

# General Fund

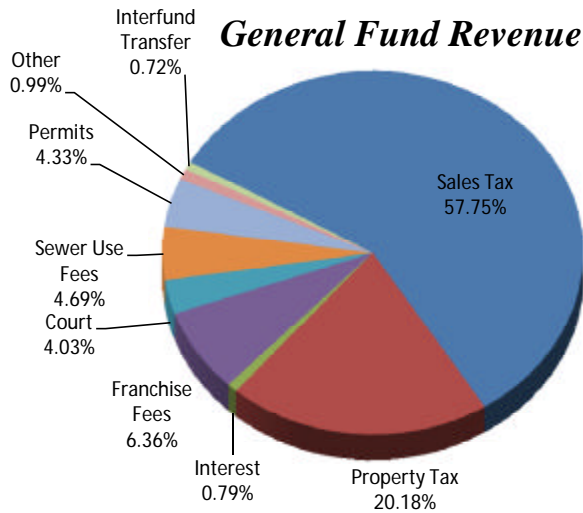
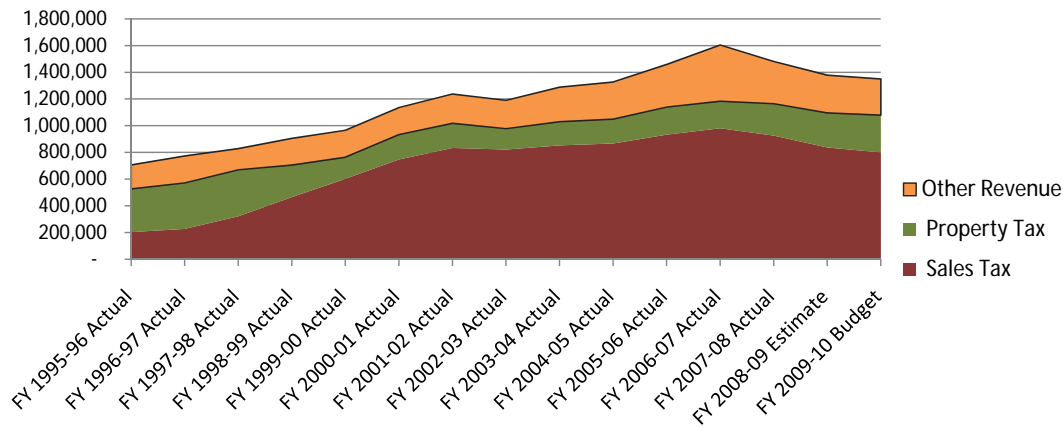
# FY 2009-10

Fund: 01 General

The FY 2009-10 proposed 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 Town of Hollywood Park. As with last year's budget process, staff was charged to justify all operations and balance the budget. The adopted zero-based budget does this.

The budget contains no property tax rate increase, although valuation increases provide higher ad valorem tax revenues. Sales tax remains the bulk of the revenue, although sales tax receipts continue to decrease. The City continued to set aside money in reserves in FY 2008-09 and FY 2009-10 will be another year to build up reserves. At the end of FY 2009-10, the General Fund will have about **14 months** of operating funds set aside in reserves.

## Revenue

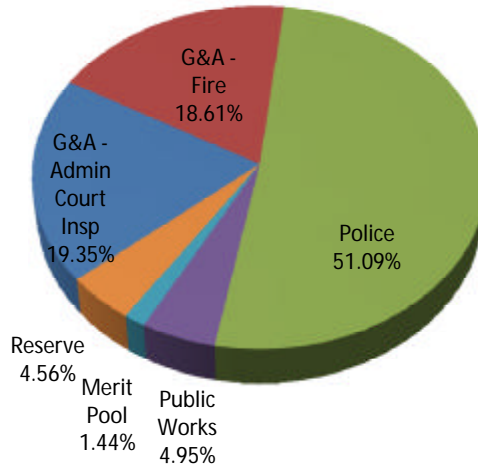


Sales tax makes up 57.75 percent--or \$800,000--of the FY 2009-10 General Fund budget. Sales tax figures are budgeted very conservatively. 2008-09 estimated sales tax receipts decreased 10.55% over 2007-08 receipts, and we have budgeted a decrease of 12.5% for 2009-10. One-third of this sales tax figure, \$266,666, 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, sale of assets, animal control, and liquor tax revenues.

**Expenses**

***General Fund Expenses***

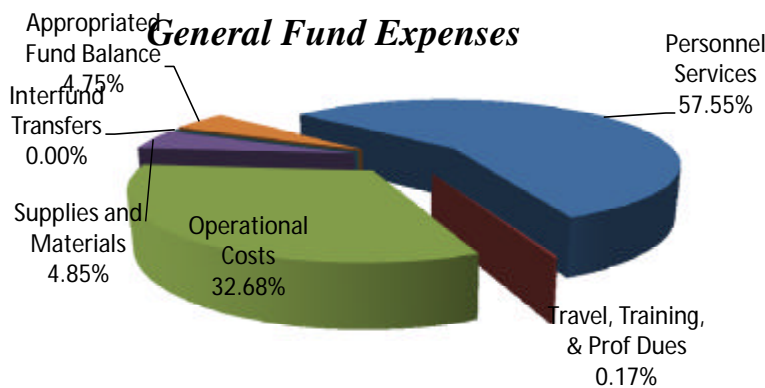
Police and Fire services make up the majority of the City's General Fund budget, or 69.70%. Residents and businesses have expressed the desire to maintain the present level of services in the Police Department. The FY 2009-10 budget for Police is \$707,798. The City's Emergency Services Interlocal Agreement with the Town of Hollywood Park allows at most a ten percent increase in a given year for Fire Services without approval from both City Councils. The fire services agreement will cost \$317,770 in FY 2009-10. Of this cost, \$257,770 is funded out of the General Fund and \$60,000 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 2009-10 budget is composed of "control groups" that group together similar line items.

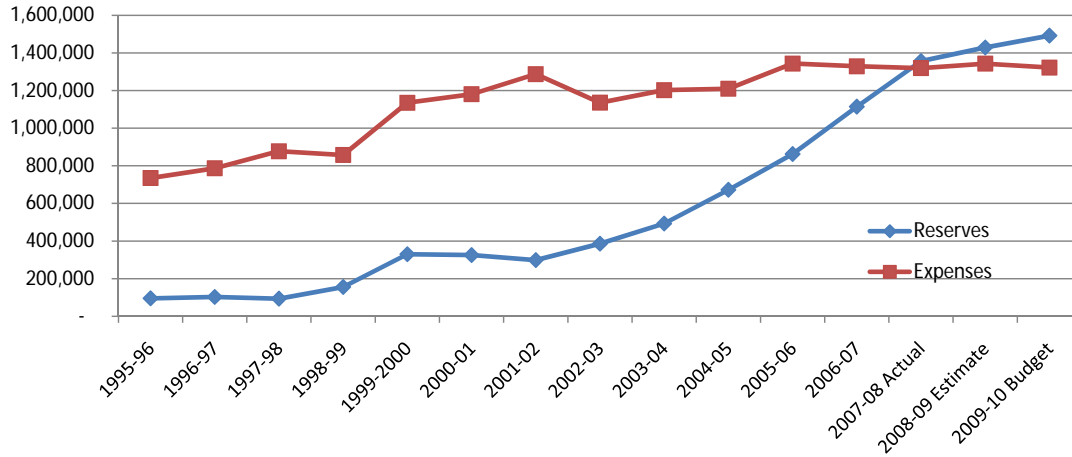
Personnel services includes salaries, benefits, and personnel-related taxes. This group makes up 57.55% of the General Fund Budget. There are no changes in personnel positions this year. The operational costs group represents 32.68% of the proposed budget and includes costs such as the Emergency Services Interlocal Agreement with the Town of Hollywood Park for fire suppression and rescue services, Health and Building Inspection services, engineering and attorney services, and utilities. Additionally, this group contains costs associated with the Artisans' Alley Sales Tax Refund Agreement that began in September 2006 and ends February 2010. The 42-month rebate plan is part of an annexation agreement between the City and Artisans' Alley which monthly rebates 33% of the Artisans' Alley sales tax revenue to the company. For FY 2009-10, the budget for this rebate is \$10,417.



The supplies and materials group is 4.79% of the FY 2009-10 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 2009-10, the City will have about 14 months of operating expenses in reserves. The FY 2009-10 budget adds \$63,830 to Reserves in the General Fund, increasing total reserves 4.7% from FY 2008-09 estimates to the FY 2009-10 budget.



City of Hill Country Village  
General Fund  
Fiscal Year Ending September 30, 2010

General Fund Revenue & Expenditure Summary

Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	2008-09 Estimate to 2009-10 Budget difference
<b>REVENUE</b>					
Sales Tax	926,469	900,000	838,000	800,000	(38,000)
Property Tax	238,732	264,185	258,714	279,505	20,791
Interest Income	40,699	52,000	10,715	11,000	285
Franchise	132,945	102,300	111,811	104,104	(7,708)
City Public Service	97,173	71,000	73,770	71,000	(2,770)
AT&T	13,437	12,600	14,244	13,000	(1,244)
Time Warner Cable	18,086	14,500	19,620	16,000	(3,620)
Waste Management	2,705	2,600	2,704	2,704	(0)
Other	1,544	1,600	1,473	1,400	(73)
Municipal Court	52,394	55,000	44,936	42,000	(2,936)
Sewer Use Fees	74,997	70,000	60,739	65,000	4,261
Permits	55,660	50,000	64,715	60,000	(4,715)
Other					
Liquor Tax	14,582	13,000	13,030	12,000	(1,030)
Credit Card Fees	566		684	700	16
Insurance Proceeds	2,453	500	-	-	-
Misc. Income	690	300	148	100	(48)
Police Reports	163	100	105	100	(5)
Fingerprinting	950	500	300	300	-
Open Record Req Income	14				
Unclaimed Funds-Police					
Police Auction					
False Alarm Fees	600	100	1,000	150	(850)
Return Check Fee	120	90	90	30	(60)
Animal Control	720	300	600	400	(200)
Sale of Assets	7,725	50			
Zoning Commission Fees	1,000				
Reimbursements					
Interfund Transfer	10,000	10,000	10,000	10,000	-
<b>TOTAL - Revenues</b>	<b>\$ 1,561,480</b>	<b>\$ 1,518,425</b>	<b>\$ 1,415,587</b>	<b>\$ 1,385,389</b>	<b>\$ (30,198)</b>
<b>EXPENSES</b>					
<b>General &amp; Administrative</b>					
Personnel Services (Admin & Court)	90,612	133,968	120,875	130,151	9,276
Travel, Training & Prof Dues	723	1,705	823	970	147
Operational Costs					(31,655)
Utilities (Elec/Gas, Water, Phone, Internet)	11,260	12,210	10,745	11,200	455
Sewer Discharge Services	37,407	38,000	32,113	35,000	2,887
Insurance (Liability/E&O, Prop.)	5,252	5,396	3,382	5,396	2,014
Emergency Medical Services	29,059	35,493	35,493	-	(35,493)
Attorney Services	9,144	10,000	5,329	5,500	171
Engineering Services	8,675	7,000	2,997	4,000	1,003
Building Inspection	15,480	16,210	15,380	13,000	(2,380)
Health Inspection	5,370	5,600	5,025	5,400	375
Fire Department Services	208,512	220,000	270,000	257,770	(12,230)
Accounting & Audit Services	9,750	12,500	15,100	16,500	1,400
Computer Consultant Service	3,163	3,200	2,000	2,800	800
Judge, Pros., Mag., Court Rep.	7,920	8,840	9,000	8,640	(360)
Sales Tax Refund Agreements	20,604	25,000	23,861	10,417	(13,444)
Operational Costs - Other	10,368	14,927	9,498	9,645	147
Supplies & Materials	6,360	6,650	5,471	9,475	4,004
Capital Expenditures	-	-	-	-	-
<b>Subtotal</b>	<b>\$ 479,660</b>	<b>\$ 556,699</b>	<b>\$ 567,092</b>	<b>\$ 525,864</b>	<b>(41,228)</b>
<b>Police</b>					
Personnel Services	598,076	560,986	574,015	594,024	20,008
Travel, Training & Prof Dues	540	970	496	900	404
Operational Costs					(3,138)
Comm - Badge Software	1,995	1,995	899	900	1
Comm - MDT	3,502	4,400	4,096	4,100	4
Comm - Radio Airtime	3,780	3,780	1,944	1,944	-
Uniforms Purchase/Replc.	7,330	6,800	6,800	7,050	250
Insurance (Auto, Law Enf. Prop)	10,321	10,630	8,516	10,630	2,114
Dispatch Services	-	-	-	10,000	10,000

City of Hill Country Village  
General Fund  
Fiscal Year Ending September 30, 2010

General Fund Revenue & Expenditure Summary

Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	2008-09 Estimate to 2009-10 Budget difference
Operational Costs - Other	2,710	5,030	3,281	4,050	769
Supplies & Materials					131
Range & Ammunition	1,083	2,000	1,700	2,000	300
Vehicle Maint., Wash, Tires	11,788	8,800	6,892	4,800	(2,092)
Vehicle Fuel	27,449	32,000	20,525	21,000	475
Small Equip & Parts	3,423	4,800	3,904	5,000	1,096
Supplies & Materials - Other	7,483	5,900	5,548	5,900	352
Capital Expenditures	-	-	-	-	-
Interfund Transfer	35,500	35,500	35,500	35,500	-
<b>Subtotal \$</b>	<b>714,980</b>	<b>\$ 683,591</b>	<b>\$ 674,116</b>	<b>\$ 707,798</b>	<b>33,681</b>
<b>Public Works</b>					
Personnel Services	80,089	79,017	68,105	41,236	(26,869)
Travel, Training & Prof Dues	-	190	-	360	360
Operational Costs					339
Street Lighting Services	8,276	8,000	8,652	8,000	(652)
Operational Costs - Other	2,404	2,726	1,858	2,716	858
Supplies & Materials					137
Animal Control Expenses	279	175	400	500	100
Building Maintenance	2,765	3,000	3,000	4,000	1,000
Street, Sign Maintenance	1,026	4,000	1,267	1,900	633
Vehicle Maint., Wash, Tires	3,314	3,300	1,709	3,300	1,591
Vehicle Fuel	3,700	4,600	2,302	3,200	898
Supplies & Materials - Other	2,995	2,760	1,845	3,385	1,540
Capital Expenditures	7,760	3,000	935	-	(935)
Interfund Transfer	12,000	12,000	12,000	-	(12,000)
<b>Subtotal \$</b>	<b>124,610</b>	<b>\$ 122,768</b>	<b>\$ 102,074</b>	<b>\$ 68,597</b>	<b>(33,477)</b>
Merit pool		-		20,000	
<b>TOTAL - Expenses \$</b>	<b>1,319,250</b>	<b>\$ 1,363,058</b>	<b>\$ 1,343,282</b>	<b>\$ 1,322,259</b>	<b>(21,024)</b>
<b>Net surplus (deficit)</b>	<b>242,230</b>	<b>155,367</b>	<b>72,305</b>	<b>63,130</b>	
<b>Beginning Cash</b>	<b>1,114,095</b>	<b>1,347,487</b>	<b>1,356,325</b>	<b>1,428,630</b>	
<b>Ending Cash/Reserves</b>	<b>1,356,325</b>	<b>1,502,854</b>	<b>1,428,630</b>	<b>1,491,760</b>	
<b>TOTAL APPROPRIATIONS</b>	<b>\$2,675,575</b>	<b>\$2,865,912</b>	<b>\$2,771,912</b>	<b>\$2,814,019</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 Zoning Commission, the Board of Adjustment, 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 the Texas Municipal Clerks Association.

- Attain Municipal Court Clerk Certification for Bookkeeper/Court Clerk.
- Promote economic development in the business district.
- Continue process of annexing properties in the City's Extraterritorial Jurisdiction.
- 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 2007-08 Actual</i>	<i>FY 2008-09 Estimate</i>	<i>FY 2009-10 Budget</i>
Personnel Services	\$ 90,612	\$ 120,875	\$ 130,151
Travel, Training, & Prof Dues	723	823	970
Operational Costs	381,964	439,923	385,268
Supplies and Materials	6,360	5,471	9,475
Capital Expend. and Projects	-	-	-
Contingencies	-	-	-
<b>Total</b>	<b>\$ 479,660</b>	<b>\$ 567,092</b>	<b>\$ 525,864</b>

**Program Justification and Analysis :**

The General & Administrative Department's FY 2009-10 budget decreases 7.84% compared with FY 2008-09 estimates.

The personnel services group increases 7.7% in the FY 2009-10 budget compared with FY 2008-09 estimates due to health insurance increases.

The travel and training group increases \$823 in 2008-09 estimates to \$970 in the 2009-10 budget. This group pays for seminar registration, hotel, meals, and transportation costs when a City vehicle is not used. Travel and training is approved by City Council on a case-by-case basis. Fiscal Year 2009-10 will require training for Public Funds Investment, which is mandated every two years.

The operational costs group decreased 14.2% from FY 2008-09 estimates to FY 2009-10 budget. This is partially due to an extra \$30,000 coming from the Special Revenue account to fire services. Other cuts were from other small line items and our goal to cut the budget as much as possible. Costs associated with the Emergency Services Interlocal Agreement between the City and the Town of Hollywood Park for fire services are budgeted. The formula for determining the contract price is listed below and is based on the improvement values listed on the Bexar Appraisal District tax rolls of both cities. Hollywood Park's total budget for the Fire Department in FY 2008-09 is \$890,339.

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 that are close to the line. BexarMet 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.

There are no funds budgeted in the capital expenditures group.

		<b>IMPROVEMENT VALUE</b>		<b>Weight</b>	
HCV	2007	151,015,269	34.0%	15%	5.1%
HCV	2008	154,012,464	33.2%	30%	10.0%
HCV	2009	180,283,301	37.6%	55%	20.7%
<b>Hill Country Village Portion of FY 2009-10 Fire Costs</b>					<b>35.8%</b>
HP	2007	292,703,059	66.0%	15%	9.9%
HP	2008	309,393,442	66.8%	30%	20.0%
HP	2009	302,169,919	62.6%	55%	34.4%
<b>Hollywood Park's Portion of FY 2009-10 Fire Costs</b>					<b>64.4%</b>



City of Hill Country Village  
 General Fund--General & Administrative Department Summary  
 Fiscal Year Ending September 30, 2010

Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>EXPENSES</b>					
<b>Personnel Services</b>					
5005 · Salaries, Regular Employees	71,756	109,035	97,811	106,500	8,689
5007 · Salaries, Temporary	-	-	-	-	-
5008 · Salaries, Overtime	-	-	-	-	-
5009 · Deferred Compensation	-	-	-	-	-
5013 · Medical Exam	-	36	-	36	36
5014 · Longevity	563	1,114	864	1,076	212
5016 · Education Pay	-	-	-	-	-
5018 · Certification Pay	-	-	-	-	-
5020 · SS Employer Contributions	5,423	8,190	7,491	8,147	656
5022 · Retirement	6,232	6,680	6,222	5,056	(1,166)
5028 · Life Insurance	107	114	123	123	-
5030 · Health Insurance	4,998	6,432	6,400	7,214	815
5032 · Health Insurance-Employee Copay Reimburse	-	657	-	-	-
5034 · Dental Insurance	685	791	791	838	47
5036 · Disability Insurance	349	456	614	628	14
5038 · Vision	137	171	171	222	51
5040 · Workers' Compensation	165	203	277	198	(79)
5045 · Unemployment Insurance (SUTA)	198	91	112	113	1
5051 · Telephone Allowance	-	-	-	-	-
<b>Total · Personnel Services</b>	<b>\$90,612</b>	<b>\$133,968</b>	<b>\$120,875</b>	<b>\$130,151</b>	<b>9,276</b>
<b>Travel, Training, &amp; Prof Dues</b>					
5107 · Lodging	-	500	-	300	300
5110 · Meals	80	150	45	100	55
5112 · Mileage	-	-	-	-	-
5114 · Parking	-	20	-	-	-
5120 · Training	108	100	133	100	(33)
5125 · Seminar and Conference Fees	275	400	425	200	(225)
5130 · Staff Development	-	-	-	-	-
5140 · Professional Dues	260	535	220	270	50
5150 · Travel, Training, & Prof Dues - City Admin	-	-	-	-	-
<b>Total · Travel, Training, &amp; Prof Dues</b>	<b>\$723</b>	<b>\$1,705</b>	<b>\$823</b>	<b>\$970</b>	<b>147</b>

**City of Hill Country Village**  
**General Fund--General & Administrative Department Summary**  
**Fiscal Year Ending September 30, 2010**

Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>Operational Costs</b>					
5202 · Postage and Delivery	837	1,930	671	930	259
5203 · Comm-Badge Program	-	-	-	-	-
5204 · Comm-MDT/Internet	539	550	539	550	11
5206 · Comm-Telephone	2,734	3,000	2,724	2,800	76
5207 · Comm-Long Distance	45	60	44	50	6
5208 · Comm-Mobile Phones	-	-	-	-	-
5209 · Comm-Pagers	-	-	-	-	-
5210 · Utilities	-	-	-	-	-
5211 · Gas & Electric	6,330	7,000	5,204	6,000	796
5213 · Water/Sewer	1,612	1,600	2,234	1,800	(434)
5217 · Sewer Discharge Services	37,407	38,000	32,113	35,000	2,887
5220 · Alarm System Services	-	-	-	-	-
5240 · Public Notice	710	700	500	600	100
5245 · Printing and Reproduction	275	400	300	400	100
5251 · Copy Machine Lease	1,783	2,100	2,028	2,100	72
5272 · Auto Liability Insurance	13	15	12	15	3
5277 · Liability and E & O Insurance	3,899	4,000	2,071	4,000	1,929
5278 · Property Insurance	1,340	1,381	1,299	1,381	82
5289 · Credit Card Fees	656	-	729	700	(29)
5290 · Bank Service Charges	726	-	1,002	-	(1,002)
5291 · Bad Debt	-	-	-	-	-
5292 · Cash Over/Under	-	-	-	-	-
5293 · Late Payment Fees	-	-	-	-	-
5298 · Miscellaneous	-	-	-	-	-
5299 · Other Operational Services	-	-	-	-	-
5335 · Election Costs	1,063	4,500	-	-	-
5340 · Emergency Medical Services	29,059	35,493	35,493	-	(35,493)
5342 · Architectural Services	-	-	-	-	-
5345 · Engineering Services	8,675	7,000	2,997	4,000	1,003
5346 · Replat	(400)	-	-	-	-
5347 · Building Inspection Services	15,480	16,210	15,380	13,000	(2,380)
5348 · Health Inspection Services	5,370	5,600	5,025	5,400	375
5350 · Fire Department Services	208,512	220,000	270,000	257,770	(12,230)
5353 · Payroll Services	1,879	2,000	2,052	2,075	23
5355 · Health Insurance Admin Fee	240	240	240	240	-
5360 · Accounting & Audit Services	9,750	12,500	15,100	16,500	1,400
5361 · Records Management Services	-	-	-	-	-
5365 · City Attorney Services	6,938	10,000	5,329	5,500	171
5366 · Other Attorney Services	2,206	-	-	-	-
5367 · Computer Consultant Services	3,163	3,200	2,000	2,800	800
5370 · Appraisal District Services	1,418	1,557	1,556	1,500	(56)
5382 · Codification Services	1,080	1,400	350	1,000	650
5390 · Judge Services	3,960	4,320	4,680	4,320	(360)
5393 · Magistrate Services	-	100	-	-	-
5394 · Temporary Staffing Services	-	-	-	-	-
5395 · Court Reporter	-	100	-	-	-
5396 · Prosecutor Services	3,960	4,320	4,320	4,320	-
5398 · Sewer Inspection Fees-TNRCC	-	-	-	-	-
5399 · State Court Fees	-	-	-	-	-
5401 · State On-Site Sewer Fee	100	100	70	100	30
5410 · Sales Tax Refund Agreements	20,604	25,000	23,861	10,417	(13,444)
<b>Total · Operational Costs</b>	<b>\$381,964</b>	<b>\$414,376</b>	<b>\$439,923</b>	<b>\$385,268</b>	<b>(54,655)</b>

City of Hill Country Village  
 General Fund--General & Administrative Department Summary  
 Fiscal Year Ending September 30, 2010

Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>Supplies and Materials</b>					
5501 · Office Supplies	2,336	2,700	2,500	2,600	100
5505 · Food and Entertainment Supplies	157	250	155	175	20
5510 · Awards and Memorials	30	-	-	-	-
5520 · Dues and Subscriptions	2,526	2,600	2,792	2,600	(192)
5522 · Publications	85	100	-	100	100
5580 · Computer Equipment	-	-	-	3,000	3,000
5600 · Maintenance	125	-	-	-	-
5601 · Computer Hardware & Software	1,102	-	-	-	-
5603 · Computer Software Maintenance	-	-	-	-	-
5604 · Computer Hardware Maintenance	-	-	-	-	-
5607 · Office Equip Maint	-	-	-	-	-
5608 · Radio/Radar Maintenance	-	-	-	-	-
5610 · Sewer Repair	-	-	-	-	-
5612 · Sign Maintenance	-	-	-	-	-
5616 · Street Maintenance	-	-	-	-	-
5618 · Vehicle Maintenance	-	-	-	-	-
5620 · Maintenance Tools and Supplies	-	-	-	-	-
5630 · Small Equip & Parts	-	1,000	24	1,000	976
5640 · Vehicle Fuel	-	-	-	-	-
<b>Total · Supplies and Materials</b>	<b>\$6,360</b>	<b>\$6,650</b>	<b>\$5,471</b>	<b>\$9,475</b>	<b>4,004</b>
<b>Capital Expend. and Projects</b>					
6017 · Computer Equipment	-	-	-	-	-
6018 · Computer Software	-	-	-	-	-
6020 · Radar Units	-	-	-	-	-
6030 · Office and Other Equipment	-	-	-	-	-
<b>Total · Capital Expend. and Projects</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>TOTAL</b>	<b>\$479,660</b>	<b>\$556,699</b>	<b>\$567,092</b>	<b>\$525,864</b>	<b>(41,228)</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 City Council, the Board of Adjustment, 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 and bridges. 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 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 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 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, International Municipal Clerks Association, and the Texas Municipal Clerks Association.
- Oversee the quality completion of Capital Projects: Road Reconstruction, Phase II and III.
- Review the City's Master Plan and rewrite 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 2009-10 budget reflects a **10.5 percent decrease** compared with FY 2008-09 estimates, primarily due primarily to **a decrease in costs for Emergency Medical Services**. The travel and training group **increases 81** percent from FY 2008-09 estimates to FY 2009-10 budget due to **increases in costs associated with sending City Staff to required certification training and seminars**. This figure seems high, however, is 50% lower than FY 08-09 budget. It just shows higher for this year due to no training in FY 08-09.

City of Hill Country Village  
 General Fund--General & Administrative Department-Administration Division  
 Fiscal Year Ending September 30, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>EXPENSES</b>						
<b>Personnel Services</b>						
5005	Salaries, Regular Employees	39,086	75,888	69,569	70,000	431
5013	Medical Exam		36		36	36
5014	Longevity	270	773	540	563	23
5020	SS Employer Contributions	3,020	5,699	5,322	5,355	33
5022	Retirement	3,470	4,649	4,419	3,323	(1,096)
5028	Life Insurance	59	73	79	74	(5)
5030	Health Insurance	2,749	4,116	4,099	4,329	230
5034	Dental Insurance	377	506	506	503	(4)
5036	Disability Insurance	189	292	429	413	(16)
5038	Vision	75	109	109	133	24
5040	Workers' Compensation	59	113	166	94	(72)
5045	Unemployment Insurance (SI	109	50	70	68	(3)
5051	Telephone Allowance	0				-
<b>Total</b>	<b>Personnel Services</b>	<b>\$ 49,463</b>	<b>\$ 92,960</b>	<b>\$ 85,308</b>	<b>\$ 84,891</b>	<b>\$ (417)</b>
<b>Travel, Training, &amp; Prof Dues</b>						
5107	Lodging		500		300	300
5110	Meals	80	150	45	100	55
5112	Mileage					-
5114	Parking		20		0	-
5120	Training	25				-
5125	Seminar and Conference Fee:	275	400	275	200	(75)
5130	Staff Development					-
5140	Professional Dues	190	465	120	200	80
5150	Travel, Training, & Prof Dues - City Admin					-
<b>Total</b>	<b>Travel, Training, &amp; Prof Dues</b>	<b>\$ 570</b>	<b>\$ 1,535</b>	<b>\$ 440</b>	<b>\$ 800</b>	<b>\$ 360</b>

**City of Hill Country Village**  
**General Fund--General & Administrative Department-Administration Division**  
**Fiscal Year Ending September 30, 2010**

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>Operational Costs</b>						
	5202 · Postage and Delivery	583	1,700	456	700	244
	5204 · Comm-MDT/Internet	539	550	539	550	11
	5206 · Comm-Telephone	2,734	3,000	2,724	2,800	76
	5207 · Comm-Long Distance	45	60	44	50	6
	5211 · Gas & Electric	6,330	7,000	5,204	6,000	796
	5213 · Water/Sewer	1,612	1,600	2,234	1,800	(434)
	5217 · Sewer Discharge Services	37,407	38,000	32,113	35,000	2,887
	5240 · Public Notice	710	700	500	600	100
	5245 · Printing and Reproduction	275	300	300	300	-
	5251 · Copy Machine Lease	1,783	2,100	2,028	2,100	72
	5272 · Auto Liability Insurance	13	15	12	15	3
	5277 · Liability and E & O Insuranc	3,899	4,000	2,071	4,000	1,929
	5278 · Property Insurance	1,340	1,381	1,299	1,381	82
	5289 · Credit Card Fees	656		729	700	(29)
	5290 · Bank Service Charges	726		1,002		(1,002)
	5291 · Bad Debt					-
	5292 · Cash Over/Under					-
	5293 · Late Payment Fees					-
	5298 · Miscellaneous	0				-
	5330 · Exterminator					-
	5335 · Election Costs	1,063	4,500	0	0	-
	5340 · Emergency Medical Services	29,059	35,493	35,493	0	(35,493)
	5345 · Engineering Services	8,675	7,000	2,997	4,000	1,003
	5346 · Replat	-400				-
	5350 · Fire Department Services	208,512	220,000	270,000	257,770	(12,230)
	5353 · Payroll Services	1,879	2,000	2,052	2,075	23
	5355 · Health Insurance Admin Fee	240	240	240	240	-
	5360 · Accounting & Audit Services	9,750	12,500	15,100	16,500	1,400
	5361 · Records Management Services					-
	5365 · City Attorney Services	6,938	10,000	5,329	5,500	171
	5366 · Other Attorney Services	2,206				-
	5367 · Computer Consultant Service	3,163	3,200	2,000	2,800	800
	5370 · Appraisal District Services	1,418	1,557	1,556	1,500	(56)
	5382 · Codification Services	1,080	1,400	350	1,000	650
	5410 · Sales Tax Refund Agreement	20,604	25,000	23,861	10,417	(13,444)
<b>Total · Operational Costs</b>		<b>\$ 352,840</b>	<b>\$ 383,296</b>	<b>\$ 410,233</b>	<b>\$ 357,798</b>	<b>\$ (52,435)</b>

City of Hill Country Village  
 General Fund--General & Administrative Department-Administration Division  
 Fiscal Year Ending September 30, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>Supplies and Materials</b>						
	5501 · Office Supplies	2,254	2,600	2,500	2,500	-
	5505 · Food and Entertainment Supj	157	250	155	175	20
	5510 · Awards and Memorials	30				-
	5520 · Dues and Subscriptions	2,526	2,600	2,792	2,600	(192)
	5522 · Publications	85	100		100	100
	5580 · Computer Equipment				3,000	3,000
	5600 · Maintenance	125				-
	5601 · Computer Hardware & Softw	1,102				-
	5630 · Small Equip & Parts		1,000	24	1,000	976
<b>Total · Supplies and Materials</b>		<b>\$ 6,279</b>	<b>\$ 6,550</b>	<b>\$ 5,471</b>	<b>\$ 9,375</b>	<b>\$ 3,904</b>
<b>Capital Expend. and Projects</b>						
	6015 · New Vehicles					-
	6017 · Computer Equipment					-
	6018 · Computer Software					-
	6020 · Radar Units					-
	6030 · Office and Other Equipment					-
	6040 · Uniform Purchase/Replacement					-
	6101 · Street Repair Project					-
<b>Total · Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contingencies</b>						
	Salary Increases--All Departments					-
	Health Insurance - All Departments					-
<b>Total - Contingencies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>		<b>\$ 409,151</b>	<b>\$ 484,341</b>	<b>\$ 501,451</b>	<b>\$ 452,863</b>	<b>\$ (48,588)</b>



# ***Municipal Court***

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*Fund: 01 General*

## **Program Description :**

The Municipal Court Division hears alleged traffic infractions, City ordinance/code violations including animal control infractions, and Class “C” misdemeanors that occur inside 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 contract 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 International Municipal Clerks Association and the Texas Municipal Clerks 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 2009-10 proposed budget reflects a 20.69% increase from FY 2008-09 estimates due to modest increases in operational costs and personnel services. The salary distribution this year has changed from a portion each of the Bookkeeper/Court Clerk and Administrative Assistant salaries being funded from the Municipal Court and Administration Divisions to funding the Bookkeeper/Court Clerk salary entirely from the Municipal Court Division.

City of Hill Country Village  
 General Fund--General & Administrative Dept-Municipal Court Division  
 Fiscal Year Ending September 30, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>EXPENSES</b>						
<b>Personnel Services</b>						
	5005 · Salaries, Regular Employees	32,671	33,147	28,242	36,500	8,258
	5014 · Longevity	293	342	324	513	189
	5020 · SS Employer Contributions	2,403	2,491	2,169	2,792	623
	5022 · Retirement	2,762	2,031	1,803	1,733	(70)
	5028 · Life Insurance	48	41	44	49	5
	5030 · Health Insurance	2,249	2,316	2,301	2,886	585
	5034 · Dental Insurance	308	285	285	335	50
	5036 · Disability Insurance	160	164	185	215	30
	5038 · Vision	62	62	62	89	27
	5040 · Workers' Compensation	105	90	111	104	(7)
	5045 · Unemployment Insurance (S	89	41	42	45	3
<b>Total · Personnel Services</b>		<b>\$ 41,149</b>	<b>\$ 41,008</b>	<b>\$ 35,567</b>	<b>\$ 45,261</b>	<b>\$ 9,693</b>
<b>Travel, Training, &amp; Prof Dues</b>						
	5107 · Lodging					-
	5110 · Meals					-
	5112 · Mileage					-
	5114 · Parking					-
	5120 · Training	50	50	100	50	(50)
	5125 · Seminar and Conference Fees			150		(150)
	5130 · Staff Development					-
	5140 · Professional Dues	70	70	100	70	(30)
	5100 · Travel, Training, & Prof Dues - Other					-
<b>Total · Travel, Training, &amp; Prof Dues</b>		<b>\$ 120</b>	<b>\$ 120</b>	<b>\$ 350</b>	<b>\$ 120</b>	<b>\$ (230)</b>
<b>Operational Costs</b>						
	5202 · Postage and Delivery	209	200	175	200	25
	5203 · Comm-Badge Program		-			-
	5245 · Printing and Reproduction		100		100	100

City of Hill Country Village  
 General Fund--General & Administrative Dept-Municipal Court Division  
 Fiscal Year Ending September 30, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
	5292 · Cash Over/Under		-			-
	5390 · Judge Services	3,960	4,320	4,680	4,320	(360)
	5393 · Magistrate Services		100			-
	5394 · Temporary Staffing Services					-
	5395 · Court Reporter		100			-
	5396 · Prosecutor Services	3,960	4,320	4,320	4,320	-
	5399 · State Court Fees		-			-
	<b>Total · Operational Costs</b>	<b>\$ 8,129</b>	<b>\$ 9,140</b>	<b>\$ 9,175</b>	<b>\$ 8,940</b>	<b>\$ (235)</b>
	<b>Supplies and Materials</b>					
	5501 · Office Supplies	82	100		100	100
	<b>Total · Supplies and Materials</b>	<b>\$ 82</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>
	<b>Capital Expend. and Projects</b>					
	6015 · New Vehicles					-
	6017 · Computer Equipment					-
	6018 · Computer Software					-
	6020 · Radar Units					-
	6030 · Office and Other Equipment					-
	6040 · Uniform Purchase/Replacement					-
	6101 · Street Repair Project					-
	<b>Total · Capital Expend. and Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL</b>	<b>\$ 49,480</b>	<b>\$ 50,368</b>	<b>\$ 45,093</b>	<b>\$ 54,421</b>	<b>\$ 9,328</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 and facilities within the city limits and, in the City's Extraterritorial Jurisdiction, business signs and billboards. 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 buildings and facilities 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 :**

	<b><i>FY 2007-08 Actual</i></b>	<b><i>FY 2008-09 Estimate</i></b>	<b><i>FY 2009-10 Budget</i></b>
Operational Costs	15,497	15,500	13,010
<b><i>Total \$</i></b>	<b><i>15,497</i></b>	<b><i>\$ 15,500</i></b>	<b><i>\$ 13,010</i></b>

## **Program Justification and Analysis :**

The operational costs group allocates \$13,010 for Building Inspection Services costs. This is a decrease of 19 percent from FY 2008-09 estimates due to anticipated decreases in construction and inspections. The Building Inspection Division reflects a steady flow of general construction activity in the City from year to year.

**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, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>EXPENSES</b>						
<b>Operational Costs</b>						
5202	Postage and Delivery	17	10	20	10	(10)
5203	Comm-Badge Program					-
5245	Printing and Reproduction					-
5347	Building Inspection Services	15,480	16,210	15,380	13,000	(2,380)
<b>Total · Operational Costs</b>		<b>\$ 15,497</b>	<b>\$ 16,220</b>	<b>\$ 15,400</b>	<b>\$ 13,010</b>	<b>\$ (2,390)</b>
<b>Supplies &amp; Materials</b>						
5520	Dues and Subscriptions			100		(100)
<b>Total · Supplies &amp; Materials</b>				<b>\$ 100</b>		<b>\$ (100)</b>
<b>TOTAL</b>		<b>\$ 15,497</b>	<b>\$ 16,220</b>	<b>\$ 15,500</b>	<b>\$ 13,010</b>	<b>\$ (2,490)</b>

# Health Division

Fund: 01 General

## Program Description :

The Health Division tracks the revenues and expenses related to health inspections. It has one contract position, the Health Inspector, who 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 :

- Monthly review and inspect food establishments and other businesses for health code and statute violations.
- Investigate complaints made of possible code violations.
- Regularly inspect private septic systems.
- Continuously strive to provide best-practices in preventative health measures through on-going training.

## Appropriations :

	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimate</i>	<i>FY 2009-10 Budget</i>
Travel, Training, & Prof Dues	\$ 33	\$ 33	\$ 50
Operational Costs	5,499	5,356	5,520
Supplies and Materials	-	-	-
<b>Total</b>	<b>\$ 5,531</b>	<b>\$ 5,389</b>	<b>\$ 5,570</b>

## Program Justification and Analysis :

The Health Division's FY 2009-10 budget increases 3.3 percent from FY 2008-09 estimates. The travel, training, and professional dues section increases \$164 in the FY 2009-10 budget when compared to the FY 2008-09 estimates due to anticipated travel-related expenses related to certification. The Health Inspector also works for the Town of Hollywood Park and annual training costs are split between the two cities. The Health Inspector receives \$45 for a restaurant inspection and half of the fee charged to the applicant for review of a septic system application and septic system inspection.

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, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>EXPENSES</b>						
<b>Travel, Training, &amp; Prof Dues</b>						
	5120 · Training	33	50	33	50	17
	5130 · Staff Development					0
	5140 · Professional Dues					0
	5141 · Professional Dues-Building Insp					0
	5150 · Travel, Training, & Prof Dues - City Admin					0
	<b>Total · Travel, Training, &amp; Prof Dues</b>	<b>\$ 33</b>	<b>\$ 50</b>	<b>\$ 33</b>	<b>\$ 50</b>	<b>\$ 17</b>
<b>Operational Costs</b>						
	5202 · Postage and Delivery	29	20	20	20	0
	5245 · Printing and Reproduction			241		(241)
	5348 · Health Inspection Services	5,370	5,600	5,025	5,400	375
	5379 · Vector Control Services					0
	5398 · Sewer Inspection Fee-TNRCC					0
	5399 · State Court Fees					0
	5401 · State On-Site Sewer Fee	100	100	70	100	30
	<b>Total · Operational Costs</b>	<b>\$ 5,499</b>	<b>\$ 5,720</b>	<b>\$ 5,356</b>	<b>\$ 5,520</b>	<b>\$ 164</b>
<b>Supplies and Materials</b>						
	5501 · Office Supplies					0
	5630 · Small Equip & Parts					0
	<b>Total · Supplies and Materials</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL</b>	<b>\$ 5,531</b>	<b>\$ 5,770</b>	<b>\$ 5,389</b>	<b>\$ 5,570</b>	<b>\$ 181</b>

# ***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, and horse 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 2007-08 Actual</i></b>	<b><i>FY 2008-09 Estimates</i></b>	<b><i>FY 2009-10 Budget</i></b>
Personnel Services	\$ 598,076	\$ 574,015	\$ 594,024
Travel, Training, & Prof Dues	540	496	900
Operational Costs	29,639	25,536	38,674
Supplies and Materials	51,226	38,569	38,700
Capital Expend. and Projects	-	-	-
Interfund Transfers	35,500	35,500	35,500
<b>Total</b>	<b>\$ 714,980</b>	<b>\$ 674,116</b>	<b>\$ 707,798</b>

**Program Justification and Analysis :**

The FY 2009-10 Police Department budget reflects a 5% increase from FY 2008-09 estimates.

The personnel services group shows an increase of 3.5% percent in the FY 2009-10 budget over FY 2008-09 estimates. The increase is due to salary increases and an increase in health benefits.

This 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 bike patrol, 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 increases slightly in FY 2009-10. This group funds attendance at conferences and additional staff training.

The operational costs group increases by \$10,000 due to the possibility that the Bexar County Sheriff's Office will start charging for dispatch services.

The supplies and materials group remains virtually the same as 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 the four patrol vehicles was in the summer of 2006. By budgeting the planned replacement cost of vehicles each year, sufficient funds should exist in this fund replacement when all four patrol cars need to be replaced. More information about the Vehicle Replacement Fund is provided later in this document.

<b><u>Authorized Positions :</u></b>	<b><i>FY 2007-08 Actual</i></b>	<b><i>FY 2008-09 Estimate</i></b>	<b><i>FY 2009-10 Budget</i></b>
Police Chief	1	1	1
Lieutenant	1	1	1
Sergeant	1	1	1
Patrol Officer/Detective	1	1	1
Patrol Officer	7	7	7
Relief Officer – Part-Time	1	1	3
<b>Total – Police</b>	<b>12</b>	<b>12</b>	<b>14</b>

City of Hill Country Village  
 General Fund--Police Department  
 Fiscal Year Ending September 30, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>EXPENSES</b>						
<b>Personnel Services</b>						
5005	Salaries, Regular Employees	460,782	438,133	447,736	455,750	8,014
5007	Salaries, Temporary	2,762	2,400	2,400	4,000	1,600
5013	Medical Exam	522	184		186	186
5014	Longevity	3,210	3,741	3,092	3,621	529
5016	Education Pay	1,203	1,200	1,200	1,200	-
5018	Certification Pay	5,502	4,800	5,124	5,100	(24)
5020	SS Employer Contributions	35,287	33,115	34,419	35,171	752
5022	Retirement	40,961	27,011	28,693	21,637	(7,056)
5028	Life Insurance	549	482	513	517	4
5030	Health Insurance	23,528	27,014	26,854	30,300	3,446
5034	Dental Insurance	3,532	3,321	3,321	3,518	197
5036	Disability Insurance	2,412	1,913	2,618	2,689	71
5038	Vision	701	718	712	934	221
5040	Workers' Compensation	13,311	13,687	14,025	26,149	12,124
5045	Unemployment Insurance (SUTA)	1,340	507	549	493	(57)
5051	Telephone Allowance	2,473	2,760	2,760	2,760	-
	<b>Total · Personnel Services</b>	<b>\$ 598,076</b>	<b>\$ 560,986</b>	<b>\$ 574,015</b>	<b>\$ 594,024</b>	<b>\$ 20,008</b>
<b>Travel, Training, &amp; Prof Dues</b>						
5107	Lodging			171		(171)
5110	Meals			23		(23)
5112	Mileage					-
5114	Parking		30		0	-
5120	Training	390	700	152	700	548
5130	Staff Development					-
5140	Professional Dues	150	240	150	200	50
5141	Professional Dues-Building Insp					-
5100	Travel, Training, & Prof Dues - Other					-
	<b>Total · Travel, Training, &amp; Prof Dues</b>	<b>\$ 540</b>	<b>\$ 970</b>	<b>\$ 496</b>	<b>\$ 900</b>	<b>\$ 404</b>

City of Hill Country Village  
 General Fund--Police Department  
 Fiscal Year Ending September 30, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>Operational Costs</b>						
5202	Postage and Delivery	456	380	414	400	(14)
5203	Comm-Badge Program	1,995	1,995	899	900	1
5204	Comm-MDT/Internet	3,502	4,400	4,096	4,100	4
5205	Comm-Radio Airtime	3,780	3,780	1,944	1,944	-
5207	Comm-Long Distance	28	30	33	30	(3)
5208	Comm-Mobile Phones	385	420	370	420	50
5245	Printing and Reproduction		100	150	150	-
5247	Uniform Cleaning	1,623	2,000	1,800	2,000	200
5248	Uniform Rental					-
5249	Uniform Purchase/Replacement	7,330	6,800	6,800	7,050	250
5272	Auto Liability Insurance	2,343	2,500	2,383	2,500	117
5274	Auto Physical Damage Insurance	968	1,000	1,129	1,000	(129)
5276	Insurance-Law Enforcement	6,881	7,000	4,875	7,000	2,125
5277	Liability and E & O Insurance					-
5278	Property Insurance	129	130	129	130	1
5351	Dispatch Services				10,000	10,000
5376	Forensic Science Center Services	106	100	114	300	186
5377	Investigation-Related Services					-
5378	Vehicle Impound Services					-
5390	Judge Services					-
5393	Magistrate Services	112	2,000	400	750	350
<b>Total · Operational Costs</b>		<b>\$ 29,639</b>	<b>\$ 32,635</b>	<b>\$ 25,536</b>	<b>\$ 38,674</b>	<b>\$ 13,138</b>
<b>Supplies and Materials</b>						
5501	Office Supplies	692	800	816	1,000	184
5520	Dues and Subscriptions	4,244	3,100	3,087	3,100	13
5522	Publications	200	300	145	200	55
5530	Range & Ammo	1,083	2,000	1,700	2,000	300
5600	Maintenance	64	200		200	200
5601	Computer Hardware & Software	1,605	800	800	800	-
5608	Radio/Radar Maintenance	678	700	700	600	(100)
5618	Vehicle Maintenance	9,713	7,000	5,262	3,000	(2,262)
5630	Small Equip & Parts	3,423	4,800	3,904	5,000	1,096
5640	Vehicle Fuel	27,449	32,000	20,525	21,000	475
5643	Vehicle Wash	58				-
5645	Vehicle Tires	2,017	1,800	1,630	1,800	170
<b>Total · Supplies and Materials</b>		<b>\$ 51,226</b>	<b>\$ 53,500</b>	<b>\$ 38,569</b>	<b>\$ 38,700</b>	<b>\$ 131</b>
<b>Capital Expend. and Projects</b>						
6013	Vehicle Equipment					-
6015	New Vehicles					-
6017	Computer Equipment					-
6018	Computer Software					-
6020	Radar Units					-
6025	Radio Equipment					-
6030	Office and Other Equipment					-
6040	Uniform Purchase/Replacement					-
<b>Total · Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>						
	Transfers to 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>\$ 714,980</b>	<b>\$ 683,591</b>	<b>\$ 674,116</b>	<b>\$ 707,798</b>	<b>\$ 33,681</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 and rights-of-way 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 rights-of-way maintenance program.
- ?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 2007-08 Actual</i>	<i>FY 2008-09 Estimate</i>	<i>FY 2009-10 Budget</i>
Personnel Services	\$ 80,089	\$ 68,105	\$ 41,236
Travel, Training, & Prof Dues	-	-	360
Operational Costs	10,681	10,510	10,716
Supplies and Materials	14,080	10,523	16,285
Capital Expend. and Projects	7,760	935	-
Interfund Transfers	12,000	12,000	-
<b>Total</b>	<b>\$ 124,610</b>	<b>\$ 102,074</b>	<b>\$ 68,597</b>

**Program Justification and Analysis :**

The FY 2009-10 Public Works Department budget reflects a 65.1% decrease from FY 2008-09 estimates.

The personnel services group decreases by approximately \$27,000 due to not funding one public works position.

The operational costs group has a very slight increase due to automobile insurance.

A 48% increase is reflected in the supplies and materials group in the FY 2009-10 budget due to increases in building maintenance and maintenance tools and supplies.

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 2007-08 Actual</i></b>	<b><i>FY 2008-09 Estimate</i></b>	<b><i>FY 2009-10 Budget</i></b>
Public Works Director	0	0	0
Public Works Worker	2	2	2
<b><i>Total – Public Works</i></b>	<b>2</b>	<b>2</b>	<b>2</b>

City of Hill Country Village  
 General Fund--Public Works Department  
 Fiscal Year Ending September 30, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Diff.
<b>EXPENSES</b>						
<b>Personnel Services</b>						
5005	Salaries, Regular Employees	61,482	61,130	52,440	31,824	(20,616)
5013	Medical Exam		36		36	36
5014	Longevity	402	465	476	436	(40)
5020	SS Employer Contributions	4,467	4,634	3,993	2,435	(1,559)
5022	Retirement	5,214	3,780	3,521	1,511	(2,010)
5028	Life Insurance	107	92	78	49	(29)
5030	Health Insurance	4,998	5,146	4,042	2,886	(1,156)
5034	Dental Insurance	685	633	501	335	(166)
5036	Disability Insurance	316	364	272	188	(85)
5038	Vision	137	137	114	89	(25)
5040	Workers' Compensation	1,603	2,030	2,172	1,163	(1,009)
5045	Unemployment Insurance (SUTA)	198	90	90	45	(45)
5051	Telephone Allowance	481	480	406	240	(166)
<b>Total · Personnel Services</b>		<b>\$ 80,089</b>	<b>\$ 79,017</b>	<b>\$ 68,105</b>	<b>\$ 41,236</b>	<b>\$ (26,869)</b>
<b>Travel, Training, &amp; Prof Dues</b>						
5107	Lodging				220	220
5110	Meals		20		100	100
5112	Mileage					-
5114	Parking		10			-
5120	Training		125		40	40
5125	Seminar and Conference Fees					-
5130	Staff Development					-
5140	Professional Dues		35			-
<b>Total · Travel, Training, &amp; Prof Dues</b>		<b>\$ -</b>	<b>\$ 190</b>	<b>\$ -</b>	<b>\$ 360</b>	<b>\$ 360</b>
<b>Operational Costs</b>						
5202	Postage and Delivery	47		30		(30)
5206	Comm-Telephone					-
5207	Comm-Long Distance		10		0	-
5208	Comm-Mobile Phones					-
5209	Comm-Pagers	(3)				-
5218	Street Lighting Services	8,276	8,000	8,652	8,000	(652)
5248	Uniform Rental					-
5249	Uniform Purchase/Replacement	699	800	396	800	404
5257	Floor Mat Rental					-
5272	Auto Liability Insurance	921	930	805	930	125
5274	Auto Physical Damage Insurance	741	800	627	800	173
5330	Exterminator		186		186	186
5332	Housekeeping Services					-
<b>Total · Operational Costs</b>		<b>\$ 10,681</b>	<b>\$ 10,726</b>	<b>\$ 10,510</b>	<b>\$ 10,716</b>	<b>\$ 206</b>

**City of Hill Country Village**  
**General Fund--Public Works Department**  
**Fiscal Year Ending September 30, 2010**

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Diff.
<b>Supplies and Materials</b>						
5501	Office Supplies	5				-
5505	Food and Entertainment Supplies					-
5507	Duck & Deer Food and Supplies	210	225	300	350	50
5508	Animal Control Expenses	279	175	400	500	100
5510	Awards and Memorials					-
5520	Dues and Subscriptions		35	29	35	6
5522	Publications					-
5600	Maintenance					-
5602	Building Maintenance	2,765	3,000	3,000	4,000	1,000
5612	Sign Maintenance	207	200	50	900	850
5616	Street Maintenance	820	3,800	1,217	1,000	(217)
5618	Vehicle Maintenance	2,871	2,500	970	2,500	1,530
5620	Maintenance Tools and Supplies	1,545	1,000	200	1,500	1,300
5630	Small Equip & Parts	1,235	1,500	1,316	1,500	184
5640	Vehicle Fuel	3,700	4,600	2,302	3,200	898
5643	Vehicle Wash					-
5645	Vehicle Tires	443	800	740	800	60
	<b>Total · Supplies and Materials</b>	<b>\$ 14,080</b>	<b>\$ 17,835</b>	<b>\$ 10,523</b>	<b>\$ 16,285</b>	<b>\$ 5,762</b>
<b>Capital Expend. and Projects</b>						
6010	Heavy Equipment	7,760				-
6013	Vehicle Equipment					-
6015	New Vehicles					-
6017	Computer Equipment					-
6030	Office and Other Equipment					-
6040	Uniform Purchase/Replacement					-
6050	Construction Services		3,000	935		(935)
	ADA upgrades to City Hall					-
	Remodel City Hall					-
	<b>Total · Capital Expend. and Projects</b>	<b>\$ 7,760</b>	<b>\$ 3,000</b>	<b>\$ 935</b>	<b>\$ -</b>	<b>\$ (935)</b>
<b>Interfund Transfers</b>						
	Transfers to Vehicle Replacement Fund	\$ 12,000	\$ 12,000	\$ 12,000		(12,000)
	<b>Total - Interfund Transfer</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ -</b>	<b>(12,000)</b>
	<b>TOTAL</b>	<b>\$ 124,610</b>	<b>\$ 122,768</b>	<b>\$ 102,074</b>	<b>\$ 68,597</b>	<b>\$ (33,477)</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 including the first phase of an enhanced entry signage project as well as the now-defunct new city hall project. The fund is budgeted by project.

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## **Appropriations :**

There are no appropriations for FY 2009-10.

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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 Road Project-Phases II and III which ended in November 2002 including the installation of ribbon curbs, regrading drainage easements and bar ditches, and renovations to the existing 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, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>REVENUES</b>						
4001	Bond Sales					-
4015	Miscellaneous Income					-
4025	Franchise Fees					-
4095	Sale of Assets					-
	Audit Adjustment					-
	Interest-Texpool & MBIA	854	750	245	250	5
	Interest-Bank					-
4200	Reimbursements					-
4840	Transfer to Capital Project Account					-
4900	Innerfund Transfer (Cap Proj to Cap Proj)					-
	<b>TOTAL REVENUE</b>	<b>\$ 854</b>	<b>\$ 750</b>	<b>\$ 245</b>	<b>\$ 250</b>	<b>5</b>
8100	Interfund Transfer from General Fund					-
8630	Interfund Transfer from EDC					-
	<b>TOTAL-Interfund Transfers</b>					-
	<b>TOTAL - Revenues</b>	<b>\$ 854</b>	<b>\$ 750</b>	<b>\$ 245</b>	<b>\$ 250</b>	<b>\$ 5</b>
<b>EXPENSES</b>						
5342	Architectural Services					-
5345	Engineering Services					-
5365	City Attorney Services					-
5385	Construction Services					-
6050	Construction Services (City Hall)					-
6050	Construction Services (Public Works/Parking Facility)		3,000			-
6050	Construction Services (Entry Sign)					-
6055	Land Improvements (Landscaping)					-
6060	Building Equipment (Radio Tower Relocation)					-
6060	Building Equipment (Audio Visual)					-
6060	Building Equipment (Network, Data, Phone)					-
6063	Kitchen Equipment					-
6067	Utility Extensions					-
6069	Site Work					-
6070	Furnishings					-
6111	Land Purchase					-
7000	Contingencies					-
8100	Transfers to General Fund					-
	<b>TOTAL - Expenses</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Net surplus (deficit)</b>	<b>854</b>	<b>(2,250)</b>	<b>245</b>	<b>250</b>	
	<b>Beginning Cash</b>	<b>25,726</b>	<b>26,573</b>	<b>26,580</b>	<b>26,825</b>	
	<b>Ending Cash/Reserves</b>	<b>26,580</b>	<b>24,323</b>	<b>26,825</b>	<b>27,075</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 26,580</b>	<b>\$ 27,323</b>	<b>\$ 26,825</b>	<b>\$ 27,075</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. \$294,216,006) 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. \$162,930 is in the FY 2009-10 budget for debt service and associated fees.

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, 2010
Limited Road Construction, Land Acquisition, and Construction Bonds, 2000	\$ 1,647,561
<b>Total Limited Tax Bonds:</b>	<b>\$ 1,647,561</b>
<b>TOTAL:</b>	<b>\$ 1,647,561</b>

## Expenses:

	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimate</i>	<i>FY 2009-10 Budget</i>
Debt Service	\$ 170,005	\$ 164,055	\$ 162,930
<b>Total</b>	<b>\$ 170,005</b>	<b>\$ 164,055</b>	<b>\$ 162,930</b>

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

The FY 2009-10 budget for all debt service payments totals \$162,930 on \$2,000,000 in bonds. For FY 2009-10, \$72,205,330 of the payment will cover interest expense, \$90,000 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. The City's Long Range Financial Planning and Capital Improvement Projects Committee has recommended that the City sell the acreage, invest the money, and pay off the bonds when they become callable in 2011.

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. Additional discussion of the Road Maintenance Fund can be found later in this document.

# Debt Service Fund

Fiscal Year Ending September 30, 2010

Account Codes	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Estimate to Budget Difference
<b>REVENUES</b>						
4006	Property Tax					0
4010	Interest Income (Checking)	1	1	1	1	0
4820	Transfer from EDC (Sales Tax)	170,005	164,055	164,055	162,930	-1,125
	<b>TOTAL - Revenues</b>	<b>\$ 170,006</b>	<b>\$ 164,056</b>	<b>\$ 164,056</b>	<b>\$ 162,931</b>	<b>\$ (1,125)</b>
<b>EXPENSES</b>						
<b>Contractual Obligation 2000</b>						
5295	Interest Expense	84,280	85,000	85,000	72,205	-12,795
5296	Principal Expense-Bond	85,000	78,330	78,330	90,000	11,670
5290	Bank Service Charges	725	725	725	725	0
5294	Bond Expenses (Financial Advisor)					0
	Transfer to General Fund					0
	<b>Subtotal-Debt Service</b>	<b>\$ 170,005</b>	<b>\$ 164,055</b>	<b>\$ 164,055</b>	<b>\$ 162,930</b>	<b>\$ (1,125)</b>
	<b>TOTAL - Expenses</b>	<b>\$ 170,005</b>	<b>\$ 164,055</b>	<b>\$ 164,055</b>	<b>\$ 162,930</b>	<b>\$ (1,125)</b>
	<b>Net surplus (deficit)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
	<b>Beginning Cash</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>8</b>	
	<b>Ending Cash/Reserves</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>9</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 170,012</b>	<b>\$ 164,063</b>	<b>\$ 164,063</b>	<b>\$ 162,939</b>	

FY Ending Sept 30	Principal	Interest	Year Total Payment	Net Outstanding Debt
2000		\$ 59,902.50	\$ 59,902.50	\$ 3,340,135.50
2001	55,000.00	117,880.00	172,880.00	3,167,255.50
2002	60,000.00	113,855.00	173,855.00	2,993,400.50
2003	60,000.00	109,655.00	169,655.00	2,823,745.50
2004	65,000.00	105,280.00	170,280.00	2,653,465.50
2005	70,000.00	100,555.00	170,555.00	2,482,910.50
2006	75,000.00	95,480.00	170,480.00	2,312,430.50
2007	80,000.00	90,055.00	170,055.00	2,142,375.50
2008	85,000.00	84,280.00	169,280.00	1,973,095.50
2009	85,000.00	78,330.00	163,330.00	1,809,765.50
2010	90,000.00	72,205.00	162,205.00	1,647,560.50
2011	100,000.00	66,405.00	166,405.00	1,481,155.50
2012	105,000.00	60,920.00	165,920.00	1,315,235.50
2013	110,000.00	55,088.00	165,088.00	1,150,147.50
2014	115,000.00	48,899.00	163,899.00	986,248.50
2015	120,000.00	42,347.00	162,347.00	823,901.50
2016	130,000.00	35,315.00	165,315.00	658,586.50
2017	135,000.00	27,825.00	162,825.00	495,761.50
2018	145,000.00	19,882.00	164,882.00	330,879.50
2019	155,000.00	11,875.00	166,875.00	164,004.50
2020	160,000.00	4,004.00	164,004.00	0.50
	<b>\$ 2,000,000</b>	<b>\$ 1,400,038</b>	<b>\$ 3,400,038</b>	

Amount owed at end of FY 2009-10

# ***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><b>Expenses:</b></u>	<i><b>FY 2007-08 Actual</b></i>	<i><b>FY 2008-09 Estimate</b></i>	<i><b>FY 2009-10 Budget</b></i>
Travel, Training, & Prof Dues	\$ -	\$ 160	\$ -
Operational Costs	2	70	70
Supplies and Materials	5	-	-
Capital Expend. And Projects	-	-	-
Interfund Transactions	180,005	174,055	172,930
<b>Total</b>	<b>\$ 180,012</b>	<b>\$ 174,285</b>	<b>\$ 173,000</b>

## **Program Justification and Analysis :**

The FY 2009-10 proposed budget for the Economic Development Corporation decreases .6 percent over FY 2008-09 estimates due to lower bond payments and lower expenditures. Sales taxes are projected to decrease 0.74 percent.

The interfund transfers group contains \$162,930 for transfers to Debt Service to fund interest and principal payments for the Series 2000 general obligation 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.

**Economic Development Corporation**

Fiscal Year Ending September 30, 2010

Acct #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Budget to estimate difference
<b>REVENUES</b>						
	Sales Tax	154,412	150,000	139,667	136,000	(3,667)
	Interfund Transfer					-
	Interest-Texpool/MBIA	9,662	11,400	2,566	5,440	2,874
	Interest-Bank	25	22	13	14	1
	<b>TOTAL - Revenues \$</b>	<b>164,099 \$</b>	<b>161,422 \$</b>	<b>142,246 \$</b>	<b>141,454 \$</b>	<b>(792)</b>
<b>EXPENSES</b>						
<b>Travel, Training, &amp; Prof Dues</b>						
	5107 Lodging					-
	5110 Meals					-
	5112 Mileage		30			-
	5114 Parking		50	10		(10)
	5120 Training		150			-
	5125 Seminar and Conference Fees		150	150		(150)
	5140 Professional Dues					-
	<b>Total - Travel, Training, &amp; Prof Dues \$</b>	<b>- \$</b>	<b>380 \$</b>	<b>160 \$</b>	<b>- \$</b>	<b>(160)</b>
<b>Operational Costs</b>						
	5202 Postage and Delivery	2	30			-
	5240 Public Notice		140	70	70	-
	5245 Printing and Reproduction		100			-
	5290 Bank Service Charges					-
	5365 City Attorney Services					-
	Small Business Development					-
	Water Main Land Acquisition					-
	5367 Computer Consultant Services					-
	<b>Total - Operational Costs \$</b>	<b>2 \$</b>	<b>270 \$</b>	<b>70 \$</b>	<b>70 \$</b>	<b>-</b>
<b>Supplies and Materials</b>						
	5505 Food and Entertainment Supplies					-
	5520 Dues and Subscriptions	5	455			-
	5522 Publications					-
	5580 Computer Equipment					-
	5603 Computer Software					-
	5630 Small Equip & Parts					-
	<b>Total - Supplies and Materials \$</b>	<b>5 \$</b>	<b>455 \$</b>	<b>- \$</b>	<b>- \$</b>	<b>-</b>
<b>Capital Expend. and Projects</b>						
	6025 Radio Units					-
	6030 Office and Other Equipment					-
	<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	170,005	164,055	164,055	162,930	(1,125)
	8611 Transfer to Debt Service (Tax Notes 2001)					-
	8620 Transfer to Grants-In-Aid					-
	Transfer to Venue Tax Fund					-
	8630 Transfer to Capital Project Fund					-
	<b>Total - Interfund Transfers \$</b>	<b>180,005 \$</b>	<b>174,055 \$</b>	<b>174,055 \$</b>	<b>172,930 \$</b>	<b>(1,125)</b>
	<b>TOTAL - Expenses \$</b>	<b>180,012 \$</b>	<b>175,160 \$</b>	<b>174,285 \$</b>	<b>173,000 \$</b>	
	<b>Net surplus (deficit)</b>	<b>(15,913)</b>	<b>(13,738)</b>	<b>(32,039)</b>	<b>(31,546)</b>	
	<b>Beginning Cash</b>	<b>372,550</b>	<b>356,999</b>	<b>356,637</b>	<b>324,598</b>	
	<b>Ending Cash/Reserves</b>	<b>356,637</b>	<b>343,261</b>	<b>324,598</b>	<b>293,051</b>	
	<b>TOTAL APPROPRIATIONS \$</b>	<b>536,649 \$</b>	<b>518,421 \$</b>	<b>498,883 \$</b>	<b>466,051</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 November 4, 2008 for this purpose and the voters re-authorized the tax. The tax now expires on March 31, 2013.

The City Engineer provided an estimate to repair the roads in 2006 that totaled \$1,014,003. The City Council may wish to supplement the Road Maintenance Fund with other funding sources, such as allocations from the General Fund or increased property taxes.

## 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. Although the Road Maintenance Fund continues to build at a rate of \$150-175,000 per year, street repairs are costly and the City Council should consider tapping into the General Fund or raising additional property taxes.

City of Hill Country Village  
 Road Maintenance Fund - 22  
 Fiscal Year Ending September 30, 2010

Acct. #	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4005	Sales Tax	154,412	150,000	139,667	136,000	(3,667)
	Interest (Checking, MBIA, TexPool)	14,251	14,000	5,286	5,440	154
	<b>Total Revenues</b>	<b>\$168,663</b>	<b>\$164,000</b>	<b>\$144,953</b>	<b>\$141,440</b>	<b>(3,513)</b>
<b>EXPENSES</b>						
	Capital Expend. and Projects					
6017	Computer Equipment					
6050	Construction Services					
	Total - Capital Expend. and Projects					
	<b>TOTAL - Expenses</b>	\$ -	\$ -	\$ -	\$ -	-
	<b>Net surplus (deficit)</b>	<b>\$168,663</b>	<b>\$164,000</b>	<b>\$144,953</b>	<b>\$141,440</b>	
	<b>Beginning Cash</b>	<b>\$392,978</b>	<b>\$560,459</b>	<b>\$561,641</b>	<b>\$706,594</b>	
	<b>Ending Cash/Reserves</b>	<b>\$561,641</b>	<b>\$724,459</b>	<b>\$706,594</b>	<b>\$848,034</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$561,641</b>	<b>\$724,459</b>	<b>\$706,594</b>	<b>\$848,034</b>	

# *Special Revenue Funds*

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## *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 2009-10 proposed budget reflects no new grant applications. This fund also represents the School Crossing Guard and Police Training funds and expenditures which does reflect appropriations. These two funds are on-going and have no ending date. All appropriations are controlled by individual grant.

**City of Hill Country Village**  
**Grants-in-Aid Fund - 13**  
**Fiscal Year Ending September 30, 2010**

Account Number	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4009	School Crossing Guard	1,211	1,200	1,104	1,200	96
4012	Grants Department of Justice-Bulletproof Vest Texas Eng. Ext. Service (Homeland Sec.)					-
4016	State Training Grant	1,317	1,300	1,360	1,300	(60)
	Interest (Checking & MBIA)	880	800	261	400	139
	<b>TOTAL - Revenues</b>	<b>\$ 3,408</b>	<b>\$ 3,300</b>	<b>\$ 2,725</b>	<b>\$ 2,900</b>	<b>\$ 175</b>
<b>EXPENSES</b>						
<b>Travel, Training, &amp; Prof. Dues</b>						
5120	Training	995	1,200	714	1,200	486
	<b>Total - Travel, Training, &amp; Prof Dues</b>	<b>\$ 995</b>	<b>\$ 1,200</b>	<b>\$ 714</b>	<b>\$ 1,200</b>	<b>\$ 486</b>
<b>Supplies and Materials</b>						
5501	Office Supplies					
5503	School Safety Fund Purchases	540	1,200	1,000	1,200	200
5630	Small Equipment and Parts					-
	<b>Total - Supplies and Materials</b>	<b>\$ 540</b>	<b>\$ 1,200</b>	<b>\$ 1,000</b>	<b>\$ 1,200</b>	<b>\$ 200</b>
<b>Capital Expenditures</b>						
6025	Radio Units					-
6027	Other Public Safety Equipment					-
	<b>Total - Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL - Expenses</b>	<b>\$ 1,535</b>	<b>\$ 2,400</b>	<b>\$ 1,714</b>	<b>\$ 2,400</b>	<b>\$ 686</b>
	<b>Net surplus (deficit)</b>	<b>1,873</b>	<b>900</b>	<b>1,011</b>	<b>500</b>	
	<b>Beginning Cash</b>	<b>7,352</b>	<b>9,075</b>	<b>9,225</b>	<b>10,236</b>	
	<b>Ending Cash/Reserves</b>	<b>\$ 9,225</b>	<b>\$ 9,975</b>	<b>\$ 10,236</b>	<b>\$ 10,736</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 10,760</b>	<b>\$ 12,375</b>			

# Court Technology Fund

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

As per state statute, these funds are budgeted and controlled by City Council.

**City of Hill Country Village  
Court Technology Fund - 15  
Fiscal Year Ending September 30, 2010**

Account Number	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Budget to Estimate
<b>REVENUES</b>						
4050	Municipal Court	2,329	2,100	1,698	2,100	402
	Interest (Checking)	2	1	1	1	0
	<b>TOTAL - Revenues</b>	<b>\$ 2,331</b>	<b>\$ 2,101</b>	<b>\$ 1,699</b>	<b>\$ 2,101</b>	<b>\$ 402</b>
<b>EXPENSES</b>						
<b>Operational Costs</b>						
5203	Comm-Court Program	1,995	1,995	1,259	2,158	899
5630	Small equipment & parts	799				-
	Court upgrade		-			-
	<b>TOTAL - Operational Costs</b>	<b>\$ 2,794</b>	<b>\$ 1,995</b>	<b>\$ 1,259</b>	<b>\$ 2,158</b>	<b>\$ 899</b>
<b>Capital Expend. and Projects</b>						
6017	Computer Equipment			700		(700)
	<b>TOTAL - Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ (700)</b>
	<b>TOTAL - Expenses</b>	<b>\$ 2,794</b>	<b>\$ 1,995</b>	<b>\$ 1,959</b>	<b>\$ 2,158</b>	<b>\$ 199</b>
	<b>Net surplus (deficit)</b>	<b>(463)</b>	<b>106</b>	<b>(260)</b>	<b>(57)</b>	
	<b>Beginning Cash</b>	<b>3,293</b>	<b>2,705</b>	<b>2,830</b>	<b>2,570</b>	
	<b>Ending Cash/Reserves</b>	<b>\$ 2,830</b>	<b>\$ 2,811</b>	<b>\$ 2,570</b>	<b>\$ 2,513</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 5,624</b>	<b>\$ 4,806</b>	<b>\$ 4,529</b>	<b>\$ 4,671</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). 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 2009-10, 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, 2010**

Account Number	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4050	Municipal Court	1,746	1,600	1,274	1,600	326
	Interest (Checking & MBIA)	222	200	9	200	191
	<b>TOTAL - Revenues</b>	<b>\$ 1,968</b>	<b>\$ 1,800</b>	<b>\$ 1,283</b>	<b>\$ 1,800</b>	<b>\$ 517</b>
<b>EXPENSES</b>						
<b>Travel, Training, &amp; Professional Dues</b>						
5120	Training	-	100	-	100	100
	<b>Total - Travel, Training, &amp; Professional Dues</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b>Operational Costs</b>						
5220	Alarm System Services	592	650	-	650	650
	<b>Total - Operational Costs</b>	<b>\$ 592</b>	<b>\$ 650</b>	<b>\$ -</b>	<b>\$ 650</b>	<b>\$ 650</b>
<b>Supplies and Materials</b>						
5602	Building Maintenance	-	-	-	-	-
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>						
6030	Office and Other Equipment	-	-	-	-	-
	Video monitoring system	-	-	-	-	-
	<b>Total - Capital Expend. and Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
6060	<b>Building Equipment</b>					
	Video System	8,331	-	-	-	-
	<b>Total - Building Equipment</b>	<b>\$ 8,331</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL - Expenses</b>	<b>\$ 8,923</b>	<b>\$ 750</b>	<b>\$ -</b>	<b>\$ 750</b>	<b>\$ 750</b>
	<b>Net surplus (deficit)</b>	<b>(6,955)</b>	<b>1,050</b>	<b>1,283</b>	<b>1,050</b>	
	<b>Beginning Cash</b>	<b>9,570</b>	<b>2,746</b>	<b>2,615</b>	<b>3,898</b>	
	<b>Ending Cash/Reserves</b>	<b>\$ 2,615</b>	<b>\$ 3,796</b>	<b>\$ 3,898</b>	<b>\$ 4,948</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 11,538</b>	<b>\$ 4,546</b>	<b>\$ 3,898</b>	<b>\$ 5,698</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, a single year's budget will not be impacted when large-ticket items need replacement. FY 2005-06 saw the first expenditures out of the fund for the replacement of four patrol cars. Public Works began budgeting for a new truck in FY 2006-07. The Fund will track Police and Public Works funds separately.

**City of Hill Country Village  
Vehicle Replacement Fund - 18  
Fiscal Year Ending September 30, 2010**

Account Number	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Budget to Estimate
<b>REVENUES</b>						
<b>Police</b>						
	Transfer from General Fund	35,500	35,500	35,500	35,500	-
	Other Income - 4015 Misc Income	16,200				-
	Interest (Checking & MBIA)	1,637	1,600	596	500	(96)
						-
<b>Public Works</b>						
	Transfer from General Fund	12,000	12,000	12,000	-	(12,000)
	Other Income					-
	Interest (Checking & MBIA)	489	470	191	150	(41)
						-
	<b>TOTAL - Revenues</b>	<b>\$ 65,827</b>	<b>\$ 49,570</b>	<b>\$ 48,287</b>	<b>\$ 36,150</b>	<b>\$ (12,137)</b>
<b>EXPENSES</b>						
<b>Supplies and Materials</b>						
5630	Small Equipment and Parts	16,345				-
	<b>Total - Supplies and Materials</b>	<b>\$ 16,345</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Capital Expend. and Projects</b>						
6010	Heavy Equipment					-
6013	Vehicle Equipment					-
6027	Other Public Safety Equipment					-
6015	New Vehicles	27,197			87,000	87,000
	<b>Total - Capital Expend. and Projects</b>	<b>\$ 27,197</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,000</b>	<b>\$ 87,000</b>
	<b>TOTAL - Expenses</b>	<b>\$ 43,542</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,000</b>	<b>\$ 87,000</b>
	<b>Net surplus (deficit)</b>	<b>22,285</b>	<b>49,570</b>	<b>48,287</b>	<b>(50,850)</b>	
	<b>Beginning Cash</b>	<b>44,966</b>	<b>67,908</b>	<b>67,251</b>	<b>115,538</b>	
	<b>Ending Cash/Reserves</b>	<b>\$ 67,251</b>	<b>\$ 117,478</b>	<b>\$ 115,538</b>	<b>\$ 64,688</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 110,793</b>	<b>\$ 117,478</b>	<b>\$ 115,538</b>	<b>\$ 151,688</b>	

# Venue Tax Fund

The Venue Tax Fund (a.k.a. Motor Vehicle Rental Tax) accounts for revenues and expenditures collected from car rentals 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 Town of Hollywood Park. 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, 2010

Account Number	Account Description	FY 2007-08 Actual	FY 2008-09 Budget	FY 2008-09 Estimate	FY 2009-10 Budget	Budget to Estimate
<b>REVENUES</b>						
4004	Venue Tax	40,358	38,400	40,354	36,480	(3,874)
	Interest (Checking & MBIA)	528	500	262	182	(80)
	<b>TOTAL - Revenues</b>	<b>\$ 40,886</b>	<b>\$ 38,900</b>	<b>\$ 40,616</b>	<b>\$ 36,662</b>	<b>(3,954)</b>
<b>EXPENSES</b>						
<b>Operational Costs</b>						
5350	Fire Department Services	30,000	30,000	30,000	60,000	30,000
	<b>Total - Operational Costs</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 60,000</b>	<b>30,000</b>
	<b>TOTAL - Expenses</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 60,000</b>	<b>30,000</b>
	<b>Net surplus (deficit)</b>	<b>10,886</b>	<b>8,900</b>	<b>10,616</b>	<b>(23,338)</b>	
	<b>Beginning Cash</b>	<b>46,954</b>	<b>51,494</b>	<b>57,840</b>	<b>68,456</b>	
	<b>Ending Cash/Reserves</b>	<b>\$ 57,840</b>	<b>\$ 60,394</b>	<b>\$ 68,456</b>	<b>\$ 45,118</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 87,840</b>	<b>\$ 90,394</b>	<b>\$ 98,456</b>	<b>\$ 105,118</b>	

# ***Ad Valorem Tax Information***

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## **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**

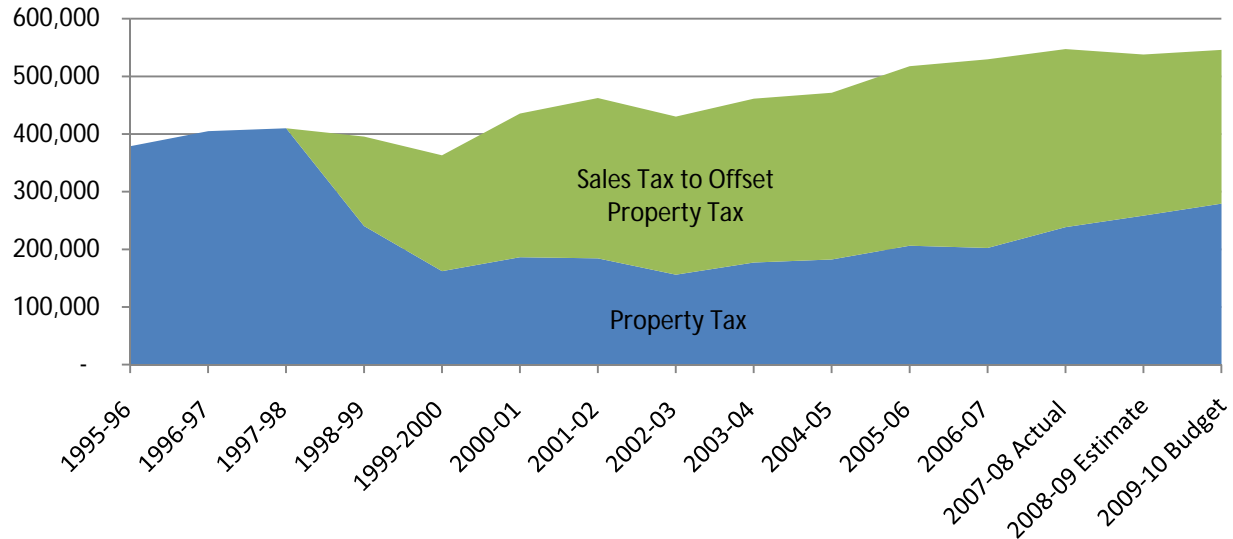
<b>FY 2009-10</b>		
Appraised Value	\$	367,165,246
Taxable Value		294,216,006
		Revenue
<i>Tax Rate without Sales Tax Subsidy</i>		
Tax Rate	0.191329	\$ 562,921
<i>Tax Rate with Sales Tax Subsidy</i>		
Tax Rate	\$ 0.095000	\$ 279,505

## **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 below. 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.

The sales tax to offset property tax accounts for the substantial dip in property tax rate between FY 1997-98 and FY 1998-99 as reflected in the graph on the next page.

## Ad Valorem (Property) Tax Sources



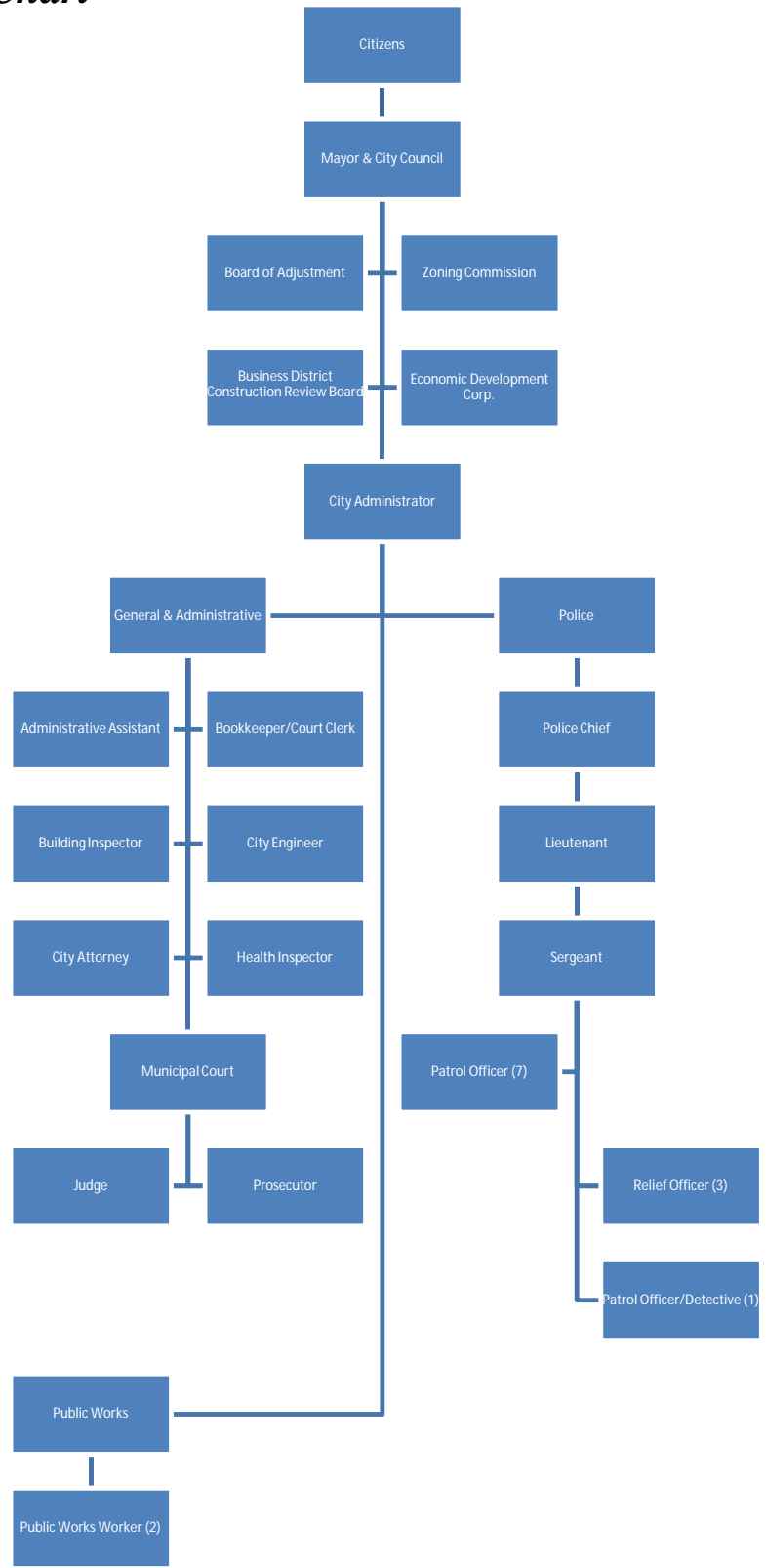
### State Requirements

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***

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The City strives to provide competitive wages and benefits for the region. Prior to the adoption of the FY 2001-02 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, 2010**

<b>Professional/Managerial/Administrative</b>	<b>Min</b>	<b>Midpoint</b>	<b>Max</b>
Bookkeeper/Court Clerk, Administrative Assisstant	28,550	32,500	37,500
City Administrator	67,500	74,000	80,250
Police Chief	59,500	65,500	72,500
<b>Public Safety</b>	<b>Min</b>	<b>Midpoint</b>	<b>Max</b>
Patrol Officer/Detective, Patrol Officer	35,000	38,500	42,000
Sergeant	42,000	48,000	52,500
Lieutenant	49,500	54,250	57,500
<b>Labor/Trades</b>	<b>Min</b>	<b>Midpoint</b>	<b>Max</b>
Public Works Worker	24,500	26,750	32,000

# ***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 with 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>				
Kirk W. Francis	Mayor	Elected	5/06	5/10
Carl A. Register	Council Member, Place 1	Elected	5/07	5/11
Gabriel Durand-Hollis	Council Member, Place 2	Elected	5/06	5/10
Elizabeth Worley	Council Member, Place 3	Elected	5/09	5/11
George F. "Rick" Evans	Council Member, Place 4	Elected	5/06	5/10
Margaret Mayberry	Council Member, Place 5	Elected	5/07	5/11

<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	
Jim Clark	Health Inspector	Appointed	6/1/97	
Bruce Bealor	Building Inspector	Appointed	10/16/03	
Mario Treviño	Judge	Appointed	10/1/06	9/30/11
Richard Corrigan	Prosecutor	Appointed	10/1/06	9/30/11

<b>Economic Development Corporation</b>				
Doug Boom	President	Appointed	8/09	8/11
Lonnie Wulfe	Vice President	Appointed	8/09	8/11
Jeff Garvens	Vice President	Appointed	5/08	5/10
Greg Blasko	Treasurer	Appointed	9/07	8/11
Carl A. Register	Member	Re-Appointed	9/07	9/11
Judi Frerichs	Secretary	Appointed	6/06	8/11
Vacant				

**Zoning Commission**

Steve Marceau	Chair/Reg Member	Re-Appointed	12/07	12/09
Roger Simpson	Vice Chair/Reg Member	Re-Appointed	12/05	12/09
Bill Aniol	Regular Member	Re-Appointed	12/06	12/10
Deanna Yates	Regular Member	Re-Appointed	12/06	12/10
Dean Perry	Regular Member	Re-Appointed	12/06	12/10
Chuck Japhet	Alternate Member	Re-Appointed	12/05	12/09
Brett Rowe	Alternate Member	Appointed	12/06	12/10
Greg Blasko	Alternate Member	Re-Appointed	12/06	12/10
Melissa Mayoral	Alternate Member	Re-Appointed	12/06	12/10
Brad Smith	Alternate Member	Re-Appointed	12/06	12/10
Vacant	Alternate Member			

**Board of Adjustment**

Paul Wiegand	Chair/Reg Member	Re-Appointed	12/04	12/10
Dan Hansen	Vice Chair/Reg Member	Appointed	12/05	12/09
John Dulske	Regular Member	Appointed	12/05	12/09
Harry Mazal	Regular Member	Re-Appointed	12/05	12/09
John Whitehurst	Regular Member	Appointed	5/07	12/09
Fernando Esparza	Alternate Member	Re-Appointed	12/04	12/10
Doug Boom	Alternate Member	Appointed	12/07	12/09
Bill McGehee	Alternate Member	Re-Appointed	12/04	12/10
Buddy Swift	Alternate Member	Re-Appointed	12/04	12/10
Vacant	Alternate Member			
Ben Culpepper	Alternate Member	Re-Appointed	12/05	12/09

**Business District Construction Review Board**

Buddy Swift	Chair/Reg Member	Re-Appointed	1/05	1/10
Deanna Yates	Vice Chair/Reg Member	Re-Appointed	1/05	1/10
Vacant	Regular Member			
Roger Simpson	Regular Member	Re-Appointed	1/05	1/11
Dean Perry	Regular Member	Re-Appointed	1/05	1/11
Bill Aniol	Alternate Member	Re-Appointed	1/05	1/10
Greg Blasko	Alternate Member	Appointed	1/07	1/10
Steve Marceau	Alternate Member	Appointed	1/07	1/10
Chuck Japhet	Alternate Member	Appointed	1/07	1/11
Brad Smith	Alternate Member	Appointed	1/07	1/11
Jeff Garvens	Alternate Member	Appointed	1/07	1/11

**AN ORDINANCE APPROVING THE BUDGET OF  
THE CITY OF HILL COUNTRY VILLAGE, TEXAS, FOR FISCAL YEAR 2009-10,  
BEGINNING OCTOBER 1, 2009 AND ENDING SEPTEMBER 30, 2010, AND  
ORDERING SAME FILED WITH  
THE CITY ADMINISTRATOR AND COUNTY CLERK**

WHEREAS, the budget for the fiscal year beginning October 1, 2009 and ending September 30, 2010 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.

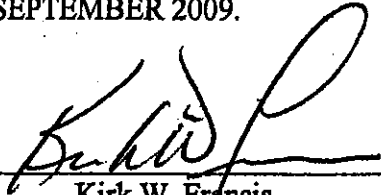
**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS:**

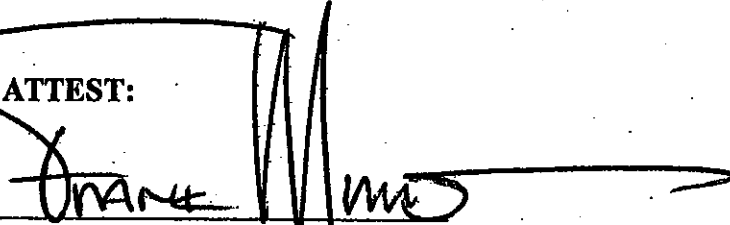
The proposed budget for the City of Hill Country Village, Bexar County, Texas, for the fiscal year beginning October 1, 2009 and ending September 30, 2010, be, is hereby adopted, and it is ordered that a true copy of the budget as approved be attached to this ordinance and made part of and be filed with the City Administrator and County Clerk with the following stipulations:

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

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

PASSED AND APPROVED THIS THE 17<sup>th</sup> DAY OF SEPTEMBER 2009.

  
Kirk W. Francis  
Mayor

ATTEST:  
  
Frank Morales  
City Administrator  
Acting City Secretary

AN ORDINANCE APPROVING THE BUDGET OF  
THE HILL COUNTRY VILLAGE ECONOMIC DEVELOPMENT  
CORPORATION FOR FISCAL YEAR 2009-10,  
BEGINNING OCTOBER 1, 2009 AND ENDING SEPTEMBER 30, 2010, AND  
ORDERING SAME FILED WITH THE CITY ADMINISTRATOR  
AND COUNTY CLERK

WHEREAS, the budget for the fiscal year beginning October 1, 2009 and ending September 30, 2010 was duly presented to the Hill Country Village Economic Development Corporation and approved on August 19, 2009.

WHEREAS, Public Notice concerning proposed expenditures of the Hill Country Village Economic Development Corporation was placed in the North Central News on July 30, 2009;

WHEREAS, expenditures may not be made from the Hill Country Village Economic Development Corporation until sixty (60) days following the publication of these notices; and

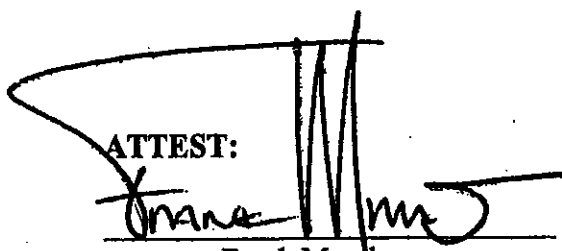
WHEREAS, a Public Hearing was held on August 20, 2009, by the City Council of the City of Hill Country Village, Texas, and the Hill Country Village Economic Development Corporation and public notice of said Public Hearing was caused to be given by the City Council on August 6, 2009 in the North San Antonio Times, the City's newspaper of record; NOW THEREFORE

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

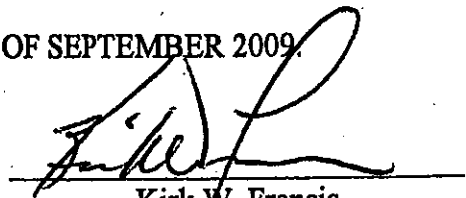
The attached budget for Hill Country Village Economic Development Corporation for the fiscal year beginning October 1, 2009 and ending September 30, 2010, be, is hereby adopted, and it is ordered that a true copy of the budget as approved be attached to this ordinance and made part of and be filed with 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.
2. All sections of ordinances in conflict with this ordinance are hereby repealed.

PASSED AND APPROVED THIS THE 17<sup>th</sup> DAY OF SEPTEMBER 2009.

ATTEST:  


Frank Morales  
City Administrator  
Acting City Secretary

  
 Kirk W. Francis  
 Mayor

AN ORDINANCE ADOPTING THE 2009  
TAX RATE FOR THE CITY OF HILL  
COUNTRY VILLAGE, TEXAS

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 and adopt  
the following tax rate on each \$100.00 valuation of all taxable property in this city for tax  
year 2009;

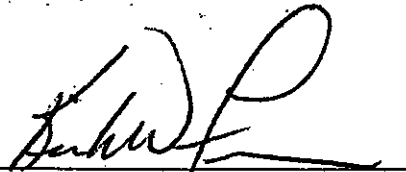
0.0950000 for the purpose of maintenance and operation

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

0.0950000 total tax rate

This tax rate will raise more taxes for maintenance and operations than last  
year's tax rate. The tax rate will raise taxes for maintenance and operations  
on a \$100,000 home by approximately \$5.31.

PASSED AND APPROVED THIS THE 17<sup>th</sup> DAY OF SEPTEMBER 2009.



Kirk W. Francis  
Mayor

ATTEST:



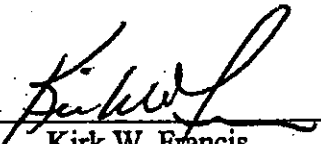
Frank Morales  
City Administrator  
Acting City Secretary

A RESOLUTION RATIFYING THE  
PROPERTY TAX INCREASE  
REFLECTED IN THE FISCAL YEAR  
2009-10 BUDGET

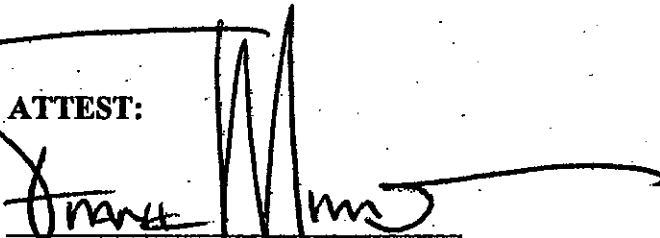
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HILL COUNTRY  
VILLAGE, TEXAS:

The City Council of the City of Hill Country Village, Texas, does hereby ratify the  
property tax increase reflected in the adopted fiscal year 2009-10 budget of the City of  
Hill Country Village.

PASSED AND APPROVED THIS THE 17<sup>th</sup> DAY OF SEPTEMBER 2009.

  
Kirk W. Francis  
Mayor

ATTEST:

  
Frank Morales  
City Administrator  
Acting City Secretary



## ADMINISTRATION

§ 2-92

purchases for the purpose of meeting said emergency; but the city administrator shall file promptly with council a certificate showing such emergency and the necessity for such action, together with an itemized account of all expenditures.

(Ord. No. 825, § 6, 7-19-2001)

### **Sec. 2-72. Bond.**

The city administrator shall furnish a surety bond to be approved by the council, said bond to be conditioned on the faithful performance of all the administrator's duties. The premium of the bond shall be paid by the city.

(Ord. No. 825, § 7, 7-19-2001)

### **Sec. 2-73. Compensation.**

The city administrator shall receive such compensation as the council shall fix from time to time by ordinance or resolution.

(Ord. No. 825, § 8, 7-19-2001)

### **Sec. 2-74. Definitions.**

With regard to this and other city ordinances, the terms "city councilmember," "city councilman," "city councilwoman" shall have the same meaning and intent as "alderman" as described in Texas Local Government Code. Additionally, the term "city council" shall have the same meaning and intent as "board of aldermen."

(Ord. No. 825, § 10, 7-19-2001)

### **Secs. 2-75—2-83. Reserved.**

## ARTICLE IV. FINANCE

### DIVISION 1. GENERALLY

### **Secs. 2-84—2-91. Reserved.**

### DIVISION 2. INVESTMENT POLICY\*

### **Sec. 2-92. Generally.**

It is the policy of the city to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the city and conforming to all state statutes governing investment of public funds. The city shall adopt, by resolution, its investment strategies and policy not less than annually. The

\*State law reference—Public Funds Investment Act, V.T.C.A., Government Code § 2256.001 et seq.

resolution shall include a record of changes made to either the investment policy or strategy. This policy serves to satisfy the statutory requirements of the Public Funds Investment Act to define, adopt and review a formal investment strategy and policy.  
(Ord. No. 881, 6-19-2003)

**Sec. 2-93. Scope.**

This investment policy applies to all financial assets of the city. These funds are accounted for in the city's annual financial audit report and include:

- (1) General Fund;
  - (2) Capital Projects Fund;
  - (3) Debt Service Fund;
  - (4) Grants-in-Aid Fund;
  - (5) Oakwilt Fund;
  - (6) Court Technology Fund;
  - (7) Court Security Fund;
  - (8) Venue Tax Fund;
  - (9) Economic Development Corporation Fund.
- (Ord. No. 881, § 1, 6-19-2003)

**Sec. 2-94. Prudence.**

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

(b) The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.  
(Ord. No. 881, § 2, 6-19-2003)

**Sec. 2-95. Objectives.**

The city shall manage and invest its cash with four objectives:

- (1) **Safety:** The primary objective of the city's investment activity is the preservation of capital. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities defaults or erosion of market value.

- (2) *Liquidity*: The city's investment portfolio will remain sufficiently liquid to enable the city to meet all operating requirements that might reasonably be anticipated. This will be achieved by matching investment maturities with forecasted cash flow requirements.
  - (3) *Return on investment*: The city's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles that is commensurate with the city's investment risk constraints and cash flow characteristics.
  - (4) *Public trust*: All participants in the city's investment process shall act responsibly as custodians of the public trust.
- (Ord. No. 881, § 3, 6-19-2003)

**Sec. 2-96. Delegation of authority.**

Management responsibility for the investment program is hereby delegated to the city administrator who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the program.

(Ord. No. 881, § 4, 6-19-2003)

**Sec. 2-97. Ethics and conflict of interest.**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the mayor and city council any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the city.

(Ord. No. 881, § 5, 6-19-2003)

**Sec. 2-98. Authorized financial dealers institutions.**

The city administrator shall maintain a list of financial institutions authorized to provide investment services as approved by the city council. No public funds shall be deposited except in a qualified public depository as established by state law. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the city administrator with audited financial statements, proof of National Association of Security Dealers certification, and depository agreements. They also shall acknowledge receipt of and agree to comply with the city investment policy.

(Ord. No. 881, § 6, 6-19-2003)

**Sec. 2-99. Authorized and suitable investments.**

Investments are restricted to:

- (1) FDIC-insured bank deposits, including certificates of deposit;

- (2) Collateralized bank deposits;
- (3) U.S. Government Treasury bills and notes, including SWEEP accounts that invest in U.S. Treasury obligations;
- (4) Government agencies;
- (5) Local government investment pools, such as TexPool, which are rated in the highest investment category by at least one nationally recognized rating service.

No other investments will be made without authorization of the city council.

(Ord. No. 881, § 7, 6-19-2003)

**Sec. 2-100. Collateralization.**

Deposits of public funds in checking, savings, and certificates of deposit shall be secured by eligible securities in an amount not less than 102 percent of the total uninsured deposits. Collateral will be held by an independent third party and evidence of ownership naming the city as pledgee shall be provided by the depository. The depository will have the responsibility of maintaining adequate collateral as required in this policy. The right of collateral substitution is granted.

(Ord. No. 881, § 8, 6-19-2003)

**Sec. 2-101. Safekeeping and custody.**

All security transactions entered into by the city shall be purchased using the delivery vs. payment method. Securities, including collateral, shall be held by a third party custodian in the name of the city or on behalf of the city as evidenced by safekeeping receipts.

(Ord. No. 881, § 7, 6-19-2003)

**Sec. 2-102. Diversification and maximum maturities.**

(a) The city administrator will retain sufficient cash working funds to cover anticipated expenditures plus a surplus to handle most emergency situations. Excess funds will be invested in approved instruments, with maturities matching anticipated cash flow requirements. The city generally will not invest directly in securities maturing more than one year from the date of purchase. However, the city administrator may elect to invest not more than 50 percent of excess funds in investments with maturities from one to three years.

(b) No longer term investments will be made directly by the city without written authorization of the city council and then only if the maturity coincides as nearly as practicable with the expected use of the funds.

(Ord. No. 881, § 8, 6-19-2003)

**Sec. 2-103. Internal controls.**

The city administrator shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

(Ord. No. 881, § 9, 6-19-2003)

**Sec. 2-104. Performance standards.**

(a) The investment portfolio shall be designed to obtain a rate of return throughout budgetary and economic cycles commensurate with the investment risk constraints and cash flow needs. The city administrator shall use the six-month U.S. Treasury bill rate to determine if adequate yields are being achieved.

(b) The investment strategy is generally passive and securities will be held until maturity unless prevailing market conditions or emergency needs require otherwise.

(Ord. No. 881, § 10, 6-19-2003)

**Sec. 2-105. Reporting.**

The city administrator shall provide to the city council monthly reports of investments listing individual securities, maturity dates, coupon, discount, or earning rate, par value, amortized book value, and market value. Market value shall be determined by monthly statements provided by the broker/dealer or quotations from the Wall Street Journal:

(Ord. No. 881, § 11, 6-19-2003)

**Sec. 2-106. Investment policy adoption.**

The city's investment policy shall be adopted by ordinance of the city council. The policy shall be reviewed annually by the city council and any modifications made thereto must be approved by the city council.

(Ord. No. 881, § 12, 6-19-2003)

**Secs. 2-107—2-125. Reserved.****DIVISION 3. CAPITAL ASSETS, DEFINING CAPITAL OUTLAYS****Sec. 2-126. Capital assets.**

(a) A capital outlay is defined as expenditures for the acquisition of capital assets. This includes the cost of land, buildings, permanent improvements, machinery, large tools, furniture, and equipment which has a per-unit cost of \$5,000.00 or greater.

(b) A capital asset is defined as an item which has a useful life of more than one year and which has a per-unit cost of \$5,000.00 or greater or, if assembled of many parts or added items, have a collective value of \$5,000.00 or greater.

(c) All capital assets will be accounted for in the General Fixed Asset Account Group.

(d) The city will maintain these assets at a level adequate to protect the city's capital investment and to minimize future maintenance and replacement costs.

(e) Disposal of capital assets will follow state guidelines.

(Ord. No. 896, 12-9-2003)