

# NOTICE OF MEETING

## **BALCONES HEIGHTS CRIME CONTROL & PREVENTION DISTRICT BOARD OF DIRECTORS**

TAKE NOTICE THAT A REGULAR CALLED MEETING OF THE CRIME CONTROL & PREVENTION DISTRICT BOARD OF DIRECTORS OF THE CITY OF BALCONES HEIGHTS, TEXAS WILL BE HELD ON THE **25<sup>th</sup> DAY OF APRIL, 2022, AT 5:45 P.M.**, IN THE JUSTICE CENTER, LOCATED AT 3300 HILLCREST DRIVE, BALCONES HEIGHTS, TEXAS, TO ACT UPON ANY LAWFUL SUBJECT WHICH MAY COME BEFORE SAID MEETING, INCLUDING AMONG OTHERS THE FOLLOWING BUSINESS:

I. Call To Order & Recording of Quorum:

II. Approval of Minutes:

Minutes, January 31, 2022

III. Citizens To Be Heard:

IV. Business Items:

1. Board will review and discuss the upcoming budget calendar for the FY October 1, 2022 through September 30, 2023.
2. Board will review, discuss and take appropriate action on an Order approving district's financial activity for the period ending March 31, 2022.
3. Board will review, discuss and take appropriate action on an Order Calling for Projects for the 2022-2023 fiscal year.

V. Adjournment:

**IF YOU PLAN TO ATTEND THE MEETING AND YOU HAVE A DISABILITY THAT REQUIRES SPECIAL ARRANGEMENTS AT THE MEETING, CONTACT CITY SECRETARY, WITHIN 72 HOURS OF THE MEETING (210) 957-3542. REASONABLE ACCOMODATIONS WILL BE MADE TO ASSIST YOUR NEEDS. ANY REQUIREMENTS FOR SIGN INTERPRETIVE OR OTHER SERVICES MUST BE MADE 48 HOURS IN ADVANCE OF THE MEETING FOR WHICH THE SERVICES ARE BEING REQUESTED.**

DATE POSTED: \_\_\_\_\_

TIME POSTED: \_\_\_\_\_

BY: \_\_\_\_\_

DATE RETRIEVED: \_\_\_\_\_

TIME RETRIEVED: \_\_\_\_\_

BY: \_\_\_\_\_

BALCONES HEIGHTS CRIME CONTROL & PREVENTION DISTRICT  
BOARD OF DIRECTORS  
3300 Hillcrest Drive  
Balcones Heights, TX 78201

MINUTES

DATE: January 31, 2022

TIME: 5:45 p.m.

Members present: Suzanne de Leon Stephen Lara Gloria Cantu  
Juan Lecea Lamar Gillian Miguel C. Valverde

Members absent: None

Sign in Sheet: David Zavala Leticia Vela

I. Call To Order & Recording of Quorum:

Meeting was called to order and quorum was present.

II. Approval of Minutes:

October 25, 2021

MOTION: I make a motion to accept the minutes as written.

Motion by: Gloria Cantu Seconded: Juan Lecea 5/0/0 PASSED

III. Citizens To Be Heard:

There were no citizens signed up to be heard.

IV. Business Items:

1. Board will review, discuss, and take appropriate ACTION on an Order 2022-01 approving District finances through December 31, 2021.

MOTION: I make a motion to approve.

Motion by: Gloria Cantu Seconded: Miguel Valverde 5/0/0 PASSED

V. Adjournment:

Meeting adjourned at 5:53 p.m.

Submitted by:

Delia R. Sanchez  
City Secretary

BALCONES HEIGHTS CRIME CONTROL & PREVENTION DISTRICT  
Fiscal Year 2022-2023

**BUDGET CALENDAR**

- April 25** District Board **publishes notice** of “Call for Project Applications” from authorized organizations with an application date of May 11 (publication date is April 27).  
*Statutory Authority: Local Government Code (LGC) Section 363.209*
- April 25** District Board in regular session issues “Call for Project Applications” from authorized organizations, with an application date of May 11.  
*Statutory Date: NLT 140<sup>th</sup> day before the day the fiscal year begins [LGC 363.209(c)]*
- May 11** Organizations files application with District Board for program/project funding to be included in the FY 2020/21 budget.  
*Statutory Date: NLT 140<sup>th</sup> day before the day the fiscal year begins [LGC 363.209(c)]*
- May 23** District Board meets to review and **approve/disapprove** applications for program/project funding and to develop the proposed budget.  
*Statutory Authority: LGC 363.203(a)*
- June 6** District Board **publishes notice** of “Public Hearing” to be held on June 27 (publication date is June 8).  
*Statutory Date: NLT 10 days prior to meeting [LGC 363.204(b)]*
- June 27** District Board in open session conducts **Public Hearing** on the proposed budget.  
*Statutory Date: NLT 100<sup>th</sup> day before beginning of fiscal year [LGC 363.204(a)]*
- June 27** After the Public Hearing, District Board **votes to adopt** the budget.  
*Statutory Date: NLT 80<sup>th</sup> day before beginning of fiscal year [LGC 363.204(d)]*
- June 27** District Board submits the adopted budget to City Council.  
*Statutory Date: NLT 10 days after the date the budget is adopted [LGC 363.204(e)]*
- July 6** City Council **publishes notice** of “Public Hearing” on the District’s budget to be held on July 25 (publication date is 6 July).  
*Date: NLT 10 days prior to meeting [LGC 363.205(b)]*
- July 25** City Council meets to conduct **Public Hearing** on the District’s adopted budget.  
*Statutory Date: NLT 45<sup>th</sup> day before beginning of fiscal year [LGC 363.205(a)]*
- July 25** After the public hearing - City Council **approves or rejects** the District’s adopted budget.  
*Statutory Date: NLT 30<sup>th</sup> day before beginning of fiscal year [LGC 363.205(d)]*

**BALCONES HEIGHTS CRIME CONTROL & PREVENTION DISTRICT**

BOARD OF DIRECTORS

**ORDER NO. 2022-02**

**BY ORDER OF THE BOARD OF DIRECTORS OF THE BALCONES HEIGHTS,  
TEXAS CRIME CONTROL & PREVENTION DISTRICT:**

**WHEREAS**, the Board of Directors of the Balcones Heights Crime Control and Prevention District has, heretofore, entered into an Interlocal Agreement with the City of Balcones Heights, Texas to perform administrative services for the District, and

**WHEREAS**, pursuant to Sections 363.22(e) and 363.153 of the *Texas Local Government Code*, the Board of Directors shall manage, control and administer the Balcones Heights Crime Control and Prevention District Finances.

**NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS OF THE  
BALCONES HEIGHTS, TEXAS CRIME CONTROL & PREVENTION DISTRICT, that:**

The attached "Financial Report" of the Balcones Heights Crime Control and Prevention District for the period ending Mar 31, 2022, marked as Exhibits A, attached hereto, is hereby ratified and approved and the financial activity thereof is hereby authorized.

**PASSED, APPROVED, AND ADOPTED by the Board of Directors this the 25<sup>th</sup> day  
of April, 2022.**

Lamar Gillian  
President, BHCCPD

ATTEST:

Delia R. Sanchez  
Board Secretary

**Balcones Heights Crime Control District  
Balance Sheet  
As of March 31, 2022**

**ASSETS**

Cash	295,179	<i>Bank Cash</i>
Accounts Receivables	(1,351)	<i>Payroll; Health Insurance</i>
Investments	106,704	<i>TexPool Balance</i>
<b>Total Assets</b>	<b>400,532</b>	

**LIABILITIES & FUND BALANCE**

Accounts Payable	7,259	<i>Payroll Withholdings</i>
Total Liabilities	7,258.56	
Sales Taxes	318,538	<i>2 months behind</i>
Interest	23	<i>Pool Interest</i>
Total Revenues	318,561	
Salary Expenses	331,776	<i>All Categories</i>
Administrative Expenses	-	<i>Insurances; Audit</i>
Facility Expenses	56,113	<i>Utilities; Facility Maintenance</i>
Capital Outlay	-	
Total Expenses	387,889	
Net Revenues & Expenses	(69,328)	<i>Revenues less Expenses</i>
Reserved Fund Balance	-	
Unreserved Fund Balance	462,602	<i>Fund Balance</i>
Total Fund Balance	462,602	
<b>Total Liabilities &amp; Fund Balance</b>	<b>400,532</b>	<i>Must equal Total Assets to Balance</i>

Account	Description	FY 2020-21 Audited	FY 2021-22 Approved	As of 31-Mar-22	50% of Budget	Notes
<b>Crime Control &amp; Prevention Fund</b>						
<b><u>Fund Balance</u></b>						
	<b>Beginning Fund Balance</b>		<b>462,602</b>	<b>462,602</b>		
	Revenues		883,000	318,561		
	Expenses		(932,303)	(387,889)		
	<b>Estimated Ending Fund Balance</b>		<b>413,299</b>	<b>393,274</b>		
<b><u>Revenues</u></b>						
18-318-300	SALES TAX	891,386	882,000	318,538	36%	sales taxes are two months behind
18-360-000	INTEREST EARNINGS	73	1,000	23		
	<b>Total Revenue</b>	<b>891,459</b>	<b>883,000</b>	<b>318,561</b>	<b>36%</b>	
<b><u>Expenses</u></b>						
18-513-150	SALARIES	470,292	556,493	239,764	43%	
18-513-160	OVERTIME	27,790	20,000	7,209	36%	
18-513-205	SSI	41,900	44,102	18,760	43%	
18-513-210	MEDICAL	66,276	81,270	35,707	44%	
18-513-230	TMRS	40,606	58,211	22,846	39%	
18-513-240	WORKERS COMPENSATION	18,719	14,851	3,924	26%	
18-513-280	UNIFORM ALLOWANCE	7,200	7,200	3,566	50%	
	Personnel Expense	672,783	782,127	331,776	42%	
18-513-460	INSURANCE - PROPERTY	5,053	6,551	-	0%	
18-513-462	INSURANCE - GENERAL LIABILITY	3,418	1,125	-	0%	
18-513-470	GENERAL CONTINGENCY	-	100	-	0%	
18-513-476	UTILITIES - WATER & SEWER	7,729	6,400	4,260	67%	one prior year payment
18-513-478	UTILITIES - ELECTRIC	52,083	60,000	20,353	34%	
18-513-500	FACILITY MAINTENANCE	70,214	30,000	9,001	30%	
18-513-501	JANITORIAL SERVICE	-	45,000	22,500	50%	janitorial services prepaid 1 month
	Operating Expense	139,497	150,176	56,113	37%	
	<b>Total Expense</b>	<b>812,280</b>	<b>932,303</b>	<b>387,889</b>	<b>42%</b>	

<b>Crime Control &amp; Prevention Recap</b>	<b>FY 2020-21 Unaudited</b>	<b>FY 2021-22 Approved</b>	<b>As of 31-Mar-22</b>	<b>% of Budget</b>
<b>Revenue</b>	<b>891,459</b>	<b>883,000</b>	<b>318,561</b>	<b>36%</b>
<b>Expenses</b>	<b>812,280</b>	<b>932,303</b>	<b>387,889</b>	<b>42%</b>
<b>Revenues/Expenses</b>	<b>79,179</b>	<b>(49,303)</b>	<b>(69,328)</b>	

**BALCONES HEIGHTS CRIME CONTROL & PREVENTION DISTRICT**

**BOARD OF DIRECTORS**

**ORDER NO. 2022-03**

**BY ORDER OF THE BOARD OF DIRECTORS OF THE BALCONES HEIGHTS,  
TEXAS CRIME CONTROL & PREVENTION DISTRICT:**

**WHEREAS**, pursuant to Sections 363.22(e) and 363.153 of the *Texas Local Government Code*, the Board of Directors shall manage, control and administer the Balcones Heights Crime Control and Prevention District Finances; and

**WHEREAS**, pursuant to *Section 363.203* of the *Texas Local Government Code*, the Board of Directors must propose an annual budget based upon the apportionments described in *Section 363.154* of the *Texas Local Government Code*.

**NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS OF  
THE BALCONES HEIGHTS, TEXAS CRIME CONTROL & PREVENTION  
DISTRICT, that:**

1. The Board of Directors does hereby issue a “Call for Project Applications” to be funded by the District in its FY 2022-23 Annual Operating Budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023; and
2. That all applications must be received by the City Secretary at 3300 Hillcrest Drive, Balcones Heights, Texas 78201 no later than 3:00 P.M. on Thursday, May 11, 2022; and
3. That the City Secretary is hereby directed to publish notice of this “Call for Project Applications”.

**PASSED, APPROVED AND ADOPTED by the Board of Directors this the 25<sup>th</sup> day  
of April, 2022.**

Lamar Gillian  
President, BHCCPD

ATTEST:

Delia R. Sanchez  
Board Secretary