

*City of  
Hill Country Village  
And  
City of Hill Country Village  
Economic Development Corporation  
Fiscal Year 2018-19  
Adopted Budget*

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$3,599 which is a .75% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$4,367.”

Record vote of council members on budget

|                              |     |
|------------------------------|-----|
| Council member Carl Register | Yes |
| Council member Tom Doyle     | Yes |
| Council member Neal Leonard  | Yes |
| Council member Matthew Acock | Yes |
| Council member Allison Greer | Yes |

The property tax rates for 2017:

- (A) 0.145000 Property tax rate
- (B) 0.142032 Effective tax rate
- (C) 0.224941 Effective maintenance and operations tax rate
- (D) 0.286803 Rollback rate
- (E) 0.043867 Debt rate

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

The property tax rate for 2018:

- (F) 0.145000 Property tax rate
- (G) 0.144798 Effective tax rate
- (H) 0.228475 Effective maintenance and operations tax rate
- (I) 0.290956 Rollback rate
- (J) 0.044203 Debt rate

The total amount of Municipal Debt Obligation: \$146,015

# General Fund

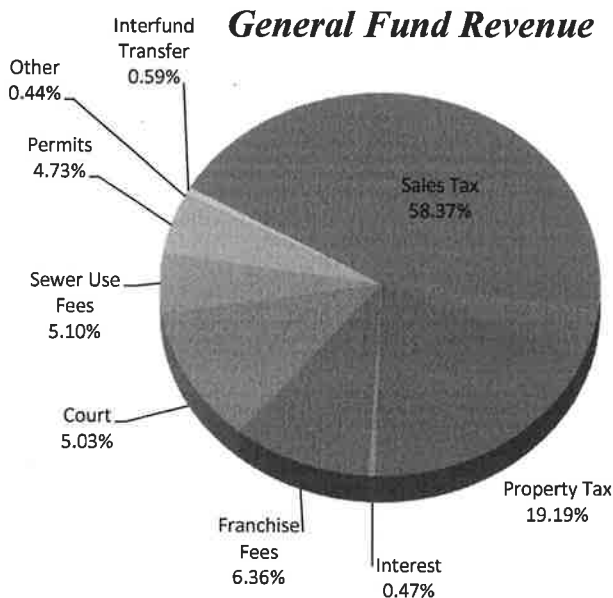
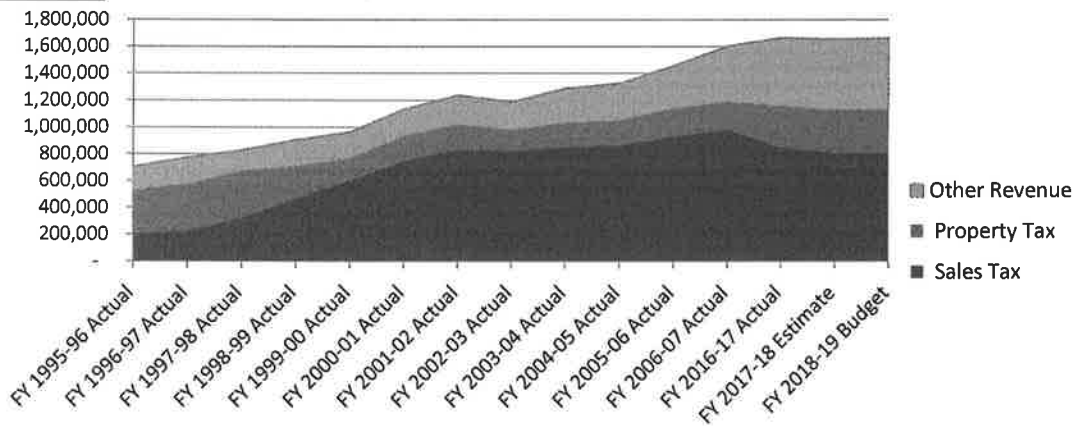
# FY 2018-19

Fund: 01 General

The FY 2018 -19 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 the same tax rate as the previous years budget. Sales tax remains the bulk of the revenue, and this year we will see a slight decrease in sales tax revenue. This year the City will set aside money in reserves in that amount of approximately \$13,000. At the end of FY 2017-18 the General Fund has about 9 months of operating funds set aside in reserves.

## Revenue

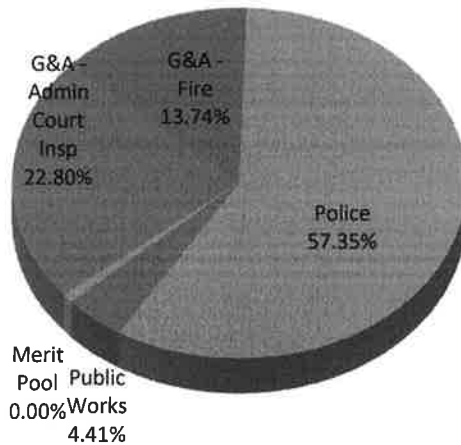


Sales tax makes up about 58 percent--or \$809,000--of the FY 2018-19 General Fund budget. 2017-18 estimated sales tax receipts decreased 4.5 percent over 2016-17 receipts. One-third of this sales tax figure, \$260,800, is made up of what the State calls "sales tax to offset property tax"--a sales tax 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 57 percent. Residents and businesses have expressed the desire to maintain the present level of services in the Police Department. The FY 2018 -19 budget for Police is \$996,814. The fire services agreement will cost \$265,000 in FY 2018-19. Of this cost, \$235,000 is funded out of the General Fund and \$30,000 from the Venue (motor vehicle rental) Tax Fund.

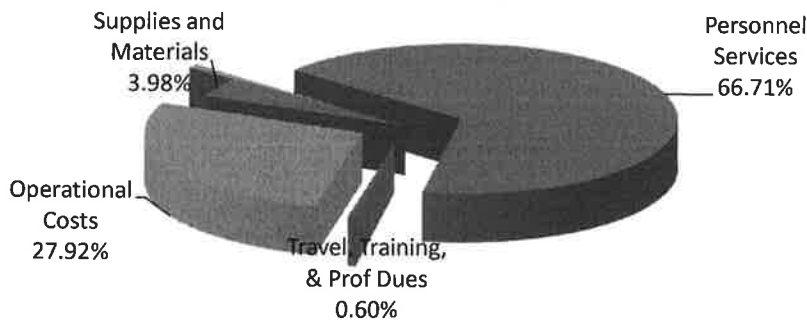


The General and Administrative Department is the second largest department, budgetarily, at the City. It contains expenses for the administration, health inspector, municipal court, sewer, and building inspections.

The FY 2018-19 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 65 percent of the General Fund Budget. There are no changes in personnel positions this year. The operational costs group represents 30 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 3.98 percent of the FY 2018-19 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, 2019

General Fund Revenue & Expenditure Summary

| Account Description     | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | 2017-18<br>Estimate to<br>2018-19 Budget<br>difference |
|-------------------------|----------------------|----------------------|------------------------|----------------------|--|
| <b>REVENUE</b>          |                      |                      |                        |                      |  |
| Sales Tax               | 849,199              | 880,000              | 809,000                | 809,000              | -  |
| Property Tax            | 308,667              | 321,993              | 316,762                | 324,351              | 7,589  |
| Liquor Tax              | 15,514               | 13,000               | 14,000                 | 15,000               | 1,000  |
| Interest Income         | 4,936                | 3,000                | 8,000                  | 8,000                | -  |
| Franchise               | 165,693              | 164,500              | 171,400                | 171,700              | 300  |
| City Public Service     | 135,404              | 130,000              | 139,700                | 140,000              | 300  |
| AT&T                    | 9,950                | 12,500               | 9,900                  | 10,000               | 100  |
| Time Warner Cable       | 17,534               | 18,000               | 18,100                 | 18,000               | (100)  |
| Waste Management        | 2,071                | 3,000                | 2,900                  | 2,900                | -  |
| Other                   | 734                  | 1,000                | 800                    | 800                  | -  |
| Municipal Court         | 181,998              | 170,000              | 195,000                | 195,000              | -  |
| Sewer Use Fees          | 80,114               | 76,000               | 85,000                 | 85,000               | -  |
| Health Department       | 5,715                | 5,000                | 5,000                  | 5,000                | -  |
| Permits                 | 81,728               | 64,000               | 80,000                 | 80,000               | -  |
| Other                   | 10,542               | 5,650                | 7,070                  | 7,450                | 380  |
| Credit Card Fees        | 2,878                | 1,500                | 1,700                  | 1,750                | 50   |
| Insurance Proceeds      | 2,651                | -                    | -                      | -                    | -  |
| Misc. Income            | 2,102                | 1,500                | 1,700                  | 1,700                | -  |
| Police Reports          | 115                  | 200                  | 150                    | 200                  | 50   |
| Fingerprinting          | 1,370                | 600                  | 600                    | 600                  | -  |
| Open Record Req Income  | 1                    | -                    | -                      | -                    | -  |
| Unclaimed Funds-Police  | -                    | -                    | -                      | -                    | -  |
| Police Auction          | -                    | -                    | -                      | -                    | -  |
| Annual Alarm Fee        | -                    | -                    | 1,500                  | 1,600                | 100  |
| False Alarm Fees        | 800                  | 750                  | 800                    | 750                  | (50)   |
| Return Check Fee        | 120                  | 100                  | 120                    | 100                  | (20)   |
| Animal Control          | 505                  | 1,000                | 500                    | 750                  | 250  |
| Sale of Assets          | -                    | -                    | -                      | -                    | -  |
| Zoning Commission Fees  | -                    | -                    | -                      | -                    | -  |
| Reimbursements          | -                    | -                    | -                      | -                    | -  |
| Interfund Transfer      | 13,500               | 10,000               | 10,000                 | 10,000               | -  |
| <b>TOTAL - Revenues</b> | <b>\$ 1,717,606</b>  | <b>\$ 1,713,143</b>  | <b>\$ 1,701,232</b>    | <b>\$ 1,710,501</b>  | <b>\$ 9,269</b>  |

**EXPENSES**

**General & Administrative**

|   |                   |                   |                   |                   |                |
|---|-------------------|-------------------|-------------------|-------------------|----------------|
| Personnel Services (Admin & Court)              | 107,612           | 178,913           | 176,081           | 188,299           | 12,218         |
| Travel, Training & Prof Dues                    | 2,289             | 3,870             | 3,855             | 4,700             | 845            |
| <b>Operational Costs</b>                        | <b>381,332</b>    | <b>390,365</b>    | <b>414,970</b>    | <b>422,325</b>    |                |
| Utilities (Elec/Gas, Water, Phone, Internet, L) | 10,211            | 9,500             | 10,350            | 10,650            | 300            |
| Sewer Discharge Services                        | 47,577            | 47,000            | 53,000            | 53,000            | -              |
| Insurance (Liability/E&O, Prop.)                | 3,505             | 3,710             | 3,610             | 3,910             | 300            |
| Attorney Services                               | 14,130            | 17,000            | 30,000            | 30,000            | -              |
| Engineering Services                            | (268)             | 7,000             | 12,000            | 15,000            | 3,000          |
| Building Inspection                             | 23,595            | 23,000            | 20,000            | 23,000            | 3,000          |
| Health Inspection                               | 2,310             | 3,000             | 1,800             | 1,800             | -              |
| Fire Department Services                        | 235,000           | 235,000           | 235,000           | 235,000           | -              |
| Accounting & Audit Services                     | 16,750            | 16,500            | 17,000            | 17,500            | 500            |
| Computer Consultant Service                     | 3,563             | 3,000             | 8,000             | 4,000             | (4,000)        |
| Judge, Pros., Mag., Court Rep.                  | 12,600            | 12,000            | 10,800            | 10,800            | -              |
| Operational Costs - Other                       | 12,359            | 13,655            | 13,410            | 17,665            | 4,255          |
| Supplies & Materials                            | 8,294             | 10,475            | 10,015            | 9,600             | (415)          |
| Capital Expenditures                            | 5,305             | 80,000            | -                 | -                 | -              |
| Interfund Transfer                              | 6,760             | -                 | 28,774            | -                 | (28,774)       |
| <b>Subtotal</b>                                 | <b>\$ 511,592</b> | <b>\$ 663,623</b> | <b>\$ 633,695</b> | <b>\$ 624,924</b> | <b>(8,771)</b> |

City of Hill Country Village  
 General Fund  
 Fiscal Year Ending September 30, 2019

General Fund Revenue & Expenditure Summary

| Account Description             | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | 2017-18<br>Estimate to<br>2018-19 Budget<br>difference |
|---------------------------------|----------------------|----------------------|------------------------|----------------------|--|
| <b>Police</b>                   |                      |                      |                        |                      |  |
| Personnel Services              | 827,279              | 854,242              | 837,569                | 877,439              | 39,870   |
| Travel, Training & Prof Dues    | 4,952                | 5,565                | 5,100                  | 5,300                | 200  |
| Operational Costs               | 29,011               | 31,507               | 31,916                 | 34,775               | 2,859  |
| Comm - Badge Software           | 1,112                | 1,112                | 1,112                  | 2,600                | 1,488  |
| Comm - MDT                      | 1,824                | 1,860                | 1,850                  | 1,850                | -  |
| Comm - Radio Airtime            | 3,888                | 4,000                | 4,000                  | 4,000                | -  |
| Uniforms Purchase/Replc.        | 8,666                | 9,850                | 11,305                 | 12,050               | 745  |
| Insurance (Auto, Law Enf, Prop) | 11,366               | 11,525               | 11,149                 | 11,525               | 376  |
| Operational Costs - Other       | 2,155                | 3,160                | 2,500                  | 2,750                | 250  |
| Supplies & Materials            | 39,730               | 42,700               | 46,694                 | 43,800               | (2,894)  |
| Range & Ammunition              | 3,000                | 3,000                | 3,000                  | 3,000                | -  |
| Vehicle Maint., Wash, Tires     | 4,132                | 4,800                | 6,968                  | 5,800                | (1,168)  |
| Vehicle Fuel                    | 15,440               | 16,000               | 18,000                 | 18,000               | -  |
| Small Equip & Parts             | 10,388               | 10,000               | 10,000                 | 8,000                | (2,000)  |
| Supplies & Materials - Other    | 6,770                | 8,900                | 8,726                  | 9,000                | 274  |
| Dispatch Services               | -                    | -                    | -                      | -                    | -  |
| Capital Expenditures            | 15,572               | -                    | -                      | -                    | -  |
| Interfund Transfer              | 35,500               | 35,500               | 35,500                 | 35,500               | -  |
| <b>Subtotal \$</b>              | <b>952,044</b>       | <b>\$ 969,514</b>    | <b>\$ 956,779</b>      | <b>\$ 996,814</b>    | <b>40,035</b>  |
| <b>Public Works</b>             |                      |                      |                        |                      |  |
| Personnel Services              | 50,541               | 50,971               | 50,839                 | 51,656               | 817  |
| Travel, Training & Prof Dues    | -                    | -                    | -                      | -                    | -  |
| Operational Costs               | 10,373               | 10,575               | 10,430                 | 10,580               | 150  |
| Street Lighting Services        | 8,614                | 8,700                | 8,650                  | 8,700                | 50   |
| Operational Costs - Other       | 1,759                | 1,875                | 1,780                  | 1,880                | 100  |
| Supplies & Materials            | 12,677               | 12,400               | 13,599                 | 13,200               | (399)  |
| Animal Control Expenses         | -                    | -                    | 100                    | -                    | (100)  |
| Building Maintenance            | 2,538                | 3,500                | 3,500                  | 3,800                | 300  |
| Street Sign Maintenance         | 1,885                | 2,500                | 3,400                  | 3,400                | -  |
| Vehicle Maint., Wash, Tires     | 1,435                | 1,200                | 1,275                  | 1,400                | 125  |
| Vehicle Fuel                    | 2,460                | 2,400                | 1,659                  | 1,800                | 141  |
| Supplies & Materials - Other    | 4,359                | 2,800                | 3,665                  | 2,800                | (865)  |
| Capital Expenditures            | -                    | -                    | -                      | -                    | -  |
| Interfund Transfer              | -                    | -                    | -                      | -                    | -  |
| <b>Subtotal \$</b>              | <b>73,591</b>        | <b>\$ 73,946</b>     | <b>\$ 74,868</b>       | <b>\$ 75,436</b>     | <b>568</b>   |
| <b>TOTAL - Expenses \$</b>      | <b>1,537,227</b>     | <b>\$ 1,707,083</b>  | <b>\$ 1,665,342</b>    | <b>\$ 1,697,175</b>  | <b>31,833</b>  |
| <b>Net surplus (deficit)</b>    | <b>180,379</b>       | <b>6,060</b>         | <b>35,890</b>          | <b>13,326</b>        |  |
| <b>Beginning Cash</b>           | <b>1,230,576</b>     | <b>1,410,955</b>     | <b>1,410,955</b>       | <b>1,446,845</b>     |  |
| <b>Ending Cash/Reserves</b>     | <b>1,410,955</b>     | <b>1,417,015</b>     | <b>1,446,845</b>       | <b>1,460,171</b>     |  |
| <b>TOTAL APPROPRIATIONS</b>     | <b>\$2,948,182</b>   | <b>\$3,124,098</b>   | <b>\$3,112,187</b>     | <b>\$3,157,346</b>   |  |

# ***General & Administrative Department***

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*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.

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## **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 2016-17<br/>Actual</i> | <i>FY 2017-18<br/>Estimate</i> | <i>FY 2018-19<br/>Budget</i> |
|-----------------------------------|------------------------------|--------------------------------|------------------------------|
| Personnel Services                | \$ 107,612                   | \$ 176,081                     | \$ 188,299                   |
| Travel, Training, & Prof Dues     | 2,289                        | 3,855                          | 4,700                        |
| Operational Costs                 | 381,332                      | 414,970                        | 422,325                      |
| Supplies and Materials            | 8,294                        | 10,015                         | 9,600                        |
| Capital Expenditures and Projects | 5,305                        | -                              | -                            |
| Contingencies                     | 56,241                       | 19,799                         |                              |
| <b>Total</b>                      | <b>\$ 561,073</b>            | <b>\$ 624,720</b>              | <b>\$ 624,924</b>            |

**Program Justification and Analysis :**

The General & Administrative Department's FY 2018-19 budget virtually stayed the same as FY 2017-18 estimates.

The personnel services group increased 7% or \$12,218 in the FY 2018-19 budget compared with FY 2017-18 estimates.

In the travel and training group for 2018-19 the budget increased by 22% or \$845. 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 2018-19 will not 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 2018.

The operational group increased by \$7,355 from FY 2018-19 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, 2019

| Account Description                                  | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Estimate to<br>Budget<br>Difference |
|--|----------------------|----------------------|------------------------|----------------------|-------------------------------------|
| <b>EXPENSES</b>                                      |                      |                      |                        |                      |                                     |
| <b>Personnel Services</b>                            |                      |                      |                        |                      |                                     |
| 5005 · Salaries, Regular Employees                   | 82,717               | 137,374              | 137,000                | 143,909              | 6,909                               |
| 5007 · Salaries, Temporary                           |                      |                      |                        | 1,080                | 1,080                               |
| 5008 · Salaries, Overtime                            |                      |                      |                        |                      |                                     |
| 5013 · Medical Exam                                  | -                    |                      |                        |                      |                                     |
| 5014 · Longevity                                     | 1,373                | 1,068                | 1,964                  | 2,225                | 261                                 |
| 5016 · Education Pay                                 |                      |                      |                        |                      |                                     |
| 5018 · Certification Pay                             |                      |                      |                        |                      |                                     |
| 5020 · SS Employer Contributions                     | 6,724                | 10,510               | 9,700                  | 11,009               | 1,309                               |
| 5022 · Retirement                                    | 3,465                | 5,354                | 5,600                  | 5,537                | (63)                                |
| 5028 · Life Insurance                                | 98                   | 147                  | 160                    | 148                  | (12)                                |
| 5030 · Health Insurance                              | 10,272               | 19,260               | 16,008                 | 19,080               | 3,072                               |
| 5032 · Health Insurance-Employee Copay Reimbursement |                      |                      |                        |                      |                                     |
| 5034 · Dental Insurance                              | 694                  | 1,035                | 1,310                  | 1,216                | (94)                                |
| 5036 · Disability Insurance                          | 675                  | 1,031                | 1,160                  | 1,079                | (81)                                |
| 5038 · Vision  | 186                  | 267                  | 311                    | 292                  | (19)                                |
| 5040 · Workers' Compensation                         | 445                  | 446                  | 318                    | 439                  | 121                                 |
| 5045 · Unemployment Insurance (SUTA)                 | 18                   | 621                  | 750                    | 486                  | (264)                               |
| 5051 · Telephone Allowance                           | 945                  | 1,800                | 1,800                  | 1,800                | -                                   |
| <b>Total · Personnel Services</b>                    | <b>\$107,612</b>     | <b>\$178,913</b>     | <b>\$176,081</b>       | <b>\$188,299</b>     | <b>12,218</b>                       |
| <b>Travel, Training, &amp; Prof Dues</b>             |                      |                      |                        |                      |                                     |
| 5107 · Lodging                                       | 881                  | 1,700                | 1,700                  | 2,000                | 300                                 |
| 5110 · Meals   | 354                  | 400                  | 400                    | 700                  | 300                                 |
| 5112 · Mileage                                       | -                    | -                    | -                      | -                    | -                                   |
| 5114 · Parking                                       | 44                   | -                    | 30                     | -                    | (30)                                |
| 5120 · Training                                      | -                    | 300                  | 300                    | 300                  | -                                   |
| 5125 · Seminar and Conference Fees                   | 770                  | 1,150                | 1,150                  | 1,400                | 250                                 |
| 5140 · Professional Dues                             | 240                  | 320                  | 275                    | 300                  | 25                                  |
| <b>Total · Travel, Training, &amp; Prof Dues</b>     | <b>\$2,289</b>       | <b>\$3,870</b>       | <b>\$3,855</b>         | <b>\$4,700</b>       | <b>845</b>                          |

City of Hill Country Village  
 General Fund--General & Administrative Department Summary  
 Fiscal Year Ending September 30, 2019

| Account Description                  | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Estimate to<br>Budget<br>Difference |
|--------------------------------------|----------------------|----------------------|------------------------|----------------------|-------------------------------------|
| <b>Operational Costs</b>             |                      |                      |                        |                      |                                     |
| 5202 · Postage and Delivery          | 925                  | 950                  | 950                    | 1,100                | 150                                 |
| 5204 · Comm-MDT/Internet             | 542                  | 550                  | 800                    | 800                  | -                                   |
| 5206 · Comm-Telephone                | 2,978                | 3,100                | 3,500                  | 3,500                | -                                   |
| 5207 · Comm-Long Distance            | 121                  | 150                  | 350                    | 350                  | -                                   |
| 5211 · Gas & Electric                | 5,036                | 4,000                | 4,400                  | 4,500                | 100                                 |
| 5213 · Water/Sewer                   | 1,534                | 1,700                | 1,300                  | 1,500                | 200                                 |
| 5217 · Sewer Discharge Services      | 47,577               | 47,000               | 53,000                 | 53,000               | -                                   |
| 5240 · Public Notice                 | 516                  | 500                  | -                      | 200                  | 200                                 |
| 5245 · Printing and Reproduction     | -                    | 125                  | -                      | 125                  | 125                                 |
| 5251 · Copy Machine Lease            | 2,068                | 2,150                | 2,100                  | 2,150                | 50                                  |
| 5272 · Auto Liability Insurance      | -                    | 10                   | 10                     | 10                   | -                                   |
| 5277 · Liability and E & O Insurance | 1,798                | 1,900                | 1,800                  | 1,900                | 100                                 |
| 5278 · Property Insurance            | 1,707                | 1,800                | 1,800                  | 2,000                | 200                                 |
| 5289 · Credit Card Fees              | 3,572                | 2,900                | 4,200                  | 4,300                | 100                                 |
| 5290 · Bank Service Charges          | -                    | -                    | -                      | 3,000                | 3,000                               |
| 5291 · Bad Debt                      | -                    | -                    | -                      | -                    | -                                   |
| 5292 · Cash Over/Under               | -                    | -                    | -                      | -                    | -                                   |
| 5293 · Late Payment Fees             | -                    | -                    | -                      | -                    | -                                   |
| 5335 · Election Costs                | -                    | -                    | -                      | -                    | -                                   |
| 5345 · Engineering Services          | (268)                | 7,000                | 12,000                 | 15,000               | 3,000                               |
| 5347 · Building Inspection Services  | 23,595               | 23,000               | 20,000                 | 23,000               | 3,000                               |
| 5348 · Health Inspection Services    | 2,310                | 3,000                | 1,800                  | 1,800                | -                                   |
| 5350 · Fire Department Services      | 235,000              | 235,000              | 235,000                | 235,000              | -                                   |
| 5353 · Payroll Services              | 2,420                | 2,650                | 2,620                  | 2,650                | 30                                  |
| 5355 · Health Insurance Admin Fee    | -                    | -                    | -                      | -                    | -                                   |
| 5360 · Accounting & Audit Services   | 16,750               | 16,500               | 17,000                 | 17,500               | 500                                 |
| 5365 · City Attorney Services        | 14,130               | 17,000               | 30,000                 | 30,000               | -                                   |
| 5366 · Other Attorney Services       | -                    | -                    | -                      | -                    | -                                   |
| 5367 · Computer Consultant Services  | 3,563                | 3,000                | 8,000                  | 4,000                | (4,000)                             |
| 5370 · Appraisal District Services   | 2,288                | 1,800                | 2,500                  | 2,580                | 80                                  |
| 5382 · Codification Services         | 500                  | 2,500                | 1,000                  | 1,500                | 500                                 |
| 5390 · Judge Services                | 6,300                | 6,000                | 5,400                  | 5,400                | -                                   |
| 5393 · Magistrate Services           | -                    | -                    | -                      | -                    | -                                   |
| 5396 · Prosecutor Services           | 6,300                | 6,000                | 5,400                  | 5,400                | -                                   |
| 5401 · State On-Site Sewer Fee       | 70                   | 80                   | 40                     | 60                   | 20                                  |
| <b>Total · Operational Costs</b>     | <b>\$381,332</b>     | <b>\$390,365</b>     | <b>\$414,970</b>       | <b>\$422,325</b>     | <b>7,355</b>                        |

City of Hill Country Village  
 General Fund--General & Administrative Department Summary  
 Fiscal Year Ending September 30, 2019

| Account Description                         | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Estimate to<br>Budget<br>Difference |
|---|----------------------|----------------------|------------------------|----------------------|-------------------------------------|
| <b>Supplies and Materials</b>               |                      |                      |                        |                      |                                     |
| 5501 · Office Supplies                      | 1,867                | 2,050                | 2,250                  | 2,500                | 250                                 |
| 5505 · Food and Entertainment Supplies      | 263                  | 300                  | 300                    | 300                  | -                                   |
| 5510 · Awards and Memorials                 | -                    | -                    | -                      | -                    | -                                   |
| 5520 · Dues and Subscriptions               | 2,480                | 2,625                | 2,125                  | 2,300                | 175                                 |
| 5522 · Publications                         | -                    | 100                  | -                      | 100                  | 100                                 |
| 5580 · Computer Equipment                   | 311                  | 400                  | 340                    | 400                  | 60                                  |
| 5601 · Computer Hardware & Software         | -                    | -                    | -                      | -                    | -                                   |
| 5612 · Street Maintenance                   | 600                  | -                    | -                      | -                    | -                                   |
| 5630 · Small Equip & Parts                  | 2,773                | 5,000                | 5,000                  | 4,000                | (1,000)                             |
| <b>Total · Supplies and Materials</b>       | <b>\$8,294</b>       | <b>\$10,475</b>      | <b>\$10,015</b>        | <b>\$9,600</b>       | <b>(415)</b>                        |
| <b>Capital Expend. and Projects</b>         |                      |                      |                        |                      |                                     |
| 6050 - City Hall                            | -                    | 30,000               | -                      | -                    | -                                   |
| 6050 - ADA                                  | -                    | 50,000               | -                      | -                    | -                                   |
| 6050 - Construction Roads                   | 5,305                | -                    | -                      | -                    | -                                   |
| <b>Total · Capital Expend. and Projects</b> | <b>\$5,305</b>       | <b>\$80,000</b>      | <b>\$0</b>             | <b>\$0</b>           | <b>-</b>                            |
| <b>Contingencies</b>                        |                      |                      |                        |                      |                                     |
| 8611 - Transfers to Debt Service            | 5,000                | -                    | 28,774                 | -                    | (28,774)                            |
| 8630- Transfers to Capital Projects         | 1,760                | -                    | -                      | -                    | -                                   |
| <b>Total - Contingencies</b>                | <b>\$ 6,760</b>      | <b>\$</b>            | <b>28,774</b>          | <b>(28,774)</b>      | <b>(28,774)</b>                     |
| <b>TOTAL</b>                                | <b>\$511,592</b>     | <b>\$663,623</b>     | <b>\$633,695</b>       | <b>\$624,925</b>     | <b>(8,770)</b>                      |

# ***Administration Division***

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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.

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## **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.

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

The Administration Division's FY 2018-19 budget reflects a decrease of 3 percent or \$16,681 compared with FY 2017-18 estimates. The is primarily due to no money being set aside for capital projects.

City of Hill Country Village  
 General Fund--General & Administrative Department-Administration Division  
 Fiscal Year Ending September 30, 2019

| Acct # | Account Description | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Estimate to<br>Budget<br>Difference |
|--------|---------------------|----------------------|----------------------|------------------------|----------------------|-------------------------------------|
|--------|---------------------|----------------------|----------------------|------------------------|----------------------|-------------------------------------|

**EXPENSES**

**Personnel Services**

|                                      |                  |                   |                   |                   |                 |
|--------------------------------------|------------------|-------------------|-------------------|-------------------|-----------------|
| 5005 · Salaries, Regular Employees   | 29,969           | 94,374            | 94,000            | 98,909            | 4,909           |
| 5007 · Salaries, Temporary           |                  |                   |                   |                   | -               |
| 5013 · Medical Exam                  | 0                | 0                 |                   | 0                 | -               |
| 5014 · Longevity                     | 420              | 1,033             | 1,964             | 2,164             | 200             |
| 5020 · SS Employer Contributions     | 2,545            | 7,220             | 7,400             | 7,567             | 167             |
| 5022 · Retirement                    | 1,329            | 3,678             | 3,900             | 3,806             | (94)            |
| 5028 · Life Insurance                | 49               | 98                | 100               | 98                | (2)             |
| 5030 · Health Insurance              | 5,136            | 12,840            | 10,400            | 12,720            | 2,320           |
| 5034 · Dental Insurance              | 347              | 690               | 810               | 810               | 0               |
| 5036 · Disability Insurance          | 337              | 708               | 800               | 742               | (58)            |
| 5038 · Vision                        | 93               | 178               | 211               | 195               | (16)            |
| 5040 · Workers' Compensation         | 261              | 301               | 218               | 297               | 79              |
| 5045 · Unemployment Insurance (SUTA) | 9                | 414               | 400               | 324               | (76)            |
| 5051 · Telephone Allowance           | 456              | 1,200             | 1,200             | 1,200             | -               |
| <b>Total · Personnel Services</b>    | <b>\$ 40,951</b> | <b>\$ 122,734</b> | <b>\$ 121,403</b> | <b>\$ 128,831</b> | <b>\$ 7,428</b> |

**Travel, Training, & Prof Dues**

|  |                 |                 |                 |                 |               |
|--|-----------------|-----------------|-----------------|-----------------|---------------|
| 5107 · Lodging                                   | 881             | 1,700           | 1,700           | 2,000           | 300           |
| 5110 · Meals                                     | 354             | 400             | 400             | 700             | 300           |
| 5112 · Mileage                                   | 0               |                 | 0               |                 | -             |
| 5114 · Parking                                   | 44              |                 | 30              |                 | (30)          |
| 5120 · Training                                  | 0               | 300             | 300             | 300             | -             |
| 5125 · Seminar and Conference Fees               | 720             | 1,000           | 800             | 1,000           | 200           |
| 5140 · Professional Dues                         | 180             | 200             | 200             | 200             | -             |
| <b>Total · Travel, Training, &amp; Prof Dues</b> | <b>\$ 2,179</b> | <b>\$ 3,600</b> | <b>\$ 3,430</b> | <b>\$ 4,200</b> | <b>\$ 770</b> |

City of Hill Country Village  
 General Fund--General & Administrative Department-Administration Division  
 Fiscal Year Ending September 30, 2019

| Acct #                         | Account Description           | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Estimate to<br>Budget<br>Difference |
|--------------------------------|-------------------------------|----------------------|----------------------|------------------------|----------------------|-------------------------------------|
| <b>Operational Costs</b>       |                               |                      |                      |                        |                      |                                     |
| 5202                           | Postage and Delivery          | 925                  | 950                  | 950                    | 1,100                | 150                                 |
| 5204                           | Comm-MDT/Internet             | 542                  | 550                  | 800                    | 800                  | -                                   |
| 5206                           | Comm-Telephone                | 2,978                | 3,100                | 3,500                  | 3,500                | -                                   |
| 5207                           | Comm-Long Distance            | 121                  | 150                  | 350                    | 350                  | -                                   |
| 5211                           | Gas & Electric                | 5,036                | 4,000                | 4,400                  | 4,500                | 100                                 |
| 5213                           | Water/Sewer                   | 1,534                | 1,700                | 1,300                  | 1,500                | 200                                 |
| 5217                           | Sewer Discharge Services      | 47,577               | 47,000               | 53,000                 | 53,000               | -                                   |
| 5240                           | Public Notice                 | 516                  | 500                  | 0                      | 200                  | 200                                 |
| 5245                           | Printing and Reproduction     | 0                    | 125                  | 0                      | 125                  | 125                                 |
| 5251                           | Copy Machine Lease            | 2,068                | 2,150                | 2,100                  | 2,150                | 50                                  |
| 5272                           | Auto Liability Insurance      | 0                    | 10                   | 10                     | 10                   | -                                   |
| 5277                           | Liability and E & O Insurance | 1,798                | 1,900                | 1,800                  | 1,900                | 100                                 |
| 5278                           | Property Insurance            | 1,707                | 1,800                | 1,800                  | 2,000                | 200                                 |
| 5289                           | Credit Card Fees              | 3,572                | 2,900                | 4,200                  | 4,300                | 100                                 |
| 5290                           | Bank Service Charges          | 0                    | 0                    | 0                      | 3,000                | 3,000                               |
| 5291                           | Bad Debt                      |                      |                      |                        |                      | -                                   |
| 5292                           | Cash Over/Under               | 0                    |                      |                        |                      | -                                   |
| 5293                           | Late Payment Fees             | 0                    |                      |                        |                      | -                                   |
| 5335                           | Election Costs                | 0                    | 0                    | 0                      | 0                    | -                                   |
| 5345                           | Engineering Services          | -268                 | 7,000                | 12,000                 | 15,000               | 3,000                               |
| 5350                           | Fire Department Services      | 235,000              | 235,000              | 235,000                | 235,000              | -                                   |
| 5353                           | Payroll Services              | 2,420                | 2,650                | 2,620                  | 2,650                | 30                                  |
| 5355                           | Health Insurance Admin Fee    | 0                    | 0                    | 0                      | 0                    | -                                   |
| 5360                           | Accounting & Audit Services   | 16,750               | 16,500               | 17,000                 | 17,500               | 500                                 |
| 5365                           | City Attorney Services        | 14,130               | 17,000               | 30,000                 | 30,000               | -                                   |
| 5366                           | Other Attorney Services       | 0                    |                      |                        |                      | -                                   |
| 5367                           | Computer Consultant Services  | 3,563                | 3,000                | 8,000                  | 4,000                | (4,000)                             |
| 5370                           | Appraisal District Services   | 2,288                | 1,800                | 2,500                  | 2,580                | 80                                  |
| 5382                           | Codification Services         | 500                  | 2,500                | 1,000                  | 1,500                | 500                                 |
| <b>Total Operational Costs</b> |                               | <b>\$ 342,757</b>    | <b>\$ 352,285</b>    | <b>\$ 382,330</b>      | <b>\$ 386,665</b>    | <b>\$ 4,335</b>                     |



City of Hill Country Village  
 General Fund--General & Administrative Department-Administration Division  
 Fiscal Year Ending September 30, 2019

| Acct #                                      | Account Description               | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Estimate to<br>Budget<br>Difference |
|---|-----------------------------------|----------------------|----------------------|------------------------|----------------------|-------------------------------------|
| <b>Supplies and Materials</b>               |                                   |                      |                      |                        |                      |                                     |
| 5501  | Office Supplies                   | 1,585                | 1,600                | 1,600                  | 1,700                | 100                                 |
| 5505  | Food and Entertainment Supplies   | 263                  | 300                  | 300                    | 300                  | -                                   |
| 5510  | Awards and Memorials              | 0                    |                      | 0                      | 0                    | -                                   |
| 5520  | Dues and Subscriptions            | 2,480                | 2,500                | 2,000                  | 2,300                | 300                                 |
| 5522  | Publications                      | 0                    | 100                  | 0                      | 100                  | 100                                 |
| 5580  | Computer Equipment                | 311                  | 400                  | 340                    | 400                  | 60                                  |
| 5600  | Minatenance                       | 2                    |                      |                        |                      |                                     |
| 5601  | Computer Hardware & Software      | 0                    |                      |                        |                      | -                                   |
| 5612  | Street Maintenance                | 600                  |                      |                        |                      |                                     |
| 5630  | Small Equip & Parts               | 2,773                | 5,000                | 5,000                  | 4,000                | (1,000)                             |
| <b>Total · Supplies and Materials</b>       |                                   | \$ 8,014             | \$ 9,900             | \$ 9,240               | \$ 8,800             | \$ (440)                            |
| <b>Capital Expend. and Projects</b>         |                                   |                      |                      |                        |                      |                                     |
| 6050  | City Hall                         | 0                    | 30,000               |                        | 0                    | -                                   |
| 6050  | ADA                               |                      | 50,000               |                        | 0                    | -                                   |
| 6050  | Construction Services             | 5,305                |                      |                        | 0                    | -                                   |
| <b>Total · Capital Expend. and Projects</b> |                                   | \$ 5,305             | \$ 80,000            | \$ -                   | \$ -                 | \$ -                                |
| <b>Contingencies</b>                        |                                   |                      |                      |                        |                      |                                     |
| 8611  | Transfers to Debt Service         | 5,000                |                      | 28,774                 |                      | (28,774)                            |
| 8630  | Transfers to Capital Project Fund | 1,760                |                      |                        | 0                    | -                                   |
| <b>Total - Contingencies</b>                |                                   | \$ 6,760             | \$ -                 | \$ 28,774              | \$ -                 | \$ (28,774)                         |
| <b>TOTAL</b>                                |                                   | \$ 405,966           | \$ 568,519           | \$ 545,177             | \$ 528,496           | \$ (16,681)                         |

# ***Municipal Court***

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*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 2018-19 adopted budget reflects a 7 percent or \$4,735 increase from FY 2017-18 estimates mainly due to one employee's merit increase.

City of Hill Country Village  
 General Fund--General & Administrative Dept-Municipal Court Division  
 Fiscal Year Ending September 30, 2019

| Acct #   | Account Description           | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Estimate to<br>Budget<br>Difference |
|--|-------------------------------|----------------------|----------------------|------------------------|----------------------|-------------------------------------|
| <b>EXPENSES</b>                                  |                               |                      |                      |                        |                      |                                     |
| <b>Personnel Services</b>                        |                               |                      |                      |                        |                      |                                     |
| 5005   | Salaries, Regular Employees   | 52,748               | 43,000               | 43,000                 | 45,000               | 2,000                               |
| 5007   | Salaries, Temporary           |                      |                      |                        | 1,080                | 1,080                               |
| 5014   | Longevity                     | 953                  | 35                   | -                      | 60                   | 60                                  |
| 5020   | SS Employer Contributions     | 4,179                | 3,290                | 2,300                  | 3,443                | 1,143                               |
| 5022   | Retirement                    | 2,136                | 1,676                | 1,700                  | 1,731                | 31                                  |
| 5028   | Life Insurance                | 49                   | 49                   | 60                     | 49                   | (11)                                |
| 5030   | Health Insurance              | 5,136                | 6,420                | 5,608                  | 6,360                | 752                                 |
| 5034   | Dental Insurance              | 347                  | 345                  | 500                    | 405                  | (95)                                |
| 5036   | Disability Insurance          | 338                  | 323                  | 360                    | 338                  | (23)                                |
| 5038   | Vision                        | 93                   | 89                   | 100                    | 97                   | (3)                                 |
| 5040   | Workers' Compensation         | 184                  | 145                  | 100                    | 143                  | 43                                  |
| 5045   | Unemployment Insurance (SUTA) | 9                    | 207                  | 350                    | 162                  | (188)                               |
| 5051   | Telephone Allowance           | 489                  | 600                  | 600                    | 600                  | -                                   |
| <b>Total · Personnel Services</b>                |                               | <b>\$ 66,661</b>     | <b>\$ 56,179</b>     | <b>\$ 54,678</b>       | <b>\$ 59,468</b>     | <b>\$ 4,790</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                  | 350                    | 400                  | 50                                  |
| 5140   | Professional Dues             | 60                   | 120                  | 75                     | 100                  | 25                                  |
| <b>Total · Travel, Training, &amp; Prof Dues</b> |                               | <b>\$ 110</b>        | <b>\$ 270</b>        | <b>\$ 425</b>          | <b>\$ 500</b>        | <b>\$ 75</b>                        |
| <b>Operational Costs</b>                         |                               |                      |                      |                        |                      |                                     |
| 5202   | Postage and Delivery          |                      |                      |                        |                      | -                                   |
| 5245   | Printing and Reproduction     |                      |                      |                        |                      | -                                   |
| 5292   | Cash Over/Under               |                      |                      |                        |                      | -                                   |
| 5390   | Judge Services                | 6,300                | 6,000                | 5,400                  | 5,400                | -                                   |
| 5393   | Magistrate Services           |                      |                      |                        |                      | -                                   |
| 5396   | Prosecutor Services           | 6,300                | 6,000                | 5,400                  | 5,400                | -                                   |
| <b>Total · Operational Costs</b>                 |                               | <b>\$ 12,600</b>     | <b>\$ 12,000</b>     | <b>\$ 10,800</b>       | <b>\$ 10,800</b>     | <b>\$ -</b>                         |
| <b>Supplies and Materials</b>                    |                               |                      |                      |                        |                      |                                     |
| 5501   | Office Supplies               | 282                  | 450                  | 650                    | 500                  | (150)                               |
| 5520   | Dues and Subscriptions        |                      |                      |                        |                      | -                                   |
| <b>Total · Supplies and Materials</b>            |                               | <b>\$ 282</b>        | <b>\$ 450</b>        | <b>\$ 650</b>          | <b>\$ 500</b>        | <b>\$ (150)</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>\$ 79,653</b>     | <b>\$ 68,899</b>     | <b>\$ 66,553</b>       | <b>\$ 71,268</b>     | <b>\$ 4,715</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 2016-17</i><br><i>Actual</i> | <i>FY 2017-18</i><br><i>Estimate</i> | <i>FY 2018-19</i><br><i>Budget</i> |
|-------------------|------------------------------------|--------------------------------------|------------------------------------|
| Operational Costs | 23,595                             | 20,125                               | 23,300                             |
| <b>Total \$</b>   | <b>\$ 23,595</b>                   | <b>\$ 20,125</b>                     | <b>\$ 23,300</b>                   |

## **Program Justification and Analysis :**

The operational costs group allocates \$23,200 for Building Inspection Services costs. This shows a decrease of 14 percent from FY 2017-18 estimates. This is primarily due to timing of permits being pulled throughout the city.

**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, 2019**

| Acct # | Account Description | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Estimate to<br>Budget<br>Difference |
|--------|---------------------|----------------------|----------------------|------------------------|----------------------|-------------------------------------|
|--------|---------------------|----------------------|----------------------|------------------------|----------------------|-------------------------------------|

**EXPENSES**

**Operational Costs**

|                                  |                              |                  |                  |                  |                  |                 |
|----------------------------------|------------------------------|------------------|------------------|------------------|------------------|-----------------|
| 5347                             | Building Inspection Services | 23,595           | 23,000           | 20,000           | 23,000           | 3,000           |
| 5351                             | Fire Inspection Services     | 0                |                  |                  |                  | -               |
| <b>Total · Operational Costs</b> |                              | <b>\$ 23,595</b> | <b>\$ 23,000</b> | <b>\$ 20,000</b> | <b>\$ 23,000</b> | <b>\$ 3,000</b> |

**Supplies & Materials**

|   |                        |             |               |               |               |               |
|---|------------------------|-------------|---------------|---------------|---------------|---------------|
| 5501                                    | Office Supplies        |             |               |               | \$ 300        |               |
| 5520                                    | Dues and Subscriptions | 0           | 125           | 125           | 0             | (125)         |
| <b>Total · Supplies &amp; Materials</b> |                        | <b>\$ -</b> | <b>\$ 125</b> | <b>\$ 125</b> | <b>\$ 300</b> | <b>\$ 175</b> |

|              |           |               |           |               |           |               |           |               |           |              |
|--------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|--------------|
| <b>TOTAL</b> | <b>\$</b> | <b>23,595</b> | <b>\$</b> | <b>23,125</b> | <b>\$</b> | <b>20,125</b> | <b>\$</b> | <b>23,300</b> | <b>\$</b> | <b>3,175</b> |
|--------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|--------------|

# 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 2016-17<br/>Actual</i> | <i>FY 2017-18<br/>Estimate</i> | <i>FY 2018-19<br/>Budget</i> |
|-------------------------------|------------------------------|--------------------------------|------------------------------|
| Travel, Training, & Prof Dues | \$ -                         | \$ -                           | \$ -                         |
| Operational Costs             | 2,380                        | 1,840                          | 1,860                        |
| Supplies and Materials        | -                            | -                              | -                            |
| <b>Total</b>                  | <b>\$ 2,380</b>              | <b>\$ 1,840</b>                | <b>\$ 1,860</b>              |

## Program Justification and Analysis :

There is a decrease of \$20 in the FY 2018-19 budget compared to the FY 2017-18 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, 2019

| Acct # | Account Description | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Estimate to<br>Budget<br>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

2,310 3,000 1,800 1,800 0

5401 · State On-Site Sewer Fee

70 80 40 60 20

|                                  |    |       |    |       |    |       |    |       |    |    |
|----------------------------------|----|-------|----|-------|----|-------|----|-------|----|----|
| <b>Total · Operational Costs</b> | \$ | 2,380 | \$ | 3,080 | \$ | 1,840 | \$ | 1,860 | \$ | 20 |
|----------------------------------|----|-------|----|-------|----|-------|----|-------|----|----|

**Supplies and Materials**

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

|              |    |       |    |       |    |       |    |       |    |    |
|--------------|----|-------|----|-------|----|-------|----|-------|----|----|
| <b>TOTAL</b> | \$ | 2,380 | \$ | 3,080 | \$ | 1,840 | \$ | 1,860 | \$ | 20 |
|--------------|----|-------|----|-------|----|-------|----|-------|----|----|

# ***Police Department***

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*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.

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## **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 2016-17<br/>Actual</i></b> | <b><i>FY 2017-18<br/>Estimates</i></b> | <b><i>FY 2018-19<br/>Budget</i></b> |
|-------------------------------|-------------------------------------|--|-------------------------------------|
| Personnel Services            | \$ 827,279                          | \$ 837,569                             | \$ 877,439                          |
| Travel, Training, & Prof Dues | 4,952                               | 5,100                                  | 5,300                               |
| Operational Costs             | 29,011                              | 31,916                                 | 34,775                              |
| Supplies and Materials        | 39,730                              | 46,694                                 | 43,800                              |
| Capital Expend. and Projects  | 15,572                              | -                                      | -                                   |
| Interfund Transfers           | 35,500                              | 35,500                                 | 35,500                              |
| <b>Total</b>                  | <b>\$ 952,044</b>                   | <b>\$ 956,779</b>                      | <b>\$ 996,814</b>                   |

**Program Justification and Analysis :**

The FY 2018-19 Police Department budget reflects a 4 percent increase from FY 2017-18 estimates. The increase is due primarily to the police chief's salary being fully funded out of the police budget. In previous years the police chief's salary was partially funded out of the administration budget.

The personnel services group shows an increase of 6 percent or \$40,145 in the FY 2016-17 budget over FY 2015-16 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 an increase of 4 percent or \$200 in FY 2018-19 compared to FY 2017-18 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.

**Authorized Positions :**

|                            | <b><i>FY 2016-17</i></b> | <b><i>FY 2017-18</i></b> | <b><i>FY 2018-19</i></b> |
|----------------------------|--------------------------|--------------------------|--------------------------|
| Police Chief               | 1                        | 1                        | 1                        |
| Lieutenant                 | 1                        | 2                        | 2                        |
| Sergeant                   | 1                        | 1                        | 1                        |
| Patrol Officer             | 7                        | 7                        | 7                        |
| 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, 2019

| Acct # | Account Description | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Estimate to Budget Difference |
|--------|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------------------|
|--------|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------------------|

**EXPENSES**

**Personnel Services**

|                                      |                   |                   |                   |                   |                  |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| 5005 · Salaries, Regular Employees   | 624,277           | 628,880           | 630,000           | 650,379           | 20,379           |
| 5007 · Salaries, Temporary           | 13,993            | 15,000            | 6,000             | 9,900             | 3,900            |
| 5013 · Medical Exam                  | 0                 | 200               | 200               | 200               | -                |
| 5014 · Longevity                     | 4,644             | 4,516             | 4,400             | 5,040             | 640              |
| 5016 · Education Pay                 | 1,959             | 2,400             | 2,400             | 4,000             | 1,600            |
| 5018 · Certification Pay             | 18,115            | 22,000            | 22,000            | 24,000            | 2,000            |
| 5020 · SS Employer Contributions     | 50,057            | 49,257            | 48,000            | 50,511            | 2,511            |
| 5022 · Retirement                    | 25,462            | 24,511            | 25,000            | 25,023            | 23               |
| 5028 · Life Insurance                | 533               | 541               | 540               | 541               | 1                |
| 5030 · Health Insurance              | 55,640            | 70,620            | 61,256            | 69,960            | 8,704            |
| 5034 · Dental Insurance              | 3,757             | 3,792             | 4,400             | 4,458             | 58               |
| 5036 · Disability Insurance          | 4,252             | 4,717             | 4,073             | 4,878             | 805              |
| 5038 · Vision                        | 978               | 978               | 980               | 1,071             | 91               |
| 5040 · Workers' Compensation         | 15,403            | 16,033            | 17,400            | 17,177            | (223)            |
| 5045 · Unemployment Insurance (SUTA) | 339               | 2,277             | 2,400             | 1,782             | (618)            |
| 5051 · Telephone Allowance           | 7,870             | 8,520             | 8,520             | 8,520             | -                |
| <b>Total · Personnel Services</b>    | <b>\$ 827,279</b> | <b>\$ 854,242</b> | <b>\$ 837,569</b> | <b>\$ 877,439</b> | <b>\$ 39,870</b> |

**Travel, Training, & Prof Dues**

|  |                 |                 |                 |                 |               |
|--|-----------------|-----------------|-----------------|-----------------|---------------|
| 5107 · Lodging                                   | 841             | 1,400           | 1,300           | 1,400           | 100           |
| 5110 · Meals                                     | 516             | 700             | 600             | 700             | 100           |
| 5112 · Mileage                                   |                 |                 |                 |                 | -             |
| 5114 · Parking                                   | 23              | 40              | 100             | 100             | -             |
| 5120 · Training                                  | 3,127           | 3,000           | 2,500           | 2,500           | -             |
| 5140 · Professional Dues                         | 445             | 425             | 600             | 600             | -             |
| <b>Total · Travel, Training, &amp; Prof Dues</b> | <b>\$ 4,952</b> | <b>\$ 5,565</b> | <b>\$ 5,100</b> | <b>\$ 5,300</b> | <b>\$ 200</b> |

City of Hill Country Village  
 General Fund--Police Department  
 Fiscal Year Ending September 30, 2019

| Acct #                                      | Account Description              | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Estimate to Budget Difference |
|---|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------------------|
| <b>Operational Costs</b>                    |                                  |                   |                   |                     |                   |                               |
| 5203  | Comm-Badge Program               | 1,112             | 1,112             | 1,112               | 2,600             | 1,488                         |
| 5204  | Comm-MDT/Internet                | 1,824             | 1,860             | 1,850               | 1,850             | -                             |
| 5205  | Comm-Radio Airtime               | 3,888             | 4,000             | 4,000               | 4,000             | -                             |
| 5208  | Comm-Mobile Phones               | 613               | 660               | 600                 | 600               | -                             |
| 5245  | Printing and Reproduction        |                   | 0                 |                     | 0                 | -                             |
| 5247  | Uniform Cleaning                 | 874               | 1,500             | 1,500               | 1,500             | -                             |
| 5249  | Uniform Purchase/Replacement     | 8,666             | 9,850             | 11,305              | 12,050            | 745                           |
| 5272  | Auto Liability Insurance         | 3,284             | 3,300             | 3,107               | 3,300             | 193                           |
| 5274  | Auto Physical Damage Insurance   | 1,571             | 1,600             | 1,265               | 1,400             | 135                           |
| 5276  | Insurance-Law Enforcement        | 6,394             | 6,500             | 6,660               | 6,700             | 40                            |
| 5278  | Property Insurance               | 117               | 125               | 117                 | 125               | 8                             |
| 5291  | Bad Debt                         | -                 | -                 | -                   | -                 | -                             |
| 5376  | Forensic Science Center Services | 668               | 1,000             | 400                 | 650               | 250                           |
| 5393  | Magistrate Services              | -                 | -                 | -                   | -                 | -                             |
| <b>Total · Operational Costs</b>            |                                  | <b>\$ 29,011</b>  | <b>\$ 31,507</b>  | <b>\$ 31,916</b>    | <b>\$ 34,775</b>  | <b>\$ 2,859</b>               |
| <b>Supplies and Materials</b>               |                                  |                   |                   |                     |                   |                               |
| 5501  | Office Supplies                  | 772               | 800               | 801                 | 800               | (1)                           |
| 5520  | Dues and Subscriptions           | 4,657             | 4,700             | 4,800               | 5,000             | 200                           |
| 5522  | Publications                     | 149               | 200               | 0                   | 0                 | -                             |
| 5530  | Range & Ammo                     | 3,000             | 3,000             | 3,000               | 3,000             | -                             |
| 5600  | Maintenance                      | 692               | 700               | 700                 | 700               | -                             |
| 5601  | Computer Hardware & Software     | 0                 | 2,000             | 1,925               | 2,000             | 75                            |
| 5608  | Radio/Radar Maintenance          | 500               | 500               | 500                 | 500               | -                             |
| 5618  | Vehicle Maintenance              | 2,428             | 3,000             | 5,275               | 5,000             | (275)                         |
| 5620  | Maintenance Tools and Supplies   |                   |                   |                     |                   | -                             |
| 5630  | Small Equip & Parts              | 10,388            | 10,000            | 10,000              | 8,000             | (2,000)                       |
| 5640  | Vehicle Fuel                     | 15,440            | 16,000            | 18,000              | 18,000            | -                             |
| 5632  | Randolph Metro SWAT Pay          |                   | 0                 | 0                   | 0                 | -                             |
| 5645  | Vehicle Tires                    | 1,704             | 1,800             | 1,693               | 800               | (893)                         |
| <b>Total · Supplies and Materials</b>       |                                  | <b>\$ 39,730</b>  | <b>\$ 42,700</b>  | <b>\$ 46,694</b>    | <b>\$ 43,800</b>  | <b>\$ (2,894)</b>             |
| <b>Capital Expend. and Projects</b>         |                                  |                   |                   |                     |                   |                               |
| <b>Total · Capital Expend. and Projects</b> |                                  | <b>\$ 15,572</b>  |                   |                     |                   |                               |
| <b>Contingencies</b>                        |                                  |                   |                   |                     |                   |                               |
| 7011  | Dispatch Services                | \$ -              | \$ -              | \$ -                | \$ -              |                               |
| <b>Total · Contingencies</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>\$ 952,044</b> | <b>\$ 969,514</b> | <b>\$ 956,779</b>   | <b>\$ 996,814</b> | <b>\$ 40,035</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.

| <u>Expenses</u>               | <i>FY 2016-17 Actual</i> | <i>FY 2017-18 Estimate</i> | <i>FY 2018-19 Budget</i> |
|-------------------------------|--------------------------|----------------------------|--------------------------|
| Personnel Services            | \$ 50,541                | \$ 50,839                  | \$ 51,656                |
| Travel, Training, & Prof Dues | -                        | -                          | -                        |
| Operational Costs             | 10,373                   | 10,430                     | 10,580                   |
| Supplies and Materials        | 12,677                   | 13,599                     | 13,200                   |
| Capital Expend. and Projects  | -                        | -                          | -                        |
| Interfund Transfers           | -                        | -                          | -                        |
| <b>Total</b>                  | <b>\$ 73,591</b>         | <b>\$ 74,868</b>           | <b>\$ 75,436</b>         |

**Program Justification and Analysis :**

The FY 2016-17 Public Works Department budget reflects a 1.5 percent increase or \$568 from FY 2017-18 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 2016-17 Actual</i></b> | <b><i>FY 2017-18 Estimate</i></b> | <b><i>FY 2018- 19 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, 2019

| Acct #   | Account Description            | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Estimate to Budget Diff. |
|--|--------------------------------|-------------------|-------------------|---------------------|-------------------|--------------------------|
| <b>EXPENSES</b>                                  |                                |                   |                   |                     |                   |                          |
| <b>Personnel Services</b>                        |                                |                   |                   |                     |                   |                          |
| 5005   | Salaries, Regular Employees    | 37,603            | 36,445            | 37,402              | 37,171            | (231)                    |
| 5013   | Medical Exam                   |                   |                   |                     |                   | -                        |
| 5014   | Longevity                      | 858               | 945               | 890                 | 977               | 87                       |
| 5020   | SS Employer Contributions      | 2,858             | 2,788             | 2,870               | 2,844             | (26)                     |
| 5022   | Retirement                     | 1,463             | 1,420             | 1,450               | 1,430             | (20)                     |
| 5028   | Life Insurance                 | 49                | 49                | 50                  | 49                | (1)                      |
| 5030   | Health Insurance               | 5,136             | 6,420             | 5,176               | 6,360             | 1,184                    |
| 5034   | Dental Insurance               | 347               | 345               | 406                 | 405               | (1)                      |
| 5036   | Disability Insurance           | 286               | 273               | 286                 | 279               | (7)                      |
| 5038   | Vision                         | 93                | 89                | 97                  | 97                | 0                        |
| 5040   | Workers' Compensation          | 1,357             | 1,390             | 1,450               | 1,282             | (168)                    |
| 5045   | Unemployment Insurance (SUTA)  | 9                 | 207               | 162                 | 162               | -                        |
| 5051   | Telephone Allowance            | 482               | 600               | 600                 | 600               | -                        |
| <b>Total · Personnel Services</b>                |                                | <b>\$ 50,541</b>  | <b>\$ 50,971</b>  | <b>\$ 50,839</b>    | <b>\$ 51,656</b>  | <b>\$ 817</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       | 8,614             | 8,700             | 8,650               | 8,700             | 50                       |
| 5249   | Uniform Purchase/Replacement   | 479               | 500               | 475                 | 500               | 25                       |
| 5272   | Auto Liability Insurance       | 905               | 950               | 905                 | 950               | 45                       |
| 5274   | Auto Physical Damage Insurance | 375               | 425               | 400                 | 430               | 30                       |
| <b>Total · Operational Costs</b>                 |                                | <b>\$ 10,373</b>  | <b>\$ 10,575</b>  | <b>\$ 10,430</b>    | <b>\$ 10,580</b>  | <b>\$ 150</b>            |

City of Hill Country Village  
 General Fund--Public Works Department  
 Fiscal Year Ending September 30, 2019

| Acct #                                      | Account Description            | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Estimate to Budget Diff. |
|---|--------------------------------|-------------------|-------------------|---------------------|-------------------|--------------------------|
| <b>Supplies and Materials</b>               |                                |                   |                   |                     |                   |                          |
| 5501  | Office Supplies                | 56                |                   |                     |                   |                          |
| 5601  | Computer Hardware & Software   |                   |                   |                     |                   | -                        |
| 5507  | Duck & Deer Food and Supplies  | -                 | -                 | -                   | -                 | -                        |
| 5508  | Animal Control Expenses        | 0                 | -                 | -                   | -                 | -                        |
| 5520  | Dues and Subscriptions         | -                 | -                 | 0                   | -                 | -                        |
| 5600  | Maintenance                    | 2,000             |                   |                     |                   |                          |
| 5602  | Building Maintenance           | 2,538             | 3,500             | 3,500               | 3,800             | 300                      |
| 5612  | Sign Maintenance               | 1,233             | 1,500             | 1,500               | 1,500             | -                        |
| 5616  | Street Maintenance             | 652               | 1,000             | 1,900               | 1,900             | -                        |
| 5618  | Vehicle Maintenance            | 701               | 1,000             | 2,700               | 1,500             | (1,200)                  |
| 5620  | Maintenance Tools and Supplies | 1,066             | 1,000             | 1,065               | 1,300             | 235                      |
| 5630  | Small Equip & Parts            | 1,435             | 1,200             | 1,275               | 1,400             | 125                      |
| 5640  | Vehicle Fuel                   | 2,460             | 2,400             | 1,659               | 1,800             | 141                      |
| 5645  | Vehicle Tires                  | 536               | 800               | 0                   | 0                 | -                        |
| <b>Total - Supplies and Materials</b>       |                                | <b>\$ 12,677</b>  | <b>\$ 12,400</b>  | <b>\$ 13,599</b>    | <b>\$ 13,200</b>  | <b>\$ (399)</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>\$ 73,591</b>  | <b>\$ 73,946</b>  | <b>\$ 74,868</b>    | <b>\$ 75,436</b>  | <b>\$ 568</b>            |

# ***Capital Project Fund***

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*Fund: 5 Capital Project*

## **Program Description :**

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

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## **Appropriations :**

There are no appropriations for FY 2018-19.

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## **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, 2019

| Acct #                      | Account Description             | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Estimate to Budget Difference |
|-----------------------------|---------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------------------|
| <b>REVENUES</b>             |                                 |                   |                   |                     |                   |                               |
| 4001                        | Bond Sales                      |                   |                   |                     |                   |                               |
| 4010                        | Interest-Texpool & Texas Class  | 208               | 100               | 300                 | 300               | -                             |
| 4010                        | Interest - Wells Fargo          | -                 | 4                 | -                   | -                 | -                             |
| <b>TOTAL REVENUE</b>        |                                 | <b>\$ 208</b>     | <b>\$ 104</b>     | <b>\$ 300</b>       | <b>\$ 300</b>     | <b>-</b>                      |
| 4840                        | Interfund Transaction           | 1,760             |                   |                     |                   | -                             |
| <b>TOTAL - Revenues</b>     |                                 | <b>\$ 1,968</b>   | <b>\$ 104</b>     | <b>\$ 300</b>       | <b>\$ 300</b>     | <b>-</b>                      |
| <b>EXPENSES</b>             |                                 |                   |                   |                     |                   |                               |
| 5342                        | Architectural Services          |                   |                   |                     |                   | -                             |
| 5345                        | Engineering Services            |                   |                   |                     |                   | -                             |
| 5365                        | City Attorney Services          |                   |                   |                     |                   | -                             |
| 5385                        | Construction Services           |                   |                   |                     |                   | -                             |
| 6050                        | Const Services (City Hall)      |                   |                   |                     |                   | -                             |
| 6055                        | Land Improvements (Landscaping) |                   |                   |                     |                   | -                             |
| 6060                        | Building Equipment              |                   |                   |                     |                   | -                             |
| 6070                        | Furnishings                     |                   |                   |                     |                   | -                             |
| 6111                        | Land Purchase                   |                   |                   |                     |                   | -                             |
| <b>TOTAL - Expenses</b>     |                                 | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>       | <b>-</b>                      |
| Net surplus (deficit)       |                                 | 1,968             | 104               | 300                 | 300               |                               |
| Beginning Cash              |                                 | 25,333            | 27,301            | 27,301              | 27,601            |                               |
| Ending Cash/Reserves        |                                 | 27,301            | 27,405            | 27,601              | 27,901            |                               |
| <b>TOTAL APPROPRIATIONS</b> |                                 | <b>\$ 27,301</b>  | <b>\$ 27,405</b>  | <b>\$ 27,601</b>    | <b>\$ 27,901</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<br>September 30,<br>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 2016-17<br/>Actual</i> | <i>FY 2017-18<br/>Estimate</i> | <i>FY 2018-19<br/>Budget</i> |
|--------------|------------------------------|--------------------------------|------------------------------|
| Debt Service | \$ 145,097                   | \$ 146,767                     | \$ 149,008                   |
| <b>Total</b> | <b>\$ 145,097</b>            | <b>\$ 146,767</b>              | <b>\$ 149,008</b>            |

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

The FY 2018-19 budget for all debt service payments totals \$149,008. For FY 2018-19, \$1,015 of the payment will cover interest expense, \$146,000 covers principal expense, and the balance is for bank and other service fees.

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### **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, 2019

| Account Codes | Account Description | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Estimate to Budget Difference |
|---------------|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------------------|
|---------------|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------------------|

**REVENUES**

|                                      |  |                   |                   |                   |                   |                 |
|--------------------------------------|--|-------------------|-------------------|-------------------|-------------------|-----------------|
| 4010 · Interest Income (Checking)    |  | 1                 | 2                 | 3                 | 3                 | 0               |
| 4820 · Transfer from EDC (Sales Tax) |  | 140,097           | 146,767           | 146,767           | 149,008           | 2,241           |
| 4820 · Transfer from General Fund)   |  | 5,000             |                   |                   |                   | 0               |
| <b>TOTAL - Revenues</b>              |  | <b>\$ 145,098</b> | <b>\$ 146,769</b> | <b>\$ 146,770</b> | <b>\$ 149,011</b> | <b>\$ 2,241</b> |

**EXPENSES**

**General Obligation Refunding Bond, Series 2014**

|                               |         |         |         |         |        |
|-------------------------------|---------|---------|---------|---------|--------|
| 5295 · Interest Expense       | 6,097   | 4,767   | 4,767   | 3,008   | -1,759 |
| 5296 · Principal Expense-Bond | 139,000 | 142,000 | 142,000 | 146,000 | 4,000  |
| 5290 · Bank Service Charges   | 0       |         |         |         | 0      |

**Capital Expend. and Projects**

|                              |                   |                   |                   |                   |                 |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------|
| <b>Subtotal-Debt Service</b> | <b>\$ 145,097</b> | <b>\$ 146,767</b> | <b>\$ 146,767</b> | <b>\$ 149,008</b> | <b>\$ 2,241</b> |
| <b>TOTAL - Expenses</b>      | <b>\$ 145,097</b> | <b>\$ 146,767</b> | <b>\$ 146,767</b> | <b>\$ 149,008</b> | <b>\$ 2,241</b> |
| <b>Net surplus (deficit)</b> | <b>1</b>          | <b>2</b>          | <b>3</b>          | <b>3</b>          |                 |
| <b>Beginning Cash</b>        | <b>13</b>         | <b>14</b>         | <b>14</b>         | <b>17</b>         |                 |
| <b>Ending Cash/Reserves</b>  | <b>14</b>         | <b>16</b>         | <b>17</b>         | <b>20</b>         |                 |
| <b>TOTAL APPROPRIATIONS</b>  | <b>\$ 145,111</b> | <b>\$ 146,783</b> | <b>\$ 146,784</b> | <b>\$ 149,028</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 2018-19

# ***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.

## **Expenses:**

|                               | <i>FY 2016-17<br/>Actual</i> | <i>FY 2017-18<br/>Estimate</i> | <i>FY 2018-19<br/>Budget</i> |
|-------------------------------|------------------------------|--------------------------------|------------------------------|
| Travel, Training, & Prof Dues | \$ -                         | \$ -                           | \$ -                         |
| Operational Costs             | -                            | 50                             | 50                           |
| Supplies and Materials        | -                            | -                              | -                            |
| Capital Expend. And Projects  | -                            | -                              | -                            |
| Interfund Transactions        | 150,097                      | 156,767                        | 159,008                      |
| <b>Total</b>                  | <b>\$ 150,097</b>            | <b>\$ 156,817</b>              | <b>\$ 159,058</b>            |

## **Program Justification and Analysis :**

The FY 2018-19 adopted budget for the Economic Development Corporation decreases less than 1 percent over FY 2017-18. Sales taxes are projected to increase about 1 percent.

The interfund transfers group contains \$159,058 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, 2019

| Acct #   | Account Description          | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Budget to estimate difference |
|--|------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------------------|
| <b>REVENUES</b>                                  |                              |                   |                   |                     |                   |                               |
| 4005   | Sales Tax                    | 141,533           | 148,250           | 126,308             | 101,125           | (25,183)                      |
| 4010   | Interest-Texpool/Texas Class | 1                 | -                 | 5                   | 5                 | -                             |
| 4010   | Interest-Bank                | 29                | 5                 | 20                  | 20                | -                             |
| <b>TOTAL - Revenues</b>                          |                              | <b>\$ 141,563</b> | <b>\$ 148,255</b> | <b>\$ 126,333</b>   | <b>\$ 101,150</b> | <b>\$ (25,183)</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                | -                 | 50                | 50                  | 50                | -                             |
| 5381   | City Attorney Services       |                   |                   |                     |                   | -                             |
|  | Small Business Development   |                   |                   |                     |                   | -                             |
|  | Water Main Land Acquisition  |                   |                   |                     |                   | -                             |
| <b>Total - Operational Costs</b>                 |                              | <b>\$ -</b>       | <b>\$ 50</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     | 140,097           | 146,767           | 146,767             | 149,008           | 2,241                         |
| <b>Total - Interfund Transfers</b>               |                              | <b>\$ 150,097</b> | <b>\$ 156,767</b> | <b>\$ 156,767</b>   | <b>\$ 159,008</b> | <b>\$ 2,241</b>               |
| <b>TOTAL - Expenses</b>                          |                              | <b>\$ 150,097</b> | <b>\$ 156,817</b> | <b>\$ 156,817</b>   | <b>\$ 159,058</b> | <b>\$ 2,241</b>               |
| <b>Net surplus (deficit)</b>                     |                              | <b>(8,534)</b>    | <b>(8,562)</b>    | <b>(30,484)</b>     | <b>(57,908)</b>   |                               |
| <b>Beginning Cash</b>                            |                              | <b>123,061</b>    | <b>114,527</b>    | <b>114,527</b>      | <b>84,043</b>     |                               |
| <b>Ending Cash/Reserves</b>                      |                              | <b>114,527</b>    | <b>105,965</b>    | <b>84,043</b>       | <b>26,135</b>     |                               |
| <b>TOTAL APPROPRIATIONS</b>                      |                              | <b>\$ 264,624</b> | <b>\$ 262,782</b> | <b>\$ 240,860</b>   | <b>\$ 185,193</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 2018 that totaled \$10,000,000. The City Council has embarked on a road/drainage maintenance project for FY 2018-19 which they are currently looking at different options for possible funding.

### 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.

City of Hill Country Village  
Road Maintenance Fund - 22  
Fiscal Year Ending September 30, 2019

| Acct. #                                     | Account Description                       | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Budget to<br>Estimate<br>Difference |
|---|---|----------------------|----------------------|------------------------|----------------------|-------------------------------------|
| <b>REVENUES</b>                             |   |                      |                      |                        |                      |                                     |
| 4005  | Sales Tax                                 | 141,533              | 148,250              | 126,308                | 101,125              | (25,183)                            |
| 4006  | Ad Valorem                                | 170,130              | 169,470              | 169,470                | 170,711              | 1,241                               |
| 4010  | Interest (Checking, Texas Class, TexPool) | 453                  | 600                  | 600                    | 600                  | -                                   |
| <b>Total Revenues</b>                       |   | <b>\$312,116</b>     | <b>\$318,320</b>     | <b>\$296,378</b>       | <b>\$272,436</b>     | <b>(23,942)</b>                     |
| <b>EXPENSES</b>                             |   |                      |                      |                        |                      |                                     |
| 5616  | Street Maintenance                        | 5705                 |                      |                        |                      |                                     |
| 6000  | Capital Expend. and Projects              |                      |                      |                        |                      |                                     |
| 8100  | Transfers General Fund                    | 600                  |                      |                        | \$0                  | -                                   |
| <b>Total - Capital Expend. and Projects</b> |   |                      |                      |                        |                      |                                     |
| <b>TOTAL - Expenses</b>                     |   | <b>\$ 6,305</b>      | <b>\$ -</b>          | <b>\$0</b>             | <b>\$0</b>           | <b>-</b>                            |
| <b>Net surplus (deficit)</b>                |   | <b>\$305,811</b>     | <b>\$318,320</b>     | <b>\$296,378</b>       | <b>\$272,436</b>     |                                     |
| <b>Beginning Cash</b>                       |   | <b>\$204,741</b>     | <b>\$510,552</b>     | <b>\$510,552</b>       | <b>\$806,930</b>     |                                     |
| <b>Ending Cash/Reserves</b>                 |   | <b>\$510,552</b>     | <b>\$828,872</b>     | <b>\$806,930</b>       | <b>\$1,079,366</b>   |                                     |
| <b>TOTAL APPROPRIATIONS</b>                 |   | <b>\$516,857</b>     | <b>\$828,872</b>     | <b>\$806,930</b>       | <b>\$1,079,366</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 2018-19 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, 2019

| Account Number                                   | Account Description                     | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Budget to Estimate Difference |
|--|---|-------------------|-------------------|---------------------|-------------------|-------------------------------|
| <b>REVENUES</b>                                  |   |                   |                   |                     |                   |                               |
| 4009   | School Crossing Guard                   | 1,240             | 1,200             | 1,200               | 1,200             | -                             |
| 4012   | Grants                                  | 2,900             | 95,000            | 3,488               |                   | (3,488)                       |
|  | Radios - Car & Handheld                 |                   |                   |                     |                   | -                             |
|  | 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             |                   |                   |                     |                   | -                             |
|  | OOG-Rifle Body Armor                    |                   |                   | 3,488               |                   | -                             |
| 4016   | State Training Grant                    | 1,267             | 1,300             | 1,300               | 1,300             | -                             |
| 4010   | Interest (Checking & Texas Class)       | 2                 | 5                 | 3                   | 3                 | -                             |
| <b>TOTAL - Revenues</b>                          |   | <b>\$ 5,409</b>   | <b>\$ 97,505</b>  | <b>\$ 5,991</b>     | <b>\$ 2,503</b>   | <b>\$ (3,488)</b>             |
| <b>EXPENSES</b>                                  |   |                   |                   |                     |                   |                               |
| <b>Travel, Training, &amp; Prof. Dues</b>        |   |                   |                   |                     |                   |                               |
| 5120   | Training                                | 1,276             | 1,200             | 1,200               | 1,200             | -                             |
| <b>Total - Travel, Training, &amp; Prof Dues</b> |   | <b>\$ 1,276</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            | -                 | 1,200             | 1,200               | 1,200             | -                             |
| 5630   | Small Equipment and Parts               | -                 |                   |                     |                   | -                             |
| <b>Total - Supplies and Materials</b>            |   | <b>\$ -</b>       | <b>\$ 1,200</b>   | <b>\$ 1,200</b>     | <b>\$ 1,200</b>   | <b>\$ -</b>                   |
| <b>Capital Expenditures</b>                      |   |                   |                   |                     |                   |                               |
| 6027   | Other Public Safety Equipment           | -                 | 95,000            | 3,488               |                   | (3,488)                       |
| 6060   | Building Equipment                      | -                 |                   |                     |                   | -                             |
| <b>Total - Capital Expenditures</b>              |   | <b>\$ -</b>       | <b>\$ 95,000</b>  | <b>\$ 3,488</b>     | <b>\$ -</b>       | <b>\$ (3,488)</b>             |
| <b>Interfund Transactions</b>                    |   |                   |                   |                     |                   |                               |
| <b>Total - Interfund Transactions</b>            |   |                   |                   |                     |                   |                               |
| <b>TOTAL - Expenses</b>                          |   | <b>\$ 1,276</b>   | <b>\$ 97,400</b>  | <b>\$ 5,888</b>     | <b>\$ 2,400</b>   | <b>\$ (3,488)</b>             |
| <b>Net surplus (deficit)</b>                     |   | <b>4,133</b>      | <b>105</b>        | <b>103</b>          | <b>103</b>        |                               |
| <b>Beginning Cash</b>                            |   | <b>856</b>        | <b>4,989</b>      | <b>4,989</b>        | <b>5,092</b>      |                               |
| <b>Ending Cash/Reserves</b>                      |   | <b>\$ 4,989</b>   | <b>\$ 5,094</b>   | <b>\$ 5,092</b>     | <b>\$ 5,195</b>   |                               |



TOTAL APPROPRIATIONS \$ 6,265 \$ 102,494 \$ 10,980 \$ 7,595

# 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, 2019

| Account Number                      | Account Description                         | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Budget to Estimate Difference |
|-------------------------------------|---|-------------------|-------------------|---------------------|-------------------|-------------------------------|
| <b>REVENUES</b>                     |   |                   |                   |                     |                   |                               |
| 4050                                | Municipal Court                             | 6,316             | 4,000             | 4,000               | 4,000             | -                             |
| 4010                                | Interest (Checking)                         | 2                 | 1                 | 1                   | 1                 | 0                             |
|                                     | <b>TOTAL - Revenues</b>                     | <b>\$ 6,318</b>   | <b>\$ 4,001</b>   | <b>\$ 4,001</b>     | <b>\$ 4,001</b>   | <b>\$ 0</b>                   |
| <b>EXPENSES</b>                     |   |                   |                   |                     |                   |                               |
| <b>Operational Costs</b>            |   |                   |                   |                     |                   |                               |
| 5203                                | Comm-Court Program                          | 1,760             | 1,341             | 1,341               | 1,341             | -                             |
|                                     | <b>TOTAL - Operational Costs</b>            | <b>\$ 1,760</b>   | <b>\$ 1,341</b>   | <b>\$ 1,341</b>     | <b>\$ 1,341</b>   | <b>\$ -</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>\$ 1,760</b>   | <b>\$ 1,341</b>   | <b>\$ 1,341</b>     | <b>\$ 1,341</b>   | <b>\$ -</b>                   |
|                                     | <b>Net surplus (deficit)</b>                | <b>4,558</b>      | <b>2,660</b>      | <b>2,660</b>        | <b>2,660</b>      |                               |
|                                     | <b>Beginning Cash</b>                       | <b>2,362</b>      | <b>6,920</b>      | <b>6,920</b>        | <b>9,580</b>      |                               |
|                                     | <b>Ending Cash/Reserves</b>                 | <b>\$ 6,920</b>   | <b>\$ 9,580</b>   | <b>\$ 9,580</b>     | <b>\$ 12,240</b>  |                               |
|                                     | <b>TOTAL APPROPRIATIONS</b>                 | <b>\$ 8,680</b>   | <b>\$ 10,921</b>  | <b>\$ 10,921</b>    | <b>\$ 13,581</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 2018-19, 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, 2019

| Account Number                                   | Account Description                                      | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Budget to Estimate Difference |
|--|--|-------------------|-------------------|---------------------|-------------------|-------------------------------|
| <b>REVENUES</b>                                  |  |                   |                   |                     |                   |                               |
| 4050   | Municipal Court  | 4,737             | 1,600             | 2,000               | 2,000             | -                             |
| 4010   | Interest (Checking & Texas Class)                        | 2                 | 2                 | 2                   | 2                 | -                             |
|  | <b>TOTAL - Revenues</b>                                  | <b>\$ 4,739</b>   | <b>\$ 1,602</b>   | <b>\$ 2,002</b>     | <b>\$ 2,002</b>   | <b>\$ -</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                                    | 1,091             | 1,200             | 1,200               | 1,200             | -                             |
|  | <b>Total - Operational Costs</b>                         | <b>\$ 1,091</b>   | <b>\$ 1,200</b>   | <b>\$ 1,200</b>     | <b>\$ 1,200</b>   | <b>\$ -</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   | -                 | -                 | -                   | -                 | -                             |
|  | <b>Total - Building Equipment</b>                        | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>       | <b>\$ -</b>                   |
|  | <b>TOTAL - Expenses</b>                                  | <b>\$ 1,091</b>   | <b>\$ 1,200</b>   | <b>\$ 1,200</b>     | <b>\$ 1,200</b>   | <b>\$ -</b>                   |
|  | <b>Net surplus (deficit)</b>                             | <b>3,648</b>      | <b>402</b>        | <b>802</b>          | <b>802</b>        |                               |
|  | <b>Beginning Cash</b>                                    | <b>3,043</b>      | <b>6,691</b>      | <b>6,691</b>        | <b>7,493</b>      |                               |
|  | <b>Ending Cash/Reserves</b>                              | <b>\$ 6,691</b>   | <b>\$ 7,093</b>   | <b>\$ 7,493</b>     | <b>\$ 8,295</b>   |                               |
|  | <b>TOTAL APPROPRIATIONS</b>                              | <b>\$ 7,782</b>   | <b>\$ 8,293</b>   | <b>\$ 8,693</b>     | <b>\$ 9,495</b>   |                               |

# Judicial Efficiency

City of Hill Country Village

Judicial Efficiency - 17

Fiscal Year Ending September 30, 2019

| Account Number                      | Account Description                         | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Budget to Estimate Difference |
|-------------------------------------|---|-------------------|-------------------|---------------------|-------------------|-------------------------------|
| <b>REVENUES</b>                     |   |                   |                   |                     |                   |                               |
| 4050                                | Municipal Court                             | 112               | 100               | 100                 | 100               | -                             |
| 4010                                | Interest (Checking)                         | -                 | -                 | -                   | -                 | -                             |
|                                     | <b>TOTAL - Revenues</b>                     | <b>\$ 112</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>112</b>        | <b>-</b>          | <b>-</b>            | <b>-</b>          |                               |
|                                     | <b>Beginning Cash</b>                       | <b>101</b>        | <b>213</b>        | <b>213</b>          | <b>213</b>        |                               |
|                                     | <b>Ending Cash/Reserves</b>                 | <b>\$ 213</b>     | <b>\$ 213</b>     | <b>\$ 213</b>       | <b>\$ 213</b>     |                               |
|                                     | <b>TOTAL APPROPRIATIONS</b>                 | <b>\$ 213</b>     | <b>\$ 313</b>     | <b>\$ 313</b>       | <b>\$ 313</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 2018-19 does not reflect any vehicle purchases. Public Works began budgeting for a new truck in FY 2006-07. At city council's request we stopped funding the Public Work's Department because it was fully funded to purchase a new vehicle. The fund tracks police and public works funds separately.

| City of Hill Country Village<br>Vehicle Replacement Fund - 18<br>Fiscal Year Ending September 30, 2019 |                                   |                      |                      |                        |                      |                                     |
|--|-----------------------------------|----------------------|----------------------|------------------------|----------------------|-------------------------------------|
| Account Number   | Account Description               | FY 2016-17<br>Actual | FY 2017-18<br>Budget | FY 2017-18<br>Estimate | FY 2018-19<br>Budget | Budget to<br>Estimate<br>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) | 403                  | 325                  | 325                    | 325                  | -                                   |
| <b>Public Works</b>  |                                   |                      |                      |                        |                      |                                     |
| 4810   | Transfer from General Fund        |                      |                      |                        |                      | -                                   |
| 4300   | Other Income                      |                      |                      |                        |                      | -                                   |
| 4010   | Interest (Checking & Texas Class) | 325                  | 325                  | 325                    | 325                  | -                                   |
| <b>Other</b>   |                                   |                      |                      |                        |                      |                                     |
| 4095   | Sale of Assets                    | 11,500               |                      |                        |                      | -                                   |
| <b>TOTAL - Revenues</b>  |                                   | <b>\$ 47,728</b>     | <b>\$ 36,150</b>     | <b>\$ 36,150</b>       | <b>\$ 36,150</b>     | <b>-</b>                            |
| <b>EXPENSES</b>  |                                   |                      |                      |                        |                      |                                     |
| 5500   | Supplies and Materials            |                      |                      |                        |                      | -                                   |
| <b>Total - Supplies and Materials</b>  |                                   | <b>\$ -</b>          |                      |                        |                      | <b>-</b>                            |
| <b>Capital Expend. and Projects</b>  |                                   |                      |                      |                        |                      |                                     |
| 6010   | Heavy Equipment                   |                      |                      |                        |                      | -                                   |
| 6013   | Vehicle Equipment                 |                      |                      |                        |                      | -                                   |
| 6025   | Radio Units                       |                      |                      |                        |                      | -                                   |
| 6027   | Other Public Safety Equipment     |                      |                      |                        |                      | -                                   |
| 6015   | New Vehicles                      | 46,340               |                      | 5,000                  | -                    | (5,000)                             |
| <b>Total - Capital Expend. and Projects</b>  |                                   | <b>\$ 46,340</b>     | <b>\$ -</b>          | <b>\$ 5,000</b>        | <b>\$ -</b>          | <b>(5,000)</b>                      |
| <b>Interfund Transactions</b>  |                                   |                      |                      |                        |                      |                                     |
| 8100   | General Fund                      | 2,900                |                      |                        |                      | -                                   |
| <b>TOTAL - Expenses</b>  |                                   | <b>\$ 49,240</b>     | <b>\$ -</b>          | <b>\$ 5,000</b>        | <b>\$ -</b>          | <b>(5,000)</b>                      |
| <b>Net surplus (deficit)</b>   |                                   | <b>(1,512)</b>       | <b>36,150</b>        | <b>31,150</b>          | <b>36,150</b>        |                                     |
| <b>Beginning Cash</b>  |                                   | <b>112,436</b>       | <b>110,924</b>       | <b>110,924</b>         | <b>142,074</b>       |                                     |
| <b>Ending Cash/Reserves</b>  |                                   | <b>\$ 110,924</b>    | <b>\$ 147,074</b>    | <b>\$ 142,074</b>      | <b>\$ 178,224</b>    |                                     |
| <b>TOTAL APPROPRIATIONS</b>  |                                   | <b>\$ 160,164</b>    | <b>\$ 147,074</b>    | <b>\$ 147,074</b>      | <b>\$ 178,224</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, 2019

| Account Number           | Account Description               | FY 2016-17 Actual | FY 2017-18 Budget | FY 2017-18 Estimate | FY 2018-19 Budget | Budget to Estimate Difference |
|--------------------------|-----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------------------|
| <b>REVENUES</b>          |                                   |                   |                   |                     |                   |                               |
| 4004                     | Venue Tax                         | 43,664            | 37,000            | 37,000              | 37,000            | -                             |
| 4010                     | Interest (Checking & Texas Class) | 19                | 25                | 25                  | 25                | -                             |
|                          | <b>TOTAL - Revenues</b>           | <b>\$ 43,683</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>13,683</b>     | <b>7,025</b>      | <b>7,025</b>        | <b>7,025</b>      |                               |
|                          | <b>Beginning Cash</b>             | <b>46,231</b>     | <b>59,914</b>     | <b>59,914</b>       | <b>66,939</b>     |                               |
|                          | <b>Ending Cash/Reserves</b>       | <b>\$ 59,914</b>  | <b>\$ 66,939</b>  | <b>\$ 66,939</b>    | <b>\$ 73,964</b>  |                               |
|                          | <b>TOTAL APPROPRIATIONS</b>       | <b>\$ 89,914</b>  | <b>\$ 96,939</b>  | <b>\$ 96,939</b>    | <b>\$ 103,964</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.

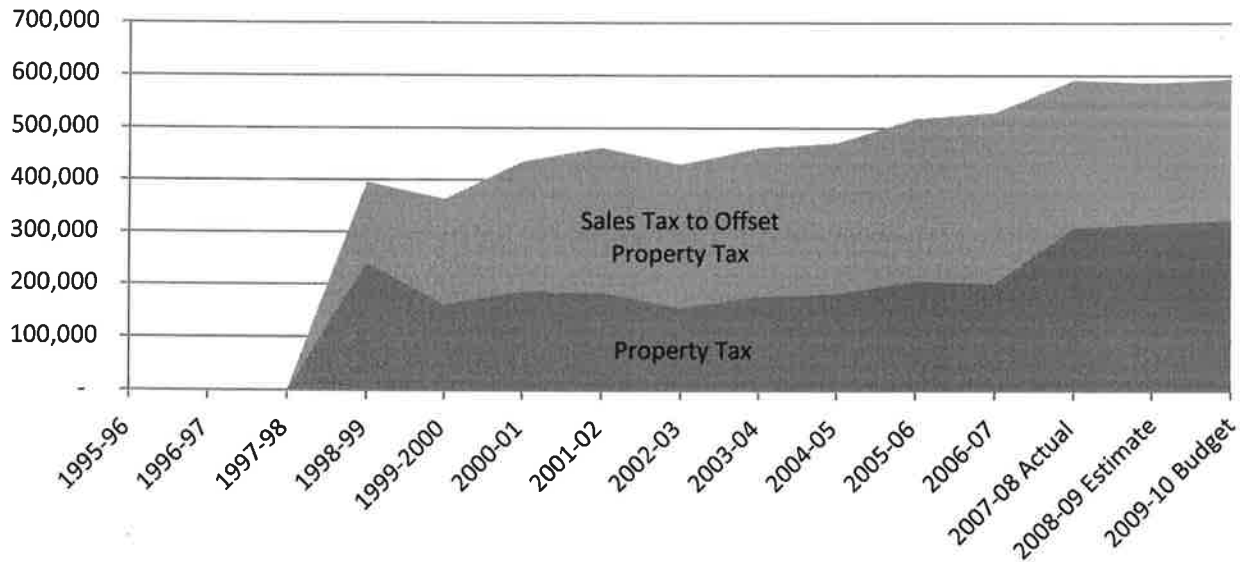
## Ad Valorem Tax Rate Computation

|   |             |             |
|---|-------------|-------------|
| <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

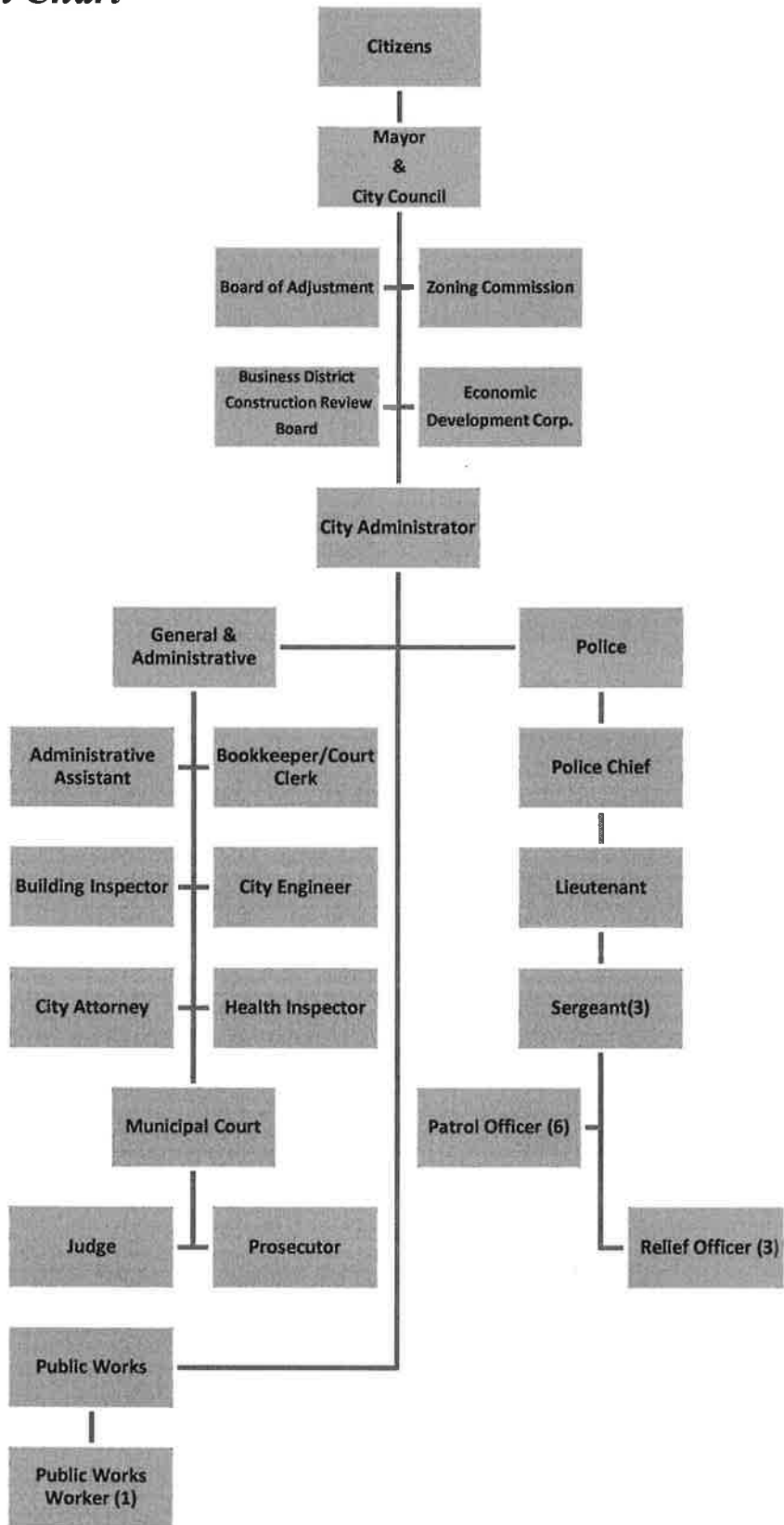
Under the State Tax Code, the City must annually calculate and publicize its proposed tax rate and by how much that increases property tax revenues. The hearing is held following a published notice to the taxpayers in compliance with the Tax Code. If the adopted tax rate exceeds the rollback tax rate, 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, 2019**

| <b>Table 1 Professional/Managerial/Administrative</b> |                             | <b>Min</b> | <b>Midpoint</b> | <b>Max</b> |
|---|-----------------------------|------------|-----------------|------------|
|   | Administrative Assistant    | 35,000     | 45,000          | 50,000     |
|   | Bookkeeper/Asst Court Clerk | 48,000     | 54,000          | 58,000     |
|   | Court Clerk                 | 48,000     | 54,000          | 58,000     |
|   | City Administrator          | 90,000     | 105,000         | 120,000    |
|   | Police Chief                | 85,000     | 95,000          | 115,000    |

| <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              | 5/20            |
| Carl A. Register                            | Council Member, Place 1 | Elected      | 5/07              | 5/19            |
| Matthew Acock                               | Council Member, Place 2 | Appointed    | 7/12              | 5/20            |
| Tom Doyle                                   | Council Member, Place 4 | Elected      | 5/18              | 5/19            |
| Neal Leonard                                | Council Member, Place 4 | Elected      | 5/18              | 5/20            |
| Allison Greerr                              | Council Member, Place 5 | Appointed    | 5/18              | 5/19            |
| <b>Appointed Officials/Department Heads</b> |                         |              |                   |                 |
| Frank Morales                               | City Administrator      | Appointed    | 10/14/06          |                 |
| Frank Morales                               | Chief of Police         | Appointed    | 12/13/01          |                 |
| Marc J. Schnall                             | City Attorney           | Appointed    | 12/14/06          |                 |
| L. David Givler                             | City Engineer           | Appointed    | 11/1/99           |                 |
| Monty McGuffin                              | Health Inspector        | Appointed    | 6/1/11            |                 |
| Lori Calzocit                               | Health Inspector        | Appointed    | 6/1/11            |                 |
| 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              | 7/16            |
| Lonnie Wulfe                                | Member                  | Appointed    | 8/09              | 7/16            |
| Jeff Garvens                                | Member                  | Appointed    | 5/08              | 1/17            |
| Greg Blasko                                 | Treasurer               | Appointed    | 9/07              | 1/17            |
| Carl A. Register                            | Member                  | Re-Appointed | 9/07              | 5/17            |

**Zoning Commission**

|                         |                       |              |        |        |
|-------------------------|-----------------------|--------------|--------|--------|
| Doug Boom               | Member                | Appointed    | 11/14  | 11/16  |
| Bill Aniol              | Regular Member        | Re-Appointed | 12/06  | 1/17   |
| Dean Perry              | Regular Member        | Re-Appointed | 12/06  | 1/17   |
| Kirk Francis            | Chair/Reg Member      | Appointed    | 3/13   | 1/17   |
| Gonzales-Soza           | Regular Member        | Appointed    | Nov-15 | Nov-16 |
| Greg Blasko             | Regular Member        | Re-Appointed | 12/06  | 1/16   |
| Melissa Childress-White | Vice Chair/Reg Member | Appointed    | 3/10   | 1/16   |

**Board of Adjustment**

|              |                       |              |       |       |
|--------------|-----------------------|--------------|-------|-------|
| Lonnie Wulfe | Chair/Reg Member      | Appointed    | 12/10 | 1/17  |
| Matt Riley   | Regular Member        | Appointed    | 08/15 | 08/17 |
| Jeff Garvens | Regular Member        | Appointed    | 12/10 | 1/17  |
| Hal Bonewtis | Regular Member        | Re-Appointed | 08/17 | 08/17 |
| Robert Myers | Regular Member        | Re-Appointed | 08/15 | 08/17 |
| John Dulske  | Vice Chair/Reg Member | Appointed    | 12/05 | 1/16  |
| Doug Boom    | Regular Member        | Appointed    | 12/07 | 1/16  |

**Business District Construction Review Board**

|               |                       |              |       |       |
|---------------|-----------------------|--------------|-------|-------|
| Buddy Swift   | Chair/Reg Member      | Re-Appointed | 1/05  | 1/17  |
| Ben Culpepper | Vice Chair/Reg Member | Re-Appointed | 08/15 | 08/17 |
| Dean Perry    | Regular Member        | Re-Appointed | 1/05  | 1/17  |
| Bill Aniol    | Alternate Member      | Re-Appointed | 1/05  | 1/17  |
| Greg Blasko   | Alternate Member      | Appointed    | 1/07  | 1/17  |
| Steve Marceau | Alternate Member      | Appointed    | 1/07  | 1/17  |
| Jeff Garvens  | Alternate Member      | Appointed    | 1/07  | 1/17  |

**AN ORDINANCE APPROVING THE BUDGET OF  
THE HILL COUNTRY VILLAGE ECONOMIC DEVELOPMENT  
CORPORATION FOR FISCAL YEAR 2018-19,  
BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019, AND  
ORDERING SAME FILED WITH THE CITY ADMINISTRATOR  
AND COUNTY CLERK**

**WHEREAS**, the budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019 was duly presented to the Board of Directors of the Hill Country Village Economic Development Corporation and approved by such board on June 27, 2018.

**WHEREAS**, a Public Hearing was held on August 16, 2018 by the City Council of the City of Hill Country Village, Texas.

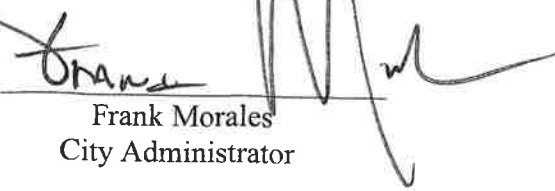
**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS:**

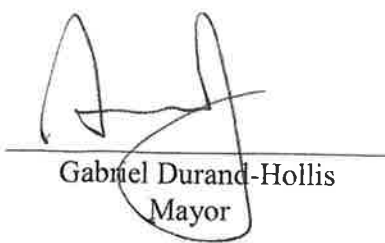
The attached budget for Hill Country Village Economic Development Corporation for the fiscal year beginning October 1, 2018 and ending September 30, 2019, is hereby approved, and it is ordered that a true copy of the budget as approved be attached to this ordinance and made part of and be filed with 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 20TH DAY OF SEPTEMBER, 2018**

**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  
2018-19,  
BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019, AND  
ORDERING SAME FILED WITH  
THE CITY ADMINISTRATOR AND COUNTY CLERK**

**WHEREAS**, the budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019 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, 2018 and ending September 30, 2019, 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

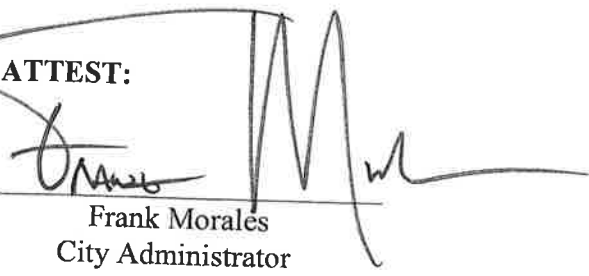
10. All sections of ordinances in conflict with this ordinance are hereby repealed.

**PASSED AND APPROVED THIS 20th DAY OF SEPTEMBER 2018.**



Gabriel Durand-Hollis  
Mayor

**ATTEST:**



Frank Morales  
City Administrator

ORDINANCE 1198

**AN ORDINANCE ADOPTING THE YEAR 2018 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 2018 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 .75% 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 20th DAY OF SEPTEMBER, 2018.**



\_\_\_\_\_

Gabriel Durand-Hollis  
Mayor

**ATTEST:**



\_\_\_\_\_

Frank Morales  
City Administrator