



AGENDA
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JUNE 1, 2026
5:30 PM

CALL TO ORDER

ROLL CALL

OATHS OF OFFICE

1. City Secretary will give the Oath of Office to the following members: Place 1 - Pat Shelbourne; Place 2 - Cris Blackburn; Place 5 - Stephen Welch; Place 6 - Mark Taylor; Place 7 - Jan Hill

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.

CONSENT ITEMS

1. Consider the approval of the July 8, 2024, CCPD meeting minutes

Linda Proskey, City Secretary

2. Consider approval of the June 23, 2025, CCPD meeting minutes.

Linda Proskey, City Secretary

PUBLIC HEARINGS

ACTION ITEMS

1. Discuss and select of the following officers: Chairperson; Vice Chairperson; Secretary
2. Discussion and possible action on the Watauga Crime Control and Prevention District Budget for FY2026-2027
Jennifer Calvert, Finance Director
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 2026-2027 on June 8, 2026 at 5:30 p.m.
Jennifer Calvert, Finance Director
4. Consideration and action on setting the Watauga Crime Control and Prevention District Budget Adoption date for June 8, 2026
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 May 26, 2026, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: May 1, 2026

TO: Crime Control and Prevention District Directors

FROM:

SUBJECT: City Secretary will give the Oath of Office to the following members:
Place 1 - Pat Shelbourne; Place 2 - Cris Blackburn; Place 5 - Stephen Welch; Place 6 - Mark Taylor; Place 7 - Jan Hill

BACKGROUND/INFORMATION:

Oath of Office will be given to new members and members who were reelected. The Watauga Crime Control and Prevention District was created by referendum of the citizens of Watauga in March of 1996, renewed in May of 2001, November 2010 and May 2021 for a period of 10 years. The district was designed in compliance with the Texas Local Government Code, Title 11, Subtitle C, Chapter 363. The Watauga Crime Control and Prevention District provides for the establishing of a ½ cent sales tax for the express purpose of funding of crime control programs, including the costs of personnel, expansion administration, enhancement and capital expenditures. The specific types of programs are listed in sub-chapter D of Chapter 363.161 of the Watauga City Charter. The district is governed by seven members of the Board of Directors. The Board is responsible for budgeting, managing, controlling and administering district funds.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 5/19/2026
Final Approval - 5/19/2026



AGENDA MEMORANDUM

DATE: May 15, 2026
TO: Crime Control and Prevention District Directors
FROM:
SUBJECT: Consider the approval of the July 8, 2024, CCPD meeting minutes

BACKGROUND/INFORMATION:

Meeting minutes from the July 8, 2024, CCPD meeting. The board did not meet again until June 2025, and approval of these minutes was inadvertently omitted from the June 2025 agenda.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. July 8, 2024 CCPD Meeting - Draft Minutes

REVIEWED BY:

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 5/19/2026
Final Approval - 5/19/2026



**MINUTES
CRIME CONTROL & PREVENTION DISTRICT
MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD
JULY 8, 2024
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:

Malissa Minucci	Chairperson/Place 5
Pat Shelbourne	Place 1
Cris Blackburn	Secretary/Place 2
Lovie Downey	Place 3
Andrew Neal	Place 4
Mark Taylor	Place 6
Jan Hill	Vice Chairperson/Place 7
Arthur L. Miner	Place 8

and

Sandra Gibson	Interim City Manager/Finance Director
Deby Woodard	Assistant Director of Finance
Robert Parker	Chief of Police

ANNOUNCEMENTS

There were no announcements.

PUBLIC COMMENT

There were no requests to speak

PUBLIC TESTEMONY

There were no requests to speak

CONSENT ITEMS

- 1. **Consider approval of the minutes from the June 10, 2024, Crime Control and Prevention District meeting**
- 2. **Consider action on acceptance of the Annual Financial Audit for the period ending September 30, 2023, for the Watauga Crime Control and Prevention District as conducted with the annual audit of the City of Watauga**

Director Hill made a Motion to approve the consent agenda as presented. Director Shelbourne seconded the motion. Chairperson Minucci called for a vote.

Motion carried 8-0-0-0.

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

Nays: None

Abstain: None

Absent: None

ACTION ITEMS

- 1. **Consideration and action on the Watauga Crime Control and Prevention District's Proposed Budget for Fiscal Year 2024-2025**

Chairperson Minucci asked Finance Director Sandra Gibson if there were any changes to the budget. Ms. Gibson replied there was not.

Director Shelbourne made a Motion to approve the consent agenda as presented. Director Neal seconded the motion. Chairperson Minucci called for a vote.

Motion carried 8-0-0-0.

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

Nays: None

Abstain: None

Absent: None

ADJOURNMENT

Chairperson Minucci adjourned the meeting at 5:38 pm

Approved: this _____ day of _____, 2026

Signed: this _____ day of _____, 2026

APPROVED:

ATTEST:

Lovie Downey, Chairperson

Cris Blackburn, Secretary



AGENDA MEMORANDUM

DATE: May 15, 2026
TO: Crime Control and Prevention District Directors
FROM:
SUBJECT: Consider approval of the June 23, 2025, CCPD meeting minutes.

BACKGROUND/INFORMATION:

Meeting minutes from the June 23, 2025, CCPD meeting

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. June 23 2025 CCPD Meeting - Draft Minutes

REVIEWED BY:

Linda Proskey, City Secretary
David Berman, City Attorney
Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 5/15/2026
Approved - 5/16/2026
Approved - 5/19/2026
Final Approval - 5/19/2026



**MINUTES
CRIME CONTROL & PREVENTION DISTRICT MEETING
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD
MONDAY, JUNE 23, 2025
5:30 PM**

CALL TO ORDER

Chairperson Lovie Downey called the meeting to order at 5:30 p.m.

ROLL CALL

The meeting was convened with the following members present:

Lovie Downey	Chairperson/Place 3
Pat Shelbourne	Place 1
Cris Blackburn	Secretary/Place 3
Andrew Neal	Vice Chairperson/Place 4
Malissa Minucci	Place 5 (Absent with notice)
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.

CONSENT AGENDA

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

Chairperson Downey asked if anyone wanted the item pulled. Hearing no response she asked 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 7-0-0-0.

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

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, presented the item, which had previously been discussed at the last meeting. Councilmember Blackburn identified an accounting error in the variance column of the annual financial report for the Crime Control Prevention District. The auditors corrected the error on page 87 of the report, and the variance column now reflects the positive amount. The budgeted and actual amounts were accurate and remained unchanged.

Director Miner made a motion to accept the annual financial audit for the period ending September 30, 2024. Director Hill seconded the motion. Chairperson Downey called for a vote.

The motion carried 7-0-0-0.

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

ADJOURNMENT

Chairperson Downey adjourned the meeting at 5:36 pm.

Approved: this _____ day of _____, 2026

Signed: this _____ day of _____, 2026

APPROVED:

ATTEST:

Lovie Downey, Chairperson

Cris Blackburn, Secretary



WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

PROPOSED BUDGET
FY2026-2027



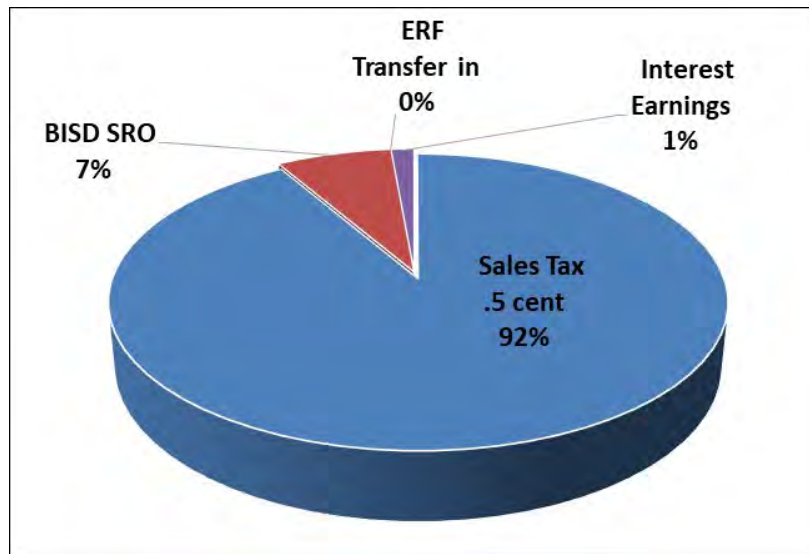
CRIME CONTROL DISTRICT – FUND 18

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.

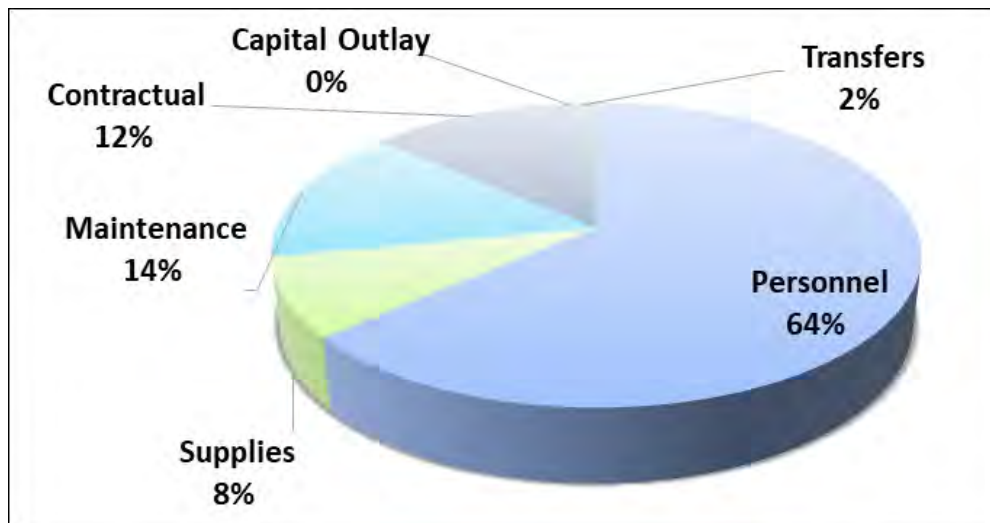
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when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

Sales tax revenue continues to trend flat and is forecasted in FY2026-2027 at \$1,950,000.

Where Does the Money Come From?



Where Does the Money Go?



CRIME CONTROL DISTRICT
 BUDGET SUMMARY - FUND 18

	HISTORY		BUDGET	PROJECTED	BUDGET	% CHANGE
	2023-2024	2024-2025	2025-2026	2025-2026	2026-2027	FY2026-2027
	Actual	Actual	Budget	Projected	Budget	VS 2025-2026
Fund Balance, October 1	\$1,464,248	\$1,560,822	\$1,249,648	\$1,249,648	\$769,898	
Revenues:						
Sales Taxes	1,901,827	1,921,007	1,986,000	1,930,000	1,950,000	-1.8%
BISD SRO	70,346	76,064	146,000	83,000	150,300	2.9%
Transfer In From ERF	0	0	0	0	0	0.0%
Interest Earnings/Other	73,090	61,660	60,000	33,000	30,000	-50.0%
Proceeds From Sales of Assets	0	0	0	0	0	0.0%
Operating Revenues	\$ 2,045,263	\$ 2,058,731	\$ 2,192,000	\$ 2,046,000	\$ 2,130,300	-2.81%
Total Available Resources	\$ 3,509,511	\$ 3,619,553	\$ 3,441,648	\$ 3,295,648	\$ 2,900,198	-15.7%
Expenditures:						
Operating Expenditures	1,757,750	1,911,105	2,487,250	2,348,450	2,341,350	-5.9%
Capital Outlay	154,429	420,800	164,800	139,300		-100.0%
Total Expenditures	1,912,179	2,331,905	2,652,050	2,487,750	2,341,350	-11.7%
Operating Transfers-Out						
To General Fund	36,510	38,000	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	36,510	38,000	38,000	38,000	38,000	0.0%
TOTAL OPERATING & TRANSFERS	\$ 1,948,689	\$ 2,369,905	\$ 2,690,050	\$ 2,525,750	\$ 2,379,350	-11.5%
Fund Balance, September 30	\$1,560,822	\$1,249,648	\$751,598	\$769,898	\$520,848	
CHANGE IN FUND BALANCE	\$96,574	\$ (311,174)	\$ (498,050)	\$ (479,750)	\$ (249,050)	
Fund Balance Policy Min @ 20%		445,550	\$505,050		\$475,870	

Police – Crime Control District



Mission Statement

The Watauga Police Department will protect the community we serve with professionalism, integrity, and compassion. We are committed to fostering trust through accountability, collaborative partnerships, and the relentless pursuit of justice.

Department Overview

The Watauga Police Department provides professional law enforcement services to everyone who lives, works, visits, and travels through the City of Watauga. Through proactive policing, regional partnerships, community engagement, and responsive service, the department works to enhance public safety and preserve the quality of life enjoyed by our residents.

Comprised of thirty-eight sworn peace officers and sixteen professional staff members, the Watauga Police Department is committed to serving the community with professionalism, integrity, accountability, and compassion. Officers and professional staff work together to respond to calls for service, investigate criminal activity, enforce state laws and local ordinances, support victims, and address quality-of-life concerns throughout the city.

Led by Chief of Police Jim Lewis, the department includes Patrol Operations, Criminal Investigations, Traffic Enforcement, Professional Standards, Property and Records, Animal Services, and Code Enforcement. These divisions work collaboratively to provide efficient and effective public safety services while maintaining transparency and strong community partnerships.

The Watauga Police Department remains committed to responsible stewardship of public resources, investing in the training and development of personnel, leveraging technology and regional cooperation, and preparing future leaders who will continue to serve the community with excellence. Crime Control and Prevention District funding allows the department to enhance operational readiness, invest in technology and equipment, support specialized enforcement initiatives, and maintain programs that directly contribute to crime reduction and community safety.

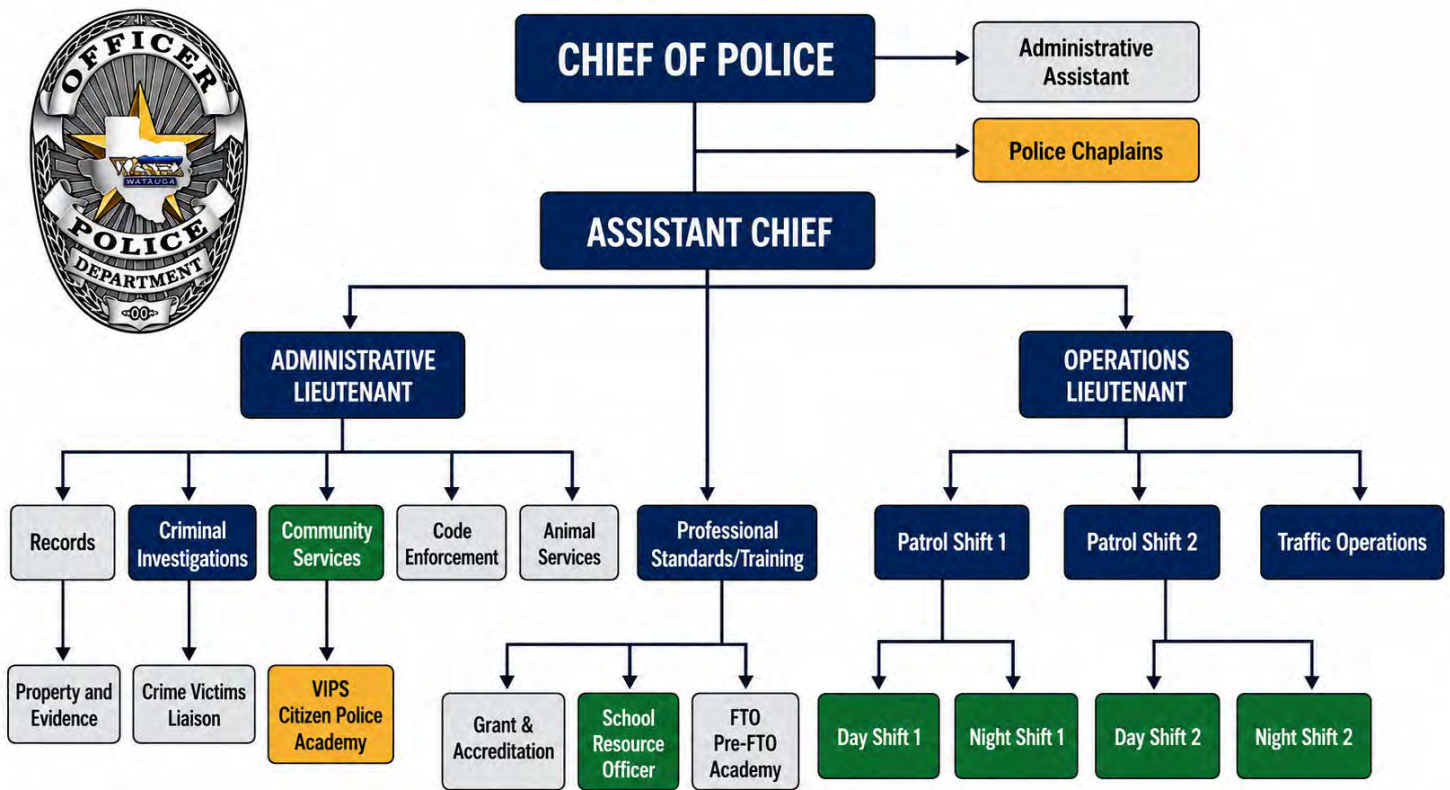
Highlights/Achievements for FY2026

- Promoted all levels of leadership including Corporal, Sergeant, and Lieutenant ranks.
- Continued commitment to Leadership training
- 100% TCOLE training compliance
- Implemented mentorship initiatives for officer development
- Fully staffed Animal Services with addition of full-time Kennel Tech
- Increased Flock camera and license plate reader footprint
- Recognition of staff achievements with monthly employee awards
- Developed in-house promotion processes including written examinations and assessment centers
- Held community forum with department leaders for civic engagement and educational goals
- Chief of Police successfully completed FBI National Academy for Law Enforcement Executives
- Re-started Citizen Public Safety Academy in partnership with the Watauga Fire Department
- Re-organized department to create Community Services Sergeant

Goals/Objectives for FY2027

- Fully staff all Divisions
- Increase partnerships within the community
- Increase participation in community events
- Streamline records retention and reduce natural resource consumption
- Create public facing dashboards for data transparency
- Improve internal reporting to support data driven policing
- Optimize human resource allocation
- Develop and host public safety training for local and regional stakeholders
- Increase traffic enforcement activities
- Improve response to community questions and outreach

Organizational Chart



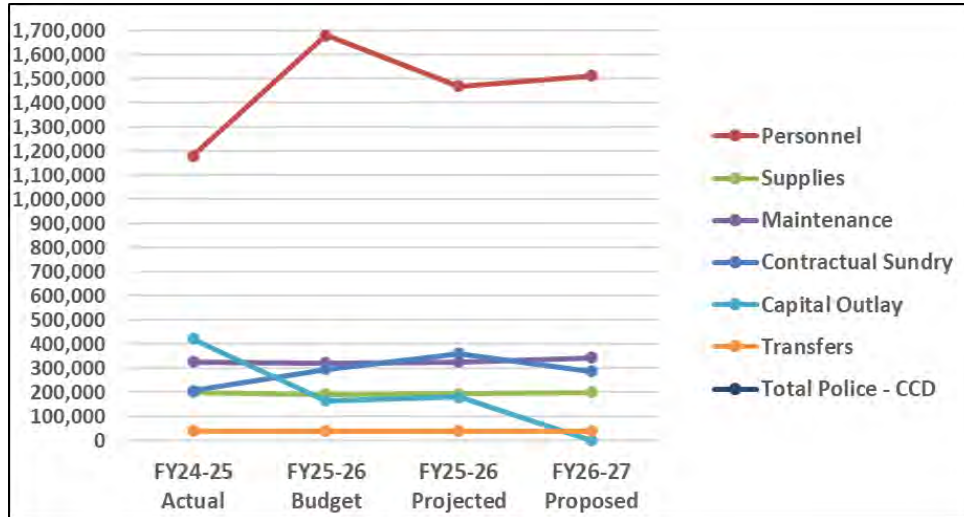
Rev. 05/25

Budgeted Positions

Position Title	FY2025 Actual	FY2026 Actual	FY2027 Budget
Sergeant	1.00	1.00	1
Police Officer	11.00	13.00	10
Total Police – CCD FTE	12.00	14.00	11.00

Summary of Expenditures by Category

	FY24-25 Actual	FY25-26 Budget	FY25-26 Projected	FY26-27 Proposed
Personnel	1,179,300	1,679,300	1,469,700	1,513,000
Supplies	200,000	190,600	193,600	199,100
Maintenance	325,850	322,000	325,700	342,400
Contractual Sundry	205,400	295,350	359,450	286,850
Capital Outlay	420,800	164,800	139,300	-
Transfers	38,000	38,000	38,000	38,000
Total Police - CCD	2,369,350	2,690,050	2,525,750	2,379,350



Performance Measures

Workload Indicators	FY 24-25 Actual	FY 25-26 Projected	FY 26-27 Target
Total calls for service*	5946	6000	6100
Total reports	1,694	1,800	2,000
Total traffic stops	10,685	13,000	13,500
Total citations	5,404	5,530	5,750
Total felony arrests	229	230	235
Total misdemeanor arrests	694	750	775

* Data includes 75 call types standardized for year-over-year comparisons

Measurement	Strategic Priority	Measure Type	FY 24-25	FY 25-26	FY 26-27 Goal
			Actual	Projected	5% Reduction
# of Reported Part 1 Offenses*	#2 – Safe, Healthy, and Connected Community	Quantitative	248	215	205
Crime Rate per Capita**	#2 – Safe, Healthy, and Connected Community	Quantitative	1.04%	0.90%	0.86%
% Change in Crime Rate per Capita	#2 – Safe, Healthy, and Connected Community	Quantitative	-5.45%	-13.46%	-5.0%

* Part 1 Offenses are those crimes reported yearly to the FBI for statistical purposes

** Population taken from the North Central Texas Council of Governments

Police - CCD at a Glance

	<p>Location: Police Station 7101 Whitley Road</p>		<p>FY2027 Budget: \$2,379,350</p>		<p>Full-time Employees: 9.00</p>
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CRIME CONTROL DISTRICT

BUDGET CHANGES

Fiscal Year 2026-2027 Compared to Fiscal Year 2025-2026 Budget

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
CHANGES:				
Personnel	Personnel Services		(166,300)	Step, benefits, & COLA; 3 personnel moved to GF
Office Supplies	Supplies		500	Additional supplies
Uniforms & Apparel	Supplies		4,000	Increased costs, uniforms new officers
Weapons/Ammunition	Supplies		2,000	Increased costs for training ammunition
Weapons/Ammunition	Supplies		2,000	Additional ammunition
Office Equipment	Maintenance		(800)	Furniture Replacement (one time NR FY24-25)
Software Maintenance	Maintenance		21,200	Flock expansion
Communications	Contractual/Sundry	(400)		Additional phone
Contractual Payments	Contractual/Sundry		(2,000)	Crime Victim Liaison actual
Sundry	Contractual/Sundry		(7,000)	Promotional exams in-house
Special Services	Contractual/Sundry		1,050	Year 3 contract increase
Special Services	Contractual/Sundry		2,500	Coffee service
Special Services	Contractual/Sundry		(2,000)	One Safe Place actual cost
Special Services	Contractual/Sundry		1,000	Water service general cost increase
Special Services	Contractual/Sundry		1,500	Awards & Recognition Program general cost increase
Travel Expense	Contractual/Sundry		(2,000)	Based on actual usage
Dues & Subscriptions	Contractual/Sundry		350	K9 training subscription & watchdog service
Dues & Subscriptions	Contractual/Sundry		3,600	Firearm management system
Dues & Subscriptions	Contractual/Sundry		500	Evertel general cost increase
Dues & Subscriptions	Contractual/Sundry		(550)	Crown Point Tech discontinued
Dues & Subscriptions	Contractual/Sundry		150	Guardian Alliance
Dues & Subscriptions	Contractual/Sundry	(15,200)		Lexipol Policy Mgmt one-time
Worker's Compensation	Contractual/Sundry		10,000	General cost increases
Motor Vehicles	Capital Outlay	(124,000)		COP - 1 patrol vehicle replacement FY25-26
Other Equipment	Capital Outlay	(15,800)		Flock LPR/PTZ cameras (one time portion NR FY25-26)
Other Equipment	Capital Outlay	(15,000)		New gym equipment (one time FY25-26)
Other Equipment	Capital Outlay	(10,000)		Portable cameras/surveillance equipment (one time FY25-26)
REALLOCATIONS:				
TOTALS:				
		(180,400)	(130,300)	

(310,700) NET INCREASE/DECREASE



AGENDA MEMORANDUM

DATE: May 6, 2026

TO: Crime Control and Prevention District Directors

FROM: Jennifer Calvert, Finance Director

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 2026-2027 on June 8, 2026 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 8, 2026 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 8th, 2026

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Jennifer Calvert, Finance Director
Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 5/15/2026
Approved - 5/19/2026
Final Approval - 5/19/2026



AGENDA MEMORANDUM

DATE: May 6, 2026
TO: Crime Control and Prevention District Directors
FROM: Jennifer Calvert, Finance Director
SUBJECT: Consideration and action on setting the Watauga Crime Control and Prevention District Budget Adoption date for June 8, 2026

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, June 8, 2026.

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 June 8, 2026.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff recommends that the Board schedule the budget adoption date for Monday, June 8, 2026 and submit to City Council for acceptance.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Jennifer Calvert, Finance Director
Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 5/15/2026
Approved - 5/19/2026
Final Approval - 5/19/2026