AGENDA
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
WEDNESDAY, MAY 30, 2018
5:30 PM

CALL TO ORDER

INVOCATION

OATH OF OFFICE TO WATAUGA CRIME CONTROL AND PREVENTION DISTRICT DIRECTORS

1. Patrick Shelbourne
2. Tom Snyder
3. Sandra Bush
4. David Griffin
5. Mark Taylor
6. Kim Irving

CITIZEN'S OPEN FORUM Individuals requesting to speak during Citizen's Open Forum will be required to fill out a "REQUEST TO SPEAK FORM" and present it to the City Secretary at the beginning of the meeting. Speakers are limited to three minutes. The purpose of this item is to allow citizens an opportunity to address the Watauga 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.

REPORTS

1. Financial Report for Fiscal Year to Date as of April 2018

APPROVAL OF MINUTES

1. Minutes of Watauga Crime Control and Prevention District Board Meeting of June 19, 2017

NEW BUSINESS

1. Discussion and action on selection of the following officers for the Watauga Crime Control and Prevention District:

   a. Chairperson
   b. Vice-Chairperson
   c. Secretary

2. Discussion and action on acceptance of the annual audit of the Watauga Crime Control and Prevention District for Fiscal Year October 1, 2016 through September 30, 2017

3. Discussion and action on setting a Public Hearing regarding the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2018-2019 on Monday, June 18, 2018 at 5:30 p.m. in the Watauga City Hall, Council Chambers

4. Discussion and action on setting a Watauga Crime Control and Prevention District Board Meeting immediately following the Public Hearing scheduled on June 18, 2018 at 5:30 p.m., in the Watauga City Hall, Council Chamber, to adopt the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2018-2019

5. Discussion on proposed Watauga Crime Control & Prevention District Budget for Fiscal Year 2018-2019
   Sandra Gibson, Director of Finance
   Robert Parker, Chief of Police

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, Zolaina R. Parker, City Secretary for the City of Watauga, do hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on May 25, 2018, before 5:30 p.m., in accordance with Chapter 551 of the Texas Government Code.

Zolaina R. Parker

Zolaina R. Parker, City Secretary, TRMC

CITY OF WATAUGA, TEXAS

AGENDA MEMORANDUM

DATE: May 22, 2018

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Financial Report for Fiscal Year to Date as of April 2018

BACKGROUND/INFORMATION:

Please review attached Financial Report for Fiscal Year to Date as of April 2018.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Review of April 2018 Financial Report

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 17-18 WCCPD April Report
2. CCD DETAIL April 2018 Rev Exp Report-2017-2018

REVIEWED BY:

Zolaina Parker	Created/Initiated - 05/25/2018
Zolaina Parker	Final Approval - 05/25/2018

CITY OF WATAUGA FINANCE DEPARTMENT
INTER-OFFICE CORRESPONDENCE

DATE: May 18, 2018

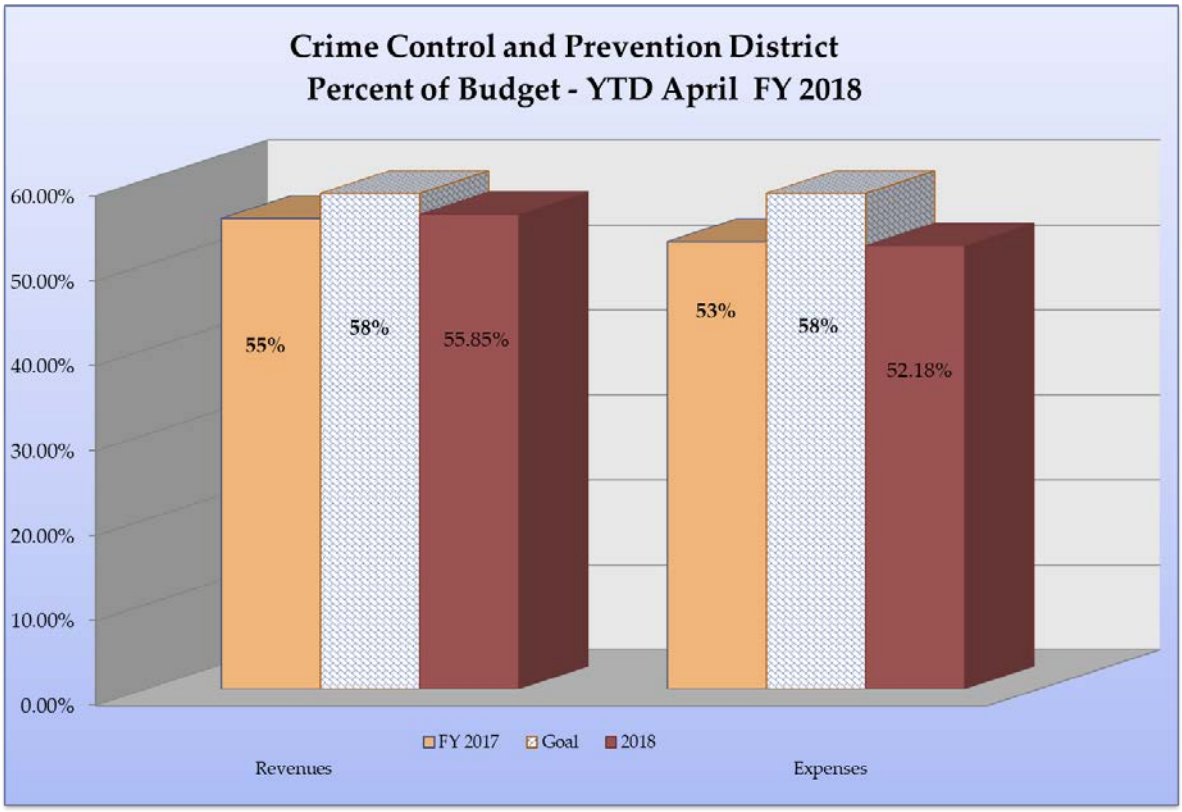
TO: Watauga Crime Control and Prevention District Board

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

SUBJECT: Financial Report for the Fiscal Year-to-Date as of April 2018

For the month ended April 30, 2018, the Watauga Crime Control and Prevention District (WCCPD) has completed seven months of fiscal year 2017-18. Revenues are currently at 56% of budget and expenses are at 52% of budget. Sales tax receipts are flat in comparison to the same period last year. Expenses are coming in under expectations due to personnel vacancies this fiscal year.

Please see the attached details, which include financial breakdowns for the fund for April 2018.



Crime Control District Fund - 18

	2016-17 Budget	April 2017	Year-to-Date Ending 4/30/2017	% of Budget Collected	2017-18 Budget	April 2018	2017-18 Year-to-Date	% of Budget Collected	Monthly $ Change from Prior Year	Monthly % Change from Prior Year	Year-to-Date $ Change from Prior Year	Year-to-Date % Change from Prior Year
Beginning Fund Balance	1,056,227		1,098,418		1,222,618		1,233,130					
Revenues												
Sales Tax	1,490,000	105,448	827,007	55.5%	1,450,000	106,217	829,119	57.2%	769	0.7%	2,111	0.3%
Interest Earnings/Other	47,500	522	24,574	0.0%	51,500	1,532	9,394	0.0%	1,010	0.0%	(15,180)	-61.8%
Misc Grant Proceeds	-	-	-	0.0%	-	-	-	0.0%	-	0.0%	-	0.0%
TOTAL REVENUES	1,537,500	105,970	851,581	55.4%	1,501,500	107,749	838,513	55.8%	1,779	1.7%	(13,068)	-1.5%
Expenditures												
Personnel Services	909,500	56,804	465,268	51.2%	933,500	76,272	475,170	50.9%	19,468	34.3%	9,902	2.1%
Supplies	148,500	19,646	62,925	42.4%	181,500	8,027	56,316	31.0%	(11,619)	-59.1%	(6,609)	-10.5%
Maintenance	208,500	946	102,202	49.0%	198,608	12,042	148,454	74.7%	11,096	1172.9%	46,253	45.3%
Contractual & Sundry	226,200	21,882	117,403	51.9%	305,820	22,872	166,866	54.6%	990	4.5%	49,464	42.1%
Transfers	30,000	2,309	16,751	55.8%	397,000	32,947	231,039	58.2%	30,638	1326.9%	214,288	1279.3%
Capital Outlay	17,000	-	46,319	272.5%	49,358	-	-	0.0%	-	0.0%	(46,319)	0.0%
TOTAL EXPENDITURES	1,539,700	101,587	810,867	52.7%	2,065,786	152,159	1,077,845	52.2%	50,572	49.8%	266,978	32.9%
Excess Revenue Over (Under) Expenditures	**(2,200)**	**4,383**	**40,714**		**(564,286)**	**(44,410)**	**(239,332)**		**(48,793)**		**(280,046)**	

AGENDA MEMORANDUM

DATE: May 22, 2018

TO: Crime Control and Prevention District Directors

FROM: Zolaina Parker, City Secretary, TRMC

SUBJECT: Minutes of Watauga Crime Control and Prevention District Board Meeting of June 19, 2017

BACKGROUND/INFORMATION:

This item includes the Minutes from June 19, 2017, Watauga Crime Control and Prevention District Board Regular Meeting.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Review and approve Minutes as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Minutes Draft

REVIEWED BY:

Zolaina Parker	Created/Initiated - 05/25/2018
Zolaina Parker	Final Approval - 05/25/2018

MINUTES
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
CITY COUNCIL CHAMBER, 7105 WHITLEY ROAD
MONDAY, JUNE 19, 2017
5:30 P.M.

The Board of Directors of the Watauga Crime Control and Prevention District Board met on Monday, June 19, 2017 with the following members present:

Hal Gerhardt	Chairperson
Patrick Shelbourne	Vice-Chairperson
James Wright	Director
Robert Davis	Director
Brandon Krausse	Director
Hector F. Garcia	Director

and

Greg Vick	City Manager
Zolaina R. Parker	City Secretary
Sandra Gibson	Director of Finance
Glen Fowler	Chief of Police

with

Secretary Melva Clark, Director Hector F. Garcia, and Director Lee Griffin, absent with notice.

CALL TO ORDER

Chairperson Gerhardt called the meeting to order at 5:33 p.m.

APPROVAL OF MINUTES

1. Minutes of Watauga Crime Control and Prevention District Board Meeting of June 5, 2017

   Secretary Wright made a motion to approve the minutes of the Watauga Crime Control and Prevention District Board Meeting of June 5, 2017. Chairperson Davis seconded the motion, which passed as follows:

AYES:	Gerhardt, Wright, Shelbourne, Davis, Krausse
NAYS:	None
ABSENT:	Garcia, Clark, Griffin

PUBLIC HEARING

1. The purpose of the Public Hearing is for discussion of a proposed budget for the Watauga Crime Control and Prevention District for the 2017-2018 Fiscal Year

   a. Open Public Hearing-allow for staff comments

      Chairperson Gerhardt recessed the regular meeting and opened the public hearing at 5:34 p.m. There were no staff comments.

b. Public Comments

There were no public comments.

c. Close Public Hearing

Chairperson Gerhardt closed the public hearing at 5:39 p.m., and reconvened the regular meeting.

NEW BUSINESS

1. Discussion and action on approval and adoption of the Watauga Crime Control and Prevention District Budget for Fiscal Year 2017-2018, and approval to submit to City Council

Director Shelbourne made a motion to approval and adoption of the Watauga Crime Control and Prevention District Budget for Fiscal Year 2017-2018, and approval to submit to City Council. Director Krausse seconded the motion, which passed as follows:

AYES:	Gerhardt, Wright, Shelbourne, Davis, Krausse, Garcia
NAYS:	None
ABSENT:	Clark, Griffin

ADJOURNMENT

With there being no further business to conduct at this time, Chairperson Gerhardt adjourned the meeting at 5:40 p.m.

APPROVED: this 30th day of May 2018.

SIGNED: this 30th day of May 2018.

APPROVED:

_____
Patrick Shelbourne, Vice-Chairperson

ATTEST:

_____
Melva Clark, Secretary

AGENDA MEMORANDUM

DATE: May 22, 2018

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Discussion and action on acceptance of the annual audit of the Watauga Crime Control and Prevention District for Fiscal Year October 1, 2016 through September 30, 2017

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, 2017.

The Watauga Crime Control and Prevention District (WCCPD) is a Special Revenue Fund within the City's combined financial statements. As of September 30, 2017, the fund balance in the WCCPD Sales Tax fund (operating fund) is $1,233,130, which is an increase of $134,711 over the previous year. Sales tax receipts were lower than budgeted by $54,552 and actual expenditures (including transfers) were under budget for the year by $188,310. Actual expenditures were under budgeted expenditures in the personnel, and contractual/sundry categories.

Attached are excerpts from the City of Watauga Comprehensive Annual Financial Report (CAFR) for Fiscal Year October 1, 2016 - September 30, 2017, which is available at the Watauga City Secretary's Office, the Public Library, and on the City's website (http://www.cowtx.org/cafr). Whitley Penn, LLC, the City's independent audit firm, has issued an unqualified opinion for this report.

Local Government Code 363.202 requires such an annual audit of the WCCPD's financial condition by an independent auditor.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Recommend acceptance of the annual audit of the Watauga Crime Control and Prevention District.

AGENDA MEMORANDUM

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CAFR EXCERPTS CCD

REVIEWED BY:

Zolaina Parker	Created/Initiated - 05/25/2018
Zolaina Parker	Final Approval - 05/25/2018

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, 2017

	Budget Amounts		Actual Amounts	Variance Positive / (Negative)
	Original Budget	Final Budget		
Revenues				
Taxes	$ 1,490,000	$ 1,490,000	$ 1,435,448	$ (54,552)
Interest income	500	500	6,539	6,039
Miscellaneous	47,000	47,000	44,114	(2,886)
Total revenues	1,537,500	1,537,500	1,486,101	(51,399)
Expenditures				
Current:				
Public safety	1,502,700	1,502,700	1,276,031	226,669
Capital Outlay	7,000	7,000	46,546	(39,546)
Total expenditures	1,509,700	1,509,700	1,322,577	187,123
Excess (deficiency) of revenues over expenditures	27,800	27,800	163,524	135,724
Other financing sources (uses)				
Transfers out	(30,000)	(30,000)	(28,813)	(1,187)
Total other financing sources (uses)	(30,000)	(30,000)	(28,813)	(1,187)
Net change in fund balances	(2,200)	(2,200)	134,711	136,911
Fund balances, beginning of year	1,098,419	1,098,419	1,098,419	-
Fund balances, end of year	$ 1,096,219	$ 1,096,219	$ 1,233,130	$ 136,911

CITY OF WATAUGA, TEXAS
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
NON MAJOR GOVERNMENTAL FUNDS
Year Ended September 30, 2017

	Special Revenue Funds						
	WPDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund	Municipal Court Juvenile Case Manager Fund	Traffic Safety Fund
Revenues							
Taxes	$ 723,260	$ 1,435,448	$ -	$ -	$ -	$ -	$ -
Fines and forfeitures	-	-	-	-	-	-	891,853
Interest income	4,699	6,539	779	379	757	913	393
Miscellaneous	-	44,114	7,216	11,339	15,095	18,798	-
Total revenues	727,959	1,486,101	7,995	11,718	15,852	19,711	892,246
Expenditures							
Current:							
Public safety	-	1,276,031	-	18,239	4,807	23,764	752,272
Culture and recreation	610,119	-	1,926	-	-	-	-
Public works	-	-	-	-	-	-	-
Capital outlay	7,695	46,546	-	-	-	-	-
Total Expenditures	617,814	1,322,577	1,926	18,239	4,807	23,764	752,272
Excess (deficiency) of revenues over expenditures	110,145	163,524	6,069	(6,521)	11,045	(4,053)	139,974
OTHER FINANCING SOURCES (USES)							
Proceeds from sale of assets	7,151	-	-	-	-	-	-
Transfers out	(36,285)	(28,813)	-	-	-	-	-
Total other financing sources (uses)	(29,134)	(28,813)	-	-	-	-	-
Net change in fund balances	81,011	134,711	6,069	(6,521)	11,045	(4,053)	139,974
Fund balances - beginning	728,985	1,098,419	27,066	20,638	115,187	130,856	130,943
Fund balances - ending	$ 809,996	$ 1,233,130	$ 33,135	$ 14,117	$ 126,232	$ 126,803	$ 270,917

CITY OF WATAUGA, TEXAS
COMBINING BALANCE SHEET
NON MAJOR GOVERNMENTAL FUNDS
September 30, 2017

	Special Revenue Funds						
	WPDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund	Municipal Court Juvenile Case Manager Fund	Traffic Safety Fund
ASSETS							
Cash and cash equivalents	$ 335,236	$ 364,595	$ 16,430	$ -	$ 67,588	$ 57,916	$ 638,033
Investments	366,799	685,212	16,655	15,444	58,500	69,401	-
Accounts receivable	120,094	240,913	194	70	144	171	-
Prepaids and deposits	4,675	2,523	-	-	-	-	-
Total assets	$ 826,804	$ 1,293,243	$ 33,279	$ 15,514	$ 126,232	$ 127,488	$ 638,033
LIABILITIES AND FUND BALANCES							
LIABILITIES							
Accounts payable	$ 6,112	$ 11,987	$ -	$ -	$ -	$ -	$ 358,158
Accrued liabilities	10,696	48,126	144	1,397	-	685	8,958
Total liabilities	16,808	60,113	144	1,397	-	685	367,116
FUND BALANCES							
Non-spendable							
Prepaid items	4,675	2,523	-	-	-	-	-
Restricted							
Capital acquisitions and contractual obligations	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-
Culture and recreation	805,321	-	33,135	-	-	-	-
Public w orks	-	-	-	-	-	-	-
Public safety	-	1,230,607	-	14,117	126,232	126,803	270,917
Total Fund Balances	809,996	1,233,130	33,135	14,117	126,232	126,803	270,917
Total Liabilities and Fund Balances	$ 826,804	$ 1,293,243	$ 33,279	$ 15,514	$ 126,232	$ 127,488	$ 638,033

AGENDA MEMORANDUM

DATE: May 22, 2018

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Discussion and action on setting a Public Hearing regarding the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2018-2019 on Monday, June 18, 2018 at 5:30 p.m. in the Watauga City Hall, Council Chambers

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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 18, 2018 to meet this requirement.

This Public Hearing will be held for citizen comment. Budget changes can still be made by the Board on June 18, 2018, if needed, before approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Recommend approval of the proposed hearing to be set on Monday, June 18, 2018 at 5:30 p.m.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Zolaina Parker	Created/Initiated - 05/25/2018
Zolaina Parker	Final Approval - 05/25/2018

AGENDA MEMORANDUM

DATE: May 22, 2018

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Discussion and action on setting a Watauga Crime Control and Prevention District Board Meeting immediately following the Public Hearing scheduled on June 18, 2018 at 5:30 p.m., in the Watauga City Hall, Council Chamber, to adopt the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2018-2019

BACKGROUND/INFORMATION:

The Watauga Crime Control Prevention District is required to approve the proposed FY2018-2019 Fiscal Year Budget and recommend approval to City Council. In order to accomplish this, a meeting is typically set after the public hearing to discuss the budget and recommend approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Recommend setting date for Watauga Crime Control and Prevention District Board Meeting immediately following the Public Hearing scheduled on June 18, 2018 at 5:30 p.m. to adopt the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2018-2019.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Zolaina Parker	Created/Initiated - 05/25/2018
Zolaina Parker	Final Approval - 05/25/2018

AGENDA MEMORANDUM

DATE: May 22, 2018

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, Director of Finance
Robert Parker, Chief of Police

SUBJECT: Discussion on proposed Watauga Crime Control & Prevention District Budget for Fiscal Year 2018-2019

BACKGROUND/INFORMATION:

This item allows for the Watauga Crime Control and Prevention District Board to discuss the proposed 2018-2019 Fiscal Year Budget.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Discuss and review proposed 2018-2019 Fiscal Year Budget.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Zolaina Parker	Created/Initiated - 05/25/2018
Zolaina Parker	Final Approval - 05/25/2018