



# CRIME CONTROL AND PREVENTION DISTRICT MEETING AGENDA

August 13, 2024 at 6:00 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

**A. CALL MEETING TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. PUBLIC PARTICIPATION**

*The purpose of this item is to allow citizens an opportunity to address the Bartonville Crime Control and Prevention District Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the Board on items that are not posted on the agenda.*

**D. REGULAR ITEMS**

1. Consider approval of the June 11, 2024, Bartonville Crime Control and Prevention District Board Regular Meeting Minutes.
2. Discuss and consider approval of a Budget Amendment for Fiscal Year 2023-2024 for Vehicle Replacement in an amount equal to \$156,000.
3. Discuss and consider the October 8, 2024 National Night Out Event.
4. Discussion of Financial Report Ending July 2024.
5. Fiscal Year 2024-2025 Proposed Budget Update.
6. Police Department Vehicle Update.
7. Discuss and schedule the next Bartonville Crime Control and Prevention District meeting.

**E. FUTURE ITEMS**

**F. ADJOURNMENT**

### CERTIFICATION

I hereby certify that this Notice of Meeting was posted on the Town Website, and on the bulletin board, at Town Hall of the Town of Bartonville, Texas, a place convenient and readily accessible to the public at all times. Said Notice was posted on the following date and time; and remained posted continuously prior to the scheduled time of said meeting and shall remain posted until meeting is adjourned.

/s/ Shannon Montgomery, Town Secretary

Posted: Thursday, August 8, 2024 prior to 12:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: \_\_\_\_\_

By: \_\_\_\_\_, Title: \_\_\_\_\_



# CRIME CONTROL COMMUNICATION

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**DATE:** August 13, 2024  
**FROM:** Shannon Montgomery, Town Secretary  
**AGENDA ITEM:** Consider approval of the June 11, 2024, Regular Meeting Minutes.

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**SUMMARY:**

CCPD held a Regular Meeting on June 11, 2024.

**RECOMMENDED MOTION OR ACTION:**

Approve the June 11, 2024, Regular Meeting Minutes as presented.

**ATTACHMENT:**

- June 11, 2024, Regular Meeting Minutes.

**THE BARTONVILLE CRIME CONTROL AND PREVENTION DISTRICT (CCPD) MET IN REGULAR SESSION ON THE 11TH DAY OF JUNE 2024, AT BARTONVILLE TOWN HALL, 1941 E JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:**

Jeff Grubb, Chair  
Johnny Jones, Vice Chair  
Chris Colbert, Director  
Kevin Oldham, Director  
Lori Van Alstine, Director  
Steve Weiss, Director

*Directors Absent:*

Jarod Root, Director

*Town Staff Present:*

Kirk Riggs, Chief of Police  
Thad Chambers, Town Administrator  
Andrea Carpenter, Deputy Town Secretary

**A. CALL MEETING TO ORDER**

Chair Grubb called the meeting to order at 6:00 pm.

**B. PLEDGE OF ALLEGIANCE**

Chair Grubb led the Pledge of Allegiance.

**C. PUBLIC PARTICIPATION**

*The purpose of this item is to allow citizens an opportunity to address the Bartonville Crime Control and Prevention District Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the Board on items that are not posted on the agenda.*

There was no public participation.

**D. REGULAR ITEMS**

**1. Consider approval of the April 23, 2024, Regular Meeting Minutes.**

Motion made by Director Colbert, seconded by Director Van Alstine, to approve the April 23, 2024, Regular Meeting Minutes as presented. Motion carried unanimously.

- 2. Discuss and consider approval of leasing/purchasing two new police vehicles, with the lease/purchase agreement to begin Fiscal Year 2024-2025 and end Fiscal Year 2026-2027; not to exceed \$58,314 annually.**

Motion made by Director Colbert, seconded by Director Weiss, to approve the purchase of two new police vehicles, with the purchase agreement to begin Fiscal Year 2024-2025 and end Fiscal Year 2026-2027; not to exceed \$58,314 annually. Motion carried unanimously.

- 3. Discuss and schedule the next Bartonville Crime Control and Prevention District meeting.**

Motion made by Director Oldham, seconded by Director Colbert, to schedule the next Bartonville Crime Control and Prevention District meeting for August 13, 2024. Motion carried unanimously.

**E. FUTURE ITEMS**

Discussion only, no action taken.

**F. ADJOURNMENT**

Chair Grubb adjourned the meeting at 6:43pm.

**APPROVED this the 13th day of August 2024.**

**APPROVED:**

\_\_\_\_\_  
Jeff Grubb, Chair

**ATTEST:**

\_\_\_\_\_  
Shannon Montgomery, TRMC, Town Secretary



# CRIME CONTROL COMMUNICATION

**DATE:** August 13, 2024

**FROM:** Kirk Riggs, Chief of Police

**AGENDA ITEM:** Discuss and consider approval of a Budget Amendment for Fiscal Year 2023-2024 for Vehicle Replacement in an amount not to exceed \$156,000.

**SUMMARY:**

This budget amendment is to acknowledge receipt of funds from Government Capital, allocated for the purchase and outfitting of two new police vehicles. This agreement was approved by the Board during the meeting held on June 11, 2024; Town Council also approved the agreement at the June 18, 2024 Town Council meeting.

**FISCAL INFORMATION:**

**BARTONVILLE CRIME CONTROL AND PREVENTION DISTRICT**

**Revenues**

Other Financing Sources - Loan Proceeds \$ 156,000.00

**Expenditures**

900-20-5753 Vehicle Replacement \$ 156,000.00

*New Vehicles* \$ 104,362.00

*Outfitting* \$ 51,638.00

**ATTACHMENTS:** None



# CRIME CONTROL COMMUNICATION

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**DATE:** August 13, 2024  
**FROM:** Kirk Riggs, Chief of Police  
**AGENDA ITEM:** Discussion of Financial Report Ending July 2024.

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**SUMMARY:**

This item is to allow for the review of the Crime Control and Prevention District financial status to confirm the Board's priorities set forth during the Fiscal Year 2023-2024 budget process and to ensure the budget is aligned with the remaining months.

**RECOMMENDED MOTION OR ACTION:**

No action to take.

**ATTACHMENT:**

- Financial Report Ending July 2024.

Town of Bartonville  
 Revenue And Expense Report  
 As of July 31, 2024

8/2/2024 1

Item D4.

<b>900 - Crime Prevention</b>	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<b>Revenue Summary</b>							
-	169,878.91	277,317.87	111,150.00	(166,167.87)	(149.50%)	106,232.39	128,348.70
Revenue Totals	<u>169,878.91</u>	<u>277,317.87</u>	<u>111,150.00</u>	<u>(166,167.87)</u>	<u>-149.50%</u>	<u>106,232.39</u>	<u>128,348.70</u>
<b>Expense Summary</b>							
10-Administration	140.00	140.00	450.00	310.00	68.89%	280.00	280.00
20-Police	1,063.22	70,370.99	141,700.00	71,329.01	50.34%	53,901.75	70,030.62
Expense Totals	<u>1,203.22</u>	<u>70,510.99</u>	<u>142,150.00</u>	<u>71,639.01</u>	<u>50.40%</u>	<u>54,181.75</u>	<u>70,310.62</u>
Revenues Over(Under) Expenditures	<u>168,675.69</u>	<u>206,806.88</u>	<u>(31,000.00)</u>	<u>0.00</u>	<u>0.00%</u>	<u>52,050.64</u>	<u>58,038.08</u>

Town of Bartonville  
 Revenue and Expense Report  
 As of July 31, 2024

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Item D4.

<b>900 - Crime Prevention Department Revenue</b>	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
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<b>Sales &amp; Mixed Beverage Tax</b>							
-4025 Sales Tax Revenue	11,833.90	107,123.89	100,000.00	(7,123.89)	(7.12%)	93,782.82	113,477.77
Total Sales & Mixed Beverage Tax	<u>11,833.90</u>	<u>107,123.89</u>	<u>100,000.00</u>	<u>(7,123.89)</u>	<u>(7.12%)</u>	<u>93,782.82</u>	<u>113,477.77</u>
<b>Other/Transfer</b>							
-4090 General Revenue	156,000.00	156,000.00	0.00	(156,000.00)	0.00%	16.81	16.81
-4250 Interest Earned	2,045.01	14,193.98	7,000.00	(7,193.98)	(102.77%)	11,182.76	13,604.12
-4400 Grants and Donations	0.00	0.00	1,500.00	1,500.00	100.00%	1,250.00	1,250.00
-4999 Transfer In	0.00	0.00	2,650.00	2,650.00	100.00%	0.00	0.00
Total Other/Transfer	<u>158,045.01</u>	<u>170,193.98</u>	<u>11,150.00</u>	<u>(159,043.98)</u>	<u>(1426.40%)</u>	<u>12,449.57</u>	<u>14,870.93</u>
<b>Total</b>	<u>169,878.91</u>	<u>277,317.87</u>	<u>111,150.00</u>	<u>(166,167.87)</u>	<u>(149.50%)</u>	<u>106,232.39</u>	<u>128,348.70</u>
<b>Total Revenue</b>	<u>169,878.91</u>	<u>277,317.87</u>	<u>111,150.00</u>	<u>(166,167.87)</u>	<u>(149.50%)</u>	<u>106,232.39</u>	<u>128,348.70</u>



Town of Bartonville  
 Revenue and Expense Report  
 As of July 31, 2024

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Item D4.

<b>900 - Crime Prevention Department Expense</b>	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<b>10-Administration</b>							
<u>Contracted Service</u>							
10-5082 Audit & Accounting Expense	0.00	0.00	250.00	250.00	100.00%	0.00	0.00
Total Contracted Service	0.00	0.00	250.00	250.00	100.00%	0.00	0.00
<u>Other</u>							
10-5107 Bonds	140.00	140.00	200.00	60.00	30.00%	280.00	280.00
Total Other	140.00	140.00	200.00	60.00	30.00%	280.00	280.00
Total Administration	140.00	140.00	450.00	310.00	68.89%	280.00	280.00
<b>20-Police</b>							
<u>Maintenance</u>							
20-5084 Vehicle Maintenance	0.00	16,000.00	16,000.00	0.00	0.00%	0.00	0.00
Total Maintenance	0.00	16,000.00	16,000.00	0.00	0.00%	0.00	0.00
<u>Other</u>							
20-5105 Blue Santa	0.00	338.89	1,500.00	1,161.11	77.41%	1,338.38	1,338.38
20-5452 National Night Out	0.00	1,161.26	3,000.00	1,838.74	61.29%	1,755.45	2,718.95
20-5711 Training Expense	0.00	0.00	3,000.00	3,000.00	100.00%	0.00	0.00
Total Other	0.00	1,500.15	7,500.00	5,999.85	80.00%	3,093.83	4,057.33
<u>Supplies</u>							
20-5147 Computer Software	925.55	925.55	13,200.00	12,274.45	92.99%	10,394.96	13,517.72
20-5232 Equipment	0.00	27,372.60	50,000.00	22,627.40	45.25%	36,975.40	46,957.66
20-5726 Uniform & Apparel Expense	137.67	9,972.69	9,000.00	(972.69)	(10.81%)	3,437.56	5,497.91
20-6400 Squad Car Accessories	0.00	14,600.00	16,000.00	1,400.00	8.75%	0.00	0.00
Total Supplies	1,063.22	52,870.84	88,200.00	35,329.16	40.06%	50,807.92	65,973.29

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 Revenue and Expense Report  
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Item D4.

<b>900 - Crime Prevention Department Expense</b>	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<u>Salary &amp; Benefits</u>							
20-5627 Salary to Town	0.00	0.00	30,000.00	30,000.00	100.00%	0.00	0.00
Total Salary & Benefits	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>	<u>30,000.00</u>	<u>100.00%</u>	<u>0.00</u>	<u>0.00</u>
Total Police	<u>1,063.22</u>	<u>70,370.99</u>	<u>141,700.00</u>	<u>71,329.01</u>	<u>50.34%</u>	<u>53,901.75</u>	<u>70,030.62</u>
Total Expense	<u>1,203.22</u>	<u>70,510.99</u>	<u>142,150.00</u>	<u>71,639.01</u>	<u>50.40%</u>	<u>54,181.75</u>	<u>70,310.62</u>