

June 8, 2023

6:00 PM

Council Chambers

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 9, 2023, meeting minutes.
- B. Public Hearing to receive citizen comment and input on regarding traffic on Koldin and Casstevens.
- C. Review and discuss citizen concerns regarding traffic on Koldin and Casstevens.
- D. Review and discuss city crosswalks.
- E. Review and discuss CCPD budget for FY23-24.
- F. The next meeting is scheduled for July 6th at 6pm.

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 5th day of June 2023, by 5pm, in accordance with Chapter 551 of the Texas Government Code.



Brandy G. Barrett, TRMC
City Administrator/City Secretary





ATTENDEES:	Brian Libbey	President
	Michael Dingman	Vice President
	Lance Rahn	Member
	Robert Fitzgerald	Member
	Chris Measley	Member
	L. Kelly Jones	Mayor
	Brandy Barrett	City Administrator/ Secretary
	Kevin Reaves	Police Chief
ABSENT:	JoAnn Rowls	Member
	Elisa Greubel	Board Secretary

CALLED TO ORDER at 6:00pm by Councilman Brian Libbey.

CITIZEN COMMENTS

- There were no citizen comments.

ANNOUNCEMENT

- There will be a public hearing to hear citizen concerns regarding traffic on Koldin and Casstevens at the June 8th meeting.

ACTION ITEMS:

- A. Approval of the August 26, 2022, meeting minutes.
MOTION to approve the minutes from August 26, 2022.
MADE by Mike Dingman. SECOND by Robert Fitzgerald.
Motion passed by a vote of 5 Ayes and 0 Nays.

- B. Discuss and take action to appoint a President.
MOTION to appoint Brian Libbey as President.
MADE by Mike Dingman. SECOND by Robert Fitzgerald.
Motion passed by a vote of 4 Ayes, 0 Nays and 1 Abstain (Libbey).

- C. Discuss and take action to appoint a Vice President.
MOTION to Michael Dingman as Vice President.
MADE by Brian Libbey. SECOND by Chris Measley.
Motion passed by a vote of 5 Ayes and 0 Nays.

D. Discuss and take action to appoint a secretary.

MOTION to city staff (city secretary/deputy city secretary) as the board secretary.

MADE by Mike Dingman. **SECOND by** Brian Libbey.

Motion passed by a vote of 5 Ayes and 0 Nays.

E. Review and discuss alleyway lighting and safety.

The board and Chief Reaves discussed the need for midblock alley lights, tree interference with light sources and minimal calls for police activity in the alleys. It was determined that if a resident desired an alley light to be installed on their property, they should make a request to Chief Reaves who has council authority to place street lights in the interest of public safety.

F. The next meeting is scheduled for June 8th at 6pm.

ADJOURNED 6:17 PM.

MINUTES APPROVED on this day, the 9th day of May 2023.

Brian Libbey, President

ATTESTED TO BY:

Brandy Barrett, TRMC
City Administrator/ Secretary



Crime Control and Prevention District Budget Proposal FY23-24



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. It will be on the May 2024 ballot.

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

The CCPD budget is an integral part of the overall Police Department goal-based, operating budget. The goals for FY23-24 CCPD budget are the same as the Police Departments General Fund budget goals.

Payroll expenses includes a 5% cost of living adjustment as well as merit pay for FY 23-24, the existing 12.49% TMRS rate and \$1000/month city paid insurance benefit.

Crime Control and Prevention District Fund Overview

	Adopted 2023	Projected 2023	Proposed 2024
Revenue	\$652,333	\$680,000	\$652,333
Additional Revenue	\$	\$5	\$
Total Revenue	\$652,333	\$680,000	\$652,333
Payroll	\$486,935	\$449,297	\$499,877
Equipment	\$68,400	\$68,400	\$78,400
Professional Service	\$15,000	\$15,000	\$15,000
Misc.	\$26,000	\$26,000	\$26,400
Capital Expense	-	-	-
Information Tech	\$68,900	\$72,163	\$ 68,400
Total Expenses	\$665,235	\$613,323	\$686,677

PAYROLL EXPENSE		FY 22-23	Proposed FY 23-24	Increase
03-630-610001	Salaries	\$297,980	\$330,391	\$32,411
03-630-610002	TMRS	\$45,601	\$46,985	\$1,384
03-630-610003	Workers Comp	\$10,223	\$10,533	\$310
03-630-610004	Unemployment	\$720	\$720	\$0
03-630-610005	Health Insurance	\$60,000	\$60,000	\$0
03-630-610006	Medicare	\$5,294	\$5,455	\$161
03-630-610008	Overtime (CCPD)	\$17,191	\$19,061	\$1,870
03-630-610009	Cell Phone	\$2,220	\$2,220	\$0
03-630-610011	Certification Pay	\$35,700	\$11,200	-\$24,500
03-630-610012	Holiday Pay	\$12,007	\$13,312	\$1,305

The current projected FY 2022-23 includes 5 officers at an average salary of **\$59,596**. The proposed 23-24 budget includes 5 officers at an average salary of **\$66,078**. The FY 2023-2024 budget includes funds for a 5% (**\$13,916**) cost of living pay increase as well as a merit raise for employees who received an exceeds expectations evaluation rating. The previous stipend for Emergency Care Attendant certification pay of \$4,000 per officer has been added to the base salary instead of a certification pay line item. The increase in the remaining accounts is a result of the base salary increases. The proposed total payroll portion for the FY22-23 CCPD budget is **\$499,877**.

Equipment Expense		FY22-23	FY23-24	Increase
03-630-625046	Technology Replacement	5,400	5,400	0
03-630-625045	Tasers	0	0	0
03-630-625049	Police Unit	63,000	73,000	10,000
03-630-635008	Uniforms	7,000	7,000	0
03-630-650028	Weapons Cleaning Sys.	0	0	0

The CCPD budget is used 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. 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. This account also 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.

Community Relations		FY22-23	FY 23-24	Increase
03-630-635103	Community Relations	13,000	13,000	0

In FY2023-24, the Police Department will continue to support the Christmas in the Village event as well as a citywide picnics throughout the year.

Administration Services		FY 22-23	FY 23-24	Increase
03-630-630014	Administration Services	15,000	15,000	0

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

Service Fees		FY 22-23	FY 23-24	Increase
03-630-635123	Data Cards	6,000	6,000	0

The data card is used to provide cell service in police Mobile Data terminals. The third-party provider fees are the CCPD share of the IT support for the Police Department.

Maintenance Contracts		FY 22-23	FY 23-24	Increase
03-630-660004	Third-Party Provider	7,400	7,400	0
03-630-660005	Maint. Contracts	61,500	60,000	0

This section covers all the technology maintenance contracts and technology services for the police department. There is a minor increase with several of the vendors. Below is the breakdown of the services covered by this account:

FY 22-23			FY-23-24	
Leads online	\$2,150		Leads online	\$3,000
CRIMES	\$18,000		Motorola FLEX	\$17,902
Ricoh	\$3,500	<i>Copier in Dispatch</i>	Ricoh	\$3,500
FW Radio Contract	\$18,000		FW Radio Contract	\$20,000
TSM Consulting	\$2,033	<i>Net Motion</i>	TSM Consulting	\$2,750
All Traffic Solutions	\$3,000		All Traffic Solutions	\$3,000
Mentalix	\$4,890		Mentalix	0
PMAM	\$927		PMAM	\$1000
Background Solutions	\$195		Background Solutions	0
TKM	\$5,000	<i>Panasonic Updates</i>	TKM	\$5,000
Vista Com	\$2,729	<i>Dispatch Voice Recorder</i>	Vista Com	\$2,729
Total	\$58,924		Total	\$58,881

CITY OF WESTWORTH VILLAGE
FY 2023-2024 BUDGET DETAIL (PROPOSED)

ACCT	Budget 2023	FYTD 2023	BUDGET NOTES	Proposed 2024	Proposed 2025	Proposed 2026	Proposed 2027	Proposed 2028	Proposed 2029	Proposed 2030	Proposed 2031	Proposed 2032	Proposed 2033	Proposed 2034	Long Term Budget Notes
Crime Control & Prevention Revenue															
Revenue															
03-500-520010	Crime Control Sales Tax	\$ 652,333	\$ 491,142	\$ 652,333	\$ 823,580	\$ 823,580	\$ 831,816	\$ 831,816	\$ 840,134	\$ 848,535	\$ 848,535	\$ 857,020	\$ 857,020	\$ 865,591	Used revenue projections from FY22 Budget
Total Revenue		\$ 652,333	\$ 491,142	\$ 652,333	\$ 823,580	\$ 823,580	\$ 831,816	\$ 831,816	\$ 840,134	\$ 848,535	\$ 848,535	\$ 857,020	\$ 857,020	\$ 865,591	
Additional Revenue															
03-500-525003	Texpool Interest	\$ -	\$ 2	\$ -											
Total Additional Revenue		\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Crime Control Revenue		\$ 652,333	\$ 491,144	\$ 652,333	\$ 823,580	\$ 823,580	\$ 831,816	\$ 831,816	\$ 840,134	\$ 848,535	\$ 848,535	\$ 857,020	\$ 857,020	\$ 865,591	
Crime Control & Prevention Expenses															
Payroll															
03-630-610001	Salaries	\$ 297,980	\$ 164,973	\$ 330,391	\$ 346,910	\$ 364,256	\$ 378,826	\$ 393,979	\$ 405,798	\$ 417,972	\$ 430,511	\$ 443,427	\$ 456,729	\$ 470,431	
03-630-610002	TMRS Retirement	\$ 45,601	\$ 22,123	\$ 46,985	\$ 49,049	\$ 51,215	\$ 53,035	\$ 54,928	\$ 56,404	\$ 57,924	\$ 59,490	\$ 61,104	\$ 62,765	\$ 64,476	
03-630-610003	Workers compensation	\$ 10,223	\$ 10,000	\$ 10,533	\$ 10,533	\$ 10,533	\$ 10,533	\$ 10,533	\$ 10,533	\$ 10,533	\$ 10,533	\$ 10,533	\$ 10,533	\$ 10,533	
03-630-610004	Unemployment Comp	\$ 720	\$ 694	\$ 720	\$ 720	\$ 720	\$ 800	\$ 800	\$ 800	\$ 825	\$ 825	\$ 900	\$ 900	\$ 900	
03-630-610005	Group Health Insurance	\$ 60,000	\$ 24,344	\$ 60,000	\$ 60,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 70,000	\$ 70,000	\$ 70,000	
03-630-610006	Medicare	\$ 5,294	\$ 2,609	\$ 5,455	\$ 5,694	\$ 5,946	\$ 6,157	\$ 6,377	\$ 6,548	\$ 6,725	\$ 6,906	\$ 7,094	\$ 7,287	\$ 7,485	
03-630-610007	FICA Social Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
03-630-610008	Overtime Pay	\$ 17,191	\$ 6,396	\$ 19,061	\$ 19,061	\$ 19,061	\$ 19,061	\$ 19,061	\$ 19,061	\$ 19,061	\$ 19,061	\$ 19,061	\$ 19,061	\$ 19,061	
03-630-610009	Cell Phone Allowance	\$ 2,220	\$ 1,165	\$ 2,220	\$ 2,220	\$ 2,220	\$ 2,220	\$ 2,220	\$ 2,220	\$ 2,220	\$ 2,220	\$ 2,220	\$ 2,220	\$ 2,220	
03-630-610011	Certification Pay	\$ 35,700	\$ 10,623	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	
03-630-610013	Holiday Pay	\$ 12,007	\$ -	\$ 13,312	\$ 13,312	\$ 13,312	\$ 13,312	\$ 13,312	\$ 13,312	\$ 13,312	\$ 13,312	\$ 13,312	\$ 13,312	\$ 13,312	
03-630-610015	STEP Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Payroll		\$ 486,936	\$ 242,928	\$ 499,877	\$ 518,699	\$ 543,463	\$ 560,144	\$ 577,410	\$ 593,877	\$ 607,773	\$ 622,060	\$ 638,850	\$ 654,008	\$ 669,620	
Equipment															
03-630-625045	Tasers	\$ -	\$ -			\$ 35,000									Tazer upgrade - End of Life in 2026
03-630-625046	Technology Replacement	\$ 5,400	\$ 4,915	\$ 5,400	\$ 25,400	\$ 5,400	\$ 6,000	\$ 156,000	\$ 6,000	\$ 6,000	\$ 7,000	\$ 167,000	\$ 7,000	\$ 7,000	Radio maintenance / BWC and MVARs every 5yrs
03-630-625049	Police Units/Camera System	\$ 63,000	\$ 29,443	\$ 73,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	new vehicle & equipment for vehicle
Total Equipment		\$ 68,400	\$ 34,358	\$ 78,400	\$ 100,400	\$ 115,400	\$ 81,000	\$ 231,000	\$ 86,000	\$ 86,000	\$ 87,000	\$ 247,000	\$ 87,000	\$ 87,000	
Professional Services															
03-630-630014	Admin Services	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	proportional increase in benefit administration cost
Total Professional Services		\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	
Miscellaneous															
03-630-635008	Uniforms	\$ 7,000	\$ 4,683	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	
03-630-635103	Community Relations	\$ 13,000	\$ 14,574	\$ 13,000	\$ 16,000	\$ 16,000	\$ 16,250	\$ 16,250	\$ 16,250	\$ 16,250	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	Citywide events
03-630-635123	Service Fees (Data cards)	\$ 6,000	\$ 4,438	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
Total Miscellaneous		\$ 26,000	\$ 23,695	\$ 26,000	\$ 29,000	\$ 29,000	\$ 29,750	\$ 29,750	\$ 29,750	\$ 29,750	\$ 30,500	\$ 30,500	\$ 30,500	\$ 30,500	
Information Technology															
03-630-660004	Third Party Provider	\$ 7,400	\$ 7,511	\$ 7,400	\$ 8,000	\$ 8,000	\$ 8,250	\$ 8,250	\$ 8,250	\$ 8,250	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	
03-630-660005	Maintenance Contracts	\$ 61,500	\$ 64,651	\$ 60,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	
Total Information Technology		\$ 68,900	\$ 72,163	\$ 67,400	\$ 73,000	\$ 73,000	\$ 73,250	\$ 73,250	\$ 73,250	\$ 73,250	\$ 73,500	\$ 73,500	\$ 73,500	\$ 73,500	
Total Crime Control Expenses		\$ 665,236	\$ 373,144	\$ 686,677	\$ 736,099	\$ 775,863	\$ 764,144	\$ 931,410	\$ 802,877	\$ 816,773	\$ 835,060	\$ 1,011,850	\$ 867,008	\$ 882,620	
Net Crime Control & Prevention District		\$ (12,904)	\$ 118,000	\$ (34,345)	\$ 87,480	\$ 47,717	\$ 67,671	\$ (99,594)	\$ 37,257	\$ 31,762	\$ 13,475	\$ (154,830)	\$ (9,987)	\$ (17,029)	
Projected Running total of Reserve Funding:			\$150,100	\$ 115,755	\$ 203,236	\$ 250,952	\$ 318,624	\$ 219,030	\$ 256,287	\$ 288,049	\$ 301,524	\$ 146,694	\$ 136,707	\$ 119,678	