

City of Balcones Heights



FY 2021-22 Adopted Budget

**3300 Hillcrest Dr
Balcones Heights, TX 78201
bhtx.gov**

**BALCONES HEIGHTS, TEXAS
Council & Senior Staff**

CITY COUNCIL

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Mayor**

**STEPHEN LARA
Councilmember, Place 1**

**GLORIA C. CANTU
Councilmember, Place 2**

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Councilmember, Place 3**

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Councilmember, Place 5**

SENIOR STAFF

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DELIA SANCHEZ, CITY SECRETARY
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JOHN JAHANARA, POLICE CHIEF
LORENZO NASTASI, ECONOMIC DEVELOPMENT & PUBLIC AFFAIRS DIRECTOR
JANET THELEN, COMMUNITY DEVELOPMENT DIRECTOR
ROSE VELA, INTERIM FINANCE DIRECTOR**

THANK YOU FOR YOUR HELP!

**The City Administrator and Interim Finance Director express
their appreciation to all the Staff for their assistance and
cooperation in completing the annual budget.**



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CITY OF BALCONES HEIGHTS

3300 HILLCREST DR.

BALCONES HEIGHTS, TEXAS 78201

(210) 957-3300

September 10, 2021

Dear Honorable Mayor, Members of the City Council, and Citizens of Balcones Heights:

It is our pleasure to present the City of Balcones Heights FY 2021-22 adopted budget.

The Budget is fiscally conservative and utilizes City resources to maintain economic development, sustain City service levels, and address long-term infrastructure needs. This is accomplished by maintaining the same tax rate as last year.

Council and staff held three workshops on the proposed budget and tax rate on August 9, August 13, and August 16. The City Council will hold a public hearing on the proposed budget and tax rate on August 23.

The City posted notices online and in the newspaper, posted the budget and dates of the public hearing on the City's website, and provided copies of the budget to anyone who requests it. A copy of the proposed budget was on file with the City Secretary and was available for inspection. The tax rate and budget was adopted at a special City Council meeting on August 30, 2021.

COVID-19

Since the beginning of the coronavirus (COVID-19) pandemic in mid-March 2020 and continuing through April 2021, budgets of local cities, counties, and school districts have been impacted in many ways.

In mid-March 2020, many non-essential businesses were closed to control the spread of the virus and to not overwhelm hospitals early in the pandemic. As a result, many cities across the state saw drastic swings in their sales tax receipts—some higher and some lower¹--as people worked from home and were shopping closer to home. This trend continued throughout mid-FY 2021-22 (March 2021) when mass vaccination clinics opened, one of the largest regional

¹ The Texas Comptroller of Public Accounts handles the collection of sales taxes for local jurisdictions and taxes remitted to the City run two months behind the month they were collected. For example, the March 2021 figures are reported in May 2021.

clinics being held at Wonderland of the Americas. It is during that time, the City began to see a significant uptick in sales tax, surpassing pre-pandemic numbers. It has yet to be seen if the uptick will continue. For the FY 2021-22 adopted budget, sales taxes have been estimated using April 2019 through March 2020 as a baseline—the last pre-pandemic 12 months—plus a 5 percent increase. At the time of this writing, inflation is tracking at 5.7 percent and is anticipated to continue to maintain this pace into the new fiscal year.

For FY 2020-21, the City froze many vacant positions to curtail long-term obligations. A special thank you to staff for going through this difficult time as many were called to work overtime and or go without persons on their shift. During this time, the City was the recipient of the CARES Act grant funds of approximately \$180,000 which funded many projects around the City including business relief grants to ten business, costs for city related COVID-related expenses including a renovation of the City’s courtroom into a more flexible space that can be used by City Council, municipal court, and other meetings all in an effort to minimize close-proximity contact with each other. At the time of this writing, the City is awaiting additional grant funding from the American Rescue Plan Act of approximately \$700,000 to fund a variety of infrastructure projects and make up for revenue lost as a result of the pandemic.

This unprecedented year has brought about many unexpected challenges and opportunities. The City stands prepared to address these challenges and opportunities regarding public health, safety, and fiscal responsibility. One such initiative involves the City seeking to invest \$5 million into the Wonderland of the Americas partnership in exchange of a 45.6 percent stake in the partnership. More on this topic is covered later.

The City’s revenues and expenses largely have returned to pre-pandemic levels.

Strategic Plan

Guidance for the budget comes from the City Council’s Strategic Plan along with inputs from departments and the City’s elected officials.

The goals of the City’s Strategic Plan are:

1. Long-term Funding Sustainability
2. Establish a Positive Image in the Broader Community
3. Increase Public Safety
4. Improve City Infrastructure

The FY 2021-22 adopted budget provides funding for economic development incentives, core City services, and a Capital Improvement Plan (CIP) to advance our strategic goals.

Economic Development

Throughout 2020 and 2021, the City has been studying the acquisition of a 45.6 percent ownership stake in the Wonderland of the Americas using a loan from a bank. If approved, the principal and interest payments would be made from quarterly dividends provided to owners. Once the loan is paid off in 10-20 years, the City will have a new revenue source to fund operations of the newly created Balcones Heights Economic Development Corporation. Discussions for this project will continue through this summer with a decision to be made in the coming months.

Services

There are no significant changes to City service levels with the FY 2021-22 adopted budget. City services are the core functions that citizens expect from their city such as public safety, municipal court, street maintenance, parks, health services, and animal control.

Cost for personnel services in the FY 2021-22 adopted budget are \$4.7 million and include scheduled merit increases, a 4 percent Cost of Living Adjustment (COLA) increase as the Consumer Price Index (CPI) is presently at 5.7 percent and is anticipated to remain inflated for FY 2021-22.

One notable change has been made in July 2021, to change the status of the Municipal Judge from an independent contractor to that of a part-time employee as per IRS determination. The IRS has been randomly selecting small cities across the state to hit with these surprise audits of the City's 1099s (contractors). This Administrator made the decision to make the change to avoid a lengthy and costly battle in court.

The City switched healthcare providers beginning in FY 2019-20 which provided lower deductibles and expanded plan options to employees. Staff is recommended and Council approved the current healthcare provider, United Healthcare, to be renewed for FY 2021-22 as they are limiting their cost increase to 5%. Initially, United was proposing a 14% increase, but Staff and our insurance broker held the line and negotiated the 5% increase.

Beginning with the FY 2018-19 budget, council voted to discontinue the 70% COLA for retirees in the Texas Municipal Retirement System (TMRS). This eliminated an unfunded retirement liability of \$2.3M and lowered the City's annual TMRS contribution costs going forward. During the deliberations of the FY 2021-22 adopted budget, Council considered funding the restoration of this benefit so that the City could remain competitive in the regional employment market. Of the three options to restore, Council chose the third option with the hopes of increasing contribution over time:

1. 70% COLA at \$224,352 annually
2. 50% COLA at \$143,011 annually
3. 30% COLA at \$68,316 annually

Costs to restore this benefit are covered by those funds that pay employee salaries: General, Crime Control, Hotel Occupancy Tax, and Red Light Safety Camera.

Capital Improvement Plan

Capital expenditures funded in the FY 2021-22 approved budget include the City's cash match of \$600,000 for the \$1.2 million Pleasant Rd reconstruction project. The balance of funds, \$600,000, will be provided from the Bexar County Community Development Block Grant program. This Capital item is included in the proposed budget as the City is committed to doing this project. Additionally, there are other Capital items that will be considered during the budget process.

City staff ranked and recommended the following capital purchases for the Council's consideration including the following:

1. \$600,000 Pleasant Rd reconstruction project cash match (funded)
2. \$195,000 Public Safety Radio replacements
3. (tied) \$110,000 2 Patrol Tahoes – replacement
3. (tied) \$600,000 1 Fire Engine – replacement
5. \$100,000 Replace roof of the Justice Center

All items except the roof replacement were approved. Council provided direction to Staff for the purchase of a fire engine at \$545,000 but that it be paid out over 5 years. On September 8, Council awarded Frost Bank with the winning bid for Tax Notes, Series 2021 at a rate of 0.75%.

Funding for these items will be from the Capital Project Fund balance including a transfer from the Red Light Safety Camera Program fund balance for the Tahoes. The fund balance is largely funded through the annual sweep of excess revenues beyond the 25 percent reserves required to maintain operations in the General Fund.

The list of additional short and long-term needs—commonly referred to as the “Unfunded List”—is included in this document.

Streets

Budgeted costs for the Pleasant Road reconstruction project is \$1,245,561 and is scheduled to begin in fall 2021. Bexar County approved a \$600,000 contribution towards the project in the form of a Community Development Block Grant (CDBG). The City's match of \$645,561 is funded in the FY 2021-22 adopted budget. This project will include replacement of water, sewer, and gas lines new curbs, gutters, sidewalks, power pole relocation, and a new road surface to include subgrade.

The Hillcrest Dr. project was approved by the Alamo Area Metropolitan Planning Organization's Transportation Advisory Committee; AAMPO will be providing \$4.2 million towards this project with funding anticipated in 2025 or 2026. This effort began last year when City Engineer Jess Swaim (C6 Engineering) was authorized by Council to proceed with preliminary design work on Hillcrest Drive and to submit an application for funding from the Alamo Area Metropolitan Planning Organization in Fall 2020. Timeline for this project is not known at the time of this writing. It should be noted that strips of right-of-way will need to be acquired for this project which will make up a bulk of the funding required directly by the City in addition to the City match. Special thanks to Community Development Director Janet Thelen and City Engineer Jess Swaim for their efforts to put forth a solid proposal. This will be the first project funded by the Alamo Area Metropolitan Planning Organization in Balcones Heights.

Emergency repair has begun to address the sinkhole that has developed under the 400 Block of Crossroads Blvd. This sinkhole has been caused by the significant rains that occurred in the spring and summer of 2021 which has contributed to the further failing of the corrugated steel pipes that are under this concrete road. Staff has been unable to find maps of this underground stormwater system and asphalt road that was dedicated to the City in the mid-1980s by the then-owners of Wonderland Mall. Repairs are anticipated to continue through the fall of 2021.

The FY 2021-22 adopted budget also reflects the recurring transfer of \$120,000 from the General Fund into the Streets Fund which pays for ongoing maintenance and repairs of streets, drainage, curbs, sidewalks, signs, and pavement markings. Repairs to sections of Balcones North and Hillcrest Drive and crack sealing on various roads are planned for 2022.

Property Tax

The 2019 Legislature reformulated the method by which local governments determine the annual budget and set tax rates. Formerly known as the Effective Rate, the now-named "No New Revenue" rate is the same as it was before: This is the rate to adopt to bring the same amount of revenue as last year. The former Rollback Rate is now called the "Voter Approval Tax Rate" (VAR). Formerly, the Rollback Rate was 8% over the Effective Rate; voters could petition the governing body for a Rollback election if taxes exceeded this rate, now it is 3.5% and an election is automatic. The one exception to the new Voter Approval Tax Rate (VAR) is for government units with a population under 30,000 in which a new "De Minimis" tax rate is introduced which can generate an additional \$500,000, if approved.

The City Administrator recommended—and the City Council approved—maintaining the tax rate at 58.3 cents per \$100 valuation. *Technically, this is a cut in taxes as it will generate less revenue for the City operations.*

Current:	0.583000
Proposed:	0.583000
No-new-revenue (NNR) (Effective):	0.603437
Voter-Approval Tax Rate (Rollback):	0.625452
De Minimis Rate:	0.777615
<i>Additional \$0.01 is \$28,994 in revenue</i>	

Debt

The City Council approved a tax note at its August 24, 2020, meeting to finance a portion of the Vivian Lane reconstruction project. Initial payment of approximately \$67,673 was in FY 2020-21 and payable using fund reserves. Funding on this note will continue for in FY 2021-22 and is supported by the City’s Interest & Sinking (debt service) portion of the ad valorem tax rate.

Deliberation

Each budget is a juggling act between services, infrastructure and the tax rate. The FY 2021-22 adopted budget strikes a balance between services and infrastructure without raising the property tax rate. However, with an aging City infrastructure and some equipment as well as increasing costs to do business, the balance between service levels and capital projects and purchases was the primary point of deliberation by the Council and Staff.

The document that follows goes into greater detail on the City’s budget to include its funds, revenues, expenses, and departments. The budget processes, descriptions, and other relevant information is given to assist readers of the document.

Should you have any questions, please do not hesitate to contact me.

Respectfully submitted,



David J. Harris
City Administrator

STRATEGIC PLAN

Vision Statement

In 2029, Balcones Heights is a premier destination community and has become a dynamic urban center. As a major regional crossroad, the City provides exceptional life, work, and recreational experiences. This is achieved through a prosperous economy, quality housing choices, a thriving business corridor, well-maintained infrastructure, and excellent municipal services.

Mission Statement

Balcones Heights is a community working together to provide a safe and hospitable environment through quality services.

Core Values

- **Commitment.** We are committed to transforming our City. We are committed to providing essential core services to residents and businesses.
- **Responsive.** We are eager to serve in a timely, respectful and professional manner.
- **Inclusive.** We make all decisions with respect to the diverse community we serve.
- **Collaborative.** We collaborate with the community, business leaders and developers to achieve transformation.
- **Accountability.** We conduct business with openness, integrity, and transparency.

Strategic Goals

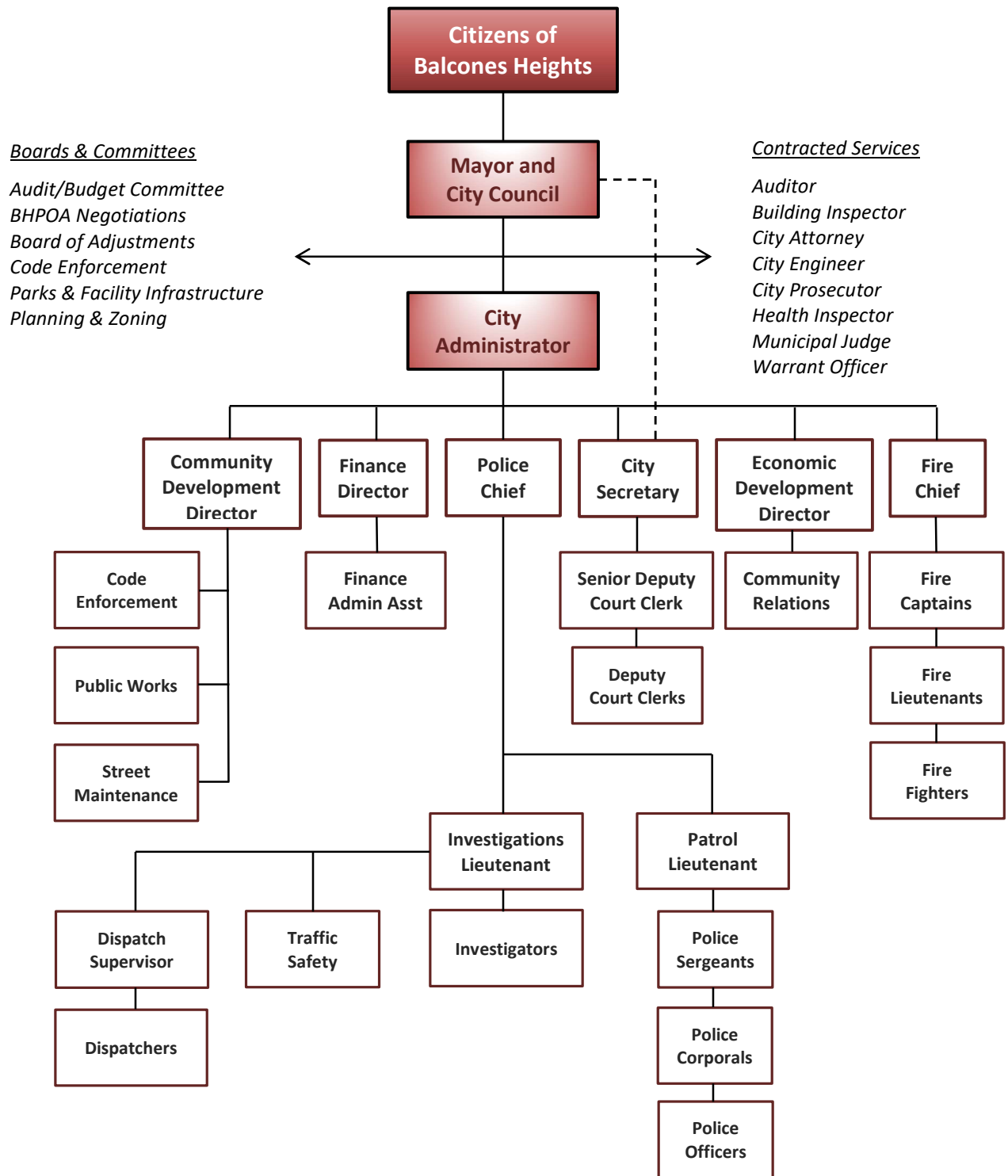
- Develop a comprehensive land use plan
- Action Steps:
 1. Update City codes (housing and zoning)
 2. Develop a comprehensive parks master plan
- Enhance public safety
- Grow revenue streams
- Improve City infrastructure
- Expand the City beautification process
- Promote our community

Long-Term Initiatives

- Provide more amenities for the community
- Clarify boundaries with municipalities that are contiguously located with Balcones Heights
- Determine how staff can become more efficient. Support must be creative.
- Conduct demographic assessment



ORGANIZATION CHART



PERSONNEL COMPLEMENT

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
General Fund					
<u>Administration</u>					
City Administrator	1	1	1	1	1
City Secretary	1	1	1	1	1
Finance Director	1	1	1	1	1
Financial/Administrative Coordinator	1	1	1	1	1
Totals	4	4	4	4	4
<u>Municipal Court</u>					
Court Administrator	1	1	1	1	1
Senior Deputy Court Clerk	1	1	1	1	1
Deputy Court Clerk	2	2	2	2	2
Judge, PT	-	-	-	1	1
Totals	4	4	4	5	5
<u>Community Development</u>					
Director of Community Development	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1
Special Projects Coordinator, PT	-	1	-	-	-
Janitor, PT	1	1	1	-	-
Totals	3	4	3	2	2
<u>Public Works</u>					
Public Works Supervisor	1	1	1	1	1
Maintenance Worker	1	1	1	1	1
Totals	2	2	2	2	2
<u>Fire Department</u>					
Fire Chief	1	1	1	1	1
Fire Captain	3	3	3	3	3
Fire Lieutenant	3	3	3	3	3
Fire Fighter	9	9	9	9	9
Fire Fighter, PT	5	5	5	5	5
Totals	21	21	21	21	21
<u>Communications</u>					
Communications Supervisor	1	1	1	1	1
Dispatcher	4	4	4	4	4
Dispatcher, PT	4	4	4	4	4
Totals	9	9	9	9	9

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Police					
Police Chief	1	1	1	1	1
Lieutenant	1	1	1	1	1
Police Sergeant	3	2	2	2	2
Police Corporal	3	3	3	3	3
Police Officer	2	2	1	1	1
Police Officer PT	1	1	1	1	1
Totals	11	10	9	9	9
Crime Control Fund					
Lieutenant	1	1	1	1	1
Police Sergeant	3	2	2	2	2
Police Corporal	-	1	2	2	2
Police Officer	4	4	3	3	3
Totals	8	8	8	8	8
Traffic Safety Fund					
Police Sergeant	-	-	-	-	-
Police Corporal	2	1	-	-	-
Police Officer	1	2	3	3	3
Administrative Assistant	1	1	1	1	1
Police Officer, PT	1	1	1	1	1
Totals	5	5	5	5	5
Court Security & Tech Fund					
Bailiff, PT	2	2	2	2	2
Totals	2	2	2	2	2
Hotel/Motel Fund					
Director of Economic Development	1	1	1	1	1
Community Relations Coordinator	1	1	1	1	1
Totals	2	2	2	2	2
Total Full Time Positions Authorized	57	56	55	55	55
Total Part-Time Positions Authorized	14	15	14	14	14
Total Authorized Personnel	71	71	69	69	69

Notable changes

One notable change has been made effective July 2021 changing the status of the Municipal Judge from an independent contractor to that of a part-time employee as per IRS determination. The IRS has been randomly selecting small cities across the state to hit with these surprise audits of the City's 1099s (contractors). The decision was made to make the change to avoid a lengthy and costly battle in court.

Frozen full-time positions going into FY 2021-22 include: Court Administrator in the General Fund, and Administrative Assistant position in the Traffic Safety Fund.

Police Personnel

Police personnel are funded in the General Fund, Balcones Heights Crime Control District (BHCCD) Fund, and the Traffic Safety Fund. Personnel are moved among these funds each fiscal year as budget needs warrant. The Personnel Complement above reflects the distribution of police personnel by funds.

A reorganization of police personnel occurred in FY 2016-17. Five Officer positions were converted to the newly created Corporal positions with no change to the overall complement.

In FY 2017-18 one Officer position was added to the police complement in lieu of filling the part-time officer and Administrative Assistant positions which were vacated the Traffic Safety Fund.

In FY 2018-19, council voted to end the City's participation in the Drug Enforcement Agency program. The officer dedicated to the program was returned to patrol duties and one Officer position was deleted.

Additionally, one Sergeant position was eliminated and a second Sergeant position was converted to an Officer position as part of a reorganization of the Investigation's unit.

BUDGET POLICIES

Fiscal Year

The fiscal year of the City begins on October 1 and ends on September 30.

Submission of Budget

Each department will submit its budget requirements to the City Administrator for review and approval.

On or before August 1 of each year, the City Administrator will submit to the City Council, and file with the City Secretary, a budget for the ensuing fiscal year.

The City Administrator will include a budget message as a part of the annual budget which will outline the proposed financial plan of the City, describe the important features of the budget, indicate any major changes from the current year in programs, and include such other material as the City Administrator deems desirable.

Budget Composition

The budget will provide a complete financial plan of all City funds. It will show in detail all estimated income, the proposed property tax levy, and all proposed expenditures including debt service.

Budgetary accounting is maintained on a line-item basis. The budget is controlled at the department level. Capital projects are controlled at the project level.

The budget will be arranged to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year.

The total of the p expenditures will not exceed the total of estimated income.

Notice and Hearing

After the proposed budget is filed with the City Secretary, the City Council will have published in one or more newspapers of general circulation in the City, a general summary of the budget and a notice stating:

- The time and place where copies of the budget are available for inspection by the public.
- The time and place, not less than 15 days after such publication, for a public hearing before the City Council on the budget.

After the public hearing, City Council may adopt the budget with or without amendment. In amending the budget before adoption, it may add or decrease programs or amounts, and may delete or decrease any programs or amounts, provided that no amendment to the budget will increase the authorized expenditures to an amount greater than the total of estimated income.

City Council

Adoption of the budget will constitute appropriations from the funds indicated and will constitute a levy of the property tax adopted.

The City Council will, by ordinance, adopt the budget on or before the twentieth day of the last month of the fiscal year currently ending.

If Council fails to adopt the budget by this date, amounts appropriated for current operations for the current fiscal year will be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until Council adopts a budget for the ensuing fiscal year.

Budget Revisions

At any time during the fiscal year the City Administrator may transfer, without budget amendment, part or all of any unencumbered appropriation balance among line items or programs within a department and, upon written request by the City Administrator, the City Council may transfer, without budget amendment, part or all of any unencumbered appropriation balance within any City fund from one department to another.

For more information on the City's financial policies and ordinances, see the Code of Ordinances link at <https://bhtx.gov/departments/city-secretary>.

BUDGET PROCESS

Background

The budget is the financial plan for the City. It is also a policy device for the Council, an operations guide for the staff, and a communications tool to the public. The City prepares a budget of all of its funds based on a fiscal year starting on October 1 and ending on September 30 each year.

The budget is prepared using Generally Accepted Accounting Principles. The budget differs from the Comprehensive Annual Financial Report (CAFR) as the budget does not show the City's liabilities or depreciation expenses.

Each fund in the budget shows the FY 2018-19 actual audited revenues, expenses, and ending fund balance. That ending balance becomes the beginning fund balance for the FY 2019-20 budget and estimate columns.

Final calculations are then made for all revenues and expenses in the FY 2019-20 and an estimated final ending fund balance—total revenues minus total expenses—is calculated. This amount becomes the estimated beginning fund balance for the FY 2020-21 budget.

Revenues and expenses are calculated based on prior years' history, trend analysis, economic forecasting, and any shifts in policy or strategic goals as laid out by Council.

Both revenues and expenditures are constantly being adjusted throughout the final months and are subject to change up to the night the City Council officially adopts the budget.

Structure

The accounts of the City are organized and operated on the basis of funds. Funds are established according to governmental accounting standards and are used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

The City's budget has three specific fund groups: The General Fund, Special Revenue Funds, and Proprietary (or Enterprise) Funds.

The General Fund is the primary operating fund for the City and it accounts for the normal recurring operating activities of the City such as police and fire protection, emergency medical services, economic development, visitor initiatives, maintenance of streets and parks, planning and zoning, and general administrative services. These activities are typically funded by user fees, or property, sales, and franchise taxes.

Special Revenue Funds are used to account for proceeds of specific sources that are legally restricted to expenditures for specific purposes. The City has seventeen of these funds.

Proprietary Funds are used to account for any activity where users are charged a fee for goods and services similar to a private business. The City's two Proprietary Funds are Sewer and Storm Water.

Basis of Accounting & Budgeting

Accounting records and budgets for governmental fund types are accounted for using the modified accrual basis of accounting. That is, revenues are recognized when they become measurable and available. Expenditures are generally recognized when the related liability is incurred.

The level of control—the level at which expenditures may not exceed the budget—is the fund level. The City Administrator is authorized to approve a transfer of budgeted amounts within departments; however, any revisions that alter the total of any fund must be approved by the City Council. Budgetary accounting is maintained on a line-item basis.

Guidelines

In addition to the financial policies the City has adopted, the following assumptions, or guidelines, are used in crafting the budget each year:

- We are mindful of the City's limited resources and the budget will balance the needs for services, economic development, and infrastructure while maintaining the lowest possible property tax rate.
- The City will aggressively investigate and pursue federal, state, and foundation grants to address City needs and lower budget expenses.
- The budget is conservatively crafted; we initially use the lower of revenue estimates and the higher of expense estimates until the actual amounts are reasonable known.
- The staff will submit a balanced budget each year, which means that expenditures will not exceed current year revenues plus available fund balance, reserves, and transfers.
- In certain funds, when revenues exceed expenses, we may increase the contingency expense amount to show the fund as balanced to zero.
- The budget will maintain at least three months of reserves in the General Fund.

Closeout

The City's current fiscal year budget is often amended during the year and as part of the approval process for the next budget. Amendments can be made anytime during the fiscal year, but are typically made in March and September.

Along with estimating revenues and expenses for the upcoming fiscal year, staff projects final estimates for the current budget as well. These projections are reviewed by the City

Administrator, approved by Council, and then set as the final budget for the current fiscal year in the September amendment.

After the current fiscal year budget is closed, the City receives an annual audit of the books, accounts, financial records, and transactions of all funds of the City by independent certified public accountants selected by the City Council.

Budget Calendar

Presenting a budget is a time-consuming process that requires involvement from each of the City's departments and City leaders. A budget requires strategic vision and goals, conservative allocation of limited resources, compromise, and often times difficult decisions.

Budget preparatory work starts in January when departments review and update their portions of the Implementation Plan. City Council is also requested to provide direction to the staff regarding its priorities at this time.

Running concurrently with the budget process is calculating the City's property tax rate. In late-July each year, the County Appraisal District assesses the value of properties in the county and releases the values to the cities and other taxing jurisdictions—allowing the City to compute its proposed property tax rate.

The budget calendar serves as an approximate timeline for the budget and tax rate processes, but it is subject to change as circumstances warrant.

Involvement from City leaders and citizens is crucial to the process; the staff and City Administrator take great efforts to keep both informed throughout the budget cycle.

Special meetings, workshops and public hearings are conducted across the spring and summer months prior to presenting the proposed budget. Public hearings on the budget and tax rate are held prior to adopting the budget and tax rate in late August.

BUDGET TIMELINE

Jan — Mar	Budget Kick Off Review Strategic & Implementation Plans Distribute budget forms to departments Meet with Mayor & Council to discuss budget vision and direction
April	Develop Staff Budget Review department budgets and capital requirements Present staff budget to the City Administrator for review Verify preliminary certified property values from the County Tax Assessor-Collector's office
May	Present Staff Budget Present Staff budget to Council for deliberation Incorporate any changes
June	Present Draft Budget Present Proposed Budget to Council Post the budget with City Secretary and on the website Provide estimate of City tax roll to Assessor-Collector's office
July	Budget Workshops Council deliberates the budget in Budget Workshops Certify City tax roll and verify effective & rollback tax rates
August	Public Hearings & Adoption Hold public hearings for the budget and tax rate Council votes to adopt the budget
September	Notifications Notify Tax-Assessor of adopted tax rate Post approved budget with City Secretary and on website Distribute budget document
October	Adopted Budget and Tax Rate go into Effect

City of Balcones Heights
Budget Calendar FY 2021-22

Date	Activity	Responsible Party
Monday July 12	Provide estimate of City tax roll to Tax Assessor-Collector	Finance
Monday July 26	File the budget with City Secretary and post on website	Finance
Monday July 26	Receive Certified City tax roll and verify effective & rollback tax rates	Finance
Monday August 9	Budget Workshop	Finance, Council
Wednesday, August 11	Notice published in newspaper- Public Hearing on Budget	City Secretary
Friday August 13	Budget Workshop; Record Vote	Finance, Council
Monday August 16	Budget Workshop	Finance, Council
Wednesday, August 18	Notice published in newspaper- Public Hearing on Tax Rate	City Secretary
Monday August 23	Regular City Council meeting; Public Hearings-Tax & Budget	Council
Monday August 30	Special Council meeting - vote to adopt budget and tax rate	Council
Wednesday, September 1	Notify Tax-Assessor of adopted tax rate	Finance
Wednesday, September 1	Post adopted budget - City Secretary and City website	Finance
Wednesday, September 1	Publish <i>Notice of Availability</i>	City Secretary
Tuesday, September 7	Distribute budget document	Finance
Thursday October 1	Adopted budget and tax rate goes into effect	



GLOSSARY OF TERMS

Account: A range of numbers used in the general ledger by the City to indicate the fund, department, and activity. All budgetary transactions, whether revenue or expenditure, are recorded in accounts.

Accrual Basis: The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Ad Valorem Tax: Also called property taxes are a tax computed from the assessed evaluation of land and improvements.

Adopted Budget: The final budget adopted by ordinance by the City Council.

Appraised Value: An evaluation of a property's value based on a given point in time that is performed by the county appraiser.

Assessed Valuation: Total gross valuation, assigned by the county's taxing authority, to property for ad valorem taxation purposes.

Assets: Resources owned or held by the city, which have monetary value.

Audit: A systematic collection of the sufficient, competent, evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains the evidential matter through inspection, observation, inquires and confirmations with third parties.

Balanced Budget: A balanced budget occurs when the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt interest.

Basis of Accounting: A term used to describe when & how revenues, expenditures, expenses and transfers are recognized in the budget and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

Bonds: A debt security issued by a state, municipality or county to finance its capital expenditures. Municipal bonds are exempt from federal taxes and from most state and local taxes, especially if you live in the state in which the bond is issued.

Budget: The city's financial plan for a specific fiscal year that contains both the estimated revenue to be received during the year and the estimated expenditures to be incurred to achieve related objectives.

Budget Amendment: The budget may be formally amended after it has been approved. Amendments may be required, for example, with the incorporation of a new labor contract or if revenues fall or grow beyond projections.

Capital Assets: Things the city owns, such as buildings, land, roads, bridges, and equipment. Capital assets have a value of \$5,000 or more, have an anticipated life of more than one year, and can be readily identified and tracked as an individual asset.

Capital Expenditures: Funds spent by the City to acquire or maintain fixed assets such as land, roads, buildings, or equipment.

Capital Improvement Program (CIP): A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project and the amount and the method of financing.

Capital Projects Fund: Established to account for and report financial resources that are restricted, committed and assigned to expenditure for capital expenditures including the acquisition or construction of capital facilities and other capital assets.

Certificates of Obligations: Similar to general obligations bonds except the certificates requires no voter approval.

City Council: The Mayor and council members collectively acting as the legislative and policymaking body of the City.

Comprehensive Annual Financial Report (CAFR): A set of financial statements for a city or municipality that comply with accounting requirements established by the Governmental Accounting Standards Board (GASB).

Contingency: A budgeted account set aside to meet unforeseen circumstances.

Cost of Living Adjustment (COLA): A wage or benefit increase that is designed to you keep pace with increased living costs that result from inflation. COLAs are usually pegged to increases in the consumer price index (CPI).

Debt Limit: The maximum amount of debt which an issuer of municipal securities is permitted to incur under constitutional, statutory or charter provisions.

Debt Ratio: A financial ratio of total debt to total assets, expressed in a percentage, and can be interpreted as the proportion of a city's assets that are financed by debt.

Debt Service Fund: A fund used to account for the monies set aside for the payment of interest and principal on the city's general obligation and revenue bonds.

Deficit: When expenses exceed revenues.

Department: A functional unit of the city containing one or more divisions or activities.

Depreciation: Loss of value. The City allocates the cost of an asset over its useful life to account for declining value. Depreciation is not a budgeted item.

Effective Tax Rate: Calculation as required by the State Property Tax Code. The Effective Tax Rate applied to the year's tax base would generate the same amount of taxes levied last year.

Expenditures: A decrease in the net financial resources of the City due to the acquisition of goods and services.

Expenses: Decreases in net financial resources. Expenses include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

Fiscal Year: A 12-month period to which the annual operating budget applies. The City of Balcones Heights has established October 1 through September 30 as its fiscal year.

Franchise Fee: The fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas and cable television.

Fund: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objective in accordance with special regulations, restrictions, or limitations.

Fund Balance: The excess of a fund's revenues over its expenses; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.

Fund Type: Any one of seven categories, which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency

General Fund: The fund used to account for all financial resources except those required to be accounted for in another fund. Most basic functions, such as police, fire, and streets are usually located in the general fund.

General Obligation Bonds: A form of debt used to raise funds. In issuing general obligation bonds, the City pledges to levy whatever property tax is needed to repay the bonds for any particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of 15 to 30 years.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. They include not only broad guidelines of general application, but also detailed practices and procedure.

Governmental Accounting Standards Board (GASB): The authoritative accounting and financial reporting standard-setting body for governmental entities.

Grants: A payment of money from one governmental unit to another or from a government to a not for profit. Grants are often earmarked for a specific purpose or program.

Infrastructure: Basic public investments such as streets, storm drainage, water and sewer lines, street lighting, and sidewalks.

Interest & Sinking (I&S): The portion of the overall tax rate that goes to the Debt Service Fund to provide funds for payments on the City's debt.

Levy: To imposed taxes, special assessments, or service charges for the support of City services.

Liabilities: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

Line Item Budget: A format for budgeting in which departmental outlays are grouped according the items that will be purchased, one item or groups of items on each line of the budget.

Maintenance & Operations (M&O): The portion of the overall tax rate that goes to the General Fund to sustain City operations.

Modified Accrual Basis: One method of accounting for revenues and expenses. Under this basis, revenues are recognized when they become measurable and available to finance expenditures within the current period. Expenditures are recognized when the related fund liability is incurred.

Operating Budget: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the city are controlled.

Operating Expenses: The cost of personnel, materials and equipment required for a department to function.

Ordinance: A formal legislative enactment by the governing body of municipality. Revenue-raising measures, such as the imposition of taxes, special assessments and service charge, universally require ordinances.

Position: A full-time employee working at least 40 hours per week. For example, an activity requiring three full-time and one part-time employees would have 3.5 positions.

Proprietary Fund: A fund used to account for business-type activities such as activities supported, at least in part, by fees or charges.

Public Hearing: The portions of open meetings held to present evidence and provide information on both sides of an issue.

Reserved Fund Balance: That portion of a fund's fund balance that is not available for appropriation because they have been legally committed to some future use.

Revenues: All amounts of money received by a government from external sources.

Rollback Tax Rate: The rollback rate is determined by multiplying last year's maintenance and operations rate by 1.035 (3.5%). Exceeding the rollback rate allows citizens to petition the City to hold an election that would *roll back* the tax rate back down to the rollback rate.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources that are legally restricted to specified purposes.

Strategic Plan: A document used to communicate the goals on an organization and the actions needed to achieve them.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Tax Levy. Total revenues to be raised by ad valorem taxes for expenditures of general operating expenditures and debt service payments.

Tax Rate: A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer or parcel of property, prepared and authenticated in proper form to warrant the collecting officers to proceed with the enforcement of the tax.

Texas Municipal Retirement System (TMRS): A statewide retirement system that provides retirement, disability and death benefits for employees of participating Texas cities.

Transfer: The movement of monies from one activity, department, or account to another. This includes budgetary funds or movement of assets. Also known as interfund transfers.



City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
GENERAL FUND								
<u>Fund Balance</u>								
	Beginning Fund Balance	1,517,308	1,696,836	1,805,292	1,805,292	1,306,884	(498,409)	
	Revenues	4,625,181	4,358,060	4,425,016	4,698,986	4,740,160	41,174	
	Expenses	(4,445,772)	(4,249,605)	(4,425,016)	(5,197,395)	(4,739,255)	458,140	
	Revenue/Expense	179,409	108,455	-	(498,409)	905	499,314	
	Ending Fund Balance	1,696,836	1,805,292	1,805,293	1,306,884	1,307,789	905	
<u>Revenues</u>								
	Ad Valorem	1,538,880	1,638,742	1,660,000	1,660,000	1,625,000	(35,000)	
	Sales Tax	1,675,408	1,686,374	1,531,856	1,688,000	1,800,000	112,000	
	Beverage Taxes	35,402	18,507	25,000	25,000	35,000	10,000	
	Franchise Taxes	315,546	256,081	287,000	290,500	289,000	(1,500)	
	Permits, Licenses & Fees	171,075	123,411	143,950	153,310	186,050	32,740	
	Fines & Forfeitures	607,790	425,821	607,000	539,000	610,000	71,000	
	Other Revenues	111,082	69,124	70,210	244,791	65,110	(179,681)	
	Transfers In	170,000	140,000	100,000	100,000	130,000	30,000	
	Total General Fund Revenue	4,625,182	4,358,061	4,425,016	4,700,601	4,740,160	39,559	
<u>Expenses</u>								
	Council	9,817	3,351	5,350	4,500	7,350	2,850	
	Administration	455,565	440,166	455,398	451,590	495,088	43,498	
	Information Technology	232,630	213,751	233,604	262,000	254,500	(7,500)	
	Municipal Court	327,341	305,730	351,343	318,589	350,921	32,332	
	Police Department	803,614	722,644	756,281	733,430	852,024	118,595	
	Communications	308,189	314,680	356,090	329,251	373,672	44,421	
	Fire Department	1,246,669	1,311,429	1,442,521	1,330,557	1,511,444	180,887	
	Community Development	185,710	163,137	222,985	186,372	201,321	14,948	
	Public Works	112,366	111,020	114,745	110,717	122,912	12,195	
	Animal Control	4,498	2,781	4,450	4,900	5,950	1,050	
	Health Services	11,050	12,000	12,000	12,000	12,000	-	
	Economic Development & Public Affairs	114,654	117,124	124,635	111,589	124,918	13,329	
	Non Departmental	633,668	531,792	345,614	1,341,900	427,155	(914,745)	
	Total General Fund Expense	4,445,772	4,249,606	4,425,017	5,197,395	4,739,253	(458,142)	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
GENERAL FUND REVENUES								
Taxes								
10-310-110	AD VALOREM TAX	1,538,880	1,638,742	1,660,000	1,660,000	1,625,000	(35,000)	Lower valuations
10-318-300	SALES TAX	1,675,408	1,686,374	1,531,856	1,688,000	1,800,000	112,000	used Apr 2019 - March 2020 + 5%
10-334-100	STATE MIXED DRINK TAX	35,402	18,507	25,000	23,385	35,000	11,615	
	Total Taxes	3,249,690	3,343,623	3,216,856	3,371,385	3,460,000	88,615	
Franchise Taxes								
10-318-410	CPS FRANCHISE	196,212	179,706	196,000	194,000	196,000	2,000	
10-318-430	TELEPHONE FRANCHISE	19,780	11,088	10,000	12,000	12,000	-	SB 1152
10-318-440	SAWS FRANCHISE	17,386	-	7,000	6,500	7,000	500	
10-318-460	CABLE FRANCHISE	30,512	13,407	20,000	24,000	20,000	(4,000)	SB 1152
10-318-465	CELLULAR NETWORK NODES	-	-	-	-	-	-	
10-318-470	BILLBOARDS	21,000	21,000	21,000	21,000	21,000	-	
10-318-480	GARBAGE FRANCHISE	30,656	30,880	33,000	33,000	33,000	-	
	Total Franchise Taxes	315,546	256,081	287,000	290,500	289,000	(1,500)	
Permits & Fees								
10-320-200	FOOD ESTABLISHMENT LICENSE	20,885	17,070	20,000	20,000	20,000	-	
10-320-300	COIN OPERATED MACHINE	3,510	3,653	3,600	3,645	3,600	(45)	
10-321-100	OCCUPANCY PERMIT	6,450	4,500	5,000	4,000	5,000	1,000	
10-321-110	BUILDING PERMIT	60,445	41,552	50,000	50,000	65,000	15,000	TEXSAN Expansion
10-321-120	ELECTRICAL PERMIT	18,520	7,411	10,000	8,500	10,000	1,500	
10-321-130	PLUMBING PERMIT	11,550	9,055	10,000	9,000	10,000	1,000	
10-321-140	A/C & HEATING PERMIT	6,635	10,287	10,000	10,000	10,000	-	
10-321-150	LANDSCAPING PERMIT	1,395	-	250	250	250	-	
10-321-160	YARD SALE PERMIT	260	150	250	250	250	-	
10-321-170	PEDDLERS PERMIT	-	400	100	-	100	100	Incorporate add to fee schedule
10-321-180	LIQUOR LICENSE FEES	1,620	1,995	2,000	2,000	2,000	-	
10-321-190	NOTARY FEES	6	-	100	100	100	-	
10-321-200	OPEN RECORDS REQUEST	6	80	100	100	100	-	
10-321-210	SHOPPING CART RECOVERY FEES	1,650	-	500	-	100	100	Businesses addressing issue
10-321-290	MASSAGE THERAPY LICENSE	310	110	300	300	300	-	
10-321-300	ANIMAL LICENSE	195	375	250	200	250	50	
10-321-350	CONTRACTOR'S LICENSE	6,223	5,100	6,000	5,500	6,000	500	
10-321-360	HOME OCCUPATION REGS	185	35	500	500	500	-	
10-321-400	ALARM PERMITS	5,945	9,120	7,500	11,500	10,000	(1,500)	
10-321-500	SWIMMING POOL PERMIT	925	450	500	500	500	-	
10321-600	RENTAL PROPERTY REG FEE	-	-	-	19,965	20,000	35	
10-340-300	ZONING & SUBDIVISION FEES	2,400	1,650	2,000	2,000	2,000	-	
10-340-400	PLAN CHECKING FEES	21,960	10,419	15,000	5,000	20,000	15,000	TEXSAN Expansion
	Total Permits, Licenses & Fees	171,075	123,411	143,950	153,310	186,050	32,740	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
<u>Fines & Forfeitures</u>								
10-334-200	STATE COURT COSTS	13,605	18,451	20,000	19,000	20,000	1,000	
10-340-100	COURT FEES & CHARGES	59,682	43,479	59,000	60,000	60,000	-	
10-350-100	COURT FINES	448,020	307,196	448,000	400,000	450,000	50,000	
10-350-150	WARRANT FEES	86,483	56,695	80,000	60,000	80,000	20,000	
	Total Fines & Forfeitures	607,790	425,821	607,000	539,000	610,000	71,000	
<u>Other Revenues</u>								
10-334-300	STATE LEOSE TRAINING FUNDS	1,881	1,851	1,900	1,851	1,900	49	
10-340-600	RETURN CHECK FEE	35	105	250	250	250	-	
10-342-100	SPECIAL POLICE SERVICES	3,212	924	1,000	1,000	1,000	-	
10-342-150	CARES ACT FUNDS	-	-	-	180,950	-	(180,950)	
10-342-200	FIRE DEPT SERVICES	1,680	-	100	-	-	-	
10-344-500	WEED CLEANING & REMOVAL	2,913	3,195	500	1,280	500	(780)	
10-345-600	WONDERLAND OFFICE RENT	43,615	40,260	40,260	40,260	40,260	-	\$3,355/month
10-349-000	OTHER CHARGES	100	100	100	100	100	-	
10-360-000	INTEREST EARNINGS	38,031	14,144	10,000	1,000	5,000	4,000	Bank Interest Rates have dropped significantly
10-364-000	SALE OF ASSETS	-	-	-	-	-	-	
10-370-000	OTHER REVENUES	19,634	8,590	16,000	18,000	16,000	(2,000)	
10-375-100	OVER/SHORT ACCOUNT	(19)	(45)	100	100	100	-	
	Total Other Revenues	111,082	69,124	70,210	244,791	65,110	(179,681)	
<u>Transfers In</u>								
10-370-022	TRANSFER FROM IMPOUND FUND	120,000	90,000	50,000	50,000	80,000	30,000	
10-370-023	TRANSFER FROM AUCTION FUND	50,000	50,000	50,000	50,000	50,000	-	
10-370-056	TRANSFER FROM SEWER FUND	-	-	-	-	-	-	New line
	Total Transfers In	170,000	140,000	100,000	100,000	130,000	30,000	
	General Fund Total Revenue	4,625,181	4,358,060	4,425,016	4,698,986	4,740,160	41,174	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
GENERAL FUND EXPENSES								
COUNCIL								
10-405-312	COUNCIL EVENTS	-	304	500	500	500	-	
10-405-325	OPERATING SUPPLIES	774	277	500	500	500	-	
10-405-490	TRAINING	890	400	500	500	500	-	
10-405-492	TRAVEL	5,977	643	2,000	1,200	4,000	2,800	
10-405-494	MEMBERSHIP DUES	1,596	1,596	1,600	1,600	1,600	-	
10-405-498	OTHER EXPENSE	441	130	250	200	250	50	
	Total Council	9,817	3,351	5,350	4,500	7,350	2,850	
ADMINISTRATION								
10-410-150	SALARIES	324,821	334,075	338,273	334,564	363,135	28,571	4% COLA; 5%HC; Steps
10-410-205	SSI	24,390	24,673	25,878	25,594	27,780	2,186	
10-410-210	MEDICAL	34,319	27,191	32,680	31,964	34,314	2,350	
10-410-230	TMRS	30,416	24,414	27,375	28,564	36,668	8,104	
10-410-240	WORKERS COMPENSATION	1,032	1,114	1,142	1,339	1,142	(197)	
	Personnel Expense	418,664	411,466	425,348	422,025	463,038	41,013	
10-410-310	OFFICE SUPPLIES	3,361	4,029	3,500	3,865	3,500	(365)	
10-410-312	MEETING COSTS	725	961	750	900	750	(150)	
10-410-325	OPERATING SUPPLIES	1,563	239	1,000	1,000	1,000	-	
10-410-450	POSTAGE	4,291	5,520	5,000	4,900	5,000	100	
10-410-488	PRINTING	587	167	500	300	500	200	
10-410-490	TRAINING	8,155	1,982	4,000	3,000	4,000	1,000	
10-410-492	TRAVEL	10,120	6,110	7,500	7,800	9,500	1,700	
10-410-494	MEMBERSHIP DUES	2,598	3,541	2,800	2,800	2,800	-	
10-410-498	OTHER EXPENSE	5,501	6,152	5,000	5,000	5,000	-	
	Operating Expenses	36,901	28,700	30,050	29,565	32,050	2,485	
	Total Administration	455,565	440,166	455,398	451,590	495,088	43,498	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
INFORMATION TECHNOLOGY								
10-415-345	HARDWARE & PERIPHERALS	38,066	6,857	45,000	45,000	45,000	-	
10-415-346	SOFTWARE & LICENSES	10,659	13,034	15,000	15,000	15,000	-	
10-415-408	IT SERVICES	79,387	90,595	80,000	90,000	85,000	(5,000)	
10-415-422	CONTRACTED SERVICES	53,002	57,082	46,804	65,000	60,000	(5,000)	Software licenses, Remote backup, copiers, printers, postage met
10-415-472	TELEPHONES	26,622	21,128	24,000	22,000	24,000	2,000	
10-415-473	CELL PHONES & TABLETS	18,653	19,494	16,000	19,000	19,000	-	
10-415-474	PHONE REIMBURSEMENTS	5,640	5,560	6,300	6,000	6,000	-	
10-415-498	OTHER EXPENSES	600	-	500	-	500	500	
	Operating Expenses	232,630	213,751	233,604	262,000	254,500	(7,500)	
	Total Information Technology	232,630	213,751	233,604	262,000	254,500	(7,500)	
MUNICIPAL COURT								
10-420-150	SALARIES	105,598	119,594	121,501	122,000	129,488	7,488	4% COLA; 5%HC; Steps
10-420-NEW	SALARIES - PART TIME	-	-	-	-	25,000		JUDGE PT EMPL PER IRS
10-420-160	OVERTIME	216	346	1,000	500	500	-	
10-420-205	SSI	7,594	8,568	9,371	9,300	11,857	2,557	
10-420-210	MEDICAL	23,861	23,495	25,800	24,588	27,090	2,502	
10-420-230	TMRS	9,872	10,017	9,913	10,090	13,126	3,036	
10-420-240	WORKERS COMPENSATION	315	310	308	361	411	50	
	Personnel Expense	147,455	162,331	167,893	166,839	207,471	40,632	
10-420-310	OFFICE SUPPLIES	1,486	1,740	2,000	2,000	2,000	-	
10-420-418	LEGAL SERVICES - JUDICIAL	47,864	49,549	50,000	48,800	25,000	(23,800)	JUDGE PT EMPL PER IRS move to PT line
10-420-420	WARRANT OFFICER SERVICES	129,568	91,135	130,000	100,000	115,000	15,000	
10-420-424	PROFESSIONAL SERVICES	70	-	100	-	100	100	
10-420-488	PRINTING	336	342	500	500	500	-	
10-420-490	TRAINING	175	-	200	-	200	200	
10-420-492	TRAVEL	132	-	200	-	200	200	
10-420-494	MEMBERSHIP DUES	255	555	350	350	350	-	
10-420-498	OTHER EXPENSES	-	79	100	100	100	-	
	Operating Expenses	179,886	143,400	183,450	151,750	143,450	(8,300)	
	Total Court	327,341	305,730	351,343	318,589	350,921	32,332	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
POLICE DEPARTMENT								
10-510-150	SALARIES	529,922	442,958	470,955	440,901	530,663	89,763	4% COLA; 5%HC; Steps, Funds Vacant Positions
10-510-155	PART TIME	17,590	21,582	20,050	20,050	20,050	-	
10-510-160	OVERTIME	8,365	16,557	15,000	15,000	15,000	-	
10-510-205	SSI	41,554	36,050	38,709	36,714	43,277	6,563	
10-510-210	MEDICAL	64,636	55,007	60,200	57,372	70,434	13,062	
10-510-230	TMRS	49,994	37,852	39,326	40,426	55,098	14,672	
10-510-240	WORKERS COMPENSATION	14,852	13,066	13,201	15,087	14,522	(565)	
10-510-280	UNIFORM ALLOWANCE	8,332	7,272	5,800	6,600	6,440	(160)	
	Personnel Expense	735,245	630,343	663,241	632,150	755,484	123,335	
10-510-290	EMPLOYEE SAFETY EQUIPMENT	2,840	2,991	10,000	3,000	3,850	850	
10-510-310	OFFICE SUPPLIES	1,556	2,252	4,000	4,000	4,000	-	
10-510-325	OPERATING SUPPLIES	1,572	1,335	2,000	1,200	2,000	800	
10-510-335	FLEET FUEL	21,047	25,088	28,000	25,000	28,000	3,000	
10-510-350	AMMUNITION & EXPLOSIVES	1,544	839	5,000	4,000	5,000	1,000	
10-510-432	CORRECTION/DETENTION SVCS	-	-	100	-	-	-	
10-510-438	LABORATORY SERVICES	2,833	2,912	500	1,000	1,000	-	
10-510-440	MEDICAL SERVICES	658	1,451	1,000	1,500	1,000	(500)	
10-510-442	FLEET MAINTENANCE	25,273	46,969	30,000	50,000	40,000	(10,000)	Vehicle Repair
10-510-444	TCOLE PROCESSING	705	705	750	750	-	(750)	
10-510-488	PRINTING	741	141	500	350	500	150	16
10-510-490	TRAINING	1,748	2,612	2,500	2,500	2,500	-	
10-510-491	STATE LEOSE TRAINING	2,000	-	1,890	1,890	1,890	-	
10-510-492	TRAVEL	3,463	1,896	3,500	3,000	3,500	500	
10-510-494	MEMBERSHIP DUES	250	-	300	290	300	10	
10-510-498	OTHER EXPENSE	2,138	3,109	3,000	2,800	3,000	200	
	Operating Expenses	68,369	92,301	93,040	101,280	96,540	(4,740)	
	Total Police Department	803,614	722,644	756,281	733,430	852,024	118,595	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
COMMUNICATIONS								
10-520-150	SALARIES	181,112	178,813	211,096	189,314	220,437	31,123	4% COLA; 5%HC; Steps
10-520-155	PART TIME	38,993	54,792	50,100	40,000	50,100	10,100	
10-520-160	OVERTIME	9,308	11,210	10,000	22,079	10,000	(12,079)	
10-520-205	SSI	16,849	18,336	20,746	17,657	21,461	3,804	
10-520-210	MEDICAL	41,196	33,499	43,000	40,980	45,150	4,170	
10-520-230	TMRS	17,546	15,739	17,892	16,486	23,268	6,782	
10-520-240	WORKERS COMPENSATION	672	645	656	656	656	(0)	
	Personnel Expense	305,675	313,034	353,490	327,172	371,072	43,900	
10-520-310	OFFICE SUPPLIES	1,159	713	1,000	898	1,000	102	
10-520-325	GENERAL OPERATING SUPPLIES	104	435	250	200	250	50	
10-520-345	MINOR TOOLS AND EQUIPMENT	-	-	100	-	100	100	
10-520-390	MISCELLANEOUS SUPPLIES	46	-	100	100	100	-	
10-520-440	MEDICAL SERVICES	406	199	300	150	300	150	
10-520-490	TRAINING	443	30	200	175	200	25	Require 20 hrs per dispatcher
10-520-492	TRAVEL	357	269	400	310	400	90	
10-520-498	OTHER EXPENSE	-	-	250	245	250	5	
	Operating Expenses	2,514	1,646	2,600	2,078	2,600	522	
	Total Communications	308,189	314,680	356,090	329,251	373,672	44,421	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
FIRE DEPARTMENT								
10-530-150	SALARIES	838,443	942,347	1,011,455	920,000	1,046,200	126,200	4% COLA; 5%HC; Steps
10-530-155	PART TIME	1,922	-	2,000		2,000	2,000	
10-530-160	OVERTIME	16,656	21,598	20,000	35,000	20,000	(15,000)	
10-530-205	SSI	63,390	71,378	79,059	70,987	81,717	10,730	
10-530-210	MEDICAL	135,921	120,004	137,600	127,000	144,480	17,480	
10-530-230	TMRS	79,871	79,966	83,470	78,420	107,660	29,240	
10-530-240	WORKERS COMPENSATION	18,476	17,560	18,037	18,500	18,037	(463)	
10-530-280	UNIFORM ALLOWANCE	13,053	12,800	12,800	15,500	12,800	(2,700)	New Hires
	Personnel Expense	1,167,732	1,265,654	1,364,421	1,265,407	1,432,894	167,487	
10-530-290	SAFETY EQUIPMENT	5,356	2,665	7,500	7,500	6,000	(1,500)	
10-530-295	BUNKER GEAR	-	-	9,500	9,500	11,000	1,500	Expiring Gear
10-530-310	OFFICE SUPPLIES	1,149	704	1,000	750	1,000	250	
10-530-325	OPERATING SUPPLIES	4,382	7,854	8,000	5,000	8,000	3,000	
10-530-335	FLEET FUEL	5,141	4,608	6,000	4,500	6,000	1,500	
10-530-409	SAFETY GEAR CLEANING	1,418	2,894	9,000	9,000	9,000	-	Mandated Cleaning of Bunker Gear
10-530-412	EMS CONTRACT	2,000	-	-	-	-	-	
10-530-440	MEDICAL SERVICES	6,862	8,030	8,000	2,000	10,000	8,000	Firefighter Physical Test - Annual
10-530-442	FLEET MAINTENANCE	16,951	9,472	14,000	10,000	14,000	4,000	
10-530-485	EQUIPMENT MAINTENANCE	1,067	65	1,300	2,000	2,000	-	SCBA testing
10-530-487	EMERGENCY MANAGEMENT	-	-	2,000	-	-	-	
10-530-488	PRINTING	2,101	-	-	-	-	-	
10-530-489	COPIER LEASE	-	-	-	-	-	-	
10-530-490	TRAINING	4,136	2,681	4,000	3,000	4,000	1,000	
10-530-492	TRAVEL	1,793	-	500	500	500	-	
10-530-494	MEMBERSHIP DUES	1,956	1,472	1,800	1,600	1,800	200	
10-530-496	CERTIFICATIONS	2,884	1,066	1,500	1,600	1,750	150	
10-530-498	OTHER EXPENSES	623	2,070	1,500	200	1,000	800	
10-530-500	FACILITY MAINTENANCE	4,812	2,194	2,500	8,000	2,500	(5,500)	CY floor repl.; Paint exterior/Interior Doors unknown cost
10-530-580	CAPITAL OUTLAY EQUIPMENT	16,306	-	-	-	-	-	
	Operating Expenses	78,938	45,776	78,100	65,150	78,550	13,400	
	Total Fire Department	1,246,669	1,311,429	1,442,521	1,330,557	1,511,444	180,887	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
COMMUNITY DEVELOPMENT								
10-610-150	SALARIES	108,829	104,345	120,712	124,810	129,668	4,858	4% COLA; 5%HC; Steps
10-610-155	PART TIME	11,499	5,824	-	-	-	-	
10-610-160	OVERTIME	-	-	500	350	500	150	
10-610-205	SSI	9,131	8,434	9,273	10,148	9,958	(191)	
10-610-210	MEDICAL	8,611	7,855	17,200	13,114	18,060	4,946	
10-610-230	TMRS	10,581	7,988	9,809	9,365	13,144	3,779	
10-610-240	WORKERS COMPENSATION	349	253	341	399	341	(58)	
10-610-280	UNIFORM ALLOWANCE	635	16	800	350	800	450	
	Personnel Expense	149,635	134,716	158,635	158,537	172,471	13,934	
10-610-310	OFFICE SUPPLIES	391	204	500	375	500	125	
10-610-335	FLEET FUEL	986	788	1,000	807	1,000	193	
10-610-416	CITY ENGINEERING SERVICES	18,052	4,474	15,000	3,000	5,000	2,000	
10-610-436	INSPECTION SERVICES	13,720	19,215	18,000	18,000	18,000	-	
10-610-442	FLEET MAINTENANCE	301	1,162	1,000	958	1,000	42	
10-610-482	PROFESSIONAL SERVICES	-	-	25,500	-	-	-	Janitorial Services Contract
10-610-488	PRINTING	110	51	200	175	200	25	
10-610-490	TRAINING	232	370	500	450	500	50	
10-610-492	TRAVEL	1,773	620	1,000	870	1,000	130	
10-610-494	MEMBERSHIP DUES	-	35	150	100	150	50	
10-610-498	OTHER EXPENSES	510	1,501	1,500	3,100	1,500	(1,600)	
	Operating Expenses	36,075	28,421	64,350	27,835	28,850	1,015	
	Total Community Development	185,710	163,137	222,985	186,372	201,321	14,948	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
PUBLIC WORKS								
10-630-150	SALARIES	71,109	72,414	73,459	71,445	78,227	6,783	4% COLA; 5%HC; Steps
10-630-160	OVERTIME	225	114	1,000	250	1,000	750	
10-630-205	SSI	5,259	5,437	5,696	5,485	6,061	576	
10-630-210	MEDICAL	16,789	14,812	17,200	16,392	18,060	1,668	
10-630-230	TMRS	7,577	6,058	6,026	6,101	8,000	1,899	
10-630-240	WORKERS COMPENSATION	3,599	2,594	3,514	4,120	3,514	(606)	
10-630-280	UNIFORM ALLOWANCE	1,000	1,000	1,000	1,000	1,000	-	
	Personnel Expense	105,558	102,429	107,895	104,792	115,862	11,070	
10-630-325	OPERATING SUPPLIES	841	1,142	500	475	500	25	
10-630-335	FLEET FUEL	2,187	2,103	2,000	2,200	2,200	-	
10-630-345	MINOR TOOLS & EQUIPMENT	58	123	250	100	250	150	
10-630-355	MAINTENANCE & REPAIRS	241	494	250	250	250	-	
10-630-424	PROFESSIONAL SERVICES	-	2,360	100	-	100	100	
10-630-442	FLEET MAINTENANCE	591	447	1,000	550	1,000	450	
10-630-490	TRAINING	-	-	100	-	100	100	
10-630-492	TRAVEL	-	-	100	-	100	100	
10-630-580	CAPITAL OUTLAY EQUIPMENT	769	-	-	-	-	-	
10-820-390	MISCELLANEOUS SUPPLIES	347	96	250	250	250	-	
10-820-442	FACILITY MAINTENANCE	298	-	500	275	500	225	
10-820-476	UTILITIES - WATER & SEWER	700	755	800	786	800	14	
10-820-478	UTILITIES - ELECTRIC	777	1,071	1,000	1,039	1,000	(39)	
	Operating Expenses	6,808	8,591	6,850	5,925	7,050	1,125	
	Total Public Works	112,366	111,020	114,745	110,717	122,912	12,195	
ANIMAL CONTROL								
10-650-325	OPERATING SUPPLIES	80	57	100	100	100	-	
10-650-345	MINOR TOOLS AND EQUIPMENT	-	-	100	-	100	100	
10-650-420	VETERINARY SERVICES	-	224	500	500	500	-	
10-650-425	ANIMAL SERVICES CONTRACT	2,352	1,470	2,000	1,300	2,000	700	
10-650-430	FERAL CAT PROGRAM	2,066	1,029	1,500	3,000	3,000	-	
10-650-440	EMPLOYEE MEDICAL SERVICES	-	-	250	-	250	250	
	Total Animal Control	4,498	2,781	4,450	4,900	5,950	1,050	
HEALTH SERVICES								
10-710-436	HEALTH INSPECTION SERVICES	11,050	12,000	12,000	12,000	12,000	-	
	Total Health Services	11,050	12,000	12,000	12,000	12,000	-	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
ECONOMIC DEV. & PUBLIC AFFAIRS								
10-900-150	SALARIES	51,941	55,130	56,445	54,430	59,456	5,025	4% COLA; 5%HC; Steps; 60/40 Split with HOT
10-900-160	OVERTIME	2,378	-	-	-	-	-	
10-900-205	SSI	3,838	3,964	4,318	4,164	4,548	384	
10-900-210	MEDICAL	6,788	6,557	6,880	6,557	7,224	667	
10-900-230	TMRS	5,758	4,599	4,568	4,454	6,004	1,550	
10-900-240	WORKERS COMPENSATION	217	221	224	224	224	-	
	Personnel Expense	70,920	70,471	72,435	69,830	77,456	7,626	
10-900-310	OFFICE SUPPLIES	643	900	900	250	250	-	
10-900-312	COMMUNITY RELATIONS	6,634	9,711	7,000	5,000	5,000	-	
10-900-325	OPERATING SUPPLIES	53	-	1,268	-	-	-	
10-900-418	LEGAL SERVICES	-	-	-	-	-	-	
10-900-450	OFFICE RENT	24,347	23,347	24,347	24,347	24,347	-	
10-900-452	NEWSLETTER	5,460	7,267	5,280	5,105	5,280	175	
10-900-455	WEBSITE MAINT & UPDATES	-	453	2,000	575	500	(75)	
10-900-472	OFFICE TELEPHONE	1,555	1,635	1,850	1,790	1,800	10	
10-900-474	SECURITY ALARM SERVICE	338	-	320	150	200	50	
10-900-478	UTILITIES - ELECTRIC	738	-	1,200	1,200	1,200	-	
10-900-487	RESOURCE & RESEARCH	346	-	1,050	175	1,000	825	
10-900-488	PRINTING	-	-	-	-	-	-	
10-900-489	COPIER	-	800	550	411	550	139	
10-900-491	TRAINING	840	-	800	-	800	800	
10-900-492	TRAVEL	1,418	-	2,000	-	2,000	2,000	
10-900-494	MEMBERSHIP DUES	725	-	635	240	635	395	
10-900-499	GRACKLE ABATEMENT	-	1,600	1,600	1,600	1,600	-	
10-900-501	PROMOTIONS	400	600	600	250	1,500	1,250	
10-900-502	MEETING COSTS	151	-	400	284	400	116	
10-920-491	MEDIA/PUBLIC RELATIONS	85	339	400	382	400	18	
	Operating Expenses	43,734	46,653	52,200	41,759	47,462	5,703	
	Total Economic Dev & Public Affairs	114,654	117,124	124,635	111,589	124,918	13,329	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
NON DEPARTMENTAL								
<u>Services</u>								
10-405-418	LEGAL SERVICES	54,105	39,655	50,000	40,000	50,000	10,000	
10-410-422	CONTRACTED SERVICES	2,673	250	1,500	2,700	2,700	-	
10-410-424	PROFESSIONAL SERVICES	53,984	31,703	40,000	25,000	40,000	15,000	
10-410-444	AUDIT SERVICES	9,350	9,000	10,300	10,300	10,300	-	
10-410-482	LEGAL NOTICES/NEWSPAPER ADS	2,889	3,585	2,500	2,562	2,500	(62)	
10-410-484	ELECTION SERVICES	2,517	59	2,750	2,300	2,750	450	
10-430-425	MAINTENANCE AGREEMENTS	26,034	47,207	35,000	32,000	35,000	3,000	Radios, Wachguard, Incode, Copier
10-490-402	BEXAR APPRAISAL SERVICES	-	7,836	8,000	8,000	8,000	-	
	Total Services	151,553	139,294	150,050	122,862	151,250	28,388	
<u>Justice Center</u>								
10-430-320	JANITORIAL SUPPLIES	2,265	1,146	1,500	1,600	1,600	-	
10-430-476	UTILITIES - WATER & SEWER	5,412	5,359	5,600	5,500	5,600	100	
10-430-478	UTILITIES - ELECTRIC	8,982	8,204	10,000	9,175	10,000	825	
	Total Justice Center	16,659	14,710	17,100	16,275	17,200	925	
<u>Insurance</u>								
10-490-460	INSURANCE - PHYSICAL PROPERTY	7,493	13,568	8,652	8,400	9,171	771	6% increase
10-490-462	INSURANCE - GENERAL LIABILITY	36,629	29,103	39,500	38,500	43,134	4,634	9.2% increase
10-490-464	INSURANCE - EMPLOYEE BONDS	1,336	1,294	1,400	1,028	1,400	372	
	Total Insurance	45,457	43,964	49,552	47,928	53,705	5,777	
<u>Contingency</u>								
10-490-470	GENERAL CONTINGENCY	-	33,825	8,912	1,000	85,000	84,000	
	Total Contingency	-	33,825	8,912	1,000	85,000	84,000	
<u>Transfers Out</u>								
10-490-493	TRANSFER OUT - STREETS FUND	-	-	120,000	120,000	120,000	-	Annual Xfer
10-490-494	TRANSFER OUT - CAPITAL FUND	-	90,000	-	919,585	-	(919,585)	Xfer Hillcrest Project \$90K; CY sweep \$729,585; \$100K CARES Cou
10-490-NEW	TRANSFER OUT - GRANTS FUND	-	-	-	114,250	-	-	CY PD grant match
10-490-495	TRANSFERS OUT	420,000	210,000	-	-	-	-	
	Total Transfers Out	420,000	300,000	120,000	1,153,835	120,000	(1,033,835)	
	Total Non Departmental	633,668	531,792	345,614	1,341,900	427,155	(914,745)	
	General Fund Total Expenses	4,445,772	4,249,605	4,425,016	5,197,395	4,739,255	(458,140)	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
SPECIAL REVENUE FUNDS								
<u>Revenues by Fund</u>								
	Capital Projects	478,800	649,653	819,003	1,890,238	1,143,488	(746,750)	
	Federal Forfeitures	6,023	67,080	200	-	100	100	
	State Forfeitures	165	85	1,100	-	1,100	1,100	
	Streets Maintenance	123,350	121,502	121,000	120,200	121,000	800	
	Traffic Safety	979,837	986,710	874,350	930,402	935,850	5,448	
	BHCCD	832,450	833,336	755,000	840,200	883,000	42,800	
	Seized Assets	-	10,077	200	200	200	-	
	Hotel Occupancy Tax	306,979	174,162	246,000	206,500	221,000	14,500	
	Child Safety	3,504	3,470	3,750	3,750	3,750	-	
	Impound	167,150	156,310	128,200	121,696	157,200	35,504	
	Auction	44,610	105,450	55,400	62,148	55,400	(6,748)	
	Court Security & Technology	25,961	19,034	24,200	28,900	26,100	(2,800)	
	Police Grants	32,530	-	-	-	-	-	
	Grants	300,424	-	-	114,250	-	(114,250)	
	Parks	840	420	1,450	20	1,200	1,180	
	Economic Incentive	395,941	92,771	100,000	95,000	95,000	-	
	Economic Development Corp	-	-	-	-	-	-	
	PEG	6,102	2,683	5,500	5,300	5,300	-	
	Debt Service	77,930	68,926	76,398	76,166	75,000	(1,166)	
	Total Revenues	3,782,598	3,291,670	3,211,751	4,494,970	3,724,688	(770,282)	
<u>Expenses by Fund</u>								
	Capital Projects	454,574	476,069	1,043,103	1,368,920	1,668,161	299,241	
	Federal Forfeitures	45,735	67,484	100	-	25,100	25,100	
	State Forfeitures	17,268	-	-	-	-	-	
	Streets Maintenance	88,305	72,311	283,285	182,285	121,000	(61,285)	
	Traffic Safety	919,107	962,542	895,501	942,450	1,048,589	106,139	
	BHCCD	683,279	778,852	855,672	845,328	932,303	86,975	
	Seized Cash	-	40	200	8,047	200	(7,847)	
	Hotel Occupancy Tax	278,523	176,772	307,620	245,230	287,691	42,461	
	Child Safety	2,453	92	3,750	31,500	3,750	(27,750)	
	Impound	241,805	144,864	120,500	112,000	142,500	30,500	
	Auction	51,611	54,167	62,900	59,200	53,400	(5,800)	
	Court Security & Technology	4,619	4,191	24,200	32,786	24,226	(8,560)	
	Police Grants	32,530	-	-	-	-	-	
	Grants	300,424	-	-	114,250	-	(114,250)	
	Parks	157	-	200	-	200	200	
	Economic Incentive	323,777	41,832	100,000	19,878	137,000	117,122	
	Economic Development Corp	-	-	-	-	-	-	
	PEG	-	-	-	50,000	-	(50,000)	
	Debt Service	75,013	68,666	143,965	142,480	74,645	(67,835)	
	Total Expenses	3,519,180	2,847,883	3,840,996	4,154,354	4,518,767	364,413	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
CAPITAL PROJECTS FUND								
<u>Fund Balance</u>								
	Beginning Fund Balance	446,281	470,507	644,091	644,091	1,165,409	521,318	Sweep 729,585 approved 4/26/2021
	Revenues	478,800	649,653	819,003	1,890,238	1,143,488	(746,750)	
	Expenses	(454,574)	(476,069)	(1,043,103)	(1,368,920)	(1,668,161)	(299,241)	
	Revenue/Expense	24,226	173,584	(224,100)	521,318	(524,673)	(1,045,991)	
	Ending Fund Balance	470,507	644,091	419,991	1,165,409	640,736	(524,673)	
<u>Revenues</u>								
11-350-100	TAX NOTE PROCEEDS - VIVIAN	-	349,500	-	-	-	-	
11-360-000	INTEREST EARNINGS	19,951	8,580	2,000	500	2,000	1,500	
11-370-300	CARES ACT GRANT	-	-	-	-	-	-	
11-370-400	CDBG GRANT REVENUE	-	201,572	300,000	300,000	600,000	300,000	\$300K Vivian; \$600K Pleasant Drive
11-371-256	TRANSFER IN - SEWER FUND	-	-	-	-	-	-	
11-371-257	TRANSFER IN - STREETS FUND	-	-	162,285	162,285	-	(162,285)	400 blk Crossroads
11-371-222	TRANSFER IN - IMPOUND FUND	58,849	-	-	-	-	-	
11-371-215	TRANSFER IN - TRAFFIC SAFETY FUND	-	-	-	48,150	110,000	61,850	CY Traffic Signal; 2 Tahoes
11-371-221	TRANSFER IN - CHILD SAFETY FUND	-	-	-	30,000	-	(30,000)	Traffic Signal
11-371-224	TRANSFER IN - COURT SECURITY	-	-	-	25,000	-	(25,000)	CARES-Court Room Renovations \$25K
11-371-225	TRANSFER IN - SEWER FUND	100,000	-	192,433	192,433	192,000	(433)	CY \$192,433 Vivian; \$192,000 Pleasant
11-371-236	TRANSFER IN - PEG FUND	-	-	-	50,000	-	(50,000)	CARES-Court Room Renovations \$50K
11-371-257	TRANSFER IN - STORMWATER FUND	-	-	162,285	162,285	197,488	35,203	CY 400 blk Crossroads; Pleasant Dr \$197488
11-371-400	TRANSFER IN - GENERAL FUND	300,000	90,000	-	919,585	-	(919,585)	CY Sweep \$729,585; Hillcrest \$90,000; \$100K CARES Courtroom R
11-371-NEW	TRANSFER IN- ECONOMIC INCENTIVE FUND	-	-	-	-	42,000	42,000	Pleasant Dr (Power Pole relocation)
	Total Revenue	478,800	649,653	819,003	1,890,238	1,143,488	(746,750)	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
<u>Expenses</u>								
11-410-498	OTHER EXPENSE	-	-	-	-	-	-	
11-430-530	CAPITAL OUTLAY - BUILDINGS	14,646	-	-	-	-	-	
11-510-570	CAPITAL OUTLAY VEHICLES	47,184	46,061	-	-	227,600	227,600	2 Tahoes \$110,000; Fire Engine \$560,000
11-520-580	CAPITAL OUTLAY - EQUIPMENT	-	-	-	-	195,000	195,000	New PD, FD, Dispatch Radios \$195,000
11-520-585	COURT RENOVATIONS	-	116,305	-	37,100	-	(37,100)	
11-610-585	CONSTRUCTION - HILLCST/BABC SIGNAL	-	-	-	32,000	-	(32,000)	
11-820-100	ENGINEER SERVICES GLENARM 1	17,275	-	-	-	-	-	
11-820-101	ENGINEER SERVICES GLENARM 2	26,475	12,250	-	-	-	-	
11-820-102	ENGINEER SERVICES VIVIAN LN	17,680	47,510	-	71,000	-	(71,000)	
11-820-585	ENGINEER SVC - HILLCST/BABC SIGNAL	-	-	-	27,150	-	(27,150)	
11-820-200	ST CONSTRUCTION GLENARM 1	181,698	173,149	-	-	-	-	
11-820-201	ST CONSTRUCTION GLENARM 2	149,617	67,750	-	6,500	-	(6,500)	
11-820-202	ST CONSTRUCTION VIVIAN LN	-	-	718,433	800,000	-	(800,000)	
11-820-203	ST CONSTRUCTION HILLCREST	-	13,044	-	70,500	-	70,500	
11-820-204	PLEASANT DR. RECONSTRUCTION	-	-	-	-	1,245,561	-	
11-820-NEW	CROSSROADS 400 BLK STORMWATER	-	-	324,670	324,670	-	-	Televising, Engineering, Construction
11-900-495	TRANSFERS OUT	-	-	-	-	-	-	
Total Expense		454,574	476,069	1,043,103	1,368,920	1,668,161	299,241	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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FEDERAL FORFEITURES FUND

Fund Balance

Beginning Fund Balance	70,734	31,022	30,617	30,617	30,617	-
Revenues	6,023	67,080	200	-	100	100
Expenses	(45,735)	(67,484)	100	-	(25,100)	(25,100)
Revenue/Expense	(39,712)	(404)	300	-	(25,000)	(25,000)
Ending Fund Balance	31,022	30,617	30,917	30,617	5,617	(25,000)

Revenues

12-352-200	TREASURY DEPT FORFEITURE	5,615	-	100	-	100	100
12-355-100	GRANT REVENUE	-	66,869				
12-360-300	INTEREST	408	211	100	-	-	-
Total Revenue		6,023	67,080	200	-	100	100

Expenses

12-510-498	OTHER EXPENSE	-	-	100	-	100	100	
12-510-580	CAPITAL OUTLAY EQUIPMENT	45,735	67,484	-	-	25,000	25,000	Rifles & Shotguns
Total Expense		45,735	67,484	100	-	25,100	25,100	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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STATE FORFEITURES FUND

Fund Balance

Beginning Fund Balance	23,237	6,135	6,220	6,220	6,220	-
Revenues	165	85	1,100	-	1,100	1,100
Expenses	(17,268)	-	-	-	-	-
Revenue/Expense	(17,103)	85	1,100	-	1,100	1,100
Ending Fund Balance	6,135	6,220	7,320	6,220	7,320	1,100

Revenues

13-352-400	STATE COURT FORFEITURE	-	-	1,000	-	1,000	1,000
13-335-400	GRANT REVENUE	-	-	-	-	-	-
13-360-400	INTEREST	165	85	100	-	100	100
Total Revenue		165	85	1,100	-	1,100	1,100

Expenses

13-510-498	OTHER EXPENSES	2,148	-	-	-	-	-
13-510-580	CAPITAL OUTLAY EQUIPMENT	15,120	-	-	-	-	-
Total Expense		17,268	-	-	-	-	-

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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STREETS MAINTENANCE FUND

Fund Balance

Beginning Fund Balance	232,220	267,265	316,456	316,456	254,371	(62,085)
Revenues	123,350	121,502	121,000	120,200	121,000	800
Expenses	(88,305)	(72,311)	(283,285)	(182,285)	(121,000)	61,285
Revenue/Expense	35,045	49,191	(162,285)	(62,085)	-	62,085
Ending Fund Balance	267,265	316,456	154,171	254,371	254,371	-

Revenues

14-360-000	INTEREST EARNINGS	3,350	1,502	1,000	200	1,000	800
14-370-100	TRANSFER IN GENERAL FUND	120,000	120,000	120,000	120,000	120,000	-
Total Revenue		123,350	121,502	121,000	120,200	121,000	800

Expenses

14-640-355	REPAIR/MAINTENANCE SUPPLIES	40	858	5,000	-	5,000	5,000	
14-640-360	STREET SIGNS & SUPPLIES	1,759	307	4,500	-	4,500	4,500	
14-640-416	ENGINEERING SERVICES	1,078	11,854	6,500	-	6,500	6,500	
14-640-424	PROFESSIONAL SERVICES	-	-	5,000	-	5,000	5,000	
14-640-442	REPAIR/MAINTENANCE EXPENSE	85,428	59,293	100,000	20,000	100,000	80,000	
14-640-490	TRANSFER OUT	-	-	162,285	162,285	-	(162,285)	\$162,285 to CF for 400 Blk Crossroads
Total Expense		88,305	72,311	283,285	182,285	121,000	(61,285)	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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TRAFFIC SAFETY FUND

Fund Balance

Beginning Fund Balance	160,454	221,184	245,352	245,352	233,304	(12,048)	
Revenues	979,837	986,710	874,350	930,402	935,850	5,448	
Expenses	(919,107)	(962,542)	(895,501)	(942,450)	(1,048,589)	(106,139)	
Revenue/Expense	60,730	24,168	(21,151)	(12,048)	(112,739)	(100,691)	
Ending Fund Balance	221,184	245,352	224,201	233,304	120,565	(112,739)	

Revenues

15-340-600	RETURN CHECK FEE	110	-	100	-	100	100	
15-351-100	FINES & FEES	1,029,192	1,087,005	950,000	1,050,000	1,050,000	-	
15-351-200	LATE FEES	95,525	89,000	78,000	80,000	80,000	-	
15-351-300	PORTION DUE TO STATE	(148,553)	(191,294)	(155,000)	(200,000)	(195,000)	5,000	
15-360-000	INTEREST	3,570	1,864	1,000	162	500	338	
15-375-100	OVER/SHORT ACCOUNT	(7)	135	250	240	250	10	
Total Revenue		979,837	986,710	874,350	930,402	935,850	5,448	

Expenses

Traffic Safety

15-511-150	SALARIES	98,039	102,828	105,382	105,600	110,885	5,285	
15-511-160	OVERTIME	790	1,524	1,500	1,650	1,500	(150)	
15-511-205	SSI	7,379	7,341	8,176	7,500	8,597	1,097	
15-511-210	MEDICAL	16,104	15,542	17,200	17,000	18,060	1,060	
15-511-230	TMRS	7,116	8,708	8,649	8,700	11,348	2,648	
15-511-240	WORKERS COMPENSATION	4,314	4,146	3,300	3,400	3,300	(100)	
15-511-280	UNIFORM ALLOWANCE	1,600	1,600	1,600	1,600	1,600	-	

Personnel Expense	135,342	141,688	145,807	145,450	155,291	9,841	
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15-511-495	TRANSFER OUT	-	-	-	48,150	110,000	61,850	CY \$48,150 H-B Trf Sig; \$110,000 Xfer to Capital for Tahoes
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15-511-470	CONTINGENCY	-	-	10,000	-	20,000	20,000	
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15-511-478	STREET & EXPRESSWAY LIGHTS	52,682	113,640	65,000	65,000	65,000	-	
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Operating Expenses	52,682	113,640	75,000	113,150	195,000	81,850	
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Total Traffic Safety Expense	188,025	255,328	220,807	258,600	350,291	91,691	
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City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
Administration								
15-515-150	SALARIES	99,622	73,380	65,739	65,700	82,677	16,977	20% Merlo, 100% Martin, 20% Smith
15-515-160	OVERTIME	1,211	1,637	1,500	1,450	1,500	50	
15-515-205	SSI	7,453	5,634	5,144	5,100	6,440	1,340	
15-515-210	MEDICAL	8,451	6,582	10,320	10,300	12,642	2,342	
15-515-230	TMRS	7,369	6,055	5,441	5,400	8,500	3,100	
15-515-240	WORKERS COMPENSATION	1,599	1,537	1,650	1,600	1,980	380	
15-515-280	UNIFORM ALLOWANCE	1,095	1,200	800	800	960	160	
	Personnel Expense	126,800	96,026	90,594	90,350	114,698	24,348	
15-515-310	OFFICE SUPPLIES	452	658	500	450	500	50	
15-515-408	IT SERVICES	-	-	-	-	-	-	
15-515-418	LEGAL SERVICES	725	186	100	100	100	-	
15-515-444	AUDIT SERVICES	1,000	1,000	1,000	1,000	1,000	-	
15-515-458	VENDOR PAYMENT COLLECTIONS	52,425	41,225	42,000	41,950	42,000	50	
15-515-459	VENDOR PAYMENT CITATIONS	549,680	568,120	540,000	550,000	540,000	(10,000)	
15-515-498	OTHER EXPENSES	-	-	500	-	-	-	
	Operating Expenses	604,282	611,189	584,100	593,500	583,600	(9,900)	
	Total Administration Expense	731,082	707,214	674,694	683,850	698,298	14,448	
	Total Traffic Safety Fund Expense	919,107	962,542	895,501	942,450	1,048,589	106,139	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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BHCCD FUND

Fund Balance

Beginning Fund Balance	246,483	395,653	450,137	450,137	445,009	(5,128)	
Revenues	832,450	833,336	755,000	840,200	883,000	42,800	
Expenses	(683,279)	(778,852)	(855,672)	(845,328)	(932,303)	(86,975)	
Revenue/Expense	149,171	54,484	(100,672)	(5,128)	(49,303)	(44,175)	
Ending Fund Balance	395,653	450,137	349,465	445,009	395,706	(49,303)	

Revenues

18-318-300	SALES TAX	827,936	831,284	753,000	840,000	882,000	42,000	5%
18-360-000	INTEREST EARNINGS	4,513	2,052	2,000	200	1,000	800	
Total Revenue		832,450	833,336	755,000	840,200	883,000	42,800	

Expenses

18-513-150	SALARIES	408,963	500,342	543,897	530,376	556,493	26,117	
18-513-160	OVERTIME	6,171	17,635	19,000	19,000	20,000	1,000	
18-513-205	SSI	31,500	39,357	43,062	41,339	44,102	2,763	
18-513-210	MEDICAL	64,840	62,774	77,400	73,764	81,270	7,506	
18-513-230	TMRS	48,368	43,236	45,552	44,811	58,211	13,400	
18-513-240	WORKERS COMPENSATION	13,041	11,214	14,851	16,838	14,851	(1,987)	
18-513-280	UNIFORM ALLOWANCE	6,280	7,163	7,200	7,200	7,200	-	
Personnel Expense		579,163	681,720	750,962	733,328	782,128	48,800	
18-513-444	AUDIT SERVICES	4,000	5,000	1,000	1,000	1,000	-	
18-513-460	INSURANCE - PROPERTY	6,009	5,772	6,180	6,000	6,551	551	6% increase
18-513-462	INSURANCE - GENERAL LIABILITY	1,966	761	1,030	1,000	1,125	125	9.2% increase
18-513-470	GENERAL CONTINGENCY	-	-	100	-	100	100	
18-513-476	UTILITIES - WATER & SEWER	6,368	9,765	6,400	6,000	6,400	400	
18-513-478	UTILITIES - ELECTRIC	57,119	49,672	60,000	58,000	60,000	2,000	
18-513-500	FACILITY MAINTENANCE	28,654	26,162	30,000	40,000	30,000	(10,000)	
18-513-501	JANITORIAL SERVICE	-	-	-	-	45,000	45,000	
Operating Expenses		104,116	97,132	104,710	112,000	150,176	38,176	
Total Expense		683,279	778,852	855,672	845,328	932,303	86,975	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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SEIZED ASSETS FUND

Fund Balance

Beginning Fund Balance	11,978	11,978	22,015	22,015	14,168	(7,847)
Revenues	-	10,077	200	200	200	-
Expenses	-	(40)	(200)	(8,047)	(200)	7,847
Revenue/Expense	-	10,037	-	(7,847)	-	7,847
Ending Fund Balance	11,978	22,015	22,015	14,168	14,168	-

Revenues

19-335-100	SEIZED CASH	-	10,077	100	100	100	-
19-335-200	UNCLAIMED SECURITIES	-	-	100	100	100	-
Total Revenue		-	10,077	200	200	200	-

Expenses

19-490-498	OTHER EXPENSES	-	-	100	100	100	-
19-490-500	CLAIM PAYMENTS	-	40	100	7,947	100	(7,847)
Total Expense		-	40	200	8,047	200	(7,847)

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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HOTEL OCCUPANCY TAX FUND

Fund Balance

Beginning Fund Balance	422,323	450,779	448,169	448,169	409,439	(38,730)
Revenues	306,979	174,162	246,000	206,500	221,000	14,500
Expenses	(278,523)	(176,772)	(307,620)	(245,230)	(287,691)	(42,461)
Revenue/Expense	28,456	(2,610)	(61,620)	(38,730)	(66,691)	(27,961)
Ending Fund Balance	450,779	448,169	386,549	409,439	342,748	(66,691)

Revenues

20-318-300	HOTEL/MOTEL TAX	294,768	156,757	245,000	200,000	220,000	20,000	Taxes are 1 mo behind; No HoJo
20-360-000	INTEREST EARNINGS	11,912	5,905	1,000	6,500	1,000	(5,500)	
20-365-100	GRANT REVENUE	-	11,500	-	-	-	-	
20-367-000	CONTRIBUTIONS/DONATIONS	300	-	-	-	-	-	
Total Revenue		306,979	174,162	246,000	206,500	221,000	14,500	

Expenses

20-900-150	SALARIES	77,911	82,824	84,668	82,856	89,183	6,327	4% COLA; 5%HC; Steps; 60/40 Split with GF
20-900-160	OVERTIME	3,567	-	-	-	-	-	
20-900-205	SSI	5,757	5,945	6,477	6,339	6,823	484	
20-900-210	MEDICAL	10,194	9,185	10,320	9,835	10,836	1,001	
20-900-230	TMRS	7,527	899	6,852	6,871	9,005	2,134	
20-900-240	WORKERS COMPENSATION	257	235	238	326	238	(88)	
Personnel Expense		105,214	99,088	108,555	106,227	116,085	9,858	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
20-900-310	OFFICE SUPPLIES	1,034	1,579	1,350	1,350	1,350	-	
20-900-325	OPERATING SUPPLIES	97	51	1,512	-	-	-	
20-900-418	LEGAL SERVICES	-	-	300	-	-	-	
20-900-444	AUDIT SERVICES	5,300	1,600	1,000	1,000	1,000	-	
20-900-450	OFFICE RENT	33,623	33,623	33,623	33,623	33,623	-	
20-900-455	POSTAGE	504	672	800	800	800	-	
20-900-470	GENERAL CONTINGENCY	1,506	1,013	200	200	200	-	
20-900-472	OFFICE TELEPHONE	2,236	2,768	2,500	2,500	2,550	50	
20-900-474	SECURITY ALARM SERVICE	507	715	480	780	580	(200)	
20-900-478	UTILITIES - ELECTRIC	1,498	2,101	2,100	2,100	2,100	-	
20-900-487	RESEARCH & RESOURCES	2,492	553	1,575	2,500	3,195	695	
20-900-488	PRINTING	429	8	250	250	250	-	
20-900-489	COPIER LEASE	1,434	1,231	1,600	1,600	1,600	-	
20-900-491	TRAINING	1,939	409	2,000	2,000	2,000	-	
20-900-492	TRAVEL	5,732	1,519	3,500	3,500	3,500	-	
20-900-494	MEMBERSHIP DUES	845	240	1,450	500	500	-	
20-900-499	GRACKLE ABATEMENT	3,165	2,050	2,400	2,400	2,400	-	
20-900-605	WEBSITE REDESIGN	-	3,380	10,000	-	5,000	5,000	
20-920-455	WEBSITE MAINT & UPDATES	1,440	987	3,500	-	-	-	
20-920-480	BROCHURE/RACK CARDS	-	-	2,000	800	-	(800)	
20-920-484	WEB-BASED ADVERTISING	4,040	3,817	10,000	10,000	10,000	-	
20-920-486	MAGAZINE ADVERTISING	15,706	15,369	16,000	16,000	16,000	-	
20-920-487	GOVERNMENT RELATIONS	1,748	-	-	-	-	-	
20-920-489	PROMOTIONS	600	360	1,900	900	1,900	1,000	
20-920-491	MEDIA/PUBLIC RELATIONS	292	963	600	600	600	-	
20-920-500	HOTEL/MEETING INCENTIVES	-	-	4,000	-	-	-	
20-920-502	MEETING COSTS	406	224	600	600	600	-	
20-920-503	PROMOTIONAL MERCHANDISE	4,654	-	1,000	5,000	1,000	(4,000)	
20-930-915	JAZZ FESTIVAL	82,082	1,454	81,825	50,000	80,858	30,858	
20-930-916	HISPANIC TRAILS CULTURE EVENTS	-	1,000	1,000	-	-	-	
20-930-917	SPONSORSHIP FUND	-	-	10,000	-	-	-	
	Operating Expenses	173,309	77,685	199,065	139,003	171,606	32,603	
	Total Expense	278,523	176,772	307,620	245,230	287,691	42,461	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
CHILD SAFETY FUND								
<u>Fund Balance</u>								
	Beginning Fund Balance	27,704	28,756	32,133	32,133	4,383	(27,750)	
	Revenues	3,504	3,470	3,750	3,750	3,750	-	
	Expenses	(2,453)	(92)	(3,750)	(31,500)	(3,750)	27,750	
	Revenue/Expense	1,051	3,378	-	(27,750)	-	27,750	
	Ending Fund Balance	28,756	32,133	32,133	4,383	4,383	-	
<u>Revenues</u>								
21-334-400	SCHOOL CROSSING FEES	3,299	3,364	3,600	3,600	3,600	-	
21-360-000	INTEREST EARNINGS	206	106	150	150	150	-	
	Total Revenue	3,504	3,470	3,750	3,750	3,750	-	
<u>Expenses</u>								
21-514-325	OPERATING SUPPLIES	1,608	92	1,500	1,500	1,500	-	
21-514-495	TRANSFER OUT	-	-	-	30,000	-	(30,000)	FY 19-20 To Capital; traffic signal (78,150 total); new line
21-514-470	GENERAL CONTINGENCY	-	-	2,250	-	2,250	2,250	
21-514-498	OTHER EXPENSE	845	-	-	-	-	-	
	Total Expense	2,453	92	3,750	31,500	3,750	(27,750)	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
IMPOUND FUND								
<u>Fund Balance</u>								
	Beginning Fund Balance	119,645	44,990	56,435	56,435	66,131	9,696	
	Revenues	167,150	156,310	128,200	121,696	157,200	35,504	
	Expenses	(241,805)	(144,864)	(120,500)	(112,000)	(142,500)	(30,500)	
	Revenue/Expense	(74,655)	11,445	7,700	9,696	14,700	5,004	
	Ending Fund Balance	44,990	56,435	64,135	66,131	80,831	14,700	
<u>Revenues</u>								
22-340-100	IMPOUND FEES	96,000	91,400	71,000	68,000	90,000	22,000	
22-340-110	TOWING FEES	45,885	43,750	35,000	33,000	45,000	12,000	
22-340-120	DAILY FEES	22,940	19,440	20,000	18,750	20,000	1,250	
22-340-140	ADMIN/POSTAGE FEES	1,550	1,300	2,000	1,500	2,000	500	
22-360-000	INTEREST EARNINGS	820	423	100	450	100	(350)	
22-375-100	OVER/SHORT ACCOUNT	(45)	(4)	100	(4)	100	104	
	Total Revenue	167,150	156,310	128,200	121,696	157,200	35,504	
<u>Expenses</u>								
22-415-315	OFFICE SUPPLIES	-	55	-	-	-	-	
22-415-450	POSTAGE	2,275	1,995	1,250	1,250	1,250	-	
22-415-460	TOWING	54,655	52,365	68,000	60,000	60,000	-	
22-415-474	SECURITY MONITORING	405	-	750	750	750	-	
22-415-498	OTHER EXPENSES	97	-	500	-	500	500	Small expenses for impound previously taken Police Department
22-415-499	TRANSFER TO CAPITAL FUND	58,849	-	-	-	-	-	
22-415-510	TRANSFER TO GENERAL FUND	120,000	90,000	50,000	50,000	80,000	30,000	
22-415-580	CAPITAL OUTLAY EQUIPMENT	5,525	450	-	-	-	-	
	Total Expense	241,805	144,864	120,500	112,000	142,500	30,500	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
AUCTION FUND								
<u>Fund Balance</u>								
	Beginning Fund Balance	29,578	22,577	73,861	73,861	76,809	2,948	
	Revenues	44,610	105,450	55,400	62,148	55,400	(6,748)	
	Expenses	(51,611)	(54,167)	(62,900)	(59,200)	(53,400)	5,800	
	Revenue/Expense	(7,000)	51,284	(7,500)	2,948	2,000	(948)	
	Ending Fund Balance	22,577	73,861	66,361	76,809	78,809	2,000	
<u>Revenues</u>								
23-340-130	VEHICLE AUCTIONS	42,525	101,825	53,250	60,000	53,250	(6,750)	
23-340-140	ADMINISTRATION FEES	1,920	3,540	2,050	2,048	2,050	2	
23-360-000	INTEREST EARNINGS	165	85	100	100	100	-	
	Total Revenue	44,610	105,450	55,400	62,148	55,400	(6,748)	
<u>Expenses</u>								
23-415-424	PROFESSIONAL SERVICES	1,000	1,172	4,000	1,000	2,000	1,000	Online Auction need exact quotes
23-415-460	TOWING	595	2,995	1,000	500	1,000	500	
23-415-498	OTHER EXPENSES	16	-	400	200	400	1,000	Supplies to prepare vehicles for auction
23-415-510	TRANSFER OUT GENERAL FUND	50,000	50,000	50,000	50,000	50,000	-	Recurring
23-415-512	TRANSER TO DEBT SERVICE	-	-	7,500	7,500	-	(7,500)	Transfer to Debt Service for bond payment
	Total Expense	51,611	54,167	62,900	59,200	53,400	(5,800)	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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COURT SECURITY & TECHNOLOGY FUND

Fund Balance

Beginning Fund Balance	18,465	87,676	102,519	102,519	98,633	(3,886)
Revenues	25,961	19,034	24,200	28,900	26,100	(2,800)
Expenses	(4,619)	(4,191)	(24,200)	(32,786)	(24,226)	8,560
Revenue/Expense	21,343	14,843	-	(3,886)	1,874	5,760
Ending Fund Balance	39,808	102,519	102,519	98,633	100,507	1,874

Revenues

24-340-125	COURT TECHNOLOGY FEE	14,672	10,348	13,600	14,800	14,000	(800)
24-340-150	COURT SECURITY FEE	11,124	8,601	10,500	14,000	12,000	(2,000)
24-360-000	INTEREST EARNINGS	165	85	100	100	100	-
Total Revenue		25,961	19,034	24,200	28,900	26,100	(2,800)

Expenses

24-420-150	SALARIES	3,003	1,965	5,100	4,605	5,100	495
24-420-210	SSI	230	103	390	352	390	38
24-420-240	WORKERS COMPENSATION	549	534	536	629	536	(93)
24-420-280	UNIFORMS	100	100	200	200	200	-
Personnel Expense		3,882	2,701	6,226	5,786	6,226	440
24-420-430	COURT TECHNOLOGY	737	1,408	2,000	2,000	2,000	-
24-420-470	CONTINGENCY	-	-	15,974	-	16,000	16,000
24-420-498	OTHER EXPENSE	-	82	-	-	-	-
24-420-495	TRANSFER TO CAPITAL FUND	-	-	-	25,000	-	(25,000)
Operating Expenses		737	1,490	17,974	27,000	18,000	(9,000)
Total Expense		4,619	4,191	24,200	32,786	24,226	(8,560)

CY CARES Courtroom Renovation \$25K

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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GRANTS FUND

Fund Balance

Beginning Fund Balance		-	-	-	-	-	-
Revenues	300,424	-	-	114,250	-	(114,250)	
Expenses	(300,424)	-	-	(114,250)	-	114,250	
Revenue/Expense	-	-	-	-	-	-	
Ending Fund Balance	-	-	-	-	-	-	

Revenues

27-330-100	CDBG GRANTS	45,805		-	-	-	-
27-330-102	GLENARM PHASE 2	254,619		-	-	-	-
27-330-104	VIVIAN LANE	-	-	-	-	-	-
	TRANSFER IN - GENERAL FUND				114,250	-	(114,250)
	Total Revenue	300,424	-	-	114,250	-	(114,250)

Expenses

27-640-550	CAPITAL OUTLAY-O/BLDGS	45,805		-	-	-	-
27-640-552	GLENARM PHASE 2	254,619		-	-	-	-
27-640-554	VIVIAN LANE	-	-	-	-	-	-
27-640-555	PD GRANTS				114,250		
	Total Expense	300,424	-	-	114,250	-	(114,250)

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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PARKS FUND

Fund Balance

Beginning Fund Balance	454	229	649	649	669	20
Revenues	840	420	1,450	20	1,200	1,180
Expenses	(157)	-	(200)	-	(200)	(200)
Revenue/Expense	683	420	1,250	20	1,000	980
Ending Fund Balance	229	649	1,899	669	1,669	1,000

Revenues

29-346-100	ROGIERS PARK PAVILION RENTAL	840	420	1,450	20	1,200	1,180
Total Revenue		840	420	1,450	20	1,200	1,180

Expenses

29-810-325	OPERATING SUPPLIES	-	-	100	-	100	100
29-810-442	PARK MAINTENANCE	157	-	100	-	100	100
Total Expense		157	-	200	-	200	200

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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ECONOMIC INCENTIVE FUND

Fund Balance

Beginning Fund Balance	377,042	449,206	500,145	500,145	575,267	75,122	
Revenues	395,941	92,771	100,000	95,000	95,000	-	
Expenses	(323,777)	(41,832)	(100,000)	(19,878)	(137,000)	(117,122)	
Revenue/Expense	72,164	50,939	-	75,122	(42,000)	(117,122)	
Ending Fund Balance	449,206	500,145	500,145	575,267	533,267	(42,000)	

Revenues

30-320-000	CPS FRANCHISE 1.5%	90,710	89,853	100,000	95,000	95,000	-	
30-360-000	INTEREST EARNINGS	5,231	2,918	-	-	-	-	
30-370-000	OTHER REVENUES	300,000	-	-	-	-	-	
Total Revenue		395,941	92,771	100,000	95,000	95,000	-	

Expenses

30-410-422	ECONOMIC DEVEL. CONTRACT	300,000	-	-	-	-	-	
30-410-424	PROFESSIONAL SERVICES	-	7,734	25,000	7,500	17,500	10,000	Comprehensive Land Use Plan
30-410-426	DEVELOPMENT GRANTS	22,482	18,598	20,000	1,528	20,000	18,472	
30-490-470	CONTINGENCY	-	-	44,500	-	42,000	42,000	
30-600-100	DEVELOPMENT COSTS	220	-	1,000	-	1,000	1,000	
30-600-NEW	UTILITY POLE CONVERSION	-	-	-	3,269	5,000	1,731	
30-600-150	CHAMBER MEMBERSHIP FEES	1,075	-	2,000	-	2,000	2,000	
30-600-200	CITY BRANDING	-	15,500	5,000	7,500	5,000	(2,500)	
30-600-300	ADVERTISING & PROMOTIONS	-	-	2,500	81	2,500	2,419	
30-600-NEW	TRANSFER OUT - EDC LOAN	-	-	-	-	-	-	Loan to EDC to be repaid in 2022-23 \$450,000
30-600-NEW	TRANSFER OUT - CAPITAL	-	-	-	-	42,000	42,000	Xfer to Capital Proj Fund
Total Expense		323,777	41,832	100,000	19,878	137,000	117,122	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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ECONOMIC DEVELOPMENT CORPORATION

Fund Balance

Beginning Fund Balance	-	-	-	-	-	-	-
Revenues	-	-	-	-	-	-	-
Expenses	-	-	-	-	-	-	-
Revenue/Expense	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-

Revenues

31-310-NEW	TRANSFER IN - ECON INCENT FUND					-	-	Loan from Econ Incentive Fund
31-310-NEW	LOAN PROCEEDS - WONDERLAND					-	-	Loan from Truist Bank
31-310-NEW	TRANSFERS IN					-	-	
31-320-NEW	PARTNERSHIP DIVIDEND					-	-	
31-360-000	INTEREST EARNINGS					-	-	
31-360-NEW	DEBT SERVICE REIMBURSEMENT					-	-	
31-360-NEW	LEASEHOLD IMPROVEMENT REIMB					-	-	
31-370-000	OTHER REVENUES					-	-	
Total Revenue		-	-	-	-	-	-	

Expenses

31-410-NEW	LEGAL SERVICES					-	-	
31-410-NEW	DEBT SERVICE - INTEREST					-	-	Interest-only first few payments
31-410-NEW	DEBT SERVICE - PRINCIPLE					-	-	
31-410-NEW	LEASE					-	-	
31-410-NEW	TRIPLE NET					-	-	
31-410-NEW	MOVING					-	-	
31-410-NEW	FURNITURE					-	-	
31-410-NEW	TECHNOLOGY					-	-	
31-410-NEW	PROFESSIONAL SERVICES					-	-	Design
31-410-NEW	LEASEHOLD IMPROVEMENTS					-	-	To be reimbursed in FY 2022-23
31-410-NEW	REAL PROPERTY					-	-	Wonderland Purchase 45.6%
31-410-NEW	CONTINGENCY					-	-	
31-410-NEW	TRANSFER OUT - ECON INC FUND					-	-	Repay loan in FY 2022-23
Total Expense		-	-	-	-	-	-	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
PEG FUND								
<u>Fund Balance</u>								
	Beginning Fund Balance	42,618	48,720	51,404	51,404	6,704	(44,700)	
	Revenues	6,102	2,683	5,500	5,300	5,300	-	
	Expenses	-	-	-	(50,000)	-	50,000	
	Revenue/Expense	6,102	2,683	5,500	(44,700)	5,300	50,000	
	Ending Fund Balance	48,720	51,404	56,904	6,704	12,004	5,300	
<u>Revenues</u>								
33-318-461	1% FRANCHISE PEG	6,102	2,683	5,500	5,300	5,300	-	
	Total Revenue	6,102	2,683	5,500	5,300	5,300	-	
<u>Expenses</u>								
33-490-495	TRANSFER OUT	-	-	-	50,000	-	(50,000)	CY Xfer to Capital for Court Renovation
	Total Expense	-	-	-	50,000	-	50,000	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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DEBT SERVICE FUND

Fund Balance

Beginning Fund Balance	64,756	67,673	67,933	67,933	1,619	(66,314)	
Revenues	77,930	68,926	76,398	76,166	75,000	(1,166)	
Expenses	(75,013)	(68,666)	(143,965)	(142,480)	(74,645)	67,835	
Revenue/Expense	2,917	260	(67,567)	(66,314)	355	66,669	
Ending Fund Balance	67,673	67,933	366	1,619	1,974	355	Rework I&S

Revenues

36-310-110	AD VALOREM TAX	76,250	68,256	68,898	68,666	75,000	6,334	
36-360-000	INTEREST EARNINGS	1,680	670	-	-	-	-	
36-370-100	TRANSFER FROM AUCTION FUND	-	-	7,500	7,500	-	(7,500)	Transfer from Auction Fund
Total Revenue		77,930	68,926	76,398	76,166	75,000	(1,166)	

Expenses

36-490-650	PRINCIPAL-06 FIRETRUCK LEASE	63,000	66,000	68,000	68,000	-	(68,000)	Final Payment (9/2021)
36-490-651	INTEREST-06 FIRETRUCK LEASE	4,370	2,666	898	898	-	(898)	
36-490-652	VIVIAN TAX NOTE SERIES 2020	-	-	75,067	73,582	73,485	(98)	
36-490-NEW	VIVIAN TAX NOTE SERIES 2020- INT	-	-	-	-	1,161	-	New line to account for Tax Note- Interest
36-490-690	BCAD BUDGET LEVY	7,643	-	-	-	-	-	
Total Expense		75,013	68,666	143,965	142,480	74,645	(67,835)	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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Proprietary Funds Overview

Revenues

Sewer Fund	974,279	746,660	781,000	826,700	806,000	(20,700)
Storm Water	116,219	93,520	92,400	94,205	93,400	(805)
Total Revenue	1,090,498	840,180	873,400	920,905	899,400	(21,505)

Expenses

Sewer Fund	723,855	721,679	909,933	905,583	933,550	27,967
Storm Water	3,377	3,598	174,685	174,180	211,488	37,308
Total Expense	727,232	725,278	1,084,618	1,079,763	1,145,038	65,275

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
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SEWER FUND

Fund Balance

Beginning Fund Balance	335,492	585,916	610,897	610,897	532,014	(78,883)
Revenues	974,279	746,660	781,000	826,700	806,000	(20,700)
Expenses	(723,855)	(721,679)	(909,933)	(905,583)	(933,550)	(27,967)
Revenue/Expense	250,424	24,981	(128,933)	(78,883)	(127,550)	(48,667)
Ending Fund Balance	585,916	610,897	481,964	532,014	404,464	(127,550)

Revenues

56-360-000	INTEREST EARNINGS	5,231	2,918	1,000	2,500	1,000	(1,500)
56-381-300	WASTEWATER USER FEES	895,602	717,400	715,000	761,700	750,000	(11,700)
56-381-301	BILLING ADJUSTMENTS	(11,279)	(40,097)	(1,500)	(7,500)	(15,000)	(7,500)
56-381-305	CAPITAL REPLACEMENT	84,725	66,440	66,500	70,000	70,000	-
	Total Revenue	974,279	746,660	781,000	826,700	806,000	(20,700)

Expenses

56-490-345	STORM WATER FEES	36,036	38,322	36,000	41,300	40,000	(1,300)	
56-490-406	BILLING SERVICES	1,877	1,598	1,700	1,750	1,750	-	
56-490-416	ENGINEERING SERVICES	4,527	459	5,000	1,500	5,000	3,500	
56-490-422	CONTRACT MAINTENANCE SVCS	-	-	1,000	-	1,000	1,000	
56-490-442	SEWER MAINTENANCE	1,864	8,593	25,000	35,000	25,000	(10,000)	
56-490-444	AUDIT SERVICES	2,000	2,000	6,000	6,000	6,000	-	
56-490-446	TRANSPORT & TREATMENT SVCS	675,169	668,325	630,000	625,000	650,000	25,000	
56-490-470	CONTINGENCY	-	-	9,700	-	9,700	9,700	
56-490-497	TRANSFER OUT TO CAPITAL FUND	-	-	192,433	192,433	192,000	(433)	Vivian 20-21 (TSF TO CAPITAL); 21-22 Pleasant
56-490-498	OTHER CHARGES	-	-	100	100	100	-	
56-490-499	DEPRECIATION	2,382	2,382	3,000	2,500	3,000	500	
	Total Expense	723,855	721,679	909,933	905,583	933,550	27,967	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
STORM WATER FUND								
<i>Fund Balance</i>								
	Beginning Fund Balance	6,566	119,407	209,328	209,328	129,354	(79,975)	
	Revenues	116,219	93,520	92,400	94,205	93,400	(805)	
	Expenses	(3,377)	(3,598)	(174,685)	(174,180)	(211,488)	(37,308)	
	Revenue/Expense	112,841	89,921	(82,285)	(79,975)	(118,088)	(38,113)	
	Ending Fund Balance	119,407	209,328	127,043	129,354	11,266	(118,088)	
<i>Revenues</i>								
57-360-000	INTEREST EARNINGS	2,048	1,058	1,000	1,805	1,000	(805)	
57-381-300	STORM WATER USER FEES	118,538	95,836	95,000	96,000	96,000	-	
57-381-301	BILLING ADJUSTMENTS	(4,368)	(3,374)	(3,600)	(3,600)	(3,600)	-	
	Total Revenue	116,219	93,520	92,400	94,205	93,400	(805)	
<i>Expenses</i>								
57-490-406	BILLING SERVICES	1,877	1,598	2,000	1,495	2,000	505	
57-490-416	ENGINEERING SERVICES	-	-	-	-	-	-	
57-490-422	CONTRACT MAINTENANCE SERVICE	-	-	-	-	-	-	
57-490-442	UPKEEP	-	-	-	-	-	-	
57-490-444	AUDIT SERVICES	1,500	2,000	2,000	2,000	2,000	-	
57-490-470	CONTINGENCY	-	-	8,400	8,400	10,000	1,600	
57-490-498	OTHER CHARGES	-	-	-	-	-	-	
57-495-495	TRANSFERS OUT TO CAPITAL	-	-	162,285	162,285	197,488	35,203	CY \$162,285 400 BLK CROSSROADS STORM PIPE REPLACEMENT; \$:
	Total Expenses	3,377	3,598	174,685	174,180	211,488	37,308	

City of Balcones Heights

Account	Description	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Budget	\$ Change	Notes
FY 2021-22 Budget Summary								
Total Budget - All Funds								
	Total Revenue	9,498,276	8,489,910	8,510,167	10,114,862	9,364,248	(750,614)	
	Total Expenses	8,692,184	7,822,765	9,350,630	10,431,511	10,403,059	(28,452)	
	Revenues/Expenses	806,092	667,145	(840,463)	(316,650)	(1,038,811)	(722,161)	
General Fund								
	Revenue	4,625,181	4,358,060	4,425,016	4,698,986	4,740,160	41,174	
	Expenses	4,445,772	4,249,605	4,425,016	5,197,395	4,739,255	(458,140)	
	Revenues/Expenses	179,409	108,455	-	(498,409)	905	499,314	
Special Revenue Funds								
	Revenue	3,782,598	3,291,670	3,211,751	4,494,970	3,724,688	(770,282)	
	Expenses	3,519,180	2,847,883	3,840,996	4,154,354	4,518,767	364,413	
	Revenues/Expenses	263,418	443,788	(629,245)	340,617	(794,079)	(1,134,695)	
Proprietary Funds								
	Revenue	1,090,498	840,180	873,400	920,905	899,400	(21,505)	
	Expenses	727,232	725,278	1,084,618	1,079,763	1,145,038	65,275	
	Revenues/Expenses	363,265	114,902	(211,218)	(158,858)	(245,638)	(86,780)	

Rank	Item	Cost	Funding Status	Requirement
Police Department				
3	Replace 2 Patrol Vehicles	110,000	Funded	Replace 2 Chevy Tahoe Police Interceptors to include equipment and decals. This is a recurring requirement each year based on the capital replacement schedule. Federal forfeiture funds are insufficient to support these purchases. Other Funding Sources include Impound/ BCCHD/ Auction Funds
	JC Security Cameras	25,000	Unfunded	Install surveillance cameras to protect City assets and enhance security at the Justice Center. Staff is investigating possible grant funds for this. No funding is requested for this at this time; we will present this to Council as an out-of-cycle request should that change. Quotes range from 20K-40K
	12 AR-15 & 12 12 GA Shotguns	15,000	Unfunded	This will allow each officer one AR-15 and one Shotgun assigned due to different scenarios and deploy for active shooters. These officers are qualified.
2	Public Safety Radios	195,000	Funded	Radio upgrade is needed in order to maintain communication with other agencies that are already prepared to convert to the P25 encrypted channel. The city would purchase a total of 44 radios: 29 for PD and 15 for Fire, 1 dispatch console.
	Total	345,000		

Rank	Item	Cost	Funding Status	Requirement
Fire Department				
3	Replace 1 Fire Engine	560,000	Funded	City presently has 2 1995 Ferrara fire engines. Proposal is to replace one engine and keep one of the units as a backup. Recommended replacement is 20-25 years.
	Replace Fire Ladder	1,500,000	Projected in CIP FY 2031-32	2006 Ferrara ladder engine. Recommended replacement is 20-25 years.
	Replace SCBA	50,000	Projected in CIP FY 2023-24	Self-contained breathing apparatus is essential safety equipment that is required to be replaced every ten years in accordance with NFPA 1852. Planned CIP replacement for all units is in 2023. Staggered replacement using department funds may be considered on an annual basis. Grant funds will also be investigated.
	Replace Utility Vehicle	50,000	Projected in CIP FY 2023-24	2008 Chevy Silverado serves as the Command & Control, and Rescue vehicle for the FD. Planned replacement date in our CIP is 2023 and every ten to twelve years thereafter.
	Replace Extraction Tool	50,000	Unfunded	Replace hydraulic rescue tool to assist vehicle extraction of crash victims. Current model is 14 years old. No replacement is requested in the proposed budget. Grant funds will also be investigated.
	Paint Firehouse Exterior & Bays	25,000	Unfunded	Paint Fire Station exterior and interior bays. The station was last painted in 2004. Possible project for FY 2021-22. Possible funding sources are GF contingency or the Capital fund.
	Total	2,242,000		

Rank	Item	Cost	Funding Status	Requirement
<u>Community Development & Public Works</u>				
	One Part-time Employee	35,000	Unfunded	One part-time employee to the Personnel Complement to assist with the increased work load in Community Development. Employee would also be used for other "as needed" projects for the City.
	Replace Pickup #1	50,000	Projected in CIP FY 2022-23	2008 Chevy Silverado pickup used to provide Public Works services for the City.
	Replace Pickup #2	50,000	Projected in CIP FY 2025-26	2017 Toyota Tacoma pickup used to provide Public Works services for the City. Included in CIP for possible replacement in FY 2025-26.
	Replace Zero Turn Mower	10,000	Unfunded	Lawn mover used to provide Public Works services for the City. Current model purchased 2016; estimated life cycle is seven to ten years. No purchase is planned in the proposed budget.
	Replace Code Compliance Vehicle	50,000	Unfunded	2014 Chevy Tahoe. Code vehicle is replaced as needed with PD vehicles that are at the end of their patrol life cycle or about \$50,000 new
	Total	195,000		
<u>Economic Development</u>				
	Total	-		

Rank	Item	Cost	Funding Status	Requirement
<u>Justice Center</u>				
5	Replace/Repair Roof	100,000	Projected in CIP FY 2021-22	Roof is at the end of its life cycle and tends to leak during heavy rains. This is included in the CIP
	Replace Emergency Generator	250,000	Unfunded	Current generator is 19 years old with a typical life expectancy of 30. Costs include purchase of a 480KW generator, mounting, and electrical hook ups. Funding is not requested at this time.
	Security Fencing	50,000	Unfunded	Install security fencing around Justice Center to protect City assets. Grant approved in 2019, but was not funded by State
	Total	400,000		
<u>Parks</u>				
	Renovate Rogier Park Bathrooms	50,000	Projected in CIP FY 2022-23	Possible CDBG project to renovate/replace bathroom at Rogier's Park. This is included in the CIP in 2022 and assumes CDBG assistance with funding.
	Develop Parks Master Plan	30,000	Unfunded	Parks Master Plan will be needed before any renovation or expansion occurs to parks and/or trails.
	Renovate Rogier Park	250,000	Projected in CIP FY 2023-24	Possible CDBG project. This is included in the CIP in 2023 and assumes CDBG assistance with funding.
	Total	330,000		

Rank	Item	Cost	Funding Status	Requirement
<u>Roads</u>				
	Hillcrest Dr Renovation	1,200,000	MPO grant funding requested	City is presently funding engineering costs for this project. Complete reconstruction is planned with hike/bike trails. Land acquisition will be required. Possible funding sources include tax note, MPO Grant. Grant is presently in review status at AAMPO with the results to be announced Fall 2021 for funds sometime over next 4-5 years. Ongoing costs for engineering will continue in FY 2021-22.
1	Pleasant Reconstruction	600,000	Funded	This is the City's next residential street reconstruction according to the PCI plan. \$600,000 in Grant funds have been awarded by Bexar County CDBG. \$1.2 million total project
	Sidewalks	50,000	Projected in CIP FY 2022-23	Possible CDBG project to reconstruct portions of City sidewalks. Project is included in the CIP for 2021 and assumes CDBG participation.
	Traffic Signals	250,000	Unfunded	Though the "brains" of the Babcock/Hillcrest system were replaced in FY 2020-21, additional work will be required on this traffic control system when the intersection is being worked on as part of the Hillcrest Dr project. Funds will need to be identified for the Crossroads/N. Crossroads signal is at the end of its life cycle. Possible replacement is being considered as part of a bigger infrastructure project to include sidewalks and drainage improvements.
Total		2,100,000		

Rank	Item	Cost	Funding Status	Requirement
<u>Other</u>				
				In FY 2018-19, Council voted to eliminate the 70% repeating COLA for retirees in TMRS. This means that retirees will not receive COLAs both for present retirees as well as for future retirees. To restore the COLA, it would cost the City \$224,352 in FY 2021-22 and approximately this amount each year going forward.
1	Restore Recurring TMRS COLA at 70%	224,352	Unfunded	
	Restore Recurring TMRS COLA at 50%	143,011	Unfunded	
	Restore Recurring TMRS COLA at 30%	68,316	Funded	
	Purchase Incode for Finance	30,000		Initial setup \$30,000 for web-based financial system. \$15,000 recurring annual costs.
	Electronic Sign	50,000	Unfunded	Possible purchase of an electronic sign to advertise City events such as council meetings. Funding is not requested at this time.
	Renovate Old City Hall Building	100,000	Unfunded	Possible project to renovate a previous City building currently used for storage. Funding is not requested at this time. Need new
	Additional Overhead Street Lighting	60,000	Unfunded	Possible project to provide additional overhead street lighting.
	Total	675,679		
	Grand Total	6,287,679		

City of Balcones Heights

Fee or Permit	FY 2021-22
<u>Administration</u>	
Credit Card Convenience Fees	
Credit Card Payment over Phone	3%
In Person	3%
On-Line	3%
Visa/Master Card	3%
Home Occupation Registration	\$75
Effective dates 1 Jan - 31 Dec	
Labor charge	
For locating, compiling, and reproducing, per hour <i>(if documents are not located in the immediate area and over 50 pages)</i>	\$20
Notary Fees	
Acknowledgement, Certified Copies, Jurat's, Oaths and Affirmation	\$6
Protests - Per Document	\$5
Peddlers Permit	\$100
Records Requests	
Certified Copy - Each Certification	\$5
Compact Disc	\$1
Data cartridge	Actual
Digital Video Disc	\$3
Diskette	\$1
Magnetic tape	Actual
Maps	Actual
Miscellaneous supplies	Actual
Nonstandard-size copy:	
Other electronic media	Actual
Oversize paper copy (11" x 17")	\$0.5
Photographs	Actual
Postage & shipping charge	Actual
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual
Standard paper copy	\$0.1
Tape cartridge	Actual
<i>No sales tax shall be applied to copies of public information</i>	
Return Check Fee	\$35

City of Balcones Heights

Fee or Permit	FY 2021-22
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Alcoholic Beverages

Licenses

P - Package Store	\$250
PS - Package Store Tasting	\$12.5
BG - Wine & Beer On Premises	\$375
BQ - Wine & Beer Retailers - Off Premises	\$30
BE - Beer Retailer's On Premises	\$375
Q - Wine Only - Package Store	\$37.5
MB - Mix Beverage Permit	\$375
CB - Caterer's Permit	\$250
PE - Beverage Cartage Permit	\$10

City of Balcones Heights

Fee or Permit	FY 2021-22
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Animal Control

Boarding/Quarantine Fees

A boarding/quarantine fee must be paid for each animal

Dog/Cat, per day	Actual +20%
Fowl or other small animal, per day	Actual +20%
Reptile, per day	Actual +20%
Livestock, per day	Actual +20%
Zoological/Circus animal, per day	Actual +20%

Impoundment Fees

An impoundment fee must be paid for each captured animal dog, cat, fowl, or other small animal impoundment

1st Offense	\$35
2nd Offense	\$50
3rd Offense or each offense thereafter	\$100
Livestock	Actual + 20%
Zoological/Circus animal	Actual + 20%
Boarding, per day	Actual + 20%
Medical Exam	Actual + 20%
Euthanization	Actual + 20%

Licenses

	Jan 1-Dec 31
Spayed or Neutered animal	\$5
Un-Spayed or Un-Neutered	\$10
Replacement tags, if lost	\$3

Ch. 90.021: It shall be a violation of this chapter for any person to possess, own, or otherwise keep within the city more than four animals of the same species in any developed residentially zoned section or to keep more than six animals of the same species, excluding livestock, in an area zoned agricultural/residential which exceeds one-half acre except in cases of newly born or hatched litters or clutches under the age of three months old.

Ch. 90-32 states household or businesses can have no more than 4 dogs and/or cats before kennel provisions apply. Puppies or kittens up to 4 months are exempt from total.

City of Balcones Heights

Fee or Permit	FY 2021-22
Animal Control - <i>continued</i>	
Permits	
Kennel authorized to house 10 or less dogs or cats	\$75
Kennel authorized to house more than 10 but less than 50	\$100
Kennel authorized to house 50 or more	\$150
Pet Shop	\$100
Grooming Shop	\$100
Riding Stable	\$100
Auction	\$100
Zoological Park	\$200
Animal Exhibition/Circus	\$250
Guard Dog Training Center	\$200
Obedience Training Center	\$100
Commercial Establishment Using a Guard Dog	\$100
Annual Sellers Permit	\$100
One Time Sellers Permit	\$75
Dangerous Dog Permit	\$750
Dangerous Dog Financial Responsibility/Insurance	\$1,000,000
Trap Deposit , Refundable when trap is returned	\$75

City of Balcones Heights

Fee or Permit	FY 2021-22
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Community Development

Abatement Fee	Expense incurred by the City and 10% interest accrued; lien filing fees and release of lien fees
Additional Plan Review (i.e. revised), per hour (1 hour minimum)	\$100
Administrative Fee Cancellation of permit if work has not been started.	25% of original permit value
Building Permit Fees - Commercial and Residential	
Plan Review (related to a building permit)	50% of permit fee
Plan Review (not related to a building permit)	\$75/hour or fraction thereof
Plan Review by City Engineer	Cost plus 5%
Certificate of Occupancy	\$150
Construction beginning without permit, pay additional:	Double Permit Fee
Construction - Commercial	
Addition	Table A
Remodeling - Interior/Exterior	Table A
Flatwork/Deck	Table A
Accessory Buildings	Table A
Dumpster Enclosure	Table A
Parking Lot/Driveway New and Maintenance Over 25 Percent Not in ROW	Table A
Patio/Patio Cover	Table A
Roof Replacement	Table A
Window Replacement	Table A
Sign	Table A
Foundation Repair	Table A
Landscaping	Table A
Fence	Table A
Siding (all exterior finishes)	Table A
Temporary Building or Structure	Table A
Swimming Pools (above ground and in-ground)	Table A
Exterior Painting	No Fee

<u>Construction Costs - Table A</u>	
\$0.01 to \$500.00	\$50
\$501 to \$2,000 (to include each additional <u>\$100</u> and fraction thereof)	\$50 + \$3.05/ 100 Value
\$2,001 to \$25,000 (to include each additional \$1,000 and fraction thereof)	\$70.75 + \$14.00/ 1,000 Value
\$25,001 to \$50,000 (to include each additional \$1,000 and fraction thereof)	\$392.75 + \$10.10/ 1,000 Value
\$50,001 to \$100,000 (to include each additional \$1,000 and fraction thereof)	\$645.25 + \$7.00/ 1,000 Value
\$100,001 to \$500,000 (to include each additional \$1,000 and fraction thereof)	\$999.25 + \$5.60/ 1,000 Value
\$500,001 to \$1,000,000 (to include each additional \$1,000 and fraction thereof)	\$3,235.25 + \$4.75/ 1,000 Value
\$1,000,001 and up (to include each additional \$1,000 and fraction thereof)	\$5,610.25 + \$3.65/ 1,000 Value

City of Balcones Heights

Fee or Permit	FY 2021-22
Community Development - continued	
Construction - Residential	
Accessory Buildings - Non-habitable Addition	\$60 min + \$0.15/sq foot
Deck	\$125 min + \$0.35/sq foot
Fence	\$60 min + \$0.15/sq foot
Flatwork	\$60 min + \$0.15/linear foot
Foundation Repair	\$60.00 min + \$.08/sq foot
New Home Construction/Habitable Accessory Building	\$200
Other Repairs/Renovations	\$500 min + \$0.35/sq foot
Patio Cover w/ Existing Slab	\$75
Portable Storage Containers/Units	\$60 min + \$0.15/sq foot
Remodel - Interior/Exterior	\$50
Roof Replacement	\$125 min + \$0.15/sq foot
Siding (all exterior finishes)	\$125
Swimming Pools - Above Ground	\$100 min
Swimming Pools - In-Ground	\$60
Window / Door Frame Replacement	\$250 (pool & coping) See Flatwork Fees \$75 for first window/door frame + \$5.00/additional
Consultation / After Hours (2-hour minimum)	\$75/hour or fraction thereof
Contractor's Registration Fees	
All Contractors (annual)	\$75
Electrical Contractor (annual) - No charge per state law	N/C
Plumbing Contractor (annual) - No charge per state law	N/C
Demolition Fee	
Demolition Permit Fee (residential)	\$75
Demolition Permit Fee (commercial)	\$150
Electrical Permit - Commercial	
Electrical Repair/Replacement	\$60 + 3% of Value
New Construction per building/unit	\$60 + 3% of Value
Temporary Meter Loop	\$75
Solar	\$60 + 3% of value
Electrical Permit - Residential	
Temporary Meter Loop	\$75
Panel Rebuild	\$125
Septic	\$125
Solar	\$125
Swimming Pool/Hot Tub/Spa	\$125
New Residential Construction	\$125 + \$.15/sq foot
Rewire Existing Structure/Additional Outlets/Fixtures/Circuits	\$125 + \$.15/sq foot

City of Balcones Heights

Fee or Permit	FY 2021-22
Community Development - continued	
Fire Protection	
Alternative Fire Protection System	\$250
Fire / Smoke Damper	\$2 each
Fire Alarm System	\$200 + \$.50/ initiating or signaling device
Fire Sprinkler Systems	\$200 + \$.50/ sprinkler head
Fire Suppression System Installation	\$100
Flammable or combustible liquid tanks	\$150 each review
Re-Inspection Fee	\$75
Rescheduling Fee	\$75
Smoke Control Systems	\$175
Spray Booth System	\$250
System Retesting Fee	\$75
Underground Fire System	\$200
Vent / Hood Suppression System	\$200
After hours Fee (beyond the hours of 8:00 a.m. to 5:00 p.m.)	\$60 per hour per inspector
Floodplain Development	
Floodplain Development Permit (Construction permits additional)	\$60 plus any engineering fees incurred
Inspections	
City Engineer Inspections	Cost plus 5%
Irrigation Permit - Commercial	
Permit Fee	\$50 + 3% of Value
Backflow	\$50 + 3% of Value
Irrigation Permit - Residential	
Permit Fee w/Backflow	\$75
Mechanical Permit - Commercial	
Mechanical Repair/Replacement	\$50 + 3% of Value
New Construction per building/unit	\$50 + 3% of Value
Mechanical Permit - Residential	
Duct Change Out	\$100
New Furnace	\$60.00 + \$.08/sq foot
New Coil/Condenser/Heat Pump	\$60.00 + \$.08/sq foot
New Construction	\$125 + \$0.15/sq foot

City of Balcones Heights

Fee or Permit	FY 2021-22
Community Development - continued	
Plumbing Permit - Commercial	
Plumbing Repair/Replacement	\$60 + 3% of Value
New Construction per building/unit	\$60 + 3% of Value
Lead Solder Test	\$60 + 3% of Value
Gas Test	\$75
Plumbing Permit - Residential	
Gas test and/or repair	\$60
Sewer Line Replacement	\$60 + \$0.25/linear foot
New Construction	\$125 + \$0.15/sq foot
Swimming Pool/Hot Tub/Spa	\$125
Water Heater	\$60/Unit
Water Softener	\$60/Unit
Lead Solder Test	\$75
Re-Inspections	
Each re-inspection, per trade	\$100
Re-inspections after first, per trade	\$150
<i>If re-inspection has been called for and the second inspection revealed the original turn down items have not been corrected in part or whole, in addition to the above fees, a seventy-two (72) hour notice of inspection shall be required before another re-inspection will be conducted.</i>	
Right of Way Permits and Inspections	
Sidewalks	\$100 per day + \$0.0525 per sq. ft. w/minimum charge of \$5 per day
Residential thoroughfare closure	\$150 per day + \$0.1050 per sq. ft. w/minimum charge of \$10 per day
Primary street closure (Hillcrest, Babcock, Crossroads, N., Crossroads Blvd., Balcones N. & Balcones Heights Rd.)	\$250 per day + \$0.0525 per sq. ft. for sidewalks and /or \$0.1050 per sq. ft. for lane closure or portion thereof w/minimum charge of \$20 per day
Re-inspection fee	\$75
Outside consultant inspection fee	Actual + 3% Administrative Fee
Curb Cuts	\$50/Cut

City of Balcones Heights

Fee or Permit	FY 2021-22
<u>Community Development</u> - <i>continued</i>	
Network Providers' Access to Public Rights-of-Way	
Colocation Fee for Network Nodes on Service Poles Annual fee for each service pole	\$20
Network Nodes Application Fee For each application containing up to five (5) network nodes For each additional network node beyond five (5)	\$500 \$250
Network Node Annual Site Rental Fee For each network node site <i>Note: Adjusted on an annual basis, by an amount equal to one-half of the annual change, if any, in the Consumer Price Index.</i>	\$250
Node Support Pole Application Fee For each node support pole	\$1,000
Transport Facility Application Fee For each application containing up to five (5) network nodes For each additional network node beyond five (5)	\$500 \$250
Transport Facility Monthly Rental Fee For each network node site <i>Note: Not to exceed the monthly aggregate per-note fee</i>	\$28
Signs - Temporary	
Real Estate or Development Sign	N/C
Banners Over Right-of-Way	\$50
Ground or Wall Sign	\$50
Temporary Signs May be displayed 6 times per year Effective dates 1 Jan - 31 Dec	\$50

City of Balcones Heights

Fee or Permit	FY 2021-22
<u>Businesses & Vendors</u>	
Billiard Hall Effective dates 1 Jan - 31 Dec	\$75
Coin Operated Machines, per Machines Effective dates 1 Jan - 31 Dec	\$15
Credit Access Bureau Registration Fee Effective dates 1 Jan - 31 Dec	\$75
Electronic Billboard, each Effective dates 1 Jan - 31 Dec	\$7,000
Home Occupation Permit	Jan 1-Dec 31
Application	\$75
Annual Permit	\$35
Peddlers Permit	\$100
Shopping Cart Recovery Fine	\$75

City of Balcones Heights

Fee or Permit	FY 2021-22
<u>Court Charges</u>	
Credit Card Convenience Fees	
Credit Card Payment over Phone	3%
Visa/Master Card	3%
In Person	3%
On-Line	3%
Defensive Driving Course Request	\$10
Return Check Fee	\$35
Warrant of arrest	\$50

City of Balcones Heights

Fee or Permit	FY 2021-22
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Fire Department and Hazardous Materials

Operational Permits

Battery Systems	\$50
Carnivals and Fairs	\$50
Combustible Dust Product Options	\$50
Cryogenic Fluids	\$50
Cutting and Welding	\$50
Explosives	\$50
Flammable Storage	\$50
Haz-mat	\$50
Lumberyards	\$50
Open or Control Burn Permits	\$50
Spraying and Dipping	\$50
Storage of Tires	\$50
Tents	\$50

Other Permits

Alternative Fire Protection Systems	\$250
Fire Sprinkler System	\$250 + \$0.50/device
Fire/Smoke Damper	\$2/each
Fireworks display permit	\$250
Rescheduling Fee	\$100
Spray Booth System	\$250
System Retesting Fee	\$100
Underground Fire System	\$200

Response Charges

(a) Apparatus. The following fees shall be charged for emergency response operations.

1. Class A pumper, per hour	\$250
2. Aerial apparatus, per hour	\$300
3. Tanker apparatus, per hour	\$175
4. Rescue truck, per hour	\$150
5. Command unit, per hour	\$75
6. Rescue boat, per hour	\$150
7. Rehab unit, per hour	\$75
8. Staff vehicle, per hour	\$75
9. Brush truck, per hour	\$150

NOTE: Non-emergency, standby and returning to services fees will be charged at one-half the hourly rate:

City of Balcones Heights

Fee or Permit	FY 2021-22
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Fire Department and Hazardous Materials - continued**(b) Communications. The following fees for dispatching shall be charged for fire department response:**

- | | |
|---|------|
| 1. Dispatch fee, | \$75 |
| 2. Administration Fee (to be applied to all billings) | 20% |

(c) Firefighting agents. The following fees for specialized fire protection supplies shall be charged for operations response:

- | | |
|------------------------------|------|
| 1. AFFF foam, per gallon | \$35 |
| 2. Class A foam, per gallon | \$20 |
| 3. Light water, per gallon | \$20 |
| 4. Micro-clean, per gallon | \$30 |
| 5. Star-dust, per 15 lb. bag | \$25 |

(d) Firefighting equipment replacement. The following fee for damaged or contaminated equipment shall be charged for operations response:

- | | |
|---|---------|
| 1. Hose 1.0" (each 50') | \$255 |
| 2. Hose 1.75" (each 50') | \$125 |
| 3. Hose 2.5" (each 50') | \$172 |
| 4. Hose 3.0" (each 50') | \$225 |
| 5. Hose 5.0" (each 100') | \$685 |
| 6. Hose 1.0" booster (each 50') | \$270 |
| 7. SCBA air mask (each) | \$375 |
| 8. SCBA air mask complete (each) | \$6,555 |
| 9. SCBA spare cylinders (each) | \$1,255 |
| 10. 12' roof ladder (each) | \$330 |
| 11. 14' roof ladder (each) | \$375 |
| 12. 24' extension ladder (each) | \$525 |
| 13. 35' extension ladder (each) | \$925 |
| 14. A-frame combo ladder (each) | \$480 |
| 15. PASS alarm (each) | \$200 |
| 16. Portable radio, each | \$3,400 |
| 17. Fog nozzle 1.5-1.75", each | \$645 |
| 18. Fog nozzle 1.0", each | \$540 |
| 19. Fog nozzle 2.5", each | \$705 |
| 20. Fog nozzle 2.5" master, each | \$847 |
| 21. Stacked tips w/shaper, each | \$566 |
| 22. Deluge monitor w/o pie and tips, each | \$2,575 |
| 23. Foam aerator tube, each | \$396 |
| 24. 8' attic folding ladder, each | \$230 |
| 25. 10" attic folding ladder, each | \$255 |

Note: This list is not all-inclusive of equipment that may be damaged or contaminated during the course of a response effort. Additional equipment may be charged at actual replacement costs.

City of Balcones Heights

Fee or Permit	FY 2021-22
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Fire Department and Hazardous Materials - continued**(e) Fire equipment used. The following fees for fire equipment used shall be charged for operations:**

1. Camera w/pictures, each set	\$35
2. Cellular phone w/long dist. Chg.	\$25
3. Command light	\$250
4. Tripod light, each	\$25
5. Hand lights, each	\$15
6. Water extinguisher, each	\$15
7. ABC extinguisher, each	\$40
8. CO2 extinguisher, each	\$40
9. Chain Saw, per hour	\$40
10. Rescue (K-12) saw, per hour	\$40
11. Generator, per hour	\$45
12. PPV fans, per hour	\$50
13. Halligan tool	\$20
14. Bolt cutters (HD)	\$20
15. Salvage covers, each	\$25
16. Hall runner, each	\$15
17. Rolls of plastic, each	\$30
18. Gas plug/gasoline plug kit	\$45
19. Explosive meter	\$180
20. SCBA, each	\$75
21. Refill SCBA bottle, each	\$8
22. Barricade/scene tape	\$20
23. Tank, portable/fold-a-tank	\$150
24. Flappers/fire brooms, each	\$10
25. K-Tool	\$20
26. Stokes basket w/bridle	\$85
27. Windshield tool	\$10
28. Kendrix extrication device	\$95
29. All other non-listed items	Cost + 15%

City of Balcones Heights

Fee or Permit	FY 2021-22
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Fire Department and Hazardous Materials - continued**(f) Haz-mat. The following fees for Haz-mat supplies shall be charged for operations response:**

1. Absorbent, per bag	\$15
2. Drum liners, each	\$10
3. Lite-dri, per 50 lb. bag	\$20
4. Top-sol, per bag	\$30
5. Barricade tape, per roll	\$20
6. Poly sheeting, per roll	\$50
7. Plug and patch kit, Plug 'n Dike	\$205
8. Plug and Dike Kit Complete	\$50
9. Disposable coveralls, each	\$45
10. Latex gloves, pair	\$5
11. Disposable goggles, pair	\$10
12. Broom, each	\$40
13. Shovel, each	\$50

(g) Personnel. The following fees for personnel shall be charged for operations response:

1. Firefighter, per hour	\$15
2. Haz-mat tech, per hour	\$20
3. Haz-mat operation, per hour	\$15
4. Fire inspectors, per hour	\$20
5. Fire investigators, per hour	\$25
6. Incident commander, per hour	\$30

(h) Protective equipment replacement. The following fees for damaged or contaminated protective equipment shall be charged for operations response:

1. Helmet, each	\$250
2. Nomex hood, each	\$35
3. Bunker coat, each	\$989
4. Bunker pants, each	\$983
5. FF boots, pair	\$120
6. FF gloves, pair	\$49

(i) Rescue equipment used. The following fees for rescue equipment used shall be charged for operations response :

1. Spreaders, per hour	\$125
2. Cutters, per hour	\$125
3. Ram(s), per hour	\$125
4. Porta power, per hour	\$55
5. Ajax cutting tool, per hour	\$35
6. Saws-all, per hour	\$65
7. Air impact tools, per hour	\$85
8. Oxygen with mask, per hour	\$90
9. Air bags, per hour	\$175

City of Balcones Heights

Fee or Permit	FY 2021-22
<u>Health Services</u>	
Food Establishment Fees:	
	Jan 1-Dec 31
Non-Profit Organizations (<i>regardless of number of employees</i>)	\$125
1-2 Employees	\$125
3-6 Employees	\$285
7-10 Employees	\$540
11-20 Employees	\$575
21+ Employees	\$725
Temporary Food and/or Beverage Establishment	\$75
Temporary Food Vendor Late Fee	\$20
Jazz Festival Food and/or Beverage	\$100
One Year Temporary Food and/or Beverage	\$200
Prepackaged Food - Non Restaurant	\$50
Day Care Centers	\$75
School Cafeterias	\$75
Philanthropic Organizations	\$100
Foster Care	\$75
Public Swimming Pool	
	Jan 1-Dec 31
First pool	\$75
Each additional pool	\$20
Re-inspection fees	\$75
<i>City Health Code Violation Court Dismissal Fee (any health fee violation that is abated prior to their court appearance)</i>	\$25
Massage Business Permit	\$100
Masseur Permit	\$25
Special Events	
Special Event Permit	\$50
Special Event Permit Expedite Fee	\$150 + \$50 permit fee

City of Balcones Heights

Fee or Permit	FY 2021-22
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Park Pavilion Rental

Non-Resident

Friday-Sunday & Holidays - 4 hours	\$100
Monday-Thursday (non Holidays) - 4 hours	\$50
Friday-Sunday & Holidays - all day	\$150
Monday-Thursday (non Holidays) - all day	\$75

Resident

Friday-Sunday & Holidays - 4 hours	\$20
Monday-Thursday (non Holidays) - 4 hours	\$10
Friday-Sunday & Holidays - all day	\$40
Monday-Thursday (non Holidays) - all day	\$20

City of Balcones Heights

Fee or Permit	FY 2021-22
<u>Planning & Zoning</u>	
Appeals and Requests for Amendments	\$250
<i>Considered by City Council, the Planning & Zoning Commission, or the Board of Adjustment.</i>	
Moving Structures on City Streets	
Permit	\$200
Deposit for City fees not listed	\$1,000
Police Escort Fee, per hour	\$50
<i>Moving company must provide proof of insurance in the amount of \$1 million prior to issuance of permit.</i>	
Performance Agreement Extension Filing Fee	\$200
Plat Fees	
Plat Filing Fee at County	Actual +20%
Plat or Re-Plat Filing Fee - Single Family	\$500 + \$100 for each single family lot, plus any engineering fees incurred over \$400
Plat or Re-Plat Filing Fee - Non-single family	\$500 + \$250 per acre or fraction thereof, plus any engineering fees incurred over \$400
Amended Plat	\$200, plus any engineering fees incurred over \$100
Specific Use Permit (SUP)	\$500
Variance and/or Waivers (Board of Adjustments)	
Zoning Code - Commercial	\$500
Building Code - Commercial	\$500
Zoning Code - Residential	\$125
Building Code - Residential	\$125
Zone Change	\$500
Zoning Verification Letter	
Single tract of land per tract	\$50

City of Balcones Heights

Fee or Permit	FY 2021-22
<u>Police Services</u>	
Accident Reports	\$6
Alarm Permit Fees	Jan1-Dec 31
Tier 1 Commercial	\$100
Tier 2 Commercial	\$100
<i>Site alarm system required under local, state or national code, annual.</i>	
Late fee assessed after 30 days	\$50
False Alarm Service Fees - Fire & Robbery (Panic & Duress)	Jan 1-Dec 31
1st False Alarm	N/C
2nd False Alarm	N/C
3rd False Alarm	\$150
4th False Alarm	\$200
5th False Alarm	\$250
6th False Alarm	\$300
7th False Alarm	\$350
8th False Alarm	\$400
Each additional False Alarm beyond 8th, each	\$500
Fee for Alarm with no Permit	\$100
False Alarm Service Fees - Burglar	Jan 1-Dec 31
1st False Alarm	N/C
2nd False Alarm	N/C
3rd False Alarm	N/C
4th False Alarm	\$50
5th False Alarm	\$50
6th False Alarm	\$75
7th False Alarm	\$75
8th False Alarm	\$100
Each additional False Alarm beyond 8th, each	\$100
Fee for Alarm with no Permit	\$100
Finger Printing	
Fingerprints, per set	\$10
Fingerprint cards	
First card	\$10
Each additional card	\$5

City of Balcones Heights

Fee or Permit	FY 2021-22
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Police Services - *continued*

Impound Lot Fees

Towing Charges	\$95
Impound Fee	\$200
Daily Fee (after 24 hours)	\$20
Certified Letter/Administrative Fees (Impound Notice)	\$35
Administrative fee for auctioned off vehicle	\$35

Personal Property Evidence

Property Safekeeping Fee	\$25
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Police Reports

\$6

Red Light Camera

Red Light Camera Violation	\$75
Late fee	\$25

Rental Property Registration Program – Annual Registration

Single Family Residence (including short-term rentals)	\$100
Duplex Residence	\$125
Hotel/Motel 0-50 rooms/rental units	\$250 + \$10/unit
Hotel/Motel 51+ rooms/rental units	\$350 + \$10/unit
Multi-family 3-9 Units	\$150 + \$10/unit
Multi-family 10-25 Units	\$200 + \$10/unit
Multi-family 26-50 Units	\$250 + \$10/unit
Multi-family 51-75 Units	\$300 + \$10/unit
Multi-family 76-100 Units	\$350 + \$10/unit
Multi-family 101-150 Units	\$400 + \$10/unit
Multi-family 151-200 Units	\$450 + \$10/unit
Multi-family 200-350 Units	\$500 + \$10/unit

Assessment of \$10/unit fee begins January 1st following the fifth year the rental property was issued a first Certificate of Occupancy or the building final.

Registrations occurring after July 1st shall be assessed half the annual fee.

Late Fees

Late Fees for Registration Renewal Paid by January 15th	\$50
Late Fees for Registration Renewal Paid After January 15th	Double Assessed Fee
Registration for conversion of single family to rental after 10 days of tenant occupancy	\$50
Registration 30 days after change in ownership of property	75% of Assessed Fee

Re-inspection Fees

First re-inspection	\$100
Second re-inspection	\$150
Third and subsequent re-inspections	\$250

City of Balcones Heights

Fee or Permit	FY 2021-22
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Residential Services

Alarm Permit Fees

Jan 1-Dec 31

Residential, annual	\$35
Late fee assessed after 30 days	\$10

Animal Licenses

Jan 1-Dec 31

Spayed or Neutered animal	\$5
Un-Spayed or Un-Neutered	\$10
Replacement tags, if lost	\$3

Ch. 90.021: It shall be a violation of this chapter for any person to possess, own, or otherwise keep within the city more than four animals of the same species in any developed residentially zoned section or to keep more than six animals of the same species, excluding livestock, in an area zoned agricultural/residential which exceeds one-half acre except in cases of newly born or hatched litters or clutches under the age of three months old.

Ch. 90.32 states household or business can have no more than 4 dogs and/or cats then kennel provisions apply. Puppies or kittens up to 4 months are exempt from 4 total.

Garage/Yard Sale Permit, each

Residential, limit 3 events per year	\$10
Neighborhood Garage Sale	\$35
Rain check fee	N/C
Churches, Charitable, and Non Profit, limit 3 per year	\$25

Tree Trimming

Residential - Oak Trees - Performed by Resident	N/C
Residential Property - Performed by Contractor	\$25
Commercial Property	\$50
Commercial Tree Planting	\$25

City of Balcones Heights

Fee or Permit	FY 2021-22
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Storm Water Utility

Residential (Homeowners) Rate \$5.20/month

Commercial (Businesses and Apartments) Rate
 Base Fee \$61.92/month +

The commercial rate consists of a base fee of \$61.92 each month plus a charge for the amount of the property's square footage. The methodology for computing the rate is:

- Monthly Base Fee \$61.92
- Plus the cost of square footage of the lot:
- 1 - 49,999 sq. ft. \$0.28 per 1,000 sq. ft.
- 50,000 - 99,999 sq. ft. \$0.41 per 1,000 sq. ft.
- 100,000 - 199,999 sq. ft. \$0.54 per 1,000 sq. ft.
- 200,000 sq. ft. or greater \$0.68 per 1,000 sq. ft.

For example, a business that resides on a 77,101 square foot lot would pay \$61.92 + (77,101 sq. ft./1,000) X \$0.41 = \$93.53

Hillcrest Businesses Rate \$29.99/month

The rate for businesses in the 2800 - 3000 blocks of Hillcrest Drive

Storm Water Development Fee \$0.40 per sq. ft.

Net additional square footage of total impervious surface area (excluding public sidewalks) of the property multiplied by \$0.40.

City of Balcones Heights

Fee or Permit	FY 2021-22
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Water & Sewer

Impact Fees based on Equivalent Dwelling Unit (EDU)

Water Supply	\$2,796
Water Delivery Flow	\$1,182
Water Delivery System Development	\$619
Wastewater Treatment	\$789
Wastewater Collection	\$1,469

Or current San Antonio Water System Outside City Limits Rate for the Zone that includes Balcones Heights + 5% Administrative Fee for all rates.

Residential Sewer Service Fees

0 to 1,496 gallons of water, per month (minimum charge)	\$15.25
Over 1,496 gallons of water, per 100 gallons	\$0.4038
Unaveraged (flat rate) or interim rate (for new accounts)	\$42.43
Unmetered (flat rate)	\$42.43

Sewer Service Fees - Commercial & General

(includes Apartment, Commercial, Industrial, and Municipal)
 0 to 1,496 gallons of water, per month (minimum charge) \$15.25
 Over 1,496 gallons of water, per 100 gallons \$0.4038
 SAWS out of COSA rate + 10%

Sewer Service Fees - Industrial Waste Surcharges

Current San Antonio Water System Outside City Limits Rate
 + 10% capital replacement fee

Sewer Service Fees - Other Charges

Current San Antonio Water System Outside City Limits Rate
 + 10% capital replacement fee





**CITY of BALCONES HEIGHTS
HOLIDAY SCHEDULE
Fiscal Year 2021-22**

October 1, 2021 – September 30, 2022

ADOPTED

VETERAN'S DAY	November 11, 2021	Thursday
THANKSGIVING	November 25, 2021	Thursday
FRIDAY AFTER	November 26, 2021	Friday
CHRISTMAS EVE	December 24, 2021	Friday
NEW YEARS EVE	December 31, 2021	Friday
MARTIN LUTHER KING DAY	January 17, 2022	Monday
PRESIDENT'S DAY	February 21, 2022	Monday
BATTLE OF FLOWERS PARADE	April 8, 2022	Friday
MEMORIAL DAY	May 30, 2022	Monday
JUNETEENTH	June 20, 2022	Monday
INDEPENDENCE DAY	July 4, 2022	Monday
LABOR DAY	September 5, 2022	Monday

City Council Meeting Date Changes:

4th Monday, November 22nd – Change to 3rd Monday, November 15th

4th Monday, December 27th – Change to 3rd Monday, December 20th



City of Balcones Heights
 FY 2021-22 Adopted Budget Salary Schedule

Positions/Job Title	Steps and Annual Salary										
	Grade	1	2	3	4	5	6	7	8	9	10
General Positions											
Maintenance/Streets Worker	6	30,285	30,890	31,508	32,138	32,781	33,437	34,106	34,788	35,483	36,193
Dispatcher	15	37,813	38,569	39,340	40,127	40,930	41,748	42,583	43,435	44,304	45,190
Deputy Court Clerk	15	37,813	38,569	39,340	40,127	40,930	41,748	42,583	43,435	44,304	45,190
Maintenance Supervisor	18	40,711	41,526	42,356	43,203	44,067	44,949	45,848	46,765	47,700	48,654
Senior Court Clerk	20	42,766	43,622	44,494	45,384	46,292	47,218	48,162	49,125	50,108	51,110
Dispatch Supervisor	23	46,076	46,998	47,938	48,896	49,874	50,872	51,889	52,927	53,986	55,065
Municipal Court Judge	N/A	25,000									
Code Enforcement Officer	25	48,412	49,381	50,368	51,376	52,403	53,451	54,520	55,611	56,723	57,857
Financial/Administrative Coord.	34	60,483	61,693	62,927	64,185	65,469	66,778	68,114	69,476	70,866	72,283
Community Relations Manager	34	60,483	61,693	62,927	64,185	65,469	66,778	68,114	69,476	70,866	72,283
Fire Positions											
Fire Fighter	24	47,223	48,167	49,130	50,113	51,115	52,138	53,180	54,244	55,329	56,435
Lieutenant	31	56,157	57,280	58,425	59,594	60,786	62,002	63,242	64,506	65,796	67,112
Captain	34	60,483	61,693	62,927	64,185	65,469	66,778	68,114	69,476	70,866	72,283
Police Positions											
Officer	25	48,412	49,381	50,368	51,376	52,403	53,451	54,520	55,611	56,723	57,857
Corporal	29	53,453	54,522	55,612	56,724	57,859	59,016	60,196	61,400	62,628	63,881
Sergeant	34	60,483	61,693	62,927	64,185	65,469	66,778	68,114	69,476	70,866	72,283
Lieutenant	39	68,444	69,813	71,209	72,633	74,086	75,567	77,079	78,620	80,193	81,796
Management Positions											
City Secretary	39	68,444	69,813	71,209	72,633	74,086	75,567	77,079	78,620	80,193	81,796
Dir. Community Development	43	75,539	77,050	78,591	80,163	81,766	83,401	85,069	86,771	88,506	90,276
Dir. Eco Dev & Public Affairs	43	75,539	77,050	78,591	80,163	81,766	83,401	85,069	86,771	88,506	90,276
Fire Chief	48	85,446	87,155	88,898	90,676	92,490	94,340	96,227	98,151	100,114	102,116
Finance Director	50	89,838	91,634	93,467	95,336	97,243	99,188	101,172	103,195	105,259	107,364
Police Chief	50	89,838	91,634	93,467	95,336	97,243	99,188	101,172	103,195	105,259	107,364
City Administrator	58	129,359	131,947	134,585	137,277	140,023	142,823	145,680	148,593	151,565	154,596

FY 2021-22 Salary Schedule includes a 4% COLA increase effective January 1.

Each Step is a 2% increase in salary.

At Start of Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Step Effective	1	2	3	4	5	6	7	8	9	10									

**City of Balcones Heights
Salary Table**

FY 2021-22

At Year	Grade/ Step	Annual	Biweekly	Hourly	At Year	Grade/ Step	Annual	Biweekly	Hourly
Start	1/1	26,737	1,028	\$ 12.85	Start	5/1	29,484	1,134	\$ 14.18
1	1/2	27,272	1,049	\$ 13.11	1	5/2	30,112	1,158	\$ 14.48
2	1/3	27,817	1,070	\$ 13.37	2	5/3	30,696	1,181	\$ 14.76
3	1/4	28,374	1,091	\$ 13.64	3	5/4	31,302	1,204	\$ 15.05
5	1/5	28,941	1,113	\$ 13.91	5	5/5	31,950	1,229	\$ 15.36
7	1/6	29,520	1,135	\$ 14.19	7	5/6	32,556	1,252	\$ 15.65
9	1/7	30,110	1,158	\$ 14.48	9	5/7	33,248	1,279	\$ 15.98
12	1/8	30,713	1,181	\$ 14.77	12	5/8	33,876	1,303	\$ 16.29
15	1/9	31,327	1,205	\$ 15.06	15	5/9	34,590	1,330	\$ 16.63
18	1/10	31,953	1,229	\$ 15.36	18	5/10	35,260	1,356	\$ 16.95
Start	2/1	27,408	1,054	\$ 13.18	Start	6/1	30,285	1,165	\$ 14.56
1	2/2	27,956	1,075	\$ 13.44	1	6/2	30,890	1,188	\$ 14.85
2	2/3	28,515	1,097	\$ 13.71	2	6/3	31,508	1,212	\$ 15.15
3	2/4	29,085	1,119	\$ 13.98	3	6/4	32,138	1,236	\$ 15.45
5	2/5	29,667	1,141	\$ 14.26	5	6/5	32,781	1,261	\$ 15.76
7	2/6	30,260	1,164	\$ 14.55	7	6/6	33,437	1,286	\$ 16.08
9	2/7	30,866	1,187	\$ 14.84	9	6/7	34,106	1,312	\$ 16.40
12	2/8	31,483	1,211	\$ 15.14	12	6/8	34,788	1,338	\$ 16.72
15	2/9	32,113	1,235	\$ 15.44	15	6/9	35,483	1,365	\$ 17.06
18	2/10	32,755	1,260	\$ 15.75	18	6/10	36,193	1,392	\$ 17.40
Start	3/1	28,122	1,082	\$ 13.52	Start	7/1	30,999	1,192	\$ 14.90
1	3/2	28,684	1,103	\$ 13.79	1	7/2	31,619	1,216	\$ 15.20
2	3/3	29,258	1,125	\$ 14.07	2	7/3	32,251	1,240	\$ 15.51
3	3/4	29,843	1,148	\$ 14.35	3	7/4	32,896	1,265	\$ 15.82
5	3/5	30,440	1,171	\$ 14.63	5	7/5	33,554	1,291	\$ 16.13
7	3/6	31,049	1,194	\$ 14.93	7	7/6	34,225	1,316	\$ 16.45
9	3/7	31,669	1,218	\$ 15.23	9	7/7	34,910	1,343	\$ 16.78
12	3/8	32,303	1,242	\$ 15.53	12	7/8	35,608	1,370	\$ 17.12
15	3/9	32,949	1,267	\$ 15.84	15	7/9	36,320	1,397	\$ 17.46
18	3/10	33,608	1,293	\$ 16.16	18	7/10	37,046	1,425	\$ 17.81
Start	4/1	28,792	1,107	\$ 13.84	Start	8/1	31,821	1,224	\$ 15.30
1	4/2	29,368	1,130	\$ 14.12	1	8/2	32,457	1,248	\$ 15.60
2	4/3	29,955	1,152	\$ 14.40	2	8/3	33,106	1,273	\$ 15.92
3	4/4	30,555	1,175	\$ 14.69	3	8/4	33,768	1,299	\$ 16.23
5	4/5	31,166	1,199	\$ 14.98	5	8/5	34,444	1,325	\$ 16.56
7	4/6	31,789	1,223	\$ 15.28	7	8/6	35,133	1,351	\$ 16.89
9	4/7	32,425	1,247	\$ 15.59	9	8/7	35,835	1,378	\$ 17.23
12	4/8	33,073	1,272	\$ 15.90	12	8/8	36,552	1,406	\$ 17.57
15	4/9	33,735	1,297	\$ 16.22	15	8/9	37,283	1,434	\$ 17.92
18	4/10	34,409	1,323	\$ 16.54	18	8/10	38,029	1,463	\$ 18.28

**City of Balcones Heights
Salary Table**

FY 2021-22

At Year	Grade/ Step	Annual	Biweekly	Hourly	At Year	Grade/ Step	Annual	Biweekly	Hourly
Start	9/1	32,599	1,254	\$ 15.67	Start	13/1	36,017	1,385	\$ 17.32
1	9/2	33,251	1,279	\$ 15.99	1	13/2	36,738	1,413	\$ 17.66
2	9/3	33,916	1,304	\$ 16.31	2	13/3	37,472	1,441	\$ 18.02
3	9/4	34,595	1,331	\$ 16.63	3	13/4	38,222	1,470	\$ 18.38
5	9/5	35,287	1,357	\$ 16.96	5	13/5	38,986	1,499	\$ 18.74
7	9/6	35,992	1,384	\$ 17.30	7	13/6	39,766	1,529	\$ 19.12
9	9/7	36,712	1,412	\$ 17.65	9	13/7	40,561	1,560	\$ 19.50
12	9/8	37,446	1,440	\$ 18.00	12	13/8	41,373	1,591	\$ 19.89
15	9/9	38,195	1,469	\$ 18.36	15	13/9	42,200	1,623	\$ 20.29
18	9/10	38,959	1,498	\$ 18.73	18	13/10	43,044	1,656	\$ 20.69
Start	10/1	33,400	1,285	\$ 16.06	Start	14/1	36,926	1,420	\$ 17.75
1	10/2	34,068	1,310	\$ 16.38	1	14/2	37,664	1,449	\$ 18.11
2	10/3	34,749	1,337	\$ 16.71	2	14/3	38,418	1,478	\$ 18.47
3	10/4	35,444	1,363	\$ 17.04	3	14/4	39,186	1,507	\$ 18.84
5	10/5	36,153	1,391	\$ 17.38	5	14/5	39,970	1,537	\$ 19.22
7	10/6	36,876	1,418	\$ 17.73	7	14/6	40,769	1,568	\$ 19.60
9	10/7	37,614	1,447	\$ 18.08	9	14/7	41,584	1,599	\$ 19.99
12	10/8	38,366	1,476	\$ 18.45	12	14/8	42,416	1,631	\$ 20.39
15	10/9	39,133	1,505	\$ 18.81	15	14/9	43,264	1,664	\$ 20.80
18	10/10	39,916	1,535	\$ 19.19	18	14/10	44,130	1,697	\$ 21.22
Start	11/1	34,243	1,317	\$ 16.46	Start	15/1	37,813	1,454	\$ 18.18
1	11/2	34,928	1,343	\$ 16.79	1	15/2	38,569	1,483	\$ 18.54
2	11/3	35,627	1,370	\$ 17.13	2	15/3	39,340	1,513	\$ 18.91
3	11/4	36,339	1,398	\$ 17.47	3	15/4	40,127	1,543	\$ 19.29
5	11/5	37,066	1,426	\$ 17.82	5	15/5	40,930	1,574	\$ 19.68
7	11/6	37,808	1,454	\$ 18.18	7	15/6	41,748	1,606	\$ 20.07
9	11/7	38,564	1,483	\$ 18.54	9	15/7	42,583	1,638	\$ 20.47
12	11/8	39,335	1,513	\$ 18.91	12	15/8	43,435	1,671	\$ 20.88
15	11/9	40,122	1,543	\$ 19.29	15	15/9	44,304	1,704	\$ 21.30
18	11/10	40,924	1,574	\$ 19.68	18	15/10	45,190	1,738	\$ 21.73
Start	12/1	35,109	1,350	\$ 16.88	Start	16/1	38,765	1,491	\$ 18.64
1	12/2	35,811	1,377	\$ 17.22	1	16/2	39,540	1,521	\$ 19.01
2	12/3	36,527	1,405	\$ 17.56	2	16/3	40,331	1,551	\$ 19.39
3	12/4	37,258	1,433	\$ 17.91	3	16/4	41,137	1,582	\$ 19.78
5	12/5	38,003	1,462	\$ 18.27	5	16/5	41,960	1,614	\$ 20.17
7	12/6	38,763	1,491	\$ 18.64	7	16/6	42,799	1,646	\$ 20.58
9	12/7	39,538	1,521	\$ 19.01	9	16/7	43,655	1,679	\$ 20.99
12	12/8	40,329	1,551	\$ 19.39	12	16/8	44,528	1,713	\$ 21.41
15	12/9	41,135	1,582	\$ 19.78	15	16/9	45,419	1,747	\$ 21.84
18	12/10	41,958	1,614	\$ 20.17	18	16/10	46,327	1,782	\$ 22.27

**City of Balcones Heights
Salary Table**

FY 2021-22

At Year	Grade/ Step	Annual	Biweekly	Hourly	At Year	Grade/ Step	Annual	Biweekly	Hourly
Start	17/1	39,716	1,528	\$ 19.09	Start	21/1	43,870	1,687	\$ 21.09
1	17/2	40,511	1,558	\$ 19.48	1	21/2	44,747	1,721	\$ 21.51
2	17/3	41,321	1,589	\$ 19.87	2	21/3	45,642	1,755	\$ 21.94
3	17/4	42,147	1,621	\$ 20.26	3	21/4	46,555	1,791	\$ 22.38
5	17/5	42,990	1,653	\$ 20.67	5	21/5	47,486	1,826	\$ 22.83
7	17/6	43,850	1,687	\$ 21.08	7	21/6	48,436	1,863	\$ 23.29
9	17/7	44,727	1,720	\$ 21.50	9	21/7	49,404	1,900	\$ 23.75
12	17/8	45,622	1,755	\$ 21.93	12	21/8	50,392	1,938	\$ 24.23
15	17/9	46,534	1,790	\$ 22.37	15	21/9	51,400	1,977	\$ 24.71
18	17/10	47,465	1,826	\$ 22.82	18	21/10	52,428	2,016	\$ 25.21
Start	18/1	40,711	1,566	\$ 19.57	Start	22/1	44,951	1,729	\$ 21.61
1	18/2	41,526	1,597	\$ 19.96	1	22/2	45,850	1,763	\$ 22.04
2	18/3	42,356	1,629	\$ 20.36	2	22/3	46,767	1,799	\$ 22.48
3	18/4	43,203	1,662	\$ 20.77	3	22/4	47,703	1,835	\$ 22.93
5	18/5	44,067	1,695	\$ 21.19	5	22/5	48,657	1,871	\$ 23.39
7	18/6	44,949	1,729	\$ 21.61	7	22/6	49,630	1,909	\$ 23.86
9	18/7	45,848	1,763	\$ 22.04	9	22/7	50,622	1,947	\$ 24.34
12	18/8	46,765	1,799	\$ 22.48	12	22/8	51,635	1,986	\$ 24.82
15	18/9	47,700	1,835	\$ 22.93	15	22/9	52,668	2,026	\$ 25.32
18	18/10	48,654	1,871	\$ 23.39	18	22/10	53,721	2,066	\$ 25.83
Start	19/1	41,771	1,607	\$ 20.08	Start	23/1	46,076	1,772	\$ 22.15
1	19/2	42,607	1,639	\$ 20.48	1	23/2	46,998	1,808	\$ 22.60
2	19/3	43,459	1,671	\$ 20.89	2	23/3	47,938	1,844	\$ 23.05
3	19/4	44,328	1,705	\$ 21.31	3	23/4	48,896	1,881	\$ 23.51
5	19/5	45,215	1,739	\$ 21.74	5	23/5	49,874	1,918	\$ 23.98
7	19/6	46,119	1,774	\$ 22.17	7	23/6	50,872	1,957	\$ 24.46
9	19/7	47,041	1,809	\$ 22.62	9	23/7	51,889	1,996	\$ 24.95
12	19/8	47,982	1,845	\$ 23.07	12	23/8	52,927	2,036	\$ 25.45
15	19/9	48,942	1,882	\$ 23.53	15	23/9	53,986	2,076	\$ 25.95
18	19/10	49,921	1,920	\$ 24.00	18	23/10	55,065	2,118	\$ 26.47
Start	20/1	42,766	1,645	\$ 20.56	Start	24/1	47,223	1,816	\$ 22.70
1	20/2	43,622	1,678	\$ 20.97	1	24/2	48,167	1,853	\$ 23.16
2	20/3	44,494	1,711	\$ 21.39	2	24/3	49,130	1,890	\$ 23.62
3	20/4	45,384	1,746	\$ 21.82	3	24/4	50,113	1,927	\$ 24.09
5	20/5	46,292	1,780	\$ 22.26	5	24/5	51,115	1,966	\$ 24.57
7	20/6	47,218	1,816	\$ 22.70	7	24/6	52,138	2,005	\$ 25.07
9	20/7	48,162	1,852	\$ 23.15	9	24/7	53,180	2,045	\$ 25.57
12	20/8	49,125	1,889	\$ 23.62	12	24/8	54,244	2,086	\$ 26.08
15	20/9	50,108	1,927	\$ 24.09	15	24/9	55,329	2,128	\$ 26.60
18	20/10	51,110	1,966	\$ 24.57	18	24/10	56,435	2,171	\$ 27.13

**City of Balcones Heights
Salary Table**

FY 2021-22

At Year	Grade/ Step	Annual	Biweekly	Hourly	At Year	Grade/ Step	Annual	Biweekly	Hourly
Start	25/1	48,412	1,862	\$ 23.28	Start	29/1	53,453	2,056	\$ 25.70
1	25/2	49,381	1,899	\$ 23.74	1	29/2	54,522	2,097	\$ 26.21
2	25/3	50,368	1,937	\$ 24.22	2	29/3	55,612	2,139	\$ 26.74
3	25/4	51,376	1,976	\$ 24.70	3	29/4	56,724	2,182	\$ 27.27
5	25/5	52,403	2,016	\$ 25.19	5	29/5	57,859	2,225	\$ 27.82
7	25/6	53,451	2,056	\$ 25.70	7	29/6	59,016	2,270	\$ 28.37
9	25/7	54,520	2,097	\$ 26.21	9	29/7	60,196	2,315	\$ 28.94
12	25/8	55,611	2,139	\$ 26.74	12	29/8	61,400	2,362	\$ 29.52
15	25/9	56,723	2,182	\$ 27.27	15	29/9	62,628	2,409	\$ 30.11
18	25/10	57,857	2,225	\$ 27.82	18	29/10	63,881	2,457	\$ 30.71
Start	26/1	49,645	1,909	\$ 23.87	Start	30/1	54,794	2,107	\$ 26.34
1	26/2	50,638	1,948	\$ 24.35	1	30/2	55,890	2,150	\$ 26.87
2	26/3	51,651	1,987	\$ 24.83	2	30/3	57,008	2,193	\$ 27.41
3	26/4	52,684	2,026	\$ 25.33	3	30/4	58,148	2,236	\$ 27.96
5	26/5	53,738	2,067	\$ 25.84	5	30/5	59,311	2,281	\$ 28.51
7	26/6	54,813	2,108	\$ 26.35	7	30/6	60,497	2,327	\$ 29.09
9	26/7	55,909	2,150	\$ 26.88	9	30/7	61,707	2,373	\$ 29.67
12	26/8	57,027	2,193	\$ 27.42	12	30/8	62,941	2,421	\$ 30.26
15	26/9	58,168	2,237	\$ 27.97	15	30/9	64,200	2,469	\$ 30.87
18	26/10	59,331	2,282	\$ 28.52	18	30/10	65,484	2,519	\$ 31.48
Start	27/1	50,857	1,956	\$ 24.45	Start	31/1	56,157	2,160	\$ 27.00
1	27/2	51,874	1,995	\$ 24.94	1	31/2	57,280	2,203	\$ 27.54
2	27/3	52,911	2,035	\$ 25.44	2	31/3	58,425	2,247	\$ 28.09
3	27/4	53,970	2,076	\$ 25.95	3	31/4	59,594	2,292	\$ 28.65
5	27/5	55,049	2,117	\$ 26.47	5	31/5	60,786	2,338	\$ 29.22
7	27/6	56,150	2,160	\$ 27.00	7	31/6	62,002	2,385	\$ 29.81
9	27/7	57,273	2,203	\$ 27.54	9	31/7	63,242	2,432	\$ 30.40
12	27/8	58,419	2,247	\$ 28.09	12	31/8	64,506	2,481	\$ 31.01
15	27/9	59,587	2,292	\$ 28.65	15	31/9	65,796	2,531	\$ 31.63
18	27/10	60,779	2,338	\$ 29.22	18	31/10	67,112	2,581	\$ 32.27
Start	28/1	52,111	2,004	\$ 25.05	Start	32/1	57,541	2,213	\$ 27.66
1	28/2	53,154	2,044	\$ 25.55	1	32/2	58,692	2,257	\$ 28.22
2	28/3	54,217	2,085	\$ 26.07	2	32/3	59,866	2,303	\$ 28.78
3	28/4	55,301	2,127	\$ 26.59	3	32/4	61,063	2,349	\$ 29.36
5	28/5	56,407	2,170	\$ 27.12	5	32/5	62,284	2,396	\$ 29.94
7	28/6	57,535	2,213	\$ 27.66	7	32/6	63,530	2,443	\$ 30.54
9	28/7	58,686	2,257	\$ 28.21	9	32/7	64,801	2,492	\$ 31.15
12	28/8	59,860	2,302	\$ 28.78	12	32/8	66,097	2,542	\$ 31.78
15	28/9	61,057	2,348	\$ 29.35	15	32/9	67,419	2,593	\$ 32.41
18	28/10	62,278	2,395	\$ 29.94	18	32/10	68,767	2,645	\$ 33.06

**City of Balcones Heights
Salary Table**

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At Year	Grade/ Step	Annual	Biweekly	Hourly	At Year	Grade/ Step	Annual	Biweekly	Hourly
Start	33/1	59,012	2,270	\$ 28.37	Start	37/1	65,134	2,505	\$ 31.31
1	33/2	60,192	2,315	\$ 28.94	1	37/2	66,437	2,555	\$ 31.94
2	33/3	61,396	2,361	\$ 29.52	2	37/3	67,765	2,606	\$ 32.58
3	33/4	62,624	2,409	\$ 30.11	3	37/4	69,121	2,658	\$ 33.23
5	33/5	63,877	2,457	\$ 30.71	5	37/5	70,503	2,712	\$ 33.90
7	33/6	65,154	2,506	\$ 31.32	7	37/6	71,913	2,766	\$ 34.57
9	33/7	66,457	2,556	\$ 31.95	9	37/7	73,351	2,821	\$ 35.27
12	33/8	67,786	2,607	\$ 32.59	12	37/8	74,818	2,878	\$ 35.97
15	33/9	69,142	2,659	\$ 33.24	15	37/9	76,315	2,935	\$ 36.69
18	33/10	70,525	2,712	\$ 33.91	18	37/10	77,841	2,994	\$ 37.42
Start	34/1	60,483	2,326	\$ 29.08	Start	38/1	66,778	2,568	\$ 32.10
1	34/2	61,693	2,373	\$ 29.66	1	38/2	68,114	2,620	\$ 32.75
2	34/3	62,927	2,420	\$ 30.25	2	38/3	69,476	2,672	\$ 33.40
3	34/4	64,185	2,469	\$ 30.86	3	38/4	70,865	2,726	\$ 34.07
5	34/5	65,469	2,518	\$ 31.48	5	38/5	72,283	2,780	\$ 34.75
7	34/6	66,778	2,568	\$ 32.10	7	38/6	73,728	2,836	\$ 35.45
9	34/7	68,114	2,620	\$ 32.75	9	38/7	75,203	2,892	\$ 36.16
12	34/8	69,476	2,672	\$ 33.40	12	38/8	76,707	2,950	\$ 36.88
15	34/9	70,866	2,726	\$ 34.07	15	38/9	78,241	3,009	\$ 37.62
18	34/10	72,283	2,780	\$ 34.75	18	38/10	79,806	3,069	\$ 38.37
Start	35/1	61,976	2,384	\$ 29.80	Start	39/1	68,444	2,632	\$ 32.91
1	35/2	63,215	2,431	\$ 30.39	1	39/2	69,813	2,685	\$ 33.56
2	35/3	64,479	2,480	\$ 31.00	2	39/3	71,209	2,739	\$ 34.23
3	35/4	65,769	2,530	\$ 31.62	3	39/4	72,633	2,794	\$ 34.92
5	35/5	67,084	2,580	\$ 32.25	5	39/5	74,086	2,849	\$ 35.62
7	35/6	68,426	2,632	\$ 32.90	7	39/6	75,567	2,906	\$ 36.33
9	35/7	69,795	2,684	\$ 33.56	9	39/7	77,079	2,965	\$ 37.06
12	35/8	71,191	2,738	\$ 34.23	12	39/8	78,620	3,024	\$ 37.80
15	35/9	72,614	2,793	\$ 34.91	15	39/9	80,193	3,084	\$ 38.55
18	35/10	74,067	2,849	\$ 35.61	18	39/10	81,796	3,146	\$ 39.33
Start	36/1	63,555	2,444	\$ 30.56	Start	40/1	70,131	2,697	\$ 33.72
1	36/2	64,826	2,493	\$ 31.17	1	40/2	71,534	2,751	\$ 34.39
2	36/3	66,122	2,543	\$ 31.79	2	40/3	72,964	2,806	\$ 35.08
3	36/4	67,445	2,594	\$ 32.43	3	40/4	74,424	2,862	\$ 35.78
5	36/5	68,794	2,646	\$ 33.07	5	40/5	75,912	2,920	\$ 36.50
7	36/6	70,170	2,699	\$ 33.74	7	40/6	77,430	2,978	\$ 37.23
9	36/7	71,573	2,753	\$ 34.41	9	40/7	78,979	3,038	\$ 37.97
12	36/8	73,005	2,808	\$ 35.10	12	40/8	80,558	3,098	\$ 38.73
15	36/9	74,465	2,864	\$ 35.80	15	40/9	82,170	3,160	\$ 39.50
18	36/10	75,954	2,921	\$ 36.52	18	40/10	83,813	3,224	\$ 40.29

**City of Balcones Heights
Salary Table**

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At Year	Grade/ Step	Annual	Biweekly	Hourly	At Year	Grade/ Step	Annual	Biweekly	Hourly
Start	41/1	71,883	2,765	\$ 34.56	Start	45/1	79,346	3,052	\$ 38.15
1	41/2	73,321	2,820	\$ 35.25	1	45/2	80,933	3,113	\$ 38.91
2	41/3	74,787	2,876	\$ 35.96	2	45/3	82,552	3,175	\$ 39.69
3	41/4	76,283	2,934	\$ 36.67	3	45/4	84,203	3,239	\$ 40.48
5	41/5	77,809	2,993	\$ 37.41	5	45/5	85,887	3,303	\$ 41.29
7	41/6	79,365	3,052	\$ 38.16	7	45/6	87,605	3,369	\$ 42.12
9	41/7	80,952	3,114	\$ 38.92	9	45/7	89,357	3,437	\$ 42.96
12	41/8	82,571	3,176	\$ 39.70	12	45/8	91,144	3,506	\$ 43.82
15	41/9	84,223	3,239	\$ 40.49	15	45/9	92,967	3,576	\$ 44.70
18	41/10	85,907	3,304	\$ 41.30	18	45/10	94,826	3,647	\$ 45.59
Start	42/1	73,700	2,835	\$ 35.43	Start	46/1	81,315	3,127	\$ 39.09
1	42/2	75,174	2,891	\$ 36.14	1	46/2	82,941	3,190	\$ 39.88
2	42/3	76,678	2,949	\$ 36.86	2	46/3	84,600	3,254	\$ 40.67
3	42/4	78,211	3,008	\$ 37.60	3	46/4	86,292	3,319	\$ 41.49
5	42/5	79,775	3,068	\$ 38.35	5	46/5	88,018	3,385	\$ 42.32
7	42/6	81,371	3,130	\$ 39.12	7	46/6	89,778	3,453	\$ 43.16
9	42/7	82,998	3,192	\$ 39.90	9	46/7	91,574	3,522	\$ 44.03
12	42/8	84,658	3,256	\$ 40.70	12	46/8	93,405	3,593	\$ 44.91
15	42/9	86,352	3,321	\$ 41.52	15	46/9	95,273	3,664	\$ 45.80
18	42/10	88,079	3,388	\$ 42.35	18	46/10	97,179	3,738	\$ 46.72
Start	43/1	75,539	2,905	\$ 36.32	Start	47/1	83,370	3,207	\$ 40.08
1	43/2	77,050	2,963	\$ 37.04	1	47/2	85,037	3,271	\$ 40.88
2	43/3	78,591	3,023	\$ 37.78	2	47/3	86,738	3,336	\$ 41.70
3	43/4	80,163	3,083	\$ 38.54	3	47/4	88,473	3,403	\$ 42.53
5	43/5	81,766	3,145	\$ 39.31	5	47/5	90,242	3,471	\$ 43.39
7	43/6	83,401	3,208	\$ 40.10	7	47/6	92,047	3,540	\$ 44.25
9	43/7	85,069	3,272	\$ 40.90	9	47/7	93,888	3,611	\$ 45.14
12	43/8	86,771	3,337	\$ 41.72	12	47/8	95,766	3,683	\$ 46.04
15	43/9	88,506	3,404	\$ 42.55	15	47/9	97,681	3,757	\$ 46.96
18	43/10	90,276	3,472	\$ 43.40	18	47/10	99,635	3,832	\$ 47.90
Start	44/1	77,443	2,979	\$ 37.23	Start	48/1	85,446	3,286	\$ 41.08
1	44/2	78,991	3,038	\$ 37.98	1	48/2	87,155	3,352	\$ 41.90
2	44/3	80,571	3,099	\$ 38.74	2	48/3	88,898	3,419	\$ 42.74
3	44/4	82,183	3,161	\$ 39.51	3	48/4	90,676	3,488	\$ 43.59
5	44/5	83,826	3,224	\$ 40.30	5	48/5	92,490	3,557	\$ 44.47
7	44/6	85,503	3,289	\$ 41.11	7	48/6	94,340	3,628	\$ 45.36
9	44/7	87,213	3,354	\$ 41.93	9	48/7	96,227	3,701	\$ 46.26
12	44/8	88,957	3,421	\$ 42.77	12	48/8	98,151	3,775	\$ 47.19
15	44/9	90,736	3,490	\$ 43.62	15	48/9	100,114	3,851	\$ 48.13
18	44/10	92,551	3,560	\$ 44.50	18	48/10	102,116	3,928	\$ 49.09

**City of Balcones Heights
Salary Table**

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At Year	Grade/ Step	Annual	Biweekly	Hourly	At Year	Grade/ Step	Annual	Biweekly	Hourly
Start	49/1	87,610	3,370	\$ 42.12	Start	53/1	96,717	3,720	\$ 46.50
1	49/2	89,362	3,437	\$ 42.96	1	53/2	98,651	3,794	\$ 47.43
2	49/3	91,149	3,506	\$ 43.82	2	53/3	100,624	3,870	\$ 48.38
3	49/4	92,972	3,576	\$ 44.70	3	53/4	102,637	3,948	\$ 49.34
5	49/5	94,831	3,647	\$ 45.59	5	53/5	104,689	4,027	\$ 50.33
7	49/6	96,728	3,720	\$ 46.50	7	53/6	106,783	4,107	\$ 51.34
9	49/7	98,663	3,795	\$ 47.43	9	53/7	108,919	4,189	\$ 52.36
12	49/8	100,636	3,871	\$ 48.38	12	53/8	111,097	4,273	\$ 53.41
15	49/9	102,649	3,948	\$ 49.35	15	53/9	113,319	4,358	\$ 54.48
18	49/10	104,702	4,027	\$ 50.34	18	53/10	115,585	4,446	\$ 55.57
Start	50/1	89,838	3,455	\$ 43.19	Start	54/1	99,118	3,812	\$ 47.65
1	50/2	91,634	3,524	\$ 44.06	1	54/2	101,100	3,888	\$ 48.61
2	50/3	93,467	3,595	\$ 44.94	2	54/3	103,122	3,966	\$ 49.58
3	50/4	95,336	3,667	\$ 45.83	3	54/4	105,185	4,046	\$ 50.57
5	50/5	97,243	3,740	\$ 46.75	5	54/5	107,288	4,126	\$ 51.58
7	50/6	99,188	3,815	\$ 47.69	7	54/6	109,434	4,209	\$ 52.61
9	50/7	101,172	3,891	\$ 48.64	9	54/7	111,623	4,293	\$ 53.66
12	50/8	103,195	3,969	\$ 49.61	12	54/8	113,855	4,379	\$ 54.74
15	50/9	105,259	4,048	\$ 50.61	15	54/9	116,132	4,467	\$ 55.83
18	50/10	107,364	4,129	\$ 51.62	18	54/10	118,455	4,556	\$ 56.95
Start	51/1	92,087	3,542	\$ 44.27	Start	55/1	101,627	3,909	\$ 48.86
1	51/2	97,613	3,754	\$ 46.93	1	55/2	103,660	3,987	\$ 49.84
2	51/3	103,469	3,980	\$ 49.74	2	55/3	105,733	4,067	\$ 50.83
3	51/4	109,678	4,218	\$ 52.73	3	55/4	107,848	4,148	\$ 51.85
5	51/5	116,258	4,471	\$ 55.89	5	55/5	110,004	4,231	\$ 52.89
7	51/6	123,234	4,740	\$ 59.25	7	55/6	112,205	4,316	\$ 53.94
9	51/7	130,628	5,024	\$ 62.80	9	55/7	114,449	4,402	\$ 55.02
12	51/8	138,465	5,326	\$ 66.57	12	55/8	116,738	4,490	\$ 56.12
15	51/9	146,773	5,645	\$ 70.56	15	55/9	119,072	4,580	\$ 57.25
18	51/10	155,580	5,984	\$ 74.80	18	55/10	121,454	4,671	\$ 58.39
Start	52/1	94,359	3,629	\$ 45.36	Start	56/1	104,180	4,007	\$ 50.09
1	52/2	96,246	3,702	\$ 46.27	1	56/2	106,263	4,087	\$ 51.09
2	52/3	98,171	3,776	\$ 47.20	2	56/3	108,389	4,169	\$ 52.11
3	52/4	100,134	3,851	\$ 48.14	3	56/4	110,556	4,252	\$ 53.15
5	52/5	102,137	3,928	\$ 49.10	5	56/5	112,767	4,337	\$ 54.22
7	52/6	104,180	4,007	\$ 50.09	7	56/6	115,023	4,424	\$ 55.30
9	52/7	106,263	4,087	\$ 51.09	9	56/7	117,323	4,512	\$ 56.41
12	52/8	108,389	4,169	\$ 52.11	12	56/8	119,670	4,603	\$ 57.53
15	52/9	110,556	4,252	\$ 53.15	15	56/9	122,063	4,695	\$ 58.68
18	52/10	112,767	4,337	\$ 54.22	18	56/10	124,504	4,789	\$ 59.86

**City of Balcones Heights
Salary Table**

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At Year	Grade/ Step	Annual	Biweekly	Hourly	At Year	Grade/ Step	Annual	Biweekly	Hourly
Start	57/1	\$ 106,754	4,106	\$ 51.32	Start	58/1	129,359	4,975	\$ 62.19
1	57/2	\$ 108,889	4,188	\$ 52.35	1	58/2	131,947	5,075	\$ 63.44
2	57/3	\$ 111,067	4,272	\$ 53.40	2	58/3	134,585	5,176	\$ 64.70
3	57/4	\$ 113,288	4,357	\$ 54.47	3	58/4	137,277	5,280	\$ 66.00
5	57/5	\$ 115,554	4,444	\$ 55.55	5	58/5	140,023	5,385	\$ 67.32
7	57/6	\$ 117,865	4,533	\$ 56.67	7	58/6	142,823	5,493	\$ 68.66
9	57/7	\$ 120,222	4,624	\$ 57.80	9	58/7	145,680	5,603	\$ 70.04
12	57/8	\$ 122,627	4,716	\$ 58.96	12	58/8	148,593	5,715	\$ 71.44
15	57/9	\$ 125,079	4,811	\$ 60.13	15	58/9	151,565	5,829	\$ 72.87
18	57/10	\$ 127,581	4,907	\$ 61.34	18	58/10	154,596	5,946	\$ 74.33

Police Department Certification & Education Pay				
Certificate/ Degree	0 - 4 Years	5 - 9 Years	10 - 14 Years	15 +
Intermediate Associates	\$910/year	\$1,170/year	\$1,439/year	\$1,690/year
Advanced Bachelors	\$1,560/year	\$1,820/year	\$2,080/year	\$2,340/year
Master Masters	\$2,110/year	\$2,370/year	\$2,630/year	\$2,890/year

Fire Department Certification & Education Pay				
Certificate/ Degree	0 - 4 Years	5 - 9 Years	10 - 14 Years	15 +
Intermediate Associates	\$920/year	\$920/year	\$920/year	\$920/year
Advanced Bachelors	\$1,560/year	\$1,560/year	\$1,560/year	\$1,560/year
Master Masters	\$2,110/year	\$2,110/year	\$2,110/year	\$2,110/year
Driver/ Operator	\$800/year	\$800/year	\$800/year	\$800/year
Fire Inspector	\$500/year	\$500/year	\$500/year	\$500/year

Communications Certification & Education Pay				
Certificate/ Degree	0 - 4 Years	5 - 9 Years	10 - 14 Years	15 +
Intermediate	\$520/year	\$520/year	\$520/year	\$520/year
Advanced	\$650/year	\$650/year	\$650/year	\$650/year



INVESTMENT POLICY

§38.70 POLICY STATEMENT.

(A) It is the policy of the city to invest public funds in a manner that obtains the optimal balance of safety, liquidity, yield and diversification, meets the daily cash flow demands of the city, and conforms to the statutes governing investment of public funds. This policy addresses the methods, procedures and practices needed to insure effective fiscal management of the city's funds.

(B) These procedures satisfy the statutory requirements of defining and adopting a formal investment policy and comply with the provisions of the Public Funds Investment Act (PFIA) of the Tex. Government Code, Chapter 2256.

(Ord. 2013-06, passed 4-8-13)

§38.71 SCOPE.

(A) This investment policy applies to all financial assets of the city. These funds are reported in the city's comprehensive Annual Financial Report (CAFR) and include:

- (1) General Fund.
- (2) Special Revenue Funds.
- (3) Debt Service and Debt Reserve Funds.
- (4) Capital Projects Funds.
- (5) Enterprise Funds.

(B) All funds will be pooled for investment purposes with the exception of the following, which are managed as separately invested assets:

- (1) Bond Funds.
- (2) Bond Reserve Funds.

(C) This policy does not govern funds managed under separate investment programs in accordance with Tex. Government Code §2256.004. Such funds currently include:

- (1) State Funds.
- (2) Retirement/Pension Fund.
- (3) Deferred Compensation Fund.

(Ord. 2013-06, passed 4-8-13)

§38.72 OBJECTIVES.

(A) The city shall maintain a proactive cash management program. Cash management is the process of managing monies in order to insure maximum cash availability and reasonable yield on short-term investments. Cash management includes timely collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of assets.

(B) All investments shall be managed in a manner responsive to the public trust and consistent with state and local law. The city shall manage and invest its cash and assets with four major objectives: safety, liquidity, diversification and yield. (Tex. Government Code §2256.005(d).)

(1) Safety. Safety of principal is the primary objective of the investment policy. The city will invest in a manner that insures the preservation of capital for the overall portfolio. The city's portfolio shall be diversified by market sector and maturity to avoid market risk and ensure safety.

(2) Liquidity. The city's investment portfolio shall be structured to meet all operational obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities.

(3) Diversification. The city's portfolio shall be diversified by market sector and maturity in order to avoid market risk.

(4) Yield. The city's investment portfolio shall be designed to attain a market rate of return commensurate with the city's investment risk constraints and cash flow needs. The benchmark for the city's portfolio is the six-month U.S. Treasury Bill; it serves as a threshold measurement on the portfolio. The investment program may seek to augment returns above this threshold consistent with risk limitations identified in the policy.

(Ord. 2013-06, passed 4-18-13)

§38.73 DELEGATIONS OF AUTHORITY.

(A) City Council:

(1) Retains responsibility and control over all investments of city funds.

(2) Shall appoint by resolution, one or more Investment Officers responsible for the investment of city funds.

(3) Shall delegate daily operations and investment oversight to the City Manager and Finance Director according to PFIA and this investment policy.

(4) Shall adopt a written investment policy.

(5) Shall review the policy and its strategies not less than annually. Council shall state by resolution that it has reviewed the policy and strategies and record any changes made to it.

(6) Approves and provides for the training of Investment Officers, Finance Director and City Administrator according to the requirements of PFIA.

(7) May retain the services of an Investment Advisor to assist in the review of cash flow requirements, the formulation of investment strategies, and the execution of security purchases, sales and deliveries.

(8) At least annually, Council shall review, revise and adopt a list of qualified broker/dealers authorized to engage in securities transactions with the city.

(9) At least every five years, Council shall select a City Depository in accordance with Tex. Government Code §105.017.

(B) City Manager. The Finance Director, under direction and control of the City Manager, is responsible for the city's cash management activities. Investment Officers, under direction and control of the City Manager, are responsible for the city's investments.

(C) Finance Director:

(1) Serves as the city's primary Investment Officer.

(2) Shall develop and maintain internal controls in accordance with [§38.77](#) of this subchapter.

(3) The Finance Director shall develop and maintain a comprehensive cash flow analysis for all of the city's fund types. The purposes will be to determine liquidity needs and the available funds for investing. The summarized cash flow analysis report will be provided to the City Council on a quarterly basis.

(4) The Director of Finance shall routinely monitor the contents of the investment portfolio, the available markets and the relative values of competing instruments, and shall adjust the investment portfolio accordingly, keeping in mind the overall objectives of the investments.

(D) Investment Officers:

(1) Shall establish written procedures for the operation of the investment program consistent with the investment policy.

(2) Not less than quarterly, and in a timely manner, the Investment Officers shall prepare, sign and submit to the Council a written report of investment transactions for all funds. Reports shall be written according to Tex. Government Code §2256.023.

(3) Are solely authorized to invest city funds. No person may engage in an investment transaction except as provided under the terms of this policy.

(Ord. 2013-06, passed 4-8-13)

§38.74 PRUDENCE.

(A) The standard of prudence to be applied to all city investments shall be the “prudent person” rule, which states:

“Investments shall be made with judgment and care, under prevailing circumstances, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

(B) In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds under the city’s control, over which the officer has responsibility rather than a consideration as to the prudence of a single investment.

(C) The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

(Ord. 2013-06, passed 4-8-13)

§38.75 CONFLICTS OF INTEREST.

(A) Investment Officers involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair the ability to make impartial investment decisions.

(B) Investment Officers must file a disclosure statement with the Texas Ethics Commission and City Council if:

- (1) The Investment Officer has a personal business relationship with a business organization offering to engage in an investment transaction with the city.
- (2) The Officer is related within the second degree by affinity or consanguinity, as determined under Tex. Government Code, Chapter 573, to an individual seeking to transact investment business with the city.

(Ord. 2013-06, passed 4-8-13)

§38.76 TRAINING.

The City Manager, Finance Director, Investment Officer(s) and any other as designated by Council shall attend an investment training session not less than once in a two-year period that begins on the first day of the city’s fiscal year and consists of the two consecutive fiscal years after that date. Trainees shall receive not less than ten hours of instruction relating to investment responsibilities from an independent source approved by Council.

(Ord. 2013-06, passed 4-8-13)

§38.77 INTERNAL CONTROLS.

(A) The Finance Director is responsible for developing and maintaining internal controls that assure all assets are protected from loss, theft, or misuse. The internal controls shall address the following points at a minimum:

- (1) Control of collusion; segregation of duties;
- (2) Separation of transaction authority from accounting and record keeping;
- (3) Custodial safekeeping;
- (4) Clear delegation of authority;
- (5) Written confirmation for all transactions; and
- (6) Review, monitoring and maintenance of security procedures.

(B) The external auditor shall provide an annual independent review to assure compliance with state law, policies and procedures.

(Ord. 2013-06, passed 4-8-13)

§38.78 FINANCIAL COUNTER-PARTIES.

(A) Documents. All financial institutions and broker/dealers who desire to transact business with the city must supply the following minimal documents:

- (1) Financial Industry Regulatory (FINRA) registration and CRDN.
- (2) Proof of Texas State Securities registration.

(B) Acknowledgment. A written copy of this investment policy shall be presented to any counter-parties offering to engage in investment transactions with the city. Investments shall only be made with those business organizations which have provided the city with a written acknowledgment that the business has:

- (1) Received and reviewed the city's investment policy.
- (2) Implemented reasonable procedures and controls to preclude unauthorized investments.

(C) Broker/dealer list. At least annually, Council shall review, revise and adopt a list of qualified broker/dealers authorized to engage in securities transactions with the city. No broker may be used if not on the approved broker/dealer list.

(Ord. 2013-06, passed 4-8-13)

§38.79 COMPETITIVE BIDDING.

(A) It is the intent of the city to require competitive bidding for all individual security purchases and sales except for:

- (1) Transactions with money market mutual funds and local government investment pools (which are deemed to be made at prevailing market rates).
- (2) Treasury and agency securities purchased at issue through an approved broker/dealer or financial institution.
- (3) Automatic overnight sweep transactions with the City Depository.
- (4) Fully insured certificates of deposit placed in accordance with the conditions of the PFIA.

(B) The Investment Officer(s) shall solicit at least three bids for all other transactions involving individual securities.

(Ord. 2013-06, passed 4-8-13)

§38.80 INVESTMENT STRATEGY.

(A) The city maintains one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations and the unique characteristics of the fund groups represented in the portfolio.

(B) The city intends to match investments with anticipated cash flow requirements of the city. In no case will the average maturity of the portfolio exceed 12 months. The weighted average of any single investment shall not exceed two years. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security.

(C) The city shall pursue a conservative portfolio management strategy that emphasizes low credit risk, diversification and liquidity. The city intends to concentrate its investments in shorter-term securities to limit risk from interest rate changes. The city may only invest in the authorized investments in [§38.81](#) of this subchapter.

(D) The city's policy is to hold securities to maturity. However, securities may be sold:

- (1) To minimize the potential loss of principal on a security whose credit quality has declined.
- (2) To reposition the portfolio to improve the quality, yield or target duration.
- (3) To meet unanticipated liquidity needs of the portfolio.

(E) The city calls for the use of investment pools as a primary source of diversification and a supplemental source of liquidity. Funds that may be needed on a short-term basis but that are in excess of the amount maintained at the depository bank are available for deposit in investment pools.

(F) Proceeds from the sale of general obligation bonds or certificates of obligation will be segregated from the other investments of the city. The basic intent is to match the availability of funds to the cash requirements of the capital projects.

(Ord. 2013-06, passed 4-8-13)

§38.81 AUTHORIZED INVESTMENTS.

(A) The city may only invest in the following instruments:

(1) Obligations of the United States Government, its agencies and instrumentalities with a remaining stated maximum maturity of two years, to exclude mortgage backed securities.

(2) Obligations of any state or political subdivisions of a state rated A or better by a nationally recognized rating agency, not to exceed one year.

(3) A certificate of deposit, or share certificate, issued by a depository institution that has its main office or a branch office in Texas. Certificates must be fully insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund.

(4) A brokered certificate of deposit from a depository institution that has its main office or a branch office in the state and is selected from a list adopted by the Council. The full amount of each certificate must be fully insured by the FDIC. Maturity shall not exceed one year.

(5) Fully collateralized repurchase agreements that have a defined termination date and are secured by obligations of the United States or its agencies and instrumentalities. The securities purchased by the city must be pledged to the city, held in the city's name, and deposited at the time the investment is made with the city's custodial bank. Repurchase agreements can only be placed through primary government securities dealers or financial institutions doing business in Texas. The maximum term for repurchase agreements is 90 days from the date the reverse security repurchase agreement is delivered. Securities held as collateral must not mature later than the agreement's expiration date.

(6) A no-load money market mutual fund that is registered with, and regulated by, the Securities and Exchange Commission, and provides the investing entity with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940. The fund must include in its investment objectives the maintenance of a stable net asset value of \$1 for each share and have a dollar-weighted average stated maturity of 90 days or fewer.

(7) Local Government Investment Pools that are AAA-rated and maintain a constant-dollar value. Pool(s) must be authorized by Council and meet the requirements of Tex. Government Code §2256.016.

(B) The city shall not invest in:

- (1) Structured notes, investments with inverse-floaters, collateralized mortgage obligations, or any other form of derivatives;
- (2) Any investment not authorized by this policy or the PFIA;
- (3) Any instrument for which there would not be a ready market for immediate resale;
- (4) Any investment pool in which the city would own more than 10% of the pool;
- (5) Highly sophisticated investments not freely conducted in the marketplace e.g., derivatives; and
- (6) Any one mutual fund in which the city would own more than 10% of the fund.

(C) Investment Officers may restrict or prohibit the purchase of specific issues due to current market conditions. An investment that requires a minimum rating under this section does not qualify as an authorized investment during the period the investment does not have the minimum rating. The city shall take all prudent measures consistent with PFIA to liquidate an investment that does not have the minimum required rating. Ratings shall be monitored using nationally recognized financial information sources.

(Ord. 2013-06, passed 4-8-13)

§38.82 DIVERSIFICATION.

(A) The city recognizes that investment risk can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. The city’s investment pool will be diversified to limit investment risk by observing the maximum limitations at the time of purchase as listed below:

Investment Type	Portfolio Maximum
US Obligations	100%
US Agencies/Instrumentalities	75%
From any one issuer	25%
Certificates of Deposit	25%
From any one bank	10%
Repurchase Agreements	20%
Flex in CIP Funds	100%
Local Government Investment Pools	100%
Percent ownership	10%
Money Market Funds	25%
Percent ownership	10%
Brokered CD Securities	25%

From any one bank	\$250,000
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(B) Maturity schedules shall be timed according to anticipated liquidity needs. Investments, from time to time, may be liquidated before maturity for cash-flow purposes. To meet these disbursement schedules, market gains or losses may be required. Any losses for early maturity liquidation should be minimized, and shall be reported to Council in a timely manner. Actual risk of default shall be minimized by adequate collateralization. Market risk shall be minimized by diversification of investment type and maturity.

(Ord. 2013-06, passed 4-8-13)

§38.83 COLLATERALIZATION.

(A) All city time and demand deposits shall be secured above full coverage by pledged collateral in accordance with Tex. Government Code, Chapter 2257 (Public Funds Collateral Act) and the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA). In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and held by the depository at 102% of market value of principal and accrued interest on the deposits.

(B) The City Manager and/or Finance Director must approve the collateral prior to its pledging; they reserve the right to reject any form of collateral. Financial institutions serving as city depositories will be required to sign a Depository Agreement with the city which details securities that can serve as eligible collateral, collateralization ratios, standards for collateral custody and control, collateral valuation, rights of substitution and conditions for agreement termination. It is the responsibility of the bank to monitor collateral margins on a daily basis.

(C) The city shall accept only the following securities as collateral for time and demand deposits or repurchase agreements:

- (1) Cash.
- (2) Surety Bonds.
- (3) FDIC insurance coverage.
- (4) Letters of Credit issued by Federal Home Loan Banks (FHLB).
- (5) Obligations of the United States, its agencies or instrumentalities, including mortgage backed securities and Collateralized Mortgage Obligations (CMO) which pass the bank test.
- (6) Obligations, the principal and interest on which, are guaranteed or insured by the State of Texas or other U.S. states rated A or better by a national credit agency.
- (7) Obligations of other states or of a county, city or other political subdivision of a state having been rated as investment grade by a national credit agency.

(Ord. 2013-06, passed 4-8-13)

§38.84 SAFEKEEPING AND CUSTODY.

(A) Collateral pledged to secure deposits shall be held by an independent third-party institution in accordance with a safekeeping agreement signed by authorized representatives of the city, the Depository, and the custodian (with the exception of the Federal Reserve as custodian). All collateral shall be subject to audit and inspection by the city and the city's auditor.

(B) All securities transactions, except local government investment pool and money market mutual fund transactions shall be conducted on a delivery versus payment (DVP) basis. Investment and collateral securities will be held by a third-party custodian designated by the city, and be pledged to the city, as evidenced by safekeeping receipts of the institution where the securities are deposited.

(Ord. 2013-06, passed 4-8-13)

§38.85 REPORTING.

(A) The Investment Officers shall submit a joint investment report to Council no less than quarterly, and on a timely basis. Market prices for the calculation of market value will be obtained from nationally recognized sources such as The Wall Street Journal or Bloomberg. The report shall be prepared in accordance with the requirements of the Tex. Government Code, §2256.023.

(B) If the city invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the Investment Officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to Council by that auditor.

(Ord. 2013-06, passed 4-8-13)



CITY OF BALCONES HEIGHTS Purchasing Policy & Procedures

PURPOSE

The purpose of the Purchasing Policy is to provide guidelines for the acquisition of supplies and services that are required for the operation of the City of Balcones Heights.

RESPONSIBILITY

The Finance Director is responsible for the City's Purchasing Program. Each city employee authorized to purchase supplies, equipment or services must be familiar with the purchasing procedures. No city employee shall purchase supplies, materials or equipment of any kind through the City for personal use.

DUTIES OF THE FINANCE DIRECTOR

1. Enforce the procedures outlined in this policy and any related regulations.
2. Verify that each account charged has sufficient funds before authorizing a purchase.
3. Pay approved invoices.
4. Explore the possibilities of quantity buying in order to take advantage of discounts.
5. Assist in disposal of surplus, obsolete, worn-out scrap material at auctions, city sales or other methods.
6. Maintain a list of vendors classified according to materials, equipment, supplies, and services.
7. Advise staff and vendors on the proper procedures to place on the vendors list.
8. Prepare and process purchase orders.
9. Coordinate the preparation of all formal bid specifications to ensure minimum requirements and non-exclusion before submission to the City council or mailing.
10. Assist with opening of bids at a designated time and prepare a tabulation of the results.
11. Review the bids received and, with the department head, determine the lowest most responsible bidder or the bidder whose bid gives the **best value** to the city.
12. Complete a bid memorandum with the department head's consent, making a recommendation to award the bid.
13. Turn in the tabulation and recommendation to award the bid to the City Administrator and City Secretary for inclusion on the City Council agenda.

DUTIES OF DEPARTMENT HEADS

1. Ensure sufficient funds are budgeted and available for all purchases made in their department.
2. Verify, code and sign all invoices before submitting them for payment.
3. Request a purchase order for purchases over \$5,000.
4. Notify the Finance Department of formal bid requirements to allow sufficient time to obtain quotes.
5. Submit minimum specifications on all formal bids to the Finance Director for review and finalization.

PURCHASE ORDERS

A purchase order is required for all purchases over \$5,000. Purchase orders may be used for purchases under this amount if desired or requested by the vendor or Finance Department. It is the responsibility of the employee to provide all items required to complete the purchase order. The Finance Department will process purchase orders.

Payments for loans, taxes, travel, refunds, training, insurance, investments, employee deductions, contracted services, professional services, inter-local agreements, employee benefits programs, and state and local governments or agencies do not require a purchase order.

COMPETITIVE BIDDING OR PROPOSALS

In accordance with Local Government Code (LGC) Chapter 252, Subchapter B, Sec. 252.021:

“Before a municipality may enter into a contract that requires an expenditure of more than \$50,000 from one or more municipal funds, the municipality must: comply with the procedure prescribed by this subchapter for competitive sealed bidding or competitive sealed proposals; use the reverse auction procedure; or comply with a method described by Chapter 2269, Government Code.”

1. The City Attorney must review all contracts.
2. The City Council must approve all contracts.
3. Professional Services are exempt from the bidding process as described below.

PROFESSIONAL SERVICES

In accordance with Texas Government Code Chapter 2254.003:

“A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids

submitted for the contract or for the services, but shall make the selection and award: on the basis of demonstrated competence and qualifications to perform the services; and for a fair and reasonable price. The Professional fees under the contract may not exceed any maximum provided by law.

SINGLE SOURCE PURCHASES

From time to time certain items or services may qualify as a *single source* item, meaning that the item is available from only one source. In these cases, any requirements for quotes will not apply.

USE OF COOPERATIVE PURCHASING AGREEMENTS

Whenever possible the City will utilize cooperative purchasing agreements. Cooperative purchasing (CO-OP) agreements include a list of items or services that have already been through the bidding process so they offer the lowest dollar amount or best-qualified bidders. CO-OPs include, but are not limited to H-GAC, Buy Board, Bexar County, State of Texas, and US Federal Contractor. A municipality that purchases under state contract or cooperative purchasing agreements satisfies all competitive bidding laws.

EMERGENCY PURCHASES

Before an exempted expenditure may be made, the department head shall justify the emergency to the City Administrator.

Emergency purchases over \$5,000

Will suspend:

1. The quote process
2. The competitive bidding process

Emergency purchases over \$25,000

The City Administrator must certify that:

1. The expenditure qualifies under one of the items listed under Texas Government Code, Chapter 252.022, *General Exemptions*;
2. The need for the expenditure was unforeseen;
3. The continued expeditious operation of the City requires that the expenditure be made before the time necessary to obtain City Council approval or obtain competitive bids;
4. Funds are available for the expenditure.

PURCHASE AUTHORIZATION, PAYMENT AND DOLLAR LIMITS

The following dollar limits and authorization requirements are to be followed at all times. Purchases may be made using the City's Purchase card up to its maximum limit. City Council must approve all purchases over \$25,000.

Purchases under \$3,000

Departments may purchase goods and services up to \$3,000 directly from a vendor. This allows departments to procure small purchases in a cost effective and timely manner.

1. Requires department head approval
2. May use a credit card or invoice for payment

Purchases of \$3,000 up to \$5,000

1. Requires three telephone or internet quotes
2. Requires department head approval
3. Requires Finance Director approval
4. May use a credit card or invoice for payment

Purchases of \$5,000 up to \$50,000

1. Requires three written quotes (two no quotes equal one quote)
2. Requires department head approval
3. Requires Finance Director approval
4. Requires City Administrator approval
5. Purchases over \$25,000 require City Council approval
6. May use a credit card (up to limit) or invoice for payment
7. Purchase Order is required

Purchases over \$50,000

1. Requires competitive bids or proposals as required by LGC Sec. 252.021
2. Requires department head approval
3. Requires Finance Director approval
4. Requires City Administrator approval
5. Requires Council Approval
6. Payment method is the invoice system
7. Purchase Order is required

ORDINANCE NO. 2021-03

**AN ORDINANCE ADOPTING THE BUDGET OF THE CITY OF
BALCONES HEIGHTS, TEXAS, FOR FISCAL YEAR 2021-22,
BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER
30, 2021, AND ORDERING SAME FILED WITH THE CITY
SECRETARY AND COUNTY CLERK**

WHEREAS, the budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022 was duly presented, and one Public Hearing was held by the City Council of the City of Balcones Heights, Texas, on August 23, 2021, and public notice of said Public Hearing was caused to be given by the City Council and modifications have been made to said proposed budget and are incorporated herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BALCONES HEIGHTS, TEXAS:

The budget for the City of Balcones Heights, Bexar County, Texas, for the fiscal year beginning October 1, 2021 and ending September 30, 2022, attached to this Ordinance be and is hereby adopted, and it is ordered that a true copy of the budget as adopted be filed with the City Secretary and County Clerk with the following stipulations:

1. The budget includes revised fiscal appropriations for revenue, appropriated fund balances and expenditures, salary table, and authorized positions as initially summarized in the budget document.
2. The budget provides for employee healthcare, vision, and dental benefits through United Healthcare Insurance; basic life insurance with accidental death and dismemberment, and long-term disability insurance through Standard Life Insurance; and Employee Assistance Program through Deer Oaks EAP.
3. Expenditures in all funds except for the Capital Project and Grant funds shall be budgeted by project, the respective project date, and controlled at the fund level;
4. No expenditure of funds of the City of Balcones Heights shall be made during said fiscal year except in compliance with such adopted budget;
5. The City's Purchasing Policy, contained herein, has been reviewed and readopted;
6. The City's Investment Policy, contained herein, has been reviewed and readopted;

7. The City's Investment Officers are the City Administrator, Finance Director, and Finance/Administrative Coordinator;
8. The City's 2021-22 Holiday Calendar is approved; and
9. The City's 2021-22 Schedule of Fees is approved; and
10. All sections of ordinances in conflict with this ordinance are hereby repealed.

PASSED, APPROVED, AND ADOPTED in Balcones Heights, Bexar County, Texas, this 30th day of August 2021.

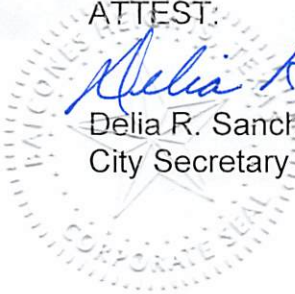


Suzanne de Leon
M a y o r

ATTEST:



Delia R. Sanchez
City Secretary



6. That taxes levied under this ordinance shall be due October 1, 2021 and if not paid on or before January 31, 2022 shall immediately become delinquent. Taxes are payable at the Office of the Tax Assessor-Collector of Bexar County.
7. All taxes shall become a lien upon the property against which assessed, and the city tax collector of the City of Balcones Heights is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City of Balcones Heights and shall, whether real or personal, for the payment of said taxes, penalty and interest, and, the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City of Balcones Heights. All delinquent taxes shall bear interest from date of delinquency at the rate prescribed by law.
8. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of the ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and section of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.
9. This ordinance shall take effect immediately after its passage.

PASSED, APPROVED AND ADOPTED in Balcones Heights, Texas this the 30th day of August, 2021.



Suzanne de Leon
M a y o r

ATTEST:



Delia R. Sanchez
City Secretary

