

*City of
Hill Country Village
And
City of Hill Country Village
Economic Development Corporation
Fiscal Year 2019-20
Adopted Budget*

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$8,168 which is a 4% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$2,326.”

Record vote of council members on budget

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

The property tax rates for 2018:

- (A) 0.145000 Property tax rate
- (B) 0.144798 Effective tax rate
- (C) 0.228475 Effective maintenance and operations tax rate
- (D) 0.290956 Rollback rate
- (E) 0.044203 Debt rate

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

The property tax rate for 2019:

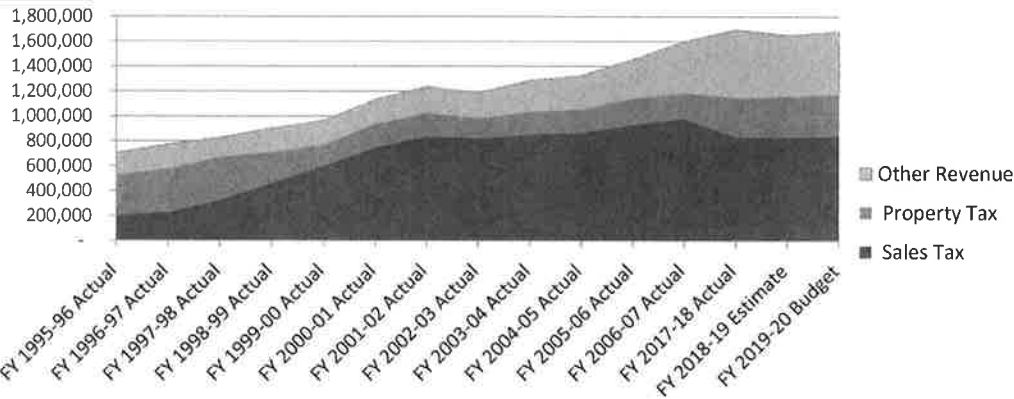
- (F) 0.145000 Property tax rate
- (G) 0.142986 Effective tax rate
- (H) 0.222905 Effective maintenance and operations tax rate
- (I) 0.203373 Rollback rate
- (J) 0.042967 Debt rate

The total amount of Municipal Debt Obligation: \$0

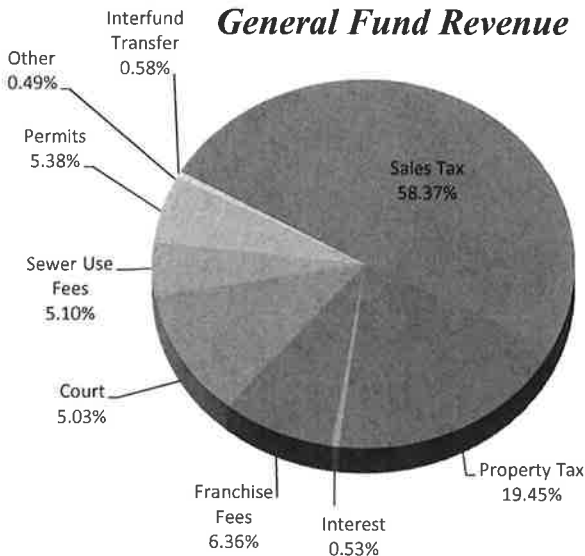
The FY 2019-20 adopted budget is balanced using cost containment. The baseline budget is made up of current services and obligations and known or anticipated contractual obligations, such as the Emergency Services Interlocal Agreement with the City of San Antonio. As with last year's budget process, 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 \$22,689. At the end of FY 2018-19 the General Fund has about 8 months of operating funds set aside in reserves.

Revenue



General Fund Revenue



Sales tax makes up about 58 percent--or \$840,000--of the FY 2019-20 General Fund budget. 2018-19 estimated sales tax receipts decreased 4.5 percent over 2017-18 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.

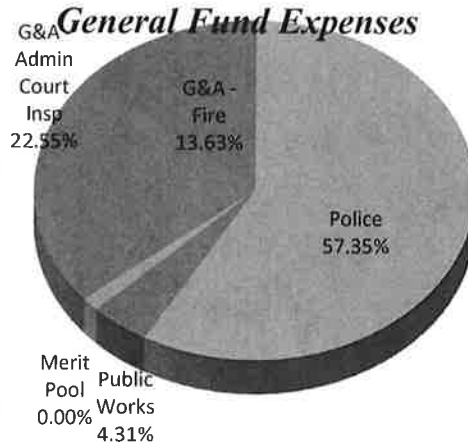
Expenses

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 2019-20 budget for Police is \$1,003,546. The fire services agreement will cost \$265,000 in FY 2019-20. Of this cost, \$235,000 is funded out of the General Fund and \$30,000 from the Venue (motor vehicle rental) Tax Fund.

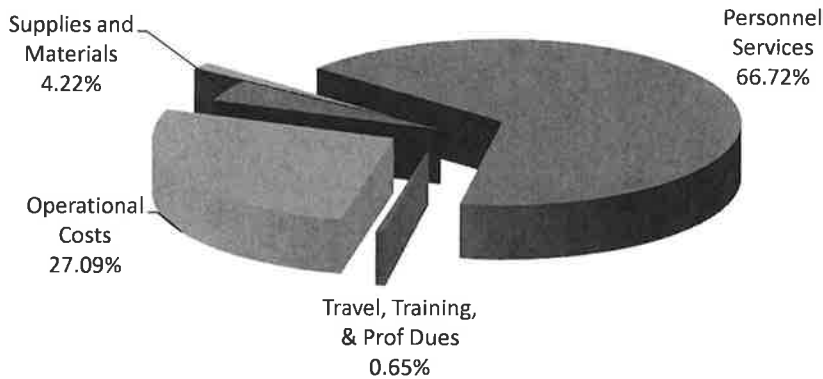
The General and Administrative Department is the second largest department, budgetarily, at the City. It contains expenses for the administration, health inspector, municipal court, sewer, and building inspections.

The FY 2019-20 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 2019-20 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 2019-20 the city has approximately 8 months of reserves.

City of Hill Country Village
 General Fund
 Fiscal Year Ending September 30, 2020

General Fund Revenue & Expenditure Summary

Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	2018-19 Estimate to 2019-20 Budget difference
REVENUE					
Sales Tax	828,553	809,000	830,547	840,000	9,453
Property Tax	316,375	324,351	324,000	332,519	8,519
Liquor Tax	13,138	15,000	10,182	11,000	818
Interest Income	9,074	8,000	8,850	9,000	150
Franchise	163,688	171,700	159,700	147,800	(11,900)
City Public Service	134,262	140,000	128,000	130,000	2,000
AT&T	9,207	10,000	10,000	5,000	(5,000)
Time Warner Cable	17,455	18,000	18,000	9,000	(9,000)
Waste Management	2,047	2,900	2,900	3,000	100
Other	717	800	800	800	-
Municipal Court	194,970	195,000	180,000	190,000	10,000
Sewer Use Fees	85,482	85,000	79,863	80,000	137
Health Department	4,365	5,000	3,600	3,900	300
Permits	108,735	80,000	80,000	92,000	12,000
Other	6,545	7,450	7,525	8,350	825
Credit Card Fees	3,256	1,750	1,700	1,750	50
Insurance Proceeds	-	-	-	-	-
Misc. Income	104	1,700	1,700	1,700	-
Police Reports	120	200	350	500	150
Fingerprinting	760	600	600	800	200
Open Record Req Income	10	-	-	-	-
Fire Inspection Fee	360	-	-	-	-
Police Auction	-	-	-	-	-
Annual Alarm Fee	-	1,600	1,500	1,800	300
False Alarm Fees	1,200	750	800	750	(50)
Return Check Fee	90	100	150	200	50
Animal Control	645	750	725	850	125
Sale of Assets	-	-	-	-	-
Zoning Commission Fees	-	-	-	-	-
Reimbursements	-	-	-	-	-
Interfund Transfer	10,000	10,000	10,000	10,000	-
TOTAL - Revenues	\$ 1,740,925	\$ 1,710,501	\$ 1,694,267	\$ 1,724,569	\$ 30,302

EXPENSES

General & Administrative					
Personnel Services (Admin & Court)	182,175	188,299	184,785	192,121	7,336
Travel, Training & Prof Dues	2,616	4,700	3,750	4,750	1,000
Operational Costs	465,589	422,325	422,292	419,650	(2,642)
Utilities (Elec/Gas, Water, Phone, Internet, L. I.)	11,222	10,650	9,984	10,650	666
Sewer Discharge Services	53,096	53,000	52,598	53,000	402
Insurance (Liability/E&O, Prop.)	3,587	3,910	3,722	3,910	188
Attorney Services	26,876	30,000	30,000	22,000	(8,000)
Engineering Services	12,724	15,000	15,000	12,000	(3,000)
Building Inspection	22,200	23,000	22,000	25,000	3,000
Health Inspection	1,455	1,800	1,800	1,800	-
Fire Department Services	235,000	235,000	235,000	235,000	-
Accounting & Audit Services	17,000	17,500	17,500	17,500	-
Computer Consultant Service	7,992	4,000	4,000	4,000	-
Judge, Pros., Mag., Court Rep.	10,350	10,800	10,800	10,800	-
Operational Costs - Other	64,087	17,665	19,888	23,990	4,102
Supplies & Materials	11,178	9,600	6,200	7,400	1,200
Capital Expenditures	10,000	-	-	-	-
Interfund Transfer	28,774	-	-	-	-
Subtotal	\$ 700,332	\$ 624,924	\$ 617,027	\$ 623,921	6,894

Police					
Personnel Services	821,716	877,439	866,034	\$ 902,586	36,552
Travel, Training & Prof Dues	5,424	5,300	5,300	6,400	1,100
Operational Costs	31,457	34,775	34,731	35,775	1,044
Comm - Badge Software	1,112	2,600	2,600	3,300	700
Comm - MDT	1,824	1,850	1,850	1,850	-
Comm - Radio Airtime	3,888	4,000	4,000	4,000	-
Uniforms Purchase/Replc.	11,675	12,050	12,050	12,000	(50)

City of Hill Country Village
 General Fund
 Fiscal Year Ending September 30, 2020

General Fund Revenue & Expenditure Summary

Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	2018-19 Estimate to 2019-20 Budget difference
Insurance (Auto, Law Enf, Prop)	11,149	11,525	11,070	11,425	355
Operational Costs - Other	1,809	2,750	3,161	3,200	39
Supplies & Materials	42,850	43,800	44,900	53,785	8,885
Range & Ammunition	3,000	3,000	3,000	3,000	-
Vehicle Maint., Wash, Tires	7,090	5,800	5,800	2,800	(3,000)
Vehicle Fuel	17,907	18,000	19,100	19,100	-
Small Equip & Parts	6,188	8,000	8,000	19,785	11,785
Supplies & Materials - Other	8,665	9,000	9,000	9,100	100
Dispatch Services	-	-	-	-	-
Capital Expenditures	3,818	-	-	-	-
Interfund Transfer	35,500	35,500	35,500	5,000	(30,500)
Subtotal	\$ 940,765	\$ 996,814	\$ 986,465	\$ 1,003,546	17,081
Public Works					
Personnel Services	52,394	51,656	51,163	52,533	1,370
Travel, Training & Prof Dues	-	-	-	-	-
Operational Costs	10,358	10,580	10,362	10,480	118
Street Lighting Services	8,602	8,700	8,530	8,600	70
Operational Costs - Other	1,756	1,880	1,832	1,880	48
Supplies & Materials	13,269	13,200	13,945	11,400	(2,545)
Animal Control Expenses	-	-	-	-	-
Building Maintenance	3,622	3,800	3,700	3,500	(200)
Street, Sign Maintenance	2,965	3,400	3,900	2,400	(1,500)
Vehicle Maint., Wash, Tires	1,289	1,400	1,395	1,000	(395)
Vehicle Fuel	1,707	1,800	2,150	2,200	50
Supplies & Materials - Other	3,686	2,800	2,800	2,300	(500)
Capital Expenditures	-	-	-	-	-
Interfund Transfer	-	-	-	-	-
Subtotal	\$ 76,021	\$ 75,436	\$ 75,470	\$ 74,413	(1,057)
TOTAL - Expenses	\$ 1,717,118	\$ 1,697,174	\$ 1,678,962	\$ 1,701,880	22,918
Net surplus (deficit)	23,807	13,327	15,305	22,689	
Beginning Cash	1,410,948	1,434,755	1,434,755	1,450,060	
Ending Cash/Reserves	1,434,755	1,448,082	1,450,060	1,472,749	
TOTAL APPROPRIATIONS	\$3,151,873	\$3,145,256	\$3,129,022	\$3,174,629	

General & Administrative Department

Fund: 01 General

Program Description :

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

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

Vision :

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

Mission :

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

Goals and Objectives :

Ensure high-quality fiscal management through funds management, bill payment, accurate and timely financial statements and completion of the annual audit of funds by December 31st in accordance with the Texas Public Funds Investment Act and best-practices of the Government Finance Officers Association, Government Treasurers Organization of Texas, and the Governmental Accounting Standards Board, as well as through advice of the City's auditing firm and financial advisor.

- Provide professional management to the City Council, the Planning and Zoning Commission, the Board of Adjustment, the Business District Construction Review Board, the Economic Development Corporation, and City Departments.
- Provide and promote professional management through on-going training and affiliation with the International City/County Management Association and the Texas City Management Association,

- 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 2017-18 Actual</i>	<i>FY 2018-19 Estimate</i>	<i>FY 2019-20 Budget</i>
Personnel Services	\$ 182,175	\$ 184,785	\$ 192,121
Travel, Training, & Prof Dues	2,616	3,750	4,750
Operational Costs	465,589	422,292	419,650
Supplies and Materials	11,178	6,200	7,400
Capital Expenditures and Projects	10,000	-	-
Contingencies	56,241	19,799	
Total	\$ 727,799	\$ 636,826	\$ 623,921

Program Justification and Analysis :

The General & Administrative Department's FY 2019-20 budget virtually stayed the same as FY 2018-19 estimates.

The personnel services group increased 3.5% or \$7,336 in the FY 2019-20 budget compared with FY 2018-19 estimates.

In the travel and training group for 2019-20 the budget increased by 25% or \$1,000. 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 2019-20 will require the City Administrator to attend Public Funds Investment Act Training. This training is mandated every two years and the City Administrator has already attended this in 2018.

The operational group decreased by \$2,642 from FY 2019-20 estimates to FY 2018-19 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, 2020

Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019- 2020 Budget	Estimate to Budget Difference
EXPENSES					
Personnel Services					
5005 · Salaries, Regular Employees	143,363	144,673	144,343	148,225	3,882
5007 · Salaries, Temporary	540	1,080	1,080	1,080	-
5008 · Salaries, Overtime					
5013 · Medical Exam	-				
5014 · Longevity	2,047	2,224	2,110	2,405	295
5016 · Education Pay					
5018 · Certification Pay					
5020 · SS Employer Contributions	10,003	11,068	10,310	11,339	1,029
5022 · Retirement	5,351	5,566	5,268	5,796	528
5028 · Life Insurance	147	147	216	173	(44)
5030 · Health Insurance	15,528	19,080	16,334	17,748	1,414
5032 · Health Insurance-Employee Copay Reimbursement					
5034 · Dental Insurance	1,215	1,215	1,216	1,216	(0)
5036 · Disability Insurance	1,101	1,086	1,102	1,112	10
5038 · Vision	289	292	292	292	(0)
5040 · Workers' Compensation	303	442	292	450	158
5045 · Unemployment Insurance (SUTA)	502	486	422	486	64
5051 · Telephone Allowance	1,786	1,800	1,800	1,800	-
Total · Personnel Services	\$182,175	\$189,159	\$184,785	\$192,121	7,336
Travel, Training, & Prof Dues					
5107 · Lodging	911	2,000	1,000	1,700	700
5110 · Meals	225	700	700	900	200
5112 · Mileage	-	-	-	-	-
5114 · Parking	35	-	-	100	100
5120 · Training	180	300	300	300	-
5125 · Seminar and Conference Fees	1,190	1,400	1,400	1,400	-
5140 · Professional Dues	75	300	350	350	-
Total · Travel, Training, & Prof Dues	\$2,616	\$4,700	\$3,750	\$4,750	1,000

City of Hill Country Village
 General Fund--General & Administrative Department Summary
 Fiscal Year Ending September 30, 2020

Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019- 2020 Budget	Estimate to Budget Difference
Operational Costs					
5202 · Postage and Delivery	917	1,100	1,400	1,400	-
5204 · Comm-MDT/Internet	883	800	1,144	800	(344)
5206 · Comm-Telephone	3,635	3,500	2,872	3,500	628
5207 · Comm-Long Distance	288	350	140	350	210
5211 · Gas & Electric	5,020	4,500	4,188	4,500	312
5213 · Water/Sewer	1,396	1,500	1,640	1,500	(140)
5217 · Sewer Discharge Services	53,096	53,000	52,598	53,000	402
5240 · Public Notice	89	200	400	500	100
5245 · Printing and Reproduction	-	125	-	125	125
5251 · Copy Machine Lease	2,070	2,150	2,072	2,150	78
5272 · Auto Liability Insurance	-	10	10	10	-
5277 · Liability and E & O Insurance	1,799	1,900	1,781	1,900	119
5278 · Property Insurance	1,788	2,000	1,931	2,000	69
5289 · Credit Card Fees	4,255	4,300	4,600	4,600	-
5290 · Bank Service Charges	1,092	3,000	4,100	4,200	100
5291 · Bad Debt	-	-	-	-	-
5292 · Cash Over/Under	-	-	-	-	-
5298 · Miscellaneous	50,000	-	-	-	-
5335 · Election Costs	-	-	-	-	-
5345 · Engineering Services	12,724	15,000	15,000	12,000	(3,000)
5347 · Building Inspection Services	22,200	23,000	22,000	25,000	3,000
5348 · Health Inspection Services	1,455	1,800	1,800	1,800	-
5350 · Fire Department Services	235,000	235,000	235,000	235,000	-
5353 · Payroll Services	2,484	2,650	2,476	2,650	174
5355 · Health Insurance Admin Fee	-	-	-	-	-
5360 · Accounting & Audit Services	17,000	17,500	17,500	17,500	-
5365 · City Attorney Services	26,876	30,000	30,000	22,000	(8,000)
5366 · Other Attorney Services	-	-	-	-	-
5367 · Computer Consultant Services	7,992	4,000	4,000	4,000	-
5370 · Appraisal District Services	2,425	2,580	2,580	2,580	-
5382 · Codification Services	725	1,500	2,200	5,725	3,525
5390 · Judge Services	4,950	5,400	5,400	5,400	-
5393 · Magistrate Services	-	-	-	-	-
5396 · Prosecutor Services	5,400	5,400	5,400	5,400	-
5401 · State On-Site Sewer Fee	30	60	60	60	-
Total · Operational Costs	\$465,589	\$422,325	\$422,292	\$419,650	(2,642)

City of Hill Country Village
 General Fund--General & Administrative Department Summary
 Fiscal Year Ending September 30, 2020

Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019- 2020 Budget	Estimate to Budget Difference
Supplies and Materials					
5501 · Office Supplies	2,219	2,500	3,100	2,200	(900)
5505 · Food and Entertainment Supplies	273	300	300	400	100
5510 · Awards and Memorials	-	-	-	-	-
5520 · Dues and Subscriptions	2,059	2,300	2,300	2,300	-
5522 · Publications	1,235	100	100	100	-
5580 · Computer Equipment	813	400	400	400	-
5601 · Computer Hardware & Software	-	-	-	-	-
5630 · Small Equip & Parts	4,481	-	-	2,000	2,000
5640 · Vehicle Fuel	98	-	-	-	-
Total · Supplies and Materials	\$11,178	\$5,600	\$6,200	\$7,400	1,200
Capital Expend. and Projects					
6050 - City Hall	-	-	-	-	-
6050 - ADA	-	-	-	-	-
6050 - Construction Roads	10,000	-	-	-	-
Total · Capital Expend. and Projects	\$10,000	\$0	\$0	\$0	-
Contingencies					
8611 - Transfers to Debt Service	28,774	-	-	-	-
8630- Transfers to Capital Projects	-	-	-	-	-
Total - Contingencies	\$ 28,774	\$ -	\$ -	\$ -	-
TOTAL	\$700,332	\$621,784	\$617,027	\$623,922	6,895

Administration Division

Fund: 01 General

Program Description :

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

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

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

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

Vision :

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

Mission :

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

Goals and Objectives :

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

- Provide and promote professional management through on-going training and affiliation with the Texas City Management Association and Alamo Chapter Texas Municipal Clerks Association.
- Oversee the quality completion of Capital Projects.
- Review the City's Master Plan and rewrite the Zoning Ordinance.
- Manage the construction of a safe and efficient system of roadways, bridges, water, and utility structures within the City.
- Provide legal counsel to act on behalf of the City regarding codes, ordinances, and litigation.

Program Justification and Analysis :

The Administration Division's FY 2019-20 budget reflects a decrease of 3 percent or \$2,073 compared with FY 2018-19 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, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
EXPENSES						
Personnel Services						
5005	Salaries, Regular Employees	104,182	99,673	99,450	101,875	2,425
5007	Salaries, Temporary					-
5013	Medical Exam	0	0		0	-
5014	Longevity	2,061	2,164	2,050	2,285	235
5020	SS Employer Contributions	7,482	7,625	7,684	7,793	109
5022	Retirement	3,844	3,835	3,602	3,983	381
5028	Life Insurance	98	98	144	115	(29)
5030	Health Insurance	10,352	12,720	10,890	11,832	942
5034	Dental Insurance	810	810	810	810	0
5036	Disability Insurance	797	748	798	764	(34)
5038	Vision	185	195	194	195	1
5040	Workers' Compensation	218	299	189	304	115
5045	Unemployment Insurance (SUTA)	324	324	400	324	(76)
5051	Telephone Allowance	1,209	1,200	1,200	1,200	-
Total · Personnel Services		\$ 131,562	\$ 129,691	\$ 127,411	\$ 131,480	\$ 4,069
Travel, Training, & Prof Dues						
5107	Lodging	911	2,000	1,000	1,400	400
5110	Meals	225	700	700	700	-
5112	Mileage	0		0		-
5114	Parking	35		0		-
5120	Training	180	300	300	300	-
5125	Seminar and Conference Fees	840	1,000	1,000	1,000	-
5140	Professional Dues	0	200	200	200	-
Total · Travel, Training, & Prof Dues		\$ 2,191	\$ 4,200	\$ 3,200	\$ 3,600	\$ 400

City of Hill Country Village
 General Fund--General & Administrative Department-Administration Division
 Fiscal Year Ending September 30, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
Operational Costs						
5202	Postage and Delivery	917	1,100	1,400	1,400	-
5204	Comm-MDT/Internet	883	800	1,144	800	(344)
5206	Comm-Telephone	3,635	3,500	2,872	3,500	628
5207	Comm-Long Distance	288	350	140	350	210
5211	Gas & Electric	5,020	4,500	4,188	4,500	312
5213	Water/Sewer	1,396	1,500	1,640	1,500	(140)
5217	Sewer Discharge Services	53,096	53,000	52,598	53,000	402
5240	Public Notice	89	200	400	500	100
5245	Printing and Reproduction	0	125	0	125	125
5251	Copy Machine Lease	2,070	2,150	2,072	2,150	78
5272	Auto Liability Insurance	0	10	10	10	-
5277	Liability and E & O Insurance	1,799	1,900	1,781	1,900	119
5278	Property Insurance	1,788	2,000	1,931	2,000	69
5289	Credit Card Fees	4,255	4,300	4,600	4,600	-
5290	Bank Service Charges	1,092	3,000	4,100	4,200	100
5291	Bad Debt					-
5292	Cash Over/Under	0				-
5298	Miscellaneous	50,000				-
5335	Election Costs	0	0	0	0	-
5345	Engineering Services	12,724	15,000	15,000	12,000	(3,000)
5350	Fire Department Services	235,000	235,000	235,000	235,000	-
5353	Payroll Services	2,484	2,650	2,476	2,650	174
5355	Health Insurance Admin Fee	0	0	0	0	-
5360	Accounting & Audit Services	17,000	17,500	17,500	17,500	-
5365	City Attorney Services	26,876	30,000	30,000	22,000	(8,000)
5366	Other Attorney Services	0				-
5367	Computer Consultant Services	7,992	4,000	4,000	4,000	-
5370	Appraisal District Services	2,425	2,580	2,580	2,580	-
5382	Codification Services	725	1,500	2,200	5,725	3,525
Total Operational Costs		\$ 431,554	\$ 386,665	\$ 387,632	\$ 381,990	\$ (5,642)

City of Hill Country Village
 General Fund--General & Administrative Department-Administration Division
 Fiscal Year Ending September 30, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
Supplies and Materials						
	5501 · Office Supplies	1,569	1,700	1,700	1,700	-
	5505 · Food and Entertainment Supplies	273	300	300	400	100
	5510 · Awards and Memorials	0		0	0	-
	5520 · Dues and Subscriptions	2,059	2,300	2,300	2,300	-
	5522 · Publications	1,235	100	100	100	-
	5580 · Computer Equipment	813	400	400	400	-
	5600 - Maintenance	0				-
	5601 · Computer Hardware & Software	0				-
	5630 - Small Equip & Parts	4,481	4,000	3,000	2,000	(1,000)
	5640 - Vehicle Fuel	98	0	0	0	-
Total · Supplies and Materials		\$ 10,528	\$ 8,800	\$ 7,800	\$ 6,900	\$ (900)
Capital Expend. and Projects						
	6050 - City Hall	0	0		0	-
	6050 - ADA		0		0	-
	6050 - Road Study	10,000			0	-
Total · Capital Expend. and Projects		\$ 10,000	\$ -	\$ -	\$ -	\$ -
Contingencies						
	8611 - Transfers to Debt Service	28,774		0		-
	8630 - Transfers to Capital Project Fund	0			0	-
Total - Contingencies		\$ 28,774	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 614,609	\$ 529,356	\$ 526,043	\$ 523,970	\$ (2,073)

Municipal Court

Fund: 01 General

Program Description :

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

Vision :

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

Mission :

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

Goals and Objectives :

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

Program Justification and Analysis :

The Municipal Court FY 2019-20 adopted budget reflects a 4% or \$2,866 increase from FY 2018-19 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, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
EXPENSES						
Personnel Services						
5005	Salaries, Regular Employees	39,181	45,000	44,893	46,350	1,457
5007	Salaries, Temporary	540	1,080	1,080	1,080	-
5014	Longevity	(14)	60	60	120	60
5020	SS Employer Contributions	2,521	3,443	2,626	3,546	920
5022	Retirement	1,507	1,731	1,666	1,812	146
5028	Life Insurance	49	49	72	58	(15)
5030	Health Insurance	5,176	6,360	5,444	5,916	472
5034	Dental Insurance	405	405	406	405	(1)
5036	Disability Insurance	304	338	304	348	44
5038	Vision	104	97	98	97	(1)
5040	Workers' Compensation	85	143	103	146	43
5045	Unemployment Insurance (SUTA)	178	162	22	162	140
5051	Telephone Allowance	577	600	600	600	-
Total · Personnel Services		\$ 50,613	\$ 59,468	\$ 57,374	\$ 60,640	\$ 3,266
Travel, Training, & Prof Dues						
5107	Lodging				300	300
5110	Meals				200	200
5112	Mileage					-
5114	Parking				100	100
5120	Training	-		-		-
5125	Seminar and Conference Fees	350	400	400	400	-
5140	Professional Dues	75	100	150	150	-
Total · Travel, Training, & Prof Dues		\$ 425	\$ 500	\$ 550	\$ 1,150	\$ 600
Operational Costs						
5202	Postage and Delivery	-				-
5245	Printing and Reproduction					-
5292	Cash Over/Under					-
5390	Judge Services	4,950	5,400	5,400	5,400	-
5393	Magistrate Services					-
5396	Prosecutor Services	5,400	5,400	5,400	5,400	-
Total · Operational Costs		\$ 10,350	\$ 10,800	\$ 10,800	\$ 10,800	\$ -
Supplies and Materials						
5501	Office Supplies	650	500	1,200	200	(1,000)
5520	Dues and Subscriptions					-
Total · Supplies and Materials		\$ 650	\$ 500	\$ 1,200	\$ 200	\$ (1,000)
Capital Expend. and Projects						
6017	Computer Equipment					-
6018	Computer Software					-
6030	Office and Other Equipment					-
Total · Capital Expend. and Projects		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 62,038	\$ 71,268	\$ 69,924	\$ 72,790	\$ 2,866

City of Hill Country Village
 General Fund--General & Administrative Department-Building Inspection Division
 Fiscal Year Ending September 30, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
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EXPENSES

Operational Costs

5347	Building Inspection Services	22,025	23,000	22,000	25,000	3,000
5351	Fire Inspection Services	175				-
Total · Operational Costs		\$ 22,200	\$ 23,000	\$ 22,000	\$ 25,000	\$ 3,000

Supplies & Materials

5501	Office Supplies	\$	300	\$ 200	\$ 300	100
5520	Dues and Subscriptions	0	0	0	0	-
Total · Supplies & Materials		\$ -	\$ 300	\$ 200	\$ 300	\$ 100

TOTAL \$ 22,200 \$ 23,300 \$ 22,200 \$ 25,300 \$ 3,100

City of Hill Country Village
 General Fund--General & Administrative Dept-Health Division
 Fiscal Year Ending September 30, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
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EXPENSES

Travel, Training, & Prof Dues

5140 · Professional Dues

Total · Travel, Training, & Prof Dues	\$	-	\$	-	\$	-	\$	-	\$	-
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Operational Costs

5202 · Postage and Delivery

0

0

5245 · Printing and Reproduction

5348 · Health Inspection Services

1,455

1,800

1,800

1,800

0

5401 · State On-Site Sewer Fee

30

60

60

60

0

Total · Operational Costs	\$	1,485	\$	1,860	\$	1,860	\$	1,860	\$	-
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Supplies and Materials

Total · Supplies and Materials

TOTAL	\$	1,485	\$	1,860	\$	1,860	\$	1,860	\$	-
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Police Department

Fund: 01 General

Program Description :

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

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

Vision :

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

Mission :

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

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

Goals and Objectives :

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

<u>Expenses:</u>	<i>FY 2017-18 Actual</i>	<i>FY 2018-19 Estimates</i>	<i>FY 2019-20 Budget</i>
Personnel Services	\$ 821,716	\$ 866,034	\$ 902,586
Travel, Training, & Prof Dues	5,424	5,300	6,400
Operational Costs	31,457	34,731	35,775
Supplies and Materials	42,850	44,900	53,785
Capital Expend. and Projects	3,818	-	-
Interfund Transfers	35,500	35,500	5,000
Total	\$ 940,765	\$ 986,465	\$ 1,003,546

Program Justification and Analysis:

The FY 2019-20 Police Department budget reflects a 1.7% increase from FY 2018-19 estimates.

The personnel services group shows an increase of 2% or \$36,552 in the FY 2019-20 budget over FY 2018-19 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 20% or \$1,100 in FY 2019-20 compared to FY 2018-19 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 does not contain \$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 2019. 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.

<u>Authorized Positions:</u>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>
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
Total – Police	11	14	14

City of Hill Country Village
 General Fund--Police Department
 Fiscal Year Ending September 30, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
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EXPENSES

Personnel Services

5005 · Salaries, Regular Employees	624,340	650,666	653,491	673,831	20,340
5007 · Salaries, Temporary	4,355	9,900	9,900	9,900	-
5013 · Medical Exam	420	200	145	200	55
5014 · Longevity	4,487	5,040	4,720	5,625	905
5016 · Education Pay	2,400	4,000	3,342	4,000	658
5018 · Certification Pay	19,391	24,000	24,080	26,000	1,920
5020 · SS Employer Contributions	48,817	50,533	47,604	52,305	4,701
5022 · Retirement	25,533	25,034	24,544	26,347	1,803
5028 · Life Insurance	517	541	746	633	(114)
5030 · Health Insurance	54,776	69,960	59,000	65,076	6,076
5034 · Dental Insurance	4,255	4,458	4,256	4,458	202
5036 · Disability Insurance	4,073	4,880	4,062	5,054	992
5038 · Vision	1,030	1,071	1,022	1,071	49
5040 · Workers' Compensation	17,389	17,184	18,202	17,787	(415)
5045 · Unemployment Insurance (SUTA)	2,184	1,782	2,400	1,782	(618)
5051 · Telephone Allowance	7,749	8,520	8,520	8,520	-
Total · Personnel Services	\$ 821,716	\$ 877,769	\$ 866,034	\$ 902,586	\$ 36,552

Travel, Training, & Prof Dues

5107 · Lodging	1,286	1,400	1,400	1,700	300
5110 · Meals	627	700	700	1,000	300
5112 · Mileage					-
5114 · Parking	61	100	100	100	-
5120 · Training	2,845	2,500	2,500	3,000	500
5140 · Professional Dues	605	600	600	600	-
Total · Travel, Training, & Prof Dues	\$ 5,424	\$ 5,300	\$ 5,300	\$ 6,400	\$ 1,100

City of Hill Country Village
 General Fund--Police Department
 Fiscal Year Ending September 30, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
Operational Costs						
5203	Comm-Badge Program	1,112	2,600	2,600	3,300	700
5204	Comm-MDT/Internet	1,824	1,850	1,850	1,850	-
5205	Comm-Radio Airtime	3,888	4,000	4,000	4,000	-
5208	Comm-Mobile Phones	593	600	596	600	4
5245	Printing and Reproduction		0		0	-
5247	Uniform Cleaning	825	1,500	1,565	1,600	35
5249	Uniform Purchase/Replacement	11,675	12,050	12,050	12,000	(50)
5272	Auto Liability Insurance	3,107	3,300	3,107	3,300	193
5274	Auto Physical Damage Insurance	1,265	1,400	1,186	1,300	114
5276	Insurance-Law Enforcement	6,660	6,700	6,660	6,700	40
5278	Property Insurance	117	125	117	125	8
5291	Bad Debt	-	-	-	-	-
5376	Forensic Science Center Services	391	650	1,000	1,000	-
5393	Magistrate Services	-	-	-	-	-
Total · Operational Costs		\$ 31,457	\$ 34,775	\$ 34,731	\$ 35,775	\$ 1,044
Supplies and Materials						
5501	Office Supplies	801	800	800	800	-
5520	Dues and Subscriptions	4,778	5,000	5,000	5,100	100
5522	Publications	0	0	0	0	-
5530	Range & Ammo	3,000	3,000	3,000	3,000	-
5600	Maintenance	672	700	700	700	-
5601	Computer Hardware & Software	1,925	2,000	2,000	2,000	-
5608	Radio/Radar Maintenance	489	500	500	500	-
5618	Vehicle Maintenance	5,397	5,000	5,000	2,000	(3,000)
5620	Maintenance Tools and Supplies					-
5630	Small Equip & Parts	6,188	8,000	8,000	19,785	11,785
5640	Vehicle Fuel	17,907	18,000	19,100	19,100	-
5632	Randolph Metro SWAT Pay		0	0	0	-
5645	Vehicle Tires	1,693	800	800	800	-
Total · Supplies and Materials		\$ 42,850	\$ 43,800	\$ 44,900	\$ 53,785	\$ 8,885
Capital Expend. and Projects						
6050	Construction Services	3,818				-
Total · Capital Expend. and Projects		\$ 3,818				
Contingencies						
7011	Dispatch Services	\$ -	\$ -	\$ -	\$ -	
Total · Contingencies		\$ -	\$ -	\$ -	\$ -	
Interfund Transfers						
6025	Radio Units				\$ -	
8650	Vehicle Replacement Fund	35,500	35,500	35,500	5,000	(30,500)
Total - Interfund Transfer		\$ 35,500	\$ 35,500	\$ 35,500	\$ 5,000	(30,500)
TOTAL		\$ 940,765	\$ 997,144	\$ 986,465	\$ 1,003,546	\$ 17,081

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 2017-18 Actual</i>		<i>FY 2018-19 Estimate</i>		<i>FY 2019-20 Budget</i>	
Personnel Services	\$	52,394	\$	51,163	\$	52,533
Travel, Training, & Prof Dues		-		-		-
Operational Costs		10,358		10,362		10,480
Supplies and Materials		13,269		13,945		11,400
Capital Expend. and Projects		-		-		-
Interfund Transfers		-		-		-
Total	\$	76,021	\$	75,470	\$	74,413

Program Justification and Analysis :

The FY 2019-20 Public Works Department budget reflects a decrease or \$1,057 from FY 2018-19 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.

<u>Authorized Positions :</u>	<i>FY 2017-18 Actual</i>	<i>FY 2018-19 Estimate</i>	<i>FY 2019-20 Budget</i>
Public Works Director	0	0	0
Public Works Worker	2	1	1
<i>Total – Public Works</i>	2	1	1

City of Hill Country Village
 General Fund--Public Works Department
 Fiscal Year Ending September 30, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
EXPENSES						
Personnel Services						
5005	Salaries, Regular Employees	38,781	37,171	36,933	38,285	1,352
5013	Medical Exam					-
5014	Longevity	918	977	932	977	45
5020	SS Employer Contributions	2,979	2,844	3,261	2,929	(332)
5022	Retirement	1,534	1,430	1,534	1,497	(37)
5028	Life Insurance	49	49	72	58	(15)
5030	Health Insurance	5,176	6,360	5,444	5,916	472
5034	Dental Insurance	405	405	406	405	(1)
5036	Disability Insurance	286	279	286	287	1
5038	Vision	97	97	98	97	(1)
5040	Workers' Compensation	1,407	1,282	1,435	1,320	(115)
5045	Unemployment Insurance (SUTA)	162	162	162	162	-
5051	Telephone Allowance	600	600	600	600	-
Total · Personnel Services		\$ 52,394	\$ 51,656	\$ 51,163	\$ 52,533	\$ 1,370
Travel, Training, & Prof Dues						
Total · Travel, Training, & Prof Dues		\$ -	\$ -	\$ -	\$ -	\$ -
Operational Costs						
5218	Street Lighting Services	8,602	8,700	8,530	8,600	70
5249	Uniform Purchase/Replacement	456	500	500	500	-
5272	Auto Liability Insurance	905	950	905	950	45
5274	Auto Physical Damage Insurance	395	430	427	430	3
Total · Operational Costs		\$ 10,358	\$ 10,580	\$ 10,362	\$ 10,480	\$ 118

City of Hill Country Village
 General Fund--Public Works Department
 Fiscal Year Ending September 30, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
Supplies and Materials						
	5501 - Office Supplies	0				
	5601 - Computer Hardware & Software					-
	5507 - Duck & Deer Food and Supplies	-	-	-	-	-
	5508 - Animal Control Expenses	0	-	-	-	-
	5520 - Dues and Subscriptions	-	-	0	-	-
	5600 - Maintenance	0				
	5602 - Building Maintenance	3,622	3,800	3,700	3,500	(200)
	5612 - Sign Maintenance	1,104	1,500	1,500	1,000	(500)
	5616 - Street Maintenance	1,861	1,900	2,400	1,400	(1,000)
	5618 - Vehicle Maintenance	2,624	1,500	1,500	1,300	(200)
	5620 - Maintenance Tools and Supplies	1,062	1,300	1,300	1,000	(300)
	5630 - Small Equip & Parts	1,289	1,400	1,395	1,000	(395)
	5640 - Vehicle Fuel	1,707	1,800	2,150	2,200	50
	5645 - Vehicle Tires	0	0	0	0	-
	Total - Supplies and Materials	\$ 13,269	\$ 13,200	\$ 13,945	\$ 11,400	\$ (2,545)
Capital Expend. and Projects						
	Total - Capital Expend. and Projects				\$ -	
Interfund Transfers						
	Transfers to Vehicle Replacement Fund					
	Total - Interfund Transfer					
	TOTAL	\$ 76,021	\$ 75,436	\$ 75,470	\$ 74,413	\$ (1,057)

Capital Project Fund

Fund: 5 Capital Project

Program Description :

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

Appropriations :

There are no appropriations for FY 2019-20.

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.

Capital Project Fund

Fiscal Year Ending September 30, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
REVENUES						
4001	Bond Sales					
4010	Interest-Texpool & Texas Class	437	300	565	500	(65)
4010	Interest - Wells Fargo	-	-	-	-	-
TOTAL REVENUE		\$ 437	\$ 300	\$ 565	\$ 500	(65)
4840	Interfund Transaction				600,000	600,000
TOTAL - Revenues		\$ 437	\$ 300	\$ 565	\$ 600,500	\$ 599,935
EXPENSES						
5342	Architectural Services					-
5345	Engineering Services					-
5365	City Attorney Services					-
5385	Construction Services				600,000	600,000
6050	Const Services (City Hall)					-
6055	Land Improvements (Landscaping)					-
6060	Building Equipment					-
6070	Furnishings					-
6111	Land Purchase					-
TOTAL - Expenses		\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Net surplus (deficit)		437	300	565	500	
Beginning Cash		27,300	27,737	27,737	28,302	
Ending Cash/Reserves		27,737	28,037	28,302	28,802	
TOTAL APPROPRIATIONS		\$ 27,737	\$ 28,037	\$ 28,302	\$ 628,802	

Debt Service Fund

Fund: 07 Debt Service

Program Description :

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

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

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

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

Expenses:

	<i>FY 2017-18 Actual</i>	<i>FY 2018-19 Estimate</i>	<i>FY 2019-20 Budget</i>
Debt Service	\$ 146,767	\$ 149,008	\$ 146,015
Total	\$ 146,767	\$ 149,008	\$ 146,015

Program Justification and Analysis :

The FY 2019-20 budget for all debt service payments totals \$146,015.

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, 2020

Account Codes	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Estimate to Budget Difference
REVENUES						
4010	Interest Income (Checking)	3	3	6	3	-3
4820	Transfer from EDC (Sales Tax)	146,767	149,008	149,008	146,015	-2,993
4820	Transfer from General Fund)					0
TOTAL - Revenues		\$ 146,770	\$ 149,011	\$ 149,014	\$ 146,018	\$(2,996)
EXPENSES						
General Obligation Refunding Bond, Series 2014						
5295	Interest Expense	4,767	3,008	3,008	1,015	-1,993
5296	Principal Expense-Bond	142,000	146,000	146,000	145,000	-1,000
5290	Bank Service Charges	0				0
Capital Expend. and Projects						
Subtotal-Debt Service		\$ 146,767	\$ 149,008	\$ 149,008	\$ 146,015	\$(2,993)
TOTAL - Expenses		\$ 146,767	\$ 149,008	\$ 149,008	\$ 146,015	\$(2,993)
Net surplus (deficit)		3	3	6	3	
Beginning Cash		14	17	17	23	
Ending Cash/Reserves		17	20	23	26	
TOTAL APPROPRIATIONS		\$ 146,784	\$ 149,028	\$ 149,031	\$ 146,041	

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				
	\$868,000.00	\$32,347.72	\$900,347.72	

← Amount owed at end of FY 2019-20

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.

<u>Expenses:</u>	<i>FY 2017-18</i> <i>Actual</i>	<i>FY 2018-19</i> <i>Estimate</i>	<i>FY 2019-20</i> <i>Budget</i>
Travel, Training, & Prof Dues	\$ -	\$ -	\$ -
Operational Costs	-	50	50
Supplies and Materials	-	-	-
Capital Expend. And Projects	-	-	-
Interfund Transactions	156,767	159,008	156,015
Total	\$ 156,767	\$ 159,058	\$ 156,065

Program Justification and Analysis :

The FY 2019-20 adopted budget for the Economic Development Corporation decreases less than 1 percent over FY 2018-19. 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, 2020

Acct #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Budget to estimate difference
REVENUES						
	4005 - Sales Tax	138,092	101,125	126,308	120,000	(6,308)
	4010 - Interest-Texpool/Texas Class	6	6	6	6	-
	4010 - Interest-Bank	42	20	60	40	(20)
	4020 - Transfers to Debt Service	28,774				
	TOTAL - Revenues	\$ 166,914	\$ 101,151	\$ 126,374	\$ 120,046	(\$ 6,328)
EXPENSES						
Travel, Training, & Prof Dues						
	5110 - Meals					-
	5112 - Mileage					-
	5114 - Parking					-
	5120 - Training					-
	5140 - Seminar and Conference Fees					-
	Total - Travel, Training, & Prof Dues	\$ -	\$ -	\$ -	\$ -	-
Operational Costs						
	5240 - Public Notice		50	50	50	-
	5381 - City Attorney Services					-
	Small Business Development					-
	Water Main Land Acquisition					-
	Total - Operational Costs	\$ -	\$ 50	\$ 50	\$ 50	-
Supplies and Materials						
	Total - Supplies and Materials	\$ -	\$ -	\$ -	\$ -	-
Capital Expend. and Projects						
	Total - Capital Expend. and Projects	\$ -	\$ -	\$ -	\$ -	-
Interfund Transfers						
	8100 - Transfer to General Fund	10,000	10,000	10,000	10,000	-
	8611 - Transfer to Debt Service	146,767	149,008	149,008	146,015	(2,993)
	Total - Interfund Transfers	\$ 156,767	\$ 159,008	\$ 159,008	\$ 156,015	(\$ 2,993)
	TOTAL - Expenses	\$ 156,767	\$ 159,058	\$ 159,058	\$ 156,065	(\$ 2,993)
	Net surplus (deficit)	10,147	(57,907)	(32,684)	(36,019)	
	Beginning Cash	114,527	124,674	124,674	91,990	
	Ending Cash/Reserves	124,674	66,767	91,990	55,971	
	TOTAL APPROPRIATIONS	\$ 281,441	\$ 225,825	\$ 251,048	\$ 212,036	

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 5cents 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, 2020

Acct. #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Budget to Estimate Difference
REVENUES						
4005	Sales Tax	138,092	101,125	126,308	120,000	(6,308)
4006	Ad Valorem	166,677	170,711	169,470	175,010	5,540
4010	Interest (Checking, Texas Class, TexPool)	940	600	600	600	-
Total Revenues		\$305,709	\$272,436	\$296,378	\$295,610	(768)
EXPENSES						
5616	Street Maintenance					
8630	Transfers to Cap Project Fund				600,000	600,000
8100	Transfers General Fund				\$0	-
Total - Capital Expend. and Projects						
TOTAL - Expenses		\$ -	\$ -	\$0	\$600,000	600,000
Net surplus (deficit)		\$305,709	\$272,436	\$296,378	-\$304,390	
Beginning Cash		\$510,552	\$816,261	\$816,261	\$1,112,639	
Ending Cash/Reserves		\$816,261	\$1,088,697	\$1,112,639	\$808,249	
TOTAL APPROPRIATIONS		\$816,261	\$1,088,697	\$1,112,639	\$1,408,249	

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.

Oak Wilt Fund

The City of Hill Country Village established a special fund to combat Oak Wilt (Ord. 1211), a potentially fatal disease that strikes oak trees. The revenues from Commercial Permits as well as any fines collected for noncompliance with the ordinance will be placed in this designated fund to be used to assist City residents in the defraying of costs to prevent the spread of oak wilt if such an event should occur.

City of Hill Country Village

Oak Wilt Fund - 11

Fiscal Year Ending September 30, 2020

Acct. #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Budget to Estimate Difference
REVENUES						
4031	Tree Trimming Permit	-	-	900	-	(900)
4010	Interest (Checking)	-	-	-	-	-
TOTAL - Revenues		\$ -	\$ -	\$ 900	\$ -	\$ (900)
EXPENSES						
Capital Expend. and Projects						
TOTAL - Capital Expend. and Projects		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL - Expenses		\$ -	\$ -	\$ -	\$ -	\$ -
Net surplus (deficit)		-	-	900	-	
Beginning Cash		-	-	-	900	
Ending Cash/Reserves		\$ -	\$ -	\$ 900	\$ 900	
TOTAL APPROPRIATIONS		\$ -	\$ -	\$ 900	\$ 900	

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 2019-20 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, 2020

Acct. #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Budget to Estimate Difference
REVENUES						
4009	School Crossing Guard	1,262	1,200	1,200	1,200	-
4012	Grants	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					
4016	State Training Grant	1,261	1,300	1,253	1,300	\$ 47
4010	Interest (Checking)	3	3	11	5	(6)
TOTAL - Revenues		\$ 6,014	\$ 2,503	\$ 2,464	\$ 2,505	\$ 41
EXPENSES						
Travel, Training, & Prof. Dues						
5120	Training	525	1,200	1,200	1,200	-
Total - Travel, Training, & Prof Dues		\$ 525	\$ 1,200	\$ 1,200	\$ 1,200	\$ -
Supplies and Materials						
5503	School Safety Fund Purchases	647	1,200	1,200	1,200	-
Total - Supplies and Materials		\$ 647	\$ 1,200	\$ 1,200	\$ 1,200	\$ -
Capital Expenditures						
6027	Other Public Safety Equipment	3,488				\$ -
TOTAL - Capital Expend. and Projects		\$ 3,488	\$ -	\$ -	\$ -	\$ -
TOTAL - Expenses		\$ 4,660	\$ 2,400	\$ 2,400	\$ 2,400	\$ -
Net surplus (deficit)		1,354	103	64	105	
Beginning Cash		4,989	6,343	6,343	6,407	
Ending Cash/Reserves		\$ 6,343	\$ 6,446	\$ 6,407	\$ 6,512	
TOTAL APPROPRIATIONS		\$ 11,003	\$ 8,846	\$ 8,807	\$ 8,912	

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) (Amended May 20, 2010 to Ord. 1063). 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, 2020

Acct. #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Budget to Estimate Difference
REVENUES						
4050	Municipal Court	6,648	4,000	5,000	5,000	-
4010	Interest (Checking)	5	1	10	5	(5)
TOTAL - Revenues		\$ 6,653	\$ 4,001	\$ 5,010	\$ 5,005	\$ (5)
EXPENSES						
Operational Costs						
5203	Comm-Court Program	1,340	1,341	1,341	1,341	-
TOTAL - Operational Costs		\$ 1,340	\$ 1,341	\$ 1,341	\$ 1,341	\$ -
Supplies and Materials						
5630	Small Equipment & Parts	127	-	-	-	-
TOTAL - Supplies and Materials		\$ 127	\$ -	\$ -	\$ -	\$ -
Capital Expend. and Projects						
6017	Computer Equipment	-	-	-	-	-
TOTAL - Capital Expend. and Projects		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL - Expenses		\$ 1,467	\$ 1,341	\$ 1,341	\$ 1,341	\$ -
Net surplus (deficit)		5,186	2,660	3,669	3,664	
Beginning Cash		6,920	12,106	12,106	15,775	
Ending Cash/Reserves		\$ 12,106	\$ 14,766	\$ 15,775	\$ 19,439	
TOTAL APPROPRIATIONS		\$ 13,573	\$ 16,107	\$ 17,116	\$ 20,780	

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 2019-20, 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, 2020**

Acct. #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Budget to Estimate Difference
REVENUES						
4050	Municipal Court	4,986	2,000	4,000	4,000	-
4010	Interest (Checking & Texas Class)	5	2	16	12	(4)
TOTAL - Revenues		\$ 4,991	\$ 2,002	\$ 4,016	\$ 4,012	\$ (4)
EXPENSES						
Travel, Training, & Professional Dues						
5120	Training	-	-	-	-	-
Total - Travel, Training, & Professional Dues		\$ -	\$ -	\$ -	\$ -	\$ -
Operational Costs						
5220	Alarm System Services	1,135	1,200	1,200	1,300	100
Total - Operational Costs		\$ 1,135	\$ 1,200	\$ 1,200	\$ 1,300	\$ 100
Supplies and Materials						
5630	Small Equip & Parts	-	-	-	-	-
Total - Supplies and Materials		\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expend. and Projects						
Total - Capital Expend. and Projects		\$ -	\$ -	\$ -	\$ -	\$ -
Building Equipment						
Total - Building Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL - Expenses		\$ 1,135	\$ 1,200	\$ 1,200	\$ 1,300	\$ 100
Net surplus (deficit)		3,856	802	2,816	2,712	
Beginning Cash		6,691	10,547	10,547	13,363	
Ending Cash/Reserves		\$ 10,547	\$ 11,349	\$ 13,363	\$ 16,075	
TOTAL APPROPRIATIONS		\$ 11,682	\$ 12,549	\$ 14,563	\$ 17,375	

Judicial Efficiency

City of Hill Country Village

Judicial Efficiency - 17

Fiscal Year Ending September 30, 2020

Acct. #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Budget to Estimate Difference
REVENUES						
4050	Municipal Court	97	100	280	100	(180)
4010	Interest (Checking)	-	-	-	-	-
TOTAL - Revenues		\$ 97	\$ 100	\$ 280	\$ 100	(\$ 180)
EXPENSES						
Operational Costs						
5120	Training	-	100	100	100	\$ -
TOTAL - Operational Costs		\$ -	\$ 100	\$ 100	\$ 100	\$ -
Supplies and Materials						
Capital Expend. and Projects						
TOTAL - Capital Expend. and Projects		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL - Expenses		\$ -	\$ 100	\$ 100	\$ 100	\$ -
Net surplus (deficit)		97	-	180	-	
Beginning Cash		213	310	310	490	
Ending Cash/Reserves		\$ 310	\$ 310	\$ 490	\$ 490	
TOTAL APPROPRIATIONS		\$ 310	\$ 410	\$ 590	\$ 590	

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 2019-20 reflects (4) police 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
Vehicle Replacement Fund - 18
Fiscal Year Ending September 30, 2020**

Acct. #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Budget to Estimate Difference
REVENUES						
POLICE						
4810	Transfer from General Fund	35,500	35,500	35,500	5,000	(30,500)
4300	Other Income - Misc Income					-
4010	Interest (Checking & Texas Class)	710	325	850	325	(525)
Other						
4095	Sale of Assets				30,000	30,000
TOTAL - Revenues		\$ 36,210	\$ 35,825	\$ 36,350	\$ 35,325	\$ (1,025)

EXPENSES

Capital Expend. and Projects

6013	Vehicle Equipment					-
6025	Radio Units					-
6027	Other Public Safety Equipment					-
6015	New Vehicles	4,598			140,000	140,000
Total - Capital Expend. and Projects		\$ 4,598	\$ -	\$ -	\$ 140,000	\$ 140,000

TOTAL - Expenses \$ 4,598 \$ - \$ - \$ 140,000 \$ 140,000

Net surplus (deficit) 31,612 35,825 36,350 (104,675)
Beginning Cash 75,790 107,402 107,402 143,752
Ending Cash/Reserves \$ 107,402 \$ 143,227 \$ 143,752 \$ 39,077

TOTAL APPROPRIATIONS \$ 112,000 \$ 143,227 \$ 143,752 \$ 179,077

REVENUES

PUBLIC WORKS

4810	Transfer from General Fund					-
4010	Interest (Checking & Texas Class)	579	325	850	325	(525)
Other						
4095	Sale of Assets					-

TOTAL - Revenues \$ 579 \$ 325 \$ 850 \$ 325 \$ (525)

EXPENSES

Capital Expend. and Projects

6013	Vehicle Equipment					-
6025	Radio Units					-
6015	New Vehicles					-
Total - Capital Expend. and Projects		\$ -	\$ -	\$ -	\$ -	\$ -

Interfund Transactions

8100	General Fund					-
TOTAL - Expenses		\$ -	\$ -	\$ -	\$ -	\$ -

Net surplus (deficit) 579 325 850 325
Beginning Cash 35,133 35,712 35,712 36,562
Ending Cash/Reserves \$ 35,712 \$ 36,037 \$ 36,562 \$ 36,887

TOTAL APPROPRIATIONS \$ 35,712 \$ 36,037 \$ 36,562 \$ 36,887

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, 2020

Acct. #	Account Description	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Estimate	FY 2019-20 Budget	Budget to Estimate Difference
REVENUES						
4004	Venue Tax	48,421	37,000	37,000	37,000	-
4010	Interest (Checking & Texas Class)	36	25	25	25	-
TOTAL - Revenues		\$ 48,457	\$ 37,025	\$ 37,025	\$ 37,025	-
EXPENSES						
Operational Costs						
5350	Fire Department Services	30,000	30,000	30,000	30,000	-
Total - Operational Costs		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	-
TOTAL - Expenses		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	-
Net surplus (deficit)		18,457	7,025	7,025	7,025	
Beginning Cash		59,914	78,371	78,371	85,396	
Ending Cash/Reserves		\$ 78,371	\$ 85,396	\$ 85,396	\$ 92,421	
TOTAL APPROPRIATIONS		\$ 108,371	\$ 115,396	\$ 115,396	\$ 122,421	

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.

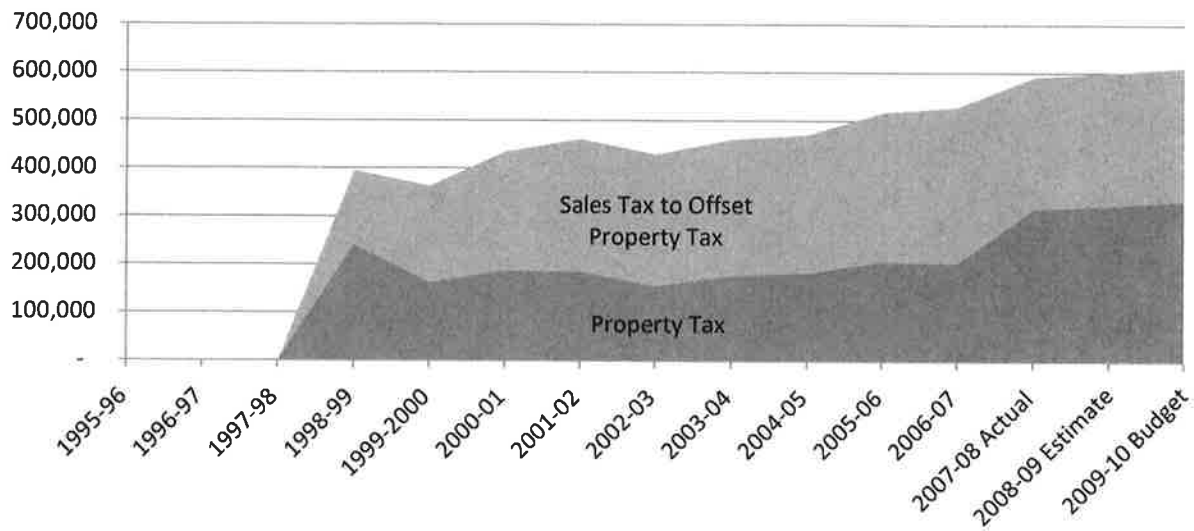
Ad Valorem Tax Rate Computation

FY 2014-15			
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



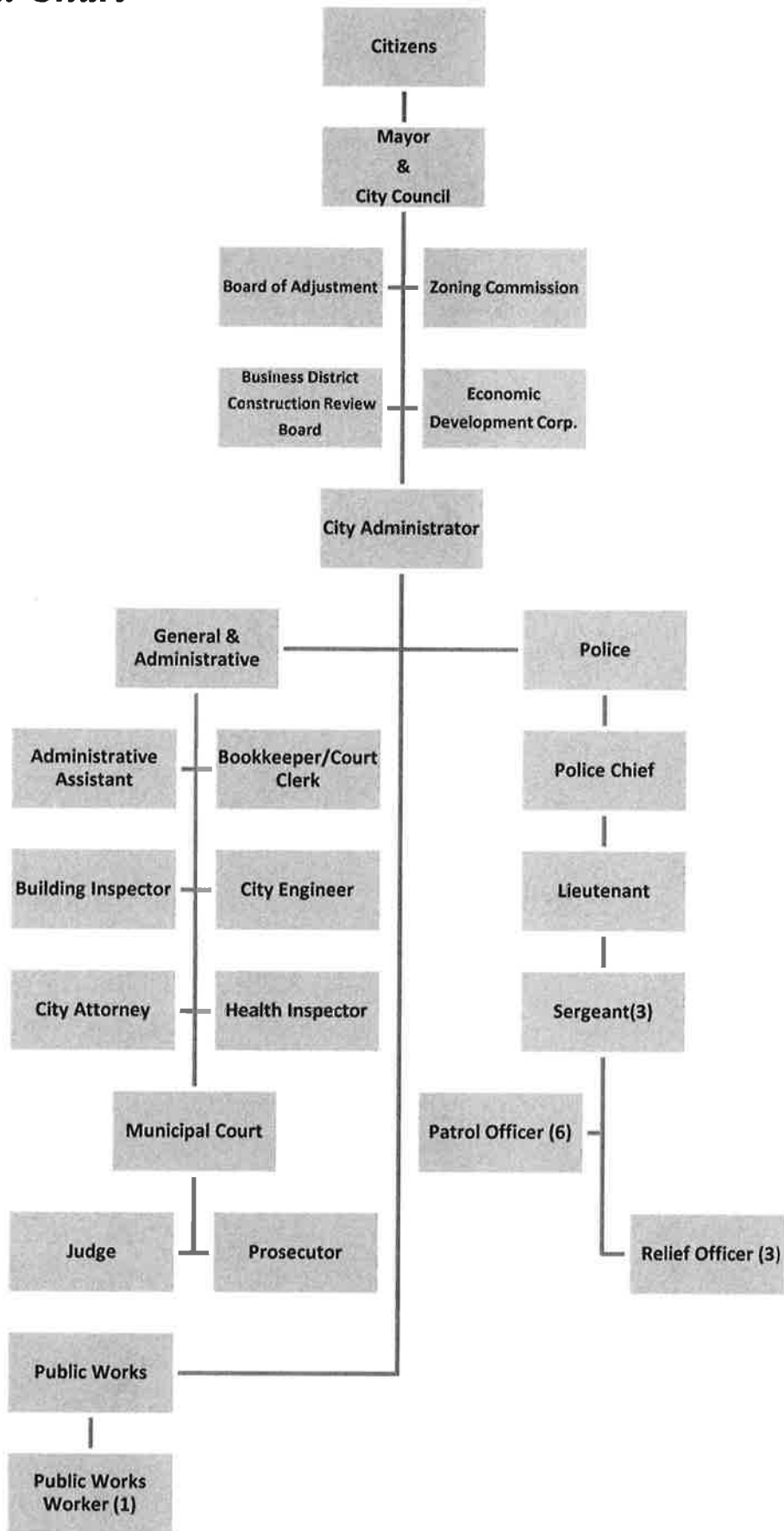
State Requirements

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, 2020**

Table 1 Professional/Managerial/Administrative		Min	Midpoint	Max
	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
Table 2 Public Safety		Min	Midpoint	Max
rza	Patrol Officer	45,000	50,000	55,000
	Sergeant	60,000	65,000	70,000
	Lieutenant	70,000	74,000	80,000
Table 3 Labor/Trades		Min	Midpoint	Max
	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.

Name	Title	Type	Term Start	Term End
City Council				
Gabriel Durand-Hollis	Mayor	Elected	5/12	5/20
Carl A. Register	Council Member, Place 1	Elected	5/07	5/21
Matthew Acock	Council Member, Place 2	Appointed	7/12	5/20
Tom Doyle	Council Member, Place 4	Elected	5/18	5/21
Neal Leonard	Council Member, Place 4	Elected	5/18	5/20
Allison Greer	Council Member, Place 5	Appointed	5/18	5/21
Appointed Officials/Department Heads				
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 Calzoncit	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
Economic Development Corporation				
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 2019-2020,
BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, AND
ORDERING SAME FILED WITH THE CITY ADMINISTRATOR
AND COUNTY CLERK**

WHEREAS, the budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 was duly presented to the Board of Directors of the Hill Country Village Economic Development Corporation and approved by such board on June 26, 2019.

WHEREAS, a Public Hearing was held on August 1, 2019 by the City Council of the City of Hill Country Village, Texas.

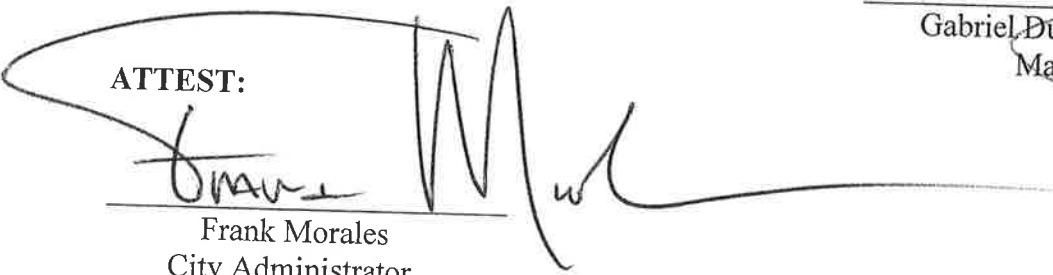
NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS:

The attached budget for Hill Country Village Economic Development Corporation for the fiscal year beginning October 1, 2019 and ending September 30, 2020, 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 1st DAY OF AUGUST 2019

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
2019-2020,
BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, AND
ORDERING SAME FILED WITH
THE CITY ADMINISTRATOR AND COUNTY CLERK**

WHEREAS, the budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 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, 2019 and ending September 30, 2020, 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

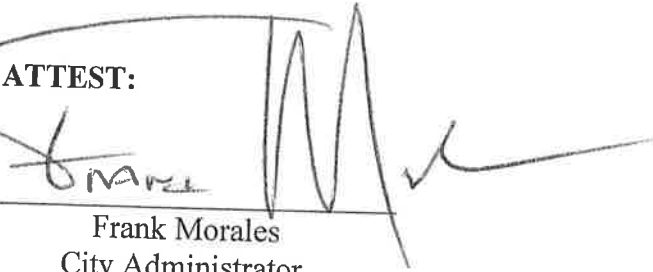
10. All sections of ordinances in conflict with this ordinance are hereby repealed.

PASSED AND APPROVED THIS 1ST DAY OF AUGUST 2019.



Gabriel Durand-Hollis
Mayor

ATTEST:



Frank Morales
City Administrator

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS, ADOPTING AND LEVYING THE TAX RATE ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS FOR THE YEAR 2019

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


The City Council of the City of Hill Country Village, Texas does hereby adopt and levy the tax rate on \$100 valuation for the City of Hill Country Village, Texas, for the tax year 2019 as follows:

- \$0.145 FOR THE PURPOSE OF MAINTENANCE AND OPERATIONS
- \$0.000 FOR THE PAYMENT OF PRINCIPAL AND INTEREST
- \$0.145 TOTAL ADOPTED TAX RATE FOR 2019


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

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.41 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$2.014.

Read, approved, and adopted this 19th day of September, 2019 by record roll call vote.



Gabriel Durand-Hollis, Mayor

ATTEST:


Frank Morales
City Administrator/City Secretary