



AGENDA
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JULY 11, 2022
5:00 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

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.

CONSENT AGENDA All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items.

1. Consider approval of the minutes for the June 6, 2022 and June 20, 2022, Crime Control District meetings.
2. Consider approval of the minutes for the June 6, 2022 and June 20, 2022, Crime Control District meetings.

PUBLIC HEARINGS / ACTION

ACTION ITEMS

1. Consideration and action on the Watauga Crime Control and Prevention District's Proposed Budget for Fiscal Year 2022-2023
2. Consideration and action on approval of an amendment to the Crime Control and Prevention District Budget for Fiscal Year 2021-2022
Sandra Gibson, Director of Finance

ADJOURNMENT

ITEMS FOR FUTURE AGENDAS

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 July 8, 2022, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Linda Proskey, City Secretary





AGENDA MEMORANDUM

DATE: July 6, 2022
TO: Honorable City Council Members
FROM:
THROUGH:
SUBJECT: Consider approval of the minutes for the June 6, 2022 and June 20, 2022, Crime Control District meetings.

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. JUNE.20.2022
2. JUNE.06.2022

REVIEWED BY:

Joshua Jones, City Manager
Linda Proskey, City Secretary

Approved - 7/6/2022
Final Approval - 7/6/2022

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
MONDAY, JUNE 20, 2022
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
5:30 PM**

CALL TO ORDER

Chairman Neal called the meeting to order at 5:30 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 (absent with notice)
Tom Snyder	Director, Place 2
Lovie Downey	Director, Place 3
Malissa Minucci	Director, Place 5
Mark Taylor	Director, Place 6

and

Linda Proskey	City Secretary
Sandra Gibson	Finance Director
Deby Woodard	Assistant Finance Director
David Berman	City Attorney

ANNOUNCEMENTS

Announcements were not provided.

PRESENTATIONS

1. Oath of Office administered to Place 5 of the Crime Control & Prevention District Board

Ms. Proskey administered the Oath of Office to the following:

- Malissa Minucci, Place 5

PUBLIC COMMENT

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

REPORTS

N/A

PUBLIC TESTIMONY FOR ACTION ITEMS

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

CONSENT AGENDA

N/A

PUBLIC HEARINGS / ACTION

1. Public Hearing on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2022-2023

Opened hearing at 5:34 pm with no requests to speak for public hearing were r and no one was present in the audience requesting to speak the hearing closed at 5:34 pm.

ACTION ITEMS

1. Discussion and possible action on the Watauga Crime Control and Prevention District Proposed Budget for FY2022-2023.

Ms. Gibson explained that this item in case the board wanted to discuss the proposed budget and that her department is working to get real classification budget numbers as this just passed. Along with real insurance numbers into the budget instead of the estimates.

Chairman Neal called for discussion and hearing none, called for a motion. Secretary Hill made a motion to accept the budget as presented. Motion seconded by Co-Chairman Miner. Director Hill decided to withdraw her motion completely. Co-Chairman Miner accepted the withdraw. Chairman Neal asked if there was further discussion, seeing none he moved to the next item.

2. Discuss and consider action to appoint a Chairperson, Vice-Chairperson and Secretary to the Crime Control & Prevention District.

Chair

Director Downey nominated Director Hill. Co-Chairperson Miner seconded the nomination. As there were no other nominations, Chairperson Downey called for the Board to vote by show of right hand. Nomination carried 7-0-0-1.

Ayes: Downey, Miner, Neal, Taylor, Hill, Snyder, Minucci
Nays: None

Abstain: None
Absent: Shelbourne

The gavel was passed to Chairman Hill to conduct the remainder of the meeting.

Co-Chair

Director Downey nominated Director Taylor. Director Neal seconded the nomination. As there were no other nominations, Chairman Hill called for the Board to vote by show of right hand. Nomination carried 7-0-0-1.

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

Secretary

Director Neal nominated Director Miner. Director Snyder seconded the nomination. As there were no other nominations, Chairman Hill called for the Board to vote by show of right hand. Nomination carried 7-0-0-1.

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

ADJOURNMENT

With no further business to discuss, Chairman Neal adjourned the meeting at 6:10 p.m.

APPROVED: this ____ day of _____, 2022

SIGNED: this ____ day of _____, 2022

APPROVED:

Jan Hill, Chairman

ATTEST:

Arthur L. Miner, Secretary

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

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

CALL TO ORDER

Chairman Neal called the meeting to order at 5:30 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 (absent with notice)
Jan Hill	Secretary/Director, Place 7
Pat Shelbourne	Director, Place 1
Tom Snyder	Director, Place 2
Lovie Downey	Director, Place 3 (absent with notice)
Malissa Minucci	Director, Place 5 (absent notice)
Mark Taylor	Director, Place 6

and

Linda Proskey	City Secretary
Sandra Gibson	Finance Director
Deby Woodard	Assistant Finance Director

ANNOUNCEMENTS

Announcements were not provided.

PRESENTATIONS

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

Ms. Proskey administered the Oath of Office to the following:

- Jan Hill, Place 7
- Pat Shelbourne, Place 1
- Tom Snyder, Place 2
- Mark Taylor, Place 6

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.

REPORTS

No reports were presented to the board.

PUBLIC HEARINGS / ACTION

CONSENT AGENDA

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

Chairman Neal called for a motion. Director Snyder made a motion to accept the minutes of the July 12, 2021 Watauga Crime Control and Prevention District Board meeting. Motion was seconded by Secretary Hill. As there was no further discussion, Chairman Neal called for the Board to vote. Motion carried 5-0-03.

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

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.

Ms. Gibson presented financial highlights of the annual audit to the Board stating, the city's external auditors, gave the report unmodified opinion the highest level of assurance and auditor can give of an entities' financial statements.

Chairman Neal called for discussion and hearing none, called for a motion. Director Shelbourne made a motion to accept the annual financial audit as presented. Motion seconded by Director Hill. As there was no discussion, Chairman Neal called for the Board to vote by show of right hand. Motion carried 5-0-0-3.

Ayes: Shelbourne, Snyder, Neal, Taylor, Hill,
Nays: None

Abstain: None
Absent: Downey, Miner, Minucci

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

Ms. Gibson presented the CCPD's proposed budget for fiscal year 2022-2023. Explaining the Local government code requirements for the CCPD's budget. Chief Parker explained the significant accomplishments and goals for next year to the board.

Director Taylor asked questions on the CCPD's proposed budget in regard to tax increases and the fun balance. Ms. Gibson addressed these questions.

Director Snyder asked some follow-up questions in regards to Director Taylor's question and Ms. Gibson provided additional feedback to address these questions. Director Shelbourne commented on this topic.

Chairman Neal asked Chief Parker a question in regard to the BISD and if there has been discussion in adding resource officers to the school district. Chief Parker stated that if the department could get additional staff in general to be fully staffed, they could provide an additional support as a resource to the school. The school district has spent additional dollars in the past to maintain secure perimeters to keep people from getting in. Ms. Gibson expanded on the personal and budget increases in the budget.

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.

Ms. Gibson explained this date was chosen to be in compliance with the Local government code requirements.

Chairman Neal called for discussion and hearing none, called for a motion. Director Snyder made a motion to accept the date 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. Motion seconded by Director Shelbourne. As there was no discussion, Chairman Neal called for the Board to vote by show of right hand. Motion carried 5-0-0-3.

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

4. Consideration and action on setting the Watauga Crime Control and Prevention District Budget Adoption date for July 11, 2022

Ms. Gibson explained this date was chosen to be in compliance with the Local government code requirements.

Chairman Neal called for discussion and hearing none, called for a motion. Secretary Hill made a motion to accept the Watauga Crime Control and Prevention District Budget Adoption date for July 11, 2022. Motion seconded by Director Snyder. As there was no discussion, Chairman Neal called for the Board to vote by show of right hand. Motion carried 5-0-0-3.

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

ADJOURNMENT

With no further business to discuss, Chairman Neal adjourned the meeting at 6:10 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: June 23, 2022

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Consideration and action on the Watauga Crime Control and Prevention District's Proposed Budget for Fiscal Year 2022-2023

BACKGROUND/INFORMATION:

The required Public Hearing was held on June 20, 2022 to allow for citizen input on the FY2022-2023 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 it to the City Council. The Board may still make budget changes to the budget before adoption. Staff recommends several changes to the proposed budget:

1) a revision to the 2022-2023 sales tax revenues from a forecasted increase of 5% to 3% over the current year due to the volatility in sales tax and the uncertainty in the economy, and 2) changes to the 2021-2022 budget expense projections to reflect the implementation of the compensation and classification study effective July, 2022, and account for increases for overtime costs, fuel costs and investigation expenses. 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 FY2022-2023 budget, the budget summary is provided for the Board's consideration.

FINANCIAL IMPLICATIONS:

Revenues and expenditures as included in the budget summary

RECOMMENDATION/ACTION DESIRED:

Staff recommends the board review and adopt the FY2022-2023 Crime Control and Prevention District Budget with the suggested changes

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. PROPOSED BUDGET FY2022-2023
2. BUDGET SUMMARY WITH ADJUSTMENTS 2022-2023



AGENDA MEMORANDUM

REVIEWED BY:

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

Approved - 7/5/2022
Approved - 7/6/2022
Approved - 7/6/2022
Final Approval - 7/6/2022



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

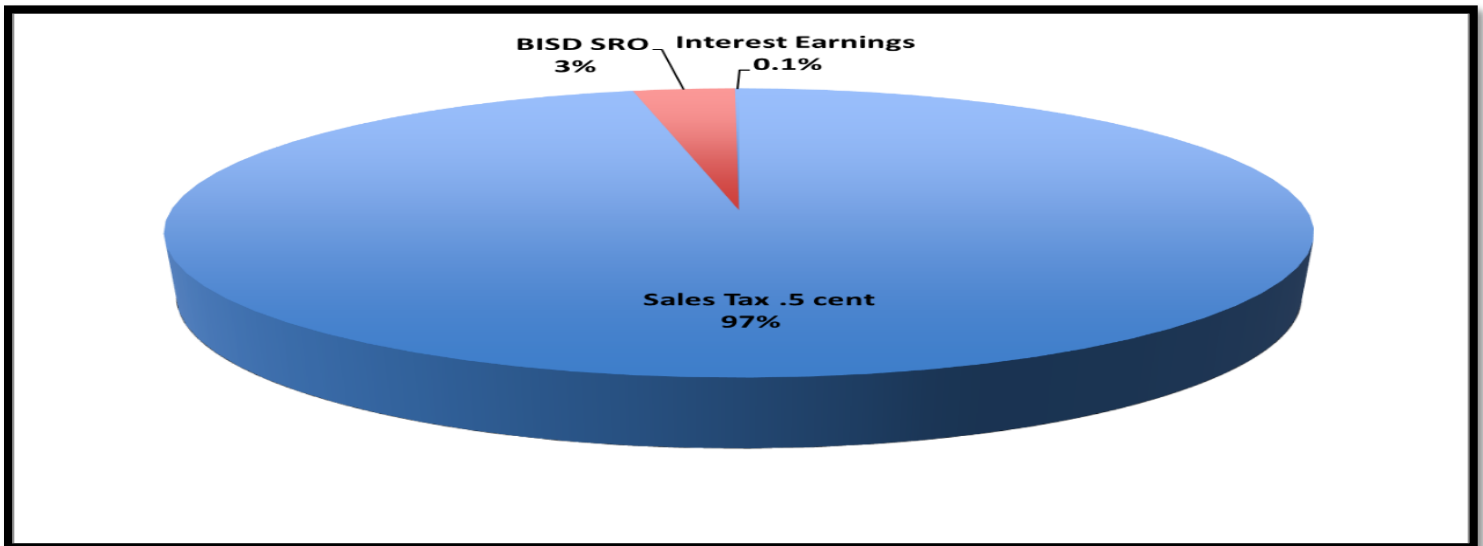
CRIME CONTROL DISTRICT – FUND 18

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.

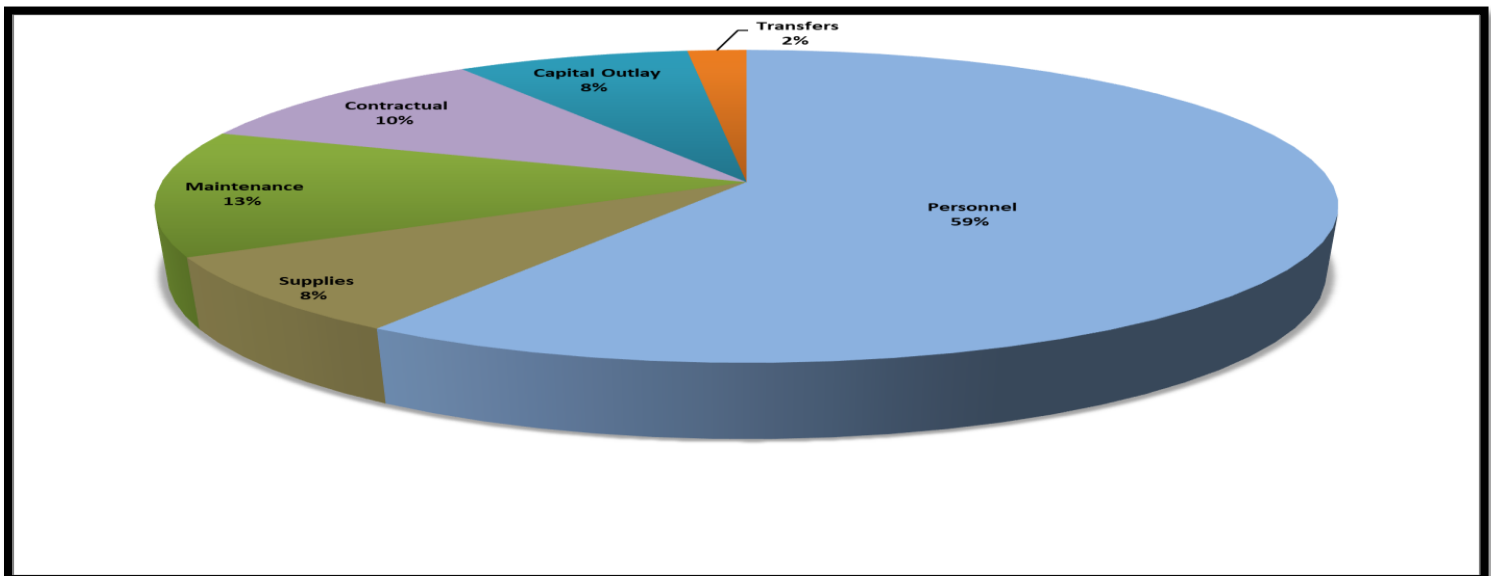
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when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

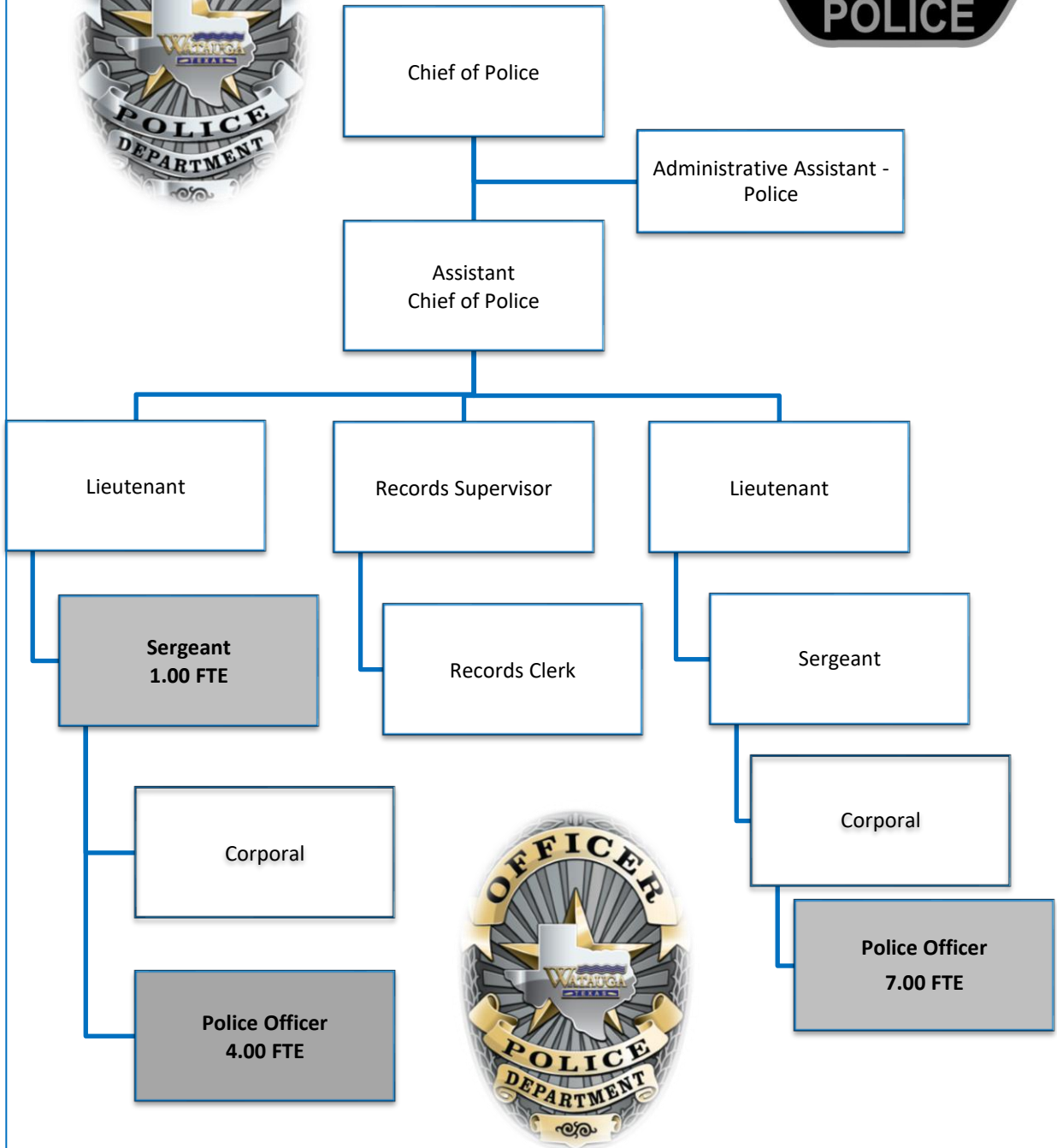
Where Does the Money Come From?



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

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

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2022-2023 SAVINGS	ON-GOING SAVINGS
	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

SPECIAL REVENUE FUNDS

CRIME CONTROL DISTRICT BUDGET SUMMARY - FUND 18

	HISTORY		PROJECTED YEAR		BUDGET	% CHANGE
	2019-2020 Actual	2020-2021 Actual	2021-2022 Original Budget	2021-2022 Projected/Amended	2022-2023 Proposed	FY2022-2023 VS 2021-2022
Fund Balance, October 1	\$677,248	\$731,135	\$801,335	\$1,010,402	\$1,237,902	
Revenues:						
Sales Taxes	1,468,760	1,701,405	1,610,000	1,820,000	1,875,000	16.5%
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	4,000	100.0%
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	\$ 1,945,000	16.05%
Total Available Resources	\$ 2,259,264	\$ 2,520,728	\$ 2,477,335	\$ 2,896,402	\$ 3,182,902	28.5%
Expenditures:						
Operating Expenditures	1,498,129	1,469,939	1,590,000	1,628,500	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	1,628,500	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	\$ 1,658,500	\$ 2,042,650	26.1%
Fund Balance, September 30	\$731,135	\$1,010,402	\$857,335	\$1,237,902	\$1,140,252	
CHANGE IN FUND BALANCE	\$53,887	\$279,267	\$56,000	\$227,500	(\$97,650)	
Fund Balance Policy Min @ 20%					\$378,480	



AGENDA MEMORANDUM

DATE: June 28, 2022

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Consideration and action on approval of an amendment to the Crime Control and Prevention District Budget for Fiscal Year 2021-2022

BACKGROUND/INFORMATION:

Chapter 363.205(f) of the Local Government Code states that the Crime Control and Prevention District budget may be amended after the beginning of the fiscal year on approval by the board and the government body.

Staff recommends a budget amendment to increase sales tax revenues due to higher than anticipated receipts. In addition, staff recommends an amendment for increased appropriations for the personnel, supplies, and contractual expenditure categories due to the implementation of the compensation and classification study in July, 2022, and increases in overtime, fuel, and investigation expenses this fiscal year. The proposed amendment (Attachment A) is attached. If approved, the amendment will be presented to the City Council for consideration and adoption by Ordinance.

FINANCIAL IMPLICATIONS:

Amendment to revenues and expenditures as attached (Exhibit A)

RECOMMENDATION/ACTION DESIRED:

Staff recommends approval of an amendment to the Crime Control District Budget for Fiscal Year 2021-2022 to provide for additional sales tax revenues and increased appropriations.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Attachment A Supplemental Revenues and Appropriations

REVIEWED BY:

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

Approved - 7/5/2022
 Approved - 7/6/2022
 Approved - 7/6/2022
 Final Approval - 7/6/2022

ATTACHMENT A:

**SUPPLEMENTAL REVENUES AND APPROPRIATIONS
FY 2021-2022**

FUND: **CRIME CONTROL AND PREVENTION DISTRICT**

REVENUES				
	DESCRIPTION	Current Budget	Proposed Amendment	Amended Budget
Sales Tax	Increase Sales Tax per forecast	\$ 1,610,000.00	\$ 210,000.00	\$ 1,820,000.00
TOTALS			\$ 210,000.00	
EXPENDITURES				
	DESCRIPTION	Current Budget	Proposed Amendment	Amount
Personnel	Increase Overtime & Comp/Class	\$ 1,029,000.00	\$ 11,000.00	\$ 1,040,000.00
Supplies	Increase Fuel/Decrease Computer Supplies	\$ 143,500.00	\$ 18,200.00	\$ 161,700.00
Contractual	Increase Investigation Expense & Special Services	\$ 192,000.00	\$ 10,500.00	\$ 202,500.00
TOTALS			\$ 39,700.00	