

# 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 **21<sup>st</sup> day of MAY, 2018, 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, April 30, 2018
- III. Citizens To Be Heard:
- IV. Business Items:
  1. Board will review and approve/disapprove applications for program/project funding to develop the proposed 2018/2019 fiscal year District Budget and Plan.
  2. Board will schedule a Public Hearing on the District's 2018-19 proposed 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.**

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

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

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

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

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

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



**BALCONES HEIGHTS CRIME CONTROL DISTRICT**  
**Fiscal Year 2018-2019**

**Request for Project Funding**

**Item 1**

**Administrative Expenses**

FY 18-19 Requested: \$ 6,500  
FY 17-18 Projected EOY: \$ 6,365  
FY 16-17 Actual: \$ 6,010

Description: Justice Center liability & property insurances.  
Justification: Contractual services and requirements.

**Item 2**

**Justice Center Operations & Maintenance**

FY 18-19 Requested: \$ 110,300  
FY 17-18 Projected EOY: \$ 114,500  
FY 16-17 Actual: \$ 107,354

Description: Funds operations and maintenance expenses for the Justice Center. It includes utilities, facility maintenance and capital purchases. We recognize \$5,000 in capital spending in FY 2017-18 for the telephone replacement project. There are no planned capital purchases planned for FY 2018-19.  
Justification: Required for paying utilities, making repairs, and building upkeep.

**Item 3**

**PD Salary Expenses**

FY 18-19 Requested: \$ 681,178  
FY 17-18 Projected EOY: \$ 650,313  
FY 16-17 Actual: \$ 633,804

Description: Salary expense for one lieutenant, three investigators, and four patrol officers. These are the same positions funded in last fiscal year's budget. Salary expense assumes a projected 3% COLA and a 10% increase in City healthcare costs.  
Justification: Authorized crime control and prevention services.

Total proposed expenses are \$797,978, which exceeds projected revenues by \$25,978. This deficit spending will decrease fund balance from \$206,374 to \$180,396. See budget attachment on page 2 for more details.

BALCONES HEIGHTS CRIME CONTROL & PREVENTION DISTRICT  
Fiscal Year 2018-2019

**BUDGET CALENDAR**

- April 20** District Board **publishes notice** in the *SA Express News* 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 23** 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 2018-19 budget.  
*Statutory Date: NLT 140<sup>th</sup> day before the day the fiscal year begins [LGC 363.209(c)]*
- May 21** 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 8** District Board **publishes notice** in the *SA Express News* of “Public Hearing” to be held on June 25 (publication date is June 18).  
*Statutory Date: NLT 10 days prior to meeting [LGC 363.204(b)]*
- June 25** 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 25** 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 25** 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** in the *SA Express News* of “Public Hearing” on the District’s budget to be held on July 23 (publication date is July 16).  
*Date: NLT 10 days prior to meeting [LGC 363.205(b)]*
- July 23** 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 23** 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)]*

		FY 2017-18		FY 2018-19	
		Approved Budget	Projected EOY	Proposed Budget	Increase (Decrease)
<b>Crime Control &amp; Prevention Fund</b>					
<b><u>Fund Balance</u></b>					
Beginning Fund Balance			235,302	206,374	
Revenues			742,250	772,000	
Expenses			(771,178)	(797,978)	
Revenue/Expense			(28,928)	(25,978)	
Ending Fund Balance			206,374	180,396	
<b><u>Revenues</u></b>					
18-318-300	SALES TAX	725,000	740,000	769,500	29,500
18-360-000	INTEREST EARNINGS	1,000	2,250	2,500	250
18-365-000	TRANSFER IN FROM IMPOUND	-	-	-	-
18-370-000	OTHER REVENUES	-	-	-	-
Total Revenue		<b>726,000</b>	<b>742,250</b>	<b>772,000</b>	<b>29,750</b>
<b><u>Expenses</u></b>					
18-513-150	SALARIES	447,919	447,919	466,762	18,843
18-513-155	PART TIME	-	-	-	-
18-513-160	OVERTIME	10,000	10,000	10,000	-
18-513-205	SSI	35,031	35,031	36,472	1,441
18-513-210	MEDICAL	59,200	59,200	65,600	6,400
18-513-230	TMRS	78,556	78,556	81,788	3,232
18-513-240	WORKERS COMPENSATION	13,207	13,207	14,156	949
18-513-280	UNIFORM ALLOWANCE	6,400	6,400	6,400	-
Personnel Expense		650,313	650,313	681,178	30,865
18-513-425	ADMINISTRATIVE ACCT SERVICE	100	-	-	-
18-513-460	INSURANCE - PROPERTY	5,000	5,400	5,500	100
18-513-462	INSURANCE - GENERAL LIABILITY	1,000	965	1,000	35
18-513-476	UTILITIES - WATER & SEWER	6,600	5,500	5,800	300
18-513-478	UTILITIES - ELECTRIC	54,000	52,000	54,000	2,000
18-513-500	FACILITY MAINTENANCE	55,000	52,000	50,000	(2,000)
18-513-580	CAPITAL OUTLAY-EQUIPMENT	5,000	5,000	500	(4,500)
Operating Expenses		126,700	120,865	116,800	(4,065)
Total Expense		<b>777,013</b>	<b>771,178</b>	<b>797,978</b>	<b>26,800</b>
<b><u>Fund Balance Expenditures</u></b>					
Replace Telephone System		5,000	5,000	-	-
Total Fund Balance Expenditures		<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>