



AGENDA
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JUNE 6, 2022
5:30 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

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

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.

REPORTS

PUBLIC HEARINGS / ACTION

CONSENT AGENDA

1. Consider action on the minutes of the July 12, 2021 Watauga Crime Control and Prevention District Board meeting

ACTION ITEMS

1. Discuss and consider action on acceptance of the Annual Financial Audit for the period ending September 30, 2021 for the Watauga Crime Control and Prevention District as conducted with the annual audit of the City of Watauga.
Sandra Gibson, Director of Finance
2. Presentation and discussion on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2022-2023
Sandra Gibson, Director of Finance
Robert Parker, Police Chief
3. Consideration and action on setting a Public Hearing for citizen input on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2022-2023 on June 20, 2022 at 5:30 p.m.
Sandra Gibson, Director of Finance
4. Consideration and action on setting the Watauga Crime Control and Prevention District Budget Adoption date for July 11, 2022
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, Linda Proskey, 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 June 3, 2022, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Linda Proskey, City Secretary



**MINUTES
WATAUGA CRIME CONTROL AND
PREVENTION DISTRICT BOARD MEETING
CITY HALL COUNCIL CHAMBERS
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JULY 12, 2021
5:30 PM**

CALL TO ORDER

Chairman Neal called the meeting to order at 5:31 p.m.

ROLL CALL

The meeting convened with the following members present:

Andrew Neal	Chairman/Director, Place 4
Arthur L. Miner	Co-Chairman/Director, Place 8
Jan Hill	Secretary/Director, Place 7
Pat Shelbourne	Director, Place 1
Tom Snyder	Director, Place 2
Lovie Downey	Director, Place 3 (absent with notice)
Juanita King	Director, Place 5
Mark Taylor	Director, Place 6

and

Raquel Guajardo	Deputy City Secretary
Samantha Ortega	Records Clerk
Bradley Fraley	Chief Information Officer
George Hyde	City Attorney

PUBLIC COMMENTS

No requests for public comment were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

There were no requests for public testimony for action items.

ACTION ITEMS

- 1. Discuss and consider action on the minutes of the June 14, 2021 Watauga Crime Control and Prevention District Board meeting.**

Chairman Neal called for a motion. Co-Chair Miner made a motion to accept the minutes of the June 14, 2021 Watauga Crime Control and Prevention District Board

meeting. Motion was seconded by Director King. As there was no further discussion, Chairman Neal called for the Board to vote. Motion carried 7-0-01.

Ayes: Shelbourne, Snyder, Neal, King, Taylor, Hill, Miner
Nays: None
Abstain: None
Absent: Downey

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

Chairman Neal called for a motion. Secretary Hill made the motion to adopt the Crime Control and Prevention District 2021-2022 Proposed Budget and submit to City Council for acceptance. Motion was seconded by Director Shelbourne. As there was no further discussion, Chairman Neal called for the vote. Motion carried 7-0-01.

Ayes: Shelbourne, Snyder, Neal, King, Taylor, Hill, Miner
Nays: None
Abstain: None
Absent: Downey

City Manager/City Secretary Andrea Gardner arrived at the meeting at 5:34 p.m.

ADJOURNMENT

Chairman Neal adjourned the meeting at 5:34 p.m.

APPROVED: this _____ day of _____, 2022.

SIGNED: this _____ day of _____, 2022.

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: May 24, 2022

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, 2021 for the Watauga Crime Control and Prevention District as conducted with the annual audit of the City of Watauga.

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, 2021. 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, 2020 - September 30, 2021, 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, 2021, the fund balance in the WCCPD Sales Tax fund (operating fund) is \$1,010,402, which is an increase of \$279,267 over the previous year. Revenues (plus transfers in) totaled \$1,789,594 and expenditures (including transfers out) totaled \$1,510,327. Sales tax receipts were higher than budget by \$354,405 due to significant sales tax recovery in the last quarter of Fiscal Year 2021. Expenditures (including transfers out) were lower than budget for the year by 2.8%, or \$43,323.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. City of Watauga, Texas Annual Comprehensive Finance Report FYE2021 100



AGENDA MEMORANDUM

REVIEWED BY:

Sandra Gibson, Director of Finance
David Berman, City Attorney
Joshua Jones, City Manager
Linda Proskey, City Secretary

Approved - 5/25/2022
Approved - 5/25/2022
Approved - 5/25/2022
Final Approval - 5/25/2022

City of Watauga, Texas
 Combining Balance Sheet
 Non-Major Governmental Funds
 September 30, 2021

	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	\$ 1,485,286	\$ 787,876	\$ 56,221	\$ 29,720	\$ 134,251
Investments	-	23,621	-	-	-
Account receivable	148,371	282,046	136	-	-
Prepaid items	1,165	-	-	-	-
TOTAL ASSETS	\$ 1,634,822	\$ 1,093,543	\$ 56,357	\$ 29,720	\$ 134,251
LIABILITIES AND FUND BALANCES					
LIABILITIES					
Accounts payable	\$ 3,722	\$ 30,007	\$ -	\$ -	\$ 409
Accrued liabilities	6	53,134	-	-	-
Total liabilities	3,728	83,141	-	-	409
FUND BALANCES					
Nonspendable					
Prepaid items	1,165	-	-	-	-
Restricted:					
Capital acquisitions and contractual obligations	-	-	-	-	-
Culture and recreation	1,629,929	-	56,357	-	-
Public works	-	-	-	-	-
Public safety	-	1,010,402	-	29,720	133,842
Total fund balances	1,631,094	1,010,402	56,357	29,720	133,842
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,634,822	\$ 1,093,543	\$ 56,357	\$ 29,720	\$ 134,251

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, 2021

	WEDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund
REVENUES					
Taxes	\$ 865,622	\$ 1,701,405	\$ -	\$ -	\$ -
Interest income	1,207	1,417	45	21	153
Miscellaneous	850	86,772	5,822	18,453	15,590
Total revenues	<u>867,679</u>	<u>1,789,594</u>	<u>5,867</u>	<u>18,474</u>	<u>15,743</u>
EXPENDITURES					
Current:					
Public safety	-	1,469,939	-	-	6,948
Culture and recreation	98,975	-	-	-	-
Public works	-	-	-	-	-
Capital outlay	-	10,388	-	-	1,324
Total expenditures	<u>98,975</u>	<u>1,480,327</u>	<u>-</u>	<u>-</u>	<u>8,272</u>
Excess (deficiency) of revenues over expenditures	768,704	309,267	5,867	18,474	7,471
OTHER FINANCING SOURCES (USES)					
Transfers out	<u>(379,784)</u>	<u>(30,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>(379,784)</u>	<u>(30,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	388,920	279,267	5,867	18,474	7,471
Fund Balance, beginning	<u>1,242,174</u>	<u>731,135</u>	<u>50,490</u>	<u>11,246</u>	<u>126,371</u>
FUND BALANCE, ending	<u>\$ 1,631,094</u>	<u>\$ 1,010,402</u>	<u>\$ 56,357</u>	<u>\$ 29,720</u>	<u>\$ 133,842</u>

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, 2021

	<u>Budget Amounts</u> <u>Final Budget</u>	<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>Positive/</u> <u>(Negative)</u>
Revenues			
Taxes	\$ 1,347,000	\$ 1,701,405	\$ 354,405
Interest income	5,000	1,417	(3,583)
Miscellaneous	49,000	86,772	37,772
	<u>1,401,000</u>	<u>1,789,594</u>	<u>388,594</u>
Expenditures			
Current:			
Public safety	1,510,650	1,469,939	40,711
Capital outlay	13,000	10,388	2,612
	<u>1,523,650</u>	<u>1,480,327</u>	<u>43,323</u>
Excess (deficiency) of revenues over expenditures	<u>(122,650)</u>	<u>309,267</u>	<u>431,917</u>
Other financing sources (uses)			
Transfers in	100,000	-	100,000
Transfers out	(30,000)	(30,000)	-
	<u>70,000</u>	<u>(30,000)</u>	<u>100,000</u>
Net change in fund balances	(52,650)	279,267	531,917
Fund balances, beginning of year	<u>731,135</u>	<u>731,135</u>	<u>-</u>
Fund balances, end of year	<u>\$ 678,485</u>	<u>\$ 1,010,402</u>	<u>\$ 531,917</u>



AGENDA MEMORANDUM

DATE: May 25, 2022

TO: Crime Control and Prevention District Directors

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

SUBJECT: Presentation and discussion on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2022-2023

BACKGROUND/INFORMATION:

The Fiscal Year 2022-2023 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. PROPOSED BUDGET FY2022-2023

REVIEWED BY:

Sandra Gibson, Director of Finance
David Berman, City Attorney
Joshua Jones, City Manager
Linda Proskey, City Secretary

Approved - 6/2/2022
Approved - 6/3/2022
Approved - 6/3/2022
Final Approval - 6/3/2022



PROPOSED BUDGET FY2022-2023



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

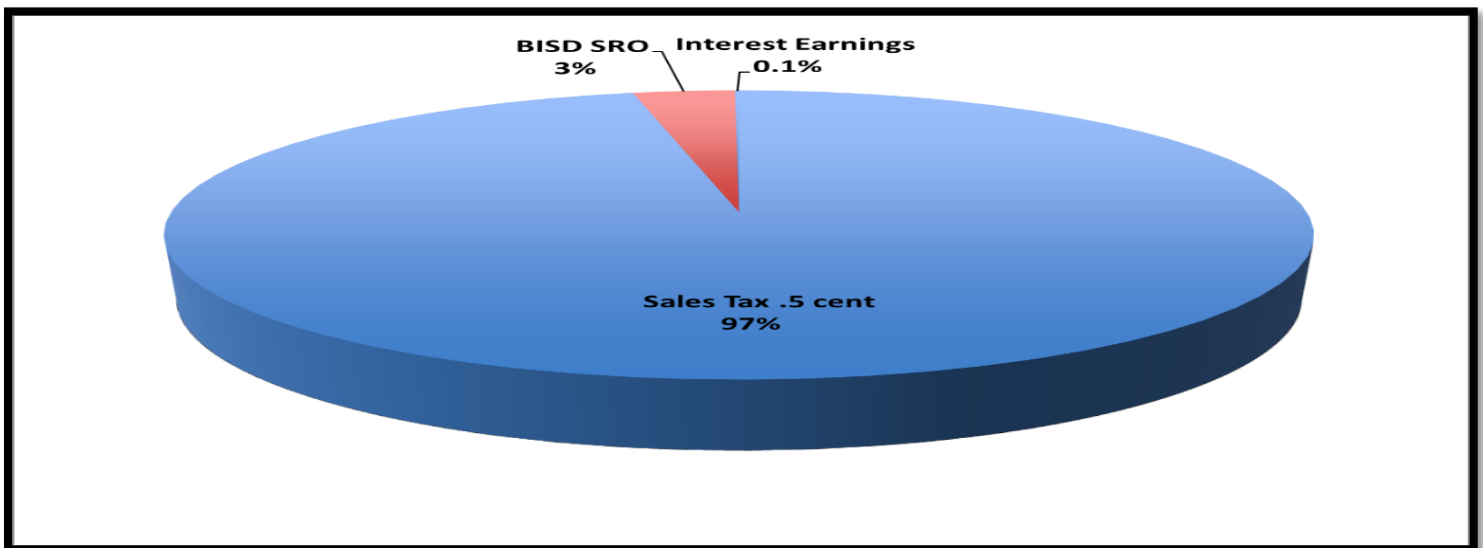
CRIME CONTROL DISTRICT – FUND 18

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.

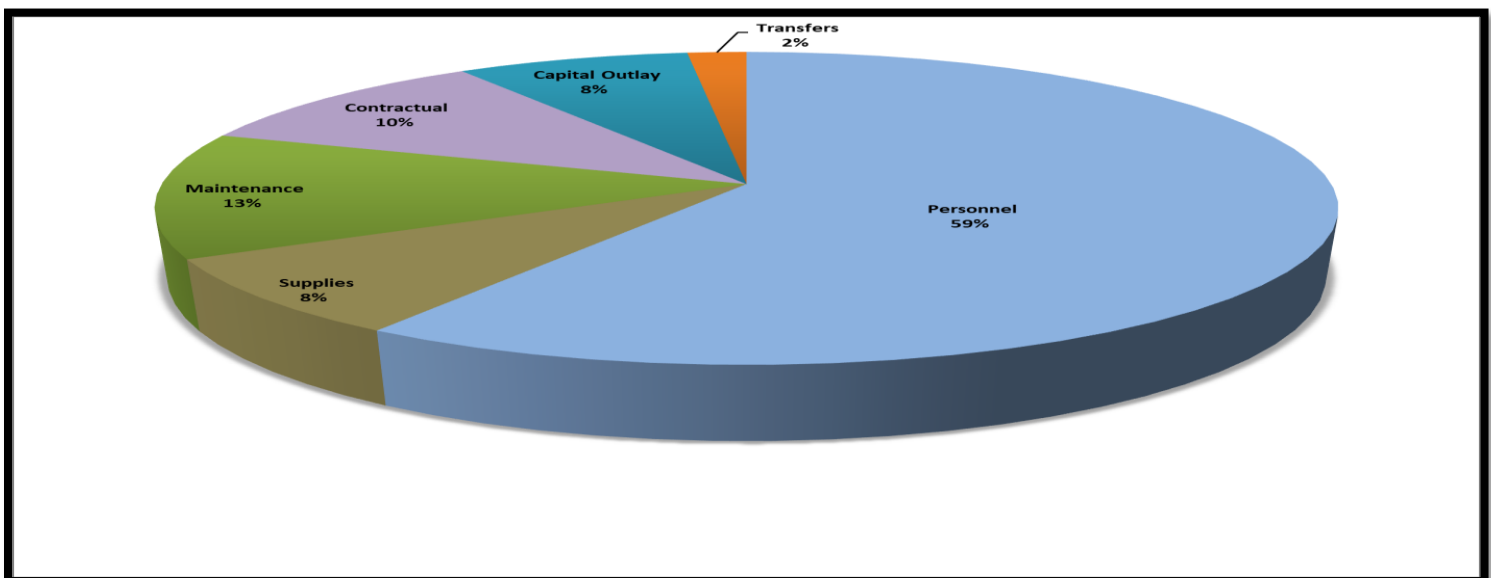
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when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

Sales tax revenue for FY2022-2023 is forecasted to be \$1,911,000. Sales Tax revenues are projected to be approximately 18.7% higher than the FY2021-2022 original budget as the impact of COVID-19 continues to recover.

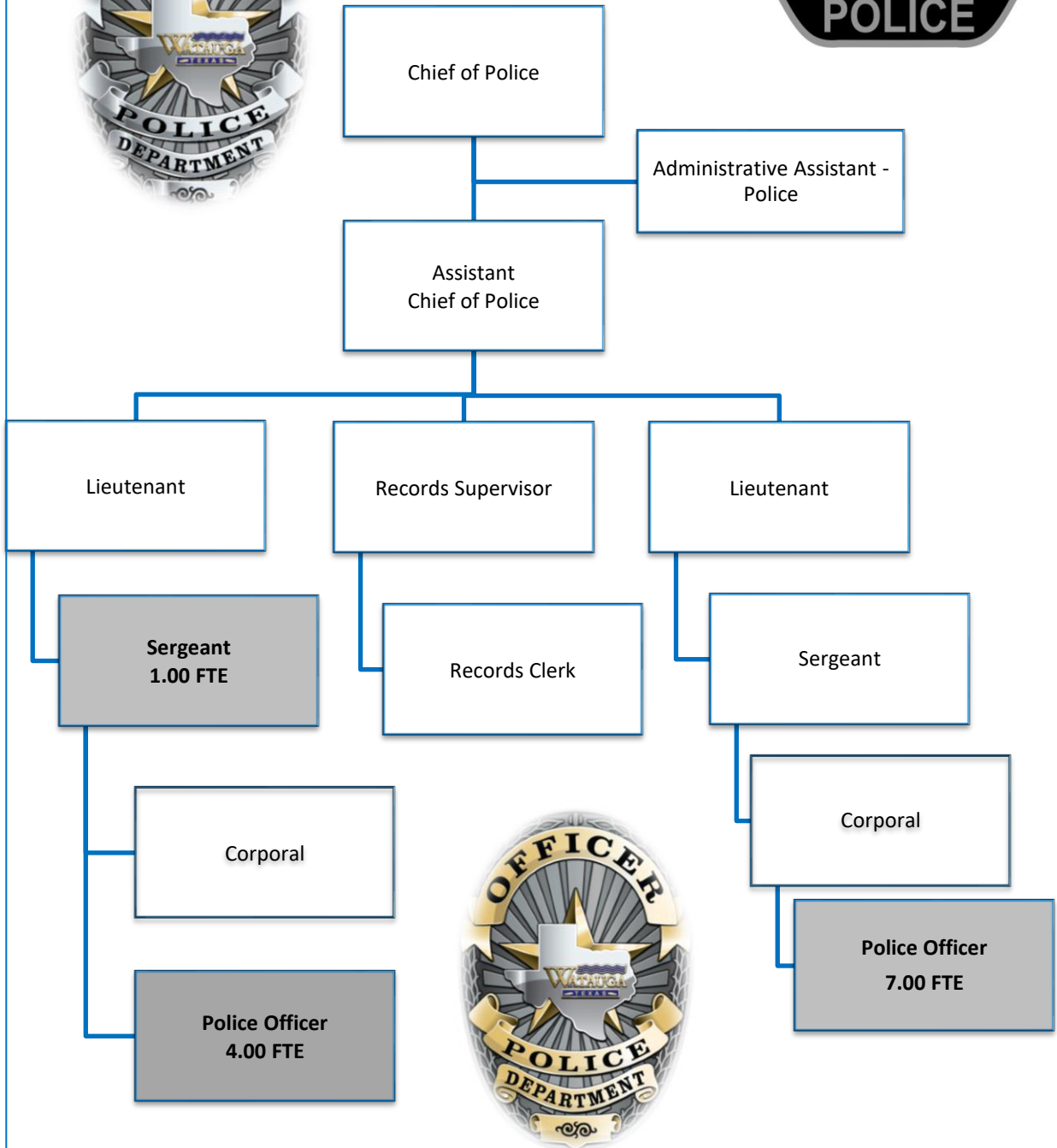
Where Does the Money Come From?



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
	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Projected	2022-2023 Proposed	FY2022-2023 VS 2021-2022
Fund Balance, October 1	\$677,248	\$731,135	\$801,335	\$1,010,402	\$1,265,202	
Revenues:						
Sales Taxes	1,468,760	1,701,405	1,610,000	1,820,000	1,911,000	18.7%
BISD SRO	24,500	48,448	64,000	64,000	66,000	3.1%
Transfer In From ERF	70,000	0	0	0	0	0.0%
Interest Earnings/Other	18,756	1,417	2,000	2,000	2,500	25.0%
Proceeds From Sales of Assets	0	38,324	0	0	0	0.0%
Operating Revenues	\$ 1,582,016	\$ 1,789,593	\$ 1,676,000	\$ 1,886,000	\$ 1,979,500	18.11%
Total Available Resources	\$ 2,259,264	\$ 2,520,728	\$ 2,477,335	\$ 2,896,402	\$ 3,244,702	31.0%
Expenditures:						
Operating Expenditures	1,498,129	1,469,939	1,590,000	1,601,200	1,854,400	16.6%
Capital Outlay	0	10,388	0	0	150,250	0.0%
Total Expenditures	1,498,129	1,480,327	1,590,000	1,601,200	2,004,650	26.1%
Operating Transfers-Out						
To General Fund	30,000	30,000	30,000	30,000	38,000	26.7%
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	38,000	26.7%
TOTAL OPERATING & TRANSFERS	\$ 1,528,129	\$ 1,510,327	\$ 1,620,000	\$ 1,631,200	\$ 2,042,650	26.1%
Fund Balance, September 30	\$731,135	\$1,010,402	\$857,335	\$1,265,202	\$1,202,052	
CHANGE IN FUND BALANCE	\$53,887	\$279,267	\$56,000	\$254,800	(\$63,150)	
Fund Balance Policy Min @ 20%					\$378,480	

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.

FY2021-2022 HIGHLIGHTS / ACHIEVEMENTS:

- Created and implemented an Honor Guard team
- Maintained minimum staffing levels on patrol utilizing staff assigned to other areas
- Passed TCOLE audit
- Passed CJIS audit
- Promoted 2 Sergeants
- Promoted 3 Corporals
- Began the purchase process of a new weapons system for officers funded by Certificate of Obligations

FY2022-2023 GOALS/ OBJECTIVES:

- Become fully staffed using recruiting bonus and seeking certified officers from outside the metro area
- Transition to a new weapons system for all officers
- Increase utilization of Bike Patrol for crime prevention and community policing when staffing allows
- Increase the use of technology to aid in investigating crime and criminal

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

Even more so now than in the past years recruiting qualified applicants is our greatest struggle to due several issues. These issues are salary, benefits, and an overall lack of candidates wanting to be officers.

SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE					
DIVISION / ACTIVITY: WATAUGA CRIME CONTROL AND PREVENTION DISTRICT - FUND 18					
EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 PROJECTED	2022-2023 BUDGET
Personnel	\$1,029,370	\$987,813	\$1,029,000	\$1,012,700	\$1,204,800
Supplies	\$105,801	\$113,826	\$143,500	\$161,700	\$175,600
Maintenance	\$227,808	\$231,151	\$225,500	\$224,300	\$264,200
Contractual/Sundry	\$135,149	\$137,149	\$192,000	\$202,500	\$209,800
Capital Outlay	\$0	\$10,388	\$0	\$0	\$150,250
Transfers	\$30,000	\$30,000	\$30,000	\$30,000	\$38,000
TOTAL	\$1,528,128	\$1,510,327	\$1,620,000	\$1,631,200	\$2,042,650
PERSONNEL					
Officer	8.00	8.00	8.00	8.00	8.00
Sergeant	1.00	1.00	1.00	1.00	1.00
Mental Health Officer	0.00	0.00	0.00	0.00	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
TOTAL	11.00	11.00	11.00	11.00	12.00
PERFORMANCE MEASURES / SERVICE LEVELS					
Input / Demand	Actual 20-21	Budget 21-22	Projected 21-22	Budget 22-23	
Number of Sworn Police Officers	11.00	11.00	11.00	12.00	
Efficiency Measures / Impact	Actual 20-21	Budget 21-22	Projected 21-22	Budget 22-23	
Budget per Capita	63.54	68.15	68.62	83.72	
Percentage of City Budget	3.20%	3.05%	3.07%		
Number of Sworn Officers Per 1000 Population	1.16	2.16	2.16	2.03	
Effectiveness Measures / Outcomes	Goals	Actual 20-21	Budget 21-22	Projected 21-22	Budget 22-23
SRO Presentations	3	4	4	4	4
SRO Student Contacts	3	1,859	1,500	2,200	2,500
Area School Events/Contacts	3	166	50	85	175
Public Safety Cadet Unit Meetings	3, 7	31	47	8	40
Public Safety Cadet Unit Training Hours	3, 7	478	2,000	100	2,000
Crime Prevention Training - Community Svc.	3	1	50	0	0
Business Contacts - Community Svc.	3	166	200	0	0
Neighborhood Watch Mtgs - Community Svc.	3	0	0	0	0
VIPS Hours	3	912	2,000	500	1,000
Town Hall Meetings	3	0	1	0	0



SPECIAL REVENUE FUNDS

BUDGET CHANGES

Fiscal Year 2022-2023 Compared to Fiscal Year 2021-2022 Budget

DEPARTMENT: POLICE				
DIVISION / ACTIVITY: CRIME CONTROL DISTRICT - FUND 18-080				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
CHANGES:				
Personnel	Personnel Services		\$88,800	Benefits, Step Increases, Comp & Longevity Adjustments
Personnel	Personnel Services		\$87,000	Mental Health Officer - Approved PIP Position
Office Supplies	Supplies		\$500	Inflation Adjustment
Publications	Supplies		\$100	Inflation Adjustment
Vehicle Parts & Supplies	Supplies		\$1,000	Inflation Adjustment
Vehicle Fuels & Lubricants	Supplies		\$25,000	Inflation Adjustment
Minor Tools & Apparatus	Supplies		\$500	Inflation Adjustment
Educational Supplies	Supplies		\$500	Inflation Adjustment
Computer Supplies	Supplies	\$3,000		Mental Health Officer - Approved PIP Position Needs
Weapons/Ammunition	Supplies		\$1,500	Inflation Adjustment
Office Equipment	Maintenance		\$100	Inflation Adjustment
Vehicle Maintenance	Maintenance	\$9,600		Vehicles Graphics Refresh - Approved New Request
Vehicle Maintenance	Maintenance		\$1,500	Inflation Adjustment
Radio Maintenance	Maintenance		(\$4,500)	Fort Worth Radio Contract Adjustment
Uniform Cleaning	Maintenance		\$2,000	Usage & Cost Estimate Increase Adjustment
Software Maintenance	Maintenance		\$30,000	Axon Refresh Program - Approved New Request
Sundry	Contractual/Sundry		(\$4,500)	Reclass Alliance for Children to Special Services
Sundry	Contractual/Sundry		\$5,000	Honor Guard Program - Approved New Request
Special Services	Contractual/Sundry		\$4,500	Reclass Alliance for Children from Sundry
Special Services	Contractual/Sundry		(\$400)	Additional Needs Analysis & Inflation Adjustments
Special Services	Contractual/Sundry		\$500	Awards Banquet Inflation Adjustment
Special Services	Contractual/Sundry		\$500	Insurance Broker Fees Cost Adjustment
Special Services	Contractual/Sundry		\$200	LexisNexis Cost & Usage Adjustment
Special Services	Contractual/Sundry	\$1,500		One-Time Budget Reallocation to Printing & Binding
Dues & Subscriptions	Contractual/Sundry		\$1,000	Various Membership Dues Cost Adjustments
Training	Contractual/Sundry		\$4,000	Inflation, Estimated Usage & Approved PIP Position Needs
Printing & Binding	Contractual/Sundry	(\$1,500)		One-Time Budget Reallocation from Special Services
Investigation Expense	Contractual/Sundry		\$6,000	Approved New Request
Workers Compensation	Contractual/Sundry		\$1,000	Rate Adjustment
Motor Vehicles	Capital Outlay	\$130,000		Capital Outlay Plan Items (3 Vehicles)
Other Equipment	Capital Outlay	\$6,000		Crime Scene Barriers - Approved New Request
Other Equipment	Capital Outlay	\$14,250		Safety Cameras/ALPR - Approved New Request
General & Admin Transfers	Transfer	\$8,000		Revenue Adjustment
TOTALS:		\$170,850	\$251,800	

\$422,650 NET INCREASE/DECREASE



CCD BUDGET

NEW REQUESTS

PERSONNEL IMPROVEMENT PLAN (PIP) FY 2021-2022

JUSTIFICATION & COST ANALYSIS FOR REQUESTED CHANGE

Department	Police	
Position Job Title	Mental Health Police Officer	
Funded Year	2022-2023	
Job Code	<i>to be entered by HR</i>	
Number of Positions	1	
FLSA Status (Exempt or Nonexempt)	Non Exempt	
Full Time or Part Time	Full Time	
Pay Grade	<i>to be entered by HR</i>	
Base Salary	\$63,686	On-Going Costs
Benefits	<i>\$20,000.00</i>	
Uniforms	\$ 1,000.00	Cost
Equipment	\$ 2,000.00	
Technology	\$ 1,500.00	
Training	\$ 1,250.00	
Total Cost	\$89,436	PER OFFICER

Justification:

The Watauga Police Department handles an increasing number of non law enforcement related issues including an increase in the number of mental health calls for persons in crisis. Many of those calls are repeat calls for the same person being in crisis time and time again partly due to a lack of ability to follow up after the initial event. Watauga Police Department desires to create a Mental Health Division to provide a high level of service to our citizens in need of Mental Health Services by having the available staff to properly follow up with these individuals and provide them with contacts and services that should prevent the need for escalation of events and repeat emergency calls. A spotlight of media and national attention has brought to light many instances with a negative outcome for persons in crisis when handled in a typical law enforcement manner. Specialized staff and training is needed to aid our community and allow our other staff to perform essential duties for their daily responsibilities. Funding these positions would increase staffing levels reducing a need for overtime along with having staff available to perform more community policing and patrol operations. These requested positions would be new to the city. For this particular request, this would be a new program to further the mission of the Police Department and the City to create a safer community for our citizens.



NEW REQUEST FORM

FISCAL YEAR: 2022-2023

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Axon Systems for Body Worn Cameras, Mobile A/V and Tasers
REQUEST TYPE: One-Time & On-Going **PRIORITY:** 1
FUND/DEPT: 18-080 **GOAL #:** 3
ACCOUNT: 18-080-63510 Software Maintenance
FULL FY2022-2023 COST: \$30,000
ANY ON-GOING FUTURE COSTS: \$30,000
FULL FY2022-2023 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST: All Axon Products
RECOMMENDATION FOR DISPOSITION: Trade-In

PROGRAM DESCRIPTION

Axon Systems Refresh will provide for an update to aging equipment (Tasers) that are reaching end of life and costly to repair to maintain their use and upgrade Body Worn Cameras and Mobile A/V to include Automated License Plate readers on every vehicle that is equipped with Mobile A/V to aid in the detection of criminals.

SAVINGS/BENEFITS

Approving this refresh of the existing program will replace aging equipment and consolidate the billing into one annual bill as well as provide updated equipment with greater features that will improve the safe apprehension of criminal suspects.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding this program will result in costly repairs to our existing equipment specifically our tasers that are over 8 years old and failing.

EXPENSE IMPACT

2021-2022 CURRENT BUDGET	2021-2022 YEAR END PROJECTION	2022-2023 NEW REQUEST	2022-2023 TOTAL BUDGET
\$148,000	\$150,300	\$30,000	\$178,000
	TOTALS:	\$30,000	\$178,000

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2022-2023 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0



NEW REQUEST FORM

FISCAL YEAR: 2022-2023

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Investigation Expenses Budget Increase (account # 18-080-74450)
REQUEST TYPE: On-Going **PRIORITY:** 2
FUND/DEPT: 18-080 **GOAL #:** 3
FULL FY2022-2023 COST:
ANY ON-GOING FUTURE COSTS: \$6,000
FULL FY2022-2023 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

This is a request for increased funding in investigation expenses primarily used for narcotics testing. The cost of testing has increased year after year and is our major expense for all of investigations.

SAVINGS/BENEFITS

Funding this increase funding for drug testing will allow for testing not paid for by other sources to secure prosecution of narcotics offenders.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding this will reduce the amount of testing available to aid in prosecution.

EXPENSE IMPACT

<i>2021-2022 CURRENT BUDGET</i>	<i>2021-2022 YEAR END PROJECTION</i>	<i>2022-2023 BUDGET REQUEST</i>	<i>2022-2023 TOTAL BUDGET</i>
45,000	51,000	\$6,000	\$51,000

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2022-2023 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
TOTALS:		\$0	\$0



NEW REQUEST FORM

FISCAL YEAR: 2022-2023

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Honor Guard Program (Increase Sundry account # 18-080-74030)
REQUEST TYPE: On-Going **PRIORITY:** 3
FUND/DEPT: 18-080 **GOAL #:** 3
FULL FY2022-2023 COST:
ANY ON-GOING FUTURE COSTS: \$5,000
FULL FY2022-2023 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Honor Guard expenses and equipment for attending functions and funerals for fallen officers and ceremonial events.

SAVINGS/BENEFITS

Having an Honor Guard provides opportunities for the City Brand to be recognized in a positive way and further provides opportunities for officers to be engaged in departmental activities outside the normal scope of their duties that will aid in retention.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding this program will result in the inability to have a retention opportunity for staff that is desirous to be involved in activities as well as place the city and department in a positive light to garner respect and be noticed.

EXPENSE IMPACT

<i>2021-2022 CURRENT BUDGET</i>	<i>2021-2022 YEAR END PROJECTION</i>	<i>2022-2023 BUDGET REQUEST</i>	<i>2022-2023 TOTAL BUDGET</i>
22,000	27,500	\$5,000	\$27,000

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2022-2023 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
TOTALS:		\$0	\$0



NEW REQUEST FORM

FISCAL YEAR: 2022-2023

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Safety Cameras & ALPR System
REQUEST TYPE: One-Time & On-Going **RANKING:** 2
FUND/DEPT: 18-080 **GOAL #:** 3
FULL FY2022-2023 COST: \$14,250
ANY ON-GOING FUTURE COSTS: \$12,500
FULL FY2022-2023 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Safety cameras and ALPR for deployment in high traffic and high crime areas to observe vehicular traffic for investigations. This is an investigative tool that provides information about potential suspect vehicles in the area where a crime has been committed. There is a one-time expense for the equipment and on-going expense for maintaining and monitoring the equipment.

SAVINGS/BENEFITS

The safety systems capture vehicles driving on public roadways and files the vehicle information in a secure database for LE use only. The database can be searched for suspected vehicles involved in criminal activity as well as alert officers to wanted persons related to vehicles and sex offenders in areas of concern.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding this program will increase the difficulty in locating suspect vehicles and vehicular patterns involved in crimes and the inability to provide hits on sex offenders' location at parks or other restricted areas.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2022-2023 EXPENSE	ON-GOING EXPENSE
18-080-85170	Other Equipment	\$14,250	
18-080-63510	Software Maintenance		\$12,500
	TOTALS:	\$14,250	\$12,500

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2022-2023 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0



NEW REQUEST FORM

FISCAL YEAR: 2022-2023

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Crime Scene Barrier System
REQUEST TYPE: One-Time **PRIORITY:** 5
FUND/DEPT: 18-080 **GOAL #:** 3
FULL FY2022-2023 COST: \$6,000
ANY ON-GOING FUTURE COSTS:
FULL FY2022-2023 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Crime scene protection for scenes that are in the public view such as outdoor homicides and deadly vehicle crashes to prevent onlookers from observing deceased persons or relatives from seeing their loved ones. This could be utilized by fire or at special events as well as crime scenes.

SAVINGS/BENEFITS

Having barriers for some crime scenes will aid in the investigation of these scenes by keeping unwanted people out and maintain the dignity of the deceased person.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding this item could result in unwanted video being taken by civilians and posted to social media or released to the media as well as cause relatives of victims to see the victims in a condition that is disturbing.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2022-2023 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
18-080-85170	Other Equipment	\$6,000	
	TOTALS:	\$6,000	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2022-2023 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0



NEW REQUEST FORM

FISCAL YEAR: 2022-2023

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Refresh Patrol Graphics
REQUEST TYPE: One-Time **PRIORITY:** 6
FUND/DEPT: 18-080 **GOAL #:** 3
FULL FY2022-2023 COST: \$9,600
ANY ON-GOING FUTURE COSTS:
FULL FY2022-2023 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Refresh of faded and unprofessional appearance of patrol vehicles. Using a 3M wrap replacement for the vehicles that have faded due to sun and have become damaged due to door dings and normal wear and tear.

SAVINGS/BENEFITS

The benefit of refreshing graphics projects a professional and positive image to present our city and department brand in a positive light and will increase the moral and pride in driving a vehicle that displays a look of professionalism.

CONSEQUENCES OF NOT FUNDING PROGRAM

Impressions made by our department may not be as professional by the appearance of worn vehicle.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2022-2023 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
18-080-63040	Vehicle Maintenance	\$9,600	
	TOTALS:	\$9,600	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2022-2023 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0



CCD BUDGET

CAPITAL

OUTLAY

PLAN

2022-2023

Watauga Crime Control and Prevention District Capital Outlay Plan Requests FY2022-2023

VEHICLE	ODO	MAKE	MODEL	TYPE	FUND	LIFE EXPECTANCY	REPLACEMENT YEAR	FUNDING SOURCE	ESTIMATED REPLACEMENT COST
151	123794	CHEVY	TAHOE	PASSENGER CAR	CCD FUND	8 YEAR/120K MILES	2022-23	CCD FUND BALANCE	\$ 45,000
159	121951	CHEVY	TAHOE	PASSENGER CAR	CCD FUND	5 YEAR/100K MILES	2022-23	CCD FUND BALANCE	\$ 45,000
163	115636	FORD	ESCAPE S	PASSENGER CAR	CCD FUND	8 YEAR/120K MILES	2022-23	CCD FUND BALANCE	\$ 40,000



AGENDA MEMORANDUM

DATE: May 25, 2022

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 2022-2023 on June 20, 2022 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 20, 2022 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 20th, 2022

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, Director of Finance
 David Berman, City Attorney
 Joshua Jones, City Manager
 Linda Proskey, City Secretary

Approved - 5/25/2022
 Approved - 5/25/2022
 Approved - 5/25/2022
 Final Approval - 5/25/2022



AGENDA MEMORANDUM

DATE: May 25, 2022

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 11, 2022

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 11, 2022.

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, 2022.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff recommends that the Board schedule the budget adoption date for Monday, July 11, 2022 and submit to City Council for acceptance.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, Director of Finance
 David Berman, City Attorney
 Joshua Jones, City Manager
 Linda Proskey, City Secretary

Approved - 5/25/2022
 Approved - 5/25/2022
 Approved - 5/25/2022
 Final Approval - 5/25/2022