



CITY OF HILL COUNTRY VILLAGE  
116 ASPEN LANE • HILL COUNTRY VILLAGE • TEXAS • 78232  
PHONE (210) 494-3671 • FAX (210) 490-8645 • WEB [www.hcv.org](http://www.hcv.org)

**AGENDA**  
**CITY COUNCIL MEETING AND**  
**CITY HALL**  
**116 ASPEN LANE**  
**HILL COUNTRY VILLAGE, TEXAS 78232**  
**THURSDAY, AUGUST 21, 2025**  
**5:30 P.M.**

25 AUG 15 PM 4:34

**Mayor: Gabriel Durand-Hollis**  
**Council Place #1: Heather Chandler**  
**Council Place #2: Matthew Acock**  
**Council Place #3: Frank Rivas**  
**Council Place #4: Gregory Blasko**  
**Council Place #5: Allison Francis**

1. Call to order.
2. Invocation and Pledge of Allegiance.

CONSENT AGENDA:

*The following items are of a routine or administrative nature. The City Council has been furnished with background and support material on each item, and/or it has been discussed in a previous meeting. All items can be acted upon by one vote without being discussed separately unless requested by a Council Member or the Mayor, in which event the item or items will immediately be withdrawn for individual consideration in their normal sequence after the items do not require separate discussion have been acted upon. The remaining items will be adopted by one motion and vote of the City Council.*

3. Discussion and possible action approving the minutes of the City Council Meeting of July 31, 2025.

INDIVIDUAL ITEMS FOR CONSIDERATION:

4. Report by Mayor on matters of community interest.
5. Report by City Council members on items of community interest.
6. Citizens to be heard.

*At this time, citizens who have filled out a registration form prior to the start of the meeting may speak on any topic they wish to bring to the attention of the governing body so long as that topic is not on the agenda for this meeting. Citizens may speak on specific agenda items when that item is called for discussion. During the Citizens to be Heard section no council*


*action may take place and no council discussion or response is required to the speaker. However, the Mayor or the City Administrator may make a statement of specific factual information in response to an inquiry or recite existing policy in response to an inquiry. A time limit of two minutes per speaker is permitted; the council may extend this time at their discretion.*

7. Discussion and possible action in relation to Alta Towers, LLC v. City of Hill Country Village, Hill Country Village City Council, et al., Case No. 5:25-cv-00006, United States District Court, Western District of Texas, a lawsuit relating to denial of the Special Use Permit for a cell tower. Possible Executive Session pursuant to Texas Government Code Section 551.071, Consultation with Attorneys.
8. Public Hearing on Proposed FY 2025-26 City Budget.
9. Discussion and possible action by record (roll call) vote on Proposed FY 2025-26 City Budget.
10. Discussion and possible action on setting a date and time for another budget workshop on the FY 2025-2026 City Budget.
11. Discussion and possible action by record (roll call) vote on setting a proposed 2025 tax rate for the City of Hill Country Village.
12. Discussion and possible action by record (roll call) vote on setting the date and time for a public hearing on the proposed City of Hill Country Village 2025 property tax rate and authorizing publication of a Notice of Public Hearing on Tax Increase for the City of Hill Country Village including the date and time of such public hearing.
13. Discussion and possible action regarding new City Hall building including report from committee on recent activity and presentation by LPA.
14. Discussion and possible action to approve LPA Architects' proposal to continue the design efforts of the new HCV City Hall facility.
15. Discussion and possible action approving a resolution of the City Council of the City of Hill Country Village, Texas, designating methods, addresses, and locations for receiving public information requests and providing an effective date.
16. Discussion on committee activity regarding status of Cavalry Trail.
17. Report by City Administrator/Chief of Police on matters of community interest.
18. Adjourn.

*The Council reserves the right to discuss and appropriately act upon any item stated on this agenda in an open session. The Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultations with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development). No action may be taken in Executive Session.*

*A copy of this meeting's agenda packet is available for public inspection, review, and copying at City Hall during regular business hours.*

I certify that this notice of the meeting was posted at City Hall on the date and time indicated below.

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

'25 AUG 15 PM 4:34





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**MINUTES  
CITY COUNCIL MEETING  
CITY HALL  
116 ASPEN LANE  
HILL COUNTRY VILLAGE, TEXAS 78232  
THURSDAY, JULY 31, 2025  
5:30 P.M.**

The City Council for the City of Hill Country Village met for a City Council Meeting Thursday, July 31, 2025, at 5:30 p.m. at City Hall, 116 Aspen Lane, Hill Country Village, Texas. This was an open meeting subject to the Texas Open Meetings Act.

**Members Present:**

Mayor Gabriel Durand-Hollis  
Councilman Matthew Acock  
Councilman Greg Blasko  
Councilwoman Allison Francis  
Councilwoman Heather Chandler  
Councilman Frank Rivas

**Members Not Present:**

**City Staff Present:**

City Administrator, Frank Morales  
Administrative Assistant, Linda Solis  
City Attorney, Marc Schnall  
Finance, Alexander Baez

**1. Call to order.**

*Mayor Durand-Hollis called the meeting to order at 5:30 p.m.*

**2. Invocation and Pledge of Allegiance.**

*Mayor Durand-Hollis led those present in the Invocation and the Pledge of Allegiance.*

**Consent Agenda:**

*The following items are of a routine or administrative nature. The City Council has been furnished with background and support material on each item, and/or it has been discussed in a previous meeting. All items can be acted upon by one vote without being discussed separately, unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in their normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one motion and vote of the City Council.*



**3. Discussion and possible action approving the minutes of the City Council Meeting of June 12, 2025.**

*Councilwoman Francis requested the correction on Item #7.*

*Councilwoman Francis motioned to approved the minutes with the correction on Item #7, Councilwoman Chandler seconded motion; Motion approved unanimously.*

**INDIVIDUAL ITEMS FOR CONSIDERATION:**

**4. Report by Mayor Durand-Hollis on items of community interest.**

*Mayor Durand-Hollis reports that City Public Service has Suburban City Summit on August 1<sup>st</sup> at 8am; Mayor requested Councilman Acock to attend. Mayor mentioned there will be discussion on budget.*

**5. Report by City Council members on items of community interest.**

*Councilwoman Francis reported on Metro San Antonio Chamber's Breakfast with Mayors event, August 15<sup>th</sup> at 8 am. Both Mayor Durand-Hollis and Councilwoman Francis will be in attendance.*

*Councilman Acock mentioned that the city needs to notify residents with a fire alarm will need to register with the City of San Antonio to avoid a fine of \$250.00.*

*Councilman Blasko reported that we have had to contract with Attorneys to represent the City against Austin Bridge Road. He stated that they have not been forthcoming with the repairs.*

*Councilman Rivas reported that the Cavalry Trail committee will meet on August 11<sup>th</sup> and will report back on the September City Council meeting.*

**6. Citizens to be heard.**

*At this time, citizens who have filled out a registration form prior to the start of the meeting may speak on any topic they wish to bring to the attention of the governing body so long as that topic is not on the agenda for this meeting. Citizens may speak on specific agenda items when that item is called for discussion. During the Citizens to be Heard section no council action may take place and no council discussion or response is required to the speaker. However, the Mayor or the City Administrator may make a statement of specific factual information in response to an inquiry or recite existing policy in response to an inquiry. A time limit of two minutes per speaker is permitted; the council may extend this time at their discretion.*

*Pat Schnieder appreciated the City Council for their service. Thanked the city for the emails being sent out for the City Council meetings, and requested an email notification if meetings are cancelled.*

*Julie Connolly noted that the budget meeting that was cancelled to be rescheduled for in accordance of the law.*

*John McNair mentioned the recourse for the streets.*

*Councilman Blasko noted that on August 9<sup>th</sup> at 10 a.m. there will be a budget meeting.*

*City Attorney Marc Schnall responded to Mrs. Connolly that there is no state law requirement for the city to hold 3 budget workshop meetings. There is requirement for the city to hold a public hearing on the budget which will be held in August or September City Council meeting and will be published in the newspaper and on the city website.*

*Councilman Acock reached out to CPS about a security light that Mrs. Connolly requested in a previous meeting and gave Mrs. Connolly options to construct.*

**7. Discussion and possible action in relation to Alta Towers, LLC v. City of Hill Country Village, Hill Country Village City Council, et al., Case No. 5:25-cv-00006, United States District Court, Western District of Texas, a lawsuit relating to denial of the Special Use Permit for a cell tower. Possible Executive Session pursuant to Texas Government Code Section 551.071, Consultation with Attorneys.**

*Mayor Durand-Hollis announced for City Council to go into the Executive Session at 5:52 p.m. on July 31, 2025.*

*Mayor Durand-Hollis ended the Executive Session 551.071 (Consultation with Attorney) at 6:56 p.m.*

*Councilman Rivas made a motion to have the Ryan Henry Law firm to proceed with recommendation that was given to the City Council in the executive session in pursuing the current status on the lawsuit with Alta Towers. Councilwoman Chandler seconded the motion. Councilman Rivas requested roll call vote.*

*Roll call: Councilman Acock Aye, Councilman Blasko Aye, Councilwoman Francis Aye, Councilwoman Chandler Aye, Councilman Rivas Aye.*

*Motion passed.*

**8. Discussion and possible action on a presentation from Freeland & Turk on a 5-year plan on road maintenance for the City of Hill Country Village.**

*Presentation by Tom Turk from Freeland & Turk. City Council members inquired their questions to Mr. Turk.*

**9. Discussion regarding new City Hall building including report from committee on recent activity and interaction with architect.**

*Councilwoman Chandler gave the City Council an update where the process is currently at for the City Hall building.*

*Committee member consist of Lenora Wulfe, Melody McMahon, Tom Doyle, Sarah Ojeda, Pam Rivas, Sgt. Richard, Gracie Allen, Linda Solis, Allison Greer Francis, and Heather Chandler.*

*Councilwoman Chandler requested to have an agenda item for selection of the construction delivery methods. Other agenda item to have a RFQ for a new architect to be selected.*



*City Attorney advised to decide to reopen the process to hire a new architect with a RFQ or get a proposal from LPA.*

**10. Presentation and discussion of the June 30, 2025 financial statement.**

*City Council members asked questions to Alexander about the finances and audit.*

**11. Report by City Administrator/Chief of Police Frank Morales on items of community interest.**

*No action.*

**12. Adjourn.**

*Mayor Durand-Hollis adjourned the meeting at 7:27 p.m.*

*The Council reserves the right to discuss and appropriately act upon any item stated on this agenda in an open session. The Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultations with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development). No action may be taken in Executive Session.*

**APPROVED THIS 21<sup>ST</sup> DAY OF AUGUST, 2025**

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Gabriel Durand-Hollis  
Mayor

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Frank Morales  
City Administrator



City of Hill Country Village  
General Fund  
Fiscal Year Ending September 30, 2026

14.5 %  
Ad Valorem

General Fund Revenue & Expenditure Summary

Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget difference
<b>REVENUE</b>					
Sales Tax	1,064,666	1,035,000	1,030,000	1,023,234	(6,766)
Property Tax	431,022	467,118	460,000	496,136	36,136
Embrey (Iron Ridge Apartments)	48,080	49,522	49,522	51,008	1,486
Liquor Tax	11,983	14,000	10,915	11,000	85
Interest Income	87,798	36,000	70,000	90,000	20,000
Franchise	106,678	122,150	117,480	119,000	1,520
City Public Service	86,301	99,000	97,000	97,000	-
AT&T	158	3,400	-	-	-
Charter-Spectrum	15,281	16,500	17,000	17,000	-
Waste Management	3,009	2,900	3,100	3,100	-
Other	1,929	350	380	350	(30)
Municipal Court	215,337	199,000	215,000	225,000	10,000
Sewer Use Fees	100,574	114,000	90,000	92,000	2,000
Permits-Health Department	6,465	10,000	7,500	10,000	2,500
Permits-Building	106,071	90,000	70,000	80,000	10,000
Permits-Police	780	2,800	2,670	2,800	130
Variance / Special Use	3,650	1,500	1,500	1,500	-
Reimbursements	-	-	-	-	-
Other	1,011,242	4,100	9,550	3,000	(6,550)
Credit Card Fees	1,433	-	-	-	-
Insurance Proceeds	0	-	-	-	-
Misc. Income	1,566	-	50	-	(50)
Police Reports	57	300	300	300	-
Fingerprinting	2,140	3,000	1,800	1,900	100
Open Record Req Income	18	-	-	-	-
Fire Inspection Fee	0	-	-	-	-
Police Auction	-	-	-	-	-
False Alarm Fees	-	500	-	500	500
Return Check Fee	-	200	-	200	200
Animal Control	130	100	100	100	-
Sale of Assets	1,005,898	-	7,300	-	(7,300)
Zoning Commission Fees	-	-	-	-	-
Interfund Transfer	15,000	15,000	15,000	15,000	-

TOTAL - Revenues \$ 3,209,346 \$ 2,160,190 \$ 2,149,137 \$ 2,219,678 \$ 70,411

**EXPENSES**

**General & Administrative**

Personnel Services (Admin & Court)	201,374	225,175	221,348	236,931	15,583
Travel, Training & Prof Dues	809	5,315	4,415	5,115	700
Operational Costs	516,764	515,143	589,136	615,055	25,919
Utilities (Elec/Gas, Water, Phone, Internet, L.)	14,722	12,600	12,600	12,600	-
Sewer Discharge Services	66,252	74,000	74,000	74,000	-
Insurance (Liability/E&O, Prop.)	5,392	4,810	4,710	4,810	100
Attorney Services	34,030	25,000	97,205	100,000	2,795
Engineering Services	(779)	4,000	3,400	10,000	6,600
Building Inspection	29,195	26,000	30,000	30,000	-
Health Inspection	2,640	2,400	2,300	2,400	100
Fire Department Services/Fire Inspections	274,690	281,138	281,000	290,000	9,000
Accounting, Audit & Financial Consultant Svcs	54,355	44,500	44,500	48,650	4,150
Computer Consultant Service	5,550	7,800	7,800	7,800	-
Judge, Pros., Mag., Court Rep.	9,900	11,700	11,700	14,300	2,600
Operational Costs - Other	20,817	21,195	19,921	20,495	574
Supplies & Materials	11,176	9,020	12,120	11,420	(700)
Capital Expenditures	-	-	-	-	-
Interfund Transfer	-	-	-	-	-
Subtotal	\$ 730,123	\$ 754,653	\$ 827,019	\$ 868,521	41,502

City of Hill Country Village  
General Fund  
Fiscal Year Ending September 30, 2026

General Fund Revenue & Expenditure Summary

Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget difference
<b>Police</b>					
Personnel Services	1,033,194	1,121,238	1,132,173	1,183,073	50,900
Travel, Training & Prof Dues	3,811	5,000	4,900	6,000	1,100
Operational Costs	40,915	37,825	37,825	38,825	1,000
Comm - Badge Software	2,799	1,350	1,350	1,350	-
Comm - MDT	1,440	1,850	1,850	1,850	-
Comm - Radio Airtime	4,104	4,600	4,600	4,600	-
Uniforms Purchase/Replc.	12,020	14,000	14,000	15,000	1,000
Insurance (Auto, Law Enf, Prop)	18,268	12,725	12,725	12,725	-
Operational Costs - Other	2,284	3,300	3,300	3,300	-
Supplies & Materials	58,331	53,400	50,100	62,300	12,200
Range & Ammunition	2,782	2,500	2,500	2,500	-
Vehicle Maint., Wash, Tires	5,439	10,000	6,200	9,500	3,300
Vehicle Fuel	25,122	24,500	25,000	24,500	(500)
Small Equip & Parts	16,732	7,000	7,000	16,000	9,000
Supplies & Materials - Other	8,256	9,400	9,400	9,800	400
Dispatch Services	-	-	-	-	-
Capital Expenditures	-	-	-	-	-
Interfund Transfer	50,000	50,000	50,000	50,000	-
Subtotal	\$ 1,186,251	\$ 1,267,463	\$ 1,274,998	\$ 1,340,198	65,200
<b>Public Works</b>					
Personnel Services	62,671	66,127	67,230	68,806	1,576
Travel, Training & Prof Dues	-	-	-	-	-
Operational Costs	9,995	15,925	11,325	16,425	5,100
Street Lighting Services	8,175	9,000	9,400	9,400	-
Sewer Maintenance	-	5,000	-	5,000	5,000
Operational Costs - Other	1,820	1,925	1,925	2,025	100
Supplies & Materials	11,612	15,400	10,700	12,200	1,500
Animal Control Expenses	-	-	-	-	-
Building Maintenance	1,307	2,600	2,600	2,400	(200)
Street, Sign Maintenance	1,470	1,800	1,800	2,000	200
Vehicle Maint., Wash, Tires	1,028	1,000	1,000	1,700	700
Vehicle Fuel	2,837	3,000	3,300	3,400	100
Supplies & Materials - Other	4,970	7,000	2,000	2,700	700
Capital Expenditures	-	-	-	-	-
Interfund Transfer	-	-	-	-	-
Subtotal	\$ 84,278	\$ 97,452	\$ 89,255	\$ 97,431	8,176
<b>TOTAL - Expenses</b>	<b>\$ 2,000,652</b>	<b>\$ 2,119,567</b>	<b>\$ 2,191,272</b>	<b>\$ 2,306,149</b>	<b>114,877</b>
Net surplus (deficit)	1,208,694	40,623	(42,135)	(86,471)	
Beginning Cash	1,538,612	2,747,306	2,787,929	2,745,794	
Ending Cash/Reserves	2,747,306	2,787,929	2,745,794	2,659,322	
<b>TOTAL APPROPRIATIONS</b>	<b>\$4,747,958</b>	<b>\$4,907,496</b>	<b>\$4,937,066</b>	<b>\$4,965,472</b>	



City of Hill Country Village  
General Fund--General & Administrative Department Summary  
Fiscal Year Ending September 30, 2026

Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
<b>EXPENSES</b>					
<b>Personnel Services</b>					
5005 · Salaries, Regular Employees	150,876	169,768	170,103	181,064	10,961
5007 · Salaries, Temporary	-	1,080	-	-	-
5008 · Salaries, Overtime	-	-	-	-	-
5013 · Medical Exam	62	-	-	-	-
5014 · Longevity	374	455	455	386	(69)
5016 · Education Pay	2,115	2,200	2,200	-	(2,200)
5018 · Certification Pay	-	-	-	-	-
5020 · SS Employer Contributions	12,513	13,328	12,548	14,019	1,471
5022 · Retirement	6,075	6,629	6,340	6,973	633
5028 · Life Insurance	222	249	246	248	2
5030 · Health Insurance	23,787	26,111	24,231	28,800	4,569
5032 · Health Insurance-Employee Copay Reimbursement	-	-	-	-	-
5034 · Dental Insurance	996	1,216	1,260	1,216	(44)
5036 · Disability Insurance	1,698	1,307	1,174	1,374	200
5038 · Vision	437	292	292	292	(0)
5040 · Workers' Compensation	478	470	429	490	61
5045 · Unemployment Insurance (SUTA)	79	270	270	270	-
5051 · Telephone Allowance	1,662	1,800	1,800	1,800	-
<b>Total · Personnel Services</b>	<b>\$201,374</b>	<b>\$225,175</b>	<b>\$221,348</b>	<b>\$236,931</b>	<b>15,583</b>
<b>Travel, Training, &amp; Prof Dues</b>					
5107 · Lodging	-	2,400	1,800	2,100	300
5110 · Meals	-	1,200	950	1,300	350
5112 · Mileage	-	-	-	-	-
5114 · Parking	-	-	-	-	-
5120 · Training	-	400	350	400	50
5125 · Seminar and Conference Fees	684	965	965	965	-
5140 · Professional Dues	125	350	350	350	-
<b>Total · Travel, Training, &amp; Prof Dues</b>	<b>\$809</b>	<b>\$5,315</b>	<b>\$4,415</b>	<b>\$5,115</b>	<b>700</b>



City of Hill Country Village  
General Fund--General & Administrative Department Summary  
Fiscal Year Ending September 30, 2026

Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
<b>Operational Costs</b>					
5202 · Postage and Delivery	864	1,400	1,400	1,400	-
5203 · Computer Software Fees	4,425	4,760	4,760	4,760	-
5204 · Comm-MDT/Internet	3,080	1,900	1,900	1,900	-
5206 · Comm-Telephone	3,373	3,100	3,100	3,100	-
5207 · Comm-Long Distance	-	-	-	-	-
5211 · Gas & Electric	6,955	6,300	6,300	6,300	-
5213 · Water/Sewer	1,314	1,300	1,300	1,300	-
5217 · Sewer Discharge Services	66,252	74,000	74,000	74,000	-
5240 · Public Notice	2,931	4,000	3,000	3,000	-
5245 · Printing and Reproduction	-	125	125	125	-
5251 · Copy Machine Lease	2,682	2,400	2,836	2,900	64
5272 · Auto Liability Insurance	-	10	10	10	-
5277 · Liability and E & O Insurance	1,710	2,500	2,500	2,500	-
5278 · Property Insurance	3,682	2,300	2,200	2,300	100
5289 · Credit Card Fees	3,081	250	250	250	-
5290 · Bank Service Charges	228	1,000	200	400	200
5291 · Bad Debt	-	-	-	-	-
5292 · Cash Over/Under	-	-	-	-	-
5298 · Miscellaneous	-	-	-	-	-
5335 · Election Costs	876	-	-	-	-
5345 · Engineering Services	(779)	4,000	3,400	10,000	6,600
5347 · Building Inspection Services	29,195	26,000	30,000	30,000	-
5348 · Health Inspection Services	2,640	2,400	2,300	2,400	100
5350 · Fire Department Services	273,820	281,138	281,000	290,000	9,000
5353 · Payroll Services	2,506	2,200	2,200	2,200	-
5355 · Health Insurance Admin Fee	-	-	-	-	-
5360 · Accounting & Audit Services	27,430	18,500	18,500	22,650	4,150
5362 · Financial Consultant Services	26,925	26,000	26,000	26,000	-
5365 · City Attorney Services	34,030	25,000	97,205	100,000	2,795
5366 · Other Attorney Services	-	-	-	-	-
5367 · Computer Consultant Services	5,550	7,800	7,800	7,800	-
5370 · Appraisal District Services	3,544	3,000	3,000	3,000	-
5382 · Codification Services	500	2,000	2,100	2,400	300
5390 · Judge Services	5,400	5,850	5,850	7,150	1,300
5393 · Magistrate Services	-	-	-	-	-
5396 · Prosecutor Services	4,500	5,850	5,850	7,150	1,300
5401 · State On-Site Sewer Fee	50	60	50	60	10
<b>Total · Operational Costs</b>	<b>\$516,764</b>	<b>\$515,143</b>	<b>\$589,136</b>	<b>\$615,055</b>	<b>\$25,919</b>

City of Hill Country Village  
General Fund--General & Administrative Department Summary  
Fiscal Year Ending September 30, 2026

Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
<b>Supplies and Materials</b>					
5501 · Office Supplies	2,650	2,820	2,920	3,020	100
5505 · Food and Entertainment Supplies	350	300	200	200	-
5510 · Awards and Memorials	-	-	-	-	-
5520 · Dues and Subscriptions	5,165	1,900	5,000	5,200	200
5522 · Publications	-	-	-	-	-
5580 · Computer Equipment	-	2,000	2,000	1,000	(1,000)
5601 · Computer Hardware & Software	-	-	-	-	-
5630 · Small Equip & Parts	3,011	2,000	2,000	2,000	-
5640 · Vehicle Fuel	-	-	-	-	-
<b>Total · Supplies and Materials</b>	<b>\$11,176</b>	<b>\$9,020</b>	<b>\$12,120</b>	<b>\$11,420</b>	<b>-\$700</b>
<b>Capital Expend. and Projects</b>					
6050 - City Hall	-	-	-	-	-
6050 - Real Property	-	-	-	-	-
6050 - ADA	-	-	-	-	-
6050 - Construction Roads	-	-	-	-	-
<b>Total · Capital Expend. and Projects</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>Contingencies</b>					
8000 - Transfers to Other	-	-	-	-	-
8611 - Transfers to Debt Service	-	-	-	-	-
8630- Transfers to Capital Projects	-	-	-	-	-
<b>Total - Contingencies \$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>\$730,123</b>	<b>\$754,653</b>	<b>\$827,019</b>	<b>\$868,522</b>	<b>\$41,503</b>

City of Hill Country Village  
General Fund--General & Administrative Department-Administration Division  
Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
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**EXPENSES**

**Personnel Services**

5005 · Salaries, Regular Employees	88,289	101,003	101,183	107,064	5,881
5007 · Salaries, Temporary					-
5013 · Medical Exam	62	0	0	0	-
5014 · Longevity	14	95	95	25	(70)
5016 · Education Pay	2,115	2,200	2,200	0	(2,200)
5018 · Certification Pay	0	0	0	0	-
5020 · SS Employer Contributions	7,668	7,994	7,228	8,284	1,056
5022 · Retirement	3,716	3,976	3,595	4,120	525
5028 · Life Insurance	148	166	166	166	(0)
5030 · Health Insurance	15,858	17,407	16,154	19,200	3,046
5034 · Dental Insurance	356	810	810	810	0
5036 · Disability Insurance	915	784	709	812	103
5038 · Vision	188	195	195	195	(0)
5040 · Workers' Compensation	291	284	261	292	31
5045 · Unemployment Insurance (SUTA)	54	180	180	180	-
5051 · Telephone Allowance	1,016	1,200	1,200	1,200	-
<b>Total · Personnel Services</b>	<b>\$ 120,690</b>	<b>\$ 136,294</b>	<b>\$ 133,976</b>	<b>\$ 142,349</b>	<b>\$ 8,373</b>

**Travel, Training, & Prof Dues**

5107 · Lodging	0	1,500	1,000	1,200	200
5110 · Meals	0	800	600	800	200
5112 · Mileage	0		0		-
5114 · Parking					-
5120 · Training	0	400	350	400	50
5125 · Seminar and Conference Fees	334	665	665	665	-
5140 · Professional Dues	0	200	200	200	-
<b>Total · Travel, Training, &amp; Prof Dues</b>	<b>\$ 334</b>	<b>\$ 3,565</b>	<b>\$ 2,815</b>	<b>\$ 3,265</b>	<b>\$ 450</b>



City of Hill Country Village  
General Fund--General & Administrative Department-Administration Division  
Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
<b>Operational Costs</b>						
5202	Postage and Delivery	864	1,400	1,400	1,400	-
5203	Computer Software Fees	1,560	1,560	1,560	1,560	-
5204	Comm-Internet / Mobile Data	3,080	1,900	1,900	1,900	-
5206	Comm-Telephone	3,373	3,100	3,100	3,100	-
5207	Comm-Long Distance	0		0		-
5211	Gas & Electric	6,955	6,300	6,300	6,300	-
5213	Water/Sewer	1,314	1,300	1,300	1,300	-
5217	Sewer Discharge Services	66,252	74,000	74,000	74,000	-
5240	Public Notice	2,931	4,000	3,000	3,000	-
5245	Printing and Reproduction	0	125	125	125	-
5251	Copy Machine Lease	2,682	2,400	2,836	2,900	64
5272	Auto Liability Insurance	0	10	10	10	-
5277	Liability and E & O Insurance	1,710	2,500	2,500	2,500	-
5278	Property Insurance	3,682	2,300	2,200	2,300	100
5289	Credit Card Fees	3,081	250	250	250	-
5290	Bank Service Charges	228	1,000	200	400	200
5291	Bad Debt					-
5292	Cash Over/Under					-
5298	Miscellaneous	0				-
5335	Election Costs	876	0	0	0	-
5345	Engineering Services	-779	4,000	3,400	10,000	6,600
5350	Fire Department Services	272,950	281,138	281,000	290,000	9,000
5351	Fire Inspection Services	0	1,000	700	1,000	300
5353	Payroll Services	2,506	2,200	2,200	2,200	-
5355	Health Insurance Admin Fee	0	0	0	0	-
5360	Accounting & Audit Services	27,430	18,500	18,500	22,650	4,150
5362	Financial Consultant Services	26,925	26,000	26,000	26,000	-
5365	City Attorney Services	34,030	25,000	97,205	100,000	2,795
5366	Other Attorney Services	0				-
5367	Computer Consultant Services	5,550	7,800	7,800	7,800	-
5370	Appraisal District Services	3,544	3,000	3,000	3,000	-
5382	Codification Services	500	2,000	2,100	2,400	300
<b>Total - Operational Costs</b>		<b>\$ 471,244</b>	<b>\$ 472,783</b>	<b>\$ 542,586</b>	<b>\$ 566,095</b>	<b>\$ 23,509</b>

City of Hill Country Village  
General Fund--General & Administrative Department-Administration Division  
Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
<b>Supplies and Materials</b>						
5501	Office Supplies	1,725	1,800	1,900	2,000	100
5505	Food and Entertainment Supplies	350	300	200	200	-
5510	Awards and Memorials	0	0	0	0	-
5520	Dues and Subscriptions	5,165	1,900	5,000	5,200	200
5522	Publications	0	0	0	0	-
5580	Computer Equipment	0	2,000	2,000	1,000	(1,000)
5600	Maintenance	0				
5601	Computer Hardware & Software	0				-
5630	Small Equip & Parts	3,011	2,000	2,000	2,000	-
5640	Vehicle Fuel		0	0	0	-
<b>Total - Supplies and Materials</b>		<b>\$ 10,251</b>	<b>\$ 8,000</b>	<b>\$ 11,100</b>	<b>\$ 10,400</b>	<b>(700)</b>
<b>Capital Expend. and Projects</b>						
6050	City Hall	0	0		0	-
6050	Real Property		0		0	-
6050	ADA		0		0	-
6050	Road Study				0	-
<b>Total - Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Contingencies</b>						
8000	Transfers to (Other)					-
8611	Transfers to Debt Service					-
8630	Transfers to Capital Project Fund	0			0	-
<b>Total - Contingencies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>TOTAL</b>		<b>\$ 602,519</b>	<b>\$ 620,642</b>	<b>\$ 690,477</b>	<b>\$ 722,109</b>	<b>31,632</b>

City of Hill Country Village  
General Fund--General & Administrative Dept-Municipal Court Division  
Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
<b>EXPENSES</b>						
<b>Personnel Services</b>						
5005 · Salaries, Regular Employees		62,587	68,765	68,920	74,000	5,080
5007 · Salaries, Temporary		-	1,080	-	-	-
5014 · Longevity		360	360	360	360	0
5020 · SS Employer Contributions		4,845	5,334	5,320	5,734	414
5022 · Retirement		2,359	2,653	2,745	2,852	107
5028 · Life Insurance		74	83	80	83	3
5030 · Health Insurance		7,929	8,704	8,077	9,600	1,523
5034 · Dental Insurance		640	405	450	405	(45)
5036 · Disability Insurance		783	523	465	562	97
5038 · Vision		249	97	97	97	0
5040 · Workers' Compensation		187	186	168	197	29
5045 · Unemployment Insurance (SUTA)		25	90	90	90	-
5051 · Telephone Allowance		646	600	600	600	-
<b>Total · Personnel Services</b>	<b>S</b>	<b>80,684</b>	<b>S 88,881</b>	<b>S 87,372</b>	<b>S 94,582</b>	<b>S 7,210</b>
<b>Travel, Training, &amp; Prof Dues</b>						
5107 · Lodging			900	800	900	100
5110 · Meals			400	350	500	150
5112 · Mileage						-
5114 · Parking			-	-	-	-
5120 · Training			-	-	-	-
5125 · Seminar and Conference Fees		350	300	300	300	-
5140 · Professional Dues		125	150	150	150	-
<b>Total · Travel, Training, &amp; Prof Dues</b>	<b>S</b>	<b>475</b>	<b>S 1,750</b>	<b>S 1,600</b>	<b>S 1,850</b>	<b>S 250</b>
<b>Operational Costs</b>						
5202 · Postage and Delivery						-
5245 · Printing and Reproduction						-
5292 · Cash Over/Under		-				-
5390 · Judge Services		5,400	5,850	5,850	7,150	1,300
5393 · Magistrate Services						-
5396 · Prosecutor Services		4,500	5,850	5,850	7,150	1,300
<b>Total · Operational Costs</b>	<b>S</b>	<b>9,900</b>	<b>S 11,700</b>	<b>S 11,700</b>	<b>S 14,300</b>	<b>S 2,600</b>
<b>Supplies and Materials</b>						
5501 · Office Supplies		925	900	900	900	-
5520 · Dues and Subscriptions					-	-
<b>Total · Supplies and Materials</b>	<b>S</b>	<b>925</b>	<b>S 900</b>	<b>S 900</b>	<b>S 900</b>	<b>-</b>
<b>Capital Expend. and Projects</b>						
6017 · Computer Equipment						-
6018 · Computer Software						-
6030 · Office and Other Equipment						-
<b>Total · Capital Expend. and Projects</b>	<b>S</b>	<b>-</b>	<b>S -</b>	<b>S -</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>S</b>	<b>91,984</b>	<b>S 103,231</b>	<b>S 101,572</b>	<b>S 111,632</b>	<b>S 10,060</b>



City of Hill Country Village  
General Fund--General & Administrative Department-Building Inspection Division  
Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
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**EXPENSES**

**Operational Costs**

5203	Computer Software Fees	2,865	3,200	3,200	3,200	-
5347	Building Inspection Services	29,195	26,000	30,000	30,000	-
5351	Fire Inspection Services	870				-
<b>Total - Operational Costs</b>		<b>\$ 32,930</b>	<b>\$ 29,200</b>	<b>\$ 33,200</b>	<b>\$ 33,200</b>	<b>\$ -</b>

**Supplies & Materials**

5501	Office Supplies	0	120	120	120	-
5520	Dues and Subscriptions	0	0	0	0	-
<b>Total - Supplies &amp; Materials</b>		<b>\$ -</b>	<b>\$ 120</b>	<b>\$ 120</b>	<b>\$ 120</b>	<b>\$ -</b>

**TOTAL**    **\$ 32,930**    **\$ 29,320**    **\$ 33,320**    **\$ 33,320**    **\$ -**

City of Hill Country Village  
General Fund--General & Administrative Dept-Health Division  
Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
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<b>EXPENSES</b>
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Operational Costs

5202 · Postage and Delivery				0		0
5245 · Printing and Reproduction						0
5348 · Health Inspection Services	2,640	2,400	2,300	2,400		100
5401 · State On-Site Sewer Fee	50	60	50	60		10
<b>Total · Operational Costs</b>	<b>\$ 2,690</b>	<b>\$ 2,460</b>	<b>\$ 2,350</b>	<b>\$ 2,460</b>		<b>110</b>

**TOTAL \$ 2,690 \$ 2,460 \$ 2,350 \$ 2,460 \$ 110**

City of Hill Country Village  
General Fund--Police Department  
Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
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**EXPENSES**

**Personnel Services**

5005 · Salaries, Regular Employees	765,996	828,180	841,079	874,621	33,542
5007 · Salaries, Temporary	0	15,000	14,000	15,000	1,000
5013 · Medical Exam	0	200	0	200	200
5014 · Longevity	4,142	5,278	5,000	4,839	(161)
5016 · Education Pay	6,827	7,100	7,115	7,100	(15)
5018 · Certification Pay	27,692	27,600	35,895	27,600	(8,295)
5020 · SS Employer Contributions	62,894	68,241	66,000	71,760	5,760
5022 · Retirement	32,066	33,371	31,767	35,122	3,355
5028 · Life Insurance	798	911	911	911	(0)
5030 · Health Insurance	87,843	87,036	80,771	96,000	15,229
5034 · Dental Insurance	7,406	4,458	6,000	4,458	(1,542)
5036 · Disability Insurance	4,687	6,578	6,261	6,923	662
5038 · Vision	1,172	1,071	2,500	1,071	(1,429)
5040 · Workers' Compensation	23,611	26,345	25,004	27,599	2,595
5045 · Unemployment Insurance (SUTA)	144	990	990	990	-
5051 · Telephone Allowance	7,916	8,880	8,880	8,880	-
<b>Total · Personnel Services</b>	<b>\$ 1,033,194</b>	<b>\$ 1,121,238</b>	<b>\$ 1,132,173</b>	<b>\$ 1,183,073</b>	<b>\$ 50,900</b>

**Travel, Training, & Prof Dues**

5107 · Lodging	536	1,500	1,400	1,500	100
5110 · Meals	536	900	900	900	-
5112 · Mileage		0			-
5114 · Parking	11	50	50	50	-
5120 · Training	2,448	2,000	2,000	3,000	1,000
5140 · Professional Dues	280	550	550	550	-
<b>Total · Travel, Training, &amp; Prof Dues</b>	<b>\$ 3,811</b>	<b>\$ 5,000</b>	<b>\$ 4,900</b>	<b>\$ 6,000</b>	<b>\$ 1,100</b>

**Operational Costs**

5203.1 · Software Fees - Police RMS	2,799	1,350	1,350	1,350	-
5204 · Comm - Internet / Mobile Data	1,440	1,850	1,850	1,850	-
5205 · Comm - Radio Airtime	4,104	4,600	4,600	4,600	-
5208 · Comm - Mobile Phones	360	600	600	600	-
5245 · Printing and Reproduction		0		0	-
5247 · Uniform Cleaning	1,902	2,200	2,200	2,200	-
5249 · Uniform Purchase/Replacement	12,020	14,000	14,000	15,000	1,000
5272 · Auto Liability Insurance	5,250	3,300	3,300	3,300	-
5274 · Auto Physical Damage Insurance	3,900	1,300	1,300	1,300	-
5276 · Insurance-Law Enforcement	8,750	8,000	8,000	8,000	-
5278 · Property Insurance	368	125	125	125	-
5291 · Bad Debt		-	-	-	-
5376 · Forensic Science Center Services	22	500	500	500	-
5393 · Magistrate Services		-	-	-	-
<b>Total · Operational Costs</b>	<b>\$ 40,915</b>	<b>\$ 37,825</b>	<b>\$ 37,825</b>	<b>\$ 38,825</b>	<b>\$ 1,000</b>

City of Hill Country Village  
General Fund--Police Department  
Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
<b>Supplies and Materials</b>						
5501	Office Supplies	895	1,200	1,200	1,600	400
5520	Dues and Subscriptions	4,843	5,100	5,100	5,100	-
5522	Publications		0	0	0	-
5530	Range & Ammo	2,782	2,500	2,500	2,500	-
5600	Maintenance	242	500	500	500	-
5601	Computer Hardware & Software	2,112	2,100	2,100	2,100	-
5608	Radio/Radar Equip & Maintenance	164	500	500	500	-
5618	Vehicle Maintenance	5,137	8,000	4,000	6,000	2,000
5620	Maintenance Tools and Supplies					-
5630	Small Equip & Parts	16,732	7,000	7,000	16,000	9,000
5640	Vehicle Fuel	25,122	24,500	25,000	24,500	(500)
5645	Vehicle Tires	302	2,000	2,200	3,500	1,300
<b>Total - Supplies and Materials</b>		<b>\$ 58,331</b>	<b>\$ 53,400</b>	<b>\$ 50,100</b>	<b>\$ 62,300</b>	<b>\$ 12,200</b>
<b>Contingencies</b>						
7011	Dispatch Services					
<b>Total - Contingencies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>						
8620	Grants in Aid (Matching Funds)		\$ -		0	
8650	Vehicle Replacement Fund	50,000	50,000	50,000	50,000	-
<b>Total - Interfund Transfer</b>		<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>TOTAL</b>		<b>\$ 1,186,251</b>	<b>\$ 1,267,463</b>	<b>\$ 1,274,998</b>	<b>\$ 1,340,198</b>	<b>\$ 65,200</b>



City of Hill Country Village  
General Fund--Public Works Department  
Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
<b>EXPENSES</b>						
<b>Personnel Services</b>						
5005	Salaries, Regular Employees	44,554	47,233	48,953	48,776	(177)
5013	Medical Exam					-
5014	Longevity	1,227	1,275	1,325	1,275	(50)
5020	SS Employer Contributions	3,797	3,757	3,875	3,875	(0)
5022	Retirement	1,850	1,869	1,805	1,927	122
5028	Life Insurance	74	83	84	83	(1)
5030	Health Insurance	7,929	8,704	8,077	9,600	1,523
5034	Dental Insurance	313	405	405	405	0
5036	Disability Insurance	708	368	348	380	32
5038	Vision	68	97	97	97	0
5040	Workers' Compensation	1,633	1,645	1,556	1,697	141
5045	Unemployment Insurance (SUTA)	10	90	90	90	-
5051	Telephone Allowance	508	600	615	600	(15)
<b>Total · Personnel Services</b>		<b>\$ 62,671</b>	<b>\$ 66,127</b>	<b>\$ 67,230</b>	<b>\$ 68,806</b>	<b>\$ 1,576</b>
<b>Travel, Training, &amp; Prof Dues</b>						
5120	Training					-
5140	Professional Dues					-
<b>Total · Travel, Training, &amp; Prof Dues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operational Costs</b>						
5218	Street Lighting Services	8,175	9,000	9,400	9,400	-
5219	Sewer Maintenance	0	5,000	0	5,000	-
5249	Uniform Purchase/Replacement	400	500	500	600	100
5272	Auto Liability Insurance	950	950	950	950	-
5274	Auto Physical Damage Insurance	470	475	475	475	-
<b>Total · Operational Costs</b>		<b>\$ 9,995</b>	<b>\$ 15,925</b>	<b>\$ 11,325</b>	<b>\$ 16,425</b>	<b>\$ 5,100</b>
<b>Supplies and Materials</b>						
5508	Animal Control Expenses	0	-	-	-	-
5520	Dues and Subscriptions	-	-	0	-	-
5600	Maintenance	2,150	5,000	0	-	-
5602	Building Maintenance	1,307	2,600	2,600	2,400	(200)
5612	Sign Maintenance	560	800	800	1,000	200
5616	Street Maintenance	910	1,000	1,000	1,000	-
5618	Vehicle Maintenance	1,981	1,000	1,000	1,000	-
5620	Maintenance Tools and Supplies	809	1,000	1,000	1,700	700
5630	Small Equip & Parts	1,028	1,000	1,000	1,700	700
5640	Vehicle Fuel	2,837	3,000	3,300	3,400	100
5645	Vehicle Tires	30	0		0	-
<b>Total · Supplies and Materials</b>		<b>\$ 11,612</b>	<b>\$ 15,400</b>	<b>\$ 10,700</b>	<b>\$ 12,200</b>	<b>\$ 1,500</b>
<b>Capital Expend. and Projects</b>						
6010	Heavy Equipment					
6015	New Vehicles					
<b>Total · Capital Expend. and Projects</b>				<b>\$ -</b>	<b>\$ -</b>	
<b>Interfund Transfers</b>						
8650	Xfers to Veh. Replacement Fund					
<b>Total - Interfund Transfer</b>						
<b>TOTAL</b>		<b>\$ 84,278</b>	<b>\$ 97,452</b>	<b>\$ 89,255</b>	<b>\$ 97,431</b>	<b>\$ 8,176</b>

**Capital Project Fund**

Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
<b>REVENUES</b>						
4010	Interest - Investment	142,760	1,700	159,893	1,700	(158,193)
4010	Interest - Checking	1,153	300	260	300	40
4800	Interfund Transaction	-		2,805,000		(2,805,000)
						-
<b>TOTAL - Revenues</b>		<b>\$ 143,913</b>	<b>\$ 2,000</b>	<b>\$ 2,965,153</b>	<b>\$ 2,000</b>	<b>\$ (2,963,153)</b>
<b>EXPENSES</b>						
5294	Bond Expenses					
5345	Engineering Services	25,690		-		-
5385	Construction Services	323,692				-
8611	Transfers to Debt Service	1,061,840				
9003	Other Financing Source - Bonds					
9004	Other Financing Source - Bond Premium					-
<b>TOTAL - Expenses</b>		<b>\$ 1,411,222</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net surplus (deficit)</b>		<b>(1,267,309)</b>	<b>2,000</b>	<b>2,965,153</b>	<b>2,000</b>	
<b>Beginning Cash</b>		<b>2,724,604</b>	<b>1,457,295</b>	<b>1,457,295</b>	<b>4,422,448</b>	
<b>Ending Cash/Reserves</b>		<b>1,457,295</b>	<b>1,459,295</b>	<b>4,422,448</b>	<b>4,424,448</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 2,868,517</b>	<b>\$ 1,459,295</b>	<b>\$ 4,422,448</b>	<b>\$ 4,424,448</b>	

**Debt Service Fund**

Fiscal Year Ending September 30, 2026

Account Codes	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget Difference
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**REVENUES**

4001 - Bonds						0
4010 - Interest Income (Checking)		371	16	20	10	-10
4810 - Transfer from General Fund						0
4820 - Transfer from Road Maint		495,250	490,950	490,950	495,250	4,300
<b>TOTAL - Revenues</b>	<b>\$</b>	<b>495,621</b>	<b>\$ 490,966</b>	<b>\$ 490,970</b>	<b>\$ 495,260</b>	<b>\$ 4,290</b>

**EXPENSES**

<b>General Obligation Bond, Series 2020</b>						
5295 - Interest Expense		200,250	200,250	194,350	188,250	-6,100
5296 - Principal Expense-Bond		295,000	295,000	305,000	315,000	10,000
5290 - Bank Service Charges		500	500	500	500	0
<b>TOTAL - Expenses</b>	<b>\$</b>	<b>495,750</b>	<b>\$ 495,750</b>	<b>\$ 499,850</b>	<b>\$ 503,750</b>	<b>\$ 3,900</b>

Net surplus (deficit)	-129	-4,784	-8,880	-8,490
Beginning Cash	7,020	6,891	6,891	-1,989
Ending Cash/Reserves	6,891	2,107	-1,989	-10,479

**TOTAL APPROPRIATIONS**    \$    502,641    \$    497,857    \$    497,861    \$    493,271

Obligation(s):	Original Amount	Interest Rate(s)	Debt Retired as of Sept 30, 2023	Principal Outstanding as of Sept 30, 2023	Principal Amount Due FY 2024
General Obligation Bonds, Series 2020	7,785,000	2.00-3.00%	805,000	6,980,000	295,000

The following is a schedule of required payments for these general obligation bonds:

Fiscal Year Ending September 30,	Principal	Interest	Total
2023	285,000	205,950	490,950
2024	295,000	200,250	495,250
2025	305,000	194,350	499,350
2026	315,000	188,250	503,250
2027	325,000	181,950	506,950
2028 - 2032	1,855,000	754,500	2,609,500
2033 - 2037	2,280,000	451,650	2,731,650
2038 - 2041	1,605,000	97,500	1,702,500
<b>Totals</b>	<b>7,265,000</b>	<b>2,274,400</b>	<b>9,539,400</b>



**Economic Development Corporation**

Fiscal Year Ending September 30, 2026

Acct #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to estimate difference
<b>REVENUES</b>						
4005	Sales Tax			-		-
4010	Interest-Texpool/Texas Class	18		11	-	(11)
4010	Interest-Bank	1,992	125	988	-	(988)
4800	Interfund Transaction			-		-
<b>TOTAL - Revenues</b>		<b>\$ 2,010</b>	<b>\$ 125</b>	<b>\$ 999</b>	<b>\$ -</b>	<b>\$ (999)</b>
<b>EXPENSES</b>						
<b>Travel, Training, &amp; Prof Dues</b>						
5110	Meals					-
5112	Mileage					-
5114	Parking					-
5120	Training					-
5140	Seminar and Conference Fees					-
<b>Total - Travel, Training, &amp; Prof Dues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operational Costs</b>						
5240	Public Notice	-	50	-	-	-
5381	City Attorney Services					-
	Small Business Development					-
	Water Main Land Acquisition					-
<b>Total - Operational Costs</b>		<b>\$ -</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Supplies and Materials</b>						
<b>Total - Supplies and Materials</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital Expend. and Projects</b>						
<b>Total - Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>						
8100	Transfer to General Fund	15,000	15,000	15,000	15,000	-
8611	Transfer to Debt Service			-		-
<b>Total - Interfund Transfers</b>		<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>
<b>TOTAL - Expenses</b>		<b>\$ 15,000</b>	<b>\$ 15,050</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>
<b>Net surplus (deficit)</b>		<b>(12,990)</b>	<b>(14,925)</b>	<b>(14,001)</b>	<b>(15,000)</b>	
<b>Beginning Cash</b>		<b>70,474</b>	<b>57,484</b>	<b>57,484</b>	<b>43,483</b>	
<b>Ending Cash/Reserves</b>		<b>57,484</b>	<b>42,559</b>	<b>43,483</b>	<b>28,483</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 72,484</b>	<b>\$ 57,609</b>	<b>\$ 58,483</b>	<b>\$ 43,483</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 1/2 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 expires four years after it takes effect (March 31, 2009) and may be re-authorized by voters prior to the expiration date. The City held an election on May 2016 for this purpose and the voters re-authorized the tax which expired on May 7, 2020. The new expiration date for this tax is June 30, 2024, superseding the expiration date of March 31, 2021 for the previous rate of 1/4%.

## Policy Consideration:

On May 2016, City Council held an election to reauthorize the sales tax for road maintenance. The elimination of the Economic Development Corporation 1/4 cent sales tax approved by council March 10, 2020 (Special election November 5, 2019-Proposition C) funded an additional 1/4 cent was repurposed to the Road Maintenance Fund. In FY 2015-16 the City Council also approved a 5 cent property tax increase to be dedicated to the Road Maintenance Fund. (\$0.05 per \$100 valuation)

City of Hill Country Village  
Road Maintenance Fund - 22  
Fiscal Year Ending September 30, 2026

Acct. #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4005	Sales Tax	354,889	331,667	330,000	341,078	11,078
4006	Ad Valorem	227,353	245,852	250,000	261,124	11,124
4010	Interest (Checking, Texas Class, TexPool)	34,543	13,000	30,000	30,000	-
4800	Interfund Transaction	-	-	-	-	-
<b>Total Revenues</b>		<b>\$616,785</b>	<b>\$590,519</b>	<b>\$610,000</b>	<b>\$632,202</b>	<b>22,202</b>
<b>EXPENSES</b>						
5616	Street Maintenance	6270		5000		
8611	Transfers to Debt Service	495,250	495,520	499,350	503,250	3,900
8630	Transfers to Capital Project Fund	-	-	-	-	-
<b>TOTAL - Expenses</b>		<b>\$ 501,520</b>	<b>\$495,520</b>	<b>504,350</b>	<b>\$503,250</b>	<b>(1,100)</b>
Net surplus (deficit)		\$115,265	\$94,999	\$105,650	\$128,952	
Beginning Cash		\$1,413,618	\$1,528,883	\$1,528,883	\$1,634,533	
Ending Cash/Reserves		\$1,528,883	\$1,623,882	\$1,634,533	\$1,763,485	
<b>TOTAL APPROPRIATIONS</b>		<b>\$2,030,403</b>	<b>\$2,119,402</b>	<b>\$2,138,883</b>	<b>\$2,266,735</b>	

# Special Revenue Funds

## Program Description :

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

## Oak Wilt Fund

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

City of Hill Country Village

Oak Wilt Fund - 11

Fiscal Year Ending September 30, 2026

Acct. #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
	<b>REVENUES</b>					
4031	Tree Trimming Permit	2,450	2,000	1,900	2,000	100
4010	Interest (Checking)	15	5	45	20	(25)
<b>TOTAL - Revenues</b>		<b>\$ 2,465</b>	<b>\$ 2,005</b>	<b>\$ 1,945</b>	<b>\$ 2,020</b>	<b>75</b>
	<b>EXPENSES</b>					
<b>Capital Expend. and Projects</b>						
<b>Total - Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Total - Expenses</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net surplus (deficit)</b>		<b>2,465</b>	<b>2,005</b>	<b>1,945</b>	<b>2,020</b>	
<b>Beginning Cash</b>		<b>5,461</b>	<b>7,926</b>	<b>7,926</b>	<b>9,871</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 7,926</b>	<b>\$ 9,931</b>	<b>\$ 9,871</b>	<b>\$ 11,891</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 7,926</b>	<b>\$ 9,931</b>	<b>\$ 9,871</b>	<b>\$ 11,891</b>	



## 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 2021-2022 estimate reflects \$18,838 of equipment expenses from funds received from the State of Texas FY22 Body-Worn Camera Grant; there was a 25% match requirement paid from the General Fund in FY2021-22. The FY 2022-2023 budget reflects \$14,760 of equipment expenses to be paid from funds received from the State of Texas FY23 Rifle-Resistant Armor Grant; no matching funds are required. This fund also represents the School Crossing Guard and expenditures which does reflect appropriations. All appropriations are controlled by individual grant.

**City of Hill Country Village**  
**Grants-in-Aid Fund - 13**  
**Fiscal Year Ending September 30, 2026**

Acct. #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4009	School Crossing Guard	1,311	1,300	1,286	1,300	14
4012	Grants	97,399	76,400	77,699	3,273	(74,426)
	ARPA / CLFRF	97,399		141,300		(141,300)
	FEMA / TDEM					-
	TX-OOG - Body Worn Camera				2,373	2,373
	TX-OOG - Rifle-Resistant Body Armor		14,760	-		-
	USDOJ Bulletproof Vest Partnership			936	900	(36)
	USDOJ Justice Assistance Grant			74,426	-	(74,426)
4016	Texas Comm. On Law Enf. Training Grant	983	1,060	986	1,000	14
4010	Interest (Checking)	221	14	750	500	(250)
4800	Interfund Transaction				791	791
<b>TOTAL - Revenues</b>		<b>99,914</b>	<b>17,134</b>	<b>219,684</b>	<b>6,864</b>	<b>S (212,820)</b>
<b>EXPENSES</b>						
<b>Travel, Training, &amp; Prof. Dues</b>						
5120	Training	655	1,200	1,105	1,000	(105)
<b>Total - Travel, Training, &amp; Prof Dues</b>		<b>655</b>	<b>S 1,200</b>	<b>S 1,105</b>	<b>S 1,000</b>	<b>S (105)</b>
<b>Supplies and Materials</b>						
5503	School Safety Fund Purchases	2,243	1,200	1,200	1,200	-
5601	Computer Hardware & Software				30,500	
5602	Building Maintenance	3,128				
5608	Radio / Radar Maintenance	2,115				
5630	Small Equipment & Parts	52,918	14,760	16,500	43,926	27,426
<b>Total - Supplies and Materials</b>		<b>60,404</b>	<b>S 15,960</b>	<b>S 17,700</b>	<b>S 75,626</b>	<b>S 27,426</b>
<b>Capital Expenditures</b>						
6015	New Vehicles			136,000		\$ (136,000)
6017	Computer Equipment	13,031				\$ -
6025	Radio Units	26,207				\$ -
6027	Other Public Safety Equipment					
<b>Total - Capital Expend. and Projects</b>		<b>39,238</b>	<b>S -</b>	<b>S 136,000</b>	<b>S -</b>	<b>S (136,000)</b>
<b>TOTAL - Expenses</b>		<b>100,297</b>	<b>S 17,160</b>	<b>S 154,805</b>	<b>S 76,626</b>	<b>S (78,179)</b>
<b>Net surplus (deficit)</b>		<b>(383)</b>	<b>(26)</b>	<b>64,879</b>	<b>(69,762)</b>	
<b>Beginning Cash</b>		<b>8,030</b>	<b>7,647</b>	<b>7,647</b>	<b>72,526</b>	
<b>Ending Cash/Reserves</b>		<b>7,647</b>	<b>7,621</b>	<b>72,526</b>	<b>2,764</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>107,944</b>	<b>S 24,781</b>	<b>S 227,331</b>	<b>S 79,390</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 heavy equipment. By budgeting a fixed amount each year, from the general fund a single year's budget will not be impacted when large-ticket items need replacement. Four (4) police vehicles were replaced in FY 2019-20. The Public Works commercial mower was replaced in FY2021-22. Public Works began budgeting for a new truck in FY 2006-07. At city council's request we stopped funding the Public Work's Department because it was fully funded to purchase a new vehicle. The fund tracks police and public works funds separately.

**City of Hill Country Village**  
**Vehicle Replacement Fund - 18**  
**Fiscal Year Ending September 30, 2026**

Acct. #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
<b>POLICE</b>						
4810	Transfer from General Fund	25,000	50,000	50,000	50,000	-
4300	Other Income - Misc Income					-
4010	Interest (Checking & Texas Class)	474	50	1,700	150	(1,550)
<b>Other</b>						
4095	Sale of Assets			22,500		(22,500)
<b>TOTAL - Revenues</b>		<b>\$ 25,474</b>	<b>\$ 50,050</b>	<b>\$ 74,200</b>	<b>\$ 50,150</b>	<b>\$ (24,050)</b>
<b>EXPENSES</b>						
<b>Capital Expend. and Projects</b>						
5618	Vehicle Maintenance					-
6013	Vehicle Equipment					-
6025	Radio Units					-
6027	Other Public Safety Equipment					-
6015	New Vehicles			74,739	-	(74,739)
<b>Total - Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,739</b>	<b>\$ -</b>	<b>\$ (74,739)</b>
<b>TOTAL - Expenses</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,739</b>	<b>\$ -</b>	<b>\$ (74,739)</b>
<b>Net surplus (deficit)</b>		<b>25,474</b>	<b>50,050</b>	<b>(539)</b>	<b>50,150</b>	
<b>Beginning Cash</b>		<b>86,705</b>	<b>112,179</b>	<b>112,179</b>	<b>111,640</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 112,179</b>	<b>\$ 162,229</b>	<b>\$ 111,640</b>	<b>\$ 161,790</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 112,179</b>	<b>\$ 162,229</b>	<b>\$ 186,379</b>	<b>\$ 161,790</b>	
<b>REVENUES</b>						
<b>PUBLIC WORKS</b>						
4810	Transfer from General Fund				-	-
4010	Interest (Checking & Texas Class)	205	40	345	25	(320)
<b>Other</b>						
4095	Sale of Assets			7,455	-	(7,455)
<b>TOTAL - Revenues</b>		<b>\$ 205</b>	<b>\$ 40</b>	<b>\$ 7,800</b>	<b>\$ 25</b>	<b>\$ (7,775)</b>
<b>EXPENSES</b>						
<b>Capital Expend. and Projects</b>						
5618	Vehicle Maintenance					-
6010	Heavy Equipment	8,888				-
6013	Vehicle Equipment					-
6015	New Vehicles			34,969	-	(34,969)
<b>Total - Capital Expend. and Projects</b>		<b>\$ 8,888</b>	<b>\$ -</b>	<b>\$ 34,969</b>	<b>\$ -</b>	<b>\$ (34,969)</b>
<b>Interfund Transactions</b>						
8100	General Fund					
<b>TOTAL - Expenses</b>		<b>\$ 8,888</b>	<b>\$ -</b>	<b>\$ 34,969</b>	<b>\$ -</b>	<b>\$ (34,969)</b>
<b>Net surplus (deficit)</b>		<b>(8,683)</b>	<b>40</b>	<b>(27,169)</b>	<b>25</b>	
<b>Beginning Cash</b>		<b>36,323</b>	<b>27,640</b>	<b>27,640</b>	<b>471</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 27,640</b>	<b>\$ 27,680</b>	<b>\$ 471</b>	<b>\$ 496</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 36,528</b>	<b>\$ 27,680</b>	<b>\$ 35,440</b>	<b>\$ 496</b>	

# Court Special Funds

## LOCAL CONSOLIDATED FEE ALLOCATION - Court Security Fund, Court Technology Fund, Truancy Prevention & Diversion Fund, Jury Fund

The Local Consolidated Fee is a \$14 cost collected on all nonjailable misdemeanor offenses, including criminal violation of a municipal ordinance (Section 134.103, Local Government Code). The municipal treasurer is required to allocate the \$14 to four separate funds or accounts outlined below, based on percentages in the statute, and maintain that individual fund or account. The money in the fund or account may only be used for the purposes provided by law (Section 134.151(a), Local Government Code).

## Court Technology Fund (Local Consolidated Fee Fund 1 of 4)

The City of Hill Country Village established a special fund to provide monies for improvements in court technology on August 19, 1999 (Ord. 756) (Amended May 20, 2010 to Ord. 1063). Due to in-house bookkeeping issues, no funds were actually recorded to the fund until the audit of FY 2000-01. Fees are imposed upon all defendants convicted of offenses in the municipal court and deposited into this fund. Monies may only be used in accordance with the Texas Code of Criminal Procedure, Article 102.0172(b) for items such as computer systems, computer networks, computer hardware, computer software, imaging systems, electronic kiosks, electronic ticket writers, and docket management systems.

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

City of Hill Country Village  
Court Technology Fund - 15  
Fiscal Year Ending September 30, 2026

Acct. #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4050	Municipal Court	5,200	4,500	5,000	5,500	500
4010	Interest (Checking)	41	10	40	30	(10)
<b>Total - Revenues</b>		<b>\$ 5,241</b>	<b>\$ 4,510</b>	<b>\$ 5,040</b>	<b>\$ 5,530</b>	<b>\$ 490</b>
<b>EXPENSES</b>						
<b>Operational Costs</b>						
5203.2	Software Fees - Court Management System	1,654	1,654	1,699	1,654	(45)
5203.4	Software Fees - E-Citation System		1,493	1,493	1,493	-
<b>Total - Operational Costs</b>		<b>\$ 1,654</b>	<b>\$ 3,147</b>	<b>\$ 3,192</b>	<b>\$ 3,147</b>	<b>\$ (45)</b>
<b>Supplies and Materials</b>						
5504	E-Citation Equipment	13,724		3,123	1,900	(1,223)
5630	Small Equipment & Parts					-
<b>Total - Supplies and Materials</b>		<b>\$ 13,724</b>	<b>\$ -</b>	<b>\$ 3,123</b>	<b>\$ 1,900</b>	<b>\$ (1,223)</b>
<b>Capital Expend. and Projects</b>						
6017	Computer Equipment					-
<b>Total - Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL - Expenses</b>		<b>\$ 15,378</b>	<b>\$ 3,147</b>	<b>\$ 6,315</b>	<b>\$ 5,047</b>	<b>\$ (1,268)</b>
<b>Net surplus (deficit)</b>		<b>(10,137)</b>	<b>1,363</b>	<b>(1,275)</b>	<b>483</b>	
<b>Beginning Cash</b>		<b>20,448</b>	<b>10,311</b>	<b>10,311</b>	<b>9,036</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 10,311</b>	<b>\$ 11,674</b>	<b>\$ 9,036</b>	<b>\$ 9,519</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 25,689</b>	<b>\$ 14,821</b>	<b>\$ 15,351</b>	<b>\$ 14,566</b>	



# ***Court Security Fund*** (Local Consolidated Fee Fund 2 of 4)

The City of Hill Country Village established a special fund to fund improvements in court building security on August 19, 1999 (Ord. 757). Fees are imposed upon all defendants convicted of offenses in the municipal court and deposited into this fund. Due to in-house bookkeeping issues, no funds were actually recorded to the fund until the audit of FY 2000-01. Monies may only be used in accordance with the Texas Code of Criminal Procedure, Article 102.017(c). 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) video teleconferencing systems;
- (7) bailiffs, deputy sheriffs, deputy constables, or contract security personnel during times when they are providing appropriate security services;
- (8) signage;
- (9) confiscated weapon inventory and tracking systems;
- (10) locks, chains, alarms, or similar security devices;
- (11) the purchase or repair of bullet-proof glass;
- (12) continuing education on security issues for court personnel and security personnel; and
- (13) warrant officers and related equipment.

As per state statute, these funds are budgeted and controlled by City Council. For FY 2021-22, funds were used to pay for alarm system upgrades.

**City of Hill Country Village**  
**Court Security Fund - 16**  
**Fiscal Year Ending September 30, 2026**

Acct. #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4050	Municipal Court	6,243	5,500	5,500	5,500	-
4010	Interest (Checking & Texas Class)	43	25	110	25	(85)
<b>TOTAL - Revenues</b>		<b>\$ 6,286</b>	<b>\$ 5,525</b>	<b>\$ 5,610</b>	<b>\$ 5,525</b>	<b>\$ (85)</b>
<b>EXPENSES</b>						
<b>Travel, Training, &amp; Professional Dues</b>						
5120	Training	-	-	120	-	(120)
<b>Total - Travel, Training, &amp; Professional Dues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120</b>	<b>\$ -</b>	<b>\$ (120)</b>
<b>Operational Costs</b>						
5220	Alarm System Services	2,510	1,200	1,199	1,200	1
<b>Total - Operational Costs</b>		<b>\$ 2,510</b>	<b>\$ 1,200</b>	<b>\$ 1,199</b>	<b>\$ 1,200</b>	<b>\$ 1</b>
<b>Supplies and Materials</b>						
5630	Small Equip & Parts	-	-	-	-	-
<b>Total - Supplies and Materials</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital Expend. and Projects</b>						
6060	Building Equipment: Building Cameras	-	-	-	-	-
<b>Total - Capital Expend. and Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL - Expenses</b>		<b>\$ 2,510</b>	<b>\$ 1,200</b>	<b>\$ 1,319</b>	<b>\$ 1,200</b>	<b>\$ (119)</b>
<b>Net surplus (deficit)</b>		<b>3,776</b>	<b>4,325</b>	<b>4,291</b>	<b>4,325</b>	
<b>Beginning Cash</b>		<b>17,313</b>	<b>21,089</b>	<b>21,089</b>	<b>25,380</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 21,089</b>	<b>\$ 25,414</b>	<b>\$ 25,380</b>	<b>\$ 29,705</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 23,599</b>	<b>\$ 26,614</b>	<b>\$ 26,699</b>	<b>\$ 30,905</b>	

# Local Truancy Prevention and Diversion Fund

(Local Consolidated Fee Fund 3 of 4)

Monies may only be used in accordance with the Local Government Code Section 134.156; to finance the salary, benefits, training, travel expenses, office supplies, and other necessary expenses relating to the position of juvenile case manager. Money may not be used to supplement the income of an employee whose primary role is not that of a juvenile case manager.

City of Hill Country Village  
Juvenile Case Manager - 22  
Fiscal Year Ending September 30, 2026

Acct. #	Total - Revenues	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
	<b>REVENUES</b>					
4050	Municipal Court	6,168	4,000	5,000	5,000	-
4010	Interest (Checking)	18	20	60	40	(20)
	<b>Total - Revenues</b>	<b>\$ 6,186</b>	<b>\$ 4,020</b>	<b>\$ 5,060</b>	<b>\$ 5,040</b>	<b>(20)</b>
	<b>EXPENSES</b>					
<b>Operational Costs</b>						
	<b>Total - Operational Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Supplies and Materials</b>						
	<b>Total - Supplies and Materials</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>TOTAL - Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Net surplus (deficit)</b>	<b>6,186</b>	<b>4,020</b>	<b>5,060</b>	<b>5,040</b>	
	<b>Beginning Cash</b>	<b>4,439</b>	<b>10,625</b>	<b>10,625</b>	<b>15,685</b>	
	<b>Ending Cash/Reserves</b>	<b>\$ 10,625</b>	<b>\$ 14,645</b>	<b>\$ 15,685</b>	<b>\$ 20,725</b>	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 10,625</b>	<b>\$ 14,645</b>	<b>\$ 15,685</b>	<b>\$ 20,725</b>	

# ***Municipal Jury Fund*** (Local Consolidated Fee Fund 4 of 4)

Monies may only be used in accordance with the Local Government Code Section 134.154; to fund juror reimbursements and otherwise finance jury services.

City of Hill Country Village  
Jury Fund - 23  
Fiscal Year Ending September 30, 2026

Acct. #	Appropriated Fund Balance	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4050	Municipal Court	123	160	125	130	5
4010	Interest (Checking)	-	1	1	1	-
<b>Total - Revenues</b>		<b>123</b>	<b>161</b>	<b>126</b>	<b>131</b>	<b>5</b>
<b>EXPENSES</b>						
<b>Operational Costs</b>						
5202	Postage and Delivery	45	100	50	100	50
<b>Total - Operational Costs</b>		<b>45</b>	<b>100</b>	<b>50</b>	<b>100</b>	<b>50</b>
<b>Supplies and Materials</b>						
<b>Total - Supplies and Materials</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL - Expenses</b>		<b>45</b>	<b>100</b>	<b>50</b>	<b>100</b>	<b>50</b>
<b>Net surplus (deficit)</b>		<b>78</b>	<b>61</b>	<b>76</b>	<b>31</b>	
<b>Beginning Cash</b>		<b>48</b>	<b>126</b>	<b>126</b>	<b>202</b>	
<b>Ending Cash/Reserves</b>		<b>126</b>	<b>187</b>	<b>202</b>	<b>233</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>171</b>	<b>287</b>	<b>252</b>	<b>333</b>	



# Judicial Efficiency

Monies (10% retained by the city if timely remitted on quarterly report) may only be used in accordance with the Local Government Code Section 133.105; to promote the efficient operation of the court and the investigation, prosecution, and enforcement of offenses within the court's jurisdiction. It was repealed on December 31, 2019.

City of Hill Country Village  
Judicial Efficiency - 17  
Fiscal Year Ending September 30, 2026

Acct. #	Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4050	Municipal Court	46	75	40	40	-
4010	Interest (Checking)	2	2	5	2	-
<b>Total - Revenues</b>		<b>\$ 48</b>	<b>\$ 77</b>	<b>\$ 45</b>	<b>\$ 42</b>	<b>(3)</b>
<b>EXPENSES</b>						
<b>Operational Costs</b>						
5120	Training			-	100	100
<b>Total - Operational Costs</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>100</b>
<b>Supplies and Materials</b>						
<b>Total - Supplies and Materials</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Total - Expenses</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>100</b>
<b>Net surplus (deficit)</b>		<b>48</b>	<b>77</b>	<b>45</b>	<b>(58)</b>	
<b>Beginning Cash</b>		<b>700</b>	<b>748</b>	<b>748</b>	<b>793</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 748</b>	<b>\$ 825</b>	<b>\$ 793</b>	<b>\$ 735</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 748</b>	<b>\$ 825</b>	<b>\$ 793</b>	<b>\$ 835</b>	

## Child Safety Fund

Texas Code of Criminal Procedure Art. 102.014 states a person convicted of an offense under Section 545.066, Transportation Code (Passing a School Bus), shall pay a fine of \$25 in addition to other taxable court costs. Money collected under this article in a municipal court case must be used for a school crossing guard program if the municipality operates one; or for programs designed to enhance child safety, health, or nutrition, including child abuse prevention and intervention and drug and alcohol abuse prevention; or for programs designed to enhance public safety and security.

City of Hill Country Village  
Child Safety Fund - 24

Acct #	TOTAL	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
	<b>REVENUES</b>					
4050	Municipal Court	36		150	100	(50)
4010	Interest (Checking)	0		1	1	-
<b>Total - Revenues</b>		<b>\$ 37</b>	<b>\$ -</b>	<b>\$ 151</b>	<b>\$ 101</b>	<b>(\$ 50)</b>
	<b>EXPENSES</b>					
<b>Operational Costs</b>						
5120	Training			-	-	-
<b>Total - Operational Costs</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Supplies and Materials</b>						
5503	School Safety / Child Safety Fund Purchases				100	100
<b>Total - Supplies and Materials</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>100</b>
<b>Contingencies</b>						
<b>Total - Expenses</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>100</b>
<b>Net surplus (deficit)</b>		<b>37</b>	<b>-</b>	<b>151</b>	<b>1</b>	
<b>Beginning Cash</b>		<b>75</b>	<b>112</b>	<b>112</b>	<b>263</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 112</b>	<b>\$ 112</b>	<b>\$ 263</b>	<b>\$ 264</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 112</b>	<b>\$ 112</b>	<b>\$ 263</b>	<b>\$ 364</b>	

# Venue Tax Fund

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

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

On July 1, 2022 the City notified the Texas State Comptroller of the voter-approved project's completion and the tax stopped being collected as of July 31, 2022.

Policy Consideration: The city may reinstate a 2%-5% short-term rental tax should the City's Economic Development Corporation begin a new voter-approved eligible project. One municipality and four counties - including Bexar County -currently collect venue district tax on short-term vehicle rentals as of July 31, 2022, all of which collect at 5%.

City of Hill Country Village  
Venue Tax Fund - 19  
Fiscal Year Ending September 30, 2026

Acct. #	Appropriated Fund Balance	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget to Estimate Difference
<b>REVENUES</b>						
4004	Venue Tax	24,448				-
4010	Interest (Checking)	190	20	500	250	(250)
<b>Total - Revenues</b>		<b>\$ 24,638</b>	<b>\$ 20</b>	<b>\$ 500</b>	<b>\$ 250</b>	<b>(250)</b>
<b>EXPENSES</b>						
<b>Operational Costs</b>						
5350	Fire Department Services	30,000				-
<b>Total - Operational Costs</b>		<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>TOTAL - Expenses</b>		<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net surplus (deficit)</b>		<b>(5,362)</b>	<b>20</b>	<b>500</b>	<b>250</b>	
<b>Beginning Cash</b>		<b>94,622</b>	<b>89,260</b>	<b>89,260</b>	<b>89,760</b>	
<b>Ending Cash/Reserves</b>		<b>\$ 89,260</b>	<b>\$ 89,280</b>	<b>\$ 89,760</b>	<b>\$ 90,010</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 119,260</b>	<b>\$ 89,280</b>	<b>\$ 89,760</b>	<b>\$ 90,010</b>	



City of Hill Country Village  
General Fund  
Fiscal Year Ending September 30, 2026

16%  
Ad Valorem

General Fund Revenue & Expenditure Summary

Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Budget difference
<b>REVENUE</b>					
Sales Tax	1,064,666	1,035,000	1,030,000	1,023,234	(6,766)
Property Tax	431,022	467,118	460,000	574,473	114,473
Embrey (Iron Ridge Apartments)	48,080	49,522	49,522	51,008	1,486
Liquor Tax	11,983	14,000	10,915	11,000	85
Interest Income	87,798	36,000	70,000	90,000	20,000
Franchise	106,678	122,150	117,480	119,000	1,520
City Public Service	86,301	99,000	97,000	97,000	-
AT&T	158	3,400	-	-	-
Charter-Spectrum	15,281	16,500	17,000	17,000	-
Waste Management	3,009	2,900	3,100	3,100	-
Other	1,929	350	380	350	(30)
Municipal Court	215,337	199,000	215,000	225,000	10,000
Sewer Use Fees	100,574	114,000	90,000	92,000	2,000
Permits-Health Department	6,465	10,000	7,500	10,000	2,500
Permits-Building	106,071	90,000	70,000	80,000	10,000
Permits-Police	780	2,800	2,670	2,800	130
Variance / Special Use	3,650	1,500	1,500	1,500	-
Reimbursements	-	-	-	-	-
Other	1,011,242	4,100	9,550	3,000	(6,550)
Credit Card Fees	1,433	-	-	-	-
Insurance Proceeds	0	-	-	-	-
Misc. Income	1,566	-	50	-	(50)
Police Reports	57	300	300	300	-
Fingerprinting	2,140	3,000	1,800	1,900	100
Open Record Req Income	18	-	-	-	-
Fire Inspection Fee	0	-	-	-	-
Police Auction	-	-	-	-	-
False Alarm Fees	-	500	-	500	500
Return Check Fee	-	200	-	200	200
Animal Control	130	100	100	100	-
Sale of Assets	1,005,898	-	7,300	-	(7,300)
Zoning Commission Fees	-	-	-	-	-
Interfund Transfer	15,000	15,000	15,000	15,000	-
<b>TOTAL - Revenues</b>	<b>\$ 3,209,346</b>	<b>\$ 2,160,190</b>	<b>\$ 2,149,137</b>	<b>\$ 2,298,015</b>	<b>\$ 148,748</b>
<b>EXPENSES</b>					
<b>General &amp; Administrative</b>					
Personnel Services (Admin & Court)	201,374	225,175	221,348	236,931	15,583
Travel, Training & Prof Dues	809	5,315	4,415	5,115	700
Operational Costs	516,764	515,143	589,136	615,055	25,919
Utilities (Elec/Gas, Water, Phone, Internet, L.)	14,722	12,600	12,600	12,600	-
Sewer Discharge Services	66,252	74,000	74,000	74,000	-
Insurance (Liability/E&O, Prop.)	5,392	4,810	4,710	4,810	100
Attorney Services	34,030	25,000	97,205	100,000	2,795
Engineering Services	(779)	4,000	3,400	10,000	6,600
Building Inspection	29,195	26,000	30,000	30,000	-
Health Inspection	2,640	2,400	2,300	2,400	100
Fire Department Services/Fire Inspections	274,690	281,138	281,000	290,000	9,000
Accounting, Audit & Financial Consultant Sves	54,355	44,500	44,500	48,650	4,150
Computer Consultant Service	5,550	7,800	7,800	7,800	-
Judge, Pros., Mag., Court Rep.	9,900	11,700	11,700	14,300	2,600
Operational Costs - Other	20,817	21,195	19,921	20,495	574
Supplies & Materials	11,176	9,020	12,120	11,420	(700)
Capital Expenditures	-	-	-	-	-
Interfund Transfer	-	-	-	-	-
<b>Subtotal</b>	<b>\$ 730,123</b>	<b>\$ 754,653</b>	<b>\$ 827,019</b>	<b>\$ 868,521</b>	<b>41,502</b>

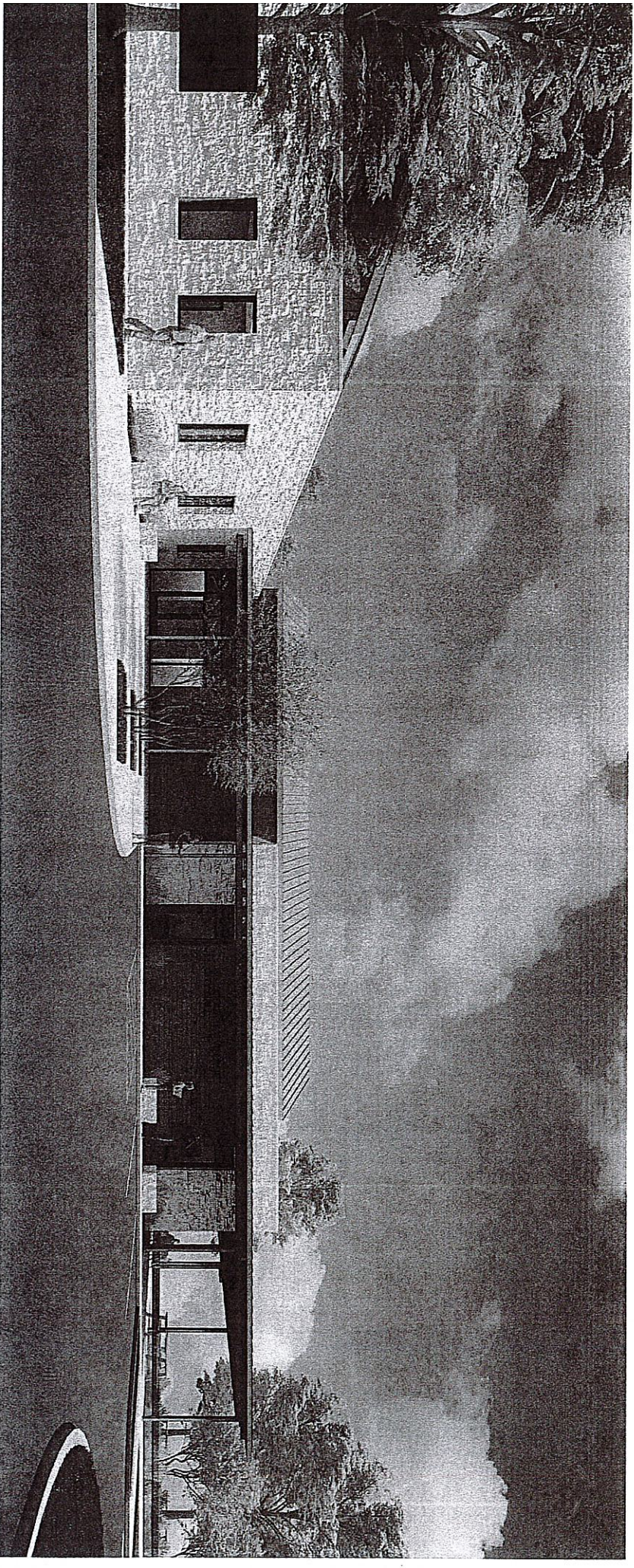
City of Hill Country Village  
General Fund  
Fiscal Year Ending September 30, 2026

General Fund Revenue & Expenditure Summary

Account Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Estimate	FY 2025-26 Budget	Estimate to Budget difference
<b>Police</b>					
Personnel Services	1,033,194	1,121,238	1,132,173	1,183,073	50,900
Travel, Training & Prof Dues	3,811	5,000	4,900	6,000	1,100
Operational Costs	40,915	37,825	37,825	38,825	1,000
Comm - Badge Software	2,799	1,350	1,350	1,350	-
Comm - MDT	1,440	1,850	1,850	1,850	-
Comm - Radio Airtime	4,104	4,600	4,600	4,600	-
Uniforms Purchase/Replc	12,020	14,000	14,000	15,000	1,000
Insurance (Auto, Law Enf, Prop)	18,268	12,725	12,725	12,725	-
Operational Costs - Other	2,284	3,300	3,300	3,300	-
Supplies & Materials	58,331	53,400	50,100	62,300	12,200
Range & Ammunition	2,782	2,500	2,500	2,500	-
Vehicle Maint., Wash, Tires	5,439	10,000	6,200	9,500	3,300
Vehicle Fuel	25,122	24,500	25,000	24,500	(500)
Small Equip & Parts	16,732	7,000	7,000	16,000	9,000
Supplies & Materials - Other	8,256	9,400	9,400	9,800	400
Dispatch Services	-	-	-	-	-
Capital Expenditures	-	-	-	-	-
Interfund Transfer	50,000	50,000	50,000	41,866	(8,134)
Subtotal	\$ 1,186,251	\$ 1,267,463	\$ 1,274,998	\$ 1,332,064	57,066
<b>Public Works</b>					
Personnel Services	62,671	66,127	67,230	68,806	1,576
Travel, Training & Prof Dues	-	-	-	-	-
Operational Costs	9,995	15,925	11,325	16,425	5,100
Street Lighting Services	8,175	9,000	9,400	9,400	-
Sewer Maintenance	-	5,000	-	5,000	5,000
Operational Costs - Other	1,820	1,925	1,925	2,025	100
Supplies & Materials	11,612	15,400	10,700	12,200	1,500
Animal Control Expenses	-	-	-	-	-
Building Maintenance	1,307	2,600	2,600	2,400	(200)
Street, Sign Maintenance	1,470	1,800	1,800	2,000	200
Vehicle Maint., Wash, Tires	1,028	1,000	1,000	1,700	700
Vehicle Fuel	2,837	3,000	3,300	3,400	100
Supplies & Materials - Other	4,970	7,000	2,000	2,700	700
Capital Expenditures	-	-	-	-	-
Interfund Transfer	-	-	-	-	-
Subtotal	\$ 84,278	\$ 97,452	\$ 89,255	\$ 97,431	8,176
TOTAL - Expenses	\$ 2,000,652	\$ 2,119,567	\$ 2,191,272	\$ 2,298,015	106,743
Net surplus (deficit)	1,208,694	40,623	(42,135)	(0)	
Beginning Cash	1,538,612	2,747,306	2,787,929	2,745,794	
Ending Cash/Reserves	2,747,306	2,787,929	2,745,794	2,745,793	
TOTAL APPROPRIATIONS	\$4,747,958	\$4,907,496	\$4,937,066	\$5,043,809	



# HILL COUNTRY VILLAGE CITY HALL CONSTRUCTION CONTRACT DELIVERY METHOD





## Competitive Sealed Proposal (CSP)

In a CSP the City would contract with an architect who would guide them from conceptual design all the way to construction documents and bidding. The architect helps to set up the bidding process and the required public postings for that process. There is a specified bid time and date when general contractors drop off their bid proposal, and the architect will help open the bids and evaluate the bids to select the best value based on the criteria mutually developed by the City and the architect.

**Pros**  
Increases competition between general contractors

No preconstruction fees to general contractor

**Cons**  
Contractor is brought in after all major decisions are made

Schedule can only begin when contract is signed with general contractor (no early ordering for long-lead items)

## Construction Manager at Risk (CMAR)

In a CMAR the City would contract with an architect and a general contractor (separately) early in the process. The general contractor is selected on best value which typically includes a formula for qualifications and proposed fee/profit. The architect would lead the design process. The general contractor would review constructability and provide construction estimates along the way. The project still goes through a bidding process via subcontractor bids. The owner can see all subcontractor bids, and the general contractor is marking those up based on the previously agreed upon fee/profit.

**Pros**  
Early procurement of materials and early drawing packages can reduce overall construction schedule

Input from general contractor along the way - material selections, building systems, and their effect on the budget is evaluated early in design

Ability to get a Guaranteed Maximum Price (GMP) earlier in the process

**Cons**  
Can sometimes result in slightly higher construction prices

## Design Build (DB)

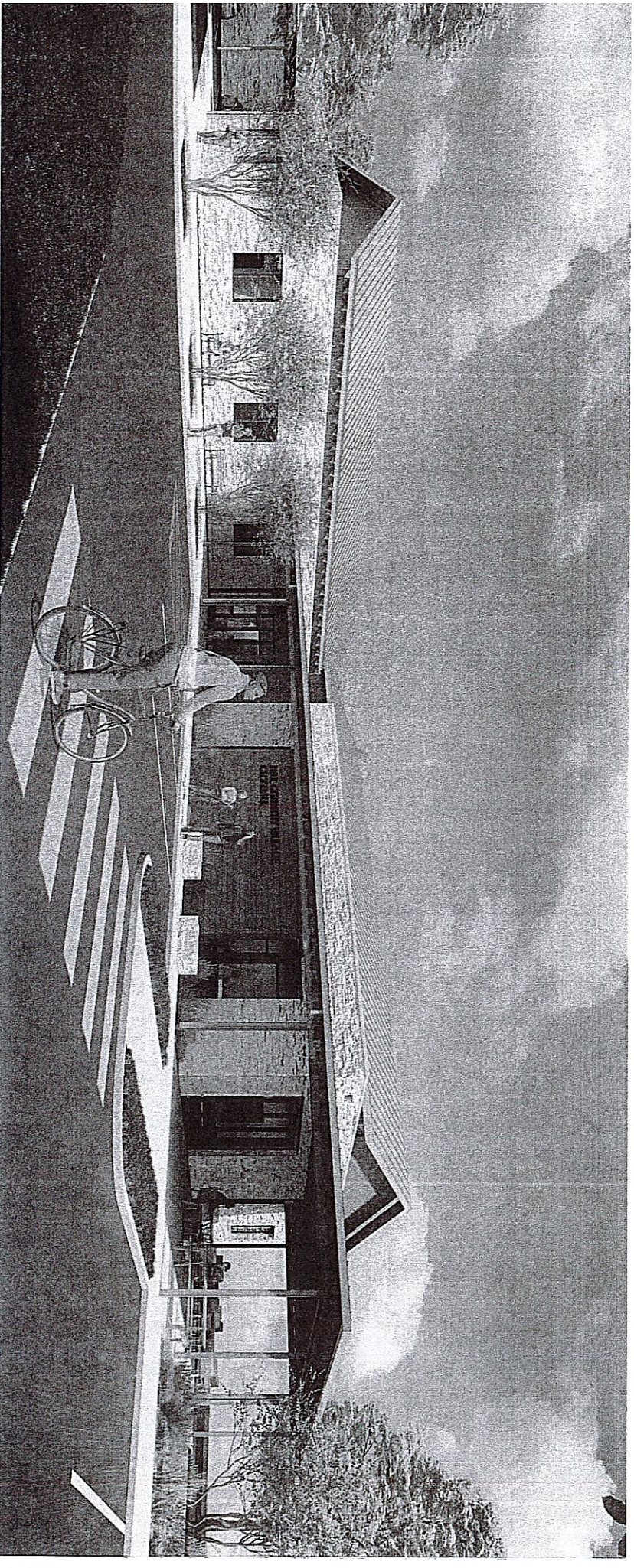
In a DB the City would contract with a general contractor. The general contractor would then contract with a design team. Like CMAR, the general contractor is selected on best value which typically includes a formula for qualifications and proposed fee/profit. The process can work similarly to a CMAR but ultimately the City's contract is with the contractor. The City would want to tailor the contractual agreement to ensure that they have a desired level of control over the design. Most general contractors are very willing to have the owner work with the architect through the entire process to ensure good design results.

**Pros**  
Same as CMAR  
Has been known to result in slightly lower construction prices

**Cons**  
The City should ensure they have a desired level of control over the design  
The City should ensure high performing/low maintenance building systems and materials - if design team is cut out of selections, the City should have a representative that is well versed in construction to help make decisions



# HILL COUNTRY VILLAGE CITY HALL PROGRAM MANAGEMENT





## Program Managers / Owner's Representatives

LPA has worked with Program Managers on a variety of project types with a variety of project delivery methods. These projects have been with Construction Manager at Risk, Competitive Sealed Proposal, and Design Build contract delivery methods.

Category	With Program Manager (PM)	Without Program Manager
Owner Representation	Dedicated advocate working solely in city's interest; acts as single point of contact.	City staff manage directly, often alongside other duties; may lack construction-specific expertise.
Expertise & Oversight	Professional knowledge in budgeting, scheduling, procurement, risk management, and dispute resolution.	Relies on architect/contractor for oversight; less independent technical review.
Cost Control	Monitors budget in real time, vets change orders, negotiates terms.	Higher risk of cost overruns or unvetted change orders.
Staff Workload	Frees up city staff to focus on policy, community relations, and other projects.	Significant staff time diverted to day-to-day project management.
Decision-Making	Provides consolidated recommendations to council; streamlines communication.	Council and staff may have to sift through technical details themselves.
Compliance & Documentation	Ensures adherence to regulations; maintains detailed project records.	Risk of incomplete records or missed compliance steps.
Cost	Additional fee (percentage of project cost or fixed rate).	No extra PM fee; lower upfront cost.
Control & Engagement	Requires trust in PM; city is one step removed from daily decisions.	City retains direct hands-on control over all decisions.
Public Perception	May be seen as smart investment in accountability; or criticized as unnecessary spending.	May be seen as fiscally cautious; or criticized if problems arise without professional oversight.



## SCOPE OF SERVICES

CITY OF HILL COUNTRY VILLAGE CITY HALL  
DESIGN, DOCUMENTATION, AND CONTRACT ADMINISTRATION  
1/10/2024

1/22/2024 - REVISED

7/9/2025 - REVISED

Client: City of Hill Country Village

Contact: Mr. Gabriel Durand Hollis  
Mayor  
116 Aspen Lane  
Hill Country Village, TX 78232

Project: City of Hill Country Village City Hall  
Design, Documentation, and  
Contract Administration

Architect: LPA, Inc.

Contact: Sara Flowers, AIA  
Studio Director | Principal  
1811 S. Alamo St, Suite 100  
San Antonio, TX 78204  
(210) 503-6205  
[SFlowers@LPADesignStudios.com](mailto:SFlowers@LPADesignStudios.com)

## PROJECT DESCRIPTION

The City of Hill Country Village is planning a new City Hall to replace their existing facility. The new one-story building is approximately 9,850 square feet of conditioned space and approximately 1,850 square feet of covered parking. The new construction shall include a central lobby, a multipurpose council/meeting room, City Hall administration spaces, Police administration spaces, holding cells, a Sally Port, Public Works administration spaces, 8 covered parking stalls, staff and visitor parking, a new entrance drive, and associated landscaping.

The proposed fee is based on an assumed construction cost of \$4,000,000 and includes Design Development, Construction Documents, Bidding/Negotiation, Construction Contract Administration, and Post Construction Services. Master Planning and Schematic Design were performed under a separate contract.

## SERVICES

	LPA	CLIENT	ADDITIONAL IF REQUESTED
Survey		X	
Geotechnical Study		X	
Civil Engineering (Design and CA)	X		
Civil Engineering (Site and Infrastructure Permitting, Off Site Design, and Project Specific Services*)			X
Landscape Architecture			X
Irrigation Design			X
Architectural Design	X		
Interior Design	X		
Structural Engineering	X		
Mechanical Engineering	X		
Plumbing Engineering	X		
Electrical Engineering	X		
Lighting Design	X		
Low Voltage Technology			X
Fire Alarm Design	X		
Fire Protection Engineering	X		
Graphic Design			X
Cost Estimation			X
FF&E Procurement			X
Building Systems Commissioning			X
LEED / Sustainability Consultant			X
Code Consultant			X
Building Envelope Consultant			X
Acoustical Design			X
Audio/Visual Design			X
Kitchen Consulting			X
Energy Audits			X

\*Project specific services are separate from the design and construction activities and include items such as platting, platting fees, storm water management plans, drainage and flood studies, flood permits, offsite water/sewer design and survey work, easement surveys and exhibits, subsurface utility engineering (sue) investigation, Texas pollutant discharge elimination system (TPDES) permits, traffic engineering studies, and work in the right of way.



## BASIC SERVICES

### 000 – GENERAL

During the project, certain activities occur in each phase. These activities, described below, are non-sequential and may not be applicable to all phases of the project. These activities include:

#### 001 Project Administration services including:

- .01 Initial consultation in development of the Project.
- .02 Preparation of professional service agreements.
- .03 Project-related research.
- .04 Conferences and meetings, including meeting minutes.
- .05 Communications.
- .06 Travel time.
- .07 Progress reports.
- .08 Direction of the services of in-house personnel.

#### 002 Disciplines Coordination/Document Checking services consisting of:

- .01 Coordination between LPA's services and the services of engineering and other involved disciplines for the Project.
- .02 Review and check documents prepared for the Project.

#### 003 Agency Consulting services including:

- .01 Agency consultations.
- .02 Research of critical applicable regulations.
- .03 Preparation of written and graphic explanatory materials.
- .04 Appearances on the Client's behalf at agency meetings.

### 300 – DESIGN DEVELOPMENT

In the Design Development Phase, LPA shall provide those services to prepare from the approved Schematic Design Documents, for approval by the Client, the Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the entire Project, including architectural, structural, mechanical, and electrical systems, materials and such other elements as may be appropriate. Consideration shall be given to availability of materials, equipment and labor, construction scheduling, maintenance

requirements and energy conservation. The following descriptions shall apply to those services.

#### 301 Architectural Design/Documentation services consisting of continued development and expansion of architectural Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of the Project through:

- .01 General information including sheet index, code analysis, fire access plan, and Texas Accessibility Standards.
- .02 Site, demolition, floor, roof, finish, reflected ceiling, and signage plans.
- .03 Building and wall sections and exterior elevations.
- .04 Typical construction details.
- .05 Interior elevations.
- .06 Equipment layouts.
- .07 Final materials selections.
- .08 Outline specifications.

#### 302 Structural Design/Documentation services consisting of continued development of the specific basic structural system(s) in sufficient detail to establish:

- .01 Sizes for all primary elements of the gravity and lateral force resisting system including beams, columns, decks, braces and typical slab and wall reinforcing.
- .02 Primary foundation sizes and reinforcing.
- .03 Review of and design for critical coordination clearances.
- .04 Drawings including foundation plan, framing plans, elevations as needed to describe the lateral force resisting system, footing, column, slab and beam schedules, typical details and details or sections for major building components such as canopies, roof screens and the critical components of the seismic load path.

#### 303 Mechanical and Plumbing Design/Documentation services consisting of continued development and expansion of mechanical and plumbing Schematic Design Documents to establish:

- .01 Approximate equipment sizes and capacities.
- .02 Preliminary equipment selection and layouts.
- .03 Required space for equipment.
- .04 Required chases and clearances.
- .05 Acoustical and vibration control.
- .06 Visual impacts.

- .07 Energy conservation measures/modeling.
- .08 Drawings including legends and schedules, demolition plans (if applicable), mechanical and plumbing floor, roof, piping, and zoning plans, enlarged plans, plumbing site plans, sections, details, sequence of operations diagram, riser diagram.
- 304 **Electrical Design/Documentation** services consisting of continued development and expansion of electrical Schematic Design Documents or materials lists to establish:
  - .01 Utility coordination
  - .02 Criteria for lighting and electrical systems.
  - .03 Approximate sizes and capacities of major components.
  - .04 Preliminary equipment and lighting layouts.
  - .05 Required space for equipment.
  - .06 Required chases and clearances.
  - .07 Drawings including lead sheets, general notes, legends and symbols, demolition plans (if applicable), site distribution and lighting plans, lighting photometrics, power plans, lighting plans, single line diagram, feeder schedules, panel schedules, lighting control diagram, and typical details.
  - .08 Fire alarm lead sheet; plans and details.
  - .09 As an additional service, Low Voltage Technology can be provided including communications and electronic safety and security symbols and notes, floor plans, riser diagram, structured cabling pathway, enlarged plans, and typical details.
  - .10 As an additional service, Specialty Audio Visual/Broadcast Systems plans and details can be provided.
- 305 **Civil Design/Documentation** services consisting of continued development and expansion of civil Schematic Design Documents to establish the final scope and preliminary details for the specified areas.
  - .01 Demolition Plan.
  - .02 Horizontal Control and Paving Plan.
  - .03 Precise Grading Plan.
  - .04 Earthwork Calculations.
  - .05 Drainage Plan.
  - .06 Utility Plan.
  - .07 Erosion Control Plan.
  - .08 Draft Fire Master Plan.
  - .09 Draft Fire Underground Plan.
  - .10 Draft Hydrology Study.
  - .11 Draft Hydraulics Study.
  - .12 Compile Composite Site Utility Plan across multiple disciplines.
- 306 **Landscape Design/Documentation** services can be provided as an additional service and consist of development and expansion of landscape design to establish final scope, relationships, forms, size, and appearance of the Project through:
  - .01 Landscape notes and schedules.
  - .02 Overall site plan.
  - .03 Materials, layout and enlarged plans.
  - .04 Details.
  - .05 Planting plan/calculations.
  - .06 Planting details.
  - .07 Irrigation concept plan.
- 307 **Interior Design/Documentation** services consisting of continued development and expansion of interior Schematic Design Documents and development of outline specifications or materials lists to establish the final scope and preliminary details relative to:
  - .01 Interior construction of the Project.
  - .02 Special Interior design features.
  - .03 Furniture and equipment planning.
  - .04 Materials, finishes and colors.
- 308 **Fire Protection Design/Documentation** services consisting of:
  - .01 Drawings including general information. Site plan, floor plan, building sections, typical and seismic bracing details.
  - .02 Preliminary hydraulic calculations.
- 309 **Materials Research/Specifications** consisting of:
  - .01 Development of outline specifications or update to the Basis of Design indicating significant materials, systems and equipment and their criteria and quality standards.
  - .02 Interior and exterior material boards identifying the selection of major materials and finishes for approval by the Client.
- 310 **Project Development Scheduling** services consisting of reviewing and updating previously established schedules of the Project.



311 As an additional service, Statement of Probable Construction Costs services can be provided consisting of updating and refining the Schematic Design Phase Statement of Probable Construction Cost of the Project, taking into consideration:

- .01 Quantity take-offs and unit cost pricing for materials, labor, tools, equipment, and services required for the Work plus estimates for the Contractor's supervision cost, Work required by General and Supplementary Conditions, and an allowance for a reasonable Contractor's overhead and profit.
- .02 Availability of materials and labor.
- .03 Project delivery procedures.
- .04 Construction sequencing and scheduling.
- .05 Changes in scope of the Project.
- .06 Adjustments in quality standards.

312 **Summary of Meetings:**

- .01 Two (2) Design meetings.
- .02 Presentation to City Council.

313 **Summary of Deliverables:**

- .01 Drawings.
- .02 Basis of Design document, or outline specifications.
- .03 Schedule update.
- .04 Statement of Probable Construction Cost.
- .05 Meeting Notes.

#### 400 - CONSTRUCTION DOCUMENTS

In the Construction Documents Phase, LPA shall provide those services to prepare, from the approved Design Development documents, for approval by the Client, Construction Documents consisting of Drawings, Specifications and other documents setting forth in detail the requirements for construction of the Project and bidding and contracting for the construction of the Project. The following descriptions shall apply to those services:

- 401 **Architectural Design/Documentation** services consisting of preparation of Drawings based on approved Design Development Documents setting forth in detail the architectural construction requirements for the Project.
- 402 **Structural Design/Documentation** services consisting of preparation of structural

engineering calculations, Drawings and Specifications based on approved Design Development documents, setting forth in detail the structural construction requirements for the Project.

- 403 **Mechanical and Plumbing Design/Documentation** services consisting of preparation of final mechanical and plumbing engineering calculations, Drawings and Specifications based on approved Design Development documents, setting forth in detail the mechanical construction requirements for the Project.

- 404 **Electrical Design/Documentation** services consisting of preparation of final electrical engineering calculations, circuiting, compliance documentation, drawings and Specifications based on approved Design Development Documents, setting forth in detail the electrical construction requirements for the Project.

As an additional service, Low Voltage Technology and Specialty Audio Visual/Broadcast Systems can be provided.

- 405 **Civil Design/Documentation** services consisting of preparation of final civil engineering Design, Drawings and Specifications based on approved Design Development documents, setting forth in detail the civil construction requirements for the Project.

- 406 **Landscape Design/Documentation** services can be provided as an additional service and consist of preparation of Drawings and Specifications based on approved Design Development Documents, setting forth in detail the landscape construction requirements for the Project.

- 407 **Interior Design/Documentation** consisting of preparation of Drawings and Specifications based on approved Design Development documents, setting forth in detail the requirements for interior construction for the Project.

- 408 **Fire Protection Design/Documentation** services consisting of:

- .01 Drawings including general information, site plan, floor plan, building sections, and typical details.
- .02 Final hydraulic calculations.



**409 Materials Research/Specifications**  
consisting of:

- .01 Assistance to the Client in development and preparation of Bidding documents which describe the time, place and conditions of bidding, bidding forms, and the form(s) of Agreement between the Client and Contractor(s).
- .02 Assistance to the Client in development and preparation of the Conditions of the Contract (General, Supplementary, and other Conditions).
- .03 Development and preparation of Specifications describing materials, systems and equipment, workmanship, quality, and performance criteria required for the construction of the Project.
- .04 Compilation of Project Manual including Conditions of the Contract, Bidding Documents and Specifications.

**410 Project Development Scheduling** services consisting of reviewing and updating previously established schedules of the Project.

**411 As an additional service, Statement of Probable Construction Cost** services can be provided consisting of advising the Client of any adjustments to, and, when the Construction documents are approximately 90% complete, updating of the Design Development Phase Statement of Probable Construction Cost of the Project, considering:

- .01 Quantity take-offs and unit cost pricing for materials, labor, tools, equipment, and services required for the Work plus estimates for the Contractor's supervision cost, Work required by General and Supplementary Conditions, and an allowance for a reasonable Contractor's overhead and profit.
- .02 Changes in materials, systems or details of construction which have occurred during preparation of the Construction Documents.
- .03 Known changes in the cost of materials, labor, and services since preparation of the previous Statement of Probable Construction Cost.
- .04 Adjustments for known or anticipated changes in the bidding market relative to the Project.

**412 Summary of Meetings:**

- .01 Two (2) staff meetings.
- .02 One (1) agency meeting if required.
- .03 Presentation to City Council.

**413 Summary of Deliverables:**

- .01 Building construction drawings.
- .02 Site construction drawings.
- .03 Specification (Project Manual).
- .04 Schedule update.
- .05 Statement of Probable Construction Cost update.
- .06 Meeting Notes.

**500 - AGENCY APPROVAL**

In the Agency Approval Phase, LPA shall provide those services to process Construction Documents through the appropriate Authorities Having Jurisdiction (AHJ's) to obtain plan check approval. The following descriptions shall apply to those services:

**501 Local Agency Plan Check Approval** services including submittal of plans to the Building Department and/or other agency departments including:

- .01 Assistance to the Client in the preparation of the application(s).
- .02 Coordination with the authorities to determine plan check fees.
- .03 Submittal to authorities for plan check review. Response to plan check comments as necessary to obtain approval.

**600 - BIDDING / NEGOTIATION**

In the Bidding Phase, LPA, following the Client's and applicable agency's approval of the Construction Documents and of the most recent Statement of Probable Construction Cost, shall provide those services for LPA to assist the Client in obtaining bids or negotiated proposals and in awarding and preparing contracts for construction. In the case of phased construction, the Client may authorize bidding and/or negotiation of portions of the Work prior to completion of the Construction Documents Phase. The following descriptions shall apply to those services:

- 601 **Bidding Materials** services consisting of organizing and handling Bidding Documents for:
- .01 Coordination.
  - .02 Reproduction.
  - .03 Completeness review.
- 602 **Addenda** services consisting of preparation and distribution of Addenda as may be required during bidding or negotiation and including supplementary Drawings, Specifications, instructions, and notice(s) of changes in the bidding schedule and procedure. Services include submittal of addenda to the appropriate agency for plan check approval, and distribution of the approved addenda to prospective bidders.
- 603 **Bidding/Negotiations** services consisting of:
- .01 Participation in pre-bid conferences.
  - .02 Responses to questions from bidders or proposers and clarifications or interpretations of the Bidding Documents.
  - .03 Attendance at bid opening(s).
- 604 **Analysis of Alternates/Substitutions** services consisting of consideration, analyses, comparisons, and recommendations relative to alternates or substitutions proposed by bidders or proposers either prior to receipt of Bids or proposals, or after as determined by bidding procedures.
- 605 **Summary of Meetings:**
- .01 One (1) Pre-bid conference/job walk.
  - .02 One (1) Bid opening.
- 606 **Summary of Deliverables:**
- .01 Bid documents (plans and specifications).
  - .02 Addenda.
- .01 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples, and other submittals required by the Contract Documents.
- a. Shop Drawings and submittals review (limit two iterations per submittal) to be reviewed and returned in fifteen (15) working days.
  - b. Distribution of submittals to the Client, Contractor and/or Construction Manager, as required.
  - c. Maintenance of master file of submittals and associated reporting log.
- .02 Interpreting the contract documents, including receipt, review of, and appropriate action on Requests for Information (RFI's).
- a. Issue clarifications as necessary to address and resolve questions or inquiries from the Contractor.
  - b. Unwarranted or incomplete requests will be rejected.
  - c. Excessive and repeated submissions by the Contractor shall be provided as an additional service.
  - d. Maintenance of master file of RFI's and associated reporting log.
  - e. RFI's to be reviewed and returned in five (5) working days.
- .03 Related communications.
- 702 **Construction Field Observation** services consisting of visits to the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents, including:
- .01 Site visits based on bi-weekly meetings for fifty-six (56) weeks of construction.
  - .02 Field Observation does not include any inspection or approval of built or planned construction work.
  - .03 LPA shall advise the Client when Work is observed that does not conform with the Contract Documents and shall make recommendations regarding correction of such Work.
  - .04 Related communications.

## 700 – CONTRACT ADMINISTRATION

In the Contract Administration Phase, LPA shall provide those services necessary for the administration of the construction contract. The following descriptions shall apply to those services:

- 701 **Office Construction Administration** services consisting of:



**703 Changes, Quotation Requests, and Change Order services consisting of:**

- .01 Preparation, reproduction and distribution of Drawings and Specifications to describe Work to be clarified or modified.
- .02 Evaluation and recommendations of proposals from Contractor(s) for reasonableness of quantities and costs of labor and materials.
- .03 Evaluation and recommendations of proposals relative to changes in time for Completion.
- .04 Assisting in the preparation of appropriate modifications of the Contract(s) for Construction.
- .05 Related communications.

**704 Construction Cost Accounting services consisting of:**

- .01 Evaluation of Applications for Payment and certification thereof.
- .02 Related communications.

- .05 Notification to the Client and Contractor(s) of deficiencies found in follow-up review, if any.
- .06 Final review with Client's representative to verify final completion of the Work.
- .07 Receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds indemnifying the Client against liens.
- .08 Issuance of final Certificate(s) for Payment.
- .09 Receipt of complete, Contractor-annotated as-built markup drawings and specifications (if appropriate) and review to confirm as-builts accurately reflect clarifications and changes issued through the course of construction. Transmittal of as-built drawings and specifications to the Client for their records.

**800 – POST-CONSTRUCTION**

In the Post-Construction Phase, LPA shall provide those services to assist the Client in the closeout of the project and use and occupancy of the facility. The following descriptions shall apply to those services:

**801 Project Closeout services initiated upon notice from the Contractor(s) that the Work, or a designated portion thereof which is acceptable to the Client, is sufficiently complete, in accordance with the Contract Documents, to permit occupancy or utilization for the use for which it is intended, and consisting of:**

- .01 A detailed review with Client's representative for conformity of the Work to the Contract Documents to verify the list submitted by the Contractor(s) of items to be completed or corrected.
- .02 Determination of the amounts to be withheld until final completion.
- .03 Issuance of Certificate(s) of Substantial Completion.
- .04 Review upon notice by the Contractor(s) that the Work is ready for final review and acceptance.

## PROPOSED COMPENSATION

The following is the proposed compensation for the Scope of Services identified. The proposal is a lump sum fee based upon an assumed construction cost of up to \$4,000,000 and a building comprised of approximately 9,850 square feet of conditioned space and approximately 1,850 square feet of covered parking. Should the building size increase or the construction cost increase beyond \$4,000,000, LPA shall submit a proposal for a renegotiated fee to the City of Hill Country Village for review and approval.

Line items 401, 402, 403, and 404 are included as supplemental services outside of the basic services and can either be carried within LPA's agreement as an additional service or can be contracted separately by the City of Hill Country Village.

LPA will hold this proposal until the end of January 2026. If a contract is not executed by that date an updated proposal may be warranted.

### Phases 000 - 800:

000	General (Included below)	
300	Design Development (25%):	\$80,000
400	Construction Documents (40%):	\$128,000
500	Agency Approval (included below)	
600	Bidding/Negotiations (5%):	\$16,000
700	Contract Administration (30%):	\$96,000
800	Post-Construction (included above)	
	<b>Total Basic Services Fee:</b>	<b>\$320,000</b>
401	Civil Analysis and Reports	\$26,000
402	Landscape Architecture and Irrigation	\$42,000
403	Low Voltage Technology and A/V Design	\$12,000
404	Cost Estimation	\$30,000
	<b>GRAND TOTAL FEE:</b>	<b>\$430,000</b>

Reimbursable Expenses **\$6,400**

Reimbursable expenses are in addition to the base compensation and typically run approximately 2% of the total project fee. The reimbursable allowance will be billed only to the extent used, and typically include items requested by the Client such as additional hard copy milestone review sets, in quantities over and above the minimum number of sets required under the agreement. These expenses are invoiced at cost plus ten percent as incurred.

**Supplemental Services:** Due to the unknown nature of the requirements for Supplemental, no specific fee has been identified. Fees may be provided by LPA, as requested by the Client and pending clarification of the deliverables.

**Hourly Rates:** In the event Additional Services are warranted due to a change in the project scope, LPA shall submit a proposal to the Client for review and approval prior to proceeding with the services. Where possible, LPA shall submit a fixed fee proposal, but LPA may, at the Client's option, perform services to be invoiced on an hourly basis. In that scenario, the following hourly rates will apply for professional service fees:

## BASIC HOURLY RATES

Technical Role	Rate
Principal	\$315.00
Project Director	\$260.00
Senior Project Leader	\$225.00
Project Leader	\$215.00
Design Coordinator II	\$175.00
Design Coordinator I	\$150.00
Designer III	\$135.00
Designer II	\$125.00
Designer I	\$115.00
Intern	\$85.00
Support Role	Rate
Director	\$250.00
Manager	\$170.00
Senior Specialist	\$155.00
Specialist III	\$115.00
Specialist II	\$100.00
Specialist I	\$90.00

NOTE: These rates become effective January 2025 and are subject to change annually.

The highlighted roles/rates are those most likely to be needed for your project.

**Billing / Payment:** LPA shall invoice the Client monthly for a percentage of the work completed consistent with the terms of the Contract. Payment is due thirty (30) days from the date of the invoice. LPA reserves the right to stop all current services and notify the Client if payment is not received within thirty (30) days.



## EXCLUSIONS

The following are not included in this Scope of Services, and some, at LPA's option, may be included at additional fee upon the Client request:

- .01 Hydrology studies of off-site areas which are not tributary to the project site.
- .02 Services related to replacement and upgrade of underground facilities on public streets.
- .03 Any consultant not specifically identified.
- .04 Submittal and coordination with TXDOT, Fish and Game, Army Corps of Engineers, Flood Control, or any agency other than the city or as specifically noted.
- .05 Services related to annexation of site into City, coordination with school district, noise/air quality studies, water rights, environmental studies, agency fees and permits (NPDES, excavation, flood control, etc.), property or ROW acquisitions, extraordinary requirements placed on the project by the governing agencies, revision to plans due to planning, layout or master plan changes, wetland investigation/mitigation, capital improvement program and/or finance plan.
- .06 Potholing of existing underground utility lines.
- .07 Traffic Analysis and Traffic Engineering.
- .08 Submittal(s) fees.
- .09 Traffic Control Plans
- .10 Intersection Traffic Signal Design.
- .11 Construction staking services and grade verifications.
- .12 Aerial and Ground Survey.
- .13 Boundary Survey.
- .14 Record of Survey.
- .15 ALTA/ASCM Land Title Survey.
- .16 Off-Site Improvements.
- .17 Encroachment Plans.
- .18 Offsite utility line relocation or adjustments.
- .19 Environmental/EIR or biological services.
- .20 Fountain consultant and design.
- .21 Aquatic facilities.
- .22 Relocation or undergrounding of power lines.
- .23 Underground Utility Survey.
- .24 Special Utility Permits not listed.
- .25 Easements: The abandonment, revising, or writing of easements is not included in this Scope of Services.
- .26 Mapping (Lot Line adjustments and Parcel Maps).
- .27 Geotechnical services during design and construction.
- .28 Acoustics.
- .29 Hazardous materials studies.
- .30 All street lighting, signalization, or temporary power design are excluded.
- .31 Water Quality Management Plan (WQMP).
- .32 Storm Water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) are excluded and are anticipated to be provided by the Client.
- .33 Conditional Use Permit.
- .34 Commissioning
- .35 Enhanced Commissioning.
- .36 LEED certification and/or registration fees.
- .37 Utility incentive programs.
- .38 Permit, Plan Check, testing or any agency fees.
- .39 Rendering, flythrough, 3D graphics or other presentation, fund raising, or marketing material.
- .40 Any item not specifically noted as included in the Scope of Services.
- .41 Improvements to adjacent city streets.
- .42 Off-site engineering in all areas outside the property line.
- .43 Special disciplines consultation services consisting of retaining, directing, and coordinating the work of special disciplines consultants identified from the following list or any other sources not listed, whose specialized training, experience, and knowledge relative to specific elements and features of the Project are required for the Project:
  - a. Communications.
  - b. Computer Technology.
  - c. Construction Management.
  - d. Dry Utilities.
  - e. Ecology.
  - f. Economics.
  - g. Editorial.
  - h. Elevators/Escalators.
  - i. Environmental.
  - j. Food Service/Kitchen Design.
  - k. Geotechnical.
  - l. Methane.
  - m. Public Relations.
  - n. Reprographics.
  - o. Safety.
  - p. Security Systems Design & Engineering.
  - q. Ground improvement/special foundations.
  - r. Parking/Parking Structure.
  - s. Transportation.
  - t. Commissioning Agent.
  - u. Traffic Engineer.

## STANDARD ASSUMPTIONS

The following are Scope of Services assumptions:



1. **RESPONSIBILITIES:** LPA will be responsible for design and documentation of the site areas as stated on this Scope of Services. Signage, street work, and any other site related engineering or reports outside this scope of work shall be by others and are not included in this Scope of Services.
2. **DRY UTILITY COORDINATION:** The coordination and review of designs with any outside agency for compliance with code requirements and obtaining of any necessary approvals shall be by others.
3. **PROJECT PHASES:** This Scope of Services assumes that the project shall be designed and installed in one phase. Additional phasing of the project shall require changes to the Construction Documentation, Bid Negotiation and Contract Administration phases of work. Additional work due to phasing of the project shall be considered as Additional Services.
4. **DELIVERY METHOD:** This Scope of Services assumes that the project shall be delivered using Design-Bid-Build delivery method. In the event the Client selects a different delivery method, changes to the Construction Documentation, Bid Negotiation and Contract Administration phases of services may be required and shall be considered as Additional Services.
5. **ELECTRICAL:** Temporary power design is excluded.
6. **ENVIRONMENTAL:** Studies for area wide traffic impacts, cultural resources, stream preservation or modification, soil mitigation or clean-up, oil operations, and sensitive habitat are not included in this proposal. It is anticipated that the Client has the existing studies required.
7. **OFF-SITE:** Off-site infrastructure is in place and adequate connection points for storm drain, water, and sewer are available at the project boundary (or on-site) to serve the proposed development. No studies or development of designs of utilities beyond the limit of the site are included.
8. **BOUNDARY:** The boundary corners for the site have been established and monumented by others.
9. **BASE MAPPING:** Mapping will be based on available local agency vertical datum and assumed horizontal datum, unless specifically requested otherwise.
10. **FLOOD PLAIN:** The site is not located within the limits of a 100-year flood plain and will not include any new regional drainage improvements. Design impacts due to flood plain issues shall be considered as Additional Services.
11. **RECORD DRAWINGS:** As-Built Information for existing sites and facilities are to be provided by the Client. At the conclusion of construction of the project, as-builts are to be provided by the Contractor. Because the amount of such is unknown, any CADD Drafting services required by the Client to translate the as-builts into Record Drawings and/or Building Information Models can be provided as an additional service on an hourly basis.
12. **FIELD SURVEY STAKING:** Project General Contractor will provide all field survey staking, as-built survey and plans, and grading and wet utilities substantial conformance letter.
13. **MEETINGS:** Where the maximum number of meetings to be included in Architect's services is specified herein, Architect and architect's consultants agree to attend, and participate in, as many meetings as specified as part of the Basic Services. Meetings more than those specified will be billed as Additional Services.
14. **DELIVERABLES:** The preceding description of services general outlines the activities associated with executing each phase of services. The necessity for, and the extent to which, the Architect and Architect's consultants must commit time and resources to any specific activity will vary depending on the needs of the project. Consequently, the description of services does not represent a comprehensive list of deliverables.
15. **CONSULTATION AND COORDINATION:** All consultations and coordination not associated with specific meetings shall be conducting at the sole discretion of the Architect and Architect's consultants, and only as necessary for the Architect and Architect's consultants to complete the professional services of this agreement.
16. **DOCUMENTS:** Documents described in the preceding description of services shall be provided, as appropriate, for the needs of the project and to a level of detail consistent with



the standard of practice for this type of project and for the geographical area and regulatory jurisdiction(s) in which the project is located.

17. **PROJECT CONTROL:** The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for construction. The Architect shall not otherwise be responsible for the Contractor's schedules or failure to carry out the work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, subcontractors, or their agents or employees, or of any other persons performing portions of the Work.
18. **RELIANCE:** LPA shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Client and (Client's) consultants.
19. **SHOP DRAWING AND SUBMITTAL REVIEW:** LPA's review of Shop Drawings and submittals are for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. LPA's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences, or procedures. LPA's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. **CERTIFICATE FOR PAYMENT:** LPA's issuance of a Certificate for Payment upon review of Contractor's Payment Application shall not be a representation that LPA has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what

purpose the Contractor has used money previously paid on account of the Contract Sum.

21. **ADDITIONAL SERVICES:** Tasks not included in this Scope of Services but requested by the Client shall be identified as such and billed at an hourly rate unless a detailed Scope of Services proposal is requested.
22. **SCOPE ADJUSTMENT:** If there is an adjustment in schedule, scope, and budget, this may result in an additional service.

### CLIENT RESPONSIBILITIES

1. **APPROVAL:** The (Client's) verbal request to commence each task constitutes approval of prior services. Changes in subsequent services will be considered Additional Services, documented, and billed on an hourly basis.
2. **FEES:** The Client shall pay all government fees, permits, assessments, etc.
3. **SURVEY:** The Client to provide an accurate topographical survey, including legal boundaries, spot elevations, existing utilities, existing and proposed improvements, and easements. Survey shall be provided to the Architect in a timely manner and prior to commencement of design services.
4. **TITLE REPORT:** Client to provide a recent Title Report that shows the recorded property boundary along with easements and any other special provisions.
5. **EXISTING RECORD DRAWINGS / AS-BUILTS:** Client to provide accurate, legible, and appropriately scaled record drawings/as-builts of existing building(s) and site (as appropriate).
6. **GEOTECHNICAL ENGINEERING:** The Client shall provide a geotechnical report from which all structural information shall be based. Geotechnical report shall be provided to the Architect in a timely manner and prior to commencement of design services.
7. **SOIL FERTILITY TEST:** The Client shall provide a soils test and analysis with recommendations for amendment by a soil testing laboratory prior to the commencement of Design Development.





8. **SPECIFICATIONS:** The Client shall provide the Standard General Conditions, Special Conditions and Bidding Instructions.
9. **TRAFFIC ENGINEERING:** The Client shall provide a current traffic engineering study.
10. **ENVIRONMENTAL:** Studies for area-wide traffic impacts, cultural resources, stream preservation or modification, soil mitigation or clean-up, oil operations, and sensitive habitat are not included in this proposal. It is anticipated that the Client has the existing studies required.
11. **DEMOLITION:** This proposal assumes the demolition of existing improvements will be a part of these documents. Hazardous materials investigation and report shall be provided by the Client and is not a part of this Scope of Services.

END OF SCOPE OF SERVICES

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS, DESIGNATING METHODS, ADDRESSES, AND LOCATIONS FOR RECEIVING PUBLIC INFORMATION REQUESTS AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Texas Public Information Act (the “Public Information Act”), Section 552.234, Texas Government Code, provides that the City of Hill Country Village may designate one mailing address and one electronic mail address for receiving written requests for public information; and

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

**Section 1.** The City Council hereby designates the following methods, addresses, and locations for receiving Public Information Requests:

- United States Mail to the following address:  
City of Hill Country Village  
Public Information Officer  
116 Aspen Lane  
Hill Country Village, TX 78232
- Electronic Mail (E-Mail) to the following address:  
[fmorales@hcv.org](mailto:fmorales@hcv.org)
- Hand delivery to Hill Country Village City Hall at:  
Public Information Officer  
116 Aspen Lane  
Hill Country Village, TX 78232

**Section 2.** This Ordinance shall be effective on passage and adoption.

**PASSED, APPROVED, AND ADOPTED** this 21<sup>st</sup> day of August, 2025.

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

ATTEST:

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