



**AGENDA**  
**WATAUGA CRIME CONTROL AND PREVENTION DISTRICT**  
**BOARD MEETING**  
**CITY HALL COUNCIL CHAMBER**  
**7105 WHITLEY ROAD, WATAUGA, TEXAS 76148**  
**MONDAY, MAY 24, 2021**  
**5:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**PRESENTATIONS**

1. Oath of Office administered to members of the Crime Control & Prevention District Board  
**Andrea Gardner, City Manager**

**ANNOUNCEMENTS**

**APPROVAL OF MINUTES**

1. Discuss and consider action on the minutes of the July 6, 2020 Watauga Crime Control and Prevention District Board meeting  
**Raquel Guajardo, Deputy City Secretary**  
**Andrea Gardner, City Manager**

**PUBLIC COMMENT** If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the City Council and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council nor shall it constitute deliberation or formal action. Individual citizens addressing the City Council during Public Comment shall not exceed three (3) minutes in their

comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Council and no formal Council action will be taken.

**PUBLIC TESTIMONY FOR ACTION ITEMS** Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the City Council may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Council member and the citizen will not count toward the time limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated time.

## **ACTION ITEMS**

1. Discuss and consider action on a Resolution selecting officers to the Watauga Crime Control and Prevention District Board  
**Raquel Guajardo, Deputy City Secretary**  
**Andrea Gardner, City Manager**
2. Discuss and consider action on acceptance of the Annual Financial Audit for the period ending September 30, 2020 for the Watauga Crime Control and Prevention District as conducted with the annual audit of the City of Watauga.  
**Sandra Gibson, Director of Finance**
3. Presentation and discussion on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2021-2022  
**Sandra Gibson, Director of Finance**  
**Robert Parker, Chief of Police**
4. Consideration and action on setting a Public Hearing for citizen input on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2021-2022 on June 14, 2021 at 5:30 p.m.  
**Sandra Gibson, Director of Finance**
5. Consideration and action on setting the Watauga Crime Control and Prevention District Budget Adoption date for July 12, 2021  
**Sandra Gibson, Director of Finance**

## 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 Friday, May 21, 2021 before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



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Andrea Gardner, City Secretary





## AGENDA MEMORANDUM

**DATE:** May 7, 2021  
**TO:** Crime Control and Prevention District Directors  
**FROM:** Andrea Gardner, City Manager  
**SUBJECT:** Oath of Office administered to members of the Crime Control & Prevention District Board

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### **BACKGROUND/INFORMATION:**

Chapter 363.101 of the Texas Local Government Code requires Board Members for Crime Control & Prevention Districts to serve two year terms.

363.1015 of Texas LGC reads: "The governing body of a municipality or county by resolution may appoint the governing body's membership as the board of directors of the district."

With the General (Mayor, Places 3, 4 & 5) and Special election to fill a vacancy (Place 1) results canvassed on May 12, 2021, Places 1, 3, 4, 5, and 8, are appointed to the Board per 363.1015 and city approved resolution.

### **FINANCIAL IMPLICATIONS:**

None.

### **RECOMMENDATION/ACTION DESIRED:**

City staff respectfully recommends Places 1, 3, 4, 5 and 8 be administered the Oath of Office for the Watauga Crime Control & Prevention District.

### **ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

None

### **REVIEWED BY:**

Andrea Gardner, City Manager

Final Approval - 5/21/2021



## AGENDA MEMORANDUM

**DATE:** May 18, 2021  
**TO:** Crime Control and Prevention District Directors  
**FROM:** Raquel Guajardo, Deputy City Secretary  
**SUBJECT:** Discuss and consider action on the minutes of the July 6, 2020 Watauga Crime Control and Prevention District Board meeting

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**BACKGROUND/INFORMATION:**

Meeting minutes are attached for review and consideration.

**FINANCIAL IMPLICATIONS:**

None.

**RECOMMENDATION/ACTION DESIRED:**

Staff respectfully request meeting minutes are approved as presented.

**ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. 070620 Crime Control District Meeting Minutes

**REVIEWED BY:**

Andrea Gardner, City Manager

Final Approval - 5/21/2021

**MINUTES  
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT  
BOARD MEETING  
MONDAY, JULY 6, 2020  
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148  
6:00 PM**

**CALL TO ORDER**

Chairperson Downey called the meeting to order at 6:01 p.m.

**ROLL CALL**

The meeting convened with the following members present:

Lovie Downey	Chairperson
Tom Snyder	Vice-Chairperson
Andrew Neal	Secretary
Danielle Tucker	Director
Juanita King	Director (Absent without Notice)
Mark Taylor	Director
Kim Irving	Director
Art Miner	Director

and

Raquel Guajardo	Deputy City Secretary
Sandra Gibson	Director of Finance

**PRESENTATION**

- 1. Presentation of a proclamation recognizing July 7, 2020 as Texas Fallen Law Enforcement Officer Day**

Director Miner presented the proclamation.

**APPROVAL OF MINUTES**

- 1. Consideration of minutes of the June 15, 2020 Watauga Crime Control and Prevention District Board meeting.**

Director Irving made a motion to accept the meeting minutes as presented. Motion seconded by Director Miner. As there was no further discussion, Chairperson Downey called for the Board to vote. Motion carried 7-0-0-1.

Ayes: Tucker, Snyder, Miner, Downey, Neal, Taylor, Irving  
Nays: None  
Abstain: None  
Absent: King

**PUBLIC HEARING**

A public hearing was not conducted.

## **NEW BUSINESS**

- 1. Consider and action on an Ordinance amending the Crime Control and Prevention District FY2019-2020 Fiscal Year Budget to reduce revenues and expenditures relating to the COVID-19 financial impact.**

Ms. Gibson presented the item to the Board.

As there was no Request to Speak forms received regarding this item, Chairperson Downey called for a motion.

Vice Chair Snyder made a motion to approve the item as presented. Motion seconded by Director Irving. Chairperson Downey called for discussion.

Director Tucker inquired regarding budgeted salary in which Ms. Gibson addressed.

As there was no further discussion, Chairman Downey called for the Board to vote. Motion carried 7-0-0-1.

Ayes: Tucker, Snyder, Miner, Downey, Neal, Taylor, Irving

Nays: None

Abstain: None

Absent: King

- 2. Consider and action on approving and adopting the FY2020-2021 Crime Control and Prevention District Proposed Budget and submitting to City Council for acceptance**

Ms. Gibson presented the item to the Board stating that budget changes can be made during the meeting, but no other changes can be made after the adoption.

As there was no Request to Speak forms received regarding this item, Chairperson Downey called for a motion.

Director Taylor made a motion to adopt the budget as presented. Motion seconded by Vice Chair Snyder. Chairperson Downey called for discussion.

Director Taylor inquired regarding FY20-21 projected budget summary and fund balance minimum in which Ms. Gibson addressed.

As there was no further discussion, Chairman Downey called for the Board to vote. Motion carried 7-0-0-1.

Ayes: Tucker, Snyder, Miner, Downey, Neal, Taylor, Irving

Nays: None

Abstain: None

Absent: King

**ADJOURNMENT**

With no further business to discuss, Chairperson Downey adjourned the meeting adjourned at 6:19 p.m.

APPROVED:        this \_\_\_\_ day of \_\_\_\_\_, 2021

SIGNED:            this \_\_\_\_ day of \_\_\_\_\_, 2021

**APPROVED:**

\_\_\_\_\_  
Lovie Downey, Chairperson

**ATTEST:**

\_\_\_\_\_  
Andrew Neal, Secretary

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



## AGENDA MEMORANDUM

**DATE:** May 18, 2021

**TO:** Crime Control and Prevention District Directors

**FROM:** Raquel Guajardo, Deputy City Secretary

**SUBJECT:** Discuss and consider action on a Resolution selecting officers to the Watauga Crime Control and Prevention District Board

### **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 June 1, 2020 meeting.

### **FINANCIAL IMPLICATIONS:**

None.

### **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 May 24 2021

### **REVIEWED BY:**

George Hyde, Legal  
 Andrea Gardner, City Manager  
 Raquel Guajardo, Deputy City Secretary

Approved - 5/21/2021  
 Approved - 5/21/2021  
 Final Approval - 5/21/2021

CITY OF WATAUGA, TEXAS  
CRIME CONTROL AND PREVENTION DISTRICT BOARD  
RESOLUTION NO. 2021-01

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 24,2021 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 24th day of May 2021.

APPROVED:

\_\_\_\_\_  
Lovie Downey, Chairperson

ATTEST:

\_\_\_\_\_  
Andrew Neal, Secretary



## AGENDA MEMORANDUM

**DATE:** May 13, 2021

**TO:** Crime Control and Prevention District Directors

**FROM:** Sandra Gibson, Director of Finance

**SUBJECT:** Discuss and consider action on acceptance of the Annual Financial Audit for the period ending September 30, 2020 for the Watauga Crime Control and Prevention District as conducted with the annual audit of the City of Watauga.

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### **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, 2020. Local Government Code 363.202 requires an annual audit of the WCCPD's financial condition by an independent auditor. Weaver and Tidwell, LLC, the City's independent audit firm, has issued an unmodified opinion for this report, which is the highest level of assurance an auditor can give an entity's financial statements.

Attached are excerpts from the City of Watauga Comprehensive Annual Financial Report (AFR) for Fiscal Year October 1, 2019 - September 30, 2020, which is available at the Watauga City Secretary's Office, the Public Library, and on the City's website.

The Watauga Crime Control and Prevention District (WCCPD) is a Special Revenue Fund within the City's combined financial statements. As of September 30, 2020, the fund balance in the WCCPD Sales Tax fund (operating fund) is \$731,135, which is an increase of \$53,887 over the previous year. Revenues (plus transfers in) totaled \$1,582,016 and expenditures (including transfers out) totaled \$1,528,129. Sales tax receipts were higher than the the amended budget by \$154,760 due to sales tax recovery in the last quarter of Fiscal Year 2020. Expenditures (including transfers out) were lower than the amended budget for the year by 1.3%, or \$19,046.

### **FINANCIAL IMPLICATIONS:**

N/A

### **RECOMMENDATION/ACTION DESIRED:**

Staff recommends the Board's review and acceptance of the WCCPD Annual Audit.

### **ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. WCCPD Annual Audit Final Report 3.18.2021



## **AGENDA MEMORANDUM**

### **REVIEWED BY:**

Sandra Gibson, Director of Finance  
Karrie Marling, Legal  
George Hyde, Legal  
Andrea Gardner, City Manager  
Raquel Guajardo, Deputy City Secretary

Approved - 5/17/2021  
Approved - 5/18/2021  
Approved - 5/21/2021  
Approved - 5/21/2021  
Final Approval - 5/21/2021

**City of Watauga, Texas**  
 Combining Balance Sheet  
 Non-Major Governmental Funds  
 September 30, 2020

	WEDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund
<b>ASSETS</b>					
Cash and cash equivalents	\$ 459,002	\$ 496,115	\$ 17,243	\$ 11,246	\$ 56,179
Investments	648,126	23,609	33,147	-	70,422
Account receivable	135,316	267,819	100	-	18
Prepaid items	2,115	-	-	-	-
<b>TOTAL ASSETS</b>	<b>\$ 1,244,559</b>	<b>\$ 787,543</b>	<b>\$ 50,490</b>	<b>\$ 11,246</b>	<b>\$ 126,619</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Accounts payable	\$ 2,385	\$ 17,540	\$ -	\$ -	\$ 248
Accrued liabilities	-	38,868	-	-	-
Due to other funds	-	-	-	-	-
Total liabilities	2,385	56,408	-	-	248
<b>FUND BALANCES</b>					
Nonspendable					
Prepays items	2,115	-	-	-	-
Restricted:					
Capital acquisitions and contractual obligations	-	-	-	-	-
Culture and recreation	1,240,059	-	50,490	-	-
Public works	-	-	-	-	-
Public safety	-	731,135	-	11,246	126,371
Total fund balances	1,242,174	731,135	50,490	11,246	126,371
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 1,244,559</b>	<b>\$ 787,543</b>	<b>\$ 50,490</b>	<b>\$ 11,246</b>	<b>\$ 126,619</b>

**City of Watauga, Texas**

Schedule of Revenues, Expenditures and Changes

In Fund Balances – Budget to Actual

Watauga Crime Control and Prevention Special Revenue Fund

Year Ended September 30, 2020

	<u>Budget Amounts</u> <u>Final Budget</u>	<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>Positive/</u> <u>(Negative)</u>
<b>Revenues</b>			
Taxes	\$ 1,314,000	\$ 1,468,760	\$ 154,760
Interest income	10,000	8,871	(1,129)
Miscellaneous	24,500	34,385	9,885
	<u>1,348,500</u>	<u>1,512,016</u>	<u>163,516</u>
<b>Expenditures</b>			
<b>Current:</b>			
Public safety	1,508,175	1,498,129	10,046
Capital outlay	9,000	-	9,000
	<u>1,517,175</u>	<u>1,498,129</u>	<u>19,046</u>
Excess (deficiency) of revenues over expenditures	<u>(168,675)</u>	<u>13,887</u>	<u>182,562</u>
<b>Other financing sources (uses)</b>			
Transfers in	70,000	70,000	-
Transfers out	(30,000)	(30,000)	-
	<u>40,000</u>	<u>40,000</u>	<u>-</u>
Net change in fund balances	(128,675)	53,887	182,562
Fund balances, beginning of year	<u>677,248</u>	<u>677,248</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u><u>\$ 548,573</u></u>	<u><u>\$ 731,135</u></u>	<u><u>\$ 182,562</u></u>

**City of Watauga, Texas**

Combining Statement of Revenues, Expenditures  
and Changes in Fund Balance  
Non-Major Governmental Funds  
For the Fiscal Year Ended September 30, 2020

	WEDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund
<b>REVENUES</b>					
Taxes	\$ 744,464	\$ 1,468,760	\$ -	\$ -	\$ -
Interest income	5,301	8,871	177	25	3,083
Miscellaneous	-	34,385	6,038	16,051	16,198
Total revenues	<u>749,765</u>	<u>1,512,016</u>	<u>6,215</u>	<u>16,076</u>	<u>19,281</u>
<b>EXPENDITURES</b>					
Current:					
Public safety	-	1,498,129	-	5,014	10,856
Culture and recreation	94,007	-	-	-	-
Public works	-	-	-	-	-
Capital outlay	-	-	-	-	-
Total expenditures	<u>94,007</u>	<u>1,498,129</u>	<u>-</u>	<u>5,014</u>	<u>10,856</u>
Excess (deficiency) of revenues over expenditures	655,758	13,887	6,215	11,062	8,425
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	-	70,000	-	-	-
Transfers out	(294,470)	(30,000)	-	-	-
Total other financing sources (uses)	<u>(294,470)</u>	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	361,288	53,887	6,215	11,062	8,425
Fund Balance, beginning	<u>880,886</u>	<u>677,248</u>	<u>44,275</u>	<u>184</u>	<u>117,946</u>
<b>FUND BALANCE, ending</b>	<u>\$ 1,242,174</u>	<u>\$ 731,135</u>	<u>\$ 50,490</u>	<u>\$ 11,246</u>	<u>\$ 126,371</u>



## AGENDA MEMORANDUM

**DATE:** May 13, 2021

**TO:** Crime Control and Prevention District Directors

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

**SUBJECT:** Presentation and discussion on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2021-2022

**BACKGROUND/INFORMATION:**

The Fiscal Year 2021-2022 Watauga Crime Control and Prevention District Budget is attached for the Board's review. An overview of the budget will be provided by staff.

**FINANCIAL IMPLICATIONS:**

Estimated revenues and proposed expenditures are included in the budget document.

**RECOMMENDATION/ACTION DESIRED:**

This item does not require a recommendation as it is a presentation/report. The Board may make changes to the proposed budget up until the date of adoption.

**ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. CCD PROPOSED BUDGET FY2021-2022
2. Crime Control and Prevention District Board Overview

**REVIEWED BY:**

Sandra Gibson, Director of Finance	Approved - 5/18/2021
Robert Parker, Chief of Police	Approved - 5/18/2021
Karrie Marling, Legal	Approved - 5/20/2021
George Hyde, Legal	Approved - 5/21/2021
Andrea Gardner, City Manager	Approved - 5/21/2021
Raquel Guajardo, Deputy City Secretary	Final Approval - 5/21/2021



# ***PROPOSED BUDGET FY2021-2022***



*The mission of the Watauga Police Department is to provide the highest quality police services while safeguarding individual liberties and building positive community relationships.*



# SPECIAL REVENUE FUNDS

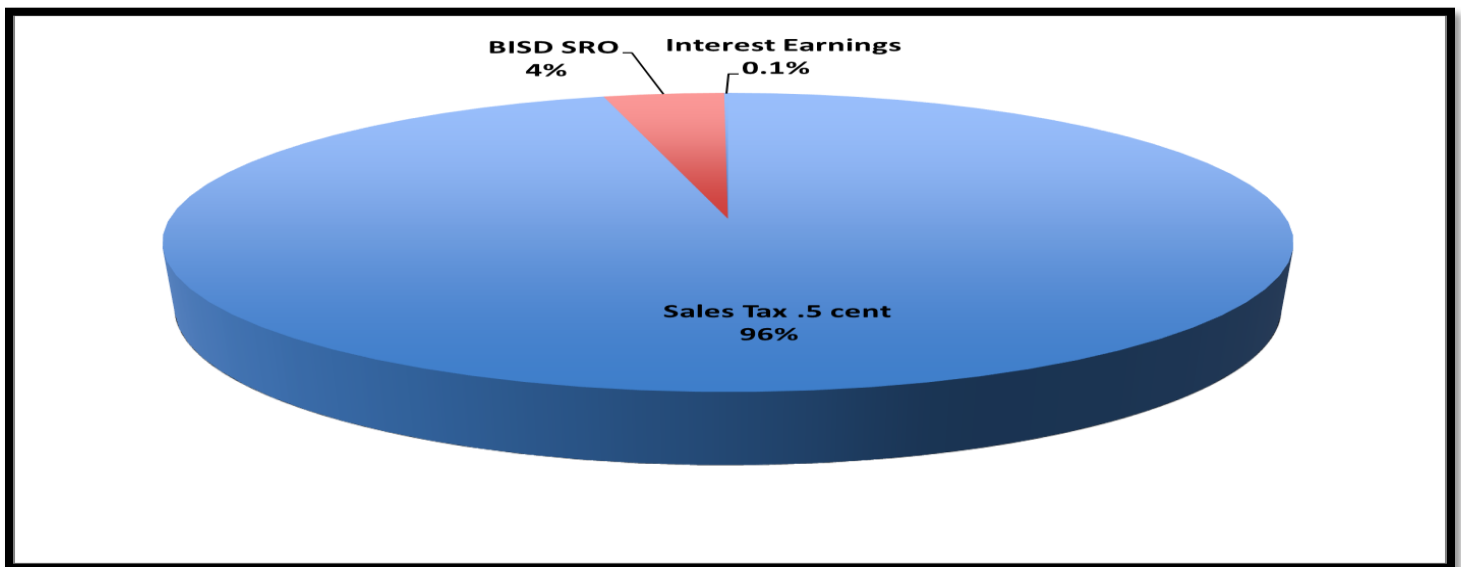
## CRIME CONTROL DISTRICT – FUND 18

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 and extended by voters each ten years. On the most recent election, May 1, 2021, 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.

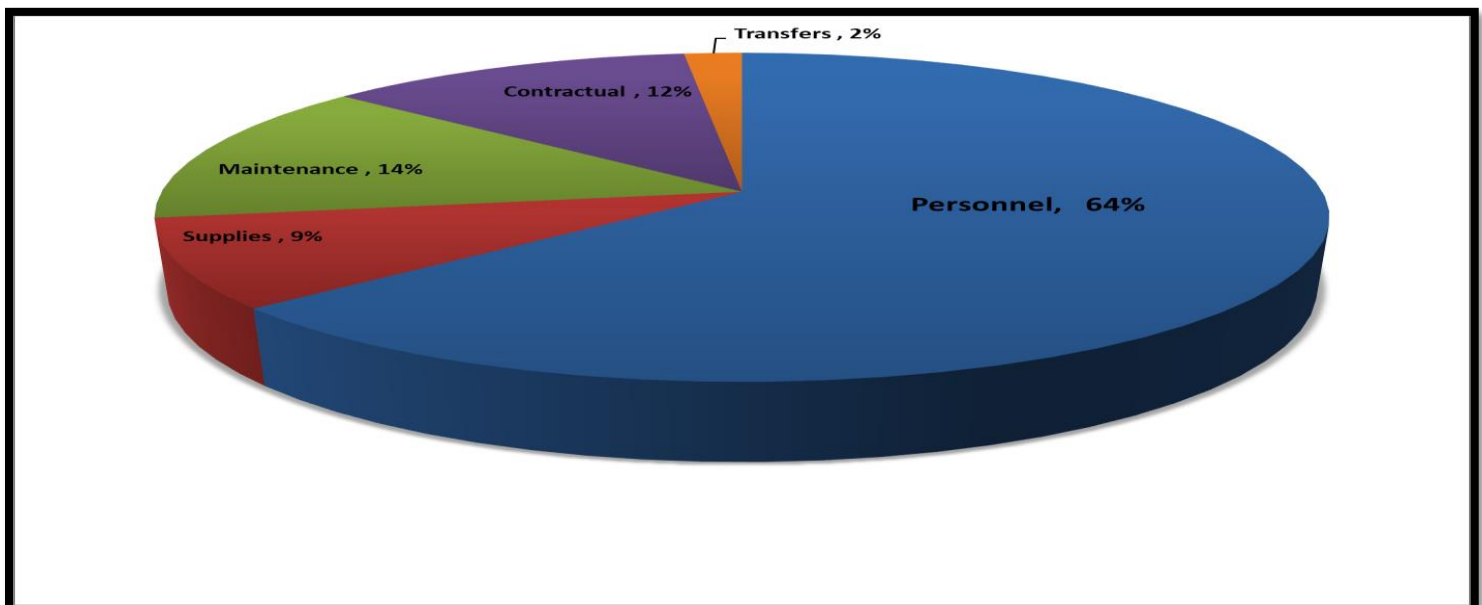
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when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

Sales tax revenue for FY2021-2022 is forecasted to be \$1,530,000. Sales Tax revenues are projected to be approximately 14% higher than the FY2020-2021 original budget as the impact of COVID-19 recovers.

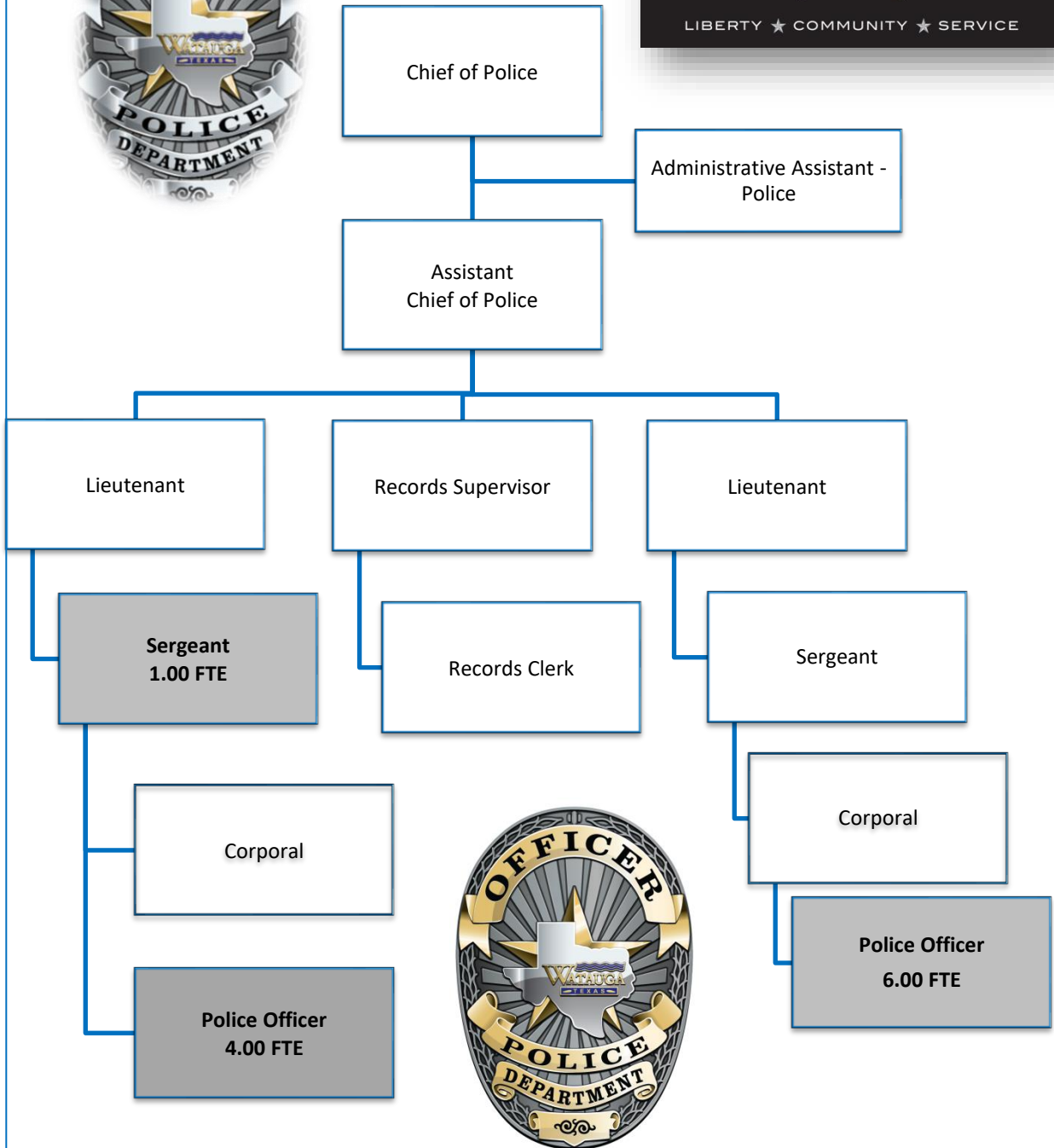
### Where Does the Money Come From?



### Where Does the Money Go?



# Crime Control District Fund 18-080



**SPECIAL REVENUE FUNDS**

**CRIME CONTROL DISTRICT BUDGET SUMMARY - FUND 18**

	HISTORY	PROJECTED YEAR		BUDGET	% CHANGE	BUDGET
	2019-2020 Actual	2020-2021 Budget	2020-2021 Projected	2021-2022 Proposed	FY 2021-2022 VS 2020-2021	2022-2023 Forecast
<b>Fund Balance, October 1</b>	<b>\$677,248</b>	<b>\$548,570</b>	<b>\$731,135</b>	<b>\$730,335</b>		<b>\$700,535</b>
<b>Revenues:</b>						
Sales Taxes	1,468,760	1,347,000	1,500,000	1,530,000	13.6%	1,560,000
BISD SRO	24,500	49,000	49,000	64,000	31%	66,000
Transfer In From ERF	70,000	100,000	0	0	<b>-100.0%</b>	0
Interest Earnings/Other	18,756	5,000	2,500	2,000	<b>-60.0%</b>	2,500
<b>Operating Revenues</b>	<b>\$ 1,582,016</b>	<b>\$ 1,501,000</b>	<b>\$ 1,551,500</b>	<b>\$ 1,596,000</b>	<b>6.33%</b>	<b>\$ 1,628,500</b>
<b>Total Available Resources</b>	<b>\$ 2,259,264</b>	<b>\$ 2,049,570</b>	<b>\$ 2,282,635</b>	<b>\$ 2,326,335</b>	<b>13.5%</b>	<b>\$ 2,329,035</b>
<b>Expenditures:</b>						
Operating Expenditures	1,498,129	1,510,650	1,512,300	1,595,800	5.6%	1,654,000
Capital Outlay	0	13,000	10,000	0	<b>-100.0%</b>	0
<b>Total Expenditures</b>	<b>1,498,129</b>	<b>1,523,650</b>	<b>1,522,300</b>	<b>1,595,800</b>	<b>4.7%</b>	<b>1,654,000</b>
<b>Operating Transfers-Out</b>						
To General Fund	30,000	30,000	30,000	30,000	0.0%	30,000
To Capital Projects	0	0	0	0	0.0%	0
To Internal Service Fund	0	0	0	0	0.0%	0
<b>Total Operating Transfers-Out</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0.0%</b>	<b>30,000</b>
<b>TOTAL OPERATING &amp; TRANSFERS</b>	<b>\$ 1,528,129</b>	<b>\$ 1,553,650</b>	<b>\$ 1,552,300</b>	<b>\$ 1,625,800</b>	<b>4.6%</b>	<b>\$ 1,684,000</b>
<b>Fund Balance, September 30</b>	<b>\$731,135</b>	<b>\$495,920</b>	<b>\$730,335</b>	<b>\$700,535</b>		<b>\$645,035</b>
<b>CHANGE IN FUND BALANCE</b>	<b>\$53,887</b>	<b>(\$52,650)</b>	<b>(\$800)</b>	<b>(\$29,800)</b>		<b>(\$55,500)</b>
Fund Balance Policy Min @ 20%				\$325,160		\$336,800

# SPECIAL REVENUE FUNDS

**DEPARTMENT:** POLICE

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

**LOCATION:**

7101 Whitley Road  
Watauga, Texas 76148

**HOURS OF OPERATION:**

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.

**FY2020-2021 HIGHLIGHTS / ACHIEVEMENTS:**

- Achieved Texas Police Chiefs Association Re-Recognition status as a Best Practices Agency
- Hired one Police Officer position to become fully staffed
- Maintained volunteers utilizing virtual meetings
- Maintained the Cadet program utilizing virtual meetings
- Added new in-house training for Officers such as OC Spray, Patrol Bicycle, and SFST
- Updated FTO Program
- Updated to Axon 3 Body Cameras and Fleet 2 in car cameras with auto labeling
- Implemented Power DMS Policy Management software and Shield for tracking employee training, use of force, and injuries

**FY2021-2022 GOALS/ OBJECTIVES:**

- Increase staffing levels to create a safer work environment, reduce overtime and provide a higher level of service to citizens
- Develop an MHMR Program as part of the strategic initiatives
- Host more in-house training classes to increase staff training opportunities while reducing outside training costs

**MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:**

The most prominent issue facing our Department is the national trend of negative publicity relating to police activity. This negative publicity creates a lower candidate pool of applicants and potentially decrease officer retention. In addition, the national publicity and increasing number of non-enforcement related tasks that continue to be placed on officers taking time away from enforcement and prevention of crime is operationally detrimental.

The continuing increases in investigation supplies and testing creates budgetary constraints and challenges.

## SPECIAL REVENUE FUNDS

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

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ORIGINAL BUDGET	2020-2021 REVISED BUDGET	2020-2021 PROJECTED	2021-2022 BUDGET
Personnel	\$1,029,370	\$991,000	\$991,000	\$992,400	\$1,034,800
Supplies	\$105,801	\$128,500	\$128,500	\$129,700	\$143,500
Maintenance	\$227,808	\$223,000	\$223,000	\$221,500	\$225,500
Contractual/Sundry	\$135,149	\$168,150	\$168,150	\$168,700	\$192,000
Capital Outlay	\$0	\$13,000	\$13,000	\$10,000	\$0
Transfers	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
<b>TOTAL</b>	<b>\$1,528,128</b>	<b>\$1,553,650</b>	<b>\$1,553,650</b>	<b>\$1,552,300</b>	<b>\$1,625,800</b>

PERSONNEL					
Officer	8.00	8.00	8.00	8.00	8.00
Sergeant	1.00	1.00	1.00	1.00	1.00
Community Resources Officer	1.00	1.00	1.00	1.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00	1.00
CID Secretary/Property Tech	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

### PERFORMANCE MEASURES / SERVICE LEVELS

<i>Input / Demand</i>	<i>Actual 19-20</i>	<i>Budget 20-21</i>	<i>Projected 20-21</i>
Number of Sworn Police Officers	11.00	11.00	11.00

<i>Efficiency Measures / Impact</i>	<i>Actual 19-20</i>	<i>Budget 20-21</i>	<i>Projected 20-21</i>
M&O Budget per Capita	\$64.72	\$65.36	\$68.40
M&O Percentage of City Budget	2.75%	3.29%	
Number of Sworn Officers Per 1,000 Population from WCCPD	2.15	2.16	2.16

<i>Effectiveness Measures / Outcomes</i>	<i>Strategic Goals</i>	<i>Actual 19-20</i>	<i>Budget 20-21</i>	<i>Projected 20-21</i>
SRO Presentations	2, 3	2	2	2
SRO Student Contacts	2, 3	575	500	1,200
Area School Events/Contacts	2, 3	26	18	42
Public Safety Cadet Unit Meetings	2, 3	30	47	44
Public Safety Cadet Unit Training Hours	2, 3	510	2,000	743
Crime Prevention Training - Community Svc.	2, 3	2	50	30
Business Contacts - Community Svc.	1, 2	29	100	177
Neighborhood Watch Mtgs - Community Svc.	2, 3	0	10	0
VIPS Hours	2, 3	1,477	2,000	1,105
Town Hall Meetings	2, 3	0	1	0



## SPECIAL REVENUE FUNDS

### BUDGET CHANGES

**Fiscal Year 2021-2022 Compared to Fiscal Year 2020-2021 Original Budget**

DEPARTMENT: POLICE				
DIVISION / ACTIVITY: CRIME CONTROL DISTRICT - FUND 18-080				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
<b>CHANGES:</b>				
Personnel	Personnel Services		\$43,800	Benefits, Step Increases & Longevity Adjustments
Vehicle Fuels & Lubricants	Supplies		\$5,000	Estimated Cost Increases
Minor Tools & Apparatus	Supplies		(\$3,000)	Needs Analysis Adjustment
Computer Supplies	Supplies		\$10,000	Reallocation from Capital Outlay
Software Maintenance	Maintenance		\$1,500	Cradlepoint Cloud Management (from Capital Outlay)
Software Maintenance	Maintenance		\$1,000	Netmotion Estimated Increase
Advertising	Contractual/Sundry		(\$500)	Needs Adjustment (due to staffing)
Travel Expense	Contractual/Sundry		\$2,000	Estimated Travel Increase
Administrative Training	Contractual/Sundry		\$4,000	Training Adjustment
Dues & Subscriptions	Contractual/Sundry		\$350	Various Dues Increases
Investigation Supplies	Contractual/Sundry		\$18,000	NMS Agreement Costs Adjustment
Computer Hardware	Capital Outlay		(\$4,000)	Reallocation to Supplies
Computer Software	Capital Outlay		(\$6,000)	Reallocation to Supplies
<b>CHANGES TOTAL:</b>		<b>\$0</b>	<b>\$72,150</b>	
<b>TOTALS:</b>		<b>\$0</b>	<b>\$72,150</b>	

**\$72,150 NET INCREASE/DECREASE**

# WATAUGA CRIME CONTROL AND PREVENTION DISTRICT



## *Proposed Budget FY2021-2022*



# **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 14, 2021 (required by June 22, 2021)

BUDGET ADOPTION BY BOARD– 80 Days before fiscal year-end  
July 12, 2021 (required by July 12, 2021)

BUDGET ACCEPTANCE BY COUNCIL – Not Later Than 10 days after Board Adoption  
July 12, 2021 (required by July 22, 2021)

ADDITIONAL REQUIREMENTS - ANOTHER PUBLIC HEARING GOVERNING BODY (Council) - 45 days before fiscal year-end  
August 9, 2021 (Required by August 16, 2021)

BUDGET ADOPTION BY COUNCIL (30 days before fiscal year-end)  
August 23, 2021 (Required by August 31, 2021)

# FY2020-FY2021 SIGNIFICANT ACCOMPLISHMENTS

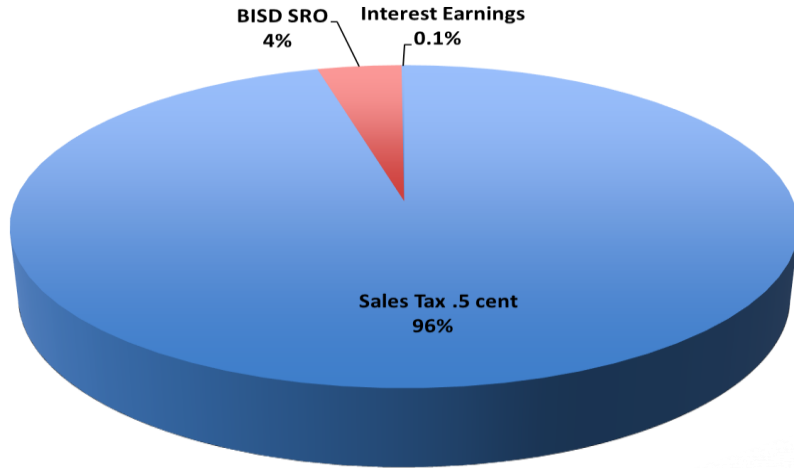
- ❖ *Achieved Texas Police Chief Association re-recognition status as a Best Practices Agency*
- ❖ *Maintained the Cadet program utilizing virtual meetings*
- ❖ *Added new in-house training for officers*
- ❖ *Updated the Field Training Officer Program*
- ❖ *Implemented Power DMS Management and Shield software for tracking employee training, use of force, and injuries*
- ❖ *Maintained a full staff*

# FY2021-FY2022 GOALS/OBJECTIVES

- ❖ *Increase staffing levels to create a safer work environment, reduce overtime and provide a higher level of service to citizens*
- ❖ *Develop an MHMR Program as part of the strategic initiatives*
- ❖ *Reduce outside travel by increasing in-house training opportunities*

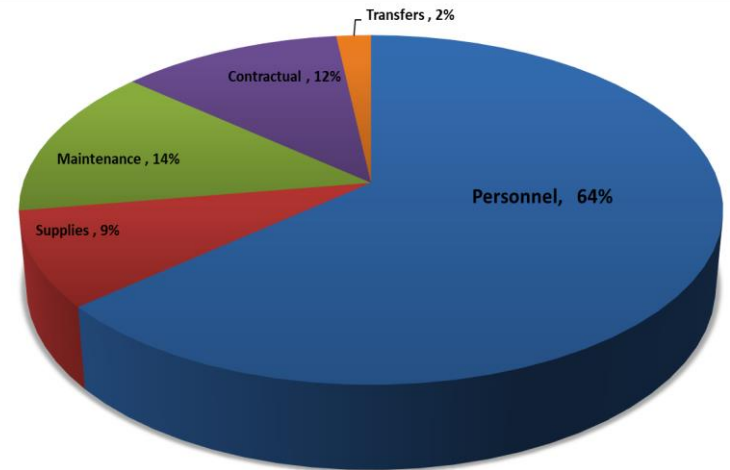
# WCCPD Revenues

\$1,596,000



# WCCPD Expenditures

\$1,625,800



# WCCPD BUDGET SUMMARY

	HISTORY	PROJECTED YEAR		BUDGET	% CHANGE	BUDGET
	2019-2020 Actual	2020-2021 Budget	2020-2021 Projected	2021-2022 Proposed	FY2021-2022 VS 2020-2021	2022-2023 Forecast
<b>Fund Balance, October 1</b>	<b>\$677,248</b>	<b>\$548,570</b>	<b>\$731,135</b>	<b>\$730,335</b>		<b>\$700,535</b>
<b>Revenues:</b>						
Sales Taxes	1,468,760	1,347,000	1,500,000	1,530,000	13.6%	1,560,000
BISD SRO	24,500	49,000	49,000	64,000	31%	66,000
Transfer In From ERF	70,000	100,000	0	0	-100.0%	0
Interest Earnings/Other	18,756	5,000	2,500	2,000	-60.0%	2,500
<b>Operating Revenues</b>	<b>\$ 1,582,016</b>	<b>\$ 1,501,000</b>	<b>\$ 1,551,500</b>	<b>\$ 1,596,000</b>	<b>6.33%</b>	<b>\$1,628,500</b>
<b>Total Available Resources</b>	<b>\$ 2,259,264</b>	<b>\$ 2,049,570</b>	<b>\$ 2,282,635</b>	<b>\$ 2,326,335</b>	<b>13.5%</b>	<b>\$2,329,035</b>
<b>Expenditures:</b>						
Operating Expenditures	1,498,129	1,510,650	1,512,300	1,595,800	5.6%	1,654,000
Capital Outlay	0	13,000	10,000	0	-100.0%	0
<b>Total Expenditures</b>	<b>1,498,129</b>	<b>1,523,650</b>	<b>1,522,300</b>	<b>1,595,800</b>	<b>4.7%</b>	<b>1,654,000</b>
<b>Operating Transfers-Out</b>						
To General Fund	30,000	30,000	30,000	30,000	0.0%	30,000
To Capital Projects	0	0	0	0	0.0%	0
To Internal Service Fund	0	0	0	0	0.0%	0
<b>Total Operating Transfers-Out</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0.0%</b>	<b>30,000</b>
<b>TOTAL OPERATING &amp; TRANSFERS</b>	<b>\$ 1,528,129</b>	<b>\$ 1,553,650</b>	<b>\$ 1,552,300</b>	<b>\$ 1,625,800</b>	<b>4.6%</b>	<b>\$1,684,000</b>
<b>Fund Balance, September 30</b>	<b>\$731,135</b>	<b>\$495,920</b>	<b>\$730,335</b>	<b>\$700,535</b>		<b>\$645,035</b>
<b>CHANGE IN FUND BALANCE</b>	<b>\$53,887</b>	<b>(\$52,650)</b>	<b>(\$800)</b>	<b>(\$29,800)</b>		<b>(\$55,500)</b>
<b>Fund Balance Policy Min @ 20%</b>				<b>\$325,160</b>		<b>\$336,800</b>

# FY2021-FY2022 SIGNIFICANT BUDGET CHANGES



## Fiscal Year 2021-2022 Compared to Fiscal Year 2020-2021 Original Budget

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

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
<b>CHANGES:</b>				
Personnel	Personnel Services		\$43,800	Benefits, Step Increases & Longevity Adjustments
Vehicle Fuels & Lubricants	Supplies		\$5,000	Estimated Cost Increases
Minor Tools & Apparatus	Supplies		(\$3,000)	Needs Analysis Adjustment
Computer Supplies	Supplies		\$10,000	Reallocation from Capital Outlay
Software Maintenance	Maintenance		\$1,500	Cradlepoint Cloud Management (from Capital Outlay)
Software Maintenance	Maintenance		\$1,000	Netmotion Estimated Increase
Advertising	Contractual/Sundry		(\$500)	Needs Adjustment (due to staffing)
Travel Expense	Contractual/Sundry		\$2,000	Estimated Travel Increase
Administrative Training	Contractual/Sundry		\$4,000	Training Adjustment
Dues & Subscriptions	Contractual/Sundry		\$350	Various Dues Increases
Investigation Supplies	Contractual/Sundry		\$18,000	NMS Agreement Costs Adjustment
Computer Hardware	Capital Outlay		(\$4,000)	Reallocation to Supplies
Computer Software	Capital Outlay		(\$6,000)	Reallocation to Supplies
<b>CHANGES TOTAL:</b>		<b>\$0</b>	<b>\$72,150</b>	
<b>TOTALS:</b>		<b>\$0</b>	<b>\$72,150</b>	





## AGENDA MEMORANDUM

**DATE:** May 13, 2021

**TO:** Crime Control and Prevention District Directors

**FROM:** Sandra Gibson, Director of Finance

**SUBJECT:** Consideration and action on setting a Public Hearing for citizen input on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2021-2022 on June 14, 2021 at 5:30 p.m.

### **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 14, 2021 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.

### **FINANCIAL IMPLICATIONS:**

N/A

### **RECOMMENDATION/ACTION DESIRED:**

Staff recommends the WCCPD Budget Public Hearing be set for June 14th, 2021

### **ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

None

### **REVIEWED BY:**

Sandra Gibson, Director of Finance	Approved - 5/18/2021
Karrie Marling, Legal	Approved - 5/20/2021
George Hyde, Legal	Approved - 5/21/2021
Andrea Gardner, City Manager	Approved - 5/21/2021
Raquel Guajardo, Deputy City Secretary	Final Approval - 5/21/2021



## AGENDA MEMORANDUM

**DATE:** May 13, 2021

**TO:** Crime Control and Prevention District Directors

**FROM:** Sandra Gibson, Director of Finance

**SUBJECT:** Consideration and action on setting the Watauga Crime Control and Prevention District Budget Adoption date for July 12, 2021

### **BACKGROUND/INFORMATION:**

Section 363.204(d) of the Local Government Code states that the Crime Control and Prevention District Budget should be adopted not later than the 80th day before the fiscal year begins. In order to meet this requirement, the Board should schedule the budget adoption date for Monday, July 12, 2021.

The Board may make changes to the budget before adoption. Not later than the 10th day after the date the budget is adopted by the board, the Board shall submit the budget to the governing body. The date for City Council acceptance of the budget will be scheduled for July 12, 2021.

### **FINANCIAL IMPLICATIONS:**

N/A

### **RECOMMENDATION/ACTION DESIRED:**

Staff recommends that the Board schedule the budget adoption date for Monday, July 12, 2021 and submit to City Council for acceptance.

### **ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

None

### **REVIEWED BY:**

Sandra Gibson, Director of Finance	Approved - 5/18/2021
Karrie Marling, Legal	Approved - 5/18/2021
George Hyde, Legal	Approved - 5/21/2021
Andrea Gardner, City Manager	Approved - 5/21/2021
Raquel Guajardo, Deputy City Secretary	Final Approval - 5/21/2021