AGENDA
WATAUGA CRIME CONTROL AND PREVENTION DISTRICT
BOARD MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JUNE 17, 2019
6:30 PM

CALL TO ORDER

PUBLIC HEARING

1. Public Hearing for the Proposed Budget for Crime Control & Prevention District for FY 2019-2020

NEW BUSINESS

1. Consideration, discussion and possible action on the Watauga Crime and Prevention District Proposed Budget for FY 2019-2020

ADJOURNMENT

The Watauga Crime Control and Prevention District Board of Directors may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the to address a subject matter on the agenda. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

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.

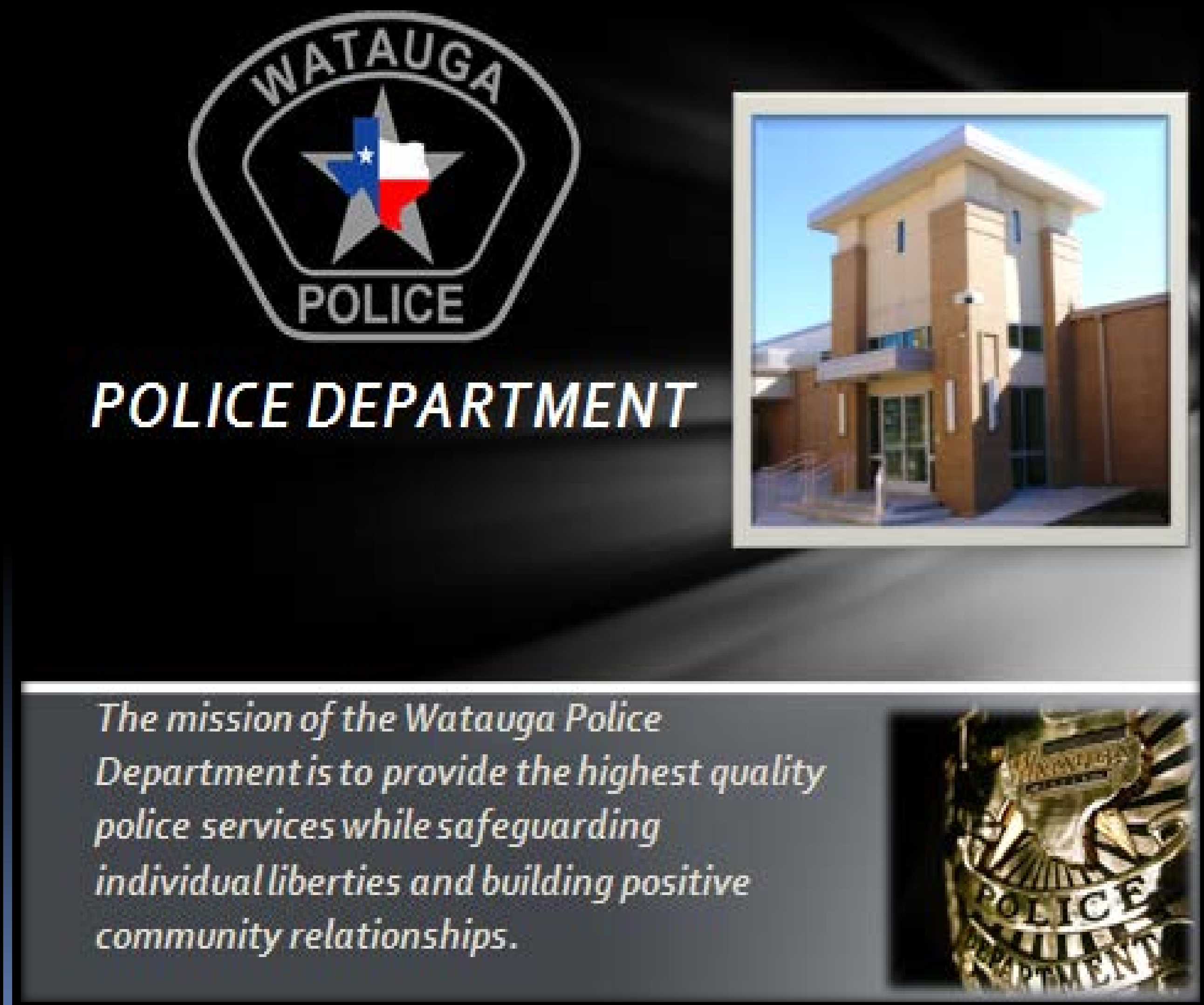
I, Terri Johnson, Interim City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Friday, June 14, 2019, before 6:30 p.m., in accordance with Chapter 551 of the Texas Government Code.

Terri Johnson

Terri Johnson, Interim City Secretary

CITY OF WATAUGA, TEXAS

Watauga Crime Control and Prevention
District Public Hearing
Proposed 2019-20 Budget
June 17, 2019



Purpose of Crime Control District: Police & Law Enforcement Programs

Local Government Code, Title 11, Subtitle C, Section 363.151

Finance all costs of a crime control and prevention program

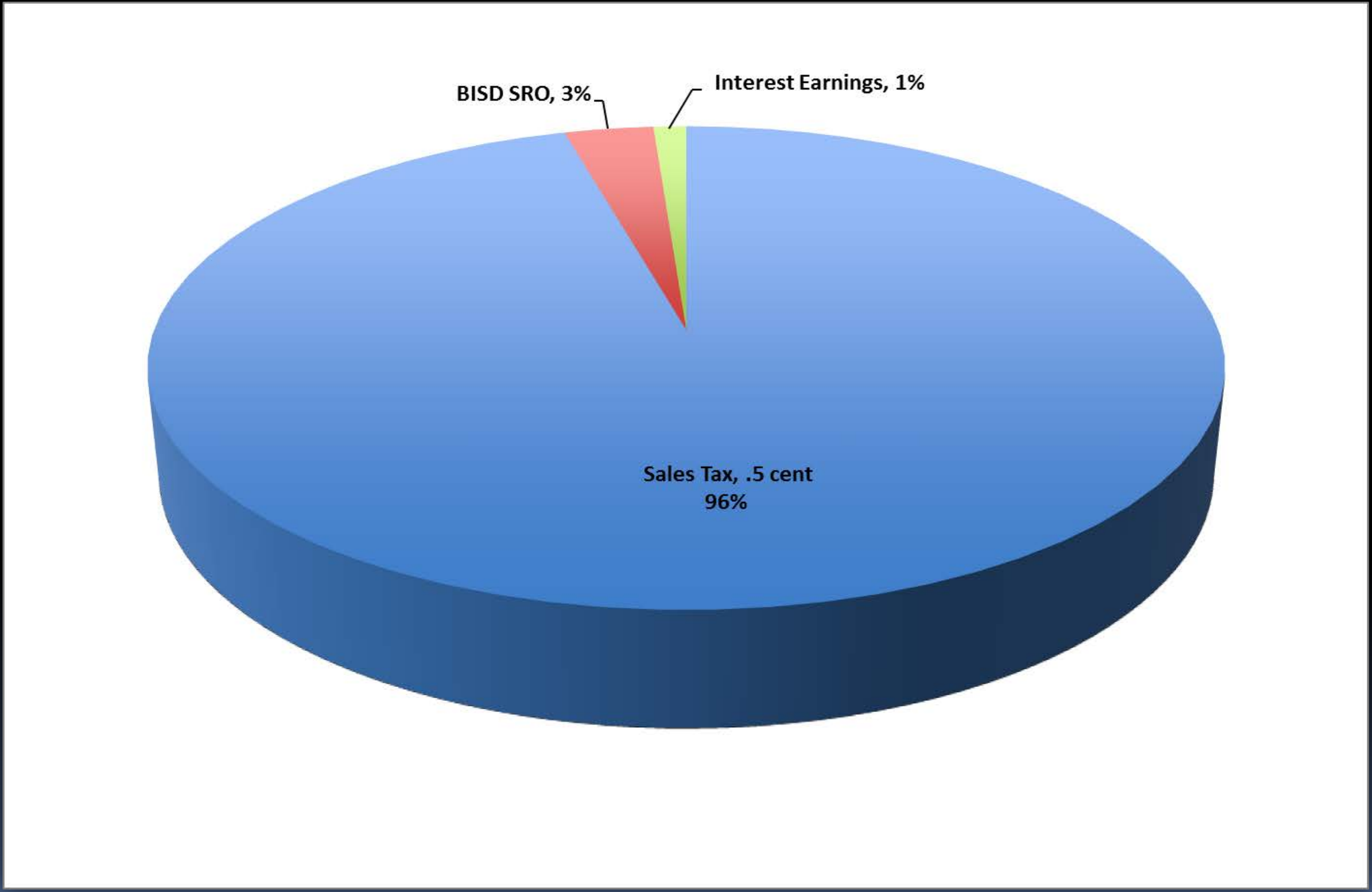
- Personnel
- Administration
- Expansion, Enhancement & Capital Expenditures

LOCAL GOVERNMENT CODE REQUIREMENTS FOR CRIME CONTROL AND PREVENTION DISTRICT

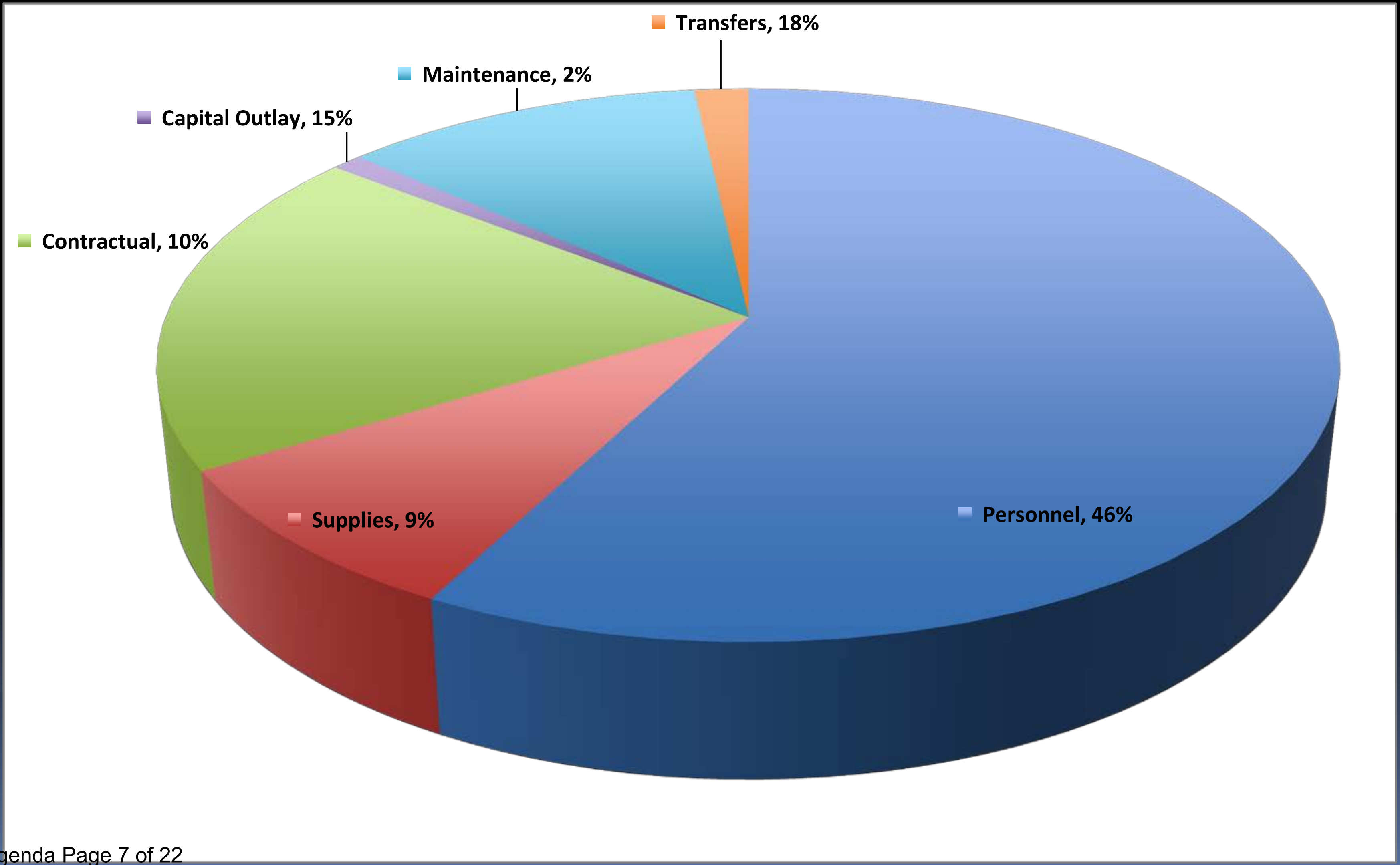
PUBLIC HEARING & NOTICE- 100 DAYS before fiscal year-end

June 17, 2019 (required by June 22, 2019)

WCCPD Revenues $1,576,000



WCCPD Expenditures $1,705,370



WCCPD BUDGET SUMMARY

	PROJECTED YEAR		BUDGET	% CHANGE
	2018-2019 Budget	2018-2019 Projected	2019-2020 Budget	FY2019-20 VS2018-19
Fund Balance, October 1	**$698,509**	**$726,911**	$681,641	
Revenues:				
Sales Taxes	1,436,000	1,480,000	1,509,000	5%
BISD SRO	48,000	47,000	49,000	2%
Interest Earnings/Other	9,000	43,000	18,000	100%
Operating Revenues	**$ 1,493,000**	**$ 1,570,000**	**$ 1,576,000**	**6%**
Total Available Resources	**$ 2,191,509**	**$ 2,296,911**	**$ 2,257,641**	3.0%
Expenditures:				
Operating Expenditures	1,664,370	1,550,770	1,658,370	-0.4%
Capital Outlay	24,500	20,500	17,000	-30.6%
Total Expenditures	1,688,870	1,571,270	1,675,370	-0.8%
Operating Transfers-Out				
To General Fund	29,000	29,000	30,000	3.4%
To Capital Projects	0.00	0.00	0.00	0.00%
To Internal Service Fund	15,000	15,000	0.00	-100.0%
Total Operating Transfers-Out	44,000	44,000	30,000	-34.1%
TOTAL OPERATING & TRANSFERS	$ 1,732,870	$ 1,615,270	$ 1,705,370	-1.6%
Fund Balance, September 30	$458,639	$681,641	$552,271	
CHANGE IN FUND BALANCE	($239,870)	($45,270)	($129,370)	

NEW AND EXPANDED ITEMS

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	$ 2,000	F	Training
	TOTAL	**$ -**	**$ 11,000**	**$ 11,000**	**$ 11,000**		

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


WATAUGA
TEXAS
POLICE
DEPARTMENT
261

AGENDA MEMORANDUM

DATE: June 10, 2019

TO: Crime Control and Prevention District Directors

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

SUBJECT: Consideration, discussion and possible action on the Watauga Crime and Prevention District Proposed Budget for FY 2019-2020

BACKGROUND/INFORMATION:

This item allows for the Board to discuss the FY2019-20 Proposed Crime Control and Prevention Budget. The Board may request changes to the proposed budget up until the time of budget adoption. The Board has set the budget adoption date for July 8, 2019.

FINANCIAL IMPLICATIONS:

The budget expenditures are proposed at $1,705,370.

RECOMMENDATION/ACTION DESIRED:

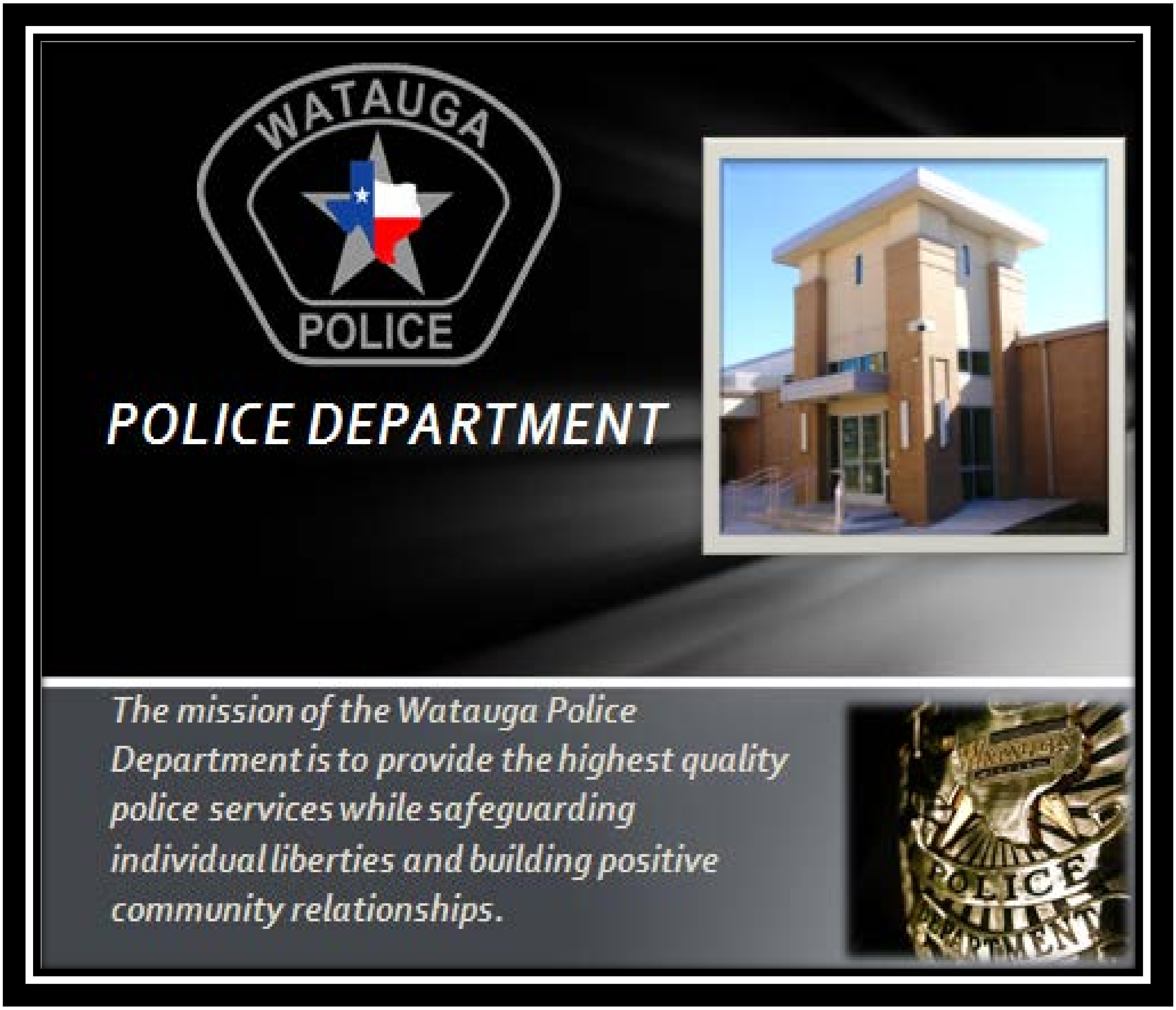
No action is required on this item.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CCD PROPOSED BUDGET DOCUMENT

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance	Approved - 6/10/2019
Andrea Gardner, City Manager	Approved - 6/10/2019
Terri Johnson, City Secretary	Final Approval - 6/10/2019



CRIME CONTROL DISTRICT

PROPOSED BUDGET 2019-2020

SPECIAL REVENUE FUNDS

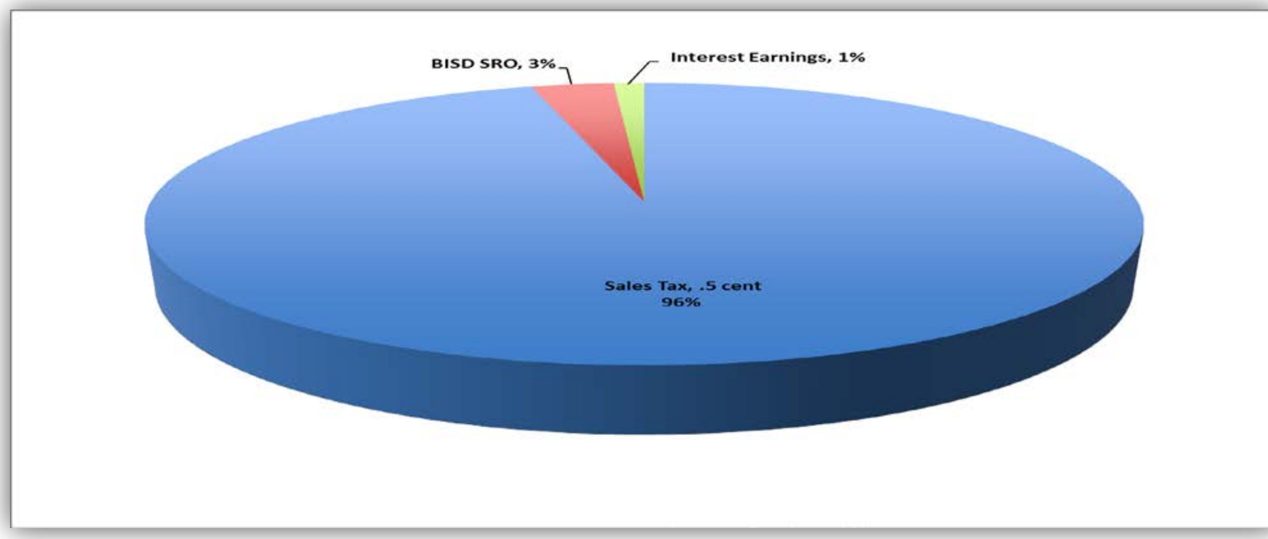
CRIME CONTROL DISTRICT – FUND 18

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.

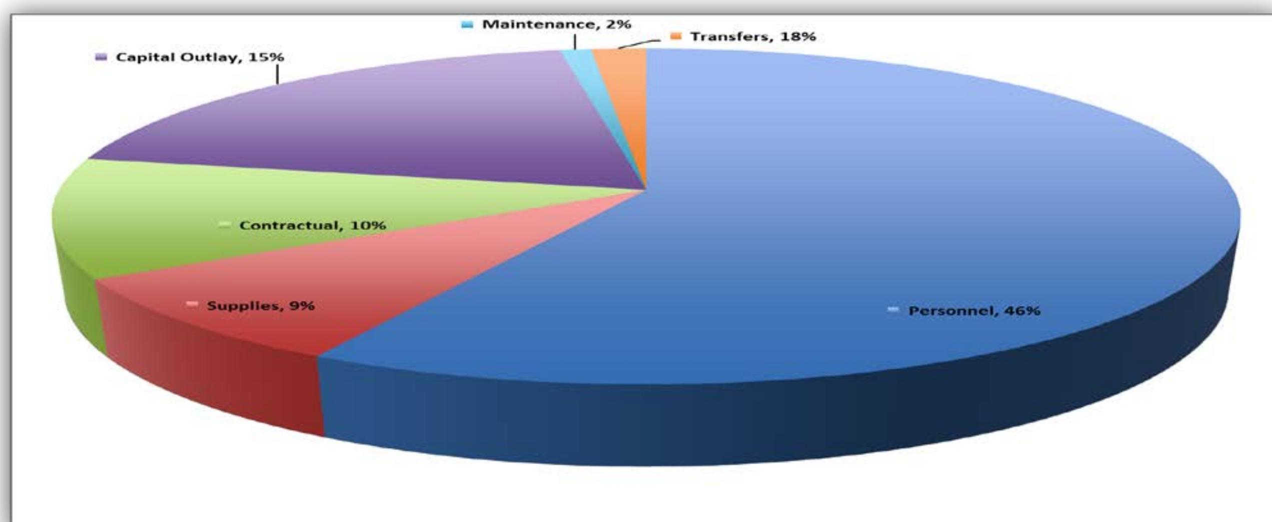
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when 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	1,658,370	-0.4%
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	1,675,370	-0.8%
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	$ 1,705,370	-1.6%
Fund Balance, September 30	$1,233,129	$726,911	$458,639	$681,641	$552,271	
CHANGE IN FUND BALANCE	$134,711	($506,218)	($239,870)	($45,270)	($129,370)	
Fund Balance Policy Min @ 20%					$337,674	

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	$982,500
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	$1,705,370

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	$72.23
M&O Percentage of City Budget	4.51%	4.02%	3.75%	3.96%
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		($7,700)	Tenure, Step Pay & Corporal Position Adjustments
Step Up Pay	Personnel Services		($4,000)	Historical Usage Adjustment
Certification Pay	Personnel Services		($1,000)	Usage & Corporal Position Adjustments
Retirement	Personnel Services		$3,200	Increased Rate
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 Expese	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	Revenue Adjustment
Trans to Internal Services	Transfers	($15,000)		New/Expanded FY18-19 - Building Security
TOTALS:		**($22,500)**	**($5,000)**	

($27,500) **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	$ 2,000	F	Training
	TOTAL	**$ -**	**$ 11,000**	**$ 11,000**	**$ 11,000**		

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**