

# 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 JULY, 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, June 25, 2022

III. Citizens 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.

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

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

DATE & TIME RETRIEVED: \_\_\_\_\_

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

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

MINUTES

DATE: June 27, 2022

TIME: 5:49 p.m.

Members present: Suzanne de Leon Gloria Cantu Stephen Lara (5:51 p.m.)  
Juan M. Lecea Lamar Gillian Miguel Valverde

Members absent:

**Sign in Sheet:** Mark Saenz L. Mountain

I. Call to Order & Recording of Quorum:

Meeting was called to order and quorum was present.

II. Approval of Minutes:

Minutes, May 23, 2022

MOTION: Motion to accept the minutes as read.

Motion by: Gloria Cantu Seconded: Suzanne de Leon 5/0/0 PASSED

III. Citizens to Be Heard:

There were no citizens to be heard.

IV. Business Items:

1. Board of Directors will elect a President from among its members to serve a one-year term of office pursuant to Section 363.103 of the Local Government Code.

MOTION: I would like to make a motion to approve Gloria Cantu as President.

Motion by: Lamar Gillian Seconded: Suzanne de Leon 5/0/0 PASSED

2. The Board of Directors will elect a Vice-President from among its members to serve a one-year term of office pursuant to Section 363.103 of the Local Government Code.

MOTION: Motion for Lamar Gillian to serve as Vice-President.

Motion by: Suzanne de Leon Seconded: Gloria Cantu 5/0/0 PASSED

3. The Board of Directors will appoint a Board Secretary to serve a one-year term of office pursuant to Section 363.103 of the Local Government Code.

MOTION: Motion to approve Delia Sanchez.

Motion by: Lamar Gillian Seconded: Gloria Cantu 5/0/0 PASSED

4. Board will conduct a **PUBLIC HEARING** on the proposed 2022-2023 Balcones Heights Crime Control & Prevention District budget.

Public Hearing opened at 5:52 p.m.

Finance Director Floyd Messick came up to present the budget.

Public Hearing closed at 5:55 p.m.

5. Board will review, discuss and may take appropriate **ACTION** on a resolution adopting the 2022-2023 Annual Operating Budget for the Balcones Heights Crime Control & Prevention District.

MOITON: I make a motion to approve the operating budget for FY 2022-2023.

Motion by: Suzanne de Leon                      Seconded: Juan Lecea                      PASSED

V.     Adjournment:

Meeting was adjourned at 5:56 p.m.

Submitted by:

Delia R. Sanchez  
City Secretary

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

**ASSETS**

Cash	296,055.22	<i>Bank Cash</i>
Accounts Receivables	(4,032.75)	<i>Health Insurance Withholdings</i>
Investments	106,820.74	<i>TexPool Balance</i>
<b>Total Assets</b>	<b>398,843.21</b>	

**LIABILITIES & FUND BALANCE**

Accounts Payable	3,303.67	<i>Payroll Withholdings</i>
<b>Total Liabilities</b>	<b>3,303.67</b>	
Sales Taxes	543,260.93	<i>2 Months Behind</i>
Interest	140.66	<i>Pool Interest</i>
Total Revenues	543,401.59	
Salary Expenses	514,891.21	<i>All Categories</i>
Administrative Expenses	1,000.00	<i>Insurances; Audit</i>
Facility Expenses	94,572.44	<i>Utilities; Facility Maintenance</i>
Capital Outlay	-	
Total Expenses	610,463.65	
<b>Net Revenues &amp; Expenses</b>	<b>(67,062.06)</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>398,843.21</b>	<i>Must Equal Total Assets to Balance</i>

Financial Report - June 2022

Account	Description	FY 2020-21 Audited	FY 2021-22 Approved	As of 30-Jun-22	75% of Budget	Notes
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**Crime Control & Prevention Fund**

Fund Balance

<b>Beginning Fund Balance</b>		<b>462,602</b>	<b>462,602</b>
Revenues		883,000	543,402
Expenses		(932,303)	(610,464)
Revenue/Expense		(49,303)	(67,062)
<b>Estimated Ending Fund Balance</b>		<b>413,299</b>	<b>395,540</b>

Revenues

18-318-300	SALES TAX	891,386	882,000	543,261	62%	sales taxes are two months behind Avg = \$74K
18-360-000	INTEREST	73	1,000	141		
<b>Total Revenue</b>		<b>891,459</b>	<b>883,000</b>	<b>543,402</b>	<b>62%</b>	

Expenses

18-513-150	SALARIES	470,292	556,493	363,848	65%	
18-513-160	OVERTIME	27,790	20,000	17,286	86%	
18-513-205	SSI	41,900	44,102	28,907	66%	
18-513-210	MEDICAL	66,276	81,270	53,588	66%	
18-513-230	TMRS	40,606	58,211	36,896	63%	
18-513-240	WORKERS COMPENSATION	18,719	14,851	7,602	51%	
18-513-280	UNIFORM ALLOWANCE	7,200	7,200	6,766	94%	
Personnel Expense		672,783	782,127	514,891	66%	
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	-	0%	
18-513-476	UTILITIES - WATER & SEWER	7,729	6,400	6,707	105%	one prior year payment
18-513-478	UTILITIES - ELECTRIC	52,083	60,000	34,811	58%	
18-513-500	FACILITY MAINTENANCE	70,214	30,000	19,304	64%	
18-513-501	JANITORIAL SERVICE	-	45,000	33,750	75%	janitorial services prepaid 1 month
Operating Expense		139,497	150,176	95,572	64%	
<b>Total Expense</b>		<b>812,280</b>	<b>932,303</b>	<b>610,464</b>	<b>65%</b>	

<b>Crime Control &amp; Prevention Recap</b>	<b>FY 2020-21 Audited</b>	<b>FY 2021-22 Approved</b>	<b>As of 30-Jun-22</b>	<b>% of Budget</b>
<b>Revenue</b>	<b>891,459</b>	<b>883,000</b>	<b>543,402</b>	<b>62%</b>
<b>Expenses</b>	<b>812,280</b>	<b>932,303</b>	<b>610,464</b>	<b>65%</b>
<b>Revenues/Expenses</b>	<b>79,179</b>	<b>(49,303)</b>	<b>(67,062)</b>	

**BALCONES HEIGHTS CRIME CONTROL & PREVENTION DISTRICT**

BOARD OF DIRECTORS

**ORDER NO. 2022-04**

**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 June 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 25<sup>th</sup> day  
of July 2022.**

President, BHCCPD

ATTEST:

Delia R. Sanchez  
Board Secretary