



## TOWN OF TROPHY CLUB

1 Trophy Wood Drive  
Trophy Club, Texas 76262

### MEETING AGENDA

### CRIME CONTROL & PREVENTION DISTRICT

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June 5, 2024

6:00 PM

Council Chambers

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#### CALL TO ORDER AND ANNOUNCE A QUORUM

#### PUBLIC COMMENT(S)

*This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to four (4) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email [mkrukowski@trophyclub.org](mailto:mkrukowski@trophyclub.org)*

#### PUBLIC HEARINGS

1. Conduct a public hearing and consider approval of the FY 2024-2025 proposed annual budget for Trophy Club Crime Control and Prevention District.

#### REGULAR ITEMS

2. Consider approval of the May 16, 2024, CCPD Budget Workshop Minutes.

#### ADJOURN

*The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.*

*Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.*

#### CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall

for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: May 31, 2024, at 4:30 pm, and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

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Maggie McCormick-Krukowski  
Records Analyst

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.



## CRIME CONTROL & PREVENTION DISTRICT COMMUNICATION

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**MEETING DATE:** June 5, 2024

**FROM:**

**AGENDA ITEM:** Conduct a public hearing and consider approval of the FY 2024-2025 proposed annual budget for Trophy Club Crime Control and Prevention District.

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**BACKGROUND/SUMMARY:** Conduct a Public Hearing and consider approval of the Fiscal Year 2024-2025 proposed annual budget for the Trophy Club Crime Control and Prevention District (CCPD).

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** The Fiscal Year 2025 CCPD Budget projects \$365,530 in revenue, \$78,231 in use of fund balance and \$443,761 in expenditures related to the public safety programs for the Town of Trophy Club. .

**LEGAL REVIEW:**

**ATTACHMENTS:**

1. FY25 CCPD - Proposed Budget
2. ClearGov Export - Proposed Budget 5.30.24

**ACTIONS/OPTIONS:**

Staff recommends that the Board conduct the public hearing and move to approve the proposed budget for FY 24-25.

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

<b>CCPD Fund</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 AMENDED</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 AMENDED</b>	<b>FY 2024 ESTIMATE</b>	<b>FY 2025 PROPOSED</b>	<b>FY 2026 PROJECTED</b>	<b>FY 2027 PROJECTED</b>
<b>Beginning Fund Balance</b>	\$ 222,811	\$ 82,957	\$ 149,886	\$ 138,588	\$ 132,977	\$ 100,588	\$ 22,356	\$ 60,860
<b>Revenue</b>								
Sales Tax	\$ 300,000	\$ 350,000	\$ 373,794	\$ 350,000	\$ 403,137	\$ 360,500	\$ 371,315	\$ 382,454
Grant Revenue	21,525	-	21,525	-	12,700	4,000	-	-
Interest Income	-	1,900	971	1,000	929	1,030	1,000	1,000
Assets Sold	-	-	10,000	-	-	-	-	-
<b>Total Revenue</b>	\$ 321,525	\$ 351,900	\$ 406,290	\$ 351,000	\$ 416,766	\$ 365,530	\$ 372,315	\$ 383,454
<b>Expenditures</b>								
<b>Personnel</b>								
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	-	20,000	13,700	20,000	20,000	20,400	21,012	21,642
Retirement	-	2,657	1,644	2,657	2,657	2,710	2,764	2,820
Social Security Taxes	-	1,242	-	1,242	1,242	1,267	1,292	1,318
Medicare Taxes	-	291	-	291	291	297	303	309
Unemployment Taxes	-	-	-	-	2	-	-	-
Workers' Compensation	-	446	585	446	164	1,087	446	446
<b>Total Personnel</b>	\$ -	\$ 24,636	\$ 15,929	\$ 24,636	\$ 24,356	\$ 25,761	\$ 25,818	\$ 26,535
<b>Services &amp; Supplies</b>								
Professional Outside Services	\$ 26,000	\$ 61,120	\$ 40,469	\$ 55,000	\$ 55,000	\$ 45,000	\$ 57,222	\$ 58,366
Schools & Training	16,000	18,500	16,409	18,500	18,500	21,500	19,247	19,632
Qualifying Expenses	18,500	18,500	7,294	18,500	18,500	21,500	19,247	19,632
Meetings	700	800	272	800	800	800	832	849
Office Supplies	2,750	3,000	3,135	3,000	3,000	600	3,121	3,184
Postage	500	500	-	500	500	100	520	531
Publications/Books/Subscription	2,500	2,500	3,952	2,500	2,500	500	2,601	2,653
Uniforms	6,000	6,000	19,372	6,000	6,000	8,000	6,242	6,367
Protective Clothing	-	-	-	-	-	-	-	-
Small Equipment	96,500	57,654	73,111	75,000	75,000	75,000	48,960	49,939
<b>Total Services &amp; Supplies</b>	\$ 169,450	\$ 168,574	\$ 164,015	\$ 179,800	\$ 179,800	\$ 173,000	\$ 157,994	\$ 161,154
<b>Capital</b>								
Capital Outlay	\$ 225,000	\$ 214,997	\$ 248,492	\$ 245,000	\$ 245,000	\$ 245,000	\$ 150,000	\$ 150,000
<b>Total Capital</b>	\$ 225,000	\$ 214,997	\$ 248,492	\$ 245,000	\$ 245,000	\$ 245,000	\$ 150,000	\$ 150,000
<b>Total Expenditures</b>	\$ 394,450	\$ 408,207	\$ 429,199	\$ 449,436	\$ 449,156	\$ 443,761	\$ 333,812	\$ 337,689
<b>Other Sources (Uses)</b>								
Transfer Out	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
Lease Proceeds	-	-	-	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Increase (Decrease)</b>	\$ (72,925)	\$ (56,307)	\$ (16,909)	\$ (98,436)	\$ (32,390)	\$ (78,231)	\$ 38,503	\$ 45,765
<b>Ending Fund Balance</b>	\$ 149,886	\$ 26,650	\$ 132,977	\$ 40,152	\$ 100,588	\$ 22,356	\$ 60,860	\$ 106,625

ACCOUNT ID	Description	FY25 Proposed Sub-lines	FY25 Proposed
04-000-40300	Sales Tax - CCPD		\$360,500.00
04-000-42500	Grant Revenue		\$4,000.00
04-000-47000	Interest Income		\$1,030.00
04-000-48008	Assets - Sold (CCPD)		\$0.00
04-251-50100	Salaries - Regular		\$0.00
04-251-50130	Salaries - Overtime		\$20,400.00
04-251-51200	Retirement		\$2,710.00
04-251-51210	Medical Insurance		\$0.00
04-251-51215	Dental Insurance		\$0.00
04-251-51216	Vision Insurance		\$0.00
04-251-51218	Life Insurance & Other		\$0.00
04-251-52220	Social Security Taxes		\$1,267.00
04-251-52225	Medicare Taxes		\$297.00
04-251-52250	Unemployment Taxes		\$0.00
04-251-52260	Workers Compensation		\$1,087.32
04-251-60100	Professional Outside Services		\$45,000.00
04-251-63551	Schools & Training		\$21,500.00
04-251-66200	Qualifying Expenses		\$21,500.00
04-251-68600	Meetings		\$800.00
04-251-70100	Office Supplies		\$600.00
04-251-70300	Postage		\$100.00
04-251-70400	Publications/Books/Subscriptions		\$500.00
04-251-72100	Uniforms		\$8,000.00
04-251-72150	Protective Clothing		\$0.00
04-251-78400	Small Equipment		\$75,000.00
04-251-83700	Capital Expenses		\$245,000.00
04-251-90500	Principle - Lease Pmt		\$0.00
04-251-90600	Interest - Lease Payment		\$0.00
04-251-99400	Transfer to Debt Service		\$0.00



**CRIME CONTROL & PREVENTION DISTRICT  
COMMUNICATION**

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**MEETING DATE:** June 5, 2024

**FROM:**

**AGENDA ITEM:** Consider approval of the May 16, 2024, CCPD Budget Workshop Minutes.

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**BACKGROUND/SUMMARY:** The Crime Control and Prevention District held a meeting on May 16, 2024.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. 04.16.2024 CCPD draft minutes

**ACTIONS/OPTIONS:**

Move to approve the May 16, 2024, meeting minutes.

Town of Trophy Club Crime Control & Prevention District Meeting Minutes

May 16, 2024, 5:00 p.m.

1 Trophy Wood Drive, Trophy Club, Texas 76262

**CALL TO ORDER**

Vice Chair Williams called the meeting to order at 5:15 p.m.

**BOARD MEMBERS PRESENT**

Heath Williams, Vice Chair  
Frederick Lohmann  
Christine Udvar-Hazy  
Royce Labor  
Marc Bartels

**BOARD MEMBERS ABSENT**

Leo Daniels, Chair  
Christopher McAllister

**STAFF PRESENT**

Patrick Arata, Chief of Police  
Brandon Wright, Town Manager  
Tammy Dixon, Town Secretary  
April Duvall, Director of Finance  
Steve Woodard, Captain

**PUBLIC COMMENTS**

There were none.

**REGULAR ITEMS**

1. Consider approval of the Trophy Club Crime Control & Prevention District Board minutes for April 10, 2024.

Board Member Labor moved to approve the April 10, 2024, meeting minutes. Board Member Bartels seconded the motion.

**VOTE ON THE MOTION**

**AYES:** Williams, Lohmann, Udvar-Hazy, Labor, Bartels

**NAYES:** None

**ABSENT:** Daniels, McAllister

**VOTE:** 5-0-2

## 2. Discussion of CCPD budget for Fiscal Year 24-25.

Chief Arata gave a presentation on the programs supported by the Crime Control and Prevention District (CCPD), highlighting the key programs listed and answering questions from the Board.

- Citizens on Patrol (COP) Volunteer Program: Utilizes trained volunteers who have completed the Citizen's Police Academy and additional training, COP members observe and report suspicious activity, conduct general patrols, house and business checks, and assist patrol officers at accident scenes and special events.
- Flock Camera Program: Chief Arata noted the program's success in reducing crime and facilitating multiple arrests since its inception.
- Home Vacation Watch Program: This highly popular program conducts over 6000 home checks annually.
- Identity Theft Awareness: Three classes were conducted with over 60 residents attending focusing on addressing the increase in identity theft and fraud cases. The class provides education on protecting against fraudulent phone calls, texts, and emails. The classes will be enhanced next year to include internet security awareness.
- New Home Inspection Program: Chief Arata discussed the initiation of a new program where selected officers will be trained and certified in home inspection to assess security measures, potentially reducing homeowner insurance costs. The program aims to inspect security, lights, cameras, and overall home crime prevention and provide certificates to homeowners.
- K9 Program: Chief Arata mentioned the retirement of K9 Indy and his replacement, K9 Odin who would be introduced to the community in the near future.

Additionally, Chief Arata explained that the CCPD funded the purchase of three new police vehicles annually and due to increased vehicle costs, the board approved utilize reserve funds to cover the expense.

Town Manager Wright explained staff was working on transferring this expenditure from the CCPD to the Town's General Fund budget due to the CCPD budget's inability to sustain this annual expense.

## 3. Receive Police Department Update

Chief Arata reported that two new officers would begin on June 20<sup>th</sup>, and the Police Department would be 100% staffed.

**FUTURE AGENDA ITEMS**

Next meeting to be held on June 5, 2024, to discuss and conduct a public hearing on the 24-25 Fiscal Year Budget.

**ADOURN**

Vice Chair Williams adjourned the meeting at 5:41 p.m.

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Leo Daniels, Chair

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Julie Swartz, Secretary