

# 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 **April 24, 2017 AT 4:45 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 23, 2017

III. Citizens To Be Heard:

IV. Business Items:

1. Board will review and discuss the upcoming budget calendar for the FY October 1, 2017 through September 30, 2018.
2. Board will review, discuss and take appropriate action on an Order approving district's financial activity for the period ending March 31, 2017.
3. Board will review, discuss and take appropriate action on an Order Calling for Projects" for the 2017-18 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) 735-9148, ext 236. 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  
Fiscal Year 2017-2018

**BUDGET CALENDAR**

- April 21** District Board **publishes notice** in the *Commercial Recorder* of “Call for Project Applications” from authorized organizations with an application date of May 12 (publication date is April 28).  
*Statutory Authority: Local Government Code (LGC) Section 363.209*
- April 24** District Board in regular session issues “Call for Project Applications” from authorized organizations, with an application date of May 12.  
*Statutory Date: NLT 140<sup>th</sup> day before the day the fiscal year begins [LGC 363.209(c)]*
- May 12** Organizations files application with District Board for program/project funding to be included in the FY 2016/17 budget.  
*Statutory Date: NLT 140<sup>th</sup> day before the day the fiscal year begins [LGC 363.209(c)]*
- May 22** District Board meets in special session to review and **approve/disapprove** applications for program/project funding and to develop the proposed budget.  
*Statutory Authority: LGC 363.203(a)*
- June 9** District Board **publishes notice** in the *Commercial Recorder* of “Public Hearing” to be held on June 27 (publication date is June 17).  
*Statutory Date: NLT 10 days prior to meeting [LGC 363.204(b)]*
- June 26** 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 26** 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 26** 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 7** City Council **publishes notice** in the *Commercial Recorder* of “Public Hearing” on the District’s budget to be held on July 24 (publication date is July 15).  
*Date: NLT 10 days prior to meeting [LGC 363.205(b)]*
- July 24** 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 24** 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. 2017-02**

**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, 2017, marked as Exhibits "A" and "B", 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 April, 2017.**

Lamar Gillian  
President, BHCCPD

ATTEST:

Delia R. Sanchez  
Board Secretary

**BHCCD  
Trial Balance**

**As of March 31, 2016**

<b>ASSETS</b>	<b>LIABILITIES &amp; FUND BALANCE</b>
<i>Cash</i>	
Cash Accounts	(25,261.58)
Total Cash	(25,261.58)
 <i>Receivables</i>	
Receivables Accounts	117,128.82
Total Receivables	117,128.82
 <i>Investments</i>	
Texpool	101,071.68
Total Investments	101,071.68
<b>Total Assets</b>	<b><u>\$ 192,938.92</u></b>
 <i>Liabilities</i>	
Liabilities Accounts	33,404.69
Total Liabilities	33,404.69
 <i>Net Revenues &amp; Expenses</i>	
Total Revenue	247,711.30
Total Expenses	350,797.80
Net Revenues and Expenses	(103,086.50)
 <i>Fund Balances</i>	
Reserved	-
Unreserved	262,620.73
Total Fund Balance	262,620.73
<b>Total Liability &amp; Fund Balance</b>	<b><u>\$ 192,938.92</u></b>

**BHCCD**  
**Net Revenue & Expenses**  
**For the Quarter Ending 31 March, 2017**

	<b>As of 31-Dec-16</b>	<b>As of 31-Mar-17</b>	<b>Cumulative FY 2016-17</b>
<b><u>REVENUES</u></b>			
*Sales Tax	53,996.13	193,440.53	247,436.66
Interest Earnings	69.39	205.25	274.64
<b>Total Revenue</b>	<b><u>54,065.52</u></b>	<b><u>193,645.78</u></b>	<b><u>247,711.30</u></b>
<b><u>EXPENSES</u></b>			
Salary	102,671.21	99,460.92	202,132.13
Part Time	-	-	-
Overtime	2,133.35	940.82	3,074.17
Social Security	7,766.49	7,389.31	15,155.80
Group Medical	14,347.69	14,414.23	28,761.92
TMRS Retirement	19,535.55	18,323.30	37,858.85
Workers' Comp	3,549.52	3,549.52	7,099.04
Clothing Allowance	2,333.43	499.87	2,833.30
<b>Total Personnel Expense</b>	<b><u>152,337.24</u></b>	<b><u>144,577.97</u></b>	<b><u>296,915.21</u></b>
Audit Services	-	-	-
Insurances	6,010.34	-	6,010.34
Utilities Expense	8,704.58	13,064.36	21,768.94
<b>Total Administrative Expense</b>	<b><u>14,714.92</u></b>	<b><u>13,064.36</u></b>	<b><u>27,779.28</u></b>
Facility Maintenance	26,848.90	(745.59)	26,103.31
<b>Total Facilities Expense</b>	<b><u>26,848.90</u></b>	<b><u>(745.59)</u></b>	<b><u>26,103.31</u></b>
<b>Total Expenses</b>	<b><u>193,901.06</u></b>	<b><u>143,832.38</u></b>	<b><u>350,797.80</u></b>
<b>Net Revenue &amp; Expenses</b>	<b><u>(139,835.54)</u></b>	<b><u>49,813.40</u></b>	<b><u>(103,086.50)</u></b>

\*Sales Tax is 2 months behind

**BALCONES HEIGHTS CRIME CONTROL & PREVENTION DISTRICT**

**BOARD OF DIRECTORS**

**ORDER NO. 2017-03**

**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 2017-18 Annual Operating Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018; 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 12, 2017; 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 24<sup>th</sup> day of April, 2017.**

Lamar Gillian  
President, BHCCPD

ATTEST:

Delia R. Sanchez  
Board Secretary