

**MINUTES**  
**WATAUGA CRIME CONTROL AND PREVENTION DISTRICT**  
**SPECIAL MEETING**  
**CITY COUNCIL CHAMBER, 7105 WHITLEY ROAD**  
**WEDNESDAY, JUNE 8, 2011**  
**6:30 P.M.**

The Board of Directors of the Watauga Crime Control and Prevention District met on Wednesday, June 8, 2011 with the following members present:

Robert Davis	Director
Patrick Shelbourne	Director
Tim Nickerson	Director

and

Dr. Scott Neils	City Manager
Beth Torres	Assistant City Secretary
Sandra Morgan	Director of Finance and Administration
Lowell Cannaday	Interim Police Chief
Robert Parker	Patrol Lieutenant
Steve Hickman	Operations Lieutenant

with

Director Harry Jeffries, Director Brandon Krausse and Director James Wright absent with notice.

### **CALL TO ORDER**

Dr. Scott Neils, City Manager called the meeting to order at 6:31p.m.

### **OATH OF OFFICE TO WCCPD DIRECTORS**

1. Henry J. Jeffries
2. Gary Johnson
3. James Wright
4. Russell Clements

Beth Torres, Assistant City Secretary administered the Oath of Office to Director Gary Johnson and Director Russell Clements.

### **REPORTS**

1. Financial Report – Sandra Morgan, Director of Finance and Administration

Sandra Morgan, Director of Finance and Administration provided a Financial Report summary.

For the month ended April 30, 2011, the WCCPD has completed seven months of fiscal year 2011. Revenues are currently at 64.9% of budget and expenses are under budget at 40.60%. Sales tax receipts are coming in higher than expected, at approximately \$49,899, or 7.5% higher than last year's receipts. It is anticipated that we will end the year over budget for revenue due to the recovery in sales tax receipts for public utilities collections not previously taxed in prior years.

### **APPROVAL OF MINUTES**

1. Minutes of WCCPD Board Meeting of December 20, 2010

Director Davis made a motion to approve the Minutes of WCCPD Board Meeting of December 20, 2010. Director Nickerson seconded the motion, which passed as follows:

AYES: Davis, Johnson, Clements, Shelbourne, Nickerson  
NAYS: None  
ABSENT: Jeffries, Krausse, Wright

**NEW BUSINESS**

1. Discussion and action on election of a President, Vice-President and appointment of a Secretary for the WCCPD

a. President

Director Johnson nominated Director Davis as President of the WCCPD. City Manager, Dr. Scott Neils asked if Director Davis would be willing to serve and he advised yes.

Director Shelbourne made a motion to elect Director Davis as President of the WCCPD. Director Johnson seconded the motion, which passed as follows:

AYES: Davis, Johnson, Clements, Shelbourne, Nickerson  
NAYS: None  
ABSENT: Jeffries, Krausse, Wright

b. Vice-President

Director Johnson nominated Director Nickerson as Vice-President of the WCCPD.

Director Shelbourne nominated Director Nickerson as Vice-President for the WCCPD. President Davis made mention that Director Johnson had already nominated Director Nickerson as Vice-President for the WCCPD.

Director Clements made a motion to elect Director Nickerson as Vice-President of the WCCPD. Director Johnson seconded the motion, which passed as follows:

AYES: Davis, Johnson, Clements, Shelbourne, Nickerson  
NAYS: None  
ABSENT: Jeffries, Krausse, Wright

c. Secretary

President Davis made a nomination to appoint DeeAnna Looney, City Secretary as Secretary for the WCCPD.

Director Clements made a motion to elect City Secretary, DeeAnna Looney as Secretary for the WCCPD. Director Johnson seconded the motion, which passed as follows:

AYES: Davis, Johnson, Clements, Shelbourne, Nickerson  
NAYS: None

ABSENT: Jeffries, Krausse, Wright

2. Discussion and action on acceptance of the annual audit of the WCCPD for the Fiscal Year October 1, 2009 through September 30, 2010

Director Johnson made a motion to accept the annual audit of the WCCPD for the Fiscal Year October 1, 2009 through September 30, 2010. Director Shelbourne seconded the motion, which passed as follows:

AYES: Davis, Johnson, Clements, Shelbourne, Nickerson

NAYS: None

ABSENT: Jeffries, Krausse, Wright

3. Discussion on the proposed 2011/2012 WCCPD Budget, with possible action to amend and/or change the proposed budget as submitted prior to final adoption at a later date

Sandra Morgan, Director of Finance and Administration presented a history of the Crime Control and Prevention District's fund balance and sales tax trends. She briefly summarized the WCCPD Budget with an overview of revenue and expense categories.

Lowell Cannaday, Interim Police Chief discussed budgetary issues and operational trends. He presented the Mission Statement of the Crime Control and Prevention District and highlights of the current year's budget and the Proposed 2011-2012 Fiscal Year Budget.

The Chief also discussed the below requested items for the WCCPD FY 2012 Budget:

<u>Description</u>	<u>One Time</u>	<u>On Going</u>
-		
Radio/Dispatch Console	\$484,900	\$ 17,500
Software - Migration to Crimes Software	-0-	\$ 13,000
Risk Management Resources Service	-0-	\$ 6,000
Increase Travel Budget	-0-	\$ 6,500
Increase Training Budget	-0-	\$ 10,000
Increase Admin. Training	-0-	\$ 8,000
ALPR Units (2)	\$ 60,000	-0-
Ticketwriters (6)	\$ 18,000	-0-
Vehicles – Tahoe (2)	\$115,000	-0-
Staff – CID Secretary/Property Room Tech		\$ 42,000
Vehicle – Crime Scene Unit (1)	\$ 35,000	-0-
In-Car Video System Upgrade	\$ 85,000	\$ 6,000
<b>Totals</b>	<b>\$847,900</b>	<b>\$119,000</b>
	=====	=====

Director Clements made a motion to take no action at this time. Director Johnson seconded the motion, which passed as follows:

AYES: Davis, Johnson, Clements, Shelbourne, Nickerson

NAYS: None

ABSENT: Jeffries, Krausse, Wright

4. Discussion and action on setting the date of June 20, 2011 at 6:30 p.m. in the Watauga City Hall Council

Chamber to hold a Public Hearing on the proposed 2011/2012 WCCPD Budget

Director Shelbourne made a motion to set the date of June 20, 2011 at 6:30 p.m. in the Watauga City Hall Council Chamber to hold a Public Hearing on the proposed 2011/2012 WCCPD Budget. Vice-President Nickerson seconded the motion, which passed as follows:

AYES: Davis, Johnson, Clements, Shelbourne, Nickerson  
NAYS: None  
ABSENT: Jeffries, Krausse, Wright

5. Discussion and action on setting the date of June 20, 2011 immediately following the Public Hearing at 6:30 p.m. in the Watauga City Hall Council Chamber to adopt the proposed budget for Fiscal Year 2011/2012

Director Shelbourne made a motion to set the date of June 20, 2011 immediately following the Public Hearing at 6:30 p.m. in the Watauga City Hall Council Chamber to adopt the proposed budget for Fiscal Year 2011/2012. Vice-President Nickerson seconded the motion, which passed as follows:

AYES: Davis, Johnson, Clements, Shelbourne, Nickerson  
NAYS: None  
ABSENT: Jeffries, Krausse, Wright

**ADJOURNMENT**

With there being no further business to conduct at this time, President Davis adjourned the meeting at 8:00 p.m.

APPROVED:

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Robert Davis, President

ATTEST:

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DeeAnna Looney, Secretary