauga Crime Control and Prevention District Annual Audit Report for the period ending 9/30/2019
   Sandra Gibson, CGFO, CGFM, Director of Finance
   Andrea Gardner, City Manager

3. Discuss and Consider the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2020-2021
   Sandra Gibson, CGFO, CGFM, Director of Finance
   Andrea Gardner, City Manager

4. Consideration and action on scheduling a meeting and setting a Public Hearing on June 15, 2020 at 6:00 p.m. to discuss the Proposed Crime Control and Prevention District Budget for Fiscal Year 2020-2021
   Sandra Gibson, CGFO, CGFM, Director of Finance
   Andrea Gardner, City Manager

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 281-1991 FOR FURTHER INFORMATION.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Thursday, May 28, 2020, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner, City Secretary

CITY OF WATAUGA, TEXAS
CRIME CONTROL AND PREVENTION DISTRICT BOARD
RESOLUTION NO. _______

A RESOLUTION BY CRIME CONTROL AND PREVENTION DISTRICT BOARD OF WATAUGA, TEXAS SELECTING OFFICERS TO THE WATAUGA CRIME CONTROL AND PREVENTION DISTRICT BOARD; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 363.103(a)-(c) of the Texas Local Government Code states that the crime control and district board elect from among its members a President and Vice-President and that the board shall appoint a Secretary; and

WHEREAS, each officer of the board serves for a term of one year and any vacancies in the board shall be filled for the unexpired term by the board; and

WHEREAS, officers for the Watauga Crime Control and Prevention District Board ("WCCD") were selected during the May 29, 2019 meeting; and

WHEREAS, in accordance with Section 313.103 of the Texas Local Government Code, the positions of President, Vice-President, and Secretary must be selected by the WCCD Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CRIME CONTROL AND PREVENTION DISTRICT BOARD OF WATAUGA, TEXAS AS FOLLOWS:

I.

The facts and recitations set forth in the preamble of this ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

The Watauga Crime Control and Prevention District Board finds that the following officers, after being determined to meet all qualifications of office, are selected by the WCCD Board:

__________________________ as President;

__________________________ as Vice-President; and

__________________________ as Secretary

III.

That the selection of the persons, named above, to these offices are hereby approved by the WCCD Board.

IV.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the WCCD Board.

PASSED AND ADOPTED by the Watauga Crime Control and Prevention District Board this the 1st day of June 2020.

APPROVED:

____
MARK TAYLOR, Chairperson

ATTEST:

____
JUANITA KING, Secretary

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: May 21, 2020

TO: Crime Control and Prevention District Directors

FROM: Raquel Guajardo, Deputy City Secretary

SUBJECT: Consideration of minutes of the July 8, 2019 Watauga Crime Control and Prevention District Board meeting.

BACKGROUND/INFORMATION:
Consideration of minutes of the July 8, 2019 Watauga Crime Control and Prevention District Board meeting.

FINANCIAL IMPLICATIONS:
N/A

RECOMMENDATION/ACTION DESIRED:
Respectfully request consideration and action to approve the minutes of the July 8, 2019, Watauga Crime Control and Prevention District Board meeting.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. 07082019 MTG

REVIEWED BY:

MINUTES
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
MONDAY, JULY 8, 2019
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
5:30 PM

CALL TO ORDER

The Crime Control and Prevention District convened the meeting at 5:33 p.m. with the following members present:

Mark Taylor	Chairperson (absent)
Lovie Downey	Vice-Chairperson
Juanita King	Secretary
Scott Prescher	Director
Tom Snyder	Director (absent)
Andrew Neal	Director
Kim Irving	Director (arrived at 5:36 p.m.)
Art Miner	Director

and

Andrea Gardner	City Manager
George Hyde	Interim City Attorney
Terri Johnson	Interim City Secretary
Tara Rogers	Deputy City Secretary
Sandra Gibson	Director of Finance
Marcia Reyna	Director of Human Resources/Civil Service
Sal Torres	Director of Parks and Recreation
Lana Ewell	Library Director
Shawn Fannan	Fire Chief
Keith Hartman	Assistant Police Chief
Bradley Fraley	Chief Information Officer/PIO

APPROVAL OF MINUTES

1. Consideration of minutes of Watauga Crime Control and Prevention District Board Meetings of June 18, 2018; May 29, 2019; and June 17, 2019

   Director Miner made the motion to approve the minutes of Watauga Crime Control and Prevention District Board Meetings held June 18, 2018; May 29, 2019; and June 17, 2019 as presented.

   The motion was seconded by Director Neal and passed 5-0-3-0 as follows:

   AYES: Miner, Neal, Prescher, Downey, King
   NAYS: None
   ABSENT: Taylor, Snyder, Irving
   ABSTAIN: None

Director Kim Irving arrived at the meeting following the vote of this item.

PUBLIC HEARING

The requirements of the Public Hearing were met. There were no citizen comments.

NEW BUSINESS

1. Consideration and action of the adoption of the proposed Crime Control and Prevention District Budget for the Fiscal Year 2019-2020

   Sandra Gibson, Director Finance, provided an overview of the proposed Crime Control and Prevention District Budget for Fiscal Year 2019-2020.

   Director Neal made the motion to approve the budget as presented.

   The motion was seconded by Director King and passed 6-0-2-0 as follows:

   AYES: Neal, King, Prescher, Downey, Miner, Irving
   NAYS: None
   ABSENT: Taylor, Snyder
   ABSTAIN: None

ADJOURNMENT

With no further business to discuss, Vice Chairperson Downey adjourned the meeting at 5:40 p.m.

APPROVED: this ____ day of ____________,_____
SIGNED: this ____ day of ____________,_____

APPROVED:

____
Mark Taylor, Chairperson

ATTEST:

____
Juanita King, Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: May 15, 2020

TO: Crime Control and Prevention District Directors

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on a Resolution selecting officers to the Watauga Crime Control and Prevention District Board; providing an effective date.

BACKGROUND/INFORMATION:

Texas Local Government Code Section 363.103 (a-c) reads as follows:

"(a) The board shall elect from among its members a president and vice president. The board shall appoint a secretary. The secretary need not be a director. The person who performs the duties of auditor for the political subdivision shall serve as treasurer for the district.

(b) Each officer of the board serves for a term of one year.

(c) A vacancy in a board office shall be filled for the unexpired term by the board."

Officers for the Watauga Crime Control and Prevention District Board were last selected during the May 29, 2019 Meeting.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the WCCD Board select from among the members, Officers to the positions of President, Vice-President and Secretary by resolution.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution Appointing WCCD

REVIEWED BY:

Macy Cotton, Legal	Approved - 5/15/2020
George Hyde, Legal	Approved - 5/15/2020
Andrea Gardner, City Manager	Final Approval - 5/18/2020

“A Great Place to Live”

AGENDA MEMORANDUM

CITY OF WATAUGA, TEXAS
CRIME CONTROL AND PREVENTION DISTRICT BOARD
RESOLUTION NO. 2020-027

A RESOLUTION BY CRIME CONTROL AND PREVENTION DISTRICT BOARD OF WATAUGA, TEXAS SELECTING OFFICERS TO THE WATAUGA CRIME CONTROL AND PREVENTION DISTRICT BOARD; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 363.103(a)-(c) of the Texas Local Government Code states that the crime control and district board elect from among its members a President and Vice-President and that the board shall appoint a Secretary; and

WHEREAS, each officer of the board serves for a term of one year and any vacancies in the board shall be filled for the unexpired term by the board; and

WHEREAS, officers for the Watauga Crime Control and Prevention District Board ("WCCD") were selected during the May 29, 2019 meeting; and

WHEREAS, in accordance with Section 313.103 of the Texas Local Government Code, the positions of President, Vice-President, and Secretary must be selected by the WCCD Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CRIME CONTROL AND PREVENTION DISTRICT BOARD OF WATAUGA, TEXAS AS FOLLOWS:

I.

The facts and recitations set forth in the preamble of this ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

The Watauga Crime Control and Prevention District Board finds that the following officers, after being determined to meet all qualifications of office, are selected by the WCCD Board:

___________________________ as President;

___________________________ as Vice-President; and

___________________________ as Secretary

III.

That the selection of the persons, named above, to these offices are hereby approved by the WCCD Board.

IV.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the WCCD Board.

PASSED AND ADOPTED by the Watauga Crime Control and Prevention District Board this the 1st day of June 2020.

APPROVED:

____

MARK TAYLOR, Chairperson

ATTEST:

____

JUANITA KING, Secretary

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: May 14, 2020

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

SUBJECT: Consider and acceptance of the Watauga Crime Control and Prevention District Annual Audit Report for the period ending 9/30/2019

BACKGROUND/INFORMATION:

The City of Watauga's combined annual financial audit, including the Watauga Crime Control and Prevention District, has been completed for the fiscal year ending September 30, 2019.

The Watauga Crime Control and Prevention District (WCCPD) is a Special Revenue Fund within the City's combined financial statements. As of September 30, 2019, the fund balance in the WCCPD Sales Tax fund (operating fund) is $677,248 which is a decrease of $49,664 over the previous year. Expenditures for Fiscal Year 2019 include operating expenditures of $1,555,854, capital outlay expenditures OF $12,486 and transfers to other funds in the amount of $44,000. Sales tax receipts were higher than budget by $41,348 and actual expenditures were under budget for the year by $120,530. This is primarily due to personnel expenditures coming in lower than budgeted due to vacancies during the fiscal year.

Attached are excerpts from the City of Watauga Comprehensive Annual Financial Report (CAFR) for Fiscal Year October 1, 2018 – September 30, 2019, which is available at the Watauga City Secretary's Office, the Public Library, and on the City's website. The City's Auditors, Whitley Penn, LLC, has issued an unmodified, or "clean" opinion for this report. Staff recommends the Board's acceptance of this audit.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Board review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WCCPD CAFR 2019

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance	Approved - 5/26/2020
Andrea Gardner, City Manager	Final Approval - 5/27/2020

CITY OF WATAUGA, TEXAS
COMBINING BALANCE SHEET
NON MAJOR GOVERNMENTAL FUNDS
September 30, 2019

	WEDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund
ASSETS					
Cash and cash equivalents	$ 122,081	$ 445,089	$ 11,018	$ 620	$ 50,012
Investments	645,981	712,081	33,108	-	67,915
Accounts receivable	123,096	243,550	149	-	19
Prepaids and deposits	2,377	11,473	-	240	-
Total assets	$ 893,535	$ 1,412,193	$ 44,275	$ 860	$ 117,946
LIABILITIES AND FUND BALANCES					
LIABILITIES					
Accounts payable	$ 1,413	$ 14,205	$ -	$ 8	$ -
Accrued liabilities	11,236	30,143	-	668	-
Due to other funds	-	690,597	-	-	-
Total liabilities	12,649	734,945	-	676	-
FUND BALANCES					
Non-spendable					
Prepaid items	2,377	11,473	-	240	-
Restricted					
Capital acquisitions and contractual obligations	-	-	-	-	-
Debt service	-	-	-	-	-
Culture and recreation	878,509	-	44,275	-	-
Public works	-	-	-	-	-
Public safety	-	665,775	-	(56)	117,946
Total Fund Balances	880,886	677,248	44,275	184	117,946
Total Liabilities and Fund Balances	$ 893,535	$ 1,412,193	$ 44,275	$ 860	$ 117,946

CITY OF WATAUGA, TEXAS
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
NON MAJOR GOVERNMENTAL FUNDS
Year Ended September 30, 2019

	WEDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund
Revenues					
Taxes	$ 746,760	$ 1,477,348	$ -	$ -	$ -
Fines and forfeitures	-	-	-	-	-
Interest income	22,868	21,951	1,005	-	2,935
Miscellaneous	-	63,377	6,576	8,998	11,974
Total revenues	769,628	1,562,676	7,581	8,998	14,909
Expenditures					
Current:					
General government	-	-	-	-	-
Public safety	-	1,555,854	-	8,992	6,837
Culture and recreation	669,548	-	-	-	-
Public works	-	-	-	-	-
Capital outlay	5,500	12,486	-	-	-
Total Expenditures	675,048	1,568,340	-	8,992	6,837
Excess (deficiency) of revenues over expenditures	94,580	(5,664)	7,581	6	8,072
OTHER FINANCING SOURCES (USES)					
Transfers in	-	-	-	-	-
Transfers out	(50,900)	(44,000)	-	-	-
Total other financing sources (uses)	(50,900)	(44,000)	-	-	-
Net change in fund balances	43,680	(49,664)	7,581	6	8,072
Fund balances - beginning	837,206	726,912	36,694	178	109,874
Fund balances - ending	$ 880,886	$ 677,248	$ 44,275	$ 184	$ 117,946

CITY OF WATAUGA, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
WATAUGA CRIME CONTROL AND PREVENTION SPECIAL REVENUE FUND
Year Ended September 30, 2019

	Budget Amounts Final Budget	Actual Amounts	Variance Positive / (Negative)
Revenues			
Taxes	$ 1,436,000	$ 1,477,348	$ 41,348
Interest income	9,000	21,951	12,951
Miscellaneous	48,000	63,377	15,377
Total revenues	1,493,000	1,562,676	69,676
Expenditures			
Current:			
Public safety	1,676,870	1,555,854	121,016
Capital Outlay	12,000	12,486	(486)
Total expenditures	1,688,870	1,568,340	120,530
Excess (deficiency) of revenues over expenditures	(195,870)	(5,664)	190,206
Other financing sources (uses)			
Transfers out	(44,000)	(44,000)	-
Total other financing sources (uses)	(44,000)	(44,000)	-
Net change in fund balances	(239,870)	(49,664)	190,206
Fund balances, beginning of year	726,912	726,912	-
Fund balances, end of year	$ 487,042	$ 677,248	$ 190,206

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: May 14, 2020

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

SUBJECT: Discuss and Consider the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2020-2021

BACKGROUND/INFORMATION:

This item is to allow for review and discussion of the FY2020-2021 Proposed Budget for the Crime Control and Prevention District. The Board may make changes to the proposed budget before adoption.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

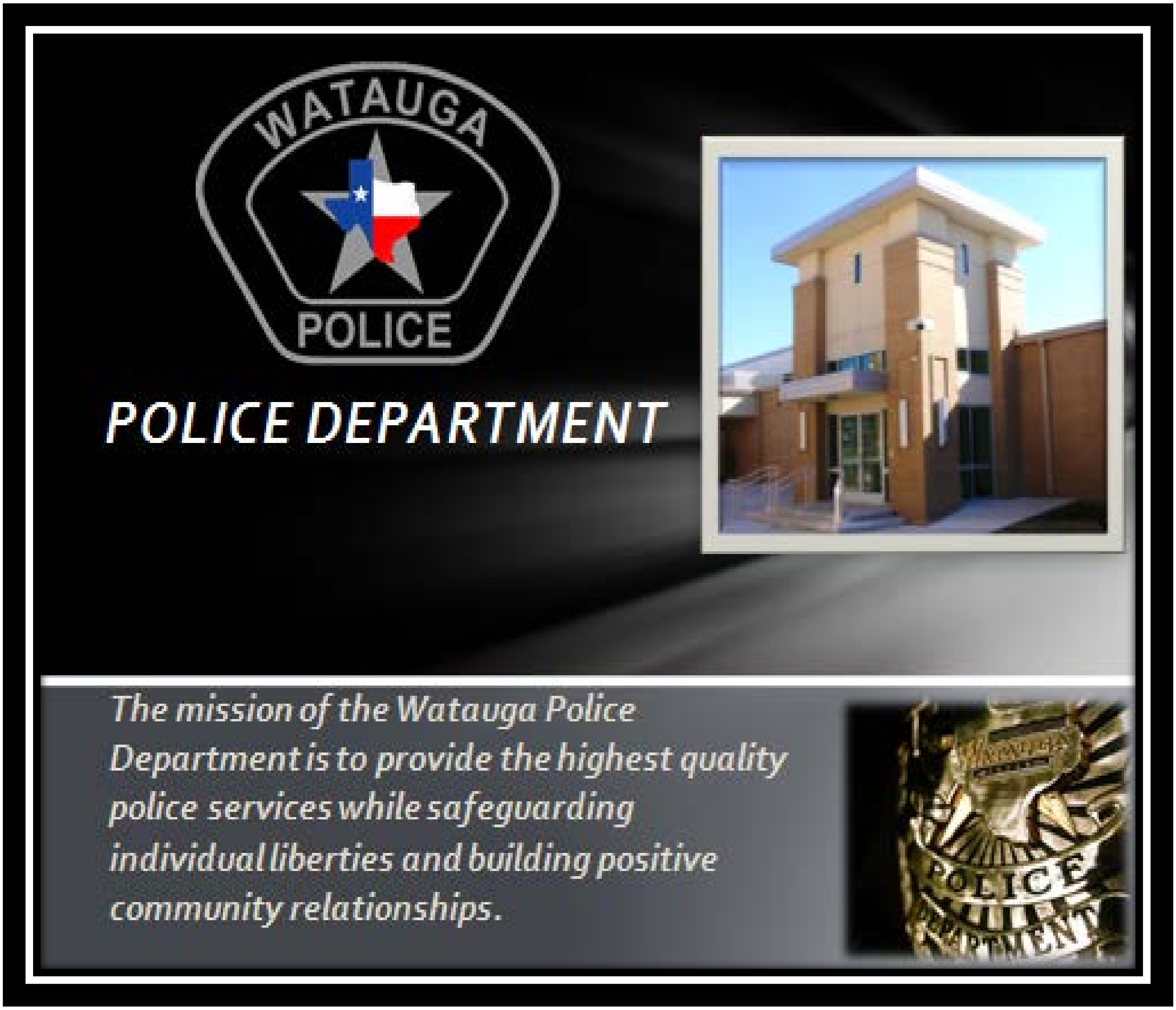
This item does not require a recommendation as it is a presentation/report.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CCD PROPOSED BUDGET DOCUMENT
2. FY 2020-21 Proposed Budget

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance — Approved - 5/26/2020
Andrea Gardner, City Manager — Final Approval - 5/27/2020



CRIME CONTROL DISTRICT

PROPOSED BUDGET 2020-2021

SPECIAL REVENUE FUNDS

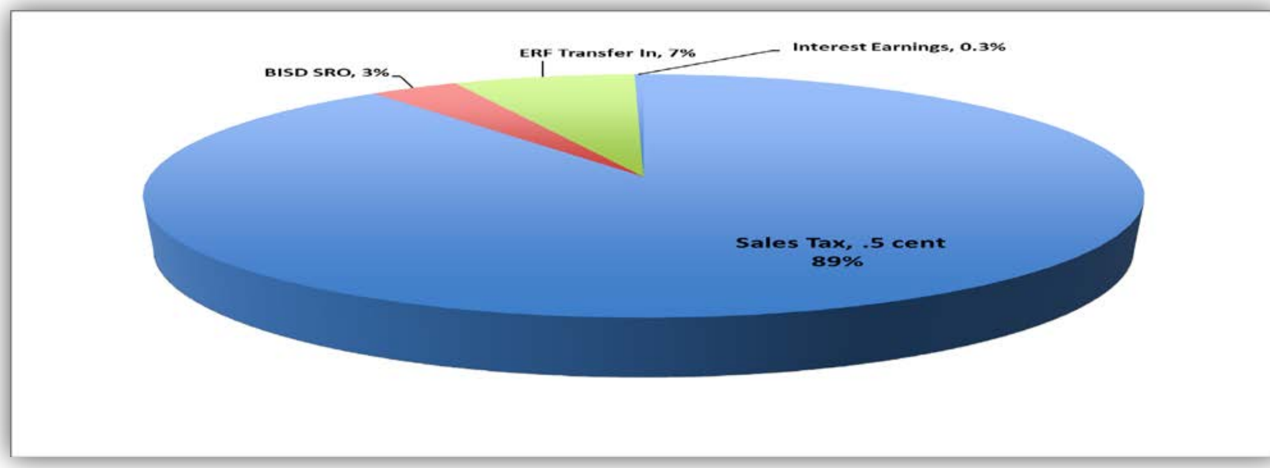
CRIME CONTROL DISTRICT – FUND 18

The Crime Control and Prevention District was established to account for a one-half cent sales tax increase approved by voters on March 23, 1996, for an initial five years. On May 5, 2001, voters extended the sales tax collection for ten more years. The purpose of the increase in sales tax is to enhance law enforcement in Watauga. The additional funding is used to add officers and purchase additional equipment and supplies for law enforcement purposes. A ten-year extension of the sales tax was passed during the November 2010 election.

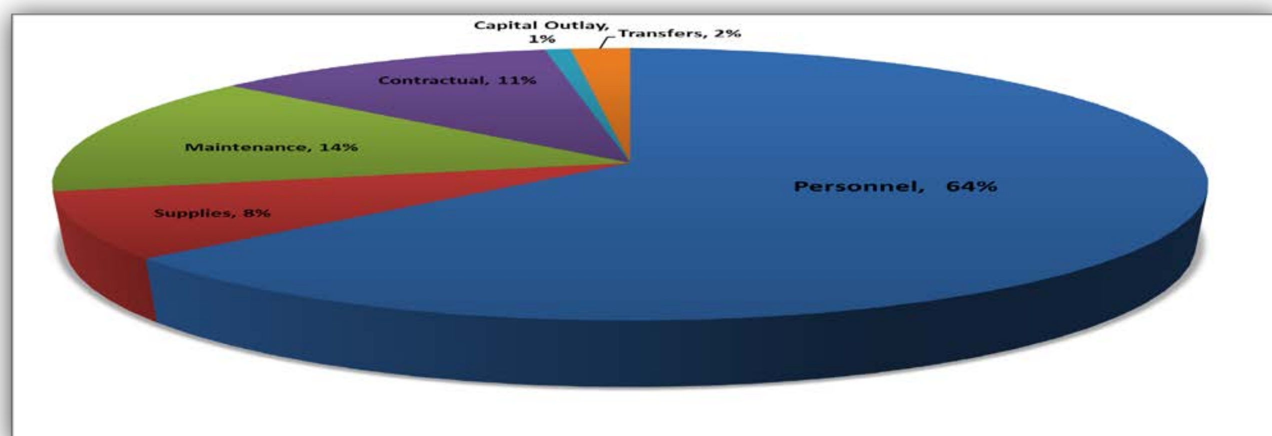
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

Sales tax revenue for FY2020-2021 is expected to be $1,310,600. Revenues are projected to be approximately 15% lower than the FY2019-2020 Budget.

Where Does the Money Come From?



Where Does the Money Go?



Crime Control District Fund 18-080

WATAUGA POLICE DEPARTMENT EST. 1962 LIBERTY ★ COMMUNITY ★ SERVICE

- Chief of Police
  - Administrative Assistant - Police
  - Assistant Chief of Police
    - Administration
      - Records
      - Animal Services
      - Criminal Investigations
        - CID Assistant/Property Room Technician
    - Professional Standards
      - Training
      - Community Services
        - **Community Services Officer 1.00 FTE**
        - **School Resource Officer 1.00 FTE**
      - School Crossing Guards
    - Field Operations
      - Patrol
        - **Patrol Sergeant 1.00 FTE**
          - **Police Officer 8.00 FTE**

SPECIAL REVENUE FUNDS

CRIME CONTROL DISTRICT BUDGET SUMMARY - FUND 18

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	FY2020-2021 VS 2019-2020
Fund Balance, October 1	**$1,233,129**	**$726,911**	**$681,641**	**$677,245**	**$511,570**	
Revenues:						
Sales Taxes	1,434,679	1,477,348	1,509,000	1,247,000	1,310,600	-13.1%
BISD SRO	0	0	49,000	24,500	49,000	0%
Transfer In From ERF	0	0	0	100,000	100,000	100%
Interest Earnings/Other	17,856	85,328	18,000	10,000	5,000	-72.2%
Operating Revenues	**$ 1,452,535**	**$ 1,562,676**	**$ 1,576,000**	**$ 1,381,500**	**$ 1,464,600**	**-7.07%**
Total Available Resources	**$ 2,685,664**	**$ 2,289,587**	**$ 2,257,641**	**$ 2,058,745**	**$ 1,976,170**	**-12.5%**
Expenditures:						
Operating Expenditures	1,533,250	1,555,855	1,658,370	1,508,175	1,510,650	-8.9%
Capital Outlay	28,807	12,487	17,000	9,000	13,000	-23.5%
Total Expenditures	1,562,057	1,568,341	1,675,370	1,517,175	1,523,650	**-9.1%**
Operating Transfers-Out						
To General Fund	28,696	29,000	30,000	30,000	30,000	0.0%
To Capital Projects	0	0	0	0	0	0.0%
To Internal Service Fund	368,000	15,000	0	0	0	0.0%
Total Operating Transfers-Out	396,696	44,000	30,000	30,000	30,000	**0.0%**
TOTAL OPERATING & TRANSFERS	$ 1,958,753	$ 1,612,341	$ 1,705,370	$ 1,547,175	$ 1,553,650	**-8.9%**
Fund Balance, September 30	$726,911	$677,245	$552,271	$511,570	$422,520	
CHANGE IN FUND BALANCE	($506,218)	($49,665)	($129,370)	($165,675)	($89,050)	
Fund Balance Policy Min @ 20%					$308,130	

SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE
DIVISION / ACTIVITY: WATAUGA CRIME CONTROL AND PREVENTION DISTRICT – FUND 18

LOCATION:	**HOURS OF OPERATION:**
7101 Whitley Road Watauga, Texas 76148	24 hours a day

MISSION / PROGRAMS / SERVICES:

The mission of the Watauga Police Department is to provide the highest quality police services while safeguarding individual liberties and building positive community relationships. Our mandate is to reduce both crime and the fear of crime through training, technology and the implementation of the most modern and progressive resources available. The Watauga Police Department is responsible for all crime prevention, crime reports, crime investigations, traffic law enforcement, professional standards and animal services.

FY2019-2020 HIGHLIGHTS / ACHIEVEMENTS:

- Filled all vacancies and successfully trained all positions
- With the appropriate staffing revitalization of the bike patrol was possible
- Back filled specialized positions such as Traffic and CID
- Hosted Coffee with the Cops meetings at various local restaurants establishments
- Began community engagement with Civil Space for upgrading police facility

FY2020-2021 GOALS/ OBJECTIVES:

- Pursuing Re-Recognition status in the Texas Police Chiefs Association
- Enhance community outreach by meeting with local religious leaders
- Increase community events such as Snow Cones and Cops in an effort to engage more of the community
- Increase the usage of social media and web services such as Civil Space in order to obtain feedback and engagement of the community

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

The primary budget concern is the budget reduction due to the economic shortfall during the Covid-19 Pandemic. This shortfall will affect training opportunities and equipment replacement options.

The Pandemic is also creating an impact in the area of projections for the number of events and contacts in certain aspects of the department due to the unknown future of school resuming and the ability to host community gatherings.

SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE
DIVISION / ACTIVITY: WATAUGA CRIME CONTROL AND PREVENTION DISTRICT - FUND 18

EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 BUDGET	2019-2020 PROJECTED	2020-2021 BUDGET
Personnel	$775,532	$889,873	$891,041	$982,500	$1,012,500	$991,000
Supplies	$127,289	$148,808	$141,659	$147,500	$116,500	$122,500
Maintenance	$172,581	$206,498	$214,256	$198,500	$218,250	$223,000
Contractual/Sundry	$198,809	$288,071	$308,898	$329,870	$160,925	$174,150
Capital Outlay	$48,365	$28,807	$12,488	$17,000	$9,000	$13,000
Transfers	$28,813	$396,696	$44,000	$30,000	$30,000	$30,000
TOTAL	$1,351,389	$1,958,753	$1,612,342	$1,705,370	$1,547,175	$1,553,650

PERSONNEL						
Officer	9.00	8.00	8.00	8.00	8.00	8.00
Sergeant	1.00	1.50	1.50	1.00	1.00	1.00
Community Resources Officer	0.00	1.00	1.00	1.00	1.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00	1.00	1.00
CID Secretary/Property Tech	1.00	0.00	0.00	0.00	0.00	0.00
TOTAL	12.00	11.50	11.50	11.00	11.00	11.00

PERFORMANCE MEASURES / SERVICE LEVELS

Input / Demand	*Actual 18-19*	*Budget 19-20*	*Projected 19-20*	*Budget 20-21*
Number of Sworn Police Officers		11.00	11.00	11.00

Efficiency Measures / Impact	*Actual 18-19*	*Budget 19-20*	*Projected 19-20*	*Budget 20-21*
M&O Budget per Capita	$68.35	$72.23	$65.53	$63.39
M&O Percentage of City Budget	3.74%	3.06%	2.78%	
Number of Sworn Officers Per 1000 Population from WCCPD	0.49	0.47	0.47	0.45

Effectiveness Measures / Outcomes	*Goals*	*Actual 18-19*	*Budget 19-20*	*Projected 19-20*	*Budget 20-21*
SRO Presentations	1,3, 5	5	18	1	2
SRO Student Contacts	1,3, 5	615	450	679	500
Area School Events/Contacts	1,3, 5	10	10	18	18
Explorer Post Meetings	1,3, 5	45	47	17	47
Explorer Post Meetings Training Hours	1,3, 5	1,989	2,115	376	2,000
Crime Prevention Training - Community Svc.	1, 3, 5	20	90	2	50
Business Contacts - Community Svc.	1, 3, 4, 5	62	175	74	100
Neighborhood Watch Mtgs - Community Svc.	1, 3, 5	0	35	0	10
VIPS Hours	1, 2, 3, 5	3,000	2,600	1,317	2,000
Town Hall Meetings	1, 2, 3, 4, 5	0	1	0	1

SPECIAL REVENUE FUNDS

BUDGET CHANGES

Fiscal Year 2020-21 Compared to Fiscal Year 2019-20

DEPARTMENT: POLICE
DIVISION / ACTIVITY: CRIME CONTROL DISTRICT - FUND 18-080

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		$8,500	Benefits & Rentention Adjustments
Office Supplies	Supplies		($1,000)	Needs Analysis Adjustment
Wearing Apparel	Supplies		($5,000)	Needs Analysis Adjustment
Vehicle Fuels & Lubricants	Supplies		($10,000)	Needs Analysis Adjustment
Minor Tools & Apparatus	Supplies		($3,000)	Needs Analysis Adjustment
Educational Supplies	Supplies		($1,000)	Crossing Guards Program Elimination/ Needs Adjustment
Weapons/ Ammunition	Supplies		($5,000)	Needs Analysis Adjustment
Office Equipment	Maintenance		($1,000)	Needs Analysis Adjustment
Vehicle Maintenance	Maintenance		($4,000)	Needs Adjustment/ Historical Analysis
Software Maintenance	Maintenance		$3,000	Axon Body Cameras Maintenance Increase
Software Maintenance	Maintenance		$34,000	CAD/RMS Adjustment
Software Maintenance	Maintenance		($500)	Netmotion/ Misc. Adjustment
Software Maintenance	Maintenance		($7,000)	Vigilant Software Elimination
Communications	Contractual/Sundry		($11,000)	Needs Analysis Adjustment
Special Services	Contractual/Sundry		($5,500)	Needs Analysis Adjustment
Advertising	Contractual/Sundry		($1,500)	Needs Analysis Adjustment
Dues & Subscriptions	Contractual/Sundry		$150	Various Dues Increases
Dues & Subscriptions	Contractual/Sundry		($8,000)	Lexipol Subscription Elimination
Dues & Subscriptions	Contractual/Sundry		$6,500	PowerDMS Subscription Addition (Replaces Lexipol)
Lease/ Purchase Cost	Contractual/Sundry		($136,370)	No ERF Transfer
Computer Software	Capital Outlay		($4,000)	Historical Needs Analysis Adjustment
TOTALS:		**$0**	**($151,720)**	

($151,720) **NET INCREASE/DECREASE**

WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

Proposed Budget
FY2020-2021

BACK THE BLUE

Purpose of Crime Control District: Police & Law Enforcement Programs

Local Government Code, Title 11, Subtitle C, Section 363.151

Finance all costs of a crime control and prevention program

Personnel
Administration
Expansion, Enhancement &
Capital Expenditures

LOCAL GOVERNMENT CODE REQUIREMENTS FOR CRIME CONTROL AND PREVENTION DISTRICT

PUBLIC HEARING & NOTICE- 100 DAYS before fiscal year-end

June 15, 2020 (required by June 21, 2020)

BUDGET ADOPTION BY BOARD– 80 Days before fiscal year-end

July 6, 2020 (required by July 12, 2020)

BUDGET ACCEPTANCE BY COUNCIL – Not Later Than 10 days after Board Adoption

July 13, 2020 (required by July 16, 2020)

ADDITIONAL REQUIREMENTS - ANOTHER PUBLIC HEARING GOVERNING BODY (Council) - 45 days before fiscal year-end

August 10, 2020 (Required by August 16, 2020)

BUDGET ADOPTION BY COUNCIL (30 days before fiscal year-end)

August 24, 2020 (Required by August 31, 2020)

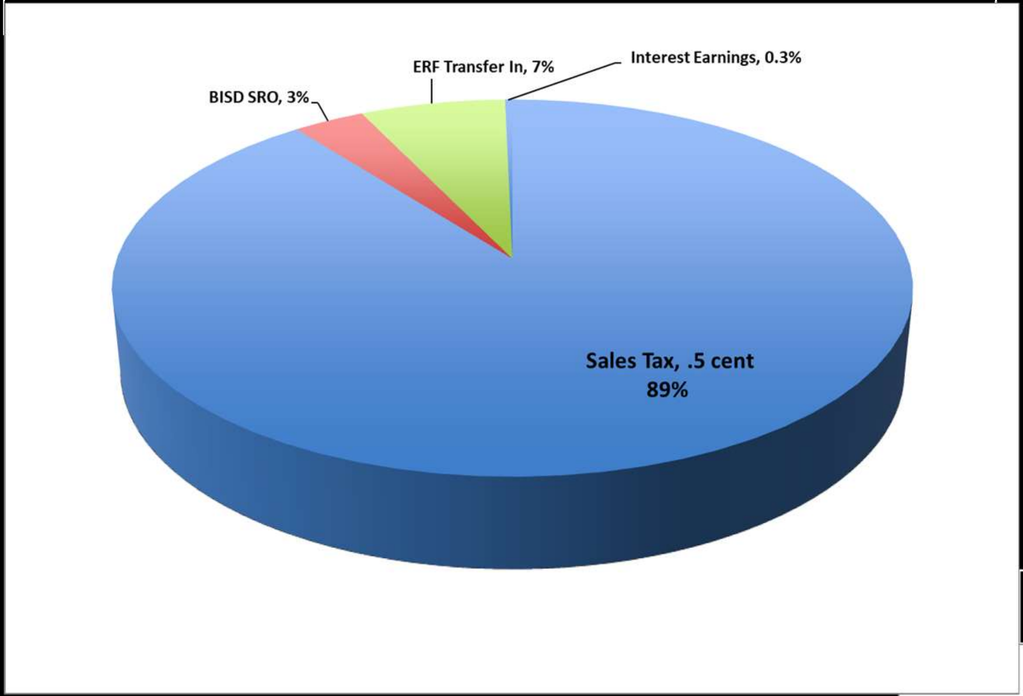
FY2019-FY2020 SIGNIFICANT ACCOMPLISHMENTS

- ❖ Filled all vacancies and successfully trained all positions
- ❖ With the appropriate staffing revitalization of the bike patrol was possible
- ❖ Back filled specialized positions such as Traffic and CID
- ❖ Hosted Coffee with the Cops meetings at various local restaurants establishments
- ❖ Began community engagement with Civil Space to obtain public input for proposed police facility

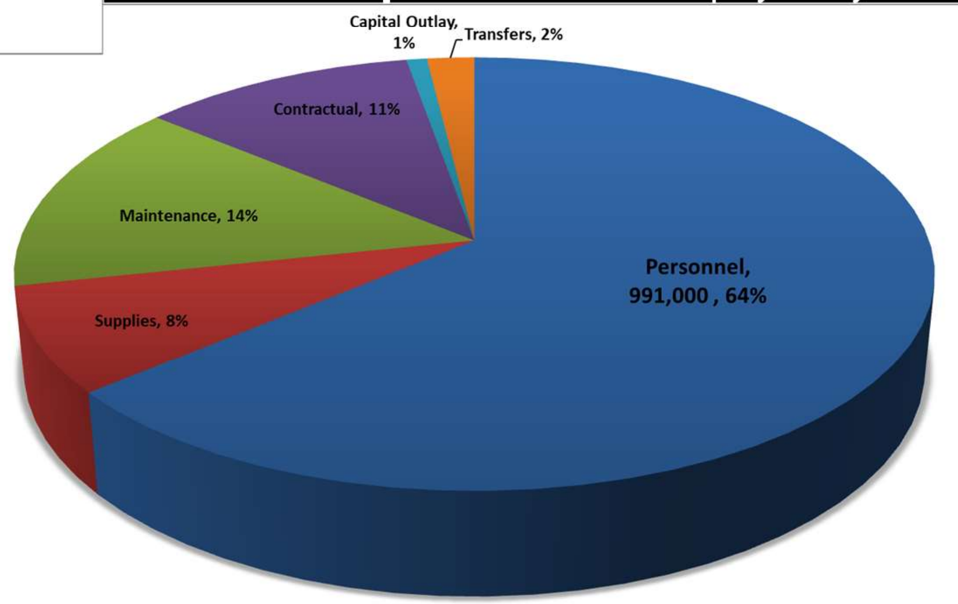
FY2020-FY2021 GOALS/OBJECTIVES

- ❖ Enhance community outreach by meeting with local religious leaders
- ❖ Increase community events such as Snow Cones and Cops to engage more of the community
- ❖ Increase the usage of social media and web services such as Civil Space in order to obtain feedback and engagement of the community

WCCPD Revenues $1,464,600



WCCPD Expenditures $1,553,650



CCPD BUDGET FOR FY2020-2021:

Decrease in Sales Tax Revenues due to COVID-19 impact on businesses

Proposed Offset

Transfer of some fund balance from Equipment Replacement Fund from prior years to mitigate impact of sales tax losses

Proposed Offset

Scheduled vehicle replacements are listed in the 2020-2021 Capital Outlay Plan through the Equipment Replacement Fund

WCCPD BUDGET SUMMARY

	HISTORY		PROJECTED YEAR		BUDGET	% CHANGE
	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	FY2020-2021 VS 2019-2020
Fund Balance, October 1	**$1,233,129**	**$726,911**	**$681,641**	**$677,245**	**$511,570**	
Revenues:						
Sales Taxes	1,434,679	1,477,348	1,509,000	1,247,000	1,310,600	-13.1%
BISD SRO	0	0	49,000	24,500	49,000	0%
Transfer In From ERF	0	0	0	100,000	100,000	100%
Interest Earnings/Other	17,856	85,328	18,000	10,000	5,000	-72.2%
Operating Revenues	**$ 1,452,535**	**$ 1,562,676**	**$ 1,576,000**	**$ 1,381,500**	**$ 1,464,600**	**-7.07%**
Total Available Resources	**$ 2,685,664**	**$ 2,289,587**	**$ 2,257,641**	**$ 2,058,745**	**$ 1,976,170**	**-12.5%**
Expenditures:						
Operating Expenditures	1,533,250	1,555,855	1,658,370	1,508,175	1,510,650	-8.9%
Capital Outlay	28,807	12,487	17,000	9,000	13,000	-23.5%
Total Expenditures	1,562,057	1,568,341	1,675,370	1,517,175	1,523,650	**-9.1%**
Operating Transfers-Out						
To General Fund	28,696	29,000	30,000	30,000	30,000	0.0%
To Capital Projects	0	0	0	0	0	0.0%
To Internal Service Fund	368,000	15,000	0	0	0	0.0%
Total Operating Transfers-Out	396,696	44,000	30,000	30,000	30,000	**0.0%**
TOTAL OPERATING & TRANSFERS	$ 1,958,753	$ 1,612,341	$ 1,705,370	$ 1,547,175	$ 1,553,650	**-8.9%**
Fund Balance, September 30	$726,911	$677,245	$552,271	$511,570	$422,520	
CHANGE IN FUND BALANCE	($506,218)	($49,665)	($129,370)	($165,675)	($89,050)	
Fund Balance Policy Min @ 20%					$308,130	


WATAUGA
TEXAS
POLICE
DEPARTMENT
261

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: May 14, 2020

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

SUBJECT: Consideration and action on scheduling a meeting and setting a Public Hearing on June 15, 2020 at 6:00 p.m. to discuss the Proposed Crime Control and Prevention District Budget for Fiscal Year 2020-2021

BACKGROUND/INFORMATION:

In accordance with Local Government Code 363.204(a) which states, "Not later than the 100th day before the date each fiscal year begins, the Board shall hold a Public Hearing on the proposed annual budget." The Crime Control and Prevention District Board should set the required Public Hearing date as June 15, 2020 to meet this requirement.

This Public Hearing will be held for citizen comment. Budget changes can still be made by the Board if needed, before approval of the proposed budget.

After the Public Hearing, a meeting should be set for July 6, 2020 for the Board to adopt the WCCPD Budget.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Board set the Public Hearing date for June 15, 2020 at 6:00 p.m. to allow for citizen comment on the Proposed FY2020-2021 WCCPD Budget.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance	Approved - 5/26/2020
Andrea Gardner, City Manager	Final Approval - 5/27/2020