

# 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 **24<sup>th</sup> DAY OF OCTOBER, 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, July 25, 2022

III. Citizens To Be Heard

IV. Business Items:

1. Board will review, discuss and take appropriate **ACTION** to adopt Order No. 2022-XX approving the District finances through September 30, 2022.

2. Discussion and Action to amend the Balcones Heights Crime Control District (BHCCD) Fund's FY2022-23 Budget to incorporate changes made to it in the City's approved FY2022-23 Budget.

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. TO REQUEST INTERPRETIVE SERVICES CALL CITY SECRETARY OR TEXAS DEVICE FOR THE DEAF.**

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: July 25, 2022

TIME: 5:45 p.m.

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

Members absent:

**Sign in Sheet:** None

I. Call to Order & Recording of Quorum:

Meeting was called to order and quorum was present.

II. Approval of Minutes:

Minutes, June 25, 2022

MOTION: So, moved. (To approve minutes for 6-25-2022)

Motion by: Lamar Gillian Seconded: Miguel Valverde 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 No. 2022-04 approving District expenses through June 30, 2022.

MOTION: Motion to approve.

Motion by: Suzanne de Leon Seconded : Juan Lecea 5/0/0 PASSED

V. Adjournment:

Meeting was adjourned at 5:47 p.m.

Submitted by:

Delia R. Sanchez  
City Secretary

**BALCONES HEIGHTS CRIME CONTROL & PREVENTION DISTRICT**

BOARD OF DIRECTORS

**ORDER NO. 2022-xx**

**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 September 30, 2022, 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 24<sup>th</sup> day  
of October, 2022.**

Gloria J. Cantu  
President, BHCCPD

ATTEST:

Delia R. Sanchez  
Board Secretary

**Balcones Heights Crime Control District  
Balance Sheet  
As of September 30, 2022**

**ASSETS**

Cash	209,389.73	<i>Bank Cash</i>
Accounts Receivables	(6,530.06)	<i>Health Insurance Withholdings</i>
Investments	107,312.69	<i>TexPool Balance</i>
<b>Total Assets</b>	<b>310,172.36</b>	

**LIABILITIES & FUND BALANCE**

Accounts Payable	4,987.70	<i>Payroll Withholdings</i>
<b>Total Liabilities</b>	<b>4,987.70</b>	
Sales Taxes	771,162.05	<i>2 Months Behind</i>
Interest	632.61	<i>Pool Interest</i>
Total Revenues	771,794.66	
Salary Expenses	759,684.64	<i>All Categories</i>
Administrative Expenses	1,000.00	<i>Insurances; Audit</i>
Facility Expenses	168,526.96	<i>Utilities; Facility Maintenance</i>
Capital Outlay	-	
Total Expenses	929,211.60	
<b>Net Revenues &amp; Expenses</b>	<b>(157,416.94)</b>	<i>Revenues less Expenses</i>
Reserved Fund Balance	-	
Unreserved Fund Balance	462,601.60	<i>Fund Balance</i>
<b>Total Fund Balance</b>	<b>462,601.60</b>	
<b>Total Liabilities &amp; Fund Balance</b>	<b>310,172.36</b>	<i>Must Equal Total Assets to Balance</i>

Account	Description	FY 2020-21 Audited	FY 2021-22 Approved	As of 30-Sep-22	100% 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	771,795		
	Expenses		(958,513)	(929,212)		
	Revenue/Expense		(75,513)	(157,417)		
<b>Estimated Ending Fund Balance</b>			<b>387,089</b>	<b>305,185</b>		
<b><u>Revenues</u></b>						
18-318-300	SALES TAX	891,386	882,000	771,162	87%	
18-360-000	INTEREST	73	1,000	633	63%	
<b>Total Revenue</b>		<b>891,459</b>	<b>883,000</b>	<b>771,795</b>	<b>87%</b>	
<b><u>Expenses</u></b>						
18-513-150	SALARIES	470,292	578,626	539,248	93%	
18-513-155	PART TIME	-	-	-	-	
18-513-160	OVERTIME	27,790	20,000	31,502	158%	
18-513-205	SSI	41,900	45,795	42,904	94%	
18-513-210	MEDICAL	66,276	81,270	70,647	87%	
18-513-230	TMRS	40,606	60,595	57,339	95%	
18-513-240	WORKERS COMPENSATION	18,719	14,851	11,279	76%	
	Personnel Expense	672,783	808,337	759,685	94%	
18-513-444	AUDIT SERVICES	1,000	1,000	1,000	100%	
18-513-460	INSURANCE - PROPERTY	5,053	6,551	-	0%	
18-513-462	INSURANCE - GENERAL LIABILITY	3,418	1,125	-	0%	
18-513-470	CONTINGENCY	-	100	2,732	2732%	
18-513-476	UTILITIES - WATER & SEWER	7,729	6,400	9,042	141%	
18-513-478	UTILITIES - ELECTRIC	52,083	60,000	53,746	90%	
18-513-500	FACILITY MAINTENANCE	70,214	30,000	58,007	193%	
18-513-501	JANITORIAL SERVICE	-	45,000	45,000	100%	
18-513-580	CAPITAL OUTLAY - EQUIPMENT	-	-	-	-	
	Operating Expense	139,497	150,176	169,527	113%	
<b>Total Expense</b>		<b>812,280</b>	<b>958,513</b>	<b>929,212</b>	<b>97%</b>	



# STAFF REPORT

**Requestor:** Floyd Messick  
**Department:** Finance  
**Date of Meeting:** October 24, 2022  
**Subject:** Amend BHCCD Budget

**Caption:**

Discussion and Action to Amend the Balcones Heights Crime Control District (BHCCD) Fund's FY2022-23 Budget to incorporate changes made to it in the City's Approved FY2022-23 Budget.

**Background:**

The BHCCD passed its budget on 27 June 2022 in accordance with the District's bylaws. This budget was accepted the same night by Council in Open Session and the BHCCD Fund's Budget was included into the City's FY2022-23 Proposed Budget – making it subject to changes over the course of the City's budget approval process.

During the City's budget approval process, changes were made to the BHCCD Fund's Budget and are summarized in the table below:

<i>Revenue</i>	BHCCD Approved Budget	City's FY2022-23 Approved Budget	\$ Difference
<b>Total Revenue</b>	<b>958,400</b>	<b>960,500</b>	<b>2,100</b>
<i>Expenses</i>			
Personnel	774,096	886,510	112,414
Operational	184,304	157,178	(27,126)
<b>Total Expenses</b>	<b>958,400</b>	<b>1,043,688</b>	<b>85,288</b>
Rev/Exp	-	(83,188)	

Changes

Sales tax revenue increased \$2,100. Personnel cost increased as we transferred in one additional patrol officer from the Traffic Safety Fund and the Contingency amount was decreased to zero causing an \$85,288 increase to total expenses. All of these changes were incorporated into the City's FY 2022-23 Approved Budget dated 22 August 2022.

Authority

Local Government Code Chapter 363 Crime Control & Prevention Districts, Section 363.205 (f) Approval of Budget by Governing Body of Creating Political Subdivision.



# STAFF REPORT

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**Fiscal Impact:**

None – the Amendment is already incorporated into the City’s FY2022-23 Approved Budget
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**Recommendation:**

Approve the BHCCD Fund's Amended FY2022-23 Budget
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**Attachment(s):**

BHCCD Fund Approved Budget dated 27 June 2022 BHCCD Fund Approved Budget from the City’s FY2022-23 Approved Budget dated 22 August 2022
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Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Estimated	2022-23 Budget	Notes
<b>BHCCD FUND</b>								
<u>Fund Balance</u>								
	Beginning Fund Balance					462,602	463,049	
	Revenues					931,250	958,400	
	Expenses					(930,803)	(958,400)	
	Revenue/Expense					447	-	
	Ending Fund Balance					463,049	463,049	
<u>Revenues</u>								
18-318-300	SALES TAX	827,936	831,284	891,386	882,000	931,000	957,900	3% increase
18-360-000	INTEREST	4,513	2,052	73	1,000	250	500	
	Total Revenue	832,450	833,336	891,459	883,000	931,250	958,400	
<u>Expenses</u>								
18-513-150	SALARIES	408,963	500,342	470,292	556,493	556,493	549,616	
18-513-160	OVERTIME	6,171	17,635	27,790	20,000	20,000	21,000	
18-513-205	SSI	31,500	39,357	41,900	44,102	44,102	42,046	
18-513-210	MEDICAL	64,840	62,774	66,276	81,270	81,270	80,000	
18-513-230	TMRS	48,368	43,236	40,606	58,211	58,211	58,259	
18-513-240	WORKERS COMPENSATION	13,041	11,214	18,719	14,851	14,851	16,775	
18-513-280	UNIFORM ALLOWANCE	6,280	7,163	7,200	7,200	7,200	6,400	
	Personnel Expense	579,163	681,720	672,783	782,127	782,127	774,096	
18-513-444	AUDIT SERVICES	4,000	5,000	1,000	1,000	2,000	2,000	
18-513-460	INSURANCE - PROPERTY	6,009	5,772	5,053	6,551	6,551	7,500	15% increase
18-513-462	INSURANCE - GENERAL LIABILITY	1,966	761	3,418	1,125	1,125	1,200	3% increase
18-513-470	CONTINGENCY	-	-	-	100	-	28,604	
18-513-476	UTILITIES - WATER & SEWER	6,368	9,765	7,729	6,400	9,000	10,000	10% increase
18-513-478	UTILITIES - ELECTRIC	57,119	49,672	52,083	60,000	55,000	60,000	10% increase
18-513-500	FACILITY MAINTENANCE	28,654	26,162	70,214	30,000	30,000	30,000	
18-513-501	JANITORIAL SERVICE	-	-	-	45,000	45,000	45,000	
	Operating Expenses	104,116	97,132	139,497	150,176	148,676	184,304	
	Total Expense	683,279	778,852	812,280	932,303	930,803	958,400	

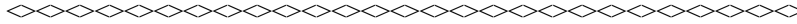


Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Estimated	2022-23 Budget	\$ Change
<b>BHCCD FUND</b>								
<i>Fund Balance</i>								
	Beginning Fund Balance					462,602	463,049	
	Revenues					912,250	960,500	
	Expenses					(932,331)	(1,043,688)	
	Revenue/Expense					(20,081)	(83,188)	
	Ending Fund Balance					442,521	379,861	
<i>Revenues</i>								
18-318-300	SALES TAX	827,936	831,284	891,386	882,000	912,000	960,000	48,000
18-360-000	INTEREST	4,513	2,052	73	1,000	250	500	250
	<b>Total Revenue</b>	<b>832,450</b>	<b>833,336</b>	<b>891,459</b>	<b>883,000</b>	<b>912,250</b>	<b>960,500</b>	<b>48,250</b>
<i>Expenses</i>								
18-513-150	SALARIES	408,963	500,342	470,292	556,493	556,493	627,643	71,150
18-513-160	OVERTIME	6,171	17,635	27,790	20,000	20,000	21,000	1,000
18-513-205	SSI	31,500	39,357	41,900	44,102	44,102	49,621	5,519
18-513-210	MEDICAL	64,840	62,774	66,276	81,270	81,270	85,338	4,068
18-513-230	TMRS	48,368	43,236	40,606	58,211	58,211	71,707	13,496
18-513-240	WORKERS COMPENSATION	13,041	11,214	18,719	14,851	14,851	24,000	9,149
18-513-280	UNIFORM ALLOWANCE	6,280	7,163	7,200	7,200	7,200	7,200	-
	Personnel Expense	579,163	681,720	672,783	782,127	782,127	886,510	104,383
18-513-444	AUDIT SERVICES	4,000	5,000	1,000	1,000	2,000	2,000	-
18-513-460	INSURANCE - PROPERTY	6,009	5,772	5,053	6,551	6,551	7,500	949
18-513-462	INSURANCE - GENERAL LIABILITY	1,966	761	3,418	1,125	1,125	1,678	553
18-513-470	CONTINGENCY	-	-	-	100	-	-	-
18-513-476	UTILITIES - WATER & SEWER	6,368	9,765	7,729	6,400	10,528	11,000	472
18-513-478	UTILITIES - ELECTRIC	57,119	49,672	52,083	60,000	55,000	60,000	5,000
18-513-500	FACILITY MAINTENANCE	28,654	26,162	70,214	30,000	30,000	30,000	-
18-513-501	JANITORIAL SERVICE	-	-	-	45,000	45,000	45,000	-
	Operating Expenses	104,116	97,132	139,497	150,176	150,204	157,178	6,974
	<b>Total Expense</b>	<b>683,279</b>	<b>778,852</b>	<b>812,280</b>	<b>932,303</b>	<b>932,331</b>	<b>1,043,688</b>	<b>111,357</b>

**BALCONES HEIGHTS CRIME CONTROL  
AND PREVENTION DISTRICT**

**RESOLUTION NO. 2022-**

AN ORDER AND RESOLUTION OF THE BOARD OF DIRECTORS  
AMENDING THE ANNUAL OPERATING BUDGET FOR THE 2022-  
2023 DISTRICT FISCAL YEAR BEGINNING ON OCTOBER 1, 2022  
AND ENDING SEPTEMBER 30, 2023



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

**WHEREAS**, pursuant to Section 363.203 of the *Local Government Code*, the Board of Directors have developed a crime control plan and budget for the Balcones Heights Crime Control & Prevention District for the period of October 1, 2022 through September 30, 2023; and

**WHEREAS**, the Finance Director is requesting amendment to the budget; and

**WHEREAS**, the Board of Directors of the Balcones Heights Crime Control and Prevention District find and determine the amendment to be necessary, at this time, that said Budget and Crime Control Plan be amended.

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

The Annual Crime Control Budget dated June 27, 2022, is hereby amended by the Board of Directors of the Balcones Heights Crime Control & Prevention District for the period of October 1, 2022 through September 30, 2023.

**PASSED, APPROVED AND RESOLVED in Balcones Heights, Texas this the 24<sup>th</sup> day of October, 2022.**

Gloria J. Cantu  
President, BHCCPD

ATTEST:

DELIA R. SANCHEZ  
Secretary, BHCCPD