



AGENDA
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JULY 12, 2021
5:30 PM

CALL TO ORDER

ROLL CALL

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 Watauga Crime Control and Prevention District Board (WCCPD) 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 (WCCPD) as soon as practicable. Such report to the (WCCPD) shall not constitute a meeting called by the (WCCPD) nor shall it constitute deliberation or formal action. Individual citizens addressing the (WCCPD) 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 (WCCPD) and no formal (WCCPD) 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 (WCCPD) may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a (WCCPD) and the citizen will not count toward the time limit and (WCCPD) Members are encouraged not to speak until the citizen has first utilized their allocated time.

ACTION ITEMS

1. Discuss and consider action on the minutes of the June 14, 2021 Watauga Crime Control and Prevention District Board meeting
Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager
2. Discuss and consider action to adopt the Crime Control and Prevention District 2021-2022 Proposed Budget and submit to City Council for acceptance
Sandra Gibson, 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 Friday, July 9, 2021, before 5:30 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: July 7, 2021
TO: Crime Control and Prevention District Directors
FROM: Raquel Guajardo, Deputy City Secretary
SUBJECT: Discuss and consider action on the minutes of the June 14, 2021 Watauga Crime Control and Prevention District Board meeting

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. 061421 CCDP MINS

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 7/7/2021

**MINUTES
WATAUGA CRIME CONTROL AND
PREVENTION DISTRICT BOARD MEETING
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JUNE 14, 2021
5:30 PM**

CALL TO ORDER

Chairman Neal called the meeting to order at 5:32 p.m.

ROLL CALL

The meeting convened with the following members present:

Andrew Neal	Chair/Director, Place 4
Art Miner	Co-Chair/Director, Place 8
Jan Hill	Secretary/Director, Place 7
Pat Shelbourne	Director, Place 1
Tom Snyder	Director, Place 2
Lovie Downey	Director, Place 3
Juanita King	Director, Place 5
Mark Taylor	Director, Place 6

and

Andrea Gardner	City Manager/City Secretary
Raquel Guajardo	Deputy City Secretary
Sandra Gibson	Director of Finance
Deby Woodard	Assistant Director of Finance
Bradley Fraley	Chief Information Officer
Randy Barkley	Assistant Fire Chief
George Hyde	City Attorney

PRESENTATIONS

1. Oath of Office administered to members of the Crime Control & Prevention District Board

Mayor Miner administered the Oath of Office to Director Juanita King, Place 5.

APPROVAL OF MINUTES

1. Discuss and consider action on the minutes of the May 24, 2021 Watauga Crime Control and Prevention District Board meeting

Chairman Neal called for discussion and hearing none, called for a motion. Co-Chair Miner made a motion to accept the item as presented. Motion seconded by Secretary Hill. As there was no further discussion, Chairman Neal called for the Board to vote. Motion carried 8-0-0-0.

Ayes: Shelbourne, Snyder, Downey, Neal, King, Taylor, Hill, Miner

Nays: None

Abstain: None

Absent: None

(Council Member Shelbourne's vote was not recorded within the portal, however, was verified on June 17, 2021, that his vote was cast in favor of the motion.)

PUBLIC COMMENT

Requests for Public Comment were not received and no one was present in the audience requesting to speak.

PUBLIC TESTIMONY FOR ACTION ITEMS

Requests for Public Testimony were not received and no one was present in the audience requesting to speak.

PUBLIC HEARINGS / ACTION

- 1. Conduct a Public Hearing on the Watauga Crime Control and Prevention District proposed budget for FY2021-2022**

Chairman Neal opened the Public Hearing at 5:40 p.m., and with no one present requesting to speak, closed the Public Hearing at 5:40 p.m.

ADJOURNMENT

Chairman Neal adjourned the meeting at 5:40 p.m.

APPROVED: this _____ day of _____, 2021.

SIGNED: this _____ day of _____, 2021.

APPROVED:

Andrew Neal, Chairman

ATTEST:

Jan Hill, Secretary

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



AGENDA MEMORANDUM

DATE: June 18, 2021

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Discuss and consider action to adopt the Crime Control and Prevention District 2021-2022 Proposed Budget and submit to City Council for acceptance

BACKGROUND/INFORMATION:

The required Public Hearing was held on June 14, 2021 to allow for citizen input on the FY2021-2022 Proposed Budget for the Crime Control and Prevention District Budget in accordance with Local Government Code 363.204(a).

Sec. 363.204(d)(e) states that the Board must take action on approval and adoption of the Watauga Crime Control and Prevention District Budget and provide approval to submit to City Council. The Board may still make budget changes on the budget before adoption. Staff recommends two changes to the budget:

1) a net decrease adjustment of \$5,800 in personnel costs to reflect a budgeted insurance savings of \$10,000 and salary increases of \$4,200 , and 2) revised sales tax revenues for an increase of \$80,000. This change is requested due to sales tax receipts from the Comptroller coming in higher than the original forecast. Projected current year sales tax has also been increased. A revised budget summary with these recommended changes is included for your review.

The Watauga Crime Control and Prevention District Budget is attached for review and consideration. If the board wishes to make the above change in the FY2021-2022 budget, the budget summary is provided for the Board's consideration.

FINANCIAL IMPLICATIONS:

Revenues and appropriations as listed in the proposed budget.

RECOMMENDATION/ACTION DESIRED:

Staff recommends adoption of the Proposed 2021-2022 Budget with the recommended changes and submission to City Council for acceptance.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CCD PROPOSED BUDGET FY2021-2022
2. CCD BUDGET SUMMARY 2021-2022 revised 7-9-2021



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 - 7/2/2021
Approved - 7/6/2021
Approved - 7/9/2021
Approved - 7/9/2021
Final Approval - 7/9/2021



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

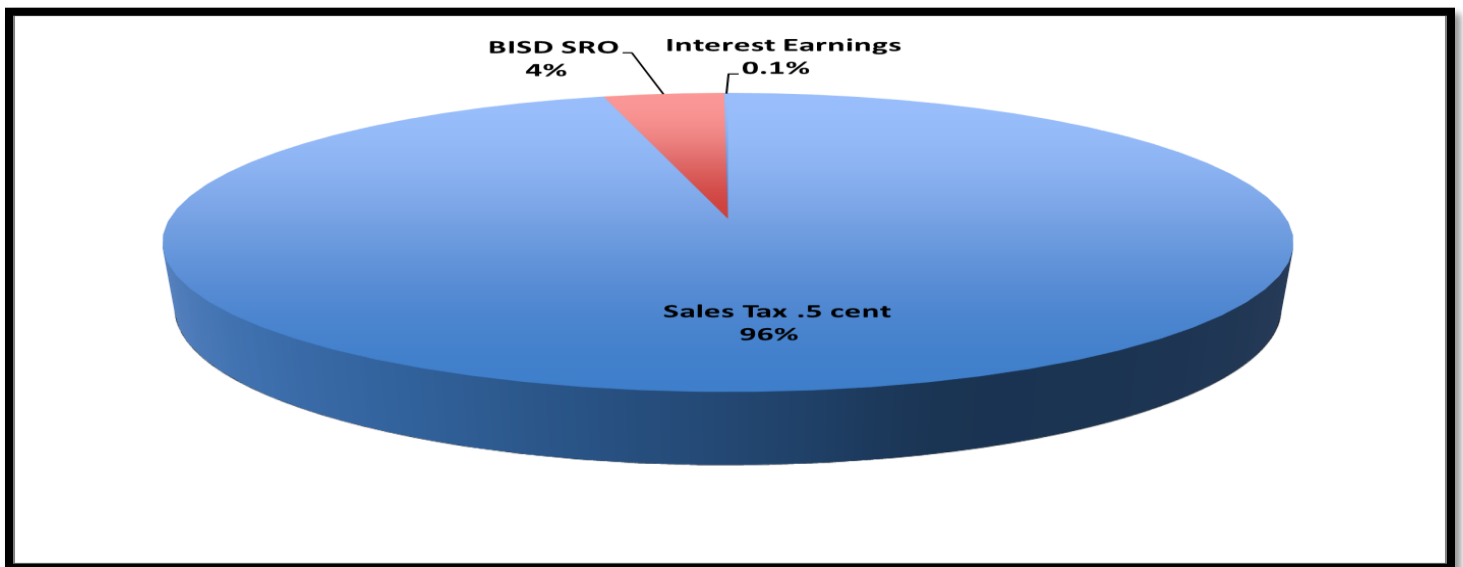
CRIME CONTROL DISTRICT – FUND 18

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.

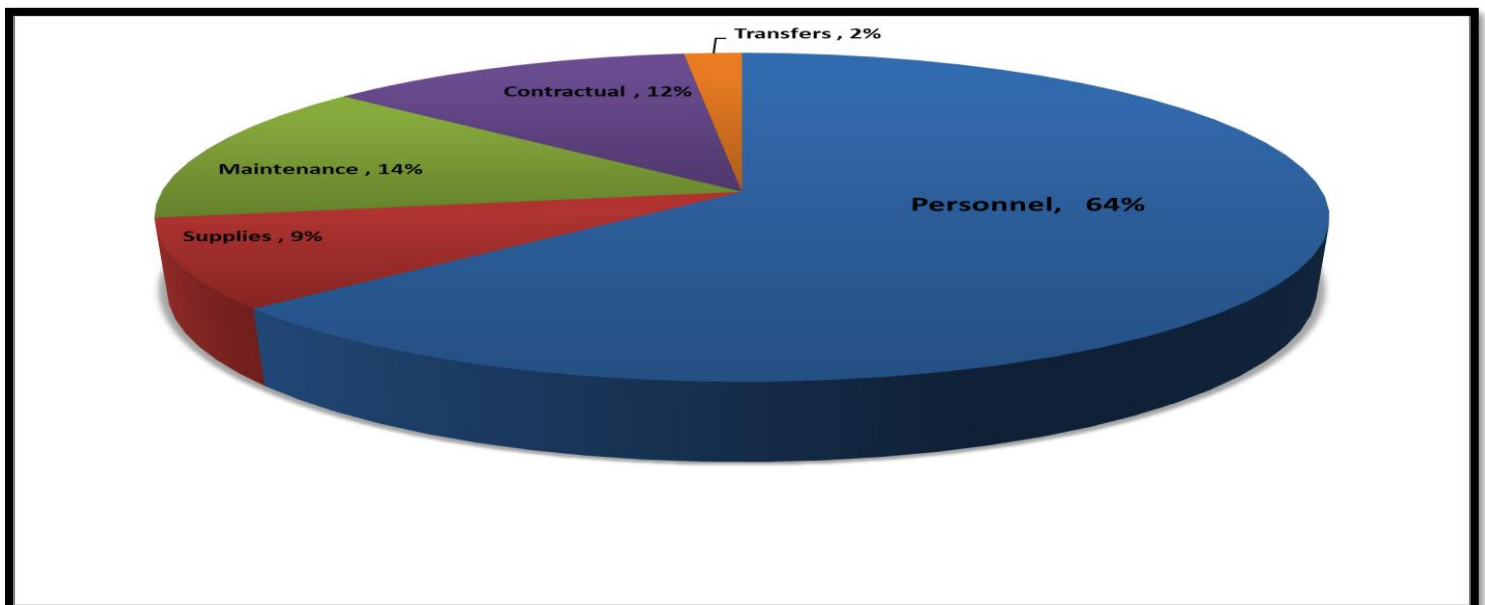
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when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

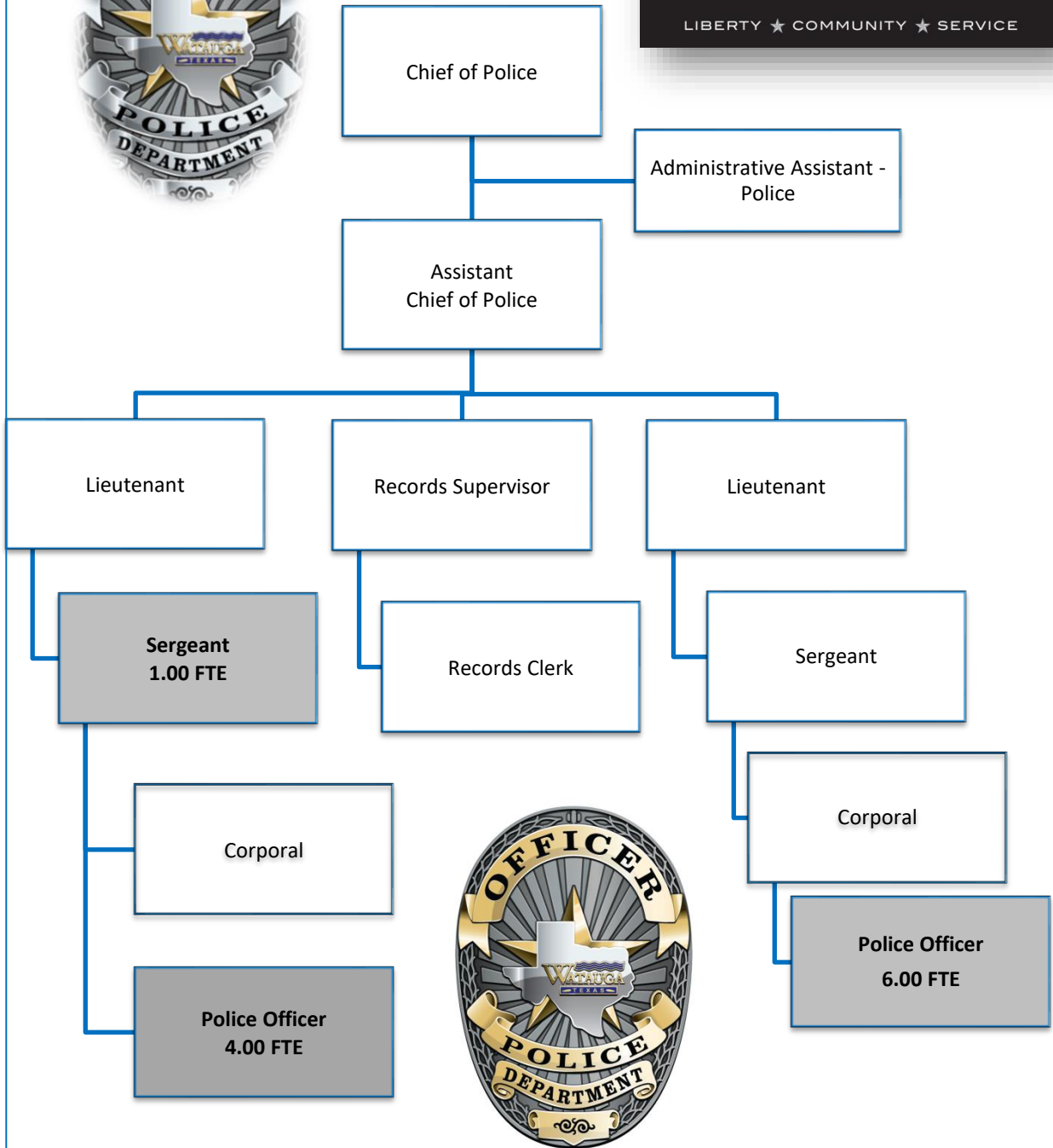
Where Does the Money Come From?



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
Fund Balance, October 1	\$677,248	\$548,570	\$731,135	\$730,335		\$700,535
Revenues:						
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
Operating Revenues	\$ 1,582,016	\$ 1,501,000	\$ 1,551,500	\$ 1,596,000	6.33%	\$ 1,628,500
Total Available Resources	\$ 2,259,264	\$ 2,049,570	\$ 2,282,635	\$ 2,326,335	13.5%	\$ 2,329,035
Expenditures:						
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
Total Expenditures	1,498,129	1,523,650	1,522,300	1,595,800	4.7%	1,654,000
Operating Transfers-Out						
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
Total Operating Transfers-Out	30,000	30,000	30,000	30,000	0.0%	30,000
TOTAL OPERATING & TRANSFERS	\$ 1,528,129	\$ 1,553,650	\$ 1,552,300	\$ 1,625,800	4.6%	\$ 1,684,000
Fund Balance, September 30	\$731,135	\$495,920	\$730,335	\$700,535		\$645,035
CHANGE IN FUND BALANCE	\$53,887	(\$52,650)	(\$800)	(\$29,800)		(\$55,500)
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
TOTAL	\$1,528,128	\$1,553,650	\$1,553,650	\$1,552,300	\$1,625,800

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
TOTAL	11.00	11.00	11.00	11.00	11.00

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
CHANGES:				
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
CHANGES TOTAL:		\$0	\$72,150	
TOTALS:		\$0	\$72,150	

\$72,150 NET INCREASE/DECREASE

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
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Revenues:						
Sales Taxes	1,468,760	1,347,000	1,571,000	1,610,000	19.5%	1,650,000
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
Operating Revenues	\$ 1,582,016	\$ 1,501,000	\$ 1,622,500	\$ 1,676,000	11.66%	\$ 1,718,500
Total Available Resources	\$ 2,259,264	\$ 2,049,570	\$ 2,353,635	\$ 2,477,335	20.9%	\$ 2,575,835
Expenditures:						
Operating Expenditures	1,498,129	1,510,650	1,512,300	1,590,000	5.3%	1,649,000
Capital Outlay	0	13,000	10,000	0	-100.0%	0
Total Expenditures	1,498,129	1,523,650	1,522,300	1,590,000	4.4%	1,649,000
Operating Transfers-Out						
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
Total Operating Transfers-Out	30,000	30,000	30,000	30,000	0.0%	30,000
TOTAL OPERATING & TRANSFERS	\$ 1,528,129	\$ 1,553,650	\$ 1,552,300	\$ 1,620,000	4.3%	\$ 1,679,000
Fund Balance, September 30	\$731,135	\$495,920	\$801,335	\$857,335		\$896,835
CHANGE IN FUND BALANCE	\$53,887	(\$52,650)	\$70,200	\$56,000		\$39,500
Fund Balance Policy Min @ 20%				\$324,000		\$335,800