

*City of  
Hill Country Village  
And  
City of Hill Country Village  
Economic Development Corporation  
Fiscal Year 2017-18  
Adopted Budget*

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$9,515 which is a 2% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$2,326.”

Record vote of council members on budget

Council member Carl Register	Yes
Council member Bernard Swift	Yes
Council member George “Rick” Evans	Yes
Council member Matthew Acock	Yes
Council member Brett Rowe	Yes

The property tax rates for 2016:

- (A) 0.145000 Property tax rate
- (B) 0.141829 Effective tax rate
- (C) 0.223751 Effective maintenance and operations tax rate
- (D) 0.285408 Rollback rate
- (E) 0.043757 Debt rate

The total amount of Municipal Debt Obligation: \$586,888

The property tax rate for 2017:

- (F) 0.145000 Property tax rate
- (G) 0.142032 Effective tax rate
- (H) 0.224941 Effective maintenance and operations tax rate
- (I) 0.286803 Rollback rate
- (J) 0.043867 Debt rate

The total amount of Municipal Debt Obligation: \$441,790

# General Fund

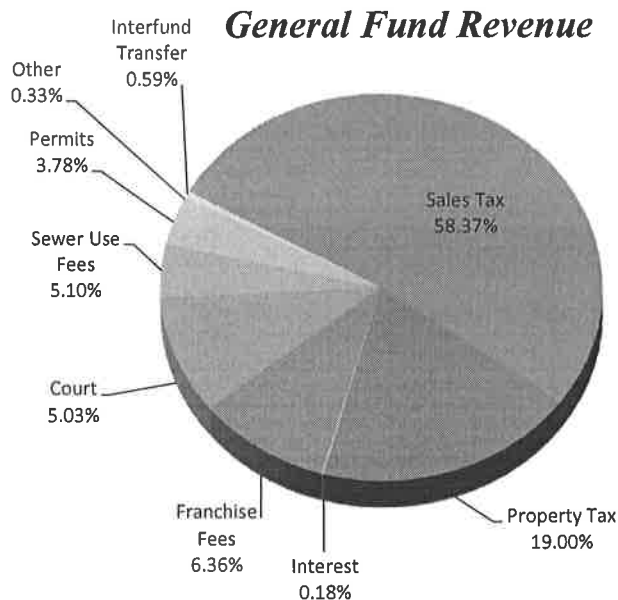
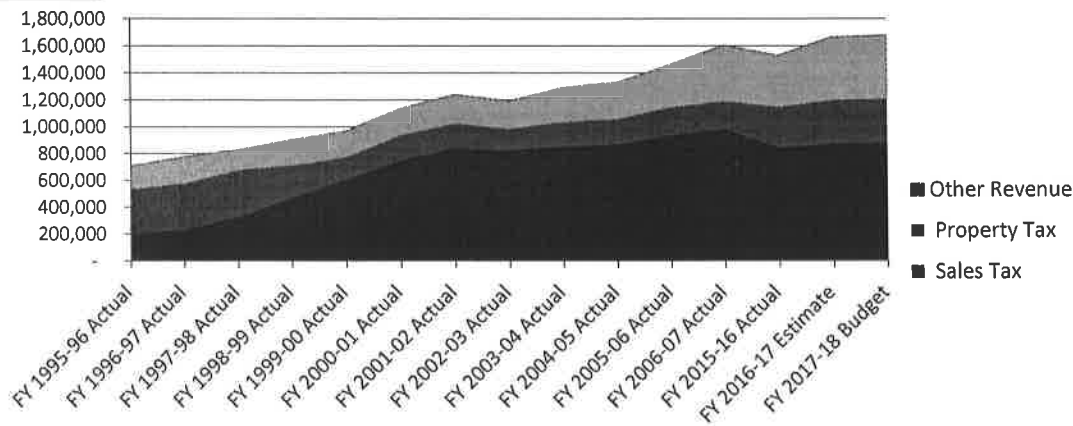
# FY 2017-18

Fund: 01 General

The FY 2017 -18 adopted budget is balanced using cost containment. The baseline budget is made up of current services and obligations and known or anticipated contractual obligations, such as the Emergency Services Interlocal Agreement with the City of San Antonio. As with last year's budget process, staff was charged to justify all operations and balance the budget.

The budget contains a .05 cent property tax rate increase that was approved by city council in FY 2015-16 and is still dedicated to the Road Maintenance Fund. Sales tax remains the bulk of the revenue, and this year we will see a slight increase in sales tax revenue. This year the City will set aside money in reserves in the amount of approximately \$3,500. At the end of FY 2017-18 the General Fund has about nine months of operating funds set aside in reserves.

## Revenue

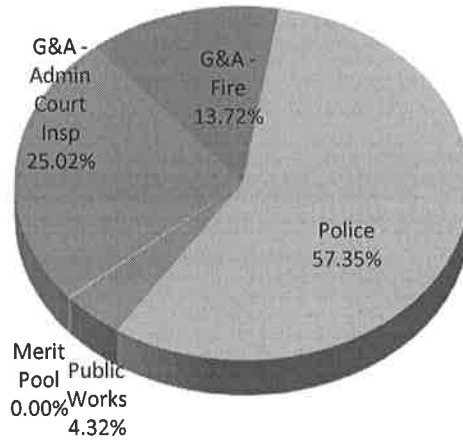


Sales tax makes up about 58 percent--or \$880,000--of the FY 2017-18 General Fund budget. 2017-18 estimated sales tax receipts increased 1.2 percent over 2016-17 receipts. One-third of this sales tax figure, \$260,800, is made up of what the State calls "sales tax to offset property tax"--a sales tax subsidy of property tax. The "other" portion of the revenues is composed of other miscellaneous revenue sources including interfund transfer, permits, sewer use fees, court franchise fees, interest and property tax.

**Expenses**

***General Fund Expenses***

Police and Fire services make up the majority of the City's General Fund budget, or 72 percent. Residents and businesses have expressed the desire to maintain the present level of services in the Police Department. The FY 2017 -18 budget for Police is \$972,051. The fire services agreement will cost \$265,000 in FY 2017-18. Of this cost, \$235,000 is funded out of the General Fund and \$30,000 from the Venue (motor vehicle rental) Tax Fund.

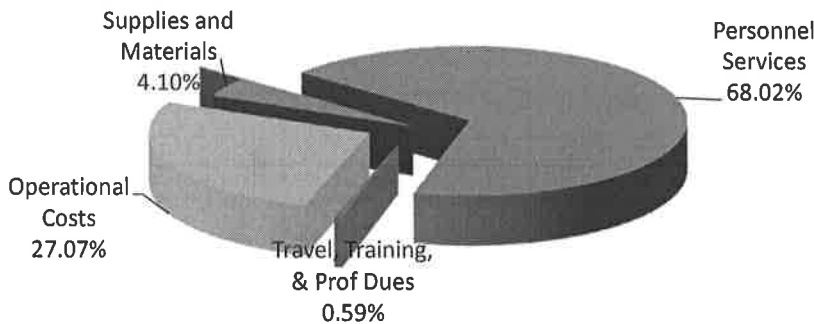


The General and Administrative Department is the second largest department, budgetarily, at the City. It contains expenses for the administration, health inspector, municipal court, sewer, and building inspections.

The FY 2017-18 budget is composed of "control groups" that group together similar line items.

Personnel services includes salaries, benefits, and personnel-related taxes. This group makes up 68.2 percent of the General Fund Budget. There is one change in personnel positions this year. The city added one court clerk position. The operational costs group represents 27.07 percent of the proposed budget and includes costs such as the Emergency Services Interlocal Agreement with the City of San Antonio for fire suppression and rescue services, health, building, engineering and attorney services, and utilities.

***General Fund Expenses***



The supplies and materials group is 4.10 percent of the FY 2017-18 budget and includes costs such as office supplies, building and computer maintenance, and periodical subscriptions.

## Reserves

In FY 2003-04, the Long-Range Financial Planning & Capital Improvement Projects Committee recommended the City maintain a six month (50 percent) reserve. At end of FY 2005-06, the City exceeded this goal, providing for just over 6 1/2 months (54.16 percent) for reserves; at the end of FY 2012-13, the City had approximately 14 months of operating expenses in reserves. At the end of FY 2015-16 the city has approximately 9 months of reserves.

City of Hill Country Village  
 General Fund  
 Fiscal Year Ending September 30, 2018

General Fund Revenue & Expenditure Summary

Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	2016-17 Estimate to 2017-18 Budget difference
---------------------	----------------------	----------------------	------------------------	----------------------	--

REVENUE

Sales Tax	839,217	830,000	870,000	880,000	10,000
Property Tax	303,545	317,911	321,913	321,993	80
Liquor Tax	15,352	15,000	12,020	13,000	980
Interest Income	2,664	2,200	3,384	3,000	(384)
Franchise	166,894	164,500	164,000	164,500	500
City Public Service	135,175	130,000	130,000	130,000	-
AT&T	11,096	12,500	12,000	12,500	500
Time Warner Cable	17,580	18,000	18,000	18,000	-
Waste Management	2,059	3,000	3,000	3,000	-
Other	984	1,000	1,000	1,000	-
Municipal Court	100,245	110,000	170,000	170,000	-
Sewer Use Fees	64,109	72,000	78,608	76,000	(2,608)
Health Department	5,580	5,000	5,000	5,000	-
Permits	55,750	50,000	60,000	64,000	4,000
Other	5,231	3,080	5,032	5,650	618
Credit Card Fees	1,759	400	1,500	1,500	-
Insurance Proceeds	-	-	-	-	-
Misc. Income	1,940	380	1,502	1,500	(2)
Police Reports	166	200	100	200	100
Fingerprinting	885	500	600	600	-
Open Record Req Income	1	-	-	-	-
Unclaimed Funds-Police	-	-	-	-	-
Police Auction	-	-	-	-	-
False Alarm Fees	0	300	750	750	-
Return Check Fee	60	100	80	100	20
Animal Control	420	1,200	500	1,000	500
Sale of Assets	-	-	-	-	-
Zoning Commission Fees	-	-	-	-	-
Reimbursements	-	-	-	-	-
Interfund Transfer	10,000	10,000	10,000	10,000	-
<b>TOTAL - Revenues</b>	<b>\$ 1,568,587</b>	<b>\$ 1,579,691</b>	<b>\$ 1,699,957</b>	<b>\$ 1,713,143</b>	<b>\$ 13,186</b>

EXPENSES

<b>General &amp; Administrative</b>					
Personnel Services (Admin & Court)	158,864	110,949	110,589	178,911	68,322
Travel, Training & Prof Dues	1,851	3,720	2,794	3,870	1,076
Operational Costs	404,021	398,665	386,371	-	-
Utilities (Elec/Gas, Water, Phone, Internet, L	9,409	9,000	9,030	9,500	470
Sewer Discharge Services	50,774	54,000	45,772	47,000	1,228
Insurance (Liability/E&O, Prop.)	3,060	3,410	3,505	3,710	205
Attorney Services	18,178	20,000	17,000	17,000	-
Engineering Services	26,809	10,000	9,000	7,000	(2,000)
Building Inspection	14,985	20,000	20,680	23,000	2,320
Health Inspection	2,985	3,000	3,000	3,000	-
Fire Department Services	235,000	235,000	235,000	235,000	-
Accounting & Audit Services	16,500	16,500	16,500	16,500	-
Computer Consultant Service	4,463	4,000	3,000	3,000	-
Judge, Pros., Mag., Court Rep.	8,640	10,800	10,800	12,000	1,200
Operational Costs - Other	13,218	12,955	13,084	13,655	571
Supplies & Materials	9,539	13,625	13,059	10,475	(2,584)
Capital Expenditures	35,746	-	-	80,000	80,000
Interfund Transfer	19,799	-	19,799	-	(19,799)
<b>Subtotal</b>	<b>\$ 629,820</b>	<b>\$ 526,959</b>	<b>\$ 532,612</b>	<b>\$ 663,621</b>	<b>131,009</b>

City of Hill Country Village  
 General Fund  
 Fiscal Year Ending September 30, 2018

General Fund Revenue & Expenditure Summary

Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	2016-17 Estimate to 2017-18 Budget difference
<b>Police</b>					
Personnel Services	722,678	826,595	825,935	856,779	30,844
Travel, Training & Prof Dues	2,946	5,465	5,400	5,565	165
Operational Costs	28,198	30,857	31,212	31,507	295
Comm - Badge Software	1,112	1,112	1,112	1,112	-
Comm - MDT	1,824	1,860	1,824	1,860	36
Comm - Radio Airtime	3,888	4,000	3,888	4,000	112
Uniforms Purchase/Replc.	8,145	9,600	9,600	9,850	250
Insurance (Auto, Law Enf, Prop)	10,332	10,825	11,366	11,525	159
Operational Costs - Other	2,897	3,460	3,422	3,160	(262)
Supplies & Materials	35,458	51,700	50,266	42,700	(7,566)
Range & Ammunition	3,020	3,000	3,000	3,000	-
Vehicle Maint., Wash, Tires	4,055	4,800	4,600	4,800	200
Vehicle Fuel	14,106	18,000	15,900	16,000	100
Small Equip & Parts	5,292	7,500	7,500	10,000	2,500
Supplies & Materials - Other	8,985	18,400	19,266	8,900	(10,366)
Dispatch Services	-	-	-	-	-
Capital Expenditures	-	-	-	-	-
Interfund Transfer	35,500	35,500	35,500	35,500	-
Subtotal	\$ 824,780	\$ 950,117	\$ 948,313	\$ 972,051	23,738
<b>Public Works</b>					
Personnel Services	48,488	48,666	48,494	50,972	2,478
Travel, Training & Prof Dues	-	-	-	-	-
Operational Costs	10,232	10,450	10,455	10,575	120
Street Lighting Services	8,471	8,500	8,700	8,700	-
Operational Costs - Other	1,761	1,950	1,755	1,875	120
Supplies & Materials	10,158	11,800	11,633	12,400	767
Animal Control Expenses	84	-	100	-	(100)
Building Maintenance	2,311	2,900	2,900	3,500	600
Street, Sign Maintenance	1,161	1,900	1,933	2,500	567
Vehicle Maint., Wash, Tires	1,245	1,500	1,500	1,200	(300)
Vehicle Fuel	1,996	1,900	2,400	2,400	-
Supplies & Materials - Other	3,361	3,600	2,800	2,800	-
Capital Expenditures	-	-	-	-	-
Interfund Transfer	-	-	-	-	-
Subtotal	\$ 68,878	\$ 70,916	\$ 70,582	\$ 73,947	3,365
<b>TOTAL - Expenses</b>	<b>\$ 1,523,478</b>	<b>\$ 1,547,992</b>	<b>\$ 1,551,507</b>	<b>\$ 1,709,618</b>	<b>158,111</b>
Net surplus (deficit)	45,109	31,699	148,450	3,525	
Beginning Cash	1,185,461	1,230,570	1,230,570	1,379,020	
Ending Cash/Reserves	1,230,570	1,262,269	1,379,020	1,382,545	
<b>TOTAL APPROPRIATIONS</b>	<b>\$2,754,048</b>	<b>\$2,810,261</b>	<b>\$2,930,527</b>	<b>\$3,092,163</b>	

# ***General & Administrative Department***

---

*Fund: 01 General*

## **Program Description :**

The General and Administrative Department provides professional management and analysis to the City Council, the Board of Adjustment, the Zoning Commission, the Business District Construction Review Board, and the Economic Development Corporation. Additionally, the department provides overall policy interpretation and fiscal management for the City's departments. The Department includes the budget for City Administration, Fire Suppression Services, Emergency Medical Service, Building Inspector, Health Inspector, Municipal Court, City Engineer, and City Attorney.

The Department is headed by the City Administrator, the City's Chief Administrative Officer, who provides professional management and administration to the City, implementing the City Council policy decisions by directing, coordinating, monitoring, and evaluating all City Government activities.

---

## **Vision :**

The General and Administrative Department exists to serve the residents and businesses of the City of Hill Country Village by providing high quality professional management for the City; policy interpretation of the City Council, the Zoning Commission, the Board of Adjustment, the Business District Construction Review Board, and the Economic Development Corporation; and providing leadership and direction to all City departments.

## **Mission :**

The Mission of the General and Administrative Department is to provide high quality professional management and excellent customer service to residents, businesses, visitors, City Council, the Municipal Court, the Planning and Zoning Commission, the Board of Adjustment, the Business District Construction Review Board, the Economic Development Corporation, and City Departments.

## **Goals and Objectives :**

- Ensure high-quality fiscal management through funds management, bill payment, accurate and timely financial statements and completion of the annual audit of funds by December 31st in accordance with the Texas Public Funds Investment Act and best-practices of the Government Finance Officers Association, Government Treasurers Organization of Texas, and the Governmental Accounting Standards Board, as well as through advice of the City's auditing firm and financial advisor.
- Provide professional management to the City Council, the Planning and Zoning Commission, the Board of Adjustment, the Business District Construction Review Board, the Economic Development Corporation, and City Departments.
- Provide and promote professional management through on-going training and affiliation with the International City/County Management Association and the Texas City Management Association, and

- Attain Municipal Court Clerk Certification for Bookkeeper/Court Clerk.
- Promote economic development in the business district.
- Oversee the quality completion of Capital Projects: Road Reconstruction, Phase II and III and Entry Signs.
- Review City's Master Plan.
- Provide quality Building Inspection services.
- Ensure quality completion of flood-related projects and mitigation efforts.

**Expenses:**

	<i>FY 2015-16 Actual</i>	<i>FY 2016-17 Estimate</i>	<i>FY 2017-18 Budget</i>
Personnel Services	\$ 158,864	\$ 110,589	\$ 178,911
Travel, Training, & Prof Dues	1,851	2,794	3,870
Operational Costs	404,021	386,371	390,365
Supplies and Materials	9,539	13,059	10,475
Capital Expenditures and Projects	35,746	-	80,000
Contingencies	56,241	19,799	
<b>Total</b>	<b>\$ 666,262</b>	<b>\$ 532,612</b>	<b>\$ 663,621</b>

**Program Justification and Analysis :**

The General & Administrative Department's FY 2017-18 budget increased 24.5% compared with FY 2016-17 estimates.

The personnel services group increased approximately 61% or \$68,322 in the FY 2017-18 budget compared with FY 2016-17 estimates mainly due to an additional position added to municipal court and salary increases for merit pay.

In the travel and training group for 2017-18 the budget increased by approximately 36 % or \$1,076. This group pays for seminar registration, hotel, meals, and transportation costs. Travel and training is approved by City Council on a case-by-case basis. Fiscal Year 2017-8 will require the City Administrator to attend Public Funds Investment Act Training. This training is mandated every two years and the City Administrator has already attended this in 2016.

The operational group increased by \$3,994 FY 2016-17 estimates to FY 2017-18 budget.



Operational costs includes expenses for the City's sewer utility. The sewer utility provides service to the City's business district along San Pedro Avenue and two residential lots. The San Antonio Water System (SAWS) bills the customer and remits collections to the City. The City pays SAWS based on a contracted wholesale rate. Also included in the operational costs group are fees for professional services including City Attorney, City Engineer, and computer consulting services.

City of Hill Country Village  
 General Fund--General & Administrative Department Summary  
 Fiscal Year Ending September 30, 2018

Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
<b>EXPENSES</b>					
<b>Personnel Services</b>					
5005 · Salaries, Regular Employees	127,774	86,369	86,500	137,374	50,874
5007 · Salaries, Temporary					
5008 · Salaries, Overtime					
5013 · Medical Exam	-				
5014 · Longevity	1,414	1,068	988	1,067	79
5016 · Education Pay					
5018 · Certification Pay					
5020 · SS Employer Contributions	9,685	6,607	6,592	10,509	3,917
5022 · Retirement	4,604	3,342	3,242	5,354	2,112
5028 · Life Insurance	123	98	100	148	48
5030 · Health Insurance	11,548	10,272	10,272	19,260	8,988
5032 · Health Insurance-Employee Copay Reimbursement					
5034 · Dental Insurance	823	690	684	1,034	350
5036 · Disability Insurance	905	648	588	1,030	442
5038 · Vision	232	178	184	267	83
5040 · Workers' Compensation	1,314	303	270	446	176
5045 · Unemployment Insurance (SUTA)	427	414	209	621	412
5051 · Telephone Allowance	15	960	960	1,800	840
<b>Total · Personnel Services</b>	<b>\$158,864</b>	<b>\$110,949</b>	<b>\$110,589</b>	<b>\$178,911</b>	<b>68,322</b>
<b>Travel, Training, &amp; Prof Dues</b>					
5107 · Lodging	835	1,600	1,200	1,700	500
5110 · Meals	146	350	300	400	100
5112 · Mileage	-	-	-	-	-
5114 · Parking	25	-	44	-	(44)
5120 · Training	180	300	300	300	-
5125 · Seminar and Conference Fees	570	1,150	650	1,150	500
5140 · Professional Dues	95	320	300	320	20
<b>Total · Travel, Training, &amp; Prof Dues</b>	<b>\$1,851</b>	<b>\$3,720</b>	<b>\$2,794</b>	<b>\$3,870</b>	<b>1,076</b>

City of Hill Country Village  
 General Fund--General & Administrative Department Summary  
 Fiscal Year Ending September 30, 2018

Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
<b>Operational Costs</b>					
5202 · Postage and Delivery	781	950	950	950	-
5204 · Comm-MDT/Internet	542	550	542	550	8
5206 · Comm-Telephone	2,473	2,500	2,914	3,100	186
5207 · Comm-Long Distance	140	150	100	150	50
5211 · Gas & Electric	4,718	4,200	3,800	4,000	200
5213 · Water/Sewer	1,536	1,600	1,674	1,700	26
5217 · Sewer Discharge Services	50,774	54,000	45,772	47,000	1,228
5240 · Public Notice	852	500	400	500	100
5245 · Printing and Reproduction	-	125	-	125	125
5251 · Copy Machine Lease	2,122	2,100	2,096	2,150	54
5272 · Auto Liability Insurance	-	10	-	10	10
5277 · Liability and E & O Insurance	1,707	2,000	1,798	1,900	102
5278 · Property Insurance	1,353	1,400	1,707	1,800	93
5289 · Credit Card Fees	2,408	2,400	2,810	2,900	90
5290 · Bank Service Charges	250	-	-	-	-
5291 · Bad Debt	-	-	-	-	-
5292 · Cash Over/Under	-	-	-	-	-
5293 · Late Payment Fees	-	-	-	-	-
5335 · Election Costs	1,030	-	-	-	-
5345 · Engineering Services	26,809	10,000	9,000	7,000	(2,000)
5347 · Building Inspection Services	14,985	20,000	20,680	23,000	2,320
5348 · Health Inspection Services	2,985	3,000	3,000	3,000	-
5350 · Fire Department Services	235,000	235,000	235,000	235,000	-
5353 · Payroll Services	2,144	2,500	2,548	2,650	102
5355 · Health Insurance Admin Fee	-	-	-	-	-
5360 · Accounting & Audit Services	16,500	16,500	16,500	16,500	-
5365 · City Attorney Services	18,178	20,000	17,000	17,000	-
5366 · Other Attorney Services	-	-	-	-	-
5367 · Computer Consultant Services	4,463	4,000	3,000	3,000	-
5370 · Appraisal District Services	2,356	1,800	1,700	1,800	100
5382 · Codification Services	1,215	2,500	2,500	2,500	-
5390 · Judge Services	4,320	5,400	5,400	6,000	600
5393 · Magistrate Services	-	-	-	-	-
5396 · Prosecutor Services	4,320	5,400	5,400	6,000	600
5401 · State On-Site Sewer Fee	60	80	80	80	-
<b>Total · Operational Costs</b>	<b>\$404,021</b>	<b>\$398,665</b>	<b>\$386,371</b>	<b>\$390,365</b>	<b>3,994</b>

City of Hill Country Village  
 General Fund--General & Administrative Department Summary  
 Fiscal Year Ending September 30, 2018

Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
<b>Supplies and Materials</b>					
5501 · Office Supplies	2,124	2,200	1,950	2,050	100
5505 · Food and Entertainment Supplies	65	300	300	300	-
5510 · Awards and Memorials	-	-	-	-	-
5520 · Dues and Subscriptions	2,085	2,625	2,509	2,625	116
5522 · Publications	-	100	-	100	100
5580 · Computer Equipment	93	400	300	400	100
5601 · Computer Hardware & Software	-	-	-	-	-
5630 · Small Equip & Parts	5,172	8,000	8,000	5,000	(3,000)
<b>Total · Supplies and Materials</b>	<b>\$9,539</b>	<b>\$13,625</b>	<b>\$13,059</b>	<b>\$10,475</b>	<b>(2,584)</b>
<b>Capital Expend. and Projects</b>					
6050 - City Hall	32,507			-	-
6050 - ADA				50,000	50,000
6050 - Construction Roads	3,239			30,000	30,000
<b>Total · Capital Expend. and Projects</b>	<b>\$35,746</b>		<b>\$0</b>	<b>\$80,000</b>	<b>80,000</b>
<b>Contingencies</b>					
8611 - Transfers to Debt Service	19,799		5,000	-	(5,000)
<b>Total - Contingencies</b>	<b>\$ 19,799</b>		<b>\$ 5,000</b>		<b>(5,000)</b>
<b>TOTAL</b>	<b>\$629,820</b>	<b>\$526,959</b>	<b>\$517,813</b>	<b>\$663,622</b>	<b>145,809</b>

# *Administration Division*

---

*Fund: 01 General*

## **Program Description :**

The Administration Division of the General & Administrative Department provides professional management and analysis to the City Council, the Board of Adjustment, the Business District Construction Review Board, the Planning and Zoning Commission, and the Economic Development Corporation, and overall policy interpretation and fiscal management for the City's Departments. The Division also includes the budget for the City Administration, Emergency Services Interlocal Agreement, City Engineer, and the City Attorney.

The Department is headed by the City Administrator, the City's Chief Administrative Officer, who provides professional management and administration to the City implementing the City Council Policy decisions by direction, coordinating, monitoring, and evaluating all City Government activities.

The City Engineer serves as the chief municipal officer of the City responsible for addressing construction and modification of road, water, and utility structures within the City limits. The position is also responsible for managing the construction and maintenance plan of a safe and efficient system of roadways. The City Engineer reviews subdivision plats in the City's Extraterritorial Jurisdiction and within corporate limits which allows for the orderly development of lots. The City Engineer also works closely with the Police Department in conducting traffic analysis and formulating recommendations to City officials. City Engineer services are performed through a contract-for-services with an outside vendor. This position is a statutory position.

The City Attorney is the chief counsel to the City regarding codes and ordinances within the City limits and, in some cases, the City's Extraterritorial Jurisdiction. The position serves as chief counsel for any litigation brought to the City or pursued by the City. City Attorney services are performed through a contract-for-services with an outside vendor. This position is a statutory position.

---

## **Vision :**

The Administration Division exists to serve the residents and businesses of the City of Hill Country Village by providing high quality professional management for the City, policy interpretation of the City Council, the Planning and Zoning Commission, Board of Adjustment, the Business District Construction Review Board, the Economic Development Corporation, and providing leadership and direction to all City Departments.

## **Mission :**

The Mission of the Administration Division is to provide high quality professional management and excellent customer service to residents, businesses, visitors, City Council, the Planning and Zoning Commission, Board of Adjustment, the Business District Construction Review Board, the Economic Development Corporation, and City Departments.

### **Goals and Objectives :**

- Ensure high-quality fiscal management through funds management, bill payment, accurate and timely financial statements and completion of the annual audit of funds by December 31st in accordance with the Texas Public Funds Investment Act and best-practices of the Government Finance Officers Association, Government Treasurers Organization of Texas, and the Governmental Accounting Standards Board as well as through advice of the City's auditing firm and financial advisor.
- Provide professional management to the City Council, the Planning and Zoning Commission, Board of Adjustment, the Business District Construction Review Board, the Economic Development Corporation, and City Departments
  
- Provide and promote professional management through on-going training and affiliation with the Texas City Management Association and Alamo Chapter Texas Municipal Clerks Association.
- Oversee the quality completion of Capital Projects.
- Review the City's Master Plan and rewrite the Zoning Ordinance.
- Manage the construction of a safe and efficient system of roadways, bridges, water, and utility structures within the City.
- Provide legal counsel to act on behalf of the City regarding codes, ordinances, and litigation.

---

### **Program Justification and Analysis :**

The Administration Division's FY 2017-18 budget reflects a increase of 36% or \$151,996 compared with FY 2016-17 estimates. The is primarily due to funds being set aside for ADA requirements, a road construction update and an additional staff member in municipal court.

City of Hill Country Village  
 General Fund--General & Administrative Department-Administration Division  
 Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
<b>EXPENSES</b>						
<b>Personnel Services</b>						
	5005 · Salaries, Regular Employees	78,318	34,611	34,000	94,374	60,374
	5007 · Salaries, Temporary					-
	5013 · Medical Exam	0	0		0	-
	5014 · Longevity	543	132	74	1,033	959
	5020 · SS Employer Contributions	5,972	2,648	2,592	7,220	4,628
	5022 · Retirement	2,857	1,339	1,296	3,678	2,382
	5028 · Life Insurance	74	49	50	98	48
	5030 · Health Insurance	6,929	5,136	5,136	12,840	7,704
	5034 · Dental Insurance	494	345	342	690	348
	5036 · Disability Insurance	567	260	250	708	458
	5038 · Vision	139	89	92	178	86
	5040 · Workers' Compensation	1,170	140	261	301	40
	5045 · Unemployment Insurance (SUTA)	256	207	9	414	405
	5051 · Telephone Allowance	15	480	480	1,200	720
	<b>Total · Personnel Services</b>	<b>\$ 97,334</b>	<b>\$ 45,436</b>	<b>\$ 44,582</b>	<b>\$ 122,732</b>	<b>\$ 78,150</b>
<b>Travel, Training, &amp; Prof Dues</b>						
	5107 · Lodging	835	1,600	1,200	1,700	500
	5110 · Meals	146	350	300	400	100
	5112 · Mileage	0		0		-
	5114 · Parking	25		44		(44)
	5120 · Training	180	300	300	300	-
	5125 · Seminar and Conference Fees	520	1,000	500	1,000	500
	5140 · Professional Dues	35	200	200	200	-
	<b>Total · Travel, Training, &amp; Prof Dues</b>	<b>\$ 1,741</b>	<b>\$ 3,450</b>	<b>\$ 2,544</b>	<b>\$ 3,600</b>	<b>\$ 1,056</b>

City of Hill Country Village  
 General Fund--General & Administrative Department-Administration Division  
 Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
<b>Operational Costs</b>						
5202	Postage and Delivery	781	950	950	950	-
5204	Comm-MDT/Internet	542	550	542	550	8
5206	Comm-Telephone	2,473	2,500	2,914	3,100	186
5207	Comm-Long Distance	140	150	100	150	50
5211	Gas & Electric	4,718	4,200	3,800	4,000	200
5213	Water/Sewer	1,536	1,600	1,674	1,700	26
5217	Sewer Discharge Services	50,774	54,000	45,772	47,000	1,228
5240	Public Notice	852	500	400	500	100
5245	Printing and Reproduction	0	125	0	125	125
5251	Copy Machine Lease	2,122	2,100	2,096	2,150	54
5272	Auto Liability Insurance	0	10	0	10	10
5277	Liability and E & O Insurance	1,707	2,000	1,798	1,900	102
5278	Property Insurance	1,353	1,400	1,707	1,800	93
5289	Credit Card Fees	2,408	2,400	2,810	2,900	90
5290	Bank Service Charges	250				-
5291	Bad Debt					-
5292	Cash Over/Under	0				-
5293	Late Payment Fees	0				-
5335	Election Costs	1,030	0	0	0	-
5345	Engineering Services	26,809	10,000	9,000	7,000	(2,000)
5350	Fire Department Services	235,000	235,000	235,000	235,000	-
5353	Payroll Services	2,144	2,500	2,548	2,650	102
5355	Health Insurance Admin Fee	0	0	0	0	-
5360	Accounting & Audit Services	16,500	16,500	16,500	16,500	-
5365	City Attorney Services	18,178	20,000	17,000	17,000	-
5366	Other Attorney Services	0				-
5367	Computer Consultant Services	4,463	4,000	3,000	3,000	-
5370	Appraisal District Services	2,356	1,800	1,700	1,800	100
5382	Codification Services	1,215	2,500	2,500	2,500	-
<b>Total · Operational Costs</b>		<b>\$ 377,351</b>	<b>\$ 364,785</b>	<b>\$ 351,811</b>	<b>\$ 352,285</b>	<b>\$ 474</b>



City of Hill Country Village  
 General Fund--General & Administrative Department-Administration Division  
 Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
<b>Supplies and Materials</b>						
	5501 · Office Supplies	1,414	1,600	1,600	1,600	-
	5505 · Food and Entertainment Supplies	65	300	300	300	-
	5510 · Awards and Memorials	0		0	0	-
	5520 · Dues and Subscriptions	2,085	2,500	2,384	2,500	116
	5522 · Publications	0	100	0	100	100
	5580 · Computer Equipment	93	400	300	400	100
	5601 · Computer Hardware & Software	0				-
	5630 · Small Equip & Parts	5,172	8,000	8,000	5,000	(3,000)
	<b>Total · Supplies and Materials</b>	<b>\$ 8,829</b>	<b>\$ 12,900</b>	<b>\$ 12,584</b>	<b>\$ 9,900</b>	<b>\$ (2,684)</b>
<b>Capital Expend. and Projects</b>						
	6050 - City Hall	32,507			0	-
	6050 - ADA				50,000	50,000
	6050 - Construction Roads	3,239			30,000	30,000
	<b>Total · Capital Expend. and Projects</b>	<b>\$ 35,746</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>
<b>Contingencies</b>						
	8611 - Transfers to Debt Service	19,799		5,000	0	(5,000)
	<b>Total - Contingencies</b>	<b>\$ 19,799</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ (5,000)</b>
	<b>TOTAL</b>	<b>\$ 540,800</b>	<b>\$ 426,571</b>	<b>\$ 416,521</b>	<b>\$ 568,517</b>	<b>\$ 151,996</b>

# ***Municipal Court***

---

*Fund: 01 General*

## **Program Description :**

The Municipal Court Division hears alleged traffic/non-traffic misdemeanors, city ordinance/code violations including animal control infractions, and Class "C" misdemeanors that occur inside and 200 yards outside the city limits of the City of Hill Country Village. The Department is responsible for collecting fees of the Court, issuing of warrants and summons, and assigning and monitoring community service. The Municipal Judge, Prosecutor, and Magistrate are appointed officials of the City and serve on a contractual basis.

---

## **Vision :**

The Municipal Court Division's vision is to provide a safe environment for the residents, businesses, and animal life within the city limits through enforcement of ordinances and codes in a timely and efficient manner.

## **Mission :**

The Mission of the Municipal Court Division is to interpret and adjudicate applicable state laws and to support the local community by providing efficient and effective services through the promotion of justice. We seek to serve the residents and businesses of the City of Hill Country Village in an accountable, efficient, and unbiased manner. In addition to providing fair and equal access to all people in the City, we strive to facilitate the timely disposition of cases with prompt and courteous service.

## **Goals and Objectives :**

- Provide and promote professional management through on-going education, training, and affiliation with the Alamo Chapter Texas Municipal Clerks Association and the Texas Municipal Courts Association.
  - Attain Municipal Court Clerk Certification for Bookkeeper/Court Clerk and Administrative Assistant.
  - Increase disposal rate of Municipal Court cases.
- 

## **Program Justification and Analysis :**

The Municipal Court FY 2017-18 adopted budget reflects a 10% or \$8,505 decrease from FY 2016-17 estimates mainly due to a new employee.

City of Hill Country Village  
 General Fund--General & Administrative Dept--Municipal Court Division  
 Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
<b>EXPENSES</b>						
<b>Personnel Services</b>						
5005	Salaries, Regular Employees	49,456	51,758	52,500	43,000	(9,500)
5014	Longevity	871	936	914	35	(879)
5020	SS Employer Contributions	3,713	3,959	4,000	3,290	(711)
5022	Retirement	1,747	2,003	1,946	1,676	(270)
5028	Life Insurance	49	49	50	49	(1)
5030	Health Insurance	4,619	5,136	5,136	6,420	1,284
5034	Dental Insurance	329	345	342	345	3
5036	Disability Insurance	338	388	338	323	(16)
5038	Vision	93	89	92	89	(3)
5040	Workers' Compensation	144	163	9	145	136
5045	Unemployment Insurance (SUTA)	171	207	200	207	7
5051	Telephone Allowance		480	480	600	120
<b>Total · Personnel Services</b>		<b>\$ 61,530</b>	<b>\$ 65,513</b>	<b>\$ 66,007</b>	<b>\$ 56,178</b>	<b>\$ (9,829)</b>
<b>Travel, Training, &amp; Prof Dues</b>						
5107	Lodging					-
5110	Meals					-
5112	Mileage					-
5114	Parking					-
5120	Training					-
5125	Seminar and Conference Fees	50	150	150	150	-
5140	Professional Dues	60	120	100	120	20
<b>Total · Travel, Training, &amp; Prof Dues</b>		<b>\$ 110</b>	<b>\$ 270</b>	<b>\$ 250</b>	<b>\$ 270</b>	<b>\$ 20</b>
<b>Operational Costs</b>						
5202	Postage and Delivery	-				-
5245	Printing and Reproduction					-
5292	Cash Over/Under					-
5390	Judge Services	4,320	5,400	5,400	6,000	600
5393	Magistrate Services					-
5396	Prosecutor Services	4,320	5,400	5,400	6,000	600
<b>Total · Operational Costs</b>		<b>\$ 8,640</b>	<b>\$ 10,800</b>	<b>\$ 10,800</b>	<b>\$ 12,000</b>	<b>\$ 1,200</b>
<b>Supplies and Materials</b>						
5501	Office Supplies	710	600	350	450	100
5520	Dues and Subscriptions					-
<b>Total · Supplies and Materials</b>		<b>\$ 710</b>	<b>\$ 600</b>	<b>\$ 350</b>	<b>\$ 450</b>	<b>\$ 100</b>
<b>Capital Expend. and Projects</b>						
6017	Computer Equipment					-
6018	Computer Software					-
6030	Office and Other Equipment					-
<b>Total · Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>		<b>\$ 70,990</b>	<b>\$ 77,183</b>	<b>\$ 77,407</b>	<b>\$ 68,898</b>	<b>\$ (8,509)</b>

# ***Building Inspection***

Fund: 01 General

## **Program Description :**

The Building Inspection Division contains the budget for the Building Inspector who serves as the City's chief inspection and enforcement officer regarding construction and modification of business and residential structures, building signs and facilities within the city limits and, business signs in the City's Extraterritorial Jurisdiction. The codes used by staff are the International Residential Code for One and Two Family Dwellings, the International Plumbing Code, the International Mechanical Code, and the International Building Code. The adoption of these new codes with the start of FY 2001-02 has been mandated by the State of Texas. Building inspection services are performed through a contract-for-services with an outside vendor.

## **Vision :**

The Building Inspection Division exists to ensure quality construction and modification to business and residential structures, facilities and homes within the city limits.

## **Mission :**

The Mission of the Building Inspection Division is to provide high quality professional inspection services of buildings and facilities within the City through aggressive enforcement of the City's Building Code, Sign Ordinance and Zoning Ordinance.

## **Goals and Objectives :**

Provide professional management and recommendations to the City Council, the Planning and Zoning Commission, and Board of Adjustment. Provide quality Building Inspection services within the parameters of the Building Code, Zoning Ordinance, and Sign Ordinance.

## **Appropriations :**

	<i>FY 2015-16 Actual</i>	<i>FY 2016-17 Estimate</i>	<i>FY 2017-18 Budget</i>
Operational Costs	14,985	20,805	23,125
<b>Total \$</b>	<b>\$ 14,985</b>	<b>\$ 20,805</b>	<b>\$ 23,125</b>

## **Program Justification and Analysis :**

The operational costs group allocates \$23,125 for Building Inspection Services costs. This shows an increase of 12% from FY 2015-16 estimates. This is due to an increase in the amount the city pays the building inspector per inspection and a possible increase in inspections.

**Authorized Positions :** None. An independent contractor provides services.

City of Hill Country Village  
 General Fund--General & Administrative Department-Building Inspection Division  
 Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
--------	---------------------	----------------------	----------------------	------------------------	----------------------	-------------------------------------

**EXPENSES**

**Operational Costs**

5347	Building Inspection Services	14,985	20,000	20,680	23,000	2,320
5351	Fire Inspection Services	0				-
<b>Total · Operational Costs</b>		<b>\$ 14,985</b>	<b>\$ 20,000</b>	<b>\$ 20,680</b>	<b>\$ 23,000</b>	<b>\$ 2,320</b>

**Supplies & Materials**

5520	Dues and Subscriptions	0	125	125	125	-
<b>Total · Supplies &amp; Materials</b>		<b>\$ -</b>	<b>\$ 125</b>	<b>\$ 125</b>	<b>\$ 125</b>	<b>\$ -</b>

**TOTAL \$ 14,985 \$ 20,125 \$ 20,805 \$ 23,125 \$ 2,320**

# Health Division

Fund: 01 General

## Program Description :

The Health Division tracks the revenues and expenses related to health inspections involving maintenance contracts and inspection reports. It has one contract position. The Health Inspector, is responsible for enforcing City and state rules regarding health and sanitation at restaurants, businesses, sewer, and septic systems in the City. The Health Inspector is a statutory position.

## Vision :

The Vision of the Health Division is to safeguard residents and visitors of the City of Hill Country Village from dangerous health nuisances and potential outbreaks by vigilantly monitoring and enforcing the health code.

## Mission :

The Mission of the Health Division is to promote health and prevent disease among the residents and visitors of the City of Hill Country Village through community health assessment, identification of unmet health needs, and the development of policies to meet these needs.

## Goals and Objectives :

- Review and inspect food establishments and other businesses for health code and statute violations.
- Investigate complaints made of possible code violations.
- Inspect new private septic system permits.
- Continuously strive to provide best-practices in preventative health measures through on-going training.

## Appropriations :

	<i>FY 2015-16 Actual</i>	<i>FY 2016-17 Estimate</i>	<i>FY 2017-18 Budget</i>
Travel, Training, & Prof Dues	\$ -	\$ -	\$ -
Operational Costs	3,045	3,080	3,080
Supplies and Materials	-	-	-
<b>Total</b>	<b>\$ 3,045</b>	<b>\$ 3,080</b>	<b>\$ 3,080</b>

## Program Justification and Analysis :

There is no change in the FY 2017-18 budget compared to the FY 2016-17 estimates.

Authorized Positions : None. An independent contractor provides services.

City of Hill Country Village  
 General Fund--General & Administrative Dept-Health Division  
 Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
--------	---------------------	----------------------	----------------------	------------------------	----------------------	-------------------------------------

**EXPENSES**

**Travel, Training, & Prof Dues**

5140 · Professional Dues

<b>Total · Travel, Training, &amp; Prof Dues</b>	\$	-	\$	-	\$	-	\$	-	\$	-
--	----	---	----	---	----	---	----	---	----	---

**Operational Costs**

5202 · Postage and Delivery

0

0

5245 · Printing and Reproduction

5348 · Health Inspection Services

2,985

3,000

3,000

3,000

0

5401 · State On-Site Sewer Fee

60

80

80

80

0

<b>Total · Operational Costs</b>	\$	3,045	\$	3,080	\$	3,080	\$	3,080	\$	-
----------------------------------	----	-------	----	-------	----	-------	----	-------	----	---

**Supplies and Materials**

<b>Total · Supplies and Materials</b>										
---------------------------------------	--	--	--	--	--	--	--	--	--	--

**TOTAL \$ 3,045 \$ 3,080 \$ 3,080 \$ 3,080 \$ -**

# ***Police Department***

---

*Fund: 01 General*

## **Program Description :**

The Police Department is responsible for providing law enforcement services in the City of Hill Country Village. The functions of the Police Department are authorized, and to a significant extent mandated, through Federal and State statutes and are essential for the protection of life and property.

The Police Department provides protection through patrols, traffic control, emergency management coordination, and municipal code compliance; assists other area law enforcement agencies; conducts crime prevention programs; and investigates crimes. The Department also conducts traffic analysis for the City. Dispatch services are provided by the Bexar County Sheriff's Office.

---

## **Vision :**

The Hill Country Village Police Department is committed to professional public service reflecting recognition of the inherent value of each individual in our society. Our officers strive to earn and maintain trust, respect, and confidence by exemplifying the belief that the freedoms, rights, and dignity of all citizens must be protected and preserved. To this end we pledge ourselves to the highest standards of morality, fairness, honesty, dedication, professionalism, and courage.

## **Mission :**

We, the Hill Country Village Police Department, exist to serve all people within our jurisdiction with respect, fairness, and compassion. We are committed to the prevention of crime and the protection of life and property; the preservation of peace, order, and safety; the enforcement of laws and ordinances; and the safeguarding of constitutional guarantees.

With service as our foundation, we are driven by goals to enhance the quality of life, investigating community social problems as well as incidents, seeking and fostering a sense of security in the community and in individuals. We nurture public trust by holding ourselves to the highest standards of performance and ethics. To fulfill its mission, the Hill Country Village Police Department is dedicated to providing a quality work environment and the development of its members through effective training, leadership, and communication.

## **Goals and Objectives :**

- Increase patrol activity.
  - Keep streets safe for walkers, joggers, horse riders and bicycle riders.
  - Protect life and property.
  - Maintain full operational strength.
  - Remain prepared for emergency evacuation.
  - Increase training hours.
  - Deter crime in Hill Country Village through presence and prevention.
-



<b><u>Expenses:</u></b>	<b><i>FY 2015-16 Actual</i></b>	<b><i>FY 2016-17 Estimates</i></b>	<b><i>FY 2017-18 Budget</i></b>
Personnel Services	\$ 722,678	\$ 825,935	\$ 856,779
Travel, Training, & Prof Dues	2,946	5,400	5,565
Operational Costs	28,198	31,212	31,507
Supplies and Materials	35,458	50,266	42,700
Capital Expend. and Projects	-	-	-
Interfund Transfers	35,500	35,500	35,500
<b>Total</b>	<b>\$ 824,780</b>	<b>\$ 948,313</b>	<b>\$ 972,051</b>

**Program Justification and Analysis:**

The FY 2017-18 Police Department budget reflects a 2.5% increase from FY 2016-17 estimates.

The personnel services group shows an increase of 4% or \$30,844 in the FY 2017-18 budget over FY 2016-17 estimates. This is primarily due to employee salaries and benefits.

The decrease in crime the city has seen in recent years can be attributed to the proactive crime prevention programs the City has taken such as the addition of a crime prevention program and designation of a Crime Prevention Officer, as well as an increase in the number of patrol hours.

The travel, training, and professional dues group shows a slight increase of \$165 in FY 2017-18 compared to FY 2016-17 estimates. This group funds attendance to conferences and additional staff training.

The operational group virtually stayed the same as in the previous fiscal year.

Interfund transfers contains \$35,500 to transfer to the Vehicle Replacement Fund. Through a disciplined approach to budgeting and transferring funds to the Vehicle Replacement Fund, the city builds up the fund to meet the demands of vehicle replacement. The last replacement of four patrol vehicles was in the summer of 2015. By budgeting the planned replacement cost of vehicles each year, sufficient funds should exist in this fund replacement when all five patrol cars need to be replaced. More information about the Vehicle Replacement Fund is provided later in this document.

<b><u>Authorized Positions:</u></b>	<b><i>FY 2015-16</i></b>	<b><i>FY 2016-17</i></b>	<b><i>FY 2017-18</i></b>
Police Chief	1	1	1
Lieutenant	1	1	2
Sergeant	1	3	2
Patrol Officer	7	6	6
Relief Officer – Part-Time	1	3	3
<b>Total – Police</b>	<b>11</b>	<b>14</b>	<b>14</b>

City of Hill Country Village  
 General Fund--Police Department  
 Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
--------	---------------------	-------------------	-------------------	---------------------	-------------------	-------------------------------

**EXPENSES**

**Personnel Services**

5005 · Salaries, Regular Employees	550,733	622,727	622,500	631,092	8,592
5007 · Salaries, Temporary	12,346	13,500	13,500	15,000	1,500
5013 · Medical Exam	0	200	0	200	200
5014 · Longevity	4,772	5,521	4,812	4,516	(296)
5016 · Education Pay	2,869	2,800	1,744	2,400	656
5018 · Certification Pay	17,263	16,800	17,522	22,000	4,478
5020 · SS Employer Contributions	43,433	48,671	51,502	49,426	(2,076)
5022 · Retirement	19,817	24,100	24,492	24,597	105
5028 · Life Insurance	435	541	542	541	(1)
5030 · Health Insurance	42,357	56,496	56,496	70,620	14,124
5034 · Dental Insurance	2,911	3,792	3,756	3,792	36
5036 · Disability Insurance	3,441	4,670	4,352	4,733	381
5038 · Vision	865	978	988	978	(10)
5040 · Workers' Compensation	15,129	15,842	15,403	16,088	685
5045 · Unemployment Insurance (SUTA)	2,155	2,277	646	2,277	1,631
5051 · Telephone Allowance	4,152	7,680	7,680	8,520	840

**Total · Personnel Services** \$ 722,678 \$ 826,595 \$ 825,935 \$ 856,779 \$ 30,844

**Travel, Training, & Prof Dues**

5107 · Lodging	759	1,400	1,400	1,400	-
5110 · Meals	268	600	600	700	100
5112 · Mileage					-
5114 · Parking	19	40	0	40	40
5120 · Training	1,540	3,000	3,000	3,000	-
5140 · Professional Dues	360	425	400	425	25

**Total · Travel, Training, & Prof Dues** \$ 2,946 \$ 5,465 \$ 5,400 \$ 5,565 \$ 165

City of Hill Country Village  
 General Fund--Police Department  
 Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
<b>Operational Costs</b>						
5203	Comm-Badge Program	1,112	1,112	1,112	1,112	-
5204	Comm-MDT/Internet	1,824	1,860	1,824	1,860	36
5205	Comm-Radio Airtime	3,888	4,000	3,888	4,000	112
5208	Comm-Mobile Phones	617	660	622	660	38
5245	Printing and Reproduction		0		0	-
5247	Uniform Cleaning	1,362	1,800	1,800	1,500	(300)
5249	Uniform Purchase/Replacement	8,145	9,600	9,600	9,850	250
5272	Auto Liability Insurance	3,021	3,200	3,284	3,300	16
5274	Auto Physical Damage Insurance	1,404	1,600	1,571	1,600	29
5276	Insurance-Law Enforcement	5,790	5,900	6,394	6,500	106
5278	Property Insurance	117	125	117	125	8
5291	Bad Debt	-	-	-	-	-
5376	Forensic Science Center Services	918	1,000	1,000	1,000	-
5393	Magistrate Services	-	-	-	-	-
<b>Total · Operational Costs</b>		<b>\$ 28,198</b>	<b>\$ 30,857</b>	<b>\$ 31,212</b>	<b>\$ 31,507</b>	<b>\$ 295</b>
<b>Supplies and Materials</b>						
5501	Office Supplies	700	700	755	800	45
5520	Dues and Subscriptions	4,490	4,300	4,490	4,700	210
5522	Publications	25	200	0	200	200
5530	Range & Ammo	3,020	3,000	3,000	3,000	-
5600	Maintenance	724	700	700	700	-
5601	Computer Hardware & Software	2,557	12,000	12,921	2,000	(10,921)
5608	Radio/Radar Maintenance	489	500	400	500	100
5618	Vehicle Maintenance	2,538	3,000	2,800	3,000	200
5620	Maintenance Tools and Supplies					-
5630	Small Equip & Parts	5,292	7,500	7,500	10,000	2,500
5640	Vehicle Fuel	14,106	18,000	15,900	16,000	100
5632	Randolph Metro SWAT Pay		0	0	0	-
5645	Vehicle Tires	1,517	1,800	1,800	1,800	-
<b>Total · Supplies and Materials</b>		<b>\$ 35,458</b>	<b>\$ 51,700</b>	<b>\$ 50,266</b>	<b>\$ 42,700</b>	<b>\$ (7,566)</b>
<b>Capital Expend. and Projects</b>						
<b>Total · Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contingencies</b>						
7011	Dispatch Services	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total · Contingencies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>						
6025	Radio Units				\$ -	\$ -
8650	Vehicle Replacement Fund	35,500	35,500	35,500	35,500	-
<b>Total - Interfund Transfer</b>		<b>\$ 35,500</b>	<b>\$ 35,500</b>	<b>\$ 35,500</b>	<b>\$ 35,500</b>	<b>\$ -</b>
<b>TOTAL</b>		<b>\$ 824,780</b>	<b>\$ 950,117</b>	<b>\$ 948,313</b>	<b>\$ 972,051</b>	<b>\$ 23,738</b>

# ***Public Works Department***

Fund: 1 General Fund

## **Program Description :**

The Public Works Department is responsible for the planning, direction, control, and supervision of activities which provide and maintain the City's infrastructure systems, water, sewer, roads, drainage systems, and traffic control devices. The Department also is responsible for Animal Control, the cleanliness of City-owned facilities, and maintaining the facilities' grounds so that they are attractive and clean.

## **Vision :**

The Vision of the Hill Country Village Public Works Department is to ensure prompt, efficient, quality, professional, and friendly service while maintaining community confidence.

## **Mission :**

The Mission of the Hill Country Village Public Works Department is to provide prompt and caring service while maintaining streets, rights-of-way, and providing quality domestic and wildlife animal control service within the City of Hill Country Village.

## **Goals and Objectives :**

- Maintain quality animal control services and enforce the City's Animal Control Code, policies, and procedures.
- Assist in the enforcement of Code Compliance.
- Work with City Engineer to develop long-range roadway preventative maintenance program.
- Maintain more thorough records on domestic animal registration, road maintenance, and traffic control devices.
- Develop a workplace safety-training program.
- Develop maintenance plan for City's infrastructure.

<b><u>Expenses</u></b>	<b><i>FY 2015-16 Actual</i></b>	<b><i>FY 2016-17 Estimate</i></b>	<b><i>FY 2017-18 Budget</i></b>
Personnel Services	\$ 48,488	\$ 48,494	\$ 50,972
Travel, Training, & Prof Dues	-	-	-
Operational Costs	10,232	10,455	10,575
Supplies and Materials	10,158	11,633	12,400
Capital Expend. and Projects	-	-	-
Interfund Transfers	-	-	-
<b>Total</b>	<b>\$ 68,878</b>	<b>\$ 70,582</b>	<b>\$ 73,947</b>

**Program Justification and Analysis :**

The FY 2016-17 Public Works Department budget reflects a 2.5 percent increase or \$1,705 from FY 2015-16 estimates.

The operational costs group has a very slight increase.

A slight increase is seen in the supplies and materials group because city staff has been trying to get the budget where what is budgeted for is exactly what the department needs to work with.

Interfund transfers are zero this year as the Vehicle Replacement fund has sufficient funds to purchase a new truck.

<b><u>Authorized Positions:</u></b>	<b><i>FY 2015-16 Actual</i></b>	<b><i>FY 2016-17 Estimate</i></b>	<b><i>FY 2017- 18 Budget</i></b>
Public Works Director	0	0	0
Public Works Worker	2	1	1
<b><i>Total – Public Works</i></b>	<b>2</b>	<b>1</b>	<b>1</b>

City of Hill Country Village  
 General Fund--Public Works Department  
 Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Diff.
<b>EXPENSES</b>						
<b>Personnel Services</b>						
5005	Salaries, Regular Employees	36,365	35,731	35,800	36,445	645
5013	Medical Exam					-
5014	Longevity	804	855	828	945	117
5020	SS Employer Contributions	2,828	2,733	2,710	2,788	78
5022	Retirement	1,351	1,383	1,404	1,420	16
5028	Life Insurance	49	49	50	49	(1)
5030	Health Insurance	4,619	5,136	5,136	6,420	1,284
5034	Dental Insurance	329	345	342	345	3
5036	Disability Insurance	286	268	286	273	(13)
5038	Vision	93	89	92	89	(3)
5040	Workers' Compensation	1,347	1,390	1,357	1,390	33
5045	Unemployment Insurance (SUTA)	171	207	9	207	198
5051	Telephone Allowance	246	480	480	600	120
<b>Total · Personnel Services</b>		<b>\$ 48,488</b>	<b>\$ 48,666</b>	<b>\$ 48,494</b>	<b>\$ 50,972</b>	<b>\$ 2,478</b>
<b>Travel, Training, &amp; Prof Dues</b>						
<b>Total · Travel, Training, &amp; Prof Dues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operational Costs</b>						
5218	Street Lighting Services	8,471	8,500	8,700	8,700	-
5249	Uniform Purchase/Replacement	405	450	450	500	50
5272	Auto Liability Insurance	864	900	905	950	45
5274	Auto Physical Damage Insurance	492	600	400	425	25
<b>Total · Operational Costs</b>		<b>\$ 10,232</b>	<b>\$ 10,450</b>	<b>\$ 10,455</b>	<b>\$ 10,575</b>	<b>\$ 120</b>

City of Hill Country Village  
 General Fund--Public Works Department  
 Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Diff.
<b>Supplies and Materials</b>						
	5601 - Computer Hardware & Software					-
	5507 · Duck & Deer Food and Supplies	-	-	-	-	-
	5508 · Animal Control Expenses	84	-	-	-	-
	5520 · Dues and Subscriptions	-	-	0	-	-
	5602 · Building Maintenance	2,311	2,900	2,900	3,500	600
	5612 · Sign Maintenance	585	1,200	1,233	1,500	267
	5616 · Street Maintenance	576	700	700	1,000	300
	5618 · Vehicle Maintenance	1,488	1,200	500	1,000	500
	5620 · Maintenance Tools and Supplies	1,141	1,400	1,400	1,000	(400)
	5630 · Small Equip & Parts	1,245	1,500	1,500	1,200	(300)
	5640 · Vehicle Fuel	1,996	1,900	2,400	2,400	-
	5645 · Vehicle Tires	732	1,000	1,000	800	(200)
	<b>Total · Supplies and Materials</b>	<b>\$ 10,158</b>	<b>\$ 11,800</b>	<b>\$ 11,633</b>	<b>\$ 12,400</b>	<b>767</b>
<b>Capital Expend. and Projects</b>						
	<b>Total · Capital Expend. and Projects</b>				<b>\$ -</b>	
<b>Interfund Transfers</b>						
	Transfers to Vehicle Replacement Fund					
	<b>Total - Interfund Transfer</b>					
	<b>TOTAL</b>	<b>\$ 68,878</b>	<b>\$ 70,916</b>	<b>\$ 70,582</b>	<b>\$ 73,947</b>	<b>3,365</b>

# ***Capital Project Fund***

---

*Fund: 5 Capital Project*

## **Program Description :**

The City's Capital Project Fund is used to fund improvements to the City's road improvement projects.

---

## **Appropriations :**

There are no appropriations for FY 2017-18

---

## **Policy Consideration:**

Several potential capital projects exist that will need to be researched and considered in future years as identified by the City's Long Range Financial Planning and Capital Improvement Projects Committee. These projects include planning for additional roadway projects beyond the Road Project that started in 2013-14 and ended in February 2016. Future roads will include the installation of ribbon curbs, regrading drainage easements and bar ditches, and renovations and/or a new City Hall. The City Administrator recommends that City Council set forth a five-to twenty-year plan as to what projects to undertake in the future including their financing.



City of Hill Country Village

# Capital Project Fund

Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
<b>REVENUES</b>						
4001	Bond Sales					
4010	Interest-Texpool & Texas Class	91	46	96	100	4
4010	Interest - Wells Fargo	4	4	4	4	-
<b>TOTAL REVENUE</b>		<b>\$ 95</b>	<b>\$ 50</b>	<b>\$ 100</b>	<b>\$ 104</b>	<b>4</b>
4840	Interfund Transaction	631,508		1,760	-	(1,760)
<b>TOTAL - Revenues</b>		<b>\$ 631,603</b>	<b>\$ 50</b>	<b>\$ 1,860</b>	<b>\$ 104</b>	<b>(1,756)</b>
<b>EXPENSES</b>						
5342	Architectural Services					-
5345	Engineering Services					-
5365	City Attorney Services					-
5385	Construction Services	638,210				-
6050	Const Services (City Hall)	1,760				-
6050	Const. Services (A.D.A.)					-
6050	Construction Services (Road)					-
6055	Land Improvements (Landscaping)					-
6060	Building Equipment (Radio Tower Relocation)					-
6060	Building Equipment (Audio Visual)					-
6060	Building Equipment (Network, Data, Phone)					-
6070	Furnishings					-
6111	Land Purchase					-
<b>TOTAL - Expenses</b>		<b>\$ 639,970</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net surplus (deficit)</b>		<b>(8,367)</b>	<b>50</b>	<b>1,860</b>	<b>104</b>	
<b>Beginning Cash</b>		<b>33,700</b>	<b>25,333</b>	<b>25,333</b>	<b>27,193</b>	
<b>Ending Cash/Reserves</b>		<b>25,333</b>	<b>25,383</b>	<b>27,193</b>	<b>27,297</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 665,303</b>	<b>\$ 25,383</b>	<b>\$ 27,193</b>	<b>\$ 27,297</b>	

# Debt Service Fund

Fund: 07 Debt Service

## Program Description :

The City of Hill Country Village issues bonds to fund needed capital improvement projects such as road construction and rehabilitation projects. These projects are budgeted in the Capital Project Fund. The budgeted amounts reflect the actual principal and interest payments on all outstanding debt. The following lists each currently outstanding debt issuance, its purpose, issuance date, and type and amount of debt.

The City has been awarded a “Aaa” rating by Moody’s. Under the Texas Constitution, Article 11, Section 4, General Law cities with a population of under 5,000 residents (such as Hill Country Village) can levy up to 1.5 percent of its total taxable property value (est. \$325,414,676) for its annual fiscal obligations, including debt service. The Texas Attorney General allows cities up to 1 percent of a City’s total taxable property value to be encumbered for debt service, allowing up to 0.5 percent for general use. Debt is backed by property taxes. Though Hill Country Village can impose a property tax to fund its debt service, revenues to fund these expenditures are paid with funds from the Economic Development Corporation, which is funded through sales taxes.

The City of Hill Country Village has general obligation bonds outstanding at this time. The full faith and credit of the City back general obligation bonds; in other words, the bonds are guaranteed by a pledge of property taxes. A schedule of the City's outstanding debt is listed in this section.

	Outstanding at September 30, 2013
Limited Road Construction, Land Acquisition, and Construction Bonds, 2000	\$ -
<b>Total Limited Tax Bonds:</b>	<b>\$ -</b>
<b>TOTAL:</b>	<b>\$ -</b>

## Expenses:

	<i>FY 2015-16 Actual</i>	<i>FY 2016-17 Estimate</i>	<i>FY 2017-18 Budget</i>
Debt Service	\$ 147,123	\$ 145,097	\$ 146,767
<b>Total</b>	<b>\$ 147,123</b>	<b>\$ 145,097</b>	<b>\$ 146,767</b>

---

### **Program Justification and Analysis :**

The FY 2017-18 budget for all debt service payments totals \$144,774 For FY 2017-18, \$4,767 of the payment will cover interest expense, \$144,774 covers principal expense, and the balance is for bank and other service fees.

---

### **Policy Consideration:**

On February 2, 2002, City Council held an election to determine the funding of the Road Project-Phase II & III as well as that of a proposed City Hall. Throughout the planning phase of the two projects, costs for both projects increased beyond funds planned. Voters approved transferring funds from the City Hall project to fully fund the Road Project. In addition, voters did not approve the sale of additional bonds to construct a new City Hall. As of press time, additional funds have not been identified to construct a new City Hall. As of FY 2013-14 the bonds have been paid off and refinanced.

In the FY 2004-05 budget process, City Council members discussed several potential projects including planning for additional road construction projects in future years, the installation of flush curbs throughout the City, and drainage issues. Should the City decide to sell Bonds or Notes for these or any other project, the Debt Service Fund will be impacted. During FY 2004-05, voters approved the creation of a Road Maintenance sales tax to fund repair and maintenance on roads. During FY 2005-06 budget deliberations, Council discussed future road projects and the time needed to accumulate funds to address them through the Road Maintenance Fund. In FY 2015-16 voters reauthorized the sales tax to fund repair and maintenance of roads.

# Debt Service Fund

Fiscal Year Ending September 30, 2018

Account Codes	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Estimate to Budget Difference
<b>REVENUES</b>						
4010	Interest Income (Checking)	2	1	2	2	0
4820	Transfer from EDC (Sales Tax)	147,122	145,098	145,098	146,767	1,669
<b>TOTAL - Revenues</b>		<b>\$ 147,124</b>	<b>\$ 145,099</b>	<b>\$ 145,100</b>	<b>\$ 146,769</b>	<b>\$ 1,669</b>
<b>EXPENSES</b>						
<b>General Obligation Refunding Bond, Series 2014</b>						
5295	Interest Expense	7,123	6,097	6,097	4,767	-1,330
5296	Principal Expense-Bond	140,000	139,000	139,000	142,000	3,000
5290	Bank Service Charges	0				0
<b>Capital Expend. and Projects</b>						
<b>Subtotal-Debt Service</b>		<b>\$ 147,123</b>	<b>\$ 145,097</b>	<b>\$ 145,097</b>	<b>\$ 146,767</b>	<b>\$ 1,670</b>
<b>TOTAL - Expenses</b>		<b>\$ 147,123</b>	<b>\$ 145,097</b>	<b>\$ 145,097</b>	<b>\$ 146,767</b>	<b>\$ 1,670</b>
<b>Net surplus (deficit)</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	
<b>Beginning Cash</b>		<b>11</b>	<b>12</b>	<b>12</b>	<b>15</b>	
<b>Ending Cash/Reserves</b>		<b>12</b>	<b>14</b>	<b>15</b>	<b>17</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 147,135</b>	<b>\$ 145,111</b>	<b>\$ 145,112</b>	<b>\$ 146,784</b>	

Date	Principal	Interest	Year Total Payment	Net Outstanding Debt
1-Jul-14	\$20,000.00	\$2,296.67	\$22,296.67	\$878,051.05
1-Jan-15	\$136,000.00	\$4,241.25	\$140,241.25	\$737,809.80
1-Jul-15		\$3,799.25	\$3,799.25	\$734,010.55
1-Jan-16	\$140,000.00	\$3,799.25	\$143,799.25	\$590,211.30
1-Jul-16		\$3,323.25	\$3,323.25	\$586,888.05
1-Jan-17	\$139,000.00	\$3,323.25	\$142,323.25	\$444,564.80
1-Jul-17		\$2,774.20	\$2,774.20	\$441,790.60
1-Jan-18	\$142,000.00	\$2,774.20	\$144,774.20	\$297,016.40
1-Jul-18		\$1,993.20	\$1,993.20	\$295,023.20
1-Jan-19	\$146,000.00	\$1,993.20	\$147,993.20	\$147,030.00
1-Jul-19		\$1,015.00	\$1,015.00	\$146,015.00
1-Jan-20	\$145,000.00	\$1,015.00	\$146,015.00	\$0
1-Jul-20				
	<b>\$868,000.00</b>	<b>\$32,347.72</b>	<b>\$900,347.72</b>	

Amount owed at end of FY 2017-18

# ***Economic Development Corporation***

## **Program Description :**

*Fund: 9 Economic Development Corporation*

The Hill Country Village Economic Development Corporation (HCV EDC) (a "4B" corporation) is a separate organization from the City, though its operation and funding works closely with the City as its board is partially made up with members of City Council. Its funding comes from a ¼ cent Economic Development Corporation sales tax. The HCV EDC was organized to finance projects for the promotion and development of commercial, industrial, and manufacturing enterprises. The corporation is organized pursuant to the Development Corporation Act of 1979 and Article 5190.6, § 4B, Revised Civil Statutes of the State of Texas as amended.

The HCV EDC funds many projects that support the efforts of the City in its effort to promote economic development including funding infrastructure-related projects that will complement businesses, including road reconstruction and utility projects.

## **Goals and Objectives :**

- Be an advocate for the City's business community.
  - Represent business interests during highway expansion project.
  - Reorganize Hill Country Village Business Council.
- Target high-end retail operations and assist their location in the City.
- Fund current bond obligations.

<b><u>Expenses:</u></b>	<i>FY 2015-16 Actual</i>	<i>FY 2016-17 Estimate</i>	<i>FY 2017-18 Budget</i>
Travel, Training, & Prof Dues	\$ -	\$ -	\$ -
Operational Costs	-	50	50
Supplies and Materials	-	-	-
Capital Expend. And Projects	-	-	-
Interfund Transactions	137,323	155,097	156,767
<b>Total</b>	<b>\$ 137,323</b>	<b>\$ 155,147</b>	<b>\$ 156,817</b>

## **Program Justification and Analysis :**

The FY 2017-178 adopted budget for the Economic Development Corporation decreases less than 1 percent over FY 2016-17. Sales taxes are projected to increase about 1 percent.

The interfund transfers group contains \$156,767 for transfers to Debt Service to fund interest and principal payments for the bonds as well as related charges. \$10,000 of this group is budgeted to reimburse the City for providing administrative services to the EDC. State law requires that the City be compensated for services it renders to the EDC.

Hill Country Village Economic Development Corporation

**Economic Development Corporation**

Fiscal Year Ending September 30, 2018

Acct #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Budget to estimate difference
<b>REVENUES</b>						
4005	Sales Tax	139,870	147,612	147,000	148,250	1,250
4010	Interest-Texpool/Texas Class	1				
4010	Interest-Bank	30	7	5	5	
<b>TOTAL - Revenues</b>		<b>\$ 139,901</b>	<b>\$ 147,619</b>	<b>\$ 147,005</b>	<b>\$ 148,255</b>	<b>\$ 1,250</b>
<b>EXPENSES</b>						
<b>Travel, Training, &amp; Prof Dues</b>						
5110	Meals					
5112	Mileage					
5114	Parking					
5120	Training					
5140	Seminar and Conference Fees					
<b>Total - Travel, Training, &amp; Prof Dues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operational Costs</b>						
5240	Public Notice		70	50	50	
5381	City Attorney Services					
	Small Business Development					
	Water Main Land Acquisition					
<b>Total - Operational Costs</b>		<b>\$ -</b>	<b>\$ 70</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ -</b>
<b>Supplies and Materials</b>						
<b>Total - Supplies and Materials</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital Expend. and Projects</b>						
<b>Total - Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>						
8100	Transfer to General Fund	10,000	10,000	10,000	10,000	
8611	Transfer to Debt Service	127,323	145,097	145,097	146,767	1,670
<b>Total - Interfund Transfers</b>		<b>\$ 137,323</b>	<b>\$ 155,097</b>	<b>\$ 155,097</b>	<b>\$ 156,767</b>	<b>\$ 1,670</b>
<b>TOTAL - Expenses</b>		<b>\$ 137,323</b>	<b>\$ 155,167</b>	<b>\$ 155,147</b>	<b>\$ 156,817</b>	<b>\$ 1,670</b>
<b>Net surplus, (deficit)</b>		<b>2,578</b>	<b>(7,548)</b>	<b>(8,142)</b>	<b>(8,562)</b>	
<b>Beginning Cash</b>		<b>120,483</b>	<b>123,061</b>	<b>123,061</b>	<b>114,919</b>	
<b>Ending Cash/Reserves</b>		<b>123,061</b>	<b>115,513</b>	<b>114,919</b>	<b>106,357</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 260,384</b>	<b>\$ 270,680</b>	<b>\$ 270,066</b>	<b>\$ 263,174</b>	

## Road Maintenance Fund

The Road Maintenance Fund is used to maintain and repair municipal streets that existed on the date of the election to adopt the tax, November 2, 2004. It may not be used to build new streets. "Street" is defined as the entire width of right of way designated by a city for vehicular travel. The term does not include a designated state or federal highway or road or a designated county road. The funding source for these funds come from a ¼ cent sales tax on goods sold in the City. Funds began to be collected in April 2005 and were first deposited in the City Treasury in June 2005 (Comptroller's two-month turn-around time). These funds are budgeted and controlled by City Council. Under current law, this tax expired four years after it takes effect (March 31, 2009) and may be re-authorized by voters prior to the expiration date. The City held an election on May 2016 for this purpose and the voters re-authorized the tax. The reauthorization tax now expires on May 7, 2020.

The City Engineer provided an estimate to repair the roads in 2006 that totaled \$1,014,003. The City Council has embarked on a road/drainage maintenance project for FY 2013-14 which continued on to FY 2015-16. This project was completed in February 2016. Cost for the project was approximately \$1.5 million.

### Policy Consideration:

On May 2016, City Council held an election to reauthorize the sales tax for road maintenance. The City Council will hold another special election in May 2020 to continue the reauthorization. In FY 2015-16 the City Council also approved a 5 percent property tax increase to be dedicated to the Road Maintenance Fund. Total revenue for FY 2016-17 show an increase of 1.5 percent or \$4,614 to the Road Maintenance Fund.

City of Hill Country Village  
Road Maintenance Fund - 22  
Fiscal Year Ending September 30, 2018

Acct. #	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4005	Sales Tax	139,869	147,612	147,612	148,250	638
4006	Ad Valorem	166,307	167,322	167,322	169,470	2,148
4010	Interest (Checking, Texas Class, TexPool)	536	900	600	600	-
<b>Total Revenues</b>		<b>\$306,712</b>	<b>\$315,834</b>	<b>\$315,534</b>	<b>\$318,320</b>	<b>2,786</b>
<b>EXPENSES</b>						
6000	Capital Expend. and Projects					
8630	Transfers to Cap Project Fund	631,508			\$0	-
<b>Total - Capital Expend. and Projects</b>						
<b>TOTAL - Expenses</b>		<b>\$ 631,508</b>	<b>\$ -</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Net surplus (deficit)		-\$324,796	\$315,834	\$315,534	\$318,320	
Beginning Cash		\$529,537	\$204,741	\$204,741	\$520,275	
Ending Cash/Reserves		\$204,741	\$520,575	\$520,275	\$838,595	
<b>TOTAL APPROPRIATIONS</b>		<b>\$836,249</b>	<b>\$520,575</b>	<b>\$520,275</b>	<b>\$838,595</b>	

# Special Revenue Funds

## Program Description :

Though the Special Revenue Funds only account for a fraction of the City's revenues and expenses, the majority of the City's funds are grouped together in this category to provide a quick summary of programs. Each fund exists for a special purpose and must be accounted for separately from the City's other funds. Each fund listed in the coming pages is a self-balancing chart of accounts. The subsequent pages contain a description, use, revenues, expenditures, and balances by fund.

## Grants-in-Aid

The City receives grants to help fund special projects. Funds from federal and local sources support such programs as officer redeployment and emergency management operations. Grants appearing in this fund vary from year to year as some expire and new ones become active. Currently, all grants' budgets appear under this blanket fund. The City's cash match, if any, for all grants are appropriated through a transfer of funds from another fund such as the General Fund or Economic Development Corporation. The FY 2017-18 adopted budget reflects no new grant applications. This fund also represents the School Crossing Guard and expenditures which does reflect appropriations. All appropriations are controlled by individual grant.

City of Hill Country Village

Grants-in-Aid Fund - 13

Fiscal Year Ending September 30, 2018

Account Number	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4009	School Crossing Guard	1,275	1,200	1,200	1,200	-
4012	Grants	44,079	75,000			-
	Radios - Car & Handheld				95,000	95,000
	Department of Justice-Bulletproof Vest					-
	City of San Antonio-Metro Health					-
	FEMA/DEM Flood 2002 Road Repair					-
	Bicycle Donations					-
	Texas Eng. Ext. Service (Homeland Sec.)					-
	SECO					-
	Edward Byrne Memorial Justice					-
	BC-Body Worn Camera Program			2,900		(2,900)
4016	State Training Grant	1,276	1,500	1,300	1,300	-
4010	Interest (Checking & Texas Class)	2	5	5	5	-
<b>TOTAL - Revenues</b>		<b>\$ 46,632</b>	<b>\$ 77,705</b>	<b>\$ 5,405</b>	<b>\$ 97,505</b>	<b>\$ 92,100</b>
<b>EXPENSES</b>						
<b>Travel, Training, &amp; Prof. Dues</b>						
5120	Training	2,355	1,200	1,200	1,200	-
<b>Total - Travel, Training, &amp; Prof Dues</b>		<b>\$ 2,355</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ -</b>
<b>Operational Costs</b>						
<b>Total - Operational Costs</b>						
<b>Supplies and Materials</b>						
5503	School Safety Fund Purchases	1,407	1,200	1,200	1,200	-
5630	Small Equipment and Parts	-				-
<b>Total - Supplies and Materials</b>		<b>\$ 1,407</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ -</b>
<b>Capital Expenditures</b>						
6027	Other Public Safety Equipment	14,499	75,000		95,000	95,000
6060	Building Equipment	-				-
<b>Total - Capital Expenditures</b>		<b>\$ 14,499</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>
<b>Interfund Transactions</b>						
<b>Total - Interfund Transactions</b>						
<b>TOTAL - Expenses</b>		<b>\$ 18,261</b>	<b>\$ 77,400</b>	<b>\$ 2,400</b>	<b>\$ 97,400</b>	<b>\$ 95,000</b>
<b>Net surplus (deficit)</b>		<b>28,371</b>	<b>305</b>	<b>3,005</b>	<b>105</b>	
<b>Beginning Cash</b>		<b>(27,515)</b>	<b>856</b>	<b>856</b>	<b>3,861</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 856</b>	<b>\$ 1,161</b>	<b>\$ 3,861</b>	<b>\$ 3,966</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 19,117</b>	<b>\$ 78,561</b>	<b>\$ 6,261</b>	<b>\$ 101,366</b>	



# Court Technology Fund

The City of Hill Country Village established a special fund to provide monies for improvements in court technology on August 19, 1999 (Ord. 756). Due to in-house bookkeeping issues, no funds were actually recorded to the fund until the audit of FY 2000-01. Fees are imposed upon all defendants convicted of offenses in the municipal court and deposited into this fund. Monies may only be used in accordance with the Texas Code of Criminal Procedure, Article 102.0172(b) for items such as computer systems, computer networks, computer hardware, computer software, imaging systems, electronic kiosks, electronic ticket writers, and docket management systems. As per state statute, these funds are budgeted and controlled by City Council.

City of Hill Country Village  
 Court Technology Fund - 15  
 Fiscal Year Ending September 30, 2018

Account Number	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4050	Municipal Court	3,368	2,500	3,500	4,000	500
4010	Interest (Checking)	-	1	1	1	0
	<b>TOTAL - Revenues</b>	<b>\$ 3,368</b>	<b>\$ 2,501</b>	<b>\$ 3,501</b>	<b>\$ 4,001</b>	<b>\$ 500</b>
<b>EXPENSES</b>						
<b>Operational Costs</b>						
5203	Comm-Court Program	2,059	1,341	1,340	1,341	1
	<b>TOTAL - Operational Costs</b>	<b>\$ 2,059</b>	<b>\$ 1,341</b>	<b>\$ 1,340</b>	<b>\$ 1,341</b>	<b>1</b>
<b>Capital Expend. and Projects</b>						
6017	Computer Equipment	-	-	-	-	-
	<b>TOTAL - Capital Expend. and Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>TOTAL - Expenses</b>	<b>\$ 2,059</b>	<b>\$ 1,341</b>	<b>\$ 1,340</b>	<b>\$ 1,341</b>	<b>1</b>
	<b>Net surplus (deficit)</b>	<b>1,309</b>	<b>1,160</b>	<b>2,161</b>	<b>2,660</b>	
	<b>Beginning Cash</b>	<b>1,053</b>	<b>2,362</b>	<b>2,362</b>	<b>4,523</b>	
	<b>Ending Cash/Reserves</b>	<b>\$ 2,362</b>	<b>\$ 3,522</b>	<b>\$ 4,523</b>	<b>\$ 7,183</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 4,421</b>	<b>\$ 4,863</b>	<b>\$ 5,863</b>	<b>\$ 8,524</b>	

# Court Security Fund

The City of Hill Country Village established a special fund to fund improvements in court building security on August 19, 1999 (Ord. 757). Fees are imposed upon all defendants convicted of offenses in the municipal court and deposited into this fund. Due to in-house bookkeeping issues, no funds were actually recorded to the fund until the audit of FY 2000-01. Funds may be used for:

- (1) the purchase or repair of X-ray machines and conveying systems;
- (2) handheld metal detectors;
- (3) walkthrough metal detectors;
- (4) identification cards and systems;
- (5) electronic locking and surveillance equipment;
- (6) bailiffs, deputy sheriffs, deputy constables, or contract security personnel during times when they are providing appropriate security services;
- (7) signage;
- (8) confiscated weapon inventory and tracking systems;
- (9) locks, chains, alarms, or similar security devices;
- (10) the purchase or repair of bullet-proof glass; and
- (11) continuing education on security issues for court personnel and security personnel.

As per state statute, these funds are budgeted and controlled by City Council. For FY 2016-17, funds are budgeted to pay for alarm system services and system upgrades.

**City of Hill Country Village  
Court Security Fund - 16  
Fiscal Year Ending September 30, 2018**

Account Number	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4050	Municipal Court	2,526	1,600	2,000	1,600	(400)
4010	Interest (Checking & Texas Class)	1	2	2	2	-
<b>TOTAL - Revenues</b>		<b>\$ 2,527</b>	<b>\$ 1,602</b>	<b>\$ 2,002</b>	<b>\$ 1,602</b>	<b>\$ (400)</b>
<b>EXPENSES</b>						
<b>Travel, Training, &amp; Professional Dues</b>						
5120	Training	-	-	-	-	-
<b>Total - Travel, Training, &amp; Professional Dues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operational Costs</b>						
5220	Alarm System Services	1,113	1,050	1,050	1,200	150
<b>Total - Operational Costs</b>		<b>\$ 1,113</b>	<b>\$ 1,050</b>	<b>\$ 1,050</b>	<b>\$ 1,200</b>	<b>\$ 150</b>
<b>Supplies and Materials</b>						
5630	Small Equip & Parts	-	-	-	-	-
<b>Total - Supplies and Materials</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital Expend. and Projects</b>						
<b>Total - Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Building Equipment</b>						
	Building Cameras	-	-	4,000	-	(4,000)
<b>Total - Building Equipment</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ (4,000)</b>
<b>TOTAL - Expenses</b>		<b>\$ 1,113</b>	<b>\$ 1,050</b>	<b>\$ 5,050</b>	<b>\$ 1,200</b>	<b>\$ (3,850)</b>
<b>Net surplus (deficit)</b>		<b>1,414</b>	<b>552</b>	<b>(3,048)</b>	<b>402</b>	
<b>Beginning Cash</b>		<b>1,629</b>	<b>3,043</b>	<b>3,043</b>	<b>(5)</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 3,043</b>	<b>\$ 3,595</b>	<b>\$ (5)</b>	<b>\$ 397</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 4,156</b>	<b>\$ 4,645</b>	<b>\$ 5,045</b>	<b>\$ 1,597</b>	

# Judicial Efficiency

City of Hill Country Village

Judicial Efficiency - 17

Fiscal Year Ending September 30, 2018

Account Number	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4050	Municipal Court	72	100	100	100	-
4010	Interest (Checking)	1	-	-	-	-
<b>TOTAL - Revenues</b>		<b>\$ 73</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>-</b>
<b>EXPENSES</b>						
<b>Operational Costs</b>						
5120	Training	-	100	100	100	-
<b>TOTAL - Operational Costs</b>		<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>-</b>
<b>Supplies and Materials</b>						
<b>Capital Expend. and Projects</b>						
<b>TOTAL - Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>TOTAL - Expenses</b>		<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>-</b>
<b>Net surplus (deficit)</b>		<b>73</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Beginning Cash</b>		<b>28</b>	<b>101</b>	<b>101</b>	<b>101</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 101</b>	<b>\$ 101</b>	<b>\$ 101</b>	<b>\$ 101</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 101</b>	<b>\$ 201</b>	<b>\$ 201</b>	<b>\$ 201</b>	

# Vehicle Replacement Fund

The Vehicle Replacement Fund, formally known as the Capital Replacement Fund, was started in FY 2003-04 and allows for the accumulation of money over time to replace certain big-ticket capital items such as vehicles and computers. By budgeting a fixed amount each year, from the general fund a single year's budget will not be impacted when large-ticket items need replacement. FY 2016-17 does not reflect any vehicle purchases. Public Works began budgeting for a new truck in FY 2006-07. The fund tracks police and public works funds separately.

**City of Hill Country Village  
Vehicle Replacement Fund - 18  
Fiscal Year Ending September 30, 2018**

Account Number	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
<b>Police</b>						
4810	Transfer from General Fund	35,500	35,500	35,500	35,500	-
4300	Other Income - Misc Income					-
4010	Interest (Checking & Texas Class)	199	250	325	325	-
<b>Public Works</b>						
4810	Transfer from General Fund					-
4300	Other Income					-
4010	Interest (Checking & Texas Class)	146	75	325	325	-
<b>Other</b>						
4095	Sale of Assets	37,690				-
<b>TOTAL - Revenues</b>		<b>\$ 73,535</b>	<b>\$ 35,825</b>	<b>\$ 36,150</b>	<b>\$ 36,150</b>	<b>-</b>
<b>EXPENSES</b>						
5500	Supplies and Materials	3,421				-
<b>Total - Supplies and Materials</b>		<b>\$ 3,421</b>				
<b>Capital Expend. and Projects</b>						
6010	Heavy Equipment					-
6013	Vehicle Equipment					-
6025	Radio Units					-
6027	Other Public Safety Equipment					-
6015	New Vehicles	26,708		12,500	-	(12,500)
<b>Total - Capital Expend. and Projects</b>		<b>\$ 26,708</b>	<b>\$ -</b>	<b>\$ 12,500</b>	<b>\$ -</b>	<b>(12,500)</b>
<b>TOTAL - Expenses</b>		<b>\$ 30,129</b>	<b>\$ -</b>	<b>\$ 12,500</b>	<b>\$ -</b>	<b>(12,500)</b>
<b>Net surplus (deficit)</b>		<b>43,406</b>	<b>35,825</b>	<b>23,650</b>	<b>36,150</b>	
<b>Beginning Cash</b>		<b>69,030</b>	<b>112,436</b>	<b>112,436</b>	<b>136,086</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 112,436</b>	<b>\$ 148,261</b>	<b>\$ 136,086</b>	<b>\$ 172,236</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 142,565</b>	<b>\$ 148,261</b>	<b>\$ 148,586</b>	<b>\$ 172,236</b>	

# Venue Tax Fund

The Venue Tax Fund (a.k.a. Motor Vehicle Rental Tax) accounts for revenues and expenditures collected from car rental companies located in the City. Chapter 334 of the Texas Local Government Code describes a venue project to include the planning, acquisition, establishment, development, construction, and renovation of a venue project or "a project authorized under Section 4A or 4B of the Economic Development Corporation Act of 1979 (Article 5190.6, Vernon's Texas Civil Statutes), as that Act existed on September 1, 1997." The act at the time allowed for the funding of Public Safety items such as fire, police, and ambulance services and related equipment. The act also allowed for these funds to be used for infrastructure projects benefiting businesses. As per state statute, these funds are budgeted and controlled by City Council.

The Motor Vehicle Rental Tax, also known as the Venue Tax, may be imposed by jurisdictions on rentals of motor vehicles for items including public safety. This 2 percent tax on motor vehicle rentals was adopted by the City Council on September 21, 2000 and made effective November 1, 2000 following an election held August 12, 2000. The City Council may increase this tax up to 5 percent as per enabling vote. Prior to May 2003, this tax was accounted for in the Economic Development Corporation. At that point, City Council elected to utilize these funds to help pay for the Emergency Services Interlocal Agreement with the City of San Antonio. A new fund was created to account for these monies.

Policy Consideration: The current tax rate is 2 percent. The City may raise this tax up to 5 percent based on the wording in the enabling vote by voters of Hill Country Village. The City has one rental car location. Hill Country Village can increase this tax, but should be mindful that by increasing this tax, it may affect the decision of this one firm to continue to do business in the City.

## City of Hill Country Village

### Venue Tax Fund - 19

Fiscal Year Ending September 30, 2018

Account Number	Account Description	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Estimate	FY 2017-18 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4004	Venue Tax	40,040	37,000	37,000	37,000	-
4010	Interest (Checking & Texas Class)	17	25	25	25	-
	<b>TOTAL - Revenues</b>	<b>\$ 40,057</b>	<b>\$ 37,025</b>	<b>\$ 37,025</b>	<b>\$ 37,025</b>	<b>-</b>
<b>EXPENSES</b>						
<b>Operational Costs</b>						
5350	Fire Department Services	30,000	30,000	30,000	30,000	-
	<b>Total - Operational Costs</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>-</b>
	<b>TOTAL - Expenses</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>-</b>
	<b>Net surplus (deficit)</b>	<b>10,057</b>	<b>7,025</b>	<b>7,025</b>	<b>7,025</b>	
	<b>Beginning Cash</b>	<b>36,174</b>	<b>46,231</b>	<b>46,231</b>	<b>53,256</b>	
	<b>Ending Cash/Reserves</b>	<b>\$ 46,231</b>	<b>\$ 53,256</b>	<b>\$ 53,256</b>	<b>\$ 60,281</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 76,231</b>	<b>\$ 83,256</b>	<b>\$ 83,256</b>	<b>\$ 90,281</b>	

# ***Ad Valorem Tax Information***

---

## **Tax Rate**

All taxable property within the City is subject to the assessment, levy and collection of a continuing, direct annual ad valorem tax sufficient to provide for the payment for the maintenance and operations expenditures and principal and interest on all general obligation tax debt within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to \$2.50 per \$100 assessed valuation for all City purposes.

By September 30 or by the 60th day after the taxing unit receives the certified appraisal roll (whichever is later), the City Council adopts a tax rate per \$100 assessed valuation for the current year. The tax rate consists of two components: (1) a rate for funding of maintenance and operations expenditures and (2) a rate for debt service.

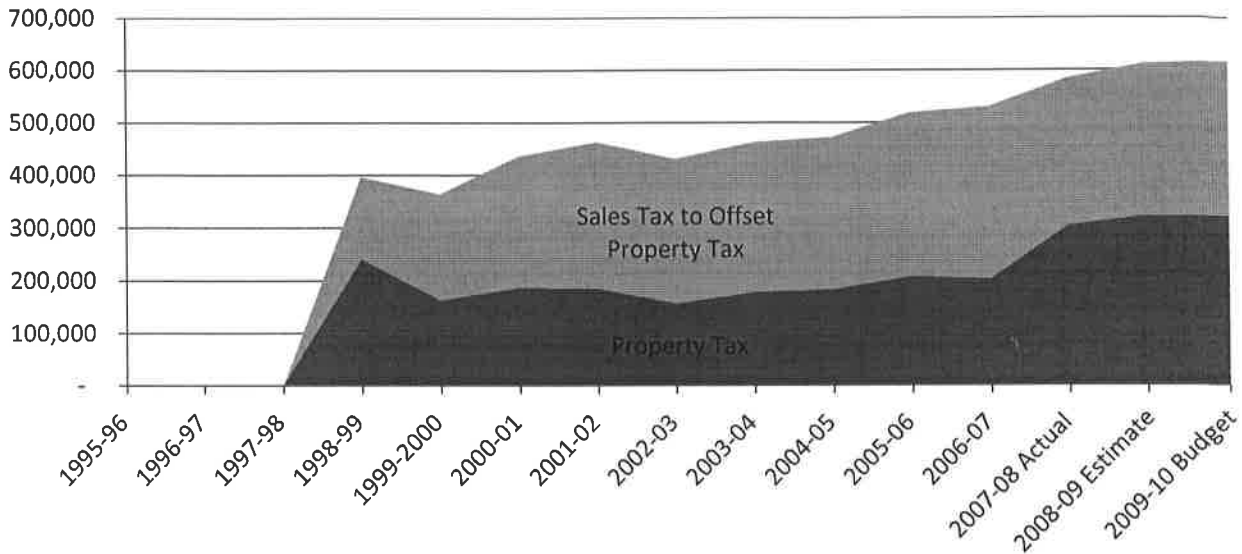
## **Ad Valorem Tax Rate Computation**

<b>FY 2014-15</b>			
Appraised Value	\$	337,475,904	
Taxable Value		331,869,911	
			Revenue
<i>Tax Rate without Sales Tax Subsidy</i>			
Tax Rate		0.201190	\$ 667,689
<i>Tax Rate with Sales Tax Subsidy</i>			
Tax Rate	\$	0.145000	\$ 489,340

## **Sales Tax Subsidy**

Beginning October 1, 1998, Hill Country Village enacted a ½ percent sales tax to offset property tax. Had this tax not been enacted, residents would be paying a property tax rate between two to three times the current year's rate as reflected in the chart above and the graph on the next page. Sales tax revenue is made up of three components: a 1 percent general sales tax that is unrestricted General Fund revenue, a ½ percent sales tax to offset property tax (a property tax subsidy) that is unrestricted General Fund revenue, a ¼ percent sales tax for Economic Development that primarily funds bond payments and other economic development activity, and a ¼ percent for Road Maintenance.

## Ad Valorem (Property) Tax Sources



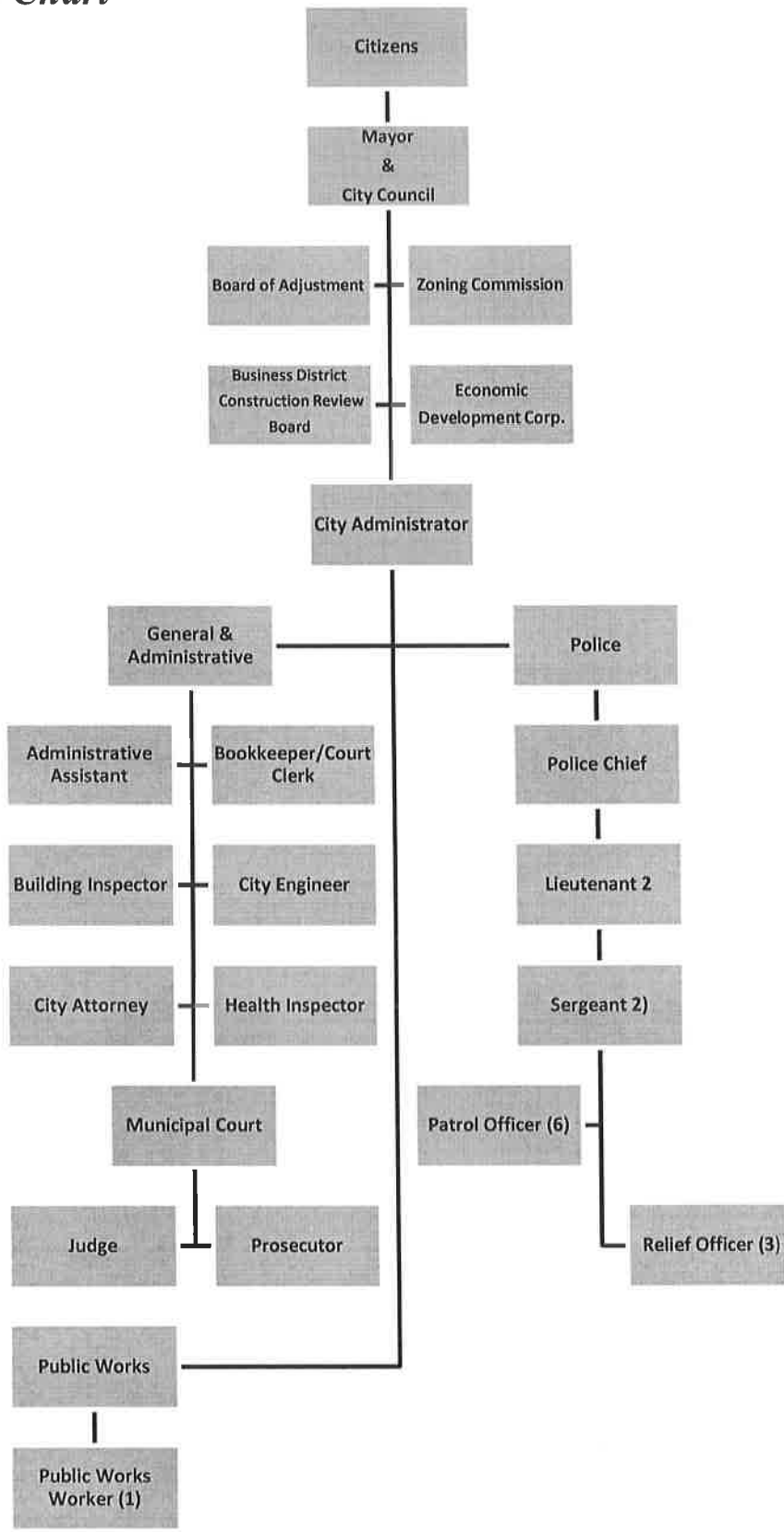
### State Requirements

Under the State Tax Code, the City must annually calculate and publicize its proposed tax rate and by how much that increases property tax revenues. The hearing is held following a published notice to the taxpayers in compliance with the Tax Code. If the adopted tax rate exceeds the rollback tax rate, the qualified voters of the City by petition may require that an election be held to determine whether or not to reduce the tax rate adopted for the current year to the rollback rate.

"Effective tax rate" means the rate that will produce last year's maintenance and operation tax levy (adjusted) from this year's values (adjusted). "Adjusted" means lost values are not included in the calculation of last year's taxes and new values are not included in this year's taxable values.

"Rollback tax rate" means the rate that will produce last year's maintenance and operation tax levy (adjusted) multiplied by 1.08 plus a rate that will produce this year's debt service from this year's values (unadjusted) divided by the anticipated tax collection rate.

# Organizational Chart





## ***Personnel Salary Tables & Ranges***

---

The City strives to provide competitive wages and benefits for the region. Prior to the adoption of the FY 2015-16 budget, the City conducted a comprehensive salary study. A minimum salary for a particular position was based on the average salary in the region. The maximum salary was based on the minimum salary of the top quartile.

As a policy consideration, the City Council should consider increasing the retirement rate contributions for employees in order for the City to provide competitive benefits relative to other entities. The City's retirement program is administered by the Texas Municipal Retirement System.

### **City of Hill Country Village General Fund Salary Tables and Ranges Fiscal Year Ending September 30, 2018**

<b>Table 1 Professional/Managerial/Administrative</b>		<b>Min</b>	<b>Midpoint</b>	<b>Max</b>
	Administrative Assisstant	30,000	35,000	42,000
	Bookkeeper/Court Clerk	48,000	54,000	58,000
	City Administrator	88,000	96,000	115,000
	Police Chief	82,000	90,000	102,000

<b>Table 2 Public Safety</b>		<b>Min</b>	<b>Midpoint</b>	<b>Max</b>
rza	Patrol Officer	45,000	50,000	55,000
	Sergeant	60,000	65,000	70,000
	Lieutenant	70,000	74,000	80,000

<b>Table 3 Labor/Trades</b>		<b>Min</b>	<b>Midpoint</b>	<b>Max</b>
	Public Works Worker	27,000	30,000	34,000

## ***Elected and Appointed Officials***

The 2005 Legislature enacted HB 914, subsequently amended by the H.B. 1491 in 2007, enumerated in the Local Government Code, Chapter 176, requires that officers of the City and its boards and commissions (including EDC) must file a "conflicts disclosure statement" with the local government records administrator within seven days of becoming aware of:

1. the officer or a family member of the officer has an employment or business relationship that results in taxable income of \$2,500 or more with a person who has executed a contract with the City or with whom the City is considering doing business; or
2. the officer or a family member of the officer has accepted one or more gifts (other than food, lodging, transportation, or entertainment) with an aggregate value of \$250 from a person who has executed a contract with the City or who is being considered for business with the City.

For the purposes of the law, this list of elected and appointed officials shall serve as the City's list of persons subject to this law.

<b>Name</b>	<b>Title</b>	<b>Type</b>	<b>Term Start</b>	<b>Term End</b>
<b>City Council</b>				
Gabriel Durand-Hollis	Mayor	Elected	5/12	5/18
Carl A. Register	Council Member, Place 1	Elected	5/07	5/19
Bernard Swift	Council Member, Place 2	Appointed	5/17	5/19
Matt Acock	Council Member, Place 3	Elected	5/16	5/18
George F. "Rick" Evans	Council Member, Place 4	Elected	5/12	5/18
Brett Rowe	Council Member, Place 5	Appointed	8/15/15	5/19

Frank Morales	City Administrator	Appointed	10/14/06	
Frank Morales	Chief of Police	Appointed	12/13/01	
Marc J. Schnell	City Attorney	Appointed	12/14/06	
Tom Turk	City Engineer	Appointed	10/1/17	
Monty McGuffin	Health Inspector	Appointed	6/1/11	
Eric Knapp	Building Inspector			
Bruce Bealor	Building Inspector	Appointed	10/16/03	
Richard Herr	Building Inspector	Appointed	10/1/05	
Bruce Bealor Jr.	Building Inspector			
Mario Treviño	Judge	Appointed	10/1/06	9/30/16
Richard Corrigan	Prosecutor	Appointed	10/1/06	9/30/16
Leslie Kassahn	Alternate Judge	Appointed	10/1/06	9/30/16

<b>Economic Development Corporation</b>				
Doug Boom	President	Appointed	8/09	5/19
Lonnie Wulfe	Member	Appointed	8/09	7/18
Jeff Garvens	Member	Appointed	5/08	5/19
Greg Blasko	Treasurer	Appointed	9/07	5/19
Carl A. Register	Member	Re-Appointed	9/07	8/19

**Zoning Commission**

Doug Boom	Member	Re-Appointed	11/14	5/19
Bill Aniol	Regular Member	Re-Appointed	12/06	5/19
Paul Blackburn	Regular Member	Appointed	5/17	5/19
Kirk Francis	Regular Member	Appointed	3/13	5/19
Gonzales-Soza	Regular Member	Appointed	Nov-15	5/18
Greg Blasko	Regular Member	Re-Appointed	12/06	5/18
Melissa Childress-White	Regular Member	Appointed	3/10	5/18

**Board of Adjustment**

Lonnie Wulfe	Chair/Reg Member	Appointed	12/10	5/19
Matt Riley	Regular Member	Appointed	08/15	8/19
Jeff Garvens	Regular Member	Appointed	12/10	5/19
Hal Bonewtis	Regular Member	Re-Appointed	08/17	8/19
Robert Myers	Regular Member	Re-Appointed	08/15	9/19
John Dulske	Vice Chair/Reg Member	Appointed	12/05	5/18
Doug Boom	Regular Member	Appointed	12/07	5/18

**Business District Construction Review Board**

Joe Calvey	Chair/Reg Member	Re-Appointed	1/05	9/19
Ben Culpepper	Vice Chair/Reg Member	Re-Appointed	08/15	8/19
Tom Doyle	Regular Member	Appointed	1/05	8/19
Bill Aniol	Alternate Member	Re-Appointed	1/05	5/19
Greg Blasko	Alternate Member	Appointed	1/07	5/19
Steve Marceau	Alternate Member	Appointed	1/07	5/19
Jeff Garvens	Alternate Member	Appointed	1/07	5/19

**AN ORDINANCE APPROVING THE BUDGET OF  
THE HILL COUNTRY VILLAGE ECONOMIC DEVELOPMENT  
CORPORATION FOR FISCAL YEAR 2017-18,  
BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018, AND  
ORDERING SAME FILED WITH THE CITY ADMINISTRATOR  
AND COUNTY CLERK**

**WHEREAS**, the budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 was duly presented to the Board of Directors of the Hill Country Village Economic Development Corporation and approved by such board on June 20, 2017

**WHEREAS**, a Public Hearing was held on August 10, 2017 by the City Council of the City of Hill Country Village, Texas.

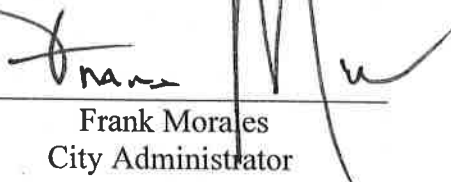
**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS:**

The attached budget for Hill Country Village Economic Development Corporation for the fiscal year beginning October 1, 2017 and ending September 30, 2018, is hereby approved, and it is ordered that a true copy of the budget as approved be attached to this ordinance and made part of and be filed with the City Administrator and County Clerk with the following stipulations:

1. No expenditure of funds of the Hill Country Village Economic Development Corporation shall be made during said fiscal year except in compliance with such adopted budget and with publication of notice if required by applicable law.
2. All sections of ordinances in conflict with this ordinance are hereby repealed.

**PASSED AND APPROVED THIS THE 10TH DAY OF AUGUST 2017.**

**ATTEST:**

  
\_\_\_\_\_  
Frank Morales  
City Administrator

  
\_\_\_\_\_  
Gabriel Durand-Hollis  
Mayor

**AN ORDINANCE ADOPTING THE BUDGET OF  
THE CITY OF HILL COUNTRY VILLAGE, TEXAS, FOR FISCAL YEAR  
2017-18,  
BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018, AND  
ORDERING SAME FILED WITH  
THE CITY ADMINISTRATOR AND COUNTY CLERK**

**WHEREAS**, the budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 was duly presented and a Public Hearing was held by the City Council of the City of Hill Country Village, Texas, 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 HILL COUNTRY VILLAGE, TEXAS:**

The budget for the City of Hill Country Village, Bexar County, Texas, for the fiscal year beginning October 1, 2017 and ending September 30, 2018, attached to this Ordinance is hereby adopted, and it is ordered that a true copy of the budget as adopted be filed with the City Administrator and County Clerk with the following stipulations:

1. The budget includes revised fiscal appropriations for revenue, appropriated fund balance and expenditures, salary table, pay ranges for positions, and authorized positions summarized in the attached document.
2. Expenditures in the General Fund shall be controlled at the fund level;
3. The Capital Project Fund shall be budgeted by project;
4. The Grants-in-Aid Fund shall be budgeted by each grant's project date;
5. Funds other than the General Fund and Capital Project Fund shall be controlled by line item;
6. The Economic Development Corporation budget is not included in the adoption of the City's budget;
7. No expenditure of funds of the City of Hill Country Village shall be made during said fiscal year except in compliance with such adopted budget;
8. The City's Investment Policy, contained herein, has been reviewed and is reaffirmed;
9. The City's Investment Officers are the City Administrator, Administrative Assistant, and Bookkeeper/Court Clerk; and

10. All sections of ordinances in conflict with this ordinance are hereby repealed.

**PASSED AND APPROVED THIS THE 10th DAY OF AUGUST 2017.**



---

Gabriel Durand-Hollis  
Mayor

**ATTEST:**



---

Frank Morales  
City Administrator

ORDINANCE 1179

**AN ORDINANCE ADOPTING THE YEAR 2017 TAX RATE**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS:**

The City Council of the City of Hill Country Village, Texas, does hereby levy or adopt the tax rate on \$100.00 valuation for this city for the year 2017 as follows:

0.145000 for the purpose of maintenance and operations


-0- for the payment of principal and interest on debt

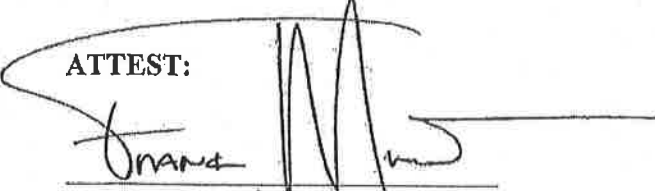
0.145000 total tax rate

I move that the property tax rate be increased by the adoption of a tax rate of 0.145000 which is effectively a 1.3% increase in the tax rate.

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**PASSED AND APPROVED THIS THE 21<sup>st</sup> DAY OF SEPTEMBER, 2017.**

  
\_\_\_\_\_  
Gabriel Durand-Hollis  
Mayor

**ATTEST:**  
  
\_\_\_\_\_  
Frank Morales  
City Administrator