AGENDA
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
WEDNESDAY, MAY 29, 2019
6:00 PM

CALL TO ORDER

INVOCATION

OATH OF OFFICE TO WATAUGA CRIME CONTROL AND PREVENTION DISTRICT DIRECTORS

1. Scott Prescher
   2. Tom Snyder
   3. Lovie Downey
   4. Andrew Neal
   5. Juanita King
   6. Mark Taylor
   7. Kim Irving
   8. Arthur L. Miner

CITIZEN'S OPEN FORUM Individuals requesting to speak during Citizen's Open Forum will be required to fill out a "REQUEST TO SPEAK FORM" and present it to the City Secretary at the beginning of the meeting. Speakers are limited to three (3) minutes. The purpose of this item is to allow citizens an opportunity to address the Watauga Crime Control and Prevention District Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the Board on items that are not posted on the agenda.

REPORTS

1. Financial Report for Fiscal Year to Date as of April 2019

APPROVAL OF MINUTES

1. Minutes of Watauga Crime Control and Prevention District Board Meeting on May 30, 2018

PUBLIC HEARING

NEW BUSINESS

1. Discussion and action on selection of the following officers for the Watauga Crime Control and Prevention District
   a. Chairperson
   b. Vice-Chairperson
   c. Secretary

2. Discussion and acceptance of the annual audit of the Watauga Crime Control and Prevention District for Fiscal Year October 1, 2017 through September 30, 2018.

3. Discussion and action on setting a Public Hearing regarding the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2019-2020 on Monday, June 17, 2019 at 6:00 p.m. in the Watauga City Hall Council Chambers

4. Discussion and action on setting a Crime Control and Prevention District Board Meeting on July 8, 2019 at 5:30 p.m. in the Watauga City Hall Council Chambers to adopt the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2019-2020

5. Discussion on the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2019-2020

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, Terri Johnson, Interim 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 Wednesday, May 22, 2019, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Terri Johnson, Interim City Secretary

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE:	May 21, 2019
TO:	Crime Control and Prevention District Directors
FROM:	Sandra Gibson, CGFO, CGFM, Director of Finance
SUBJECT:	Financial Report for Fiscal Year to Date as of April 2019

BACKGROUND/INFORMATION:

The financial report for the period ending April 2019 is attached for the Board's review.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Review of the April 2019 financial report is recommended.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WCCPD Monthly Financial - April 2019 REPORT

REVIEWED BY:

Andrea Gardner, City Manager	Approved - 5/22/2019
Terri Johnson, City Secretary	Final Approval - 5/22/2019

AGENDA MEMORANDUM

DATE: May 15, 2019

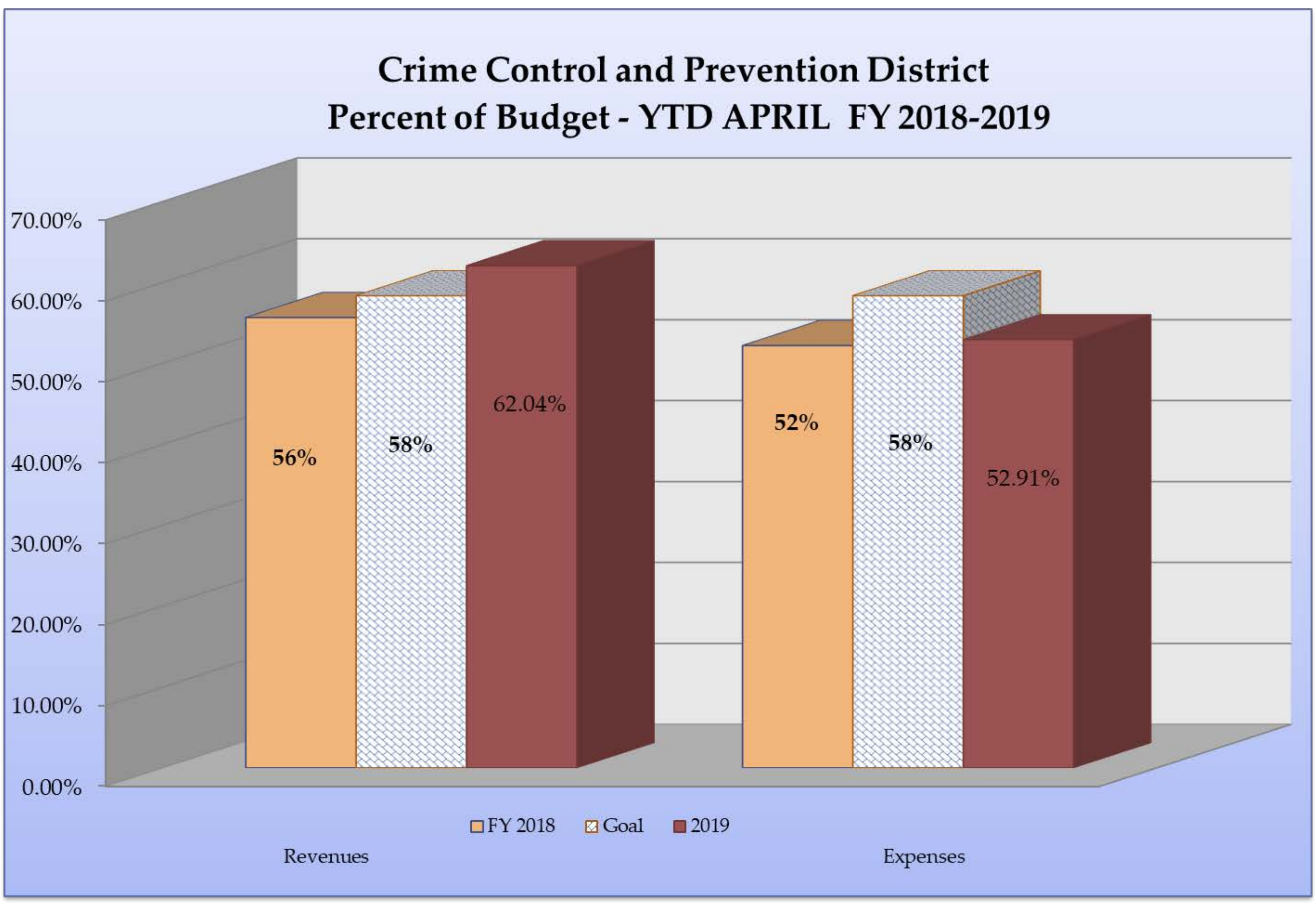
TO: Watauga Economic Development Board

FROM: Sandra Gibson, Director of Finance

SUBJECT: Financial Report for the Month of May 2019

The attached report and below graph represent the results of transactions through April 2019 which is the 7th month of the fiscal year and 58% through the FY2018-19 budget.

The year-to-date sales tax distribution is $866,703 which is 60.36% of budgeted sales tax revenues. Total year-to-date expenditures are $916,876 which is 52.91% of the budget expended for the year.



CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2019
For the period ending April 30, 2019 (3rd FY Qtr.)

CRIME CONTROL DISTRICT - 18

REVENUE:	CURRENT BUDGET	4/30/2019 YTD ACTUAL	% USED	% REMAINING	4/30/2018 YTD ACTUAL	$ CHG 19 vs 18	% CHG 19 vs 18
SALES TAX	1,436,000	866,703	60.36%	39.64%	826,210	40,493	4.90%
INTEREST EARNING/OTHER	9,000	59,621	662.45%	-562.45%	9,394	50,227	534.67%
MIS GRANT PROCEEDS	48,000	-			-	-	-
			-	-		-	-
TOTAL REVENUE	$1,493,000	$926,324	62.04%	37.96%	$835,604	$90,719	10.86%
PERSONNEL SERVICES	994,000	502,096	50.51%	49.49%	$475,170	26,927	5.67%
SUPPLIES	147,500	59,929	40.63%	59.37%	$56,316	3,613	6.42%
MAINTENANCE	206,000	132,750	64.44%	35.56%	$148,454	(15,704)	-10.58%
CONTRACTUAL & SUNDRY	316,870	195,867	61.81%	38.19%	$166,866	29,000	17.38%
TRANSFERS	44,000	26,004	59.10%	40.90%	$231,039	(205,035)	-88.74%
CAPITAL OUTLAY	24,500	230	0.94%	99.06%	$0	230	0.00%
TOTAL EXPENDITURES	1,732,870	916,876	52.91%	47.09%	$1,077,845	($160,969)	-14.93%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	($239,870)	$9,448			$ (242,241)	$251,688	

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: May 21, 2019

TO: Crime Control and Prevention District Directors

FROM:

SUBJECT: Minutes of Watauga Crime Control and Prevention District Board Meeting on May 30, 2018

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 05302018 REG MIN

REVIEWED BY:

MINUTES
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
WEDNESDAY, MAY 30, 2018
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
5:30 PM

CALL TO ORDER

The Crime Control and Prevention District convened the Regular Meeting at 5:42 p.m., with the following members present:

Mark Taylor	Chairperson
Tom Snyder	Vice-Chairperson
David Griffin	Director
Melva Clark	Director
Kim Irving	Director
Patrick Shelbourne	Director

and

Andrea Gardner	City Manager
Zolaina R. Parker	City Secretary
Sandra Gibson	Director of Finance
Robert Parker	Chief of Police

with

Director Sandra Bush, absent without notice.

INVOCATION

Director Shelbourne gave the invocation.

OATH OF OFFICE TO WATAUGA CRIME CONTROL AND PREVENTION DISTRICT DIRECTORS

Zolaina R. Parker, City Secretary, administered the Statement and Oath of Office to the new Crime Control and Prevention District Members.

1. Patrick Shelbourne
2. Tom Snyder
4. David Griffin
5. Mark Taylor
6. Kim Irving

CITIZEN'S OPEN FORUM

None

REPORTS

1. Financial Report for Fiscal Year to Date as of April 2018

   Sandra Gibson, Director of Finance provided the Financial Report for Fiscal Year to Date as of April 2018.

APPROVAL OF MINUTES

1. Minutes of Watauga Crime Control and Prevention District Board Meeting of June 19, 2017

   Director Taylor made a motion to approve the Minutes of the Watauga Crime Control and Prevention District Board Meeting of June 19, 2017. Director Shelbourne seconded the motion, which passed as follows:

   AYES: Snyder, Griffin, Clark, Taylor, Irving, Shelbourne
   NAYS: None
   ABSENT: Bush
   ABSTAIN: None

NEW BUSINESS

1. Discussion and action on selection of the following officers for the Watauga Crime Control and Prevention District:

   a. Chairperson

   Director Griffin nominated Director Taylor to serve as Chairperson. There were no further nominations. All Directors present voted for the nomination which passed unanimously.

   b. Vice-Chairperson

   Chairperson Taylor nominated Director Snyder to serve as Vice-Chairperson.

There were no further nominations. All Directors present voted for the nomination which passed unanimously.

c. Secretary

Vice-Chairperson Snyder nominated Director Irving to serve as Secretary. There were no further nominations. All Directors present voted for the nomination which passed unanimously.

2. Discussion and action on acceptance of the annual audit of the Watauga Crime Control and Prevention District for Fiscal Year October 1, 2016 through September 30, 2017

Vice-Chairperson Snyder made a motion to accept the annual audit of the Watauga Crime Control and Prevention District for Fiscal Year October 1, 2016 through September 30, 2017. Director Griffin seconded the motion, which passed as follows:

AYES: Taylor, Snyder, Griffin, Clark, Irving, Shelbourne
NAYS: None
ABSENT: Bush
ABSTAIN: None

3. Discussion and action on setting a Public Hearing regarding the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2018-2019 on Monday, June 18, 2018 at 5:30 p.m. in the Watauga City Hall, Council Chambers

Director Shelbourne made a motion to set a Public Hearing regarding the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2018-2019 on Monday, June 18, 2018 at 5:30 p.m. in the Watauga City Hall, Council Chambers. Secretary Irving seconded the motion, which passed as follows:

AYES: Taylor, Snyder, Griffin, Clark, Irving, Shelbourne
NAYS: None
ABSENT: Bush
ABSTAIN: None

4. Discussion and action on setting a Watauga Crime Control and Prevention District Board Meeting immediately following the Public Hearing scheduled on June 18, 2018 at 5:30 p.m., in the Watauga City Hall, Council Chamber, to adopt the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2018-2019

   Secretary Irving made a motion to set a Watauga Crime Control and Prevention District Board Meeting immediately following the Public Hearing scheduled on June 18, 2018 at 5:30 p.m., in the Watauga City Hall, Council Chamber, to adopt the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2018-2019. Director Clark seconded the motion, which passed as follows:

   AYES: Taylor, Snyder, Griffin, Clark, Irving, Shelbourne
   NAYS: None
   ABSENT: Bush
   ABSTAIN: None

5. Discussion on proposed Watauga Crime Control & Prevention District Budget for Fiscal Year 2018-2019

   There was no discussion by the Watauga Crime Control & Prevention District Members.

ADJOURNMENT

With no further business to discuss, Chairperson Taylor adjourned the meeting at 6:25 p.m.

APPROVED: this 29th day of May, 2019
SIGNED: this ____ day of ____________,_____

APPROVED:

___________________Chairperson

ATTEST:

_________________, Secretary

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

AGENDA MEMORANDUM

DATE: May 21, 2019

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

SUBJECT: Discussion and action on selection of the following officers for the Watauga Crime Control and Prevention District
a. Chairperson
b. Vice-Chairperson
c. Secretary

BACKGROUND/INFORMATION:

Texas Local Government Code Section 363.103 (a-c) reads as follows:

"(a) The board shall elect from among its members a president and vice president. The board shall appoint a secretary. The secretary need not be a director. The person who performs the duties of auditor for the political subdivision shall serve as treasurer for the district.

(b) Each officer of the board serves for a term of one year.

(c) A vacancy in a board office shall be filled for the unexpired term by the board."

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

City staff respectfully requests the Board to select officers as required by Texas Local Government Code.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager	Approved - 5/22/2019
Terri Johnson, City Secretary	Final Approval - 5/22/2019

AGENDA MEMORANDUM

DATE: May 21, 2019

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

SUBJECT: Discussion and acceptance of the annual audit of the Watauga Crime Control and Prevention District for Fiscal Year October 1, 2017 through September 30, 2018.

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, 2018.

The Watauga Crime Control and Prevention District (WCCPD) is a Special Revenue Fund within the City's combined financial statements. As of September 30, 2018, the fund balance in the WCCPD Sales Tax fund (operating fund) is $726,912, which is a decrease of $506,218 over the previous year. This was primarily due to purchase of vehicles and equipment. Sales tax receipts were lower than budgeted by $15,321 and actual expenditures (including transfers) were under budget for the year by $107,033. Actual expenditures were under budgeted expenditures in the personnel, and contractual/sundry categories.

Attached are excerpts from the City of Watauga Comprehensive Annual Financial Report (CAFR) for Fiscal Year October 1, 2017 - September 30, 2018, which is available at the Watauga City Secretary's Office, the Public Library, and on the City's website (http://www.cowtx.org/cafr).

Whitley Penn, LLC, the City's independent audit firm, has issued an unqualified opinion for this report. Local Government Code 363.202 requires such an annual audit of the WCCPD's financial condition by an independent auditor.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Recommend acceptance of the annual audit of the Watauga Crime Control and Prevention District.

AGENDA MEMORANDUM

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CCD AUDIT 2018

REVIEWED BY:

Andrea Gardner, City Manager	Approved - 5/22/2019
Terri Johnson, City Secretary	Final Approval - 5/22/2019

CITY OF WATAUGA, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
WATAUGA CRIME CONTROL AND PREVENTION SPECIAL REVENUE FUND
Year Ended September 30, 2018

	Budget Amounts Final Budget	Actual Amounts	Variance Positive / (Negative)
Revenues			
Taxes	$ 1,450,000	$ 1,434,679	$ (15,321)
Interest income	3,500	17,855	14,355
Miscellaneous	48,000	1	(47,999)
Total revenues	1,501,500	1,452,535	(48,965)
Expenditures			
Current:			
Public safety	1,629,428	1,533,250	96,178
Capital Outlay	39,358	28,807	10,551
Total expenditures	1,668,786	1,562,057	106,729
Excess (deficiency) of revenues over expenditures	(167,286)	(109,522)	57,764
Other financing sources (uses)			
Transfers out	(397,000)	(396,696)	(304)
Total other financing sources (uses)	(397,000)	(396,696)	(304)
Net change in fund balances	(564,286)	(506,218)	58,068
Fund balances, beginning of year	1,233,130	1,233,130	-
Fund balances, end of year	$ 668,844	$ 726,912	$ 58,068

CITY OF WATAUGA, TEXAS
COMBINING BALANCE SHEET
NON MAJOR GOVERNMENTAL FUNDS
September 30, 2018

	WPDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund
ASSETS					
Cash and cash equivalents	$ 347,289	$ 192,744	$ 17,523	$ 1,029	$ 70,842
Investments	369,636	345,221	18,942	-	38,785
Accounts receivable	127,844	247,919	252	-	247
Prepaids and deposits	4,675	5,590	-	-	-
Total assets	$ 849,444	$ 791,474	$ 36,717	$ 1,029	$ 109,874
LIABILITIES AND FUND BALANCES					
LIABILITIES					
Accounts payable	$ 1,314	$ 10,778	$ -	$ -	$ -
Accrued liabilities	10,924	53,784	23	851	-
Total liabilities	12,238	64,562	23	851	-
FUND BALANCES					
Non-spendable					
Prepaid items	4,675	5,590	-	-	-
Restricted					
Capital acquisitions and contractual obligations	-	-	-	-	-
Debt service	-	-	-	-	-
Culture and recreation	832,531	-	36,694	-	-
Public works	-	-	-	-	-
Public safety	-	721,322	-	178	109,874
Total Fund Balances	837,206	726,912	36,694	178	109,874
Total Liabilities and Fund Balances	$ 849,444	$ 791,474	$ 36,717	$ 1,029	$ 109,874

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: May 21, 2019

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

SUBJECT: Discussion and action on setting a Public Hearing regarding the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2019-2020 on Monday, June 17, 2019 at 6:00 p.m. in the Watauga City Hall Council Chambers

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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 17, 2019 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.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Request the Board set the Public Hearing on the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2019-2020 for Monday, June 17, 2019 at 6:00 p.m. in the Watauga City Hall Council Chambers.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager — Approved - 5/22/2019
Terri Johnson, City Secretary — Final Approval - 5/22/2019

AGENDA MEMORANDUM

DATE: May 21, 2019

TO: Crime Control and Prevention District Directors

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

SUBJECT: Discussion and action on setting a Crime Control and Prevention District Board Meeting on July 8, 2019 at 5:30 p.m. in the Watauga City Hall Council Chambers to adopt the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2019-2020

BACKGROUND/INFORMATION:

The Watauga Crime Control Prevention District is required to adopt the proposed FY2019-2020 Fiscal Year Budget and recommend approval to City Council. In order to accomplish this, a meeting is set after a Public Hearing has been held to discuss the budget and recommend approval.

The recommended date is July 8, 2019 at 5:30 p.m.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

Recommend setting the date for the Watauga Crime Control and Prevention District Board Meeting to adopt the proposed FY2019-2020 Watauga Crime Control and Prevention District Budget for July 8, 2019 at 5:30 p.m.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager — Approved - 5/22/2019
Terri Johnson, City Secretary — Final Approval - 5/22/2019

AGENDA MEMORANDUM

DATE: May 21, 2019

TO: Crime Control and Prevention District Directors

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

SUBJECT: Discussion on the proposed Watauga Crime Control and Prevention District Budget for Fiscal Year 2019-2020

BACKGROUND/INFORMATION:

The 2019-2020 Proposed Watauga Crime Control and Prevention District Budget is attached for the Board's review. An overview of the budget will be provided by staff.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

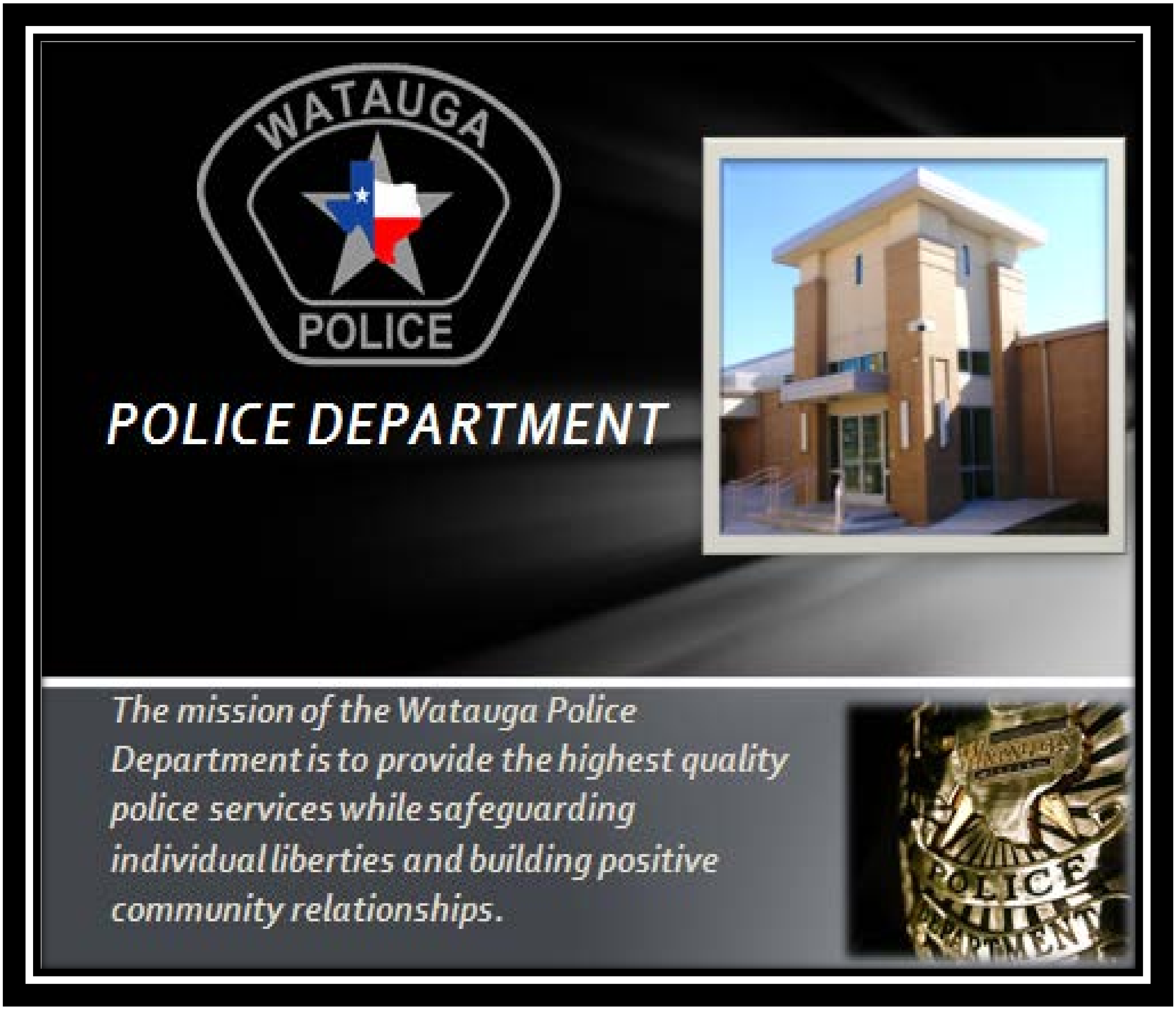
This item does not require action, but the Board may discuss and/or request changes to the proposed budget up until the date of adoption.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2019-2020 CCD PROPOSED BUDGET DOCUMENT

REVIEWED BY:

Robert Parker, Chief of Police	Approved - 5/22/2019
Andrea Gardner, City Manager	Approved - 5/22/2019
Terri Johnson, City Secretary	Final Approval - 5/22/2019



CRIME CONTROL DISTRICT

PROPOSED BUDGET 2019-2020

SPECIAL REVENUE FUNDS

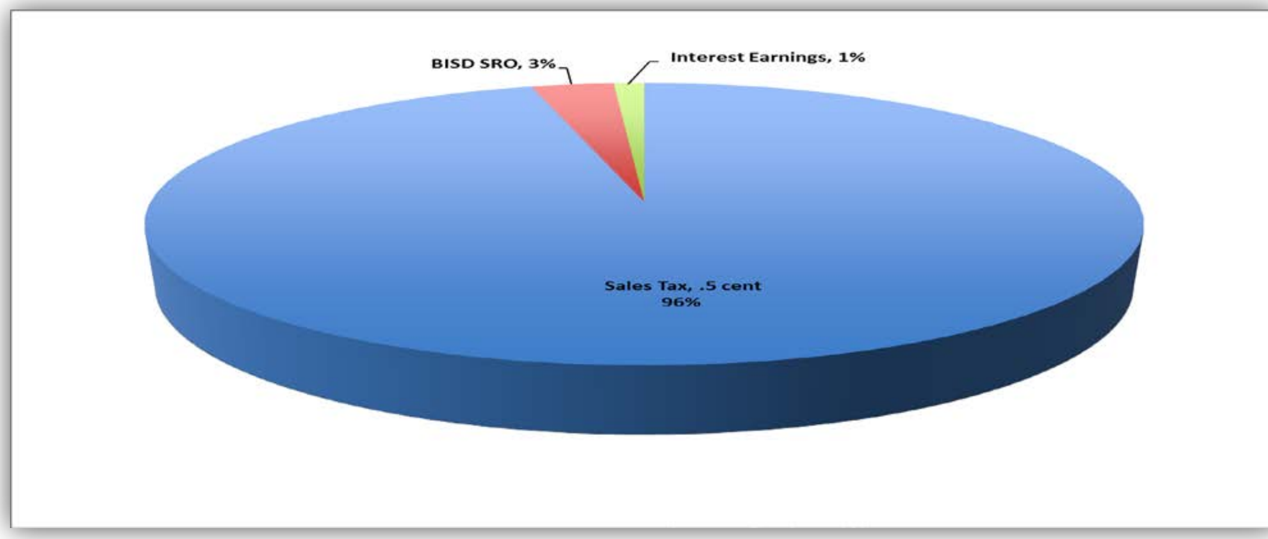
CRIME CONTROL DISTRICT – FUND 18

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. On May 5, 2001, 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. A ten-year extension of the sales tax was passed during the November 2010 election.

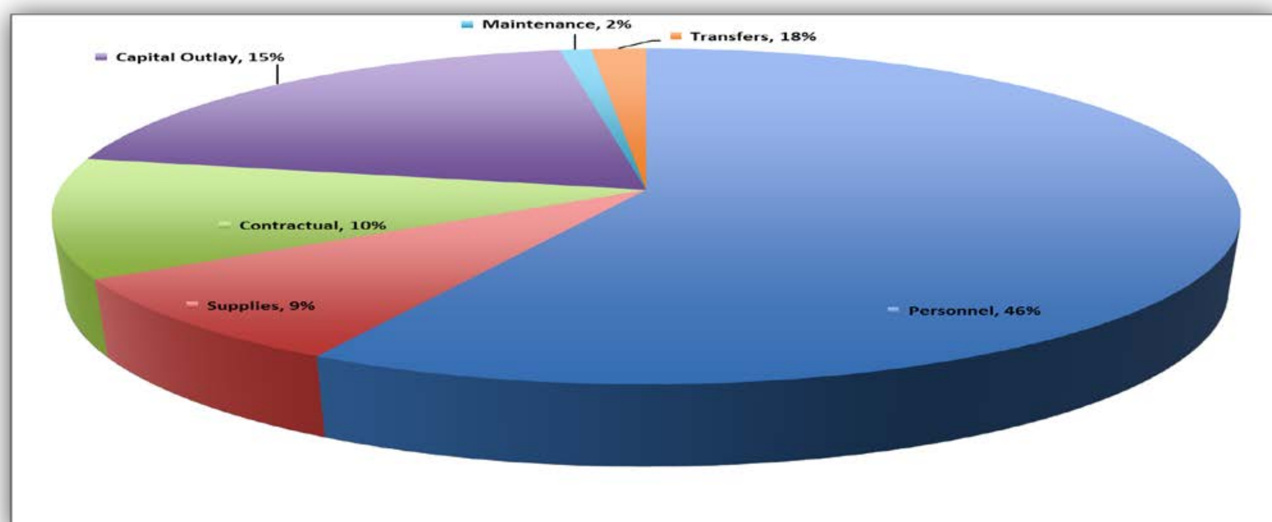
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when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

Sales tax revenue for FY2019-20 is expected to be $1,509,000. Revenues are projected to be approximately 5% higher than the FY2018-19 Budget.

Where Does the Money Come From?



Where Does the Money Go?



Crime Control District Fund 18-080

- Chief of Police
  - Administrative Assistant - Police
  - Assistant Chief of Police
    - Administration
      - Records
      - Animal Services
      - Criminal Investigations
        - CID Assistant/Property Room Technician
    - Professional Standards
      - Training
      - Community Services
        - **Community Services Officer 1.00 FTE**
        - **School Resource Officer 1.00 FTE**
      - School Crossing Guards
    - Field Operations
      - Patrol
        - **Patrol Sergeant 1.00 FTE**
          - **Police Officer 8.00 FTE**

SPECIAL REVENUE FUNDS

CRIME CONTROL DISTRICT BUDGET SUMMARY - FUND 18

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-2017 Actual	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Budget	FY2019-20 VS2018-19
Fund Balance, October 1	**$1,098,418**	**$1,233,129**	**$698,509**	**$726,911**	$681,641	
Revenues:						
Sales Taxes	1,435,448	1,434,679	1,436,000	1,480,000	1,509,000	5%
BISD SRO	44,114	0.00	48,000	47,000	49,000	2%
Interest Earnings/Other	6,539	17,856	9,000	43,000	18,000	100%
Operating Revenues	**$ 1,486,101**	**$ 1,452,535**	**$ 1,493,000**	**$ 1,570,000**	**$ 1,576,000**	**6%**
Total Available Resources	**$ 2,584,519**	**$ 2,685,664**	**$ 2,191,509**	**$ 2,296,911**	**$ 2,257,641**	3.0%
Expenditures:						
Operating Expenditures	1,273,966	1,533,250	1,664,370	1,550,770	1,675,370	0.7%
Capital Outlay	48,611	28,807	24,500	20,500	17,000	-30.6%
Total Expenditures	1,322,577	1,562,057	1,688,870	1,571,270	1,692,370	0.2%
Operating Transfers-Out						
To General Fund	28,813	28,696	29,000	29,000	30,000	3.4%
To Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00%
To Internal Service Fund	0.00	368,000	15,000	15,000	0.00	-100.0%
Total Operating Transfers-Out	28,813	396,696	44,000	44,000	30,000	-34.1%
TOTAL OPERATING & TRANSFERS	$ 1,351,390	$ 1,958,753	$ 1,732,870	$ 1,615,270	$ 1,722,370	-0.6%
Fund Balance, September 30	$1,233,129	$726,911	$458,639	$681,641	$535,271	
CHANGE IN FUND BALANCE	$134,711	($506,218)	($239,870)	($45,270)	($146,370)	
Fund Balance Policy Min @ 20%					$341,074	

SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE
DIVISION / ACTIVITY: WATAUGA CRIME CONTROL AND PREVENTION DISTRICT – FUND 18

LOCATION:	**HOURS OF OPERATION:**
7101 Whitley Road Watauga, Texas 76148	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.

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Maintained the Texas Police Chief's Association Recognition
- Accrued close to 2,000 volunteer hours (VIPS)
- Utilized specially trained officers in crime enforcement and prevention such as a Bike Patrol
- Implemented a workout room for all police employees
- Implemented the "Coffee with Cops" program
- Participated in the Back to School program distributing over 1,000 backpacks
- Implemented new in-car computers for all vehicles
- Implemented new In-car audio/video recording
- Created the Crossing Guard Coordinator position

FY2019-2020 GOALS/ OBJECTIVES:

- Obtain full staffing to ensure quick and effective response to community needs
- Obtain and assign needed personnel to meet the increasing needs of the community
- Continuation of ongoing commitment to be prudent stewards of public funds while providing for the safety of the community through effective and efficient use of available and affordable technologies
- Continue succession planning and career development to identify and support employee and department goals
- Create planned responses and prevention of crime using available resources and technology

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Staffing levels continue to be an issue due to fewer officers and acceptable candidate applications
- Maintaining personnel salaries within market
- Aging fleet replacements in a continuing effort to create a safe environment for the public and staff
- Possible impact to this fund due to proposed State Legislation to prohibit red light cameras
- Renewal election required in May, 2020 for dedicated sales tax for Crime Control

SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE
DIVISION / ACTIVITY: WATAUGA CRIME CONTROL AND PREVENTION DISTRICT - FUND 18

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	$966,361	$775,532	$889,873	$994,000	$902,500	$999,500
Supplies	$138,487	$127,289	$148,808	$147,500	$132,600	$147,500
Maintenance	$175,037	$172,581	$206,498	$206,000	$196,000	$198,500
Contractual/Sundry	$222,638	$198,809	$288,071	$316,870	$319,670	$329,870
Capital Outlay	$42,148	$48,365	$28,807	$24,500	$20,500	$17,000
Transfers	$113,942	$28,813	$396,696	$44,000	$44,000	$30,000
TOTAL	$1,658,613	$1,351,389	$1,958,753	$1,732,870	$1,615,270	$1,722,370

PERSONNEL						
Officer	4.00	9.00	8.00	9.00	9.00	8.00
Sergeant	1.00	1.00	1.50	1.00	1.00	1.00
Traffic Enforcement	3.00	0.00	0.00	0.00	0.00	0.00
Community Resources Officer	0.00	0.00	1.00	0.00	0.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00	1.00	1.00
CID Secretary/Property Tech	0.00	1.00	0.00	0.00	0.00	0.00
TOTAL	9.00	12.00	11.50	11.00	11.00	11.00

PERFORMANCE MEASURES / SERVICE LEVELS

Input / Demand	*Actual 17-18*	*Budget 18-19*	*Projected 18-19*	*Budget 19-20*
Number of Sworn Police Officers	11.50	11.00	11.00	11.00

Efficiency Measures / Impact	*Actual 17-18*	*Budget 18-19*	*Projected 18-19*	*Budget 19-20*
M&O Budget per Capita	$79.87	$73.46	$68.47	$72.95
M&O Percentage of City Budget	4.51%	4.02%	3.75%	4.00%
Number of Sworn Officers Per 1000 Population from WCCPD	0.47	0.47	0.47	0.38

Effectiveness Measures / Outcomes	*Goals*	*Actual 17-18*	*Budget 18-19*	*Projected 18-19*	*Budget 19-20*
SRO Presentations	1,3,5	0	15	10	18
SRO Student Contacts	1,3,5	0	450	392	450
Area School Events/Contacts	1,3,5	10	5	6	10
Explorer Post Meetings	1,3,5	41	48	45	47
Explorer Post Meetings Training Hours	1,3,5	700	720	1,620	2,115
Crime Prevention Training - Community Svc.	1,3,5	20	50	50	90
Business Contacts - Community Svc.	1,3,4,5	100	250	100	175
Neighborhood Watch Mtgs - Community Svc.	1,3,5	15	15	15	35
VIPS Hours	1,2,3,5	1,800	1,800	2,200	2,600
Town Hall Meetings	1,2,3,4,5	1	1	1	1

SPECIAL REVENUE FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: POLICE
DIVISION / ACTIVITY: CRIME CONTROL DISTRICT - FUND 18-080

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		($10,500)	Personnel Shifts, Step-Up Adjustments, Corporal Adjustments
Medical Insurance	Personnel Services		$18,000	Estimated 24% Increase
Dep. Health Supplement	Personnel Services		($2,000)	Historical Usage & Corporal Position Adjustments
Minor Tools & Apparatus	Maintenance		$500	Historical Adjustment - Cost Increases Adjustment
Software Maintenance	Maintenance		($8,000)	Sunridge RIMS Maintenance Removal
Sundry	Contractual/Sundry		$2,000	Program Increases - K9 Expenses
Special Services	Contractual/Sundry		$3,000	FY19-20 New Request Approval -(On-Going)
Training	Contractual/Sundry		$2,000	FY19-20 New Request Approval -(On-Going)
Investigation Expense	Contractual/Sundry		$6,000	FY19-20 New Request Approval -(On-Going)
Other Equipment	Capital Outlay	($4,000)		New/Expanded FY18-19 - Interview Room AV Equipment
Other Equipment	Capital Outlay	($3,500)		New/Expanded FY18-19 - Fitness Area Improvements
Trans to General Fund	Transfers		$1,000	Pecentage Adjustment
Trans to Internal Services	Transfers	($15,000)		New/Expanded FY18-19 - Building Security
TOTALS:		**($22,500)**	**$12,000**	

($10,500) **NET INCREASE/DECREASE**

SPECIAL REVENUE FUNDS

FY2019-20
NEW AND EXPANDED PROGRAM REQUESTS

POLICE - CRIME CONTROL DISTRICT
FUND 18-080

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account Category
1	Investigation Expenses Increase		$ 6,000	$ 6,000	$ 6,000	F	Investigation Expenses
2	Special Services Increase		$ 3,000	$ 3,000	$ 3,000	F	Special Services
3	Training Increase		$ 2,000	$ 2,000	$ 200	F	Training
	TOTAL	**$ -**	**$ 11,000**	**$ 11,000**	**$ 9,200**		

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: 2019-20

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Increase Investigation Expenses Line Item
REQUEST TYPE: On-Going **RANKING:** 1
FUND/DEPT: 18-080 **GOAL #:** 2
FULL FY2019-2020 COST: $6,000
ANY ON-GOING FUTURE COSTS: $6,000
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

This is a request to increase our investigation expenses due to increased costs of lab fees and other miscellaneous items purchased for investigations.

SAVINGS/BENEFITS

This is not an area that would be affected with any savings as this is a general increase needed due to investigating costs increases and an increase in the current lab testing contract with NIMS.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not having sufficient funds to properly analyze evidence for prosecution of cases therefor not have successful prosecution of WPD cases.

EXPENSE IMPACT

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2019-2020 EXPENSE*	*ON-GOING EXPENSE*
18-080-74450	Investigation expenses	$6,000	$6,000
	TOTALS:	**$6,000**	**$6,000**

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2019-2020 SAVINGS*	*ON-GOING SAVINGS*
	TOTALS:	**$0**	**$0**

NEW REQUEST FORM

FISCAL YEAR: 2019-20

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Department Awards Program
REQUEST TYPE: On-Going **RANKING:** 2
FUND/DEPT: 18-080 **GOAL #:** 6
FULL FY2019-2020 COST: $3,000
ANY ON-GOING FUTURE COSTS: $3,000
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Increase the Special Services line item by $3,000 to accommodate for the annual departmental awards.

SAVINGS/BENEFITS

Awards and recognition for officers and staff in order to develop a strong desire to serve the public and aid in meeting strategic plan Goal # 6 of having a highly skilled, well trained, fairly compensated, customer service oriented work- force. In addition, this annual recognition helps build moral and is part of the employee retention effort.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding could result in a strain on the current level of budget dollars in the effort to continue the annual awards program.

EXPENSE IMPACT

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2019-2020 EXPENSE*	*ON-GOING EXPENSE*
18-080-74040	Special Services	$3,000	$3,000
	TOTALS:	**$3,000**	**$3,000**

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2019-2020 SAVINGS*	*ON-GOING SAVINGS*
	TOTALS:	**$0**	**$0**

NEW REQUEST FORM

FISCAL YEAR: 2019-20

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Increase Training Line Item
REQUEST TYPE: On-Going **RANKING:** 3
FUND/DEPT: 18-080 **GOAL #:** 6
FULL FY2019-2020 COST: $2,000
ANY ON-GOING FUTURE COSTS: $2,000
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Request to increase the Training line item due to increasing costs and training opportunities to develop well trained staff.

SAVINGS/BENEFITS

Training for officers and other staff to develop skills to serve the public and aid in meeting strategic plan Goal #6 of having a highly skilled, well trained, customer service oriented work force.

CONSEQUENCES OF NOT FUNDING PROGRAM

Training opportunities for officers and staff will be minimized in order to stay within the current budget constraints.

EXPENSE IMPACT

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2019-2020 EXPENSE*	*ON-GOING EXPENSE*
18-080-74100	Training	$2,000	$2,000
	TOTALS:	**$2,000**	**$2,000**

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2019-2020 SAVINGS*	*ON-GOING SAVINGS*
	TOTALS:	**$0**	**$0**