

AGENDA
NOTICE OF MEETING OF THE CRIME CONTROL & PREVENTION DISTRICT
SHAVANO PARK, TEXAS

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the Crime Control & Prevention District of the City of Shavano Park, Texas will conduct a Regular Meeting on Monday, September 18, 2023 6:20 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers for the purpose of considering the following agenda:

The meeting agenda and agenda packet are posted online at www.shavanopark.org.

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. CITIZENS TO BE HEARD

The City Council welcomes “Citizens to be heard.” If you wish to speak, you must follow these guidelines. **As a courtesy to your fellow citizens and out of respect to our fellow citizens, we request that if you wish to speak that you follow these guidelines.**

- Pursuant to Resolution No. 04-11 citizens are given three minutes (3:00) to speak during “Citizens to be heard.”
- Each citizen may only speak once, and no citizen may pass his/her time allotment to another person.
- Direct your comments to the entire Board, not to an individual member.
- Show the Board members the same respect and courtesy that you expect to be shown to you.

The Chairman will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Mayor that the individual leave the meeting, and if refused, an order of removal. In compliance with the Texas Open Meetings Act, no member of the Crime Control and Prevention District may deliberate on citizen comments. (Attorney General Opinion –JC 0169)

4. CRIME CONTROL AND PREVENTION DISTRICT BOARD COMMENTS

Pursuant to TEX. GOV'T CODE §551.415(b), the Chairman and each Board member may announce city events/community interests and request that items be placed on future agendas. “Items of Community Interest” include:

- expressions of thanks, congratulations, or condolences;
- information regarding holiday schedules;
- an honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in status of a person’s public office or public employment is not honorary or salutory recognition for purposes of this subdivision;
- a reminder about an upcoming event organized or sponsored by the governing body;

- information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality or county; and
- announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting of the agenda

5. AGENDA ITEMS

- 5.1. Discussion / action - Crime Control & Prevention District Minutes, September 20, 2021
- 5.2. Discussion / action - Crime Control & Prevention District Minutes, September 19, 2022
- 5.3. Public Hearing - Proposed FY 2023-24 Budget for the Crime Control & Prevention District for the City of Shavano Park
- 5.4. Discussion / action - Resolution No. R-2023-001 approving the Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2023- 24 - City Manager Hill


6. ADJOURNMENT

Executive Sessions Authorized: 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 TEX. GOV'T 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 TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

The facility is wheelchair accessible and accessible parking spaces are also available in the front and sides of the building. The entry ramp is located in the front of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the City Secretary at 210-493-3478 x240 or TDD 1-800-735-2989.

CERTIFICATION:

I, the undersigned authority, do hereby certify that the above Notice of Meeting was posted at City Hall bulletin board, 900 Saddletree Court, on this the 12th of September 2023 at 12:15 p.m. at a place convenient and readily accessible to the general public at all times and to the City's website, shavanopark.org, in compliance with Chapter 551, Texas Government Code


Kristen M. Hetzel
City Secretary



10-20

10-20

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10-20

1. CALL MEETING TO ORDER

Director Werner called the meeting to order at 6:20 p.m.

PRESENT:

ABSENT:

Director Aleman

Director Kuykendall

Director Kautz

Director Miller

Director Powers

Director Werner

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Director Werner dispensed with the Pledge of Allegiance and Invocation at this time.

3. CITIZENS TO BE HEARD

No one signed up to address Crime Control and Prevention District Board at this time.

4. CRIME CONTROL AND PREVENTION DISTRICT BOARD COMMENTS

No Comments

5. AGENDA ITEMS

- 5.1.** Public Hearing - Proposed FY 2021-22 Budget for the Crime Control & Prevention District for the City of Shavano Park

Public hearing opened 6:21 p.m.

City Manager Hill presented an overview of the Proposed FY 2021-22 Budget for the Crime Control & Prevention District for the City of Shavano Park

Public hearing closed at 6:23 p.m.

- 5.2. Discussion / action - Resolution No. R-2021-001 approving the Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2021- 22 - City Manager Hill**

Director Kautz made a motion to approve Resolution No. R-2021-001

Director Miller seconded the motion.

The motion to approve Resolution No. R-2021-001 carried with a unanimous vote.

AYES: 5; NAYS: 0

ADJOURNMENT

Director Kuykendall made a motion to adjourn the meeting.

Director Powers seconded the motion.

The motion to adjourn the meeting carried with a unanimous vote.

The meeting adjourned at 6:27 p.m.

Robert Werner
Director

Kristen M. Hetzel
City Secretary

1. CALL MEETING TO ORDER

Director Werner called the meeting to order at 6:20 p.m.

PRESENT:

Director Aleman

Director Kuykendall

Director Kautz

Director Miller

Director Powers

Director Werner

ABSENT:

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Werner with the consensus of City Council dispensed with the Pledge of Allegiance to the Flag and the Invocation.

3. CITIZENS TO BE HEARD

No one signed up to address City Council at this time.

4. CRIME CONTROL AND PREVENTION DISTRICT BOARD COMMENTS

No Comments.

5. AGENDA ITEMS

- 5.1.** Public Hearing - Proposed FY 2022-23 Budget for the Crime Control & Prevention District for the City of Shavano Park.

Public hearing opened 6:21 p.m.

City Manager Hill presented an overview of the proposed FY 2022-23 Budget for the Crime Control & Prevention District for the City of Shavano Park.

Public hearing closed at 6:24 p.m.

- 5.2.** Discussion / action - Resolution R-2022-001 approving the Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2022-23 - City Manager Hill

Director Powers made a motion to approve Resolution R-2022-001.

Director Kautz seconded the motion.

The motion to approve Resolution R-2022-001 carried with a unanimous vote.

Crime Control & Prevention District Meeting Minutes September 19, 2022

AYES: 5; NAYS: 0

ADJOURNMENT

Director Powers made a motion to adjourn the meeting

Director Miller seconded the motion.

The motion to adjourn the meeting carried with a unanimous vote.

The meeting adjourned at 6:26 p.m.

Robert Werner
Director

Trish Nichols
City Secretary

CRIME CONTROL AND PREVENTION DISTRICT STAFF SUMMARY

Meeting Date: September 18, 2023

Agenda item: 5.3 / 5.4

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

5.3 Public Hearing - Crime Control and Prevention District Budget of the City of Shavano Park Crime Control & Prevention District for FY 2023-24

5.4 Discussion / action – Resolution R-2023-001 adopting the Crime Control and Prevention District Budget of the City of Shavano Park Crime Control & Prevention District for FY 2023-2024 - City Manager

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Attachments for Reference:

a) Proposed Resolution R-2023-001

b) Proposed Crime Control and Prevention Budget

BACKGROUND / HISTORY: The City Manager submitted a proposed FY 2023-24 Budget to Council on August 8, 2023. City Council has met on multiple occasions to discuss, analyze and modify the proposed budget. The first reading of the budget was held at a special Council meeting on September 11, 2023.

DISCUSSION: Based on the City Manager Proposed Budget on August 8, 2023 as well as input from Council, Staff and Citizens, the proposed FY 2023-24 Crime Control and Prevention District Fund budget is attached.

The projected FY 2022-23 ending total restricted fund balance is \$368,479 with \$265,880 committed for the Shavano Park Police Department vehicles and equipment replacement.

The FY 2023 - 24 proposed budgeted revenues total \$198,000 with no planned utilization of fund balance.

Proposed FY 2023 – 24 expenditures total \$193,640. Listed below are the larger items planned in the budget. A full listing of expenditures can be located on pages 3 - 5 of the attached proposed budget document.

1. Purchase and equip two patrol vehicles, estimated cost of \$150,000.
2. Third year lease payment on vehicle and body worn camera system \$29,490
3. Training for licensed peace officers, \$7,150
4. National Night Out, \$6,000

In addition, the resolution includes committing an additional \$150,464 of the Fund Balance based on future police vehicle and equipment replacement costs as noted on the schedule located on page 5 of the attached proposed budget document.

With the above commitments of Fund Balance, the projected ending FY 2023 - 24 restricted amount is \$372,839 with \$266,344 of this amount Committed for planned equipment replacement.

COURSES OF ACTION: Approve Resolution No. **R-2023-001** approving the Crime Control & Prevention Budget of the Shavano Park Crime Control and Prevention District for Fiscal Year beginning October 1, 2023 and ending September 30, 2024.

FINANCIAL IMPACT: Varies

STAFF RECOMMENDATION: Approve Resolution No. **R-2023-001** adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention District for FY 2023 – 24.

RESOLUTION No. R-2023-001

A RESOLUTION APPROVING THE CRIME CONTROL & PREVENTION BUDGET OF THE SHAVANO PARK CRIME CONTROL & PREVENTION DISTRICT FOR THE FISCAL YEAR BEGINNING OCTOBER 01, 2023 AND ENDING SEPTEMBER 30, 2024.

WHEREAS, the budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024 was duly presented to the Crime Control & Prevention District Board of Directors; and

BE IT RESOLVED BY CRIME CONTROL & PREVENTION DISTRICT BOARD OF DIRECTORS OF THE CITY OF SHAVANO PARK, TEXAS, THAT:

the budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2023, be approved to include its Crime Control & Prevention budget attached hereto as Exhibit "A", with total budgeted revenues of \$198,000 and total appropriations of \$193,640 in addition to Committing \$150,464 of Restricted Fund Balance for future police vehicle and equipment replacement costs as provided on the equipment replacement schedule.

PASSED AND APPROVED by the Crime Control and Prevention District Board of the City of Shavano Park at its meeting held on this the 18th day of September, 2023.

Robert Werner
Director

Attest: _____
Kristen M. Hetzel
City Secretary

40 -CRIME CONTROL AND PREVENTION DISTRICT FUND

	FY 2022-23 AMENDED BUDGET	FY 2023-24 CITY COUNCIL PROPOSED	DIFFERENCE
BEGINNING FUND BALANCE	<u>\$ 367,069</u>	<u>\$ 368,479</u>	
REVENUE AND OTHER SOURCES	\$ 175,500	\$ 198,000	\$ 22,500
EXPENDITURES AND OTHER USES	<u>174,090</u>	<u>193,640</u>	<u>19,550</u>
TOTAL REVENUES AND OTHER SOURCES OVER /(LESS) THAN EXPENDITURES AND OTHER USES	<u>\$ 1,410</u>	<u>\$ 4,360</u>	<u>\$ 2,950</u>
ENDING FUND BALANCE, PROJECTED	<u><u>\$ 368,479</u></u>	<u><u>\$ 372,839</u></u>	

Included in above ending fund balance amount:

Planned Equipment Replacement	<u><u>\$ 265,880</u></u>	<u><u>\$ 266,344</u></u>
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Capital and non-capital purchases are budgeted for the Police Department. Larger items include replacing two patrol vehicles for \$150,000 and \$29,490 for the annual lease payment on the vehicle and body worn camera system.

\$ 179,490

Proposed operating expenditures are included for training, National Night Out and Neighborhood Watch supplies.

\$ 14,150

CITY OF SHAVANO PARK

FY 2023 - 24 PROPOSED CRIME CONTROL & PREVENTION DISTRICT - POLICE DEPARTMENT EQUIPMENT REPLACEMENT SCHEDULE

Fleet Number	Description	Year Model	Estimated Replacement Cost	Scheduled Year To Replace	Total Life (yrs)	Committed Balance at 9/30/2023	Proposed Funding FY2024	Additional Funding Future Yrs	Total Funding
509	Chevy Tahoe - Chief	2013	***			\$ -	\$ -	\$ -	\$ -
514	Chevy 1500 Silverado - Code Compliance	2015	50,000	2026	10	38,642	3,786	7,572	50,000
520	Ford Explorer	2017	75,000	2024	5	56,760	18,240	-	75,000
521	Ford Explorer	2017	75,000	2024	5	59,145	15,855	-	75,000
522	Chevrolet Tahoe	2020	75,000	2026	5	25,250	16,583	33,167	75,000
523	Chevrolet Tahoe	2020	75,000	2026	5	25,250	16,583	33,167	75,000
524	Ford Expedition - CID	2020	50,000	2029	8	11,500	6,417	32,083	50,000
525	Ford Explorer	2022	75,000	2027	5	13,000	15,500	46,500	75,000
526	Ford Explorer	2022	75,000	2027	5	13,000	15,500	46,500	75,000
527	Ford Explorer	2023	75,000	2028	5	-	15,000	60,000	75,000
528	Ford Explorer	2023	75,000	2028	5	-	15,000	60,000	75,000
	Back up Power Supply/Auxiliary Power Unit - CH	2021	20,000	2051	30	667	667	18,666	20,000
	Communication System (mobile radios)	2021	170,000	2036	15	22,666	11,333	136,001	170,000
Total			\$ 890,000			\$ 265,880	\$ 150,464	\$ 473,656	\$ 890,000

*** The City does not currently plan to purchase a new vehicle for the Police Chief but will re-allocate from the patrol fleet as the units are replaced.

CITY OF SHAVANO PARK
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2023

40 -CRIME CONTROL DISTRICT

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
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NON-DEPARTMENTAL =====								
<u>TAXES</u>								
40-599-1050 SALES - CRIME CONTROL DIST	129,722	149,456	165,122	175,500	138,832	171,500	186,000	
TOTAL TAXES	129,722	149,456	165,122	175,500	138,832	171,500	186,000	
<u>MISC./GRANTS/INTEREST</u>								
40-599-7085 POLICE DEPT - DONATIONS	0	0	0	0	500	500	0	
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	500	500	0	
<u>TRANSFERS IN</u>								
40-599-8005 INTEREST INCOME	3,538	32	30	0	10,944	13,200	12,000	
TOTAL TRANSFERS IN	3,538	32	30	0	10,944	13,200	12,000	
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TOTAL NON-DEPARTMENTAL	133,259	149,488	165,152	175,500	150,276	185,200	198,000	
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TOTAL REVENUES	133,259	149,488	165,152	175,500	150,276	185,200	198,000	=====

CITY OF SHAVANO PARK
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2023

40 -CRIME CONTROL DISTRICT
FIRE DEPARTMENT

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
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<u>SERVICES</u>								
604-3030 TRAINING/EDUCATION	4,576	25	0	1,200	0	0	750	
TOTAL SERVICES	4,576	25	0	1,200	0	0	750	
<u>CAPITAL OUTLAY</u>								
604-8010 ELECTRONIC EQUIPMENT	928	0	0	0	0	0	0	
604-8012 NON-CAPITAL - FIREARMS/TASE	624	624	624	0	0	0	0	
TOTAL CAPITAL OUTLAY	1,552	624	624	0	0	0	0	
<u>INTERFUND TRANSFERS</u>								
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TOTAL FIRE DEPARTMENT	6,128	649	624	1,200	0	0	750	

40 -CRIME CONTROL DISTRICT
POLICE DEPARTMENT

				(----- 2022-2023 -----)			(----- 2023-2024 -----)	
EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
605-3030 TRAINING/EDUCATION	6,616	5,014	6,289	6,400	3,428	6,400	6,400	
TAPEIT 0	0.00							1,500
VARIOUS CLASSES 12	300.00							3,600
CHIEF LEADERSHIP TRAINI 0	0.00							1,300
605-3087 CITIZENS COMMUNICATION/EDUC	8,015	3,844	7,370	7,000	5,655	7,000	7,000	
NATIONAL NIGHT OUT - SU 0	0.00							6,000
NEIGHBORHOOD WATCH - SI 0	0.00							500
POP UP CANOPIES/TENTS 0	0.00							500
TOTAL SERVICES	14,631	8,857	13,659	13,400	9,083	13,400	13,400	
<u>CONTRACTUAL</u>								
605-4075 COMPUTER SOFTWARE	4,624	0	0	0	0	0	0	
TOTAL CONTRACTUAL	4,624	0	0	0	0	0	0	
<u>CAPITAL OUTLAY</u>								
605-8010 ELECTRONIC EQUIPMENT PURCHA	15,438	0	0	0	0	0	0	
605-8012 NON CAPITAL - FIRE ARMS/TAS	8,640	8,640	0	0	0	0	0	
605-8015 NON-CAPITAL - COMPUTER EQUI	1,953	0	0	0	0	0	0	
605-8018 NON-CAPITAL BUILDING	894	0	0	0	0	0	0	
605-8030 POLICE EQUIPMENT PURCHASE	36,006	203,981	0	29,490	29,490	29,490	29,490	
VEHICLE/BODY WORN CAMER 0	0.00							29,490
605-8045 CAPITAL - COMPUTER EQUIPMEN	0	2,629	2,218	0	0	0	0	
605-8050 CAPITAL - VEHICLES	0	192,755	119,772	130,000	127,052	127,500	150,000	
PATROL VEHICLES 2	75,000.00							150,000
605-8081 CAPITAL - BUILDING	0	37,500	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	62,931	445,505	121,990	159,490	156,542	156,990	179,490	
<u>INTERFUND TRANSFERS</u>								
TOTAL POLICE DEPARTMENT	82,185	454,363	135,649	172,890	165,625	170,390	192,890	
TOTAL EXPENDITURES	88,314	455,012	136,273	174,090	165,625	170,390	193,640	
REVENUE OVER/(UNDER) EXPENDITURES	44,946	(305,524)	28,879	1,410	(15,349)	14,810	4,360	