



AGENDA
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JUNE 3, 2024
5:30 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

OATHS OF OFFICE

1. Jeannette Garcia will give the Oath of Office to the following members:
Place 1 - Pat Shelbourne
Place 2 - Cris Blackburn
Place 6 - Mark Taylor
Place 7 - Jan Hill
Linda Proskey, City Secretary
Linda Proskey, City Secretary

PUBLIC COMMENT This is an opportunity for citizens to address the Council on items not posted on the current meeting agenda. Only those who have submitted a proper "Request to Speak Form" shall be permitted to speak. Citizens should provide their name and address for the record and will have no more than 3 minutes to speak. If representing an organization or group, the speaker should identify who they represent. Those wishing to speak are reminded 1) All comments are to be directed to the Council. 2) Be respectful of others. 3) No profanity permitted. 4) Violators will be removed from the premises. No discussion by the Council or Staff is allowed except to correct factual inaccuracies or request that the item be placed on a future agenda.

PUBLIC TESTIMONY FOR ACTION ITEMS This is an opportunity for citizens to address the Council on current agenda action items (excludes presentations and reports). Only those persons who have submitted a proper "Request to Speak Form" will be allowed to speak. Citizens will be required to state their name and address for the record. They have up to 3 minutes to speak, and their comments must be germane to the item. If speaking for an organization or group, the speaker should identify the group represented. Council members may ask questions or discuss the item with the citizens directly.

PUBLIC HEARINGS

CONSENT AGENDA

1. Consider approval of the July 10, 2023 Crime Control District meeting minutes
Linda Proskey, City Secretary
Linda Proskey, City Secretary

ACTION ITEMS

1. Discussion and selection of the following officers:

Chairperson
Vice Chairperson
Secretary
Linda Proskey, City Secretary
2. Discussion and possible action on the Watauga Crime Control and Prevention District Budget for FY2024-2025
Sandra Gibson, Director of Finance
3. Consider approval for the implementation of a Temporary Civilian Mental Health Coordinator
Robert Parker, Police Chief
4. Consideration and action on setting a Public Hearing for citizen input on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2024-2025 on June 10, 2024 at 5:00 p.m.
Sandra Gibson, Director of Finance
5. Consideration and action on setting the Watauga Crime Control and Prevention District Budget Adoption date for July 8, 2024
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 May 31, 2024 before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/s/ Linda Proskey
City Secretary





**MINUTES
CRIME CONTROL & PREVENTION DISTRICT
MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD
JULY 10, 2023
5:30 PM**

CALL TO ORDER

Chairperson Pat Shelbourne called the meeting to order at 5:30 p.m.

ROLL CALL

The meeting convened with the following members present:

Pat Shelbourne	Chairperson/Place 1
Tom Snyder	Place 2
Lovie Downey	Place 3 (Absent with notice)
Andrew Neal	Secretary/Place 4
Malissa Minucci	Vice-Chairperson/Place 5
Mark Taylor	Place 6
Jan Hill	Place 7
Arthur L. Miner	Place 8

and

Joshua Jones	City Manager
Linda Proskey	City Secretary
Sandra Gibson	Director of Finance
Deby Woodard	Assistant Director of Finance
Robert Parker	Chief of Police

ANNOUNCEMENTS

There were no announcements.

PUBLIC COMMENT

No requests for public comment were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

CCD Meeting July 10, 2023 Minutes-page 1

CONSENT AGENDA

- 1. Consider the approval of the minutes from the June 5, 2023 and June 19, 2023 Crime Control and Prevention District Meeting.**

Director Hill made a Motion to approve the minutes as presented. Director Neal
Director Neal seconded the motion. Chairperson Shelbourne called for a vote.

Motion carried 6-0-0-0.

Ayes, Taylor, Minucci, Neal, Hill, Miner, Shelbourne

Nays: None

Abstain: None

Absent: Downey

ACTION ITEMS

- 1. Consideration and action on the Watauga Crime Control and Prevention District's Proposed Budget for Fiscal Year 2023-2024**

Sandra Gibson presented the item and stated they made changes to provide funding for the drone program, including increasing the number of mobile data collectors and providing funding for four mobile speed signs.

Director Hill made a Motion to approve the Watauga Crime Control Prevention District budget for the fiscal year 2023-2024. Director Neal Director Neal seconded the motion. Chairperson Shelbourne called for a vote.

Motion carried 6-0-0-0.

Ayes, Taylor, Minucci, Neal, Hill, Miner, Shelbourne

Nays: None

Abstain: None

Absent: Downey

ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

ADJOURNMENT

Chairperson Shelbourne adjourned the meeting at 5:38 pm

Approved: this _____ day of _____, 2023

Signed: this _____ day of _____, 2023

APPROVED:

Pat Shelbourne, Chairperson

ATTEST:

Andrew Neal, Secretary



AGENDA MEMORANDUM

DATE: May 18, 2024
TO: Crime Control and Prevention District Directors
FROM: Sandra Gibson, Director of Finance
SUBJECT: Discussion and possible action on the Watauga Crime Control and Prevention District Budget for FY2024-2025

BACKGROUND/INFORMATION:

Staff will present highlights the proposed FY2024-2025 Watauga Crime Control and Prevention District Budget for the Board's consideration.

FINANCIAL IMPLICATIONS:

Revenues and expenditures are estimated in the proposed budget.

RECOMMENDATION/ACTION DESIRED:

Recommend the Board review the proposed budget. The Board may change the budget up until the budget is adopted.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WCCPD PROPOSED BUDGET FY2024-25

REVIEWED BY:

Sandra Gibson, Director of Finance
Sandra Gibson, Director of Finance
Linda Proskey, City Secretary

Approved - 5/21/2024
Approved - 5/29/2024
Final Approval - 5/29/2024



WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

PROPOSED BUDGET
FY2024-2025

SPECIAL REVENUE FUNDS

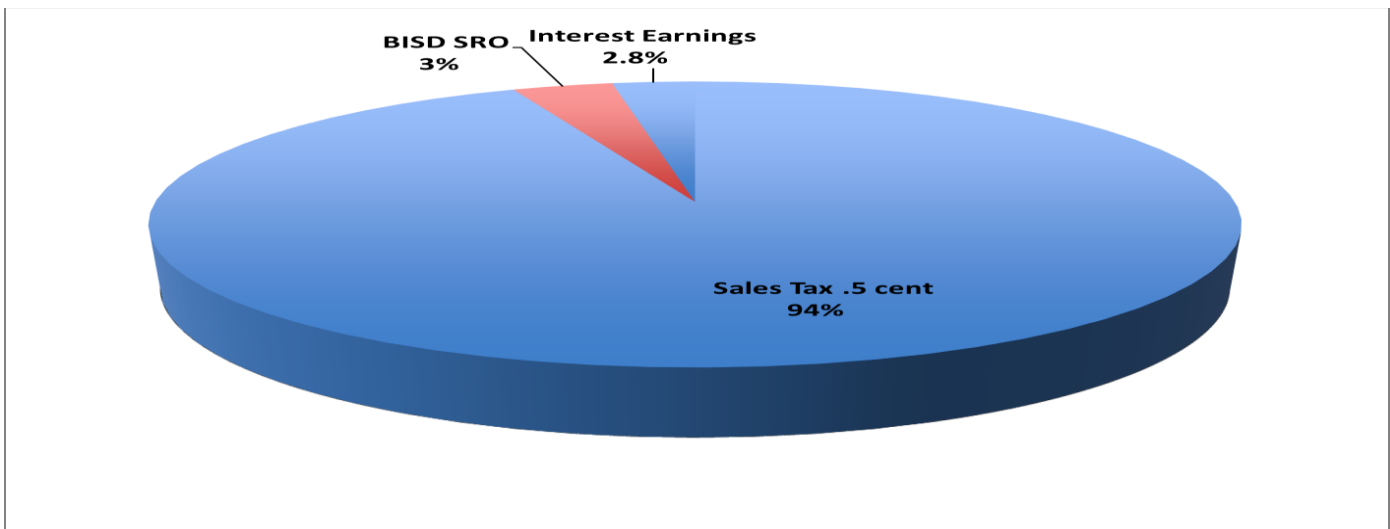
CRIME CONTROL DISTRICT – FUND 18

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.

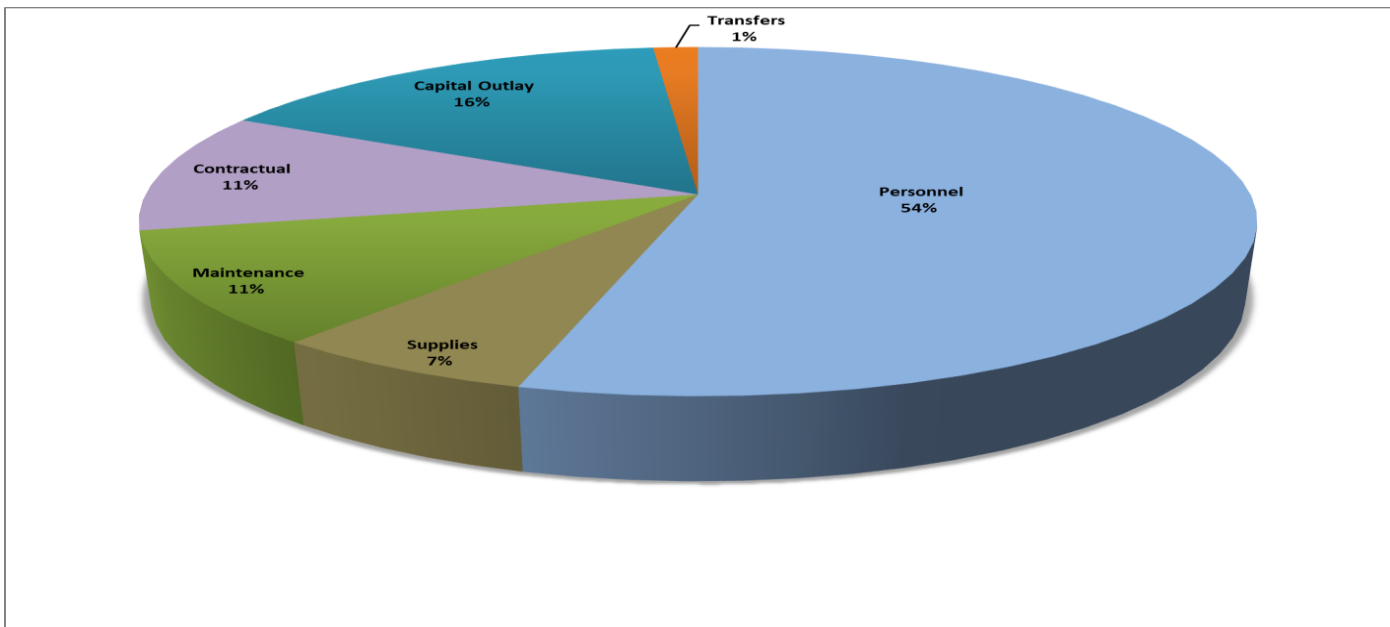
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when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

Sales tax revenue continues to trend flat and is forecasted to be the same as in FY2023-2024 at \$1,977,000.

Where Does the Money Come From?



Where Does the Money Go?



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

	HISTORY		PROJECTED YEAR		BUDGET	% CHANGE
	2021-2022 Actual	2022-2023 Actual	2023-2024 Original Budget	2023-2024 Projected	2024-2025 Proposed	FY2024-2025 VS 2023-2024
Fund Balance, October 1	\$1,010,402	\$1,329,162	\$1,367,852	\$1,464,248	\$1,508,694	
Revenues:						
Sales Taxes	1,846,233	1,897,062	1,977,000	1,977,000	1,977,000	0.0%
BISD SRO	63,848	66,319	66,000	70,346	73,000	10.6%
Transfer In From ERF	0	0	0	0	0	0.0%
Interest Earnings/Other	9,781	56,498	60,000	70,000	60,000	0.0%
Proceeds From Sales of Assets	34,701	17,201	0	0	0	0.0%
Operating Revenues	\$ 1,954,563	\$ 2,037,080	\$ 2,103,000	\$ 2,117,346	\$ 2,110,000	0.33%
Total Available Resources	\$ 2,964,965	\$ 3,366,241	\$ 3,470,852	\$ 3,581,594	\$ 3,618,694	4.3%
Expenditures:						
Operating Expenditures	1,605,803	1,718,849	2,006,800	1,822,800	2,099,750	4.6%
Capital Outlay	0	145,318	212,100	212,100	400,000	88.6%
Total Expenditures	1,605,803	1,864,167	2,218,900	2,034,900	2,499,750	12.7%
Operating Transfers-Out						
To General Fund	30,000	37,827	38,000	38,000	38,000	0.0%
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	37,827	38,000	38,000	38,000	0.0%
TOTAL OPERATING & TRANSFERS	\$ 1,635,803	\$ 1,901,994	\$ 2,256,900	\$ 2,072,900	\$ 2,537,750	12.4%
Fund Balance, September 30	\$1,329,162	\$1,464,248	\$1,213,952	\$1,508,694	\$1,080,944	
CHANGE IN FUND BALANCE	\$318,760	\$135,086	(\$153,900)	\$44,446	(\$427,750)	
Fund Balance Policy Min @ 20%					\$427,550	

Police – Crime Control District



Mission Statement

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

Department Overview

The Watauga Police Department provides services 24 hours a day 365 days a year to all the citizens of Watauga and those traveling in and out of the city.

The Watauga Police Department provides leadership and support to all members of the public, as well as Police personnel through fiscal responsibility and modeling of the City's values. The department is committed to strengthening and maintaining an atmosphere of community partnership, providing transparency, supporting continued training and leadership development of personnel, and providing opportunities for career growth and employee retention.

While the primary focus of the department is to ensure a safe environment for residents and businesses, several programs and services exist to address community needs and foster partnerships with the community.

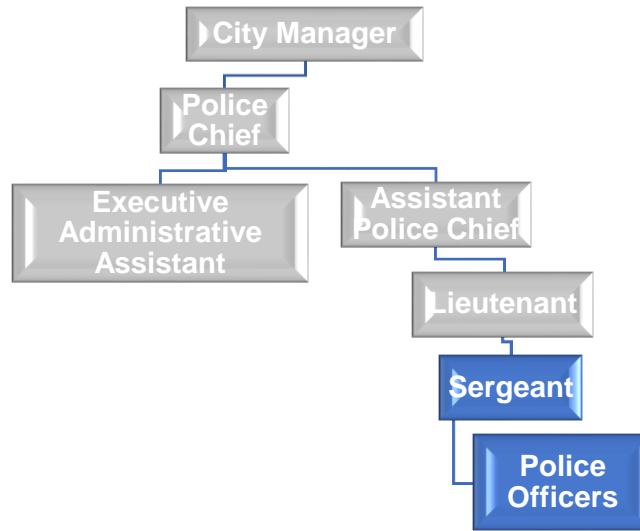
Highlights/Achievements for FY2024

- Maintained a low response time to calls with minimum staffing.
- Fully staffed Code Enforcement.
- Promoted a Senior Code Officer.
- Created a more positive presence on social media.
- Increased the total number of Flock Safety Cameras by five.
- Transitioned to a new rifle.
- Launched the Drone Program.
- Obtained Texas Police Chiefs Association Re-recognition status.

Goals/Objectives for FY2025

- Fully staff Animal Services Division.
- Create a Code Enforcement position for commercial issues concentration.
- Recruit and fully staff sworn positions.
- Backfill CID, Community Services Officer, and Traffic/Motors Divisions.
- Develop and participate in community policing and engagement events (such as Coffee with a Cop, National Night Out, neighborhood patrols, and block meetings).

Organizational Chart



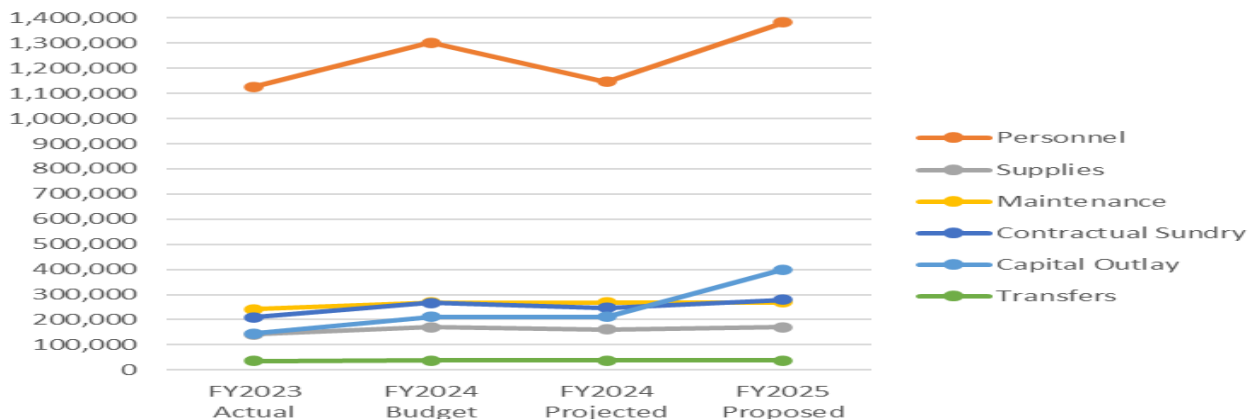
Budgeted Positions

Position Title	FY2023 Actual	FY2024 Actual	FY2025 Budget
Sergeant	1.00	1.00	1.00
Police Officer	11.00	11.00	11.00
Total Police – CCD FTE	12.00	12.00	12.00

Summary of Expenditures by Category

The Police Department – Crime Control District budget increased by \$280,850 primarily due to one-time and capital outlay purchases and personnel increases. Contingency was adjusted by \$5,000, crime victim liaison budget increased by \$4,000 based on the estimate from North Richland Hills, and the capital outlay adjustment came to an increase of \$187,900 in total.

	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed
Personnel	1,126,436	1,301,400	1,145,300	1,382,100
Supplies	142,327	170,500	161,300	169,500
Maintenance	241,049	268,700	268,200	268,700
Contractual Sundry	209,038	266,200	248,000	279,450
Capital Outlay	145,318	212,100	212,100	400,000
Transfers	37,827	38,000	38,000	38,000
Total Police – CCD	\$1,901,994	\$2,256,900	\$2,072,900	\$2,537,750



Performance Measures

Workload Indicators	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Target
Total calls for service	8,876	11,000	9,200	9,500
Total reports	1,896	2,500	1,800	2,000
Total traffic stops	5,777	1,800	7,500	7,500
Total citations	4,209	4,500	3,300	3,500
Total felony arrests	327	400	300	400
Total misdemeanor arrests	722	900	650	800
Total crime victims assisted	227	300	200	250
Total SRO student contacts	6,034	6,000	7,284	6,000
Total SRO presentations	6	10	8	10
Number of area school events/contacts	4	150	2	12
Number of public safety cadet meetings	8	40	12	12
Number of public safety cadet unit training hours	87	2,000	180	2,000
Number of VIPs hours logged	228	1,000	24	1,000

Measurement	Strategic Goal	Measure Type	FY2023		FY2024		FY2025
			Goal	Actual	Goal	Projected	Goal
# of offenses known to law enforcement.	# 2. Expand public safety through non-enforcement efforts.	Quantitative	500	500	400	400	375
City population per census data.	# 2. Expand public safety through non-enforcement efforts.	Quantitative		23,050	22,500	22,500	22,500
Crime rate per capital.	# 2. Expand public safety through non-enforcement efforts	Quantitative		2.17%	1.80%	1.80%	1.70%
% change in crime rate per capital.	# 2. Expand public safety through non-enforcement efforts.	Quantitative		+0.18%	-0.37%	-0.37%	-0.10%

Police - CCD at a Glance

	Location: Police Station 7101 Whitley Road		FY2025 Budget: \$2,537,750		Full-time Employees: 12.00
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CRIME CONTROL DISTRICT

BUDGET CHANGES

Fiscal Year 2024-2025 Compared to Fiscal Year 2023-2024 Budget

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
CHANGES:				
Personnel	Personnel Services		80,700	step, benefits, retention, COLA & TMRS adjustments
Computer Supplies	Supplies		(1,000)	Historical usage adjustment
Radio Maintenance	Maintenance		(1,000)	Radio communications (wave) adjustment
Software Maintenance	Maintenance		1,000	CAD/RMS Spillman server/maintenance estimate adjustment
Special Services	Contractual/Sundry		1,000	Evidence destruction estimate adjustment
Special Services	Contractual/Sundry	3,250		Drone Program Year 2 adjustment
Contingency	Contractual/Sundry		5,000	Adjustment for items as needed
Motor Vehicles	Capital Outlay	(45,000)		Tahoe replacement (one time NR FY23-24)
Motor Vehicles	Capital Outlay	400,000		COP - patrol vehicles replacement FY24-25
Other Equipment	Capital Outlay	(9,000)		Armory Storage (one time NR FY23-24)
Other Equipment	Capital Outlay	(19,500)		Drone Program (one time portion NR FY23-24)
Other Equipment	Capital Outlay	(15,000)		Flock Safety (one time portion NR FY23-24)
Other Equipment	Capital Outlay	(22,600)		Portable radar signs (one time NR FY23-24)
Other Equipment	Capital Outlay	(85,000)		Rifle replacements (one time NR FY23-24)
Other Equipment	Capital Outlay	(16,000)		Traffic safety data collectors (one time NR FY23-24)
REALLOCATIONS:				
Contractual Payments	Contractual/Sundry		14,000	Crime Victim Liaison reallocated from Sundry with increased estimate
Sundry	Contractual/Sundry		(10,000)	Crime Victim Liaison reallocated to Contractual Payments
TOTALS:		191,150	89,700	

280,850 NET INCREASE/DECREASE



WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

NEW REQUESTS

**CRIME CONTROL DISTRICT
NEW REQUEST SUMMARY
FY2024-2025**



Item	One-Time FY2024-2025	On-Going	Total Requested	Funded Amount		Account Category
Flock (ALPR) safety program expansion	\$ 60,750	\$ 45,000	\$ 105,750		T	Capital Outlay/Maintenance
ALERRT Program Simunitions	\$ 20,000	\$ 5,000	\$ 25,000		T	Weapons/Ammunitions
Furniture replacement	\$ 20,000		\$ 20,000		T	Supplies
TOTAL	\$ 100,750	\$ 50,000	\$ 150,750	\$ -		

F =FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
C = IN CURRENT BUDGET YEAR
P = PARTIALLY FUNDED REQUEST
U = UNFUNDED



NEW REQUEST FORM

FISCAL YEAR: 2024-2025

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Flock (ALPR) Safety Camera program expansion
REQUEST TYPE: One-Time & On-Going **RANKING:** 1
FUND/DEPT: 18-080 **GOAL #:** 2
BUDGET CODE:
FULL FY2024-2025 COST: \$60,750
ANY ON-GOING FUTURE COSTS: \$45,000
FULL FY2024-2025 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Additional Flock and intersection cameras to expand and enhance the existing Flock (ALPR) Program. Year one will be a cost of \$60,750 for the implementation costs for 5 LPR products and 10 video products. There will be an annual recurring cost of \$45,000 going forward.

SAVINGS/BENEFITS/BUDGET IMPACT

Additional enhancements to the existing program will afford the citizens a safer community through investigative opportunities, allow for a rapid and more definitive identification of suspects leading to a more prosecutable case presented to the Tarrant County District Attorney. This program will also enhance our ability and partnership with the regional Real Time Crime Center that assists in the investigation of in progress crimes by tracking suspects as well as tracking of suspects after crimes have been perpetrated against our citizens.

The current budget in the capital account is \$0 and with the one-time request of \$60,750 that will increase the total budget to \$60,750 for fiscal year 2024-25 if approved.

The current budget in the software maintenance account is \$192,500 and with the on-going increase of \$45,000 to the existing flock ALPR program that will increase the flock ALPR program to \$70,500 on-going and the overall software maintenance budget to \$237,500 going forward if approved..

CONSEQUENCES OF NOT FUNDING PROGRAM

Increased difficulty in identifying suspects after crimes have been perpetrated and an inability to track some criminals as the crime has just been committed.

EXPENSE IMPACT

<i>BUDGET CODE</i>		<i>2024-2025 NEW REQUEST</i>	<i>2024-2025 TOTAL BUDGET WITH REQUEST</i>
18-080-85170	Other Equipment	\$60,750	\$60,750
18-080-63510	Software Maintenance	\$45,000	\$237,500
	TOTALS:	\$105,750	\$298,250



NEW REQUEST FORM

FISCAL YEAR: 2024-2025

DEPARTMENT: Police - Crime Control District

PROGRAM TITLE: ALERRT Training Program SIMUNITIONS for HK VP9

REQUEST TYPE: One-Time & On-Going **RANKING:** 1

FUND/DEPT: 18-080 **GOAL #:** 6

BUDGET CODE: 18-080-52330 Weapons/Ammunition

FULL FY2024-2025 COST: \$20,000

ANY ON-GOING FUTURE COSTS: \$5,000

FULL FY2024-2025 SAVINGS OFFSET:

LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:

RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

TCOLE has mandated Advanced Law Enforcement Rapid Response Training (ALERRT) for all Texas agencies. ALERRT is the training for response to active shooter situations such as school shootings and other type of shootings where the shooter is actively firing and causing injury or death to other persons. This training will be ongoing throughout the foreseeable future. In order for us to comply with state mandates, we will need the conversion kits from standard ammunition to simulated ammunition for our handguns (HK VP9's) which are currently issued to officers so training can be done with the weapon they carry. The amount of this request includes the conversion kits for approximately 10 weapons and simunition sufficient for all staff to be trained in accordance with the Texas Commission on Law Enforcement Education. There will be on-going expenses for the simunition cartridges as needed for trainings.

SAVINGS/BENEFITS/BUDGET IMPACT

This will allow officers to train with the exact pistol they carry on duty which is a benefit for the officer and less liability for the department. We would be able to utilize all the officers equipment they currently have issued which reduces any additional costs.

CONSEQUENCES OF NOT FUNDING PROGRAM

We will not be able to comply with the TCOLE mandate.

EXPENSE IMPACT

<i>BUDGET CODE</i>		<i>2024-2025 NEW REQUEST</i>	<i>ON-GOING EXPENSES</i>
18-080-52330	Weapons/Ammunition	\$20,000	\$5,000
	TOTALS:	\$20,000	\$5,000



NEW REQUEST FORM

FISCAL YEAR: 2024-2025

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Furniture replacement
REQUEST TYPE: One-Time **RANKING:** 2
FUND/DEPT: 18-080 **GOAL #:** 6
BUDGET CODE: 18-080-52260
FULL FY2024-2025 COST: \$20,000
ANY ON-GOING FUTURE COSTS:
FULL FY2024-2025 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST: Misc Furniture
RECOMMENDATION FOR DISPOSITION: Salvage/Auction

PROGRAM DESCRIPTION

Furniture replacement program to replace badly worn furniture that is well over 10 years old and breaking down.

SAVINGS/BENEFITS/BUDGET IMPACT

Funding this item will provide for a more comfortable work atmosphere and comfortability of employees as well as replace broken items that have worn out over the last 10 years.

The current budget in this line item is \$0 and with the approval of the one-time purchases will bring to total budget to \$20,000.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding this will reduce the employee comfort while working.

EXPENSE IMPACT

<i>BUDGET CODE</i>	<i>CURRENT BUDGET</i>	<i>2024-2025 NEW REQUEST</i>	<i>2024-2025 TOTAL BUDGET WITH REQUEST</i>
18-080-52260	Misc. Furniture	\$20,000	\$20,000
	TOTALS:	\$20,000	\$20,000



WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

CAPITAL OUTLAY

<i>VEHICLE #</i>	<i>ODOMETER</i>	<i>MAKE</i>	<i>MODEL</i>	<i>YEAR</i>	<i>PLATE #</i>	<i>Purchase Date</i>	<i>PURCHASE PRICE</i>	<i>FUND</i>	<i>LIFE EXPECTANCY</i>	<i>REPLACEMENT YEAR</i>	<i>FUNDING SOURCE</i>	<i>ESTIMATED REPLACEMENT COST</i>	<i>ASSIGNED</i>
165	67874	CHEVY	TAHOE	2018	1397492	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol
166	57523	CHEVY	TAHOE	2018	1397496	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol
167	56170	CHEVY	TAHOE	2018	1397494	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol
168	48782	CHEVY	TAHOE	2018	1397495	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol - Cpl
169	52302	CHEVY	TAHOE	2018	1397493	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol - Cpl

TOTAL:

400,000



AGENDA MEMORANDUM

DATE: May 20, 2024
TO: Honorable City Council Members
FROM: Robert Parker, Police Chief
THROUGH: Sandra Gibson, Director of Finance
SUBJECT: Consider approval for the implementation of a Temporary Civilian Mental Health Coordinator

BACKGROUND/INFORMATION:

Approximately two years ago, funds in the CCPD Budget provided funding for a Mental Health Peace Officer Program to include 1 sworn position. Since that time, the department has been unable to hire sufficient numbers of staff to fill the primary positions in the department or to fill this position, as well as other positions in the department.

The need for this mental health program continues to increase with very limited opportunities for engagement outside of times of crisis. It is proposed that the department hire a temporary civilian employee to start the program's groundwork and implement policy and procedures. The program will utilize salary savings and serve our citizens by focusing our attention on mental health. This civilian position would be a temporary position until such a time that a Mental Health Peace Officer could fill the position. Approving this temporary position would result in the earlier implementation of the program to provide the highest quality service to our citizens. The selected Mental Health Officer will then be trained by the civilian coordinator when future staffing allows.

The salary expectation for this position is \$60,000-\$70,000 A sample job description is attached.

FINANCIAL IMPLICATIONS:

Salary and Benefits have been budgeted for this position as a Mental Health Peace Officer. Funds have not been used due to staffing shortages and the inability to successfully recruit front line officer candidates, so no additional funds are needed.

RECOMMENDATION/ACTION DESIRED:

Respectfully request the approval of the temporary position of Mental Health Coordinator

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Mental Health Job Description



AGENDA MEMORANDUM

REVIEWED BY:

Robert Parker, Police Chief

David Berman, City Attorney

Sandra Gibson, Director of Finance

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 5/22/2024

Approved - 5/23/2024

Approved - 5/29/2024

Final Approval - 5/29/2024

Job Title: Mental Health Coordinator

Company Name: Watauga Police Department

Location: 7101 Whitley Road Watauga, Tx, 76148

Department: Criminal Investigations Unit

Employment Type: Full-Time

About Us:

The Watauga Police Department is committed to ensuring the safety and well-being of our community. We strive to provide comprehensive and compassionate services to all residents. As part of this commitment, we are looking for a dedicated and skilled Mental Health Coordinator to join our Criminal Investigations Unit. This role will support our efforts in addressing mental health concerns within the community and among our staff.

Job Overview:

The Mental Health Coordinator will oversee and coordinate mental health services and programs within the Watauga Police Department. This position involves direct interaction with individuals in need, administrative responsibilities, and collaboration with law enforcement officers and external healthcare providers. The ideal candidate will possess a strong background in mental health services, excellent organizational skills, and a passion for public service.

Key Responsibilities:

Develop and implement mental health programs and initiatives tailored to the needs of the community and police department.

Provide direct support and counseling to individuals, including victims, witnesses, and department staff, both individually and in group settings.

Collaborate with law enforcement officers, social workers, and other professionals to ensure comprehensive care.

Conduct mental health assessments and develop individualized care plans.

Maintain accurate and up-to-date client records and case files.

Organize and facilitate training workshops for police officers on mental health awareness and crisis intervention.

Monitor and evaluate program effectiveness, making adjustments as necessary.

Stay current with best practices and emerging trends in mental health care.

Assist in developing and maintaining program policies and procedures in line with departmental goals.

Qualifications:

Bachelor's degree in Psychology, Social Work, Counseling, or a related field (Master's preferred).

Licensed Mental Health Professional (e.g., LCSW, LPC, LMFT) preferred.

Minimum of 3 years of experience in mental health services or a related field, with experience in a law enforcement setting being a plus.

Strong understanding of mental health issues, crisis intervention, and treatment modalities.

Excellent communication and interpersonal skills.

Proficient in Microsoft Office and electronic health record (EHR) systems.

Ability to work independently and as part of a multidisciplinary team.

Compassionate and empathetic approach to client care.



AGENDA MEMORANDUM

DATE: May 21, 2024

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 2024-2025 on June 10, 2024 at 5:00 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 10, 2024 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 10th, 2024

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

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

Approved - 5/21/2024
 Approved - 5/22/2024
 Approved - 5/29/2024
 Final Approval - 5/29/2024



AGENDA MEMORANDUM

DATE: May 21, 2024
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 8, 2024

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 8, 2024.

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 8, 2024.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff recommends that the Board schedule the budget adoption date for Monday, July 8, 2024 and submit to City Council for acceptance.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, Director of Finance
Sandra Gibson, Director of Finance
Linda Proskey, City Secretary

Approved - 5/29/2024
Approved - 5/29/2024
Final Approval - 5/29/2024