

CALL TO ORDER

CITIZEN COMMENTS

This is an opportunity for citizens to address the board on any matter over which they have authority, whether it is or is not posted on the agenda. The board is not permitted to discuss or take action on any presentations concerning an item not listed on the agenda. Citizens may speak up to three (3) minutes or the time limit determined by the Mayor or presiding officer.

ACTION & BRIEFING ITEMS:

- A. Approval of the May 25, 2021 meeting minutes.
- B. Public hearing to receive citizen input on the proposed FY 2021-2022 CCPD budget.
- C. Discuss and take action on the proposed FY 2021-2022 CCPD budget.
- D. The next meeting is tentatively scheduled for July 8, 2021 at 6:00pm.

ADJOURN

The board reserves the right to retire into executive session concerning any of the items listed on this agenda, whenever it is considered necessary and legally justified under the Open Meeting Act.

This facility is wheelchair accessible and handicapped parking spaces are available. Requests for accommodations for the hearing impaired must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 710-2526 for assistance.

A quorum of the council or other committees may be present at this meeting; however, no council or other committee discussion or action will be taken. I certify that the above notice was posted on the bulletin board at the Westworth Village City Hall, 311 Burton Hill Road, Westworth Village, Texas on this, the 28th day of May 2021, at noon, in accordance with Chapter 551 of the Texas Government Code.



Brandy G. Barrett, TRMC
City Secretary





ATTENDEES:	Tiffany Aller	Chair Member
	Abraham Elizondo	Member
	Dani Briones	Member
	Tony Yeager	Member
	Tiffany Aller	Member
	Elisa Greubel	Board Secretary
	Kevin Reaves	Police Chief
	Mike Murray	City Administrator
	L. Kelly Jones	Mayor
	Brandy Barrett	City Secretary
ABSENT:	J.D. Ambrose	Member
	Jo Ann Rowls	Member

CALLED TO ORDER: The meeting was called to order at 6:00pm by Tiffany Aller.

Citizen Comments:

There were no citizen comments.

ACTION ITEMS:

A. Approval of the April 27, 2021 meeting minutes..

MOTION to approve the April 27, 2021 meeting minutes.

- **MADE BY:** Abe Elizondo. **SECOND:** Dani Briones.

DISCUSSION

Motion passed vote of 4 Ayes, 0 Nays

B. Discuss the proposed FY 2021-2022 CCPD budget. *(On June 1st a Public Hearing will be held prior to the CCPD Board taking action on the proposed budget.)*

- Mike Murray and Chief Reaves presented the proposed CCPD budget and answered questions from the board.

C. The next meeting is scheduled for June 1st.

ADJOURNED at 6:19pm.

MINUTES APPROVED on this day, the 1st day of June 2021.

Tiffany Aller, President

ATTESTED TO BY:

Elisa Greubel, CCPD Board Secretary



CRIME CONTROL & PREVENTION DISTRICT FUND:

The Crime Control and Prevention District is funded by a ½ cent sales tax. The sales tax is authorized by a vote of the citizens every 20 years. It is currently scheduled to expire on September 30, 2024 and must be placed on the ballot for re-authorization. Expenses are restricted and typically fund five full-time police positions, purchase of police vehicles, uniforms, community relations activities, and various equipment maintenance contracts. Payroll includes a 3% cost of living adjustment, 12.49% TMRS rate, and \$725/month city paid insurance benefit.

Staff Recommendation:

Discuss and consider the budget for adoption and approval. Following the Public Hearing and adoption of the budget, recommend to the City Council for final approval.

Prior Action:

CCPD Meeting May 25,2021

Background Information/Analysis:

The proposed 2022 CCPD Budget revenues are proposed to exceed expenses by \$36,696. The excess funds will be placed into CCPD reserves.

- Revenues are expected to increase from the 2021 budgeted figures by 14% due to conservative budgeting last year necessitated by the uncertainties from COVID. FY 2022 revenues are projected based on the anticipated FY 2021 CCPD Sales Tax revenues with no additional increase from that FY 2021 projection. Total FY 2022 CCPD Revenues are \$648,021. An anticipated excess of revenue totaling \$34,696 will be placed in reserve.
- Budgeted expenses for FY 2022 are \$613,325, an increase of 7.6% which reflects a slightly relaxed concern about the economic impacts of COVID yet remains realistic and well below projected revenue.
- A city-wide cost of living increase of 3% is factored into payroll.
- CCPD funds 5 full time Police positions.
- Funding is included for a new police unit, sponsorship of the community events and luncheons, and yearly software contracts.

Staff Contacts:

Mike Murray
City Administrator
817-710-2517
mmurray@cityofwestworth.com

Kevin Reaves
Police Chief
817-710-2530
kreaves@cityofwestworth.com

Brandy Barrett, TRMC
City Secretary
817-710-2526
bbarrett@cityofwestworth.com

**CITY OF WESTWORTH VILLAGE
FY 2021-2022 CCPD BUDGET**

	Actual 2019	Actual 2020	Adopted 2021	YTD April	Projected 2021	Proposed 2022
CCPD Fund Revenue						
Revenue	\$ 592,518	\$ 606,009	\$ 570,000	\$ 431,999	\$ 647,996	\$ 647,996
Misc & Addit'nal Rev	\$ 6	\$ 6	\$ -	\$ -	\$ -	\$ 2,025
Total Revenue	\$ 592,524	\$ 606,015	\$ 570,000	\$ 431,999	\$ 647,996	\$ 650,021
CCPD Fund Expenses						
Payroll	\$ 467,431	\$ 418,524	\$ 416,967	\$ 320,367	\$ 426,880	\$ 449,299
Equipment	\$ 1,481	\$ 63,308	\$ 53,000	\$ 58,240	\$ 58,240	\$ 63,400
Professional Service	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
Misc	\$ 22,617	\$ 23,242	\$ 26,000	\$ 13,690	\$ 18,402	\$ 25,000
Capital Expense	\$ 418	\$ -	\$ -	\$ -	\$ -	\$ -
Information Tech	\$ 59,126	\$ 61,264	\$ 64,126	\$ 56,505	\$ 61,735	\$ 65,626
Total CCPD Expense	\$ 561,073	\$ 576,337	\$ 570,093	\$ 448,802	\$ 575,257	\$ 613,325

**CITY OF WESTWORTH VILLAGE
FY 2021-2022 CCPD BUDGET**

ACCT	Actual 2019	Actual 2020	Adopted 2021	YTD April	Projected 2021	Proposed 2022
Crime Control Revenue						
Revenue						
03-500-520010 CCPD Sales Tax	\$ 592,518	\$ 606,010	\$ 570,000	\$ 431,999	\$ 647,996	\$ 647,996
Total Revenue	\$ 592,518	\$ 606,010	\$ 570,000	\$ 431,999	\$ 647,996	\$ 647,996
Additional Revenue						
03-500-525003 Texpool Int	\$ 6	\$ 6	\$ -	\$ -	\$ -	\$ 25
Total Add. Rev	\$ 6	\$ 6	\$ -	\$ -	\$ -	\$ 25
Miscellaneous Revenue						
03-500-565001 Misc Rev STEP	\$ 2,472	\$ 4,406	\$ -	\$ 693	\$ 1,039	\$ 2,000
Total Misc. Rev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Total Crime Control Revenue	\$ 592,524	\$ 606,015	\$ 570,000	\$ 431,999	\$ 647,996	\$ 650,021
Crime Control Expenses						
Payroll						
03-630-610001 Salaries	\$ 304,024	\$ 282,857	\$ 272,602	\$ 217,548	\$ 288,958	\$ 296,802
03-630-610002 TMRS Retire	\$ 44,145	\$ 38,480	\$ 38,632	\$ 29,692	\$ 39,949	\$ 43,339
03-630-610003 Workers Comp	\$ 8,966	\$ 8,005	\$ 9,014	\$ 8,867	\$ 9,554	\$ 9,716
03-630-610004 Unemployment (\$ 971	\$ 45	\$ 720	\$ 864	\$ 972	\$ 720
03-630-610005 Group Health Insu	\$ 49,653	\$ 48,222	\$ 42,000	\$ 34,777	\$ 44,520	\$ 43,500
03-630-610006 Medicare	\$ 4,971	\$ 4,295	\$ 4,668	\$ 3,203	\$ 4,804	\$ 5,031
03-630-610008 Overtime Pay	\$ 35,291	\$ 13,814	\$ 15,727	\$ 12,847	\$ 19,270	\$ 16,571
03-630-610009 Cell Phone Allowa	\$ 2,345	\$ 2,275	\$ 2,220	\$ 1,680	\$ 2,520	\$ 2,220
03-630-610011 Certification Pay	\$ 17,061	\$ 16,122	\$ 20,400	\$ 10,196	\$ 15,294	\$ 29,400
03-630-610015 Step Pay	\$ 2,472	\$ 4,406	\$ 10,984	\$ 693	\$ 1,039	\$ 2,000
Total Payroll	\$ 467,431	\$ 418,523	\$ 416,967	\$ 320,367	\$ 426,880	\$ 449,299
Equipment						
03-630-625046 Technology Repla	\$ 1,481	\$ 1,500	\$ -	\$ -	\$ -	\$ 5,400
03-630-625049 Police Vehicle	\$ -	\$ 61,807	\$ 53,000	\$ 58,240	\$ 58,240	\$ 58,000
Total Equipm'nt	\$ 1,481	\$ 63,308	\$ 53,000	\$ 58,240	\$ 58,240	\$ 63,400

Professional Services								
03-630-630014	Admin Services	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	
	Total Prof. Serv.	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	
Miscellaneous								
03-630-635008	Uniforms	\$ 4,667	\$ 8,909	\$ 7,000	\$ 1,313	\$ 1,969	\$ 7,000	
03-630-635103	Comm. Relations	\$ 12,022	\$ 8,681	\$ 13,000	\$ 10,088	\$ 13,000	\$ 13,000	
03-630635123	Serv Fee (Data car	\$ 5,926	\$ 5,650	\$ 6,000	\$ 2,289	\$ 3,433	\$ 5,000	
	Total Misc	\$ 22,615	\$ 23,241	\$ 26,000	\$ 13,690	\$ 18,402	\$ 25,000	
Capital Expense								
03-630-650028	Weapon Cleaning	\$ 418	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Cap. Expen.	\$ 418	\$ -	\$ -	\$ -	\$ -	\$ -	
Information Technology								
03-630-660004	Third Party Provid	\$ 7,316	\$ 9,226	\$ 7,400	\$ 5,733	\$ 8,348	\$ 7,400	
03-630-660005	Maint Contracts	\$ 51,809	\$ 52,037	\$ 56,726	\$ 50,772	\$ 53,387	\$ 58,226	
	Total Info. Tech	\$ 59,125	\$ 61,263	\$ 64,126	\$ 56,505	\$ 61,735	\$ 65,626	
Total Crime Control Expenses		\$ 561,070	\$ 576,337	\$ 570,093	\$ 448,802	\$ 575,257	\$ 613,325	
Net Crime Control & Prevention L		\$ 31,454	\$ 29,678	\$ (93)	\$ (16,803)	\$ 72,739	\$ 36,696	



Crime Control and Prevention District Budget Proposal FY 21-22



Crime Control and Prevention District Fund

Crime Control and Prevention District (CCPD) is funded by a ½ cent citizen authorized sales tax. The current sales tax is scheduled to expire on September 30th, 2024 and must be placed on the ballot for a reauthorization vote every 20 years.

The expenses in this fund are restricted and this account typically funds (5) five-full time police positions, a police vehicle purchase, uniforms, community related activities and various equipment maintenance contracts.

The CCPD budget is an integral part of the overall Police Department operating budget which is a goal-based budget. The goals for FY21-22 CCPD budget are part of the Police Departments General Fund Budget.

Payroll expenses includes a 3% cost of living adjustment for FY 21-22, 12% TMRS rate and \$725 /month city paid insurance benefit.

Crime Control and Prevention District Fund Overview

	Actual 2019	Actual 2020	Adopted 2021	Projected 2021	Proposed 2022
Revenue	\$592,518	\$606,009	\$570,000	\$647,996	\$647,996
Additional Revenue	\$6	\$6	0	0	\$25
STEP Reimburse	\$2,472	\$4,406	0	\$1,039	\$2,000
Total Revenue	\$594,996	\$610,421	\$570,000	\$649,035	\$650,021
Payroll	\$467,431	\$418,524	\$416,967	\$426,880	\$449,299
Equipment	\$ 1,481	\$63,308	\$53,000	\$58,240	\$63,400
Professional Service	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Misc.	\$22,617	\$23,242	\$26,000	\$18,402	\$25,000
Capital Expense	\$418	-	-	-	-
Information Tech	\$59,126	\$61,264	\$64,126	\$61,735	\$ 65,626
Total Expenses	\$561,073	\$576,337	\$570,093	\$575,257	\$613,325

PAYROLL EXPENSE		FY 20-21	Proposed FY 21-22	Increase
03-630-610001	Salaries	\$272,958	\$296,227	\$23,269
03-630-610002	TMRS	\$38,679	\$43,339	\$4,660
03-630-610003	Workers Comp	\$9,025	\$9,716	\$691
03-630-610004	Unemployment	\$720	\$720	-
03-630-610005	Health Insurance	\$40,500	\$43,500	\$3,000
03-630-610006	Medicare	\$4,674	\$5,031	\$357
03-630-610008	Overtime (CCPD)	\$15,748	\$16,571	\$823
03-630-610009	Cell Phone	\$2,220	\$2,220	-
03-630-610011	Certification Pay	\$20,400	\$29,400	\$9,000
03-630-610012	STEP Pay	\$10,998	\$2,000	-\$8,998

The current projected FY 2021-22 includes 5 officers at an average salary of \$53,056. The proposed budget includes 5 officers at an average salary of \$57,445.4. The FY 2021-2022 budget includes funds for a 3% (\$9,045) pay increase and salary adjustment. The remainder of the increase is on the fringe benefits. The increase in these accounts is based upon the salary increases. The proposed total payroll portion for the FY21-22 CCPD budget is \$449,299.

Equipment Expense		FY20-21	FY21-22	Increase
03-630-625046	Technology Replacement	0	5,400	5,400 *
03-630-625045	Tasers	0	0	0
03-630-635008	Uniforms	7,000	7,000	0
03-630-650028	Weapons Cleaning Sys.	0	0	0

The CCPD budget proposal for the FY-21-22 reflects a new line item labeled as Technology Replacement. The account # will be 03-630-625046. This line item will be an ongoing line item to replace aging police technology such as the police handheld and vehicle radio systems. The Police Departments radios are reaching the end of life and replacement parts are no longer available for our existing models. Additionally, the police radio systems will be upgraded to encrypted communications at an undetermined date. The existing radios are not designed for the newer encryption technology. Currently, the plan is to purchase two radios per year at a cost of approx. 5,400 per year until all of radios have been upgraded.

Community Relations		FY20-21	FY 21-22	Increase
03-630-635103	Community Relations	13,000	13,000	0

In FY2020-21, there was a limited opportunity for Community Events due to the Covid 19 Pandemic. However, the Departemnt hosted a Christmas in the Village event as well as a citywide picnic at the beginning of the Fiscal Year.

Administration Services		FY 20-21	FY 21-22	Increase
03-630-630014	Administration Services	10,000	10,000	0

Admin Services is a fee paid by CCPD to the City for services provided such as accounts payable and budgetary assistance.

Capital Expense		FY 20-21	FY 21-22	Increase
03-630-625049	Police Unit	53,000	58,000	5,000

This account covers the cost of purchasing a new police unit and purchasing/ upgrading the equipment contained in the vehicle for officers to perform their duties. The life span of the vehicles is approx. 10 years of service to the City.

Service Fees		FY 20-21	FY 21-22	Increase
03-630-635123	Data Cards	6,000	5,000	-(1,000)
03-630-660004	Third-Party Provider	7,400	7,400	0

The data card is used to provide cell service in police Mobile Data terminals. We went to a different provider to reduce costs in FY-20-21. The third-party provider fees are the CCPD share of the IT support for the Police Department.

Maintenance Contracts		FY 20-21	FY 21-22	Increase
03-630-660005	Maint. Contracts	56,724	58,226	1,502

This section covers all the technology maintenance contracts and technology services for the police department. There is a minor increase with the Crimes Records Management System service fee of approx. \$1,500 as compared to previous years. Below is the breakdown of the services covered by this account:

FY 20-21			FY-21-22	
Leads online	\$2,148		Leads online	\$2,150
CRIMES	\$15,000		CRIMES	\$16,500
Ricoh	\$3,500	<i>Copier in Dispatch</i>	Ricoh	\$3,500
FW Radio Contract	\$18,000		FW Radio Contract	\$18,000
TSM Consulting	\$2,033	<i>Net Motion</i>	TSM Consulting	\$2,033
All Traffic Solutions	\$2,625		All Traffic Solutions	\$2,625
Mentalix	\$4,890		Mentalix	\$4,890
PMAM	\$900		PMAM	\$900
Background Solutions	\$195		Background Solutions	\$195
Vista com	\$2,433	<i>Panasonic Updates</i>	TKM	\$5,000
TKM	\$5,000	<i>Dispatch Voice Recorder</i>	Vista Com	\$2,433
Total	\$56,724		Total	\$58,226