

**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.*

**PUBLIC HEARING, ACTION & BRIEFING ITEMS:**

- A. Approval of the Minutes** from the CCPD meeting on June 20, 2024.
- B. Discuss and take action to appoint a Vice President to complete an unexpired term ending September 2024.** *(The President and Vice-President positions are appointed annually, following Council appointments the Vice-President position is currently vacant.)*
- C. Public Hearing** to receive citizen comments and input on the fiscal year 2024-2025 proposed budget.
- D. Review and discuss** fiscal year to date revenue and expenses.
- E. Discuss and take action on the fiscal year 2024-2025 proposed budget.**
- F. The next meeting** will be scheduled as needed.

**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 2<sup>nd</sup> day of August 2024, at 5pm, in accordance with Chapter 551 of the Texas Government Code.*



**Brandy G. Barrett, TRMC**  
City Administrator/City Secretary



June 20, 2024

6:00 PM

Council Chambers

<b>ATTENDEES:</b>	Brian Libbey	President
	Teddy Berdan	Member
	Immy Khan	Member
	JoAnn Rowls	Member
	Chris Measley	Member
	Justin Harnick	Member
	L. Kelly Jones	Mayor
	Brandy Barrett	City Administrator/ Secretary
	Kevin Reaves	Police Chief
<b>ABSENT:</b>	Elisa Greubel	Board Secretary

**CALLED TO ORDER and introduction of new members at 6:00pm by Chairman Libbey.**

**CITIZEN COMMENTS**

- There were no citizen comments.

**ACTION ITEMS:**

- A. Approval of the December 5, 2023, meeting minutes.  
**MOTION to approve the minutes from December 5, 2023.**  
**MADE by** Chris Measley. **SECOND by** Justin Harnick.  
**Motion passed** by a vote of 7 Ayes and 0 Nays.
  
- B. Discuss and take action to appoint a Vice Chair to complete the term ending September 2024.  
**MOTION appoint Chris Measley as Vice Chair.**  
**MADE by** Brian Libbey. **SECOND by** Teddy Berdan.  
**Motion passed** by a vote of 7 Ayes and 0 Nays.
  
- C. Review and discuss fiscal year to date revenue and expenses.  
Discussion item, no action was taken.
  
- D. Review and discuss fiscal year 2024-2025 preliminary budget.  
Discussion item, no action was taken.
  
- E. The next meeting is scheduled for July 10, 2024.

**ADJOURNED 7:04 PM.**

**MINUTES APPROVED on this day, the 10<sup>th</sup> day of July 2024.**

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**Brian Libbey, President**

**ATTESTED TO BY:**

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**Brandy Barrett, TRMC**  
City Administrator/ Secretary

ACCT		FYTD	Budget
		2024	2024
<b>Crime Control &amp; Prevention Revenue</b>			
<b>Revenue</b>			
03-500-565001	CCPD Misc	\$ -	\$ -
03-500-520010	Crime Control Sales Tax	\$ 635,926	\$ 663,910
<b>Total Revenue</b>		<b>\$ 635,926</b>	<b>\$ 663,910</b>
<b>Total Crime Control Revenue</b>		<b>\$ 635,926</b>	<b>\$ 663,910</b>
<b>Crime Control &amp; Prevention Expenses</b>			
<b>Payroll</b>			
03-630-610001	Salaries	\$ 264,971	\$ 313,511
03-630-610002	TMRS Retirement	\$ 31,994	\$ 47,168
03-630-610003	Workers compensation	\$ 10,574	\$ 10,574
03-630-610004	Unemployment Comp	\$ 833	\$ 720
03-630-610005	Group Health Insurance	\$ 29,344	\$ 60,000
03-630-610006	Medicare	\$ 3,850	\$ 5,476
03-630-610007	FICA Social Security	\$ -	\$ -
03-630-610008	Overtime Pay	\$ 12,933	\$ 18,087
03-630-610009	Cell Phone Allowance	\$ 985	\$ 2,220
03-630-610011	Certification Pay	\$ 16,031	\$ 31,200
03-630-610013	Holiday Pay	\$ -	\$ 12,632
<b>Total Payroll</b>		<b>\$ 371,514</b>	<b>\$ 501,588</b>

ACCT		FYTD	Budget
		2024	2024
<b>Equipment</b>			
03-630-625045	Tasers	\$ -	\$ -
03-630-625046	Technology Replacement	\$ 165,874	\$ 5,400
03-630-625049	Police Units/Camera System	\$ 53,412	\$ 73,000
03-630-625050	Guns	\$ -	\$ -
<b>Total Equipment</b>		<b>\$ 219,286</b>	<b>\$ 78,400</b>
<b>Professional Services</b>			
03-630-630014	Admin Services	\$ -	\$ 15,000
<b>Total Professional Services</b>		<b>\$ -</b>	<b>\$ 15,000</b>
<b>Miscellaneous</b>			
03-630-635008	Uniforms	\$ 3,646	\$ 7,000
03-630-635103	Community Relations	\$ 13,914	\$ 13,000
03-630-635123	Service Fees ( Data cards and Cell I	\$ 14,781	\$ 6,000
<b>Total Miscellaneous</b>		<b>\$ 32,341</b>	<b>\$ 26,000</b>
<b>Information Technology</b>			
03-630-660004	Third Party Provider	\$ 8,286	\$ 7,400
03-630-660005	Maintenance Contracts	\$ 40,430	\$ 60,000
<b>Total Information Technology</b>		<b>\$ 48,717</b>	<b>\$ 67,400</b>
<b>Total Crime Control Expenses</b>		<b>\$ 671,858</b>	<b>\$ 688,388</b>
<b>Net Crime Control &amp; Prevention District</b>		<b>\$ (35,931)</b>	<b>\$ (24,478)</b>
<b>Projected Running total of Reserve Funding:</b>		<b>\$577,100</b>	<b>\$577,100</b>

TECH REPLACEMENT: first payment for Motorola RMS software; \$200,000 encumbered from FY23.

ACCT		Budget 2024	Proposed 2025	Proposed 2026	CURRENT PROPOSED BUDGET NOTES
<b>Crime Control &amp; Prevention Revenue</b>					
<b>Revenue</b>					
03-500-565001	CCPD Misc	\$ -	\$ -	\$ -	
03-500-520010	Crime Control Sales Tax	\$ 663,910	\$ 769,593	\$ 777,289	Rolling actual 12 months plus 1% as of June
<b>Total Revenue</b>		<b>\$ 663,910</b>	<b>\$ 769,593</b>	<b>\$ 777,289</b>	
<b>Total Crime Control Revenue</b>		<b>\$ 663,910</b>	<b>\$ 769,593</b>	<b>\$ 777,289</b>	
<b>Crime Control &amp; Prevention Expenses</b>					
<b>Payroll</b>					
03-630-610001	Salaries	\$ 313,511	\$ 350,594	\$ 386,530	5K baseline increase patrol + COLA and Merit
03-630-610002	TMRS Retirement	\$ 47,168	\$ 51,977	\$ 56,465	\$600/month/EE increase in benefits
03-630-610003	Workers compensation	\$ 10,574	\$ 11,652	\$ 11,652	Sick leave payout on retirement after 5yrs
03-630-610004	Unemployment Comp	\$ 720	\$ 720	\$ 720	4WK vacation rollover
03-630-610005	Group Health Insurance	\$ 60,000	\$ 96,000	\$ 96,000	
03-630-610006	Medicare	\$ 5,476	\$ 6,034	\$ 6,555	
03-630-610007	FICA Social Security	\$ -	\$ -	\$ -	
03-630-610008	Overtime Pay	\$ 18,087	\$ 20,227	\$ 20,227	
03-630-610009	Cell Phone Allowance	\$ 2,220	\$ -	\$ -	
03-630-610011	Certification Pay	\$ 31,200	\$ 31,200	\$ 31,200	
03-630-610013	Holiday Pay	\$ 12,632	\$ 14,126	\$ 14,126	
<b>Total Payroll</b>		<b>\$ 501,588</b>	<b>\$ 582,530</b>	<b>\$ 623,475</b>	
<b>Equipment</b>					
03-630-625045	Tasers	\$ -	\$ -	\$ 35,000	- FY26 Tazer upgrade at end of life
03-630-625046	Technology Replacement	\$ 5,400	\$ 35,400	\$ 5,400	20K Speed Trailer & 10K speed sign at BHE
03-630-625049	Police Units/Camera System	\$ 73,000	\$ 75,000	\$ 75,000	
03-630-625050	Guns	\$ -	\$ -	\$ 100,000	- FY26 new guns and red dot sights
<b>Total Equipment</b>		<b>\$ 78,400</b>	<b>\$ 110,400</b>	<b>\$ 215,400</b>	

ACCT		Budget 2024	Proposed 2025	Proposed 2026	CURRENT PROPOSED BUDGET NOTES
	<b>Professional Services</b>				
03-630-630014	Admin Services	\$ 15,000	\$ 15,000	\$ 15,000	
	<b>Total Professional Services</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	
	<b>Miscellaneous</b>				
03-630-635008	Uniforms	\$ 7,000	\$ 7,000	\$ 7,000	
03-630-635103	Community Relations	\$ 13,000	\$ 15,000	\$ 16,000	
03-630-635123	Service Fees ( Data cards and Cell I	\$ 6,000	\$ 10,000	\$ 10,000	
	<b>Total Miscellaneous</b>	<b>\$ 26,000</b>	<b>\$ 32,000</b>	<b>\$ 33,000</b>	
	<b>Information Technology</b>				
03-630-660004	Third Party Provider	\$ 7,400	\$ 8,000	\$ 8,000	
03-630-660005	Maintenance Contracts	\$ 60,000	\$ 65,000	\$ 66,500	
	<b>Total Information Technology</b>	<b>\$ 67,400</b>	<b>\$ 73,000</b>	<b>\$ 74,500</b>	
<b>Total Crime Control Expenses</b>		<b>\$ 688,388</b>	<b>\$ 812,930</b>	<b>\$ 961,375</b>	
<b>Net Crime Control &amp; Prevention District</b>		<b>\$ (24,478)</b>	<b>\$ (43,337)</b>	<b>\$ (184,087)</b>	
<b>Projected Running total of Reserve Funding:</b>		<b>\$577,100</b>	<b>\$ 533,763</b>	<b>\$ 349,676</b>	

ACCT		Budget 2024	Proposed 2025	Proposed 2026	CURRENT PROPOSED BUDGET NOTES
<b>Crime Control &amp; Prevention Revenue</b>					
<b>Revenue</b>					
03-500-565001	CCPD Misc	\$ -	\$ -	\$ -	
03-500-520010	Crime Control Sales Tax	\$ 663,910	\$ 769,593	\$ 777,289	Rolling actual 12 months plus 1% as of June
<b>Total Revenue</b>		<b>\$ 663,910</b>	<b>\$ 769,593</b>	<b>\$ 777,289</b>	
<b>Total Crime Control Revenue</b>		<b>\$ 663,910</b>	<b>\$ 769,593</b>	<b>\$ 777,289</b>	
<b>Crime Control &amp; Prevention Expenses</b>					
<b>Payroll</b>					
03-630-610001	Salaries	\$ 313,511	\$ 353,174	\$ 389,374	Chief's pay and benefit proposal:
03-630-610002	TMRS Retirement	\$ 47,168	\$ 53,946	\$ 58,468	4WK vacation rollover
03-630-610003	Workers compensation	\$ 10,574	\$ 12,094	\$ 12,094	Sick leave payout on retirement after 5yrs
03-630-610004	Unemployment Comp	\$ 720	\$ 720	\$ 720	\$600/month/EE increase in benefits
03-630-610005	Group Health Insurance	\$ 60,000	\$ 96,000	\$ 65,000	3 additional paid holidays (match county)
03-630-610006	Medicare	\$ 5,476	\$ 6,263	\$ 6,788	
03-630-610007	FICA Social Security	\$ -	\$ -	\$ -	
03-630-610008	Overtime Pay	\$ 18,087	\$ 20,375	\$ 20,375	
03-630-610009	Cell Phone Allowance	\$ 2,220	\$ -	\$ -	
03-630-610011	Certification Pay	\$ 31,200	\$ 31,200	\$ 31,200	
03-630-610013	Holiday Pay	\$ 12,632	\$ 27,167	\$ 27,167	
<b>Total Payroll</b>		<b>\$ 501,588</b>	<b>\$ 600,939</b>	<b>\$ 611,186</b>	
<b>Equipment</b>					
03-630-625045	Tasers	\$ -	\$ -	\$ 35,000	- FY26 Tazer upgrade at end of life
03-630-625046	Technology Replacement	\$ 5,400	\$ 35,400	\$ 5,400	20K Speed Trailer & 10K speed sign at BHE
03-630-625049	Police Units/Camera System	\$ 73,000	\$ 75,000	\$ 75,000	
03-630-625050	Guns	\$ -	\$ -	\$ 100,000	- FY26 new guns and red dot sights
<b>Total Equipment</b>		<b>\$ 78,400</b>	<b>\$ 110,400</b>	<b>\$ 215,400</b>	

ACCT		Budget 2024	Proposed 2025	Proposed 2026	CURRENT PROPOSED BUDGET NOTES
	<b>Professional Services</b>				
03-630-630014	Admin Services	\$ 15,000	\$ 15,000	\$ 15,000	
	<b>Total Professional Services</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	
	<b>Miscellaneous</b>				
03-630-635008	Uniforms	\$ 7,000	\$ 7,000	\$ 7,000	
03-630-635103	Community Relations	\$ 13,000	\$ 15,000	\$ 16,000	
03-630-635123	Service Fees ( Data cards and Cell I	\$ 6,000	\$ 10,000	\$ 10,000	
	<b>Total Miscellaneous</b>	<b>\$ 26,000</b>	<b>\$ 32,000</b>	<b>\$ 33,000</b>	
	<b>Information Technology</b>				
03-630-660004	Third Party Provider	\$ 7,400	\$ 8,000	\$ 8,000	
03-630-660005	Maintenance Contracts	\$ 60,000	\$ 65,000	\$ 66,500	
	<b>Total Information Technology</b>	<b>\$ 67,400</b>	<b>\$ 73,000</b>	<b>\$ 74,500</b>	
<b>Total Crime Control Expenses</b>		<b>\$ 688,388</b>	<b>\$ 831,339</b>	<b>\$ 949,086</b>	
<b>Net Crime Control &amp; Prevention District</b>		<b>\$ (24,478)</b>	<b>\$ (61,746)</b>	<b>\$ (171,797)</b>	
<b>Projected Running total of Reserve Funding:</b>		<b>\$577,100</b>	<b>\$ 515,354</b>	<b>\$ 343,557</b>	