



AGENDA
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JUNE 23, 2025
5:30 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

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.

CONSENT AGENDA

1. Consider action on approval of the June 9, 2025, Crime Control and Prevention District meeting minutes.

Linda Proskey, City Secretary

ACTION ITEMS

1. Consider action on acceptance of the Annual Financial Audit for the period ending September 30, 2024, for the Watauga Crime Control and Prevention District as conducted with the annual audit of the City of Watauga.

Jennifer Calvert, Finance Director

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 20, 2025, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: June 16, 2025
TO: Honorable City Council Members
FROM:
THROUGH: Linda Proskey, City Secretary
SUBJECT: Consider action on approval of the June 9, 2025, Crime Control and Prevention District meeting minutes.

BACKGROUND/INFORMATION:

June 9, 2025, Crime Control and Prevention District's meeting minutes.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Board review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. June 9 2025 CCPD Meeting - Draft Minutes

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

New -



**MINUTES
CRIME CONTROL & PREVENTION DISTRICT
MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD
MONDAY, JUNE 9, 2025
5:30 PM**

CALL TO ORDER

Chairperson Malissa Minucci called the meeting to order at 5:34 p.m.

ROLL CALL

The meeting was convened with the following members present:

Lovie Downey	Chairperson/Place 3
Pat Shelbourne	Place 1
Cris Blackburn	Place 3
Andrew Neal	Place 4
Malissa Minucci	Place 5
Mark Taylor	Place 6
Jan Hill	Place 7
Arthur L. Miner	Place 8

and

Sandra Gibson	City Manager
Linda Proskey	City Secretary
Jennifer Calvert	Director of Finance
James Lewis	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 June 2, 2025, Minutes-page 1

CONSENT AGENDA

1. Consider approval of June 2, 2025, CCPD minutes.

Chairperson Downey asked if there were any items the board wished to pull. Hearing none, she called for a motion. Director Hill made a Motion to approve the consent agenda as presented. Director Neal seconded the motion. Chairperson Downey called for a vote.

The motion carried 8-0-0-0.

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

Nays: None

Abstain: None

Absent: None

PUBLIC HEARING

1. Conduct a Public Hearing on the Watauga Crime Control and Prevention District proposed budget for FY2025-2026

Chairperson Downey opened the public hearing at 5:38 pm.

There were no requests to speak

Chairperson Downey closed the public hearing at 5:38 pm.

ACTION ITEMS

1. Consider action on acceptance of the Annual Financial Audit for the period ending September 30, 2024, for the Watauga Crime Control and Prevention District as conducted with the annual audit of the City of Watauga.

Finance Director Jennifer Calvert explained that the audit is conducted annually, as required by the Local Government Code, and invited Board Member Cris Blackburn to share her comments with regards to discrepancies she noticed. Director Blackburn noted four discrepancies in the audit, attributing them to possible formatting issues during the conversion process. She stated that certain figures—particularly in the variance column—were incorrectly bracketed, resulting in inaccurate values.

Calvert acknowledged the discrepancies on page 87 of the audit, specifically in the variance column under “Other Financing Uses,” where negative values of -\$60,149 and -\$1,490 should have been positive. She confirmed that the auditing firm had corrected these errors and provided a revised page, which was distributed to the board. However, Director Blackburn indicated there might be additional issues but did not have her notes available for reference.

Director Miner asked whether approval of the audit was time-sensitive or tied to budget approval. Calvert confirmed there was no immediate deadline.

Director Miner then moved to table the item until the next council meeting. Director Hill seconded the motion. Chairperson Downey called for a vote.

The motion carried 8-0-0-0.

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

2. Consideration and action on the Watauga Crime Control and Prevention District's Proposed Budget for Fiscal Year 2025-2026.

Finance Director Jennifer Calvert presented the proposed budget, noting no changes since the previous week's workshop. Revenues are budgeted at \$2.11 million, and expenditures at \$2.65 million, resulting in a projected fund balance drawdown of approximately \$498,000. This is primarily due to operating expenditures and capital outlay. The projected fund balance does not fall below the 20% threshold; however, if it appears likely to, staff will reevaluate expenditures and consider delaying purchases or shifting costs to the General Fund. The Crime Control District's new funded requests include two LPR cameras, two PTZ cameras, gym equipment, and portable covert surveillance cameras, totaling \$40,800. Although the plan allows for \$225,000 in capital outlay, the request is for \$125,000 to purchase two vehicles instead of three.

Chief Lewis provided an overview of the proposed FY 2025–26 Crime Control and Prevention District (CCPD) budget. Key changes include the addition of a second School Resource Officer (SRO) to enhance safety across BISS campuses. Currently, one SRO serves all three schools; the second would allow dedicated coverage for Grace Hardeman and Watauga Elementary, reducing response times and providing support to patrol operations during the summer.

Chief Lewis also requested continued funding for the crisis response position held by Christy Garcia, which would allow the reallocation of existing resources to hire a sworn Mental Health Officer. Garcia has proven instrumental in supporting both police and fire departments, developing mental health response programs and offering support for staff exposed to traumatic events. A dedicated Mental Health Officer would help reduce patrol response times, lower EDP recidivism, and enhance service to vulnerable community members.

To support crime prevention and investigations, Chief Lewis requested \$15,800 for four additional surveillance cameras, expanding the current network from 20 to 24, with an annual recurring cost of \$13,000. He also requested \$10,000 for portable covert cameras to assist in narcotics interdiction efforts, providing safer and more effective surveillance options.

In support of officer wellness and readiness, \$15,000 was requested to replace outdated gym equipment. Rising personnel costs remain a budget factor, but Chief Lewis affirmed his commitment to only requesting what is essential to fulfill the department's mission. He concluded by reaffirming the department's dedication to serving the community with professionalism, integrity, and compassion.

Director Neal made a Motion to accept the 2025-2026 proposed budget. Director Hill seconded the motion. Chairperson Downey called for a vote.

The motion carried 8-0-0-0.

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

ANNOUNCEMENTS

There were no items for future agendas.

ADJOURNMENT

Chairperson Downey adjourned the meeting at 5:50 pm.

Approved: this _____ day of _____, 2025

Signed: this _____ day of _____, 2025

APPROVED:

ATTEST:

Lovie Downey, Chairperson

Cris Blackburn, Secretary



AGENDA MEMORANDUM

DATE: May 29, 2025

TO: Crime Control and Prevention District Directors

FROM: Jennifer Calvert, Director of Finance

SUBJECT: Consider action on acceptance of the Annual Financial Audit for the period ending September 30, 2024, 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, 2024. 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 Annual Comprehensive Financial Report (ACFR) for Fiscal Year October 1, 2023 - September 30, 2024, 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, 2024, the fund balance in the WCCPD Sales Tax fund (operating fund) is \$1,560,822 which is an increase of \$96,573 over the previous year. Revenues (plus transfers in) totaled \$2,045,263 and expenditures (including transfers out) totaled \$2,008,839. Revenues, which include sales tax receipts, interest income, and auction proceeds, were lower than the budget by \$57,737, or 2.75% and expenditures (including transfers out) were lower than budget for the year by .11%, or \$248,061.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WCCPD Annual Audit Excerpts- City of Watauga Report FY2023-2024



AGENDA MEMORANDUM

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

City of Watauga, Texas
 Combining Balance Sheet
 Non-Major Governmental Funds
 September 30, 2024

	WEDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund	Municipal Court Truancy Fund
ASSETS						
Cash and cash equivalents	\$ 2,375,190	\$ 1,265,252	\$ 74,485	\$ 48,425	\$ 142,335	\$ 35,261
Investments	330,428	26,250	-	-	-	-
Account receivable	158,985	316,656	127	-	-	-
TOTAL ASSETS	\$ 2,864,603	\$ 1,608,158	\$ 74,612	\$ 48,425	\$ 142,335	\$ 35,261
LIABILITIES AND FUND BALANCES						
LIABILITIES						
Accounts payable	\$ 730	\$ 14,090	\$ -	\$ -	\$ -	\$ -
Accrued liabilities	6	33,246	-	1,036	-	971
Total liabilities	736	47,336	-	1,036	-	971
FUND BALANCES						
Restricted:						
Capital acquisitions and contractual obligations	-	-	-	-	-	-
Culture and recreation	-	-	74,612	-	-	-
Economic development	2,863,867	-	-	-	-	-
Public works	-	-	-	-	-	-
Public safety	-	1,560,822	-	47,389	142,335	34,290
Total fund balances	2,863,867	1,560,822	74,612	47,389	142,335	34,290
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,864,603	\$ 1,608,158	\$ 74,612	\$ 48,425	\$ 142,335	\$ 35,261

Traffic Safety Fund	Street Maintenance Sales Tax Fund	PEG Fund	WEDC Construction Fund	Jury Fees Fund	Total Non major Governmental Funds
\$ 21,307	\$ 6,092	\$ 131,757	\$ 34,088	\$ 1,463	\$ 4,135,655
-	-	-	-	-	356,678
-	980	4,772	-	-	481,520
<u>\$ 21,307</u>	<u>\$ 7,072</u>	<u>\$ 136,529</u>	<u>\$ 34,088</u>	<u>\$ 1,463</u>	<u>\$ 4,973,853</u>
\$ -	\$ 435	\$ -	\$ -	\$ -	\$ 15,255
1,670	-	-	-	-	36,929
1,670	435	-	-	-	52,184
-	-	-	34,088	-	34,088
-	-	-	-	-	74,612
-	-	-	-	-	2,863,867
-	6,637	136,529	-	-	143,166
19,637	-	-	-	1,463	1,805,936
<u>19,637</u>	<u>6,637</u>	<u>136,529</u>	<u>34,088</u>	<u>1,463</u>	<u>4,921,669</u>
<u>\$ 21,307</u>	<u>\$ 7,072</u>	<u>\$ 136,529</u>	<u>\$ 34,088</u>	<u>\$ 1,463</u>	<u>\$ 4,973,853</u>

City of Watauga, Texas

Combining Statement of Revenues, Expenditures
and Changes in Fund Balance
Non-Major Governmental Funds
For the Fiscal Year Ended September 30, 2024

	WEDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund
REVENUES					
Taxes	\$ 955,520	\$ 1,901,827	\$ -	\$ -	\$ -
Interest income	124,203	73,089	3,805	2,801	7,475
Miscellaneous	4,500	70,347	4,888	14,407	11,922
Total revenues	1,084,223	2,045,263	8,693	17,208	19,397
EXPENDITURES					
Current:					
Public safety	-	1,775,283	-	26,628	4,483
Culture and recreation	-	-	3,626	-	-
Economic development	87,910	-	-	-	-
Public works	-	-	-	-	-
Capital outlay	-	154,428	-	-	13,320
Debt Service					
Principal	-	35,516	-	-	-
Interest and other charges	-	7,102	-	-	-
Total expenditures	87,910	1,972,329	3,626	26,628	17,803
Excess (deficiency) of revenues over expenditures	996,313	72,934	5,067	(9,420)	1,594
OTHER FINANCING SOURCES (USES)					
Proceeds from right-to-use subscription assets	-	60,149	-	-	-
Transfers out	(428,000)	(36,510)	-	-	-
Total other financing sources (uses)	(428,000)	23,639	-	-	-
Net change in fund balances	568,313	96,573	5,067	(9,420)	1,594
Fund Balance, beginning	2,295,554	1,464,249	69,545	56,809	140,741
FUND BALANCE, ending	\$ 2,863,867	\$ 1,560,822	\$ 74,612	\$ 47,389	\$ 142,335

Municipal Court Truancy Fund	Traffic Safety Fund	Street Maintenance Sales Tax Fund	PEG Fund	WEDC Construction Fund	Jury Fees Fund	Total Non major Governmental Funds
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,857,347
2,696	270	-	5,996	1,743	-	222,078
14,901	-	-	20,099	-	288	141,352
17,597	270	-	26,095	1,743	288	3,220,777
36,980	-	-	-	-	-	1,843,374
-	-	-	-	-	-	3,626
-	-	-	-	-	-	87,910
-	-	80,233	-	-	-	80,233
-	14,959	-	-	-	-	182,707
-	-	-	-	-	-	35,516
-	-	-	-	-	-	7,102
36,980	14,959	80,233	-	-	-	2,240,468
(19,383)	(14,689)	(80,233)	26,095	1,743	288	980,309
-	-	-	-	-	-	60,149
-	-	-	-	-	-	(464,510)
-	-	-	-	-	-	(404,361)
(19,383)	(14,689)	(80,233)	26,095	1,743	288	575,948
53,673	34,326	86,870	110,434	32,345	1,175	4,345,721
\$ 34,290	\$ 19,637	\$ 6,637	\$ 136,529	\$ 34,088	\$ 1,463	\$ 4,921,669

City of Watauga, Texas

Schedule of Revenues, Expenditures and Changes

In Fund Balances – Budget to Actual

Watauga Crime Control and Prevention Special Revenue Fund

For the fiscal year ended September 30, 2024

	Budget Amounts Final Budget	Actual Amounts	Variance Positive/ (Negative)
Revenues			
Taxes	\$ 1,977,000	\$ 1,901,827	\$ (75,173)
Interest income	60,000	73,089	13,089
Miscellaneous	66,000	70,347	4,347
Total revenues	<u>2,103,000</u>	<u>2,045,263</u>	<u>(57,737)</u>
Expenditures			
Current:			
Public safety	2,006,800	1,775,283	231,517
Capital Outlay	212,100	154,428	57,672
Debt Service			
Principal	-	35,516	(35,516)
Interest	-	7,102	(7,102)
Total expenditures	<u>2,218,900</u>	<u>1,972,329</u>	<u>246,571</u>
Excess (deficiency) of revenues over expenditures	<u>(115,900)</u>	<u>72,934</u>	<u>188,834</u>
Other financing sources (uses)			
Proceeds from subscription assets	-	60,149	60,149
Transfers out	(38,000)	(36,510)	1,490
Total other financing sources (uses)	<u>(38,000)</u>	<u>23,639</u>	<u>61,639</u>
Net change in fund balances	(153,900)	96,573	250,473
Fund balances, beginning of year	<u>1,464,249</u>	<u>1,464,249</u>	<u>-</u>
Fund balances, end of year	<u><u>\$ 1,310,349</u></u>	<u><u>\$ 1,560,822</u></u>	<u><u>\$ 250,473</u></u>