

# 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 **23<sup>rd</sup> DAY OF MAY, 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:

I. Approval of Minutes:

Minutes, April 25, 2022

II. Citizens To Be Heard:

III. Business Items:

1. Board will review and approve/disapprove applications for program/project funding to develop the proposed 2022/2023 fiscal year District Budget and Plan.
2. Board will schedule a Public Hearing June 27, 2022 on the District's 2022/2023 proposed budget.

IV. 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: April 29, 2022

TIME: 5:45 p.m.

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

Members absent: None

**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, January 31, 2022

MOTION: So, moved. (To approve minutes of January 31, 2022)

Motion by: Gloria Cantu 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 and discuss the upcoming budget calendar for the FY October 1, 2022 through September 30, 2023.

Floyd Messick presented the budget calendar for FY 2022-2023.

2. Board will review, discuss and take appropriate action on an Order approving district's financial activity for the period ending March 31, 2022.

Floyd Messick briefed council on finances for month ending March 31, 2022.

MOTION: I make a motion to approve.

Motion by: Suzanne de Leon Seconded: Stephen Lara 5/0/0 PASSED

3. Board will review, discuss and take appropriate action on an Order Calling for Projects for the 2022-2023 fiscal year.

MOTION: So, moved. (To approve Order)

Motion by: Miguel Valverde Seconded: Suzanne de Leon 5/0/0 PASSED

V. Adjournment:

Meeting was adjourned at 5:52 p.m.

Submitted by:

Delia R. Sanchez  
City Secretary

City of Balcones Heights

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>								
<b><u>Fund Balance</u></b>								
<b>Beginning Fund Balance</b>						<b>462,602</b>	<b>463,049</b>	
Revenues						931,250	958,400	
Expenses						(930,803)	(958,400)	
Revenue/Expense						447	-	
<b>Ending Fund Balance</b>						<b>463,049</b>	<b>463,049</b>	
<b><u>Revenues</u></b>								
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	
<b>Total Revenue</b>		<b>832,450</b>	<b>833,336</b>	<b>891,459</b>	<b>883,000</b>	<b>931,250</b>	<b>958,400</b>	
<b><u>Expenses</u></b>								
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	
<b>Total Expense</b>		<b>683,279</b>	<b>778,852</b>	<b>812,280</b>	<b>932,303</b>	<b>930,803</b>	<b>958,400</b>	



BALCONES HEIGHTS CRIME CONTROL DISTRICT  
Fiscal Year 2022-23

Request for Project Funding

**Item 1**

**Administrative Expenses**

**FY 22-23 Requested:** \$ 10,700  
FY 21-22 Projected: \$ 9,676  
FY 20-21 Actual: \$ 9,471

Description: Contractual services for audit services and liability & property insurances.  
Justification: Texas Municipal League (TML) forecasts a 3% increase in liability coverage and a 15% increase in property coverage rates.

**Item 2**

**Justice Center Operations & Maintenance Expenses**

**FY 22-23 Requested:** \$ 145,000  
FY 21-22 Projected: \$ 139,000  
FY 20-21 Actual: \$ 130,026

Description: Funds operations, maintenance, and janitorial services for the Justice Center.  
Justification: Required for paying utilities, making repairs, and building upkeep. Reflects a 5% increase to utility costs.

**Item 3**

**Police Salary Expenses**

**FY 22-23 Requested:** \$ 774,096  
FY 21-22 Projected: \$ 782,127  
FY 20-21 Projected: \$ 672,783

Description: Salary expense for eight officers: one lieutenant, two sergeants, two Corporals and three patrol officers. This decreases the number of patrol officers budgeted last year from four to three. Personnel costs include a 10% increase to workers compensation, 11% estimated healthcare increase, 5% estimated increase to Texas Municipal Retirement System (TMRS), and an estimated 4% Cost of Living Adjustment (COLA).  
Justification: Crime control and prevention services.

**Budget Summary**

Estimated Beginning Fund Balance: \$ 463,049  
Estimated FY23 Revenues: \$ 958,400  
Estimated FY23 Expenses: \$ 929,796  
Estimated F23 Contingency: \$ 28,604  
Estimated Ending Fund Balance: \$ 463,049