



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

AGENDA
CITY COUNCIL MEETING
CITY HALL
116 ASPEN LANE
HILL COUNTRY VILLAGE, TEXAS 78232
THURSDAY, SEPTEMBER 17, 2026
5:30 P.M.

Mayor: Heather Chandler
Council Place #1: Corey Clark
Council Place #2: Patricia Walker
Council Place #3: Frank Rivas
Council Place #4: Greg Blasko
Council Place #5: Allison Francis

26 SEP 10 1:10 PM

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being discussed separately, unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in their normal sequence after the items not requiring separate discussion have been acted upon.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 August 20, 2026 and Special City Council Meeting of September 2, 2026.
4. Discussion and possible action approving the October 1, 2026 – September 30, 2027 City of Hill Country Village Master Calendar.

INDIVIDUAL ITEMS FOR CONSIDERATION:

5. Report by Mayor on matters of community interest.
6. Report by City Council on matters of community interest.
7. Report by City Administrator/Chief of Police on matters of community interest.
8. 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.

9. Presentation by Freeland & Turk regarding Priority of City Street Repairs including cost impact.

10. Discussion and possible action based on report from Freeland & Turk on the “As Built” Construction documents for the Iron Ridge Apartments, as related to Marmon Ridge Road.

11. Discussion and possible action on the transfer of funds from the City’s reserve fund for the construction of the New City Hall.

12. Presentation by Gilbert Perales on his City Staff and Operational Assessment.

13. Discussion and possible action to move forward with the recruitment process to fill the position recommended in Mr. Perales' assessment document.

14. Discussion and possible action by roll call vote on an ordinance adopting the budget for the City of Hill Country Village for Fiscal Year 2026-2027, beginning October 1, 2026 and ending September 30, 2027, and ordering the budget filed with the Municipal Clerk and County Clerk.

15. Public Hearing, Discussion, and possible action by roll call vote on an ordinance of the City Council of the City of Hill Country Village, Texas, adopting and levying the tax rate on all taxable property within the corporate limits of the City of Hill Country Village, Texas for the year 2026.

16. Discussion and possible action on a resolution to ratify the property tax increase reflected in the City Budget for Fiscal Year 2026-2027.

17. Presentation and Discussion regarding the August 31, 2026, financial statement.

18. Discussion and possible action for approval of a resolution extending the contract with Linebarger Goggan, Blair and Sampson, LLP and the City of Hill Country Village for the collection of delinquent property taxes.

19. Discussion and possible action on an ordinance regarding the Construction in the Right of Way.

20. Adjourn.

The Council reserves the right to discuss and appropriately act upon any item stated on this agenda in 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

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 meeting was posted at City Hall at the date and time indicated below.

A handwritten signature in blue ink, appearing to read 'Frank Morales', with a stylized, flowing script.

Frank Morales
City Administrator

'26SEP10 1:11PM



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MINUTES
SPECIAL CITY COUNCIL MEETING
CITY HALL
116 ASPEN LANE
HILL COUNTRY VILLAGE, TEXAS 78232
WEDNESDAY, SEPTEMBER 2, 2026
5:00 P.M.

The City Council for the City of Hill Country Village met for a Special City Council Meeting on Wednesday, September 2, 2026, at 5:00 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 Heather Chandler
Councilman Frank Rivas
Councilwoman Patricia Walker (arrived at 5:26 pm)
Councilman Greg Blasko
Councilwoman Allison Francis
Councilman Corey Clark

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 Chandler called the meeting to order at 5:00 p.m.

2. Invocation and Pledge of Allegiance.

Mayor Chandler led those present in the Invocation and the Pledge of Allegiance.

3. Report by the Mayor on matters of community interest.

Mayor Chandler expressed her appreciation to first responders, nurses, doctors, the police, and the fire department for their continued remembrance of the September 11 memorial.

4. Report by City Council members on items of community interest.

Councilwoman Francis attended the Precinct 3 Mayors' Breakfast on behalf of Mayor Chandler. A presentation was provided regarding the County's budget and efforts to mitigate the loss of funding, property, and sales tax revenue. The County will discuss these items at its next budget workshop on September 3, 2026, and will hold another meeting later in September to ratify its budget.

5. 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.

Carolyn Neal, 16310 Hidden View, resident and property owner, addressed the proposed budget adjustment and property tax increase. Ms. Neal stated that she believed the proposed increase lacked sufficient public vetting and disclosure and expressed concern that the City was using a fiscal emergency to bypass voter accountability. Ms. Neal stated that the members of City Council were interim and not elected. She strongly opposed increasing the proposed property tax rate from 14.5 cents to 19.5 cents per \$100 valuation. Referring to the example of a \$1 million home included in the City packet, she stated that the impact would be more significant for owners of multiple properties. Ms. Neal stated that she owns two properties valued at a minimum of \$1.2 million each and estimated that the increase would result in approximately \$1,080 in additional annual taxes for her household. She stated that residents had been told the tax increase was necessary to address an approximately \$260,000 structural deficit driven by flat revenues and infrastructure demands. She further expressed concern regarding the proposed \$3 million to \$4 million City Hall rebuild project, asbestos mitigation at 116 Aspen Lane, and a new administrative position budgeted at \$125,000 annually. Ms. Neal urged the City Council to exhaust all possible cost-cutting measures before adopting a tax rate increase and asked the City Council to vote against the 19.5-cent rate. She stated that, if a new building complex is necessary, it should be considered through a voter-approved bond election rather than funded through a maintenance and operations tax increase.

Tina Kahlig, 110 Bison Rd., spoke on behalf of members of the HCV Ladies Dinner. Mrs. Kahlig asked the City Council to consider all options before increasing the tax rate and stated that she and the other members opposed the tax increase.

Clarence Kahlig, 110 Bison Rd., stated that he would like additional information regarding the reasons for the proposed tax increase and how the increase would benefit the community.

Mayor Chandler indicated that, during Citizens to be Heard, the Mayor and City Council could provide only factual information in response to comments.

The City Attorney stated that the characterization of the City Council as an interim Council was not accurate. He noted that Councilman Blasko, Mayor Chandler, Councilman Rivas, and Councilwoman Francis were all elected by the voters, and that Councilman Clark was appointed to fill the vacancy created when Mayor Chandler was elected Mayor and vacated City Council Place 1. He stated that these actions were pursuant to the authority of the Texas Election Code and Chapter 22 of the Texas Local Government Code.

Mayor Chandler stated that the City had held three budget meetings and encouraged residents to attend. She noted that the prior year's budget was adopted with a deficit of approximately \$90,000, which was carried over into the current year's budget. She stated that the budget includes \$125,000 for a future City Administrator position to replace the current dual role of Chief of Police/City Administrator. Mayor Chandler indicated that the budget had been thoroughly reviewed and that there were no additional items to eliminate in order to reduce the budget.

6. Discussion and possible action by record (roll call) vote on the Proposed City Budget for FY 2026-2027.

Mayor Chandler provided a brief overview of the budget totals.

Councilman Blasko explained that, if the budget deficit were reduced to \$0, the City would have to eliminate the City Administrator position and employee raises. He stated that these reductions could affect employees and potentially result in a loss of employees.

Councilwoman Francis asked Mr. Morales whether, during his attendance at meetings of the Texas City Management Association, he was aware of another City Administrator who also served as Police Chief. Mr. Morales replied that he was not. Councilwoman Francis indicated that the City Administrator position was intended to support the City's future success.

Councilman Rivas indicated that the increase in employee costs also included increased medical costs and was not limited to cost-of-living increases.

Councilman Clark indicated that the amount budgeted for the City Administrator position reflected the highest salary amount.

The City Administrator indicated that funding for the new City Hall building was not part of the budget deficit and was completely separate.

Mayor Chandler informed the residents that proceeds from the sale of City property would be used for the new City Hall building.

Councilman Blasko motioned to approve the budget as reflected on the revised City Council Budget FYE 09/30/2027 worksheet, showing a net shortfall of \$260,025, estimated additional property tax revenue of \$262,664 from a 5-cent increase, and a resulting budget surplus of \$2,640, as prepared by Financial consultant Alexander Baez on September 2, 2026.

Councilwoman Francis seconded the motion.

Councilwoman Francis indicated that approval of the budget would result in a \$2,640 surplus if sales and property tax revenues remained as projected. She stated that further budget reductions could require eliminating staff positions or cost-of-living raises.

Roll Call Vote

Councilman Clark - Aye; Councilman Blasko - Aye; Councilman Rivas - Aye; Councilwoman Francis - Aye.

Motion passed.

7. Discussion and possible action by record (roll call) vote on setting a proposed 2026 tax rate for the City of Hill Country Village.

The City Attorney noted that the City is required under the Texas Tax Code to set a proposed tax rate and that the proposed rate would establish the maximum rate the City could later adopt. Following the roll call vote, the City Administrator would submit the proposed tax rate to the Bexar County Tax Assessor-Collector's Office District, which will then prepare publication for public notice.

Councilman Rivas provided residents with a history of the tax rate, noting that a portion of the rate had been dedicated to road maintenance. He stated that he wanted the City Council to consider dedicating a portion of the new tax rate to the road maintenance fund.

Mayor Chandler noted that the current tax rate is 14.5 cents per \$100 valuation. Of that amount, 5 cents per \$100 valuation is dedicated to road maintenance, and the City operates on the remaining 9.5 cents per \$100 valuation.

Councilman Blasko noted that the 9.5 cents per \$100 valuation rate has remained unchanged for more than 30 years.

Councilwoman Francis motioned to set the proposed tax rate for the City of Hill Country Village for FY 2026-2027 at 19.5 cents per \$100 valuation. Councilman Blasko seconded the motion.

Councilman Rivas motioned to amend the motion to dedicate 5 cents per \$100 valuation to road maintenance.

The City Attorney indicated that the request could be considered at a later date for further discussion and that the current motion was only to set the proposed tax rate.

Councilman Rivas withdrew his amendment.

Roll Call Vote

Councilman Clark - Aye; Councilman Blasko - Aye; Councilman Rivas - Aye; Councilwoman Walker - Aye; Councilwoman Francis - Aye.

Motion passed.

8. 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 2026 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.

Councilman Blasko asked counsel whether the public hearing was required to be held within a specific time period.

The City Attorney indicated that the quarter-page advertisement in the San Antonio newspaper regarding the proposed tax rate must be published at least six days before the public hearing. He stated that the City Council could adopt the tax rate at the same meeting as the public hearing. If the City Council did not adopt the tax rate on the date of the public hearing, a Special City Council Meeting would need to be held within seven days to vote on the tax rate. The City Attorney suggested setting the public hearing for the next City Council meeting on September 17, 2026, at 5:30 p.m., and noted that a quorum of four City Council members would be required.

Councilman Blasko motioned to set September 17, 2026, at 5:30 p.m. as the date and time for a public hearing on the proposed City of Hill Country Village 2026 property tax rate and to authorize publication of a Notice of Public Hearing on Tax Increase for the City of Hill Country Village, including the date and time of the public hearing. Councilman Rivas seconded the motion.

Roll Call Vote

Councilman Clark - Aye; Councilman Blasko - Aye; Councilman Rivas - Aye; Councilwoman Walker - Aye; Councilwoman Francis - Aye.

Motion passed.

9. Discussion and possible action regarding an increase to the CPS Energy electricity and natural gas franchise fee by either 0.5% or 1.0%.

No action taken.

10. Report by City Administrator/Chief of Police on matters of community interest.

Mr. Morales contacted the newsletter to place an article in the September issue providing residents with information regarding e-bikes.

11. Adjourn.

Mayor Chandler adjourned the meeting at 5:40 p.m.

APPROVED THIS 17TH DAY OF SEPTEMBER, 2026

Heather Chandler
Mayor

Frank Morales
City Administrator



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**MINUTES
CITY COUNCIL MEETING
CITY HALL
116 ASPEN LANE
HILL COUNTRY VILLAGE, TEXAS 78232
THURSDAY, AUGUST 20, 2026
5:30 P.M.**

The City Council for the City of Hill Country Village met for a City Council Meeting on Thursday, August 20, 2026, 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 Heather Chandler
Councilwoman Allison Francis
Councilman Greg Blasko
Councilwoman Patricia Walker
Councilman Frank Rivas
Councilman Corey Clark

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 Chandler called the meeting to order at 5:30 p.m.

2. Invocation and Pledge of Allegiance.

Mayor Chandler led those present in the Invocation and the Pledge of Allegiance.

CONSENT AGENDA:

3. Discussion and possible action approving the minutes of the City Council Meeting of July 16, 2026, and the Special City Council Meeting of August 5, 2026.

Councilman Rivas motioned to adopt the consent agenda; Councilwoman Walker seconded the motion.

Motion passed.

INDIVIDUAL ITEMS FOR CONSIDERATION:

4. Report by Mayor on items of community interest.

Mayor Chandler appreciates the City staff and Police officers for distributing school supplies at the back-to-school event.

Councilwoman Francis and Mayor Chandler attended the Metro SA Chamber's Fourth Annual Mayors' Breakfast.

Mayor Chandler informed residents that the City had engaged a consultant to prepare a staffing and operations assessment report. The consultant was hired to assess City staff processes and procedures and will present the report, including any deficiencies or recommended improvements, at the September 17th City Council meeting.

Mayor Chandler referenced the ordinance governing the City Council meeting process and procedures, Chapter 2, Article 2, Section 2-26.

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

No report from the City Council.

6. Citizens to be heard.

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Pat Schneider, 105 Limestone Creek, expressed appreciation to the Mayor and City Council for their service. Mr. Schneider spoke regarding standing water on Marmon Ridge Road, which he stated violates the Texas Water Code.

Roma Cook, 303 Tower Dr, expressed appreciation for the slow-down sign installed near the residence.

Gus Beck, 215 Limestone Creek, stated that he would speak on Item No. 10 following the City Engineer's presentation.

Gabriel Durand-Hollis, 16311 Hidden View, the former Mayor, stated that comparisons of the City's tax rate to those of other municipalities do not account for differences in the services provided by Hill Country Village. Mr. Durand-Hollis asked that City Council to carefully consider transferring funds to the New City Hall project because the funds took a long time to accumulate. He also asked the City Council to consider the fees included

in the draft nuisance/safe zone ordinance. Mr. Durand-Hollis expressed appreciation to the Mayor, City Council, and City staff.

Peggy Stoll, 110 Cherokee Lane, asked the City Council to consider residents' concerns regarding fees associated with the proposed restrictions and consider the City's unique trees and plant sizes. She offered to serve as a point of contact with the Bexar Branches Alliance to help identify other trees that should be addressed in the ordinance and may not constitute a nuisance.

Councilman Blasko raised a point of order, noting that Item No. 10 was not an action item and that the City Engineer could proceed with the presentation.

City Engineer Tom Turk of Freeland & Turk presented information regarding Marmon Ridge.

7. Discussion and possible action on the transfer of funds from the City's reserve fund for the construction of the New City Hall building.

Mayor Chandler provided an update on the New City Hall building budget following the committee's most recent meeting.

LPA architect, Lorence Garcia, presented the current options available for the New City Hall building and provided cost totals for building construction and soft costs.

Councilwoman Francis motioned to table the agenda item; Councilman Rivas seconded the motion.

Motion approved.

8. Discussion and possible action on the bids submitted by the City Engineer for the proposed roadway repairs on Hill Country Lane and Cherokee Lane.

Mayor Chandler provided an update regarding the \$92,500 received from the Austin Bridge Road settlement. A portion of the funds will be used to repair Hill Country Lane and Cherokee Lane.

City Engineer Tom Turk of Freeland & Turk gave a presentation and reported that three bids had been received for the repairs.

Councilman Rivas motioned to accept the bid from Blackout Paving to repair the streets on Hill Country Lane and Cherokee Lane. Councilwoman Walker seconded the motion.

Motion approved.

9. Discussion and possible action regarding Blackhawk Trail improvements based on the City Engineer's evaluation and recommendations.

City Engineer Tom Turk of Freeland & Turk gave a presentation.

The City Council requested a prioritized list of streets needing repairs, a proposed construction approach, and cost estimates.

No action taken.

10. Deliberation, discussion, and possible action regarding the value of Marmon Ridge Road.

Possible Executive Session pursuant to Texas Government Code Section 551.071, consultation with attorney, and Texas Government Code Section 551.072, deliberation about real property.

City Engineer Tom Turk of Freeland & Turk presented information regarding Marmon Ridge Road.

Councilman Rivas discussed the boundaries and curbing along Marmon Ridge Road. He noted that Marmon Ridge Road would encroach into the street with respect to TxDOT requirements.

The City Engineer stated that the Clock Tower development would have difficulty circulating traffic onto the street and asked about the accident history.

Chief Morales reported that two to three accidents had occurred during the past 30 years.

Councilman Rivas suggested contacting Embrey to seek recovery of the engineering costs associated with Marmon Ridge Road because of the alleged water code violation and the road's condition.

The City Engineer stated that he was attempting to locate the Iron Ridge Apartments construction plans from Bexar County.

Councilwoman Walker asked whether Bexar County-approved plans for the Iron Ridge Apartments should have identified the error and whether recourse was available.

The City Attorney responded that legal action was probably unavailable. He asked the City Administrator to clarify whether the plat had been approved by the City of Hill Country Village.

The City Administrator clarified that the City of Hill Country Village approved the plat. The City approved only the sign and the plumbing permits; the Bexar County Fire Marshall approved all other permits because the property is located in the City's extraterritorial jurisdiction (ETJ).

Councilman Clark asked the City Engineer whether the Iron Ridge Apartments had a responsibility to meet the grades necessary to permit water flow and maintain existing conditions.

The City Engineer responded that doing so would be common practice and that failure to do so could possibly constitute negligence.

Councilman Clark also noted that the property lines encroach on City property and suggested cutting back the curb to allow water flow as a possible solution.

The City Engineer presented several possible solutions.

Gus Beck, 215 Limestone Creek, stated that he has been a resident since 2009. He explained that he is a deep-foundation contractor who began his career in drainage work and has relevant experience, although he is not a professional engineer. Mr. Beck expressed concern about the approximately 350 residents at the apartment complex and the possibility that traffic patterns could increase traffic through Hill Country Village. He suggested contacting the owners of the Clock Tower and the Embrey Group apartment complex to develop a solution. Mr. Beck asked whether the annual fee collected from Embrey Group was for sewer service.

Chief Morales stated that the annual fee was for Police protection.

The City Attorney stated that the contract has a 45-year term.

Mr. Durand-Hollis stated that he signed the agreement with Embrey Group and that the Police protection payment was a fee in lieu of. Marmon Ridge Road does not meet TXDOT requirements.

The City Attorney provided an update, stating that the Clock Tower owner had been contacted and was interested in exploring the purchase of Marmon Ridge Road. Mr. Morales contacted Embrey Group, which was not interested in purchasing the road but was willing to cooperate with the other property owner. Mr. Schnall asked the City Engineer to obtain additional information regarding the apartment construction to determine whether the improvement exacerbated the Marmon Ridge Road problem.

Councilman Blasko asked about the statute of limitations if the owner declined to cut into the existing driveway and lower the grade to allow water to flow.

The City Attorney stated that he would conduct further research if needed.

11. Presentation and Discussion regarding the July 31, 2026, financial statement.

City Council discussed the financial statements with Alexander Baez.

12. Public hearing on the Proposed City Budget for FY 2026-2027.

Mayor Chandler opened the public hearing at 7:37 p.m.

No one spoke during the public hearing.

Mayor Chandler closed the public hearing at 7:37 p.m.

13. Discussion and possible action by record (roll call) vote on Proposed City Budget for FY 2026-2027.

Councilman Blasko provided the following Tax Rate information to the City Council: the no-new-revenue tax rate of \$0.144598 per \$100 valuation, the Voter-approval tax rate of \$0.558396 per \$100 valuation, and the De minimis rate of \$0.340870 per \$100 valuation.

Councilwoman Walker motioned that the City Council review the final version of the FY 2026-2027 budget at a future meeting; Councilwoman Francis seconded the motion.

Roll Call Vote:

Councilman Clark Aye, Councilman Blasko Aye, Councilman Rivas Aye, Councilwoman Walker Aye, Councilwoman Francis Aye.

All approved.

14. 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 2026 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.

No action taken.

15. Discussion on an ordinance amending Chapter 38, Nuisances, of the Code of Ordinances to create a safety zone.

Possible Executive Session pursuant to Texas Government Code Section 551.071, consultation with attorney.

Peggy Stoll volunteered to contact Bexar Branch Alliance to request a free survey of the City's trees and plants.

Councilwoman Walker asked whether existing trees and structures would be grandfathered or whether residents would be required to remove trees that had been in place for years. She also asked whether the safety zone would extend six feet from the outer edge of the ribbon curb into the property and, where no ribbon curb exists, whether an additional five inches would apply. Councilwoman Walker expressed concern that residents could be penalized for leaving garbage containers out daily and stated that this did not seem fair to the residents.

Mayor Chandler clarified that the additional five inches accounts for the ribbon curb once the streets are repaired.

Councilman Blasko asked City Attorney whether, under Texas Law, the City may establish a safety zone prohibiting objects that could cause injury to pedestrians, motorists, or bicyclists.

The City Attorney responded that the City may regulate objects placed in the City right-of-way; however, the location of the City right-of-way cannot be definitively identified in all areas.

Councilman Blasko asked whether the City could incur liability if it has authority to regulate objects in the right-of-way but allows rocks to remain on the ribbon curb without requiring their removal.

The City Attorney responded that the question could not be answered without additional facts, including the location of the rocks, whether they are actually within the right-of-

way, and the basis for any claim against the City. He stated that liability could not be determined without those details and explained that the proposed ordinance includes fees to support enforcement.

The City Administrator clarified that the maximum fine is \$2000 and that the amount of any fine is determined by the Judge.

Peggy Stoll asked whether a tree hanging over the right-of-way would need to be removed.

The City Council clarified that the tree would need to be trimmed six feet from the curb and to a height of eight feet.

Councilman Blasko asked the City Council to review the documents and email questions to the City Administrator so the information could be provided to committee members.

Councilman Blasko and Councilman Rivas provided two draft letters for the City Council's review.

No action taken.

16. Discussion on ordinance regarding the Construction in the Right-of-Way.

Councilman Blasko requested that the item be revised to read, "Discussion and possible action."

The item was tabled and will be placed on the agenda for the September 17th City Council meeting.

17. Discussion and possible action regarding an increase to the CPS Energy electricity and natural gas franchise fee by either 0.5% or 1.0%.

Councilwoman Walker motioned to place the item on the agenda for the Special City Council meeting on September 2, 2026; Councilwoman Francis seconded the motion.

All approved.

18. Report by City Administrator/Chief of Police on matters of community interest.

Chief Morales informed the City Council that the recreational vehicle had been removed from 106 Pontiac Lane. Regarding the Reinhardt residence at 112 Aspen Lane, he reported that the resident had spoken with the Judge and stated that he had no available funds and relied on Social Security. Mr. Morales stated that he would consult with the City Attorney regarding the initiation of proceedings to demolish the structure and place a lien on the property. He also reported graffiti at 16142 Hidden View and stated that staff was attempting to locate the property owner.

19. Adjourn.

Mayor Chandler adjourned the meeting at 8:43 p.m.

APPROVED THIS 17th DAY OF SEPTEMBER, 2026.

Frank Morales
City Administrator

Heather Chandler
Mayor

City of Hill Country Village Master Calendar

October 2026 through September 2027

2026

15 City Council 5:30 p.m.

OCTOBER						
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NOVEMBER						
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29	30					

1 Daylight Savings Time Ends

11 Veteran's Day (office closed in observation)

19 City Council 5:30 p.m.

26-27 Thanksgiving Holiday (office closed)

17 City Council 5:30 p.m.

24-25 Christmas Holiday (office closed)

DECEMBER						
S	M	T	W	T	F	S
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JANUARY						
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31						

2027

1 New Year's Day (office closed)

18 Martin Luther King Jr. Day (office closed)

21 City Council 5:30 p.m.

15 Presidents' Day (office closed)

18 City Council 5:30 p.m.

FEBRUARY						
S	M	T	W	T	F	S
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MARCH						
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21	22	23	24	25	26	27
28	29	30	31			

14 Daylight Savings Begins

18 City Council 5:30 p.m.

March 22-28 Dumpsters at City Hall

26 Good Friday (office closed)

28 Easter Sunday

15 City Council 5:30 p.m.

23 Battle of Flowers (office closed)

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 City Council 5:30 p.m.

31 Memorial Day (office closed)

17 City Council 5:30 p.m.

18 Juneteenth Observed (office closed)

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Independence Day (office closed in observation)

15 City Council 5:30 p.m.

19 City Council 5:30 p.m.

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6 Labor Day (office closed)

16 City Council 5:30 p.m.

September 20 - 26 Dumpsters at City Hall

- Dumpsters
- Council Meeting
- City Holidays (office closed)

September 3, 2026

City of Hill Country Village
116 Aspen Lane
San Antonio, Texas 78232

Re: Street Maintenance

Freeland Turk Engineering Group, LLC is providing this letter outlining recommended priority street maintenance activities for the City, as requested. Please refer to the attached Pavement Condition Map and Street Maintenance Cost Estimate for additional information.

Additionally, an attachment titled Asphalt Pavement General Maintenance Guidelines is attached as supplementary guidance, per the City's request.

Pavement Condition Map

The Pavement Condition Map highlights the streets included in the overall list of recommended maintenance activities. The streets were identified based on the previous Street Maintenance Plan from 2025, and from additional City input regarding the desire for a consistent street section that incorporates ribbon curb.

The orange "2" Mill & Overlay" streets generally exhibit a greater degree of pavement deterioration but have existing curb. The blue "2" Mill & Overlay + Curb" streets generally exhibit less pavement deterioration but do not currently have curb. For these streets, FTEG recommends installing ribbon curb in conjunction with the asphalt mill and overlay to provide pavement edge support.

The recommended maintenance activities are intended to provide a planning-level prioritization of the identified streets. Final recommendations should be confirmed during the design phase based on field pavement evaluation, available funding, and other site-specific factors.

Street Maintenance Cost Estimate

This cost estimate includes budgetary costs for each maintenance category described above. A ranked recommended priority list for a \$1.6M budget is also included.

FTEG notes that these estimates are preliminary based on a general cost per linear foot, and are intended for budgeting and planning purposes. Actual construction costs may vary, and should be refined during the design phase for the recommended improvements.

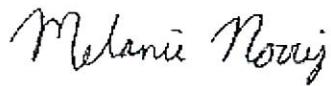
FTEG also recommends considering the incorporation of an asphalt overlay fabric to the design if budget allows. This fabric forms a moisture barrier to limit water intrusion, which can help reduce cracking and extend pavement life.

Asphalt Pavement General Maintenance Guidelines

This document is included as supplementary guidance per City request. This outlines general pavement conditions, with recommended treatments.

If you have any questions or require additional clarification, please feel free to contact us.

Sincerely,

A handwritten signature in black ink that reads "Melanie Norris". The script is cursive and fluid.

Melanie Norris, P.E.
Project Manager



CITY OF HILL COUNTRY VILLAGE
STREET MAINTENANCE COST ESTIMATE

9/2/2026

Mill and Overlay Unit Cost	\$75/LF	Mill and Overlay + Curb Unit Cost	\$150/LF
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2" MILL AND OVERLAY			2" MILL AND OVERLAY + CURB		
Street Name	Street Length (LF)	M&O Cost @ \$75/LF	Street Name	Street Length (LF)	M&O Cost @ \$150/LF
S. Tower Drive	3,880	\$291,000	Hidden Pass Street	1,530	\$229,500
Mint Trail Drive	3,150	\$236,250	Lost Cabin Street	770	\$115,500
Blackhawk Trail	900	\$67,500	Hidden View Street	3,700	\$555,000
Winding Way (4 lanes)	300	\$45,000	Village Circle	3,300	\$495,000
Total	8,230	\$639,750	Axis Trail*	1,330	\$199,500
			Pontiac Lane	1,340	\$201,000
			Pin Oak Forest	1,090	\$163,500
			Village Knoll	1,450	\$217,500
			Ashin Way	500	\$75,000
			Total	15,010	\$2,251,500

Total Program Cost =	\$2,891,250
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FTEG RECOMMENDATION FOR ~\$1.6M BUDGET		
Ranking	Street Name	Cost
1	S. Tower Drive	\$291,000
2	Winding Way	\$45,000
3	Mint Trail Drive	\$236,250
4	Hidden View Street	\$555,000
5	Hidden Pass Street	\$229,500
6	Blackhawk Trail	\$67,500
7	Pontiac Lane	\$201,000
	Total	\$1,625,250

Note: FTEG would recommend incorporating an asphalt overlay fabric in to the mill and overlay design if budget allows. This forms a moisture barrier to limit water intrusion, which reduces cracking and extends pavement life. This is an approximate additional cost of \$15/lf.

*This opinion of probable cost is based on best unit costs available at the time of this estimate. Construction pricing is very volatile and actual construction bids may vary.

ASPHALT PAVEMENT GENERAL MAINTENANCE GUIDELINES

Distress / Condition	Recommended Treatment	Description
Oxidation / dry, weathered surface	Surface Treatment	HA5 (or other options) to seal surface
Minor cracks	Crack Seal	Inexpensive and effective to prevent water infiltration. Generally completed every few years.
Large cracks / Potholes (Isolated)	Spot Pavement Repair	Remove asphalt and base for “patch” areas and replace
Deteriorated streets (larger areas)	Mill & Overlay (with spot repair)	Mill asphalt and replace (typically 2” on local residential), spot repair base sections
Extensive structural distress / base failure	Reconstruction	Full depth reconstruction (asphalt and base replacement for entire limits)

A recommended source for reference photos and additional information: Federal Highway Administration, Long-Term Pavement Performance Program, Distress Identification Manual, FHWA-HRT-13-092.
<https://www.fhwa.dot.gov/publications/research/infrastructure/pavements/ltpfp/13092/13092.pdf>

Disclaimer: The above is for general reference only and should not be considered a substitute for site-specific engineering evaluation or design. Actual pavement maintenance and rehabilitation recommendations should be based on existing conditions and other site-specific factors. The City is encouraged to utilize qualified engineering services when evaluating pavement deficiencies and determining appropriate repair or rehabilitation measures.

Prepared by Freeland Turk Engineering Group LLC, September 2, 2026

September 3, 2026

City of Hill Country Village
116 Aspen Lane
San Antonio, Texas 78232

Re: Ironridge at Hill Country Apartments – Drainage Review

Freeland Turk Engineering Group, LLC (FTEG) is providing this letter per the City's request to review the Ironridge at Hill Country's drainage and any implications to Marmon Ridge Dr.

Drainage Review

FTEG acquired the construction documents available for Ironridge at Hill Country Apartments, that were previously referred to Marmon Ridge Apartments. FTEG received civil construction plans that included grading and drainage plans, but no additional drainage or stormwater reports were received from any open records requests.

The grading and drainage plan sheets appear to indicate that the on-site drainage is generally directed away from Marmon Ridge Dr, and ultimately outfalls to US Hwy 281. These plan sheets are attached for reference. No drainage areas or calculations were provided in the available documents. Engineered plans for similar developments typically include calculations showing that there is no increase in stormwater runoff for various storm events from existing to proposed conditions.

Additionally, FTEG reviewed historical street view imagery available from Google. These images are attached to this letter for reference. It appears that Marmon Ridge Dr had water ponding within the pavement prior to the construction of the apartments.

Summary

FTEG notes that it appears Marmon Ridge has had water ponding issues prior to the apartment construction based on historical imagery. The driveway appears to have been constructed at a low/ponding area on Marmon Ridge that existed prior to construction. FTEG notes that from plans provided, the apartments generally drain away and likely do not contribute significant stormwater to Marmon Ridge. However, FTEG cannot verify that there is no increase in stormwater since drainage calculations are not provided for review. Ponding along Marmon Ridge could be increased slightly due to the impervious cover of the driveway.

If you have any questions or require additional clarification, please feel free to contact us.

Sincerely,



Melanie Norris, P.E.
Project Manager

2024 Google Street View:



2019 Google Street View:



EXISTING 1" CONTOURS
EXISTING 5" CONTOURS
PROPOSED 1" CONTOURS
PROPOSED 5" CONTOURS
EXISTING FLOW ARROW
PROPOSED FLOW ARROW
PROPOSED STORM DRAIN
PROPOSED HIGH POINT
PROPOSED SPOT ELEVATION
EXISTING SPOT ELEVATION
RETAINING WALL

LANDSCAPE SPOT ELEVATION
(FOR REFERENCE ONLY - SEE LS PLANS
FOR FINAL GRADING OUTSIDE OF CURB)

NOTE:
REFERENCE SHEET CO.01 FOR GENERAL CONSTRUCTION NOTES

[illegible]

**PAPE-DAWSON
ENGINEERS**

AN ANTONIO I AUSTIN I HOUSTON I FORT WORTH I DALLAS
0000 NW LOOP 410 I SAN ANTONIO, TX 78213 I 210.375.9900
RPE FIRM REGISTRATION #470 I TPL'S FIRM REGISTRATION #10028600

MARMON RIDGE APARTMENTS
HILL COUNTRY VILLAGE ETJ, TEXAS

DETAILED GRADING PLAN

PLAT NO. HCV 003
JOB NO. 11517-01
DATE SEPTEMBER 2019
DESIGNER DL5
CHECKED DRAWN KP/JS
SHEET C8.04

INDEX MAP

SCALE: 1"=200'

01/21/2020 ISSUE FOR CONSTRUCTION

STORM DRAIN KEYED NOTES

SD1 EX 4"X4" JB TOP=+920.25 (ADJUST MH RIM ELEV. TO MATCH FG) INV IN=916.60 (EX) INV OUT=914.40 (TIE TO EXISTING MH)	SD10 5"X5" JB TOP=+907.75 INV IN=905.10 (18") INV IN=902.85 (42") INV OUT=902.75 (42")	SD19 30"X18" WYE INV=900.00	SD28 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=929.00 INV OUT=924.00	SD38 4"X4" WYE INV=911.28	SD48 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=907.00 INV OUT=905.00	SD58 6" LS AREA DRAIN TOP=908.00 INV OUT=906.50	SD68 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=908.00 INV OUT=903.00
SD2 5"X5" JB TOP=919.30 INV IN=914.00 INV OUT=912.20	SD11 60"X12" TRENCH DRAIN TOP=911.00 INV IN=900.63 INV OUT=900.47	SD20 4"X4" JB TOP=905.70 INV IN=900.30 (18") INV IN=899.30 (30") INV OUT=898.80	SD29 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=926.50 INV OUT=923.48	SD39 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=915.50 INV OUT=910.50	SD49 4"X4" WYE INV=901.47	SD59 6" LS AREA DRAIN TOP=910.00 INV OUT=908.70	SD69 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=908.00 INV OUT=903.60
SD3 5"X5" JB TOP=921.15 INV IN=911.58 INV OUT=911.48	SD12 12"X12" WYE TOP=911.00 INV IN=900.47	SD21 3"X3" G TOP=903.50 INV IN=900.98 INV OUT=900.88	SD30 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=922.50 INV OUT=920.10	SD40 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=924.50 INV OUT=920.50	SD50 6" SD DISCHARGE INTO SWALE TOP=920.00	SD60 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=910.20 INV OUT=906.75	SD70 8"X8" WYE INV=903.03
SD4 5"X5" JB TOP=917.75 INV IN=911.02 INV OUT=905.02	SD13 12"X12" WYE TOP=908.50 (MATCH SIDEWALK FG) INV IN=899.70 INV OUT=899.60	SD22 12"X12" WYE TOP=901.20 INV IN=898.48 (36") INV OUT=898.38 (36") (SEE C9.20 SHEET FOR STRUCTURE DTL)	SD31 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=924.00 INV OUT=919.00	SD41 12"X8" WYE INV=927.55	SD51 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=916.50 INV OUT=911.50	SD61 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=908.25 INV OUT=906.25	SD71 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=908.50 INV OUT=904.15
SD5 5"X5" G TOP=913.25 INV IN=904.31 INV OUT=904.21	SD14 4"X4" JB TOP=911.80 INV IN=906.89 (12") INV IN=906.39 (12") INV OUT=905.39 (30")	SD23 12"X12" WYE TOP=901.20 INV IN=898.48 (36") INV OUT=898.38 (36") (SEE C9.20 SHEET FOR STRUCTURE DTL)	SD32 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=924.00 INV OUT=918.32	SD42 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=919.50	SD52 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=909.75 INV OUT=908.35	SD62 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=905.50 INV OUT=901.83	SD72 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=906.50 INV OUT=902.20
SD6 42"X12" WYE TOP=915.70 INV IN=903.92	SD15 2"X2" JB TOP=912.50 INV IN=909.50 (6") INV IN=907.55 (12") INV OUT=907.45 (12")	SD24 4"X4" G/SPLITTER BOX STRUCTURE TOP=903.25 INV IN=898.48 (36") INV IN=898.38 (36") INV OUT=898.38 (36") (SEE C9.20 SHEET FOR STRUCTURE DTL)	SD33 8"X8" WYE INV=918.10	SD43 6" LS AREA DRAIN TOP=920.00 INV OUT=918.05	SD53 24"X8" WYE INV=908.20	SD63 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=905.50 INV OUT=901.83	SD73 8"X8" WYE INV=903.03
SD7 25"LF ~ 24"TD TOP=915.70 INV IN=911.80 (12") INV OUT=911.70 (18")	SD16 2"X2" G TOP=911.50 INV IN=907.30	SD25 3"X3" JB TOP=903.50 INV IN=895.70 (EX) INV OUT=895.60 (EX)	SD34 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=920.00 INV OUT=914.98	SD44 NOT USED	SD54 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=912.50 INV OUT=910.50	SD64 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=905.50 INV OUT=902.00	SD74 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=912.00 INV OUT=908.00
SD8 5"X5" JB TOP=911.60 INV IN=907.70 (18") INV IN=903.10 (42") INV OUT=903.00 (42")	SD17 4"X4" G TOP=910.00 INV IN=904.69	SD26 4"X4" JB TOP=903.80 INV IN=898.16 INV OUT=898.06	SD35 42"X8" WYE INV=911.90	SD45 6" LS AREA DRAIN TOP=920.00 INV OUT=918.00	SD55 6" LS AREA DRAIN TOP=914.00 INV OUT=912.50	SD65 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=903.50 INV OUT=902.00	SD75 12"X8" WYE INV=901.68
SD9 25"LF ~ 24"TD TOP=909.50 INV IN=900.00 INV OUT=905.30	SD18 4"X4" JB TOP=908.00 INV IN=900.00 INV OUT=899.90	SD27 2"X2" G TOP=905.25 INV IN=901.93	SD36 2"X2" NDS CATCH BASIN WITH ATRIUM GRATE TOP=917.75 INV OUT=914.98	SD46 6"X6" WYE INV=917.52	SD56 6" LS AREA DRAIN TOP=911.00 INV OUT=909.50		

TRENCH EXCAVATION SAFETY PROTECTION

CONTRACTOR AND/OR CONTRACTOR'S INDEPENDENTLY RETAINED EMPLOYEE OR STRUCTURAL DESIGN/GEOTECHNICAL/SAFETY/EQUIPMENT CONSULTANT, IF ANY, SHALL REVIEW THESE PLANS AND ANY AVAILABLE GEOTECHNICAL INFORMATION AND THE ANTICIPATED INSTALLATION SITES WITHIN THE PROJECT WORK AREA IN ORDER TO IMPLEMENT CONTRACTOR'S TRENCH EXCAVATION SAFETY PROTECTION SYSTEMS, PROGRAMS AND/OR PROCEDURES FOR THE PROJECT DESCRIBED IN THE CONTRACT DOCUMENTS. THE CONTRACTOR'S IMPLEMENTATION OF THESE SYSTEMS, PROGRAMS AND/OR PROCEDURES SHALL PROVIDE FOR ADEQUATE TRENCH EXCAVATION SAFETY PROTECTION THAT COMPLY WITH AS A MINIMUM, OSHA STANDARDS FOR TRENCH EXCAVATIONS. SPECIFICALLY, CONTRACTOR AND/OR CONTRACTOR'S INDEPENDENTLY RETAINED EMPLOYEE OR SAFETY CONSULTANT SHALL IMPLEMENT A TRENCH SAFETY PROGRAM IN ACCORDANCE WITH OSHA STANDARDS GOVERNING THE PRESENCE AND ACTIVITIES OF INDIVIDUALS WORKING IN AND AROUND TRENCH EXCAVATION.

LEGAL DESCRIPTION:

LOT 3
BLOCK 3
CB 4990

ADDRESS:

15083 N. US HIGHWAY 281
SAN ANTONIO, TX 78232

PLAT:

MARMON RIDGE APARTMENTS
PLAT# HCV 003

CAUTION!!!

CONTRACTOR SHALL BE REQUIRED TO LOCATE ALL PUBLIC OR PRIVATE UTILITIES INCLUDING BUT NOT LIMITED TO: WATER, SEWER, TELEPHONE AND FIBER OPTIC LINES, SITE LIGHTING, ELECTRICAL, SECONDARY ELECTRIC, PRIMARY ELECTRICAL DUCTBANKS, LANDSCAPE IRRIGATION FACILITIES, AND GAS LINES. ANY UTILITY CONFLICTS THAT ARISE SHOULD BE COMMUNICATED TO THE ENGINEER IMMEDIATELY AND PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL CONTACT 1-800-DIG-TESS A MINIMUM OF 48 HOURS PRIOR TO THE START OF CONSTRUCTION. ANY DAMAGE TO EXISTING UTILITIES SHALL BE SOLE RESPONSIBILITY OF THE CONTRACTOR AND THE REPAIR SHALL BE AT THE CONTRACTOR'S SOLE EXPENSE WHETHER THE UTILITY IS SHOWN ON THESE PLANS OR NOT.

NOTES:

- REFERENCE SHEET C0.01 FOR GENERAL CONSTRUCTION NOTES.
- DRAINAGE PIPES IN LANDSCAPE AREA BETWEEN LEASING OFFICE AND BUILDING 11 MUST MAINTAIN A MINIMUM OF 1.0% SLOPE. REFERENCE LANDSCAPE PLANS FOR CATCH BASIN, ATRIUM DRAIN, AND DRAIN DETAILS. ALL LANDSCAPE DRAINS SHOULD TIE TO SITE STORM UNLESS OTHERWISE DIRECTED.

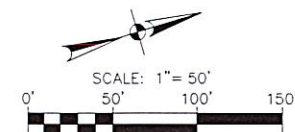
REVISION NOTES:

STORM DRAIN KEY NOTES WERE ADDED AND LANDSCAPE DRAINS WERE DESIGNED INTO THE PROPOSED STORM DRAIN SYSTEMS.



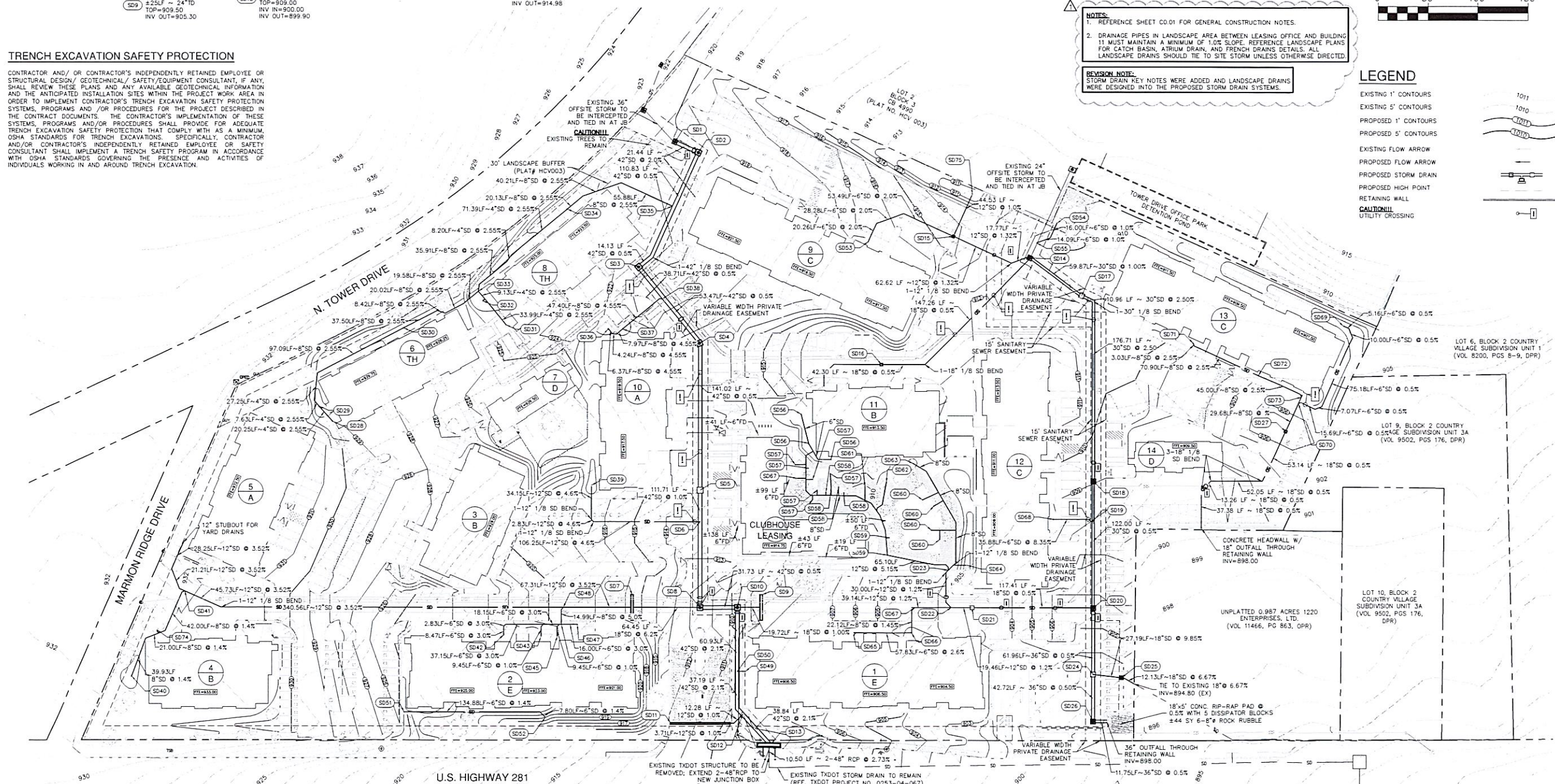
LOCATION MAP

NOT TO SCALE



LEGEND

- EXISTING 1" CONTOURS
- EXISTING 5" CONTOURS
- PROPOSED 1" CONTOURS
- PROPOSED 5" CONTOURS
- EXISTING FLOW ARROW
- PROPOSED FLOW ARROW
- PROPOSED STORM DRAIN
- PROPOSED HIGH POINT
- RETAINING WALL
- CAUTION!! UTILITY CROSSING



**PAPE-DAWSON
ENGINEERS**

SAN ANTONIO 1 AUSTIN 1 HOUSTON 1 FORT WORTH 1 DALLAS
2000 NW LOOP 430 #1 SAN ANTONIO, TX 78213 | 210.375.9000
TIME FROM REGISTRATION: 11/15/15, 11/15/15, 11/15/15, 11/15/15

MARMON RIDGE APARTMENTS
HILL COUNTRY VILLAGE ETJ, TEXAS

DRAINAGE PLAN

PLAT NO. HCV 003

JOB NO. 11517-01

DATE SEPTEMBER 2019

DESIGNER DLS

CHECKED DRAWN/KP/JLS

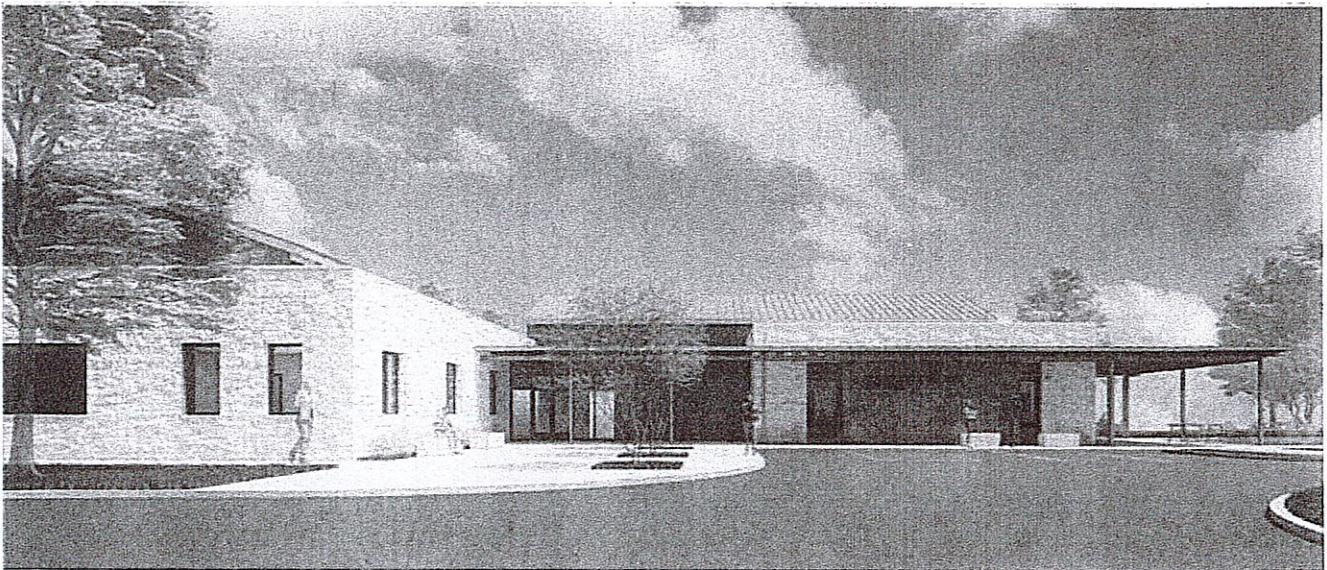
SHEET C9.00

JOERIS

General Contractors

HILL COUNTRY VILLAGE NEW CITY HALL

REDUCED 5,500SF ESTIMATE



SEPTEMBER 8TH, 2026

JOERIS

General Contractors

LIST OF DOCUMENTS

- | | |
|---|------------|
| 1. Clarifications & Assumption | Page 1-4 |
| 2. Estimate Detail - PEMB Option | Page 5-10 |
| 3. Estimate Detail - Stick Frame Option | Page 11-16 |

EXECUTIVE SUMMARY

1. This estimate opinion is based on the 5,500SF reduced SF sketch provided by LPA.
2. Total Project Value:
 - a) **Option - 1: PEMB Structure:** **\$ 4,849,153**
 - i. Estimated Construction Value \$ 3,849,153
 - ii. Soft Cost: \$ 1,000,000
 - b) **Option - 2: Stick Framing:** **\$ 4,963,107**
 - i. Estimated Construction Cost: \$ 3,963,107
 - ii. Soft Cost: \$ 1,000,000
3. Pkg-1 Project Duration: 12 Months

CLARIFICATIONS & ASSUMPTIONS

1. *This estimate opinion includes:*
 1. Design Contingency at 6% of the cost of work.
 2. Construction Contingency at 3% of the cost of work.
 3. Builder's Risk Insurance at of 0.35% of the total estimated construction value.
 4. General Conditions at a lump sum of \$420,000.
 5. General and umbrella liability insurance at a fixed rate of 0.75% of the total estimated construction value.
 6. Subcontractor Default Insurance at a fixed rate of 1.5% of the sub-contractor's cost.
 7. Payment & Performance bond at a fixed rate of 1.02% of the total estimated construction value.
 8. Construction Manager Fee at a fixed rate of 2.95% of the cost of work.
 9. IT costs at a lump sum of \$165,000.
 10. FF&E costs at a lump sum of \$160,000.
 11. Design Services & Fee at a lump sum of \$450,000.
 12. Owner's Contingency at a lump sum of \$225,000.
2. *This estimate opinion excludes:*
 1. All municipality utility fees, water impact, sewage fees, building and/or site permit fees.
 2. Cost or time impacts resulting from supply chain disruptions in the marketplace, price escalations in the marketplace or price increases due to labor or materials shortages,

- legislative, judicial, or administrative action, and/or any added or increased tariff, duty, or tax imposed by governmental authorities. If the foregoing should occur, Contractor shall be entitled to a Change Order from the Owner to increase the Guaranteed Maximum Price in an amount equal to the increased material and/or labor cost.
3. Joeris shall notify the Owner of any errors, omission or inconsistencies that it discovers in its review of the Contract Documents in its capacity as Contractor prior to execution of the Agreement and in the exercise of ordinary diligence. Provided Joeris performs these obligations, it shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents. Joeris shall be entitled to rely on the adequacy, accuracy and sufficiency of the Contract Documents shall be entitled to a change order to the extent any deficiency in same results in a cost or time impact to the Work.
 4. Third party environmental (i.e. asbestos, lead, mold, etc.) monitoring and abatement.
 5. Sales tax.
 6. Geo-Technical Report, Soils Testing, Energy Compliance Inspections, Texas Accessibility Standards (TAS), Construction and Material Testing, and all cost associated with any testing or inspection by a third party.
 7. Provisions for unusual, undocumented, or unanticipated subsurface conditions.
 8. Engaging a design professional to prepare repair and or replacement procedures for non-conforming work.
 9. Specifications that state 1) "delegated design: design assembly or interface, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated"; 2) requirements for code compliance and design features "whether or not indicated on the drawings," and 3) references to design "by others" on the drawings. Notwithstanding the foregoing, the GMP does include design for the following items as expressly provided for herein: metal stud framing, fire suppression system."
 10. Building code changes, life safety code changes, or other regulatory changes that may occur beyond what is currently designed.
 11. Cost or time impacts resulting from supply chain disruptions in the marketplace, price escalations in the marketplace or price increases due to labor or materials shortages, legislative, judicial, or administrative action, and/or any added or increased tariff, duty, or tax imposed by governmental authorities. If the foregoing should occur, Contractor shall be entitled to a Change Order from the Owner to increase the Guaranteed Maximum Price in an amount equal to the increased material and/or labor cost.
 12. Cost Escalation (Fuel; War/Geopolitical Impacts). If, during the performance of this Contract, (a) the cost of fuel or energy (including diesel, gasoline, and fuel-related

surcharges) used to perform the Work or transport labor, materials, goods, or equipment, and/or (b) the price of materials, goods, or equipment to be provided by Contractor, increases through no fault of Contractor, including due to any event qualifying as a force majeure event (including war or other hostilities, sanctions, embargoes, blockades, or major disruption of shipping routes or energy supply), then the Contract Sum shall be equitably adjusted by an amount reasonably necessary to cover such increases, together with any additional costs and expenses incurred by Contractor arising therefrom (including freight, delivery, transportation, and supplier/subcontractor surcharges). Additionally, where the delivery of materials, goods, or equipment is delayed as a result of shortage or unavailability (including fuel/energy shortages), Contractor shall not be liable for any additional costs or damages associated with such delay(s), and the Contract Time shall be equitably adjusted therefor.

13. Fire sprinkler system.

14. Contingency for cost escalation.

15. Cost for temporary office.

3. *This estimate opinion is based on the following clarifications & assumptions:*

1. Assumed that the cost for temporary power and water during construction will be paid by the Owner.
2. Building height is assumed to be 15'.
3. Included a total of 3,500 SF for sidewalks or flatwork and 1,500LF for curbs.
4. Exterior façade to include 20% glass, 35% stone veneer and 45% metal wall panels.
5. Assumed 1,500SF covered parking with steel structure and metal roof. Covered parking to include 8 parking spots.
6. Walls at sally port to be 8" exterior CMU partitions.
7. Wall for holding cells to be 8" interior CMU partitions.
8. Includes base cabinets & upper cabinets at breakroom, base cabinets at counter service and reception desks at multipurpose room.
9. Assumed all offices to have cubicles as shown in sketch. Doors, frames & hardware have not been included in these areas.
10. 1ea transaction window included at the counter service and interior storefronts included at conference room and interview room.
11. Included acetelated wood soffits at the entry porch.
12. 15 ea. double stacked lockers included.

- 13. PEMB to include R-25 unfaced fiberglass insulation at perimeter walls and R-13 unfaced roof insulation.
- 14. HVAC to include residential equipment.
- 15. Modifications to the existing bridge is not included.
- 16. 3.5' of fill material included for the building pad preparation. Fill material to be standard pit run material.
- 17. Assumed existing parking to remain. Included seal coat and new striping at the existing parking lot.
- 18. Included 3,500 SF of new paving area with 3" HMA and 12" flex base.
- 19. No fencing is included in this estimate.
- 20. Included a target value allowance of \$100,000 for landscape.
- 21. Included a target value allowance of \$150,000 for underground utilities.

END OF CLARIFICATIONS AND ASSUMPTIONS



September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (PEMB Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
010000 - General Requirements			
011000.010 Construction Technology	1.00 ls	\$12,000.00	\$12,000
011000.010 Dumpsters	26.00 ea	\$601.00	\$15,626
011000.020 Portable Toilets	12.00 mo	\$735.00	\$8,820
011000.030 Hand Wash Stations	12.00 mo	\$320.00	\$3,840
011000.080 Daily Clean Up	10.00 mo	\$3,160.00	\$31,600
011000.090 Final Clean Up	5,500.00 sf	\$0.32	\$1,786
011000.160 Final Sweeping Of Paved Areas	1.00 mo	\$3,880.00	\$3,880
011000.190 Dust Control - Entry Floor Mats	6.00 mo	\$150.00	\$900
011000.200 Temporary Electric Hookup	1.00 ea	\$1,500.00	\$1,500
011000.210 CPS Temporary Electrical Service Ext	1.00 ls	\$2,200.00	\$2,200
011000.220 Temp Electric & Water - BY OWNER	0.00 ls	\$45,000.00	\$0
011000.290 Storage Trailers 1 EA	12.00 mo	\$425.00	\$5,100
011000.300 Storage Trailer Delivery & Return	2.00 ea	\$400.00	\$800
011000.320 Incidental Equipment	4.00 mo	\$3,432.00	\$13,728
011000.380 Equipment Delivery & Return	4.00 ea	\$300.00	\$1,200
011000.390 Equipment Fuel	4.00 mo	\$500.00	\$2,000
011000.400 Small Tools	1.00 ls	\$2,500.00	\$2,500
011000.490 Temporary Fence w/ Screen	1,689.07 lf	\$16.65	\$28,117
011000.510 Temporary Gates	2.00 ea	\$500.00	\$1,000
011000.540 Temporary Fire Extinguishers	5.00 ea	\$80.00	\$400
TOTAL: 010000 - General Requirements			\$136,997
024000 - Demolition			
020100.001 Demo Existing Building	3,680.03 sf	\$10.00	\$36,800
020100.010 Demo Existing Animal Kennels	1.00 ea	\$3,000.00	\$3,000
020100.010 Demo Existing Covered Parking	1.00 ea	\$5,000.00	\$5,000
020100.010 Demo Existing Ramp & Guardrails	225.69 sf	\$10.00	\$2,257
TOTAL: 024000 - Demolition			\$47,057
033000 - Concrete			
033000.001 5" SOG w/Grade Beams	5,500.00 sf	\$23.00	\$126,500
033000.003 Sidewalk/Flatwork	2,500.00 sf	\$6.50	\$16,250
033000.004 Curbs	1,500.00 lf	\$20.00	\$30,000
033000.006 ADA Ramps	2.00 ea	\$750.00	\$1,500
033000.007 Dumpster Pad	473.77 sf	\$15.00	\$7,106
033000.009 Light Pole Bases	3.00 ea	\$1,500.00	\$4,500
033000.010 Flag Pole Foundation	2.00 ea	\$2,500.00	\$5,000
033000.011 Set & Fill Pipe Bollards	4.00 ea	\$300.00	\$1,200
033000.013 Covered Parking Steel Column Footings	4.00 ea	\$1,500.00	\$6,000
033000.013 Locker Bases	26.58 lf	\$50.00	\$1,329
033000.013 Misc Concrete - Building & Site	1.00 ls	\$20,000.00	\$20,000
TOTAL: 033000 - Concrete			\$219,385
033500 - Decorative Concrete			
033300.170 Polished Concrete	3,484.86 sf	\$7.50	\$26,136
033300.180 Sealed Concrete	1,127.91 sf	\$1.50	\$1,692
033500.001 Floor Transitions	1.00 ls	\$500.00	\$500
033500.001 Install & Remove Floor Protection at Polished Concrete	3,484.86 sf	\$1.50	\$5,227
033500.001 Moisture Testing	8.51 ea	\$200.00	\$1,701
033500.001 Sawcut & Grout Joints Allowance	1.00 ls	\$2,500.00	\$2,500
TOTAL: 033500 - Decorative Concrete			\$37,757
042000 - Masonry			
042000.001 8" Exterior CMU Partitions	1,212.11 sf	\$15.00	\$18,182

September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (PEMB Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
042000.001 8" Interior CMU Partitions	692.38 sf	\$12.00	\$8,309
042000.001 Limestone Veneer	2,045.00 sf	\$30.00	\$61,350
042000.009 CMU Enclosure at Dumpster	290.00 sf	\$25.00	\$7,250
044300.160 Grout HM Frames	2.00 ea	\$250.00	\$500
044300.160 Masonry Dowels	700.00 ea	\$25.00	\$17,500
044300.160 Misc Masonry	1.00 ls	\$15,000.00	\$15,000
TOTAL: 042000 - Masonry			\$128,090
051000 - Steel Fabrication			
051000.001 Misc Steel	1.00 ls	\$5,000.00	\$5,000
051000.001 Steel Beams for Covered Parking	325.00 lf	\$50.00	\$16,250
051000.001 Steel Columns at Covered Parking	4.00 ea	\$1,500.00	\$6,000
TOTAL: 051000 - Steel Fabrication			\$27,250
051100 - Steel Erection			
051200.020 Misc Steel	1.00 ls	\$2,500.00	\$2,500
051200.020 Steel Beams for Covered Parking	325.00 lf	\$10.00	\$3,250
051200.020 Steel Columns for Covered Parking	4.00 ea	\$500.00	\$2,000
TOTAL: 051100 - Steel Erection			\$7,750
055800 - Metal Fabrications			
055100.240 Dumpster Gates	2.00 ea	\$4,500.00	\$9,000
055100.270 Pipe Bollards	4.00 ea	\$900.00	\$3,600
TOTAL: 055800 - Metal Fabrications			\$12,600
061000 - Rough Carpentry			
061000.001 In-Wall Blocking	5,500.00 sf	\$3.00	\$16,500
TOTAL: 061000 - Rough Carpentry			\$16,500
064000 - Millwork & Finish Carpentry			
064000.001 Base Cabinets, P-Lam	52.26 lf	\$300.00	\$15,679
064000.002 Upper Cabinets, P-Lam	25.00 lf	\$200.00	\$5,000
064000.003 Base Cabinet at Multipurpose Room, P-Lam	29.85 lf	\$400.00	\$11,941
064000.010 Acetelated Wood Soffit	300.00 sf	\$45.00	\$13,500
064000.010 Countertops, Solid Surface	82.00 lf	\$450.00	\$36,900
064000.010 Misc Millwork	1.00 ls	\$5,000.00	\$5,000
TOTAL: 064000 - Millwork & Finish Carpentry			\$88,020
071000 - Waterproofing & Sealants			
071000.001 Fluid Applied Air/Vapor Barrier	2,045.00 sf	\$8.50	\$17,383
071000.001 Misc Sealants & Caulking	1.00 ls	\$10,000.00	\$10,000
071000.003 2" Rigid Board Insulation	2,045.00 sf	\$6.50	\$13,293
071000.004 Masonry Water Repellant	2,045.00 sf	\$2.50	\$5,113
TOTAL: 071000 - Waterproofing & Sealants			\$45,788
075000 - Roofing			
074100.020 Metal Roof at Covered Parking	1,500.00 sf	\$10.00	\$15,000
074100.020 Roof Accessories	1.00 ls	\$3,000.00	\$3,000
TOTAL: 075000 - Roofing			\$18,000
081000 - Doors, Frames, & Hardware - Install			
081000.001 Hardware Adjustments	27.00 ea	\$50.00	\$1,350
081000.001 Install Door, Frames & Hardware	23.00 ea	\$350.00	\$8,050
081000.001 Unload Door, Frames & Hardware	23.00 ea	\$50.00	\$1,150
TOTAL: 081000 - Doors, Frames, & Hardware - Install			\$10,550
081100 - Doors, Frames, & Hardware - supply			



September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (PEMB Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
081100.001 Hollow Metal / Wood Door	23.00 ea	\$950.00	\$21,850
081100.001 Hollow Metal Doors at Holding Cells	2.00 ea	\$2,000.00	\$4,000
081100.002 Hollow Metal Door Frame, Single	21.00 ea	\$550.00	\$11,550
081100.003 Hollow Metal Door Frame, Double	1.00 ea	\$800.00	\$800
081100.004 Hardware Allowance	23.00 ea	\$1,000.00	\$23,000
081100.004 Hardware for Holding Cell Doors Allowance	2.00 ea	\$3,000.00	\$6,000
081100.005 Aluminum Door Hardware Allowance	4.00 ea	\$2,500.00	\$10,000
TOTAL: 081100 - Doors, Frames, & Hardware - supply			\$77,200
083000 - Overhead Doors & Grilles			
083313.010 Overhead Coiling Door, Manual, 9'x12'	1.00 ea	\$8,000.00	\$8,000
TOTAL: 083000 - Overhead Doors & Grilles			\$8,000
084000 - Glass & Glazing			
084000.001 2' x 7' Interior Aluminum Sidelite at Interview	14.00 sf	\$70.00	\$980
084000.001 7' x 7' Interior Aluminum Storefront at Conference Room	47.00 sf	\$70.00	\$3,290
084000.001 Aluminum Doors	4.00 LEAF	\$3,500.00	\$14,000
084000.001 Aluminum Framed Storefront, Exterior	1,170.00 sf	\$80.00	\$93,600
084000.001 Transaction Window	1.00 ea	\$3,000.00	\$3,000
TOTAL: 084000 - Glass & Glazing			\$114,870
092000 - Drywall Acoustical			
092100.001 Perimeter Backup Walls	4,907.73 sf	\$13.00	\$63,801
092100.002 Interior Gypsum Board Partitions	5,624.61 sf	\$11.00	\$61,871
092100.003 Gypsum Board Partitions, Moisture Resistant	1,350.00 sf	\$13.50	\$18,225
092100.004 Gypsum Board Ceilings	1,472.29 sf	\$15.00	\$22,084
092100.005 Gypsum Board Ceilings, Moisture Resistant	350.92 sf	\$17.00	\$5,966
092100.007 2 x 2 ACT Ceiling Tiles	2,260.00 sf	\$7.50	\$16,950
092100.008 Acoustical Wood Ceiling	323.41 sf	\$30.00	\$9,702
092100.009 Acoustical Wall Paneling Allowance	1.00 ls	\$10,000.00	\$10,000
092100.010 Misc Drywall	1.00 ls	\$5,000.00	\$5,000
TOTAL: 092000 - Drywall Acoustical			\$213,598
093000 - Tile			
093000.001 Ceramic Floor Tile at Restrooms	350.92 sf	\$11.00	\$3,860
093000.001 Ceramic Tile Base	150.00 lf	\$11.00	\$1,650
093000.001 Ceramic Wall Tile at Restrooms, 4'H	580.00 sf	\$15.00	\$8,700
093000.001 Ceramic Wall Tile at Shower, 9'H	180.00 sf	\$15.00	\$2,700
093000.001 Floor Transitions	1.00 ls	\$500.00	\$500
093000.001 Install & Remove Floor Protection	350.92 sf	\$1.50	\$526
093000.001 Moisture Testing	1.00 ea	\$200.00	\$200
TOTAL: 093000 - Tile			\$18,136
096800 - Resilient & Carpet Floor			
096500.020 Resilient Base	1,335.00 lf	\$2.50	\$3,338
TOTAL: 096800 - Resilient & Carpet Floor			\$3,338
099000 - Painting & Coating			
099000.001 Paint Exposed Ceilings	526.00 sf	\$5.00	\$2,630
099000.001 Paint New Ceilings	1,823.00 sf	\$3.50	\$6,381
099000.001 Paint New Walls	17,508.00 sf	\$2.50	\$43,770
099900.010 Misc Paint	1.00 ls	\$5,000.00	\$5,000
099900.010 Paint CMU + Blockfill	2,596.00 sf	\$3.00	\$7,788
099900.010 Paint CMU at Dumpster Enclosure	290.00 sf	\$3.50	\$1,015
099900.010 Paint HM Doors & Frames	23.00 sf	\$150.00	\$3,450
TOTAL: 099000 - Painting & Coating			\$70,034

September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (PEMB Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
101100 - Visual Display Boards			
101100.002 Exterior Recessed Bulletin Board Case	1.00 ea	\$1,500.00	\$1,500
101100.003 Unload & Install	1.00 ea	\$150.00	\$150
TOTAL: 101100 - Visual Display Boards			\$1,650
101400 - Signage			
101400.010 10" Aluminum Pin Mounted Letters "HILL COUNTRY VILLAGE CITY HALL"	26.00 ea	\$400.00	\$10,400
101400.010 Room ID Signs	30.00 ea	\$250.00	\$7,500
TOTAL: 101400 - Signage			\$17,900
102600 - Wall & Door Protection			
102600.010 Corner Guards	6.00 ea	\$200.00	\$1,200
102600.010 Unload & Install Corner Guards	6.00 ea	\$50.00	\$300
TOTAL: 102600 - Wall & Door Protection			\$1,500
104400 - Fire & Safety Specialties			
104400.001 Fire Extinguishers, Cabinet Mounted	3.00 ea	\$400.00	\$1,200
104400.001 Unload & Install Fire Extinguishers	3.00 ea	\$50.00	\$150
104400.090 Knox Boxes	1.00 ea	\$1,100.00	\$1,100
TOTAL: 104400 - Fire & Safety Specialties			\$2,450
105100 - Lockers			
105100.001 Locker Benches	2.00 ea	\$800.00	\$1,600
105100.001 Metal Lockers, Double Stacked	30.00 opng	\$1,000.00	\$30,000
TOTAL: 105100 - Lockers			\$31,600
105600 - Storage Shelving			
105600.010 Storage Shelving	82.06 lf	\$300.00	\$24,619
TOTAL: 105600 - Storage Shelving			\$24,619
107500 - Flagpoles			
107500.010 Flag Pole, 30'H	2.00 ea	\$5,500.00	\$11,000
TOTAL: 107500 - Flagpoles			\$11,000
108000 - Toilet Partitions & Accessories			
102800.460 Toilet partitions	3.00 ea	\$2,200.00	\$6,600
108000.001 Stainless Steel Panels at Mop Sink	1.00 set	\$500.00	\$500
108000.001 Toilet Accessories, Gang Restrooms	2.00 ea	\$3,000.00	\$6,000
108000.001 Toilet Accessories, Single Restrooms	2.00 ea	\$1,500.00	\$3,000
TOTAL: 108000 - Toilet Partitions & Accessories			\$16,100
119000 - Misc Equipment			
119000.001 Animal Kennels	2.00 ea	\$10,000.00	\$20,000
TOTAL: 119000 - Misc Equipment			\$20,000
122000 - Window Treatments			
122000.001 Manual Window Shades	1,170.00 sf	\$25.00	\$29,250
TOTAL: 122000 - Window Treatments			\$29,250
131000 - PEMB			
131000.000 PEMB (Structure, Roof & Siding)	5,500.00 sf	\$55.00	\$302,500
TOTAL: 131000 - PEMB			\$302,500
220000 - Plumbing			
220000.000 Misc Plumbing	1.00 ls	\$5,000.00	\$5,000
220000.000 Plumbing	5,500.00 sf	\$25.00	\$137,500
TOTAL: 220000 - Plumbing			\$142,500



September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (PEMB Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
230000 - HVAC			
230000.000 HVAC- Residential Equipment	5,500.00 sf	\$25.00	\$137,500
230000.000 Misc HVAC	1.00 ls	\$5,000.00	\$5,000
230000.000 Test & Balance	5,500.00 sf	\$0.50	\$2,750
TOTAL: 230000 - HVAC			\$145,250
260000 - Electrical			
260000.000 Electrical	5,500.00 sf	\$50.00	\$275,000
260000.000 Misc Electrical	1.00 ls	\$10,000.00	\$10,000
260000.000 Site Electrical	5,500.00 ls	\$5.00	\$27,500
TOTAL: 260000 - Electrical			\$312,500
271000 - Data & Telecom Systems			
271000.001 Data Cabling System	0.00 sf	\$6.00	\$0
TOTAL: 271000 - Data & Telecom Systems			\$0
272400 - Audio Visual Systems			
272400.001 Audio Visual System	0.00 sf	\$5.00	\$0
TOTAL: 272400 - Audio Visual Systems			\$0
282300 - Security Systems & Cameras			
280600.060 Security & Access Control	0.00 sf	\$12.50	\$0
TOTAL: 282300 - Security Systems & Cameras			\$0
283100 - Fire Alarm			
283100.001 Fire Alarm	5,500.00 sf	\$3.50	\$19,250
TOTAL: 283100 - Fire Alarm			\$19,250
310000 - Earthwork			
310000.001 Remove Existing Trees	30.00 ea	\$100.00	\$3,000
310000.002 Modify Existing Parking Lot, Drive & Flatwork	1.00 ls	\$10,000.00	\$10,000
310000.004 Infill at Existing Building Demo	273.00 cy	\$10.00	\$2,730
310000.005 Building Pad Excavation & Haul-Off	1,300.00 cy	\$10.00	\$13,000
310000.006 3.5' Fill at Building Pad	1,300.00 cy	\$25.00	\$32,500
310000.007 Excavation, Grading & Haul-Odd for New Parking Lot	3,500.00 sf	\$1.00	\$3,500
310000.008 Medium Duty Asphalt (3"HMAC 12" Flex Base 6" MC)	3,500.00 sf	\$6.00	\$21,000
310000.008 Seal Coat Existing Parking Lot	13,991.09 sf	\$2.00	\$27,982
310000.011 Misc Site Demo & Clearing	1.00 ls	\$10,000.00	\$10,000
310000.012 Subsurface Utility Locates	1.00 ls	\$15,000.00	\$15,000
310000.013 Dewatering	1.00 ls	\$10,000.00	\$10,000
310000.013 Misc Earthwork	1.00 ls	\$20,000.00	\$20,000
310000.013 Site Grading	1.00 ls	\$30,000.00	\$30,000
TOTAL: 310000 - Earthwork			\$198,712
312500 - Erosion Control			
312500.001 Erosion Control Measures	1.00 ls	\$15,000.00	\$15,000
312500.001 Maintenance of Erosion Control	12.00 mo	\$500.00	\$6,000
312500.001 SWPPP Plan Preparation	1.00 ls	\$1,500.00	\$1,500
TOTAL: 312500 - Erosion Control			\$22,500
321700 - Striping & Signs			
321700.001 "NO PARKING" Stencling	1.00 ea	\$250.00	\$250
321700.001 ADA Parking Signs	2.00 ea	\$500.00	\$1,000
321700.001 ADA Stall Striping	2.00 ea	\$250.00	\$500
321700.001 Crosshatch Striping	150.00 sf	\$2.00	\$300
321700.001 Crosswalk Striping	375.00 sf	\$2.00	\$750
321700.001 Misc Striping & Signage	1.00 ls	\$2,500.00	\$2,500



September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (PEMB Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
321700.001 Parking Stall	32.00 ea	\$25.00	\$800
321700.001 Pressure Washing	1.00 ls	\$10,000.00	\$10,000
TOTAL: 321700 - Striping & Signs			\$16,100
329000 - Landscape - Irrigation			
328400.020 Target Value for Landscape & Irrigation	1.00 ls	\$100,000.00	\$100,000
TOTAL: 329000 - Landscape - Irrigation			\$100,000
330000 - Utilities			
330000.000 Utilities Scope Allowance	1.00 ls	\$150,000.00	\$150,000
TOTAL: 330000 - Utilities			\$150,000

Design Contingency	6.00 %	\$39.56	\$217,567
Construction Contingency	3.00 %	\$19.78	\$108,784
TOTAL CONTINGENCY			\$3,192,652
Builders Risk Insurance - Preliminary	0.35 %	\$2.45	\$13,472
General Conditions		\$76.36	\$420,000
COST OF WORK			\$3,626,124
General Liability Insurance	0.75 %	\$5.25	\$28,869
Subcontractor Default Insurance	1.50 %	\$8.71	\$47,890
Payment and Performance Bond	1.02 %	\$7.15	\$39,300
Construction Manager Fee	2.95 %	\$19.45	\$106,971
TOTAL ESTIMATED CONSTRUCTION VALUE			\$3,849,153
IT		\$30.00	\$165,000
FF&E		\$29.09	\$160,000
Design Services & Fee		\$81.82	\$450,000
Owner Contingency		\$40.91	\$225,000
TOTAL ESTIMATED PROJECT VALUE			\$4,849,153



September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (Stick Frame Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
010000 - General Requirements			
011000.010 Construction Technology	1.00 ls	\$12,000.00	\$12,000
011000.010 Dumpsters	26.00 ea	\$601.00	\$15,626
011000.020 Portable Toilets	12.00 mo	\$735.00	\$8,820
011000.030 Hand Wash Stations	12.00 mo	\$320.00	\$3,840
011000.080 Daily Clean Up	10.00 mo	\$3,160.00	\$31,600
011000.090 Final Clean Up	5,500.00 sf	\$0.32	\$1,786
011000.160 Final Sweeping Of Paved Areas	1.00 mo	\$3,880.00	\$3,880
011000.190 Dust Control - Entry Floor Mats	6.00 mo	\$150.00	\$900
011000.200 Temporary Electric Hookup	1.00 ea	\$1,500.00	\$1,500
011000.210 CPS Temporary Electrical Service Ext	1.00 ls	\$2,200.00	\$2,200
011000.220 Temp Electric & Water - BY OWNER	0.00 ls	\$45,000.00	\$0
011000.290 Storage Trailers 1 EA	12.00 mo	\$425.00	\$5,100
011000.300 Storage Trailer Delivery & Return	2.00 ea	\$400.00	\$800
011000.320 Incidental Equipment	4.00 mo	\$3,432.00	\$13,728
011000.380 Equipment Delivery & Return	4.00 ea	\$300.00	\$1,200
011000.390 Equipment Fuel	4.00 mo	\$500.00	\$2,000
011000.400 Small Tools	1.00 ls	\$2,500.00	\$2,500
011000.490 Temporary Fence w/ Screen	1,689.07 lf	\$16.65	\$28,117
011000.510 Temporary Gates	2.00 ea	\$500.00	\$1,000
011000.540 Temporary Fire Extinguishers	5.00 ea	\$80.00	\$400
TOTAL: 010000 - General Requirements			\$136,997
024000 - Demolition			
020100.001 Demo Existing Building	3,680.03 sf	\$10.00	\$36,800
020100.010 Demo Existing Animal Kennels	1.00 ea	\$3,000.00	\$3,000
020100.010 Demo Existing Covered Parking	1.00 ea	\$5,000.00	\$5,000
020100.010 Demo Existing Ramp & Guardrails	225.69 sf	\$10.00	\$2,257
TOTAL: 024000 - Demolition			\$47,057
033000 - Concrete			
033000.001 5" SOG w/Grade Beams	5,500.00 sf	\$23.00	\$126,500
033000.003 Sidewalk/Flatwork	2,500.00 sf	\$6.50	\$16,250
033000.004 Curbs	1,500.00 lf	\$20.00	\$30,000
033000.006 ADA Ramps	2.00 ea	\$750.00	\$1,500
033000.007 Dumpster Pad	473.77 sf	\$15.00	\$7,106
033000.009 Light Pole Bases	3.00 ea	\$1,500.00	\$4,500
033000.010 Flag Pole Foundation	2.00 ea	\$2,500.00	\$5,000
033000.011 Set & Fill Pipe Bollards	4.00 ea	\$300.00	\$1,200
033000.013 Covered Parking Steel Column Footings	4.00 ea	\$1,500.00	\$6,000
033000.013 Locker Bases	26.58 lf	\$50.00	\$1,329
033000.013 Misc Concrete - Building & Site	1.00 ls	\$20,000.00	\$20,000
TOTAL: 033000 - Concrete			\$219,385
033500 - Decorative Concrete			
033300.170 Polished Concrete	3,484.86 sf	\$7.50	\$26,136
033300.180 Sealed Concrete	1,127.91 sf	\$1.50	\$1,692
033500.001 Floor Transitions	1.00 ls	\$500.00	\$500
033500.001 Install & Remove Floor Protection at Polished Concrete	3,484.86 sf	\$1.50	\$5,227
033500.001 Moisture Testing	8.51 ea	\$200.00	\$1,701
033500.001 Sawcut & Grout Joints Allowance	1.00 ls	\$2,500.00	\$2,500
TOTAL: 033500 - Decorative Concrete			\$37,757
042000 - Masonry			
042000.001 8" Exterior CMU Partitions	1,212.11 sf	\$15.00	\$18,182

September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (Stick Frame Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
042000.001 8" Interior CMU Partitions	692.38 sf	\$12.00	\$8,309
042000.001 Limestone Veneer	2,045.00 sf	\$30.00	\$61,350
042000.009 CMU Enclosure at Dumpster	290.00 sf	\$25.00	\$7,250
044300.160 Grout HM Frames	2.00 ea	\$250.00	\$500
044300.160 Masonry Dowels	700.00 ea	\$25.00	\$17,500
044300.160 Misc Masonry	1.00 ls	\$15,000.00	\$15,000
TOTAL: 042000 - Masonry			\$128,090
051000 - Steel Fabrication			
051000.001 Misc Steel	1.00 ls	\$5,000.00	\$5,000
051000.001 Steel Beams for Covered Parking	325.00 lf	\$50.00	\$16,250
051000.001 Steel Columns at Covered Parking	4.00 ea	\$1,500.00	\$6,000
TOTAL: 051000 - Steel Fabrication			\$27,250
051100 - Steel Erection			
051200.020 Misc Steel	1.00 ls	\$2,500.00	\$2,500
051200.020 Steel Beams for Covered Parking	325.00 lf	\$10.00	\$3,250
051200.020 Steel Columns for Covered Parking	4.00 ea	\$500.00	\$2,000
TOTAL: 051100 - Steel Erection			\$7,750
055800 - Metal Fabrications			
055100.240 Dumpster Gates	2.00 ea	\$4,500.00	\$9,000
055100.270 Pipe Bollards	4.00 ea	\$900.00	\$3,600
TOTAL: 055800 - Metal Fabrications			\$12,600
061000 - Rough Carpentry			
061000.001 In-Wall Blocking	5,500.00 sf	\$3.00	\$16,500
061000.001 Wood Framing, Hardware, Exterior Sheathing	5,500.00 sf	\$30.00	\$165,000
061000.001 Wood Trusses	5,500.00 sf	\$13.00	\$71,500
TOTAL: 061000 - Rough Carpentry			\$253,000
064000 - Millwork & Finish Carpentry			
064000.001 Base Cabinets, P-Lam	52.26 lf	\$300.00	\$15,679
064000.002 Upper Cabinets, P-Lam	25.00 lf	\$200.00	\$5,000
064000.003 Base Cabinet at Multipurpose Room, P-Lam	29.85 lf	\$400.00	\$11,941
064000.010 Acetelated Wood Soffit	300.00 sf	\$45.00	\$13,500
064000.010 Countertops, Solid Surface	82.00 lf	\$450.00	\$36,900
064000.010 Misc Millwork	1.00 ls	\$5,000.00	\$5,000
TOTAL: 064000 - Millwork & Finish Carpentry			\$88,020
071000 - Waterproofing & Sealants			
071000.001 Fluid Applied Air/Vapor Barrier	4,975.00 sf	\$8.50	\$42,288
071000.001 Misc Sealants & Caulking	1.00 ls	\$10,000.00	\$10,000
071000.003 2" Rigid Board Insulation	4,975.00 sf	\$6.50	\$32,338
071000.004 Masonry Water Repellant	2,045.00 sf	\$2.50	\$5,113
TOTAL: 071000 - Waterproofing & Sealants			\$89,738
074200 - Metal Wall Panels			
074100.050 Metal Wall Panels	2,635.00 sf	\$45.00	\$118,575
TOTAL: 074200 - Metal Wall Panels			\$118,575
075000 - Roofing			
074100.020 Metal Roof at Covered Parking	1,500.00 sf	\$10.00	\$15,000
074100.020 Roof Accessories	1.00 ls	\$10,000.00	\$10,000
074100.020 SSM Roof	5,500.00 sf	\$25.00	\$137,500
TOTAL: 075000 - Roofing			\$162,500



September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (Stick Frame Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
081000 - Doors, Frames, & Hardware - Install			
081000.001 Hardware Adjustments	27.00 ea	\$50.00	\$1,350
081000.001 Install Door, Frames & Hardware	23.00 ea	\$350.00	\$8,050
081000.001 Unload Door, Frames & Hardware	23.00 ea	\$50.00	\$1,150
TOTAL: 081000 - Doors, Frames, & Hardware - Install			\$10,550
081100 - Doors, Frames, & Hardware - supply			
081100.001 Hollow Metal / Wood Door	23.00 ea	\$950.00	\$21,850
081100.001 Hollow Metal Doors at Holding Cells	2.00 ea	\$2,000.00	\$4,000
081100.002 Hollow Metal Door Frame, Single	21.00 ea	\$550.00	\$11,550
081100.003 Hollow Metal Door Frame, Double	1.00 ea	\$800.00	\$800
081100.004 Hardware Allowance	23.00 ea	\$1,000.00	\$23,000
081100.004 Hardware for Holding Cell Doors Allowance	2.00 ea	\$3,000.00	\$6,000
081100.005 Aluminum Door Hardware Allowance	4.00 ea	\$2,500.00	\$10,000
TOTAL: 081100 - Doors, Frames, & Hardware - supply			\$77,200
083000 - Overhead Doors & Grilles			
083313.010 Overhead Coiling Door, Manual, 9'x12'	1.00 ea	\$8,000.00	\$8,000
TOTAL: 083000 - Overhead Doors & Grilles			\$8,000
084000 - Glass & Glazing			
084000.001 2' x 7' Interior Aluminum Sidelite at Interview	14.00 sf	\$70.00	\$980
084000.001 7' x 7' Interior Aluminum Storefront at Conference Room	47.00 sf	\$70.00	\$3,290
084000.001 Aluminum Doors	4.00 LEAF	\$3,500.00	\$14,000
084000.001 Aluminum Framed Storefront, Exterior	1,170.00 sf	\$80.00	\$93,600
084000.001 Transaction Window	1.00 ea	\$3,000.00	\$3,000
TOTAL: 084000 - Glass & Glazing			\$114,870
092000 - Drywall Acoustical			
092100.004 Gypsum Board Ceilings	1,472.29 sf	\$15.00	\$22,084
092100.005 Gypsum Board Ceilings, Moisture Resistant	350.92 sf	\$17.00	\$5,966
092100.007 2 x 2 ACT Ceiling Tiles	2,260.00 sf	\$7.50	\$16,950
092100.008 Acoustical Wood Ceiling	323.41 sf	\$30.00	\$9,702
092100.009 Acoustical Wall Paneling Allowance	1.00 ls	\$10,000.00	\$10,000
092100.010 Misc Drywall	1.00 ls	\$5,000.00	\$5,000
TOTAL: 092000 - Drywall Acoustical			\$69,702
093000 - Tile			
093000.001 Ceramic Floor Tile at Restrooms	350.92 sf	\$11.00	\$3,860
093000.001 Ceramic Tile Base	150.00 lf	\$11.00	\$1,650
093000.001 Ceramic Wall Tile at Restrooms, 4'H	580.00 sf	\$15.00	\$8,700
093000.001 Ceramic Wall Tile at Shower, 9'H	180.00 sf	\$15.00	\$2,700
093000.001 Floor Transitions	1.00 ls	\$500.00	\$500
093000.001 Install & Remove Floor Protection	350.92 sf	\$1.50	\$526
093000.001 Moisture Testing	1.00 ea	\$200.00	\$200
TOTAL: 093000 - Tile			\$18,136
096800 - Resilient & Carpet Floor			
096500.020 Resilient Base	1,335.00 lf	\$2.50	\$3,338
TOTAL: 096800 - Resilient & Carpet Floor			\$3,338
099000 - Painting & Coating			
099000.001 Paint Exposed Ceilings	526.00 sf	\$5.00	\$2,630
099000.001 Paint New Ceilings	1,823.00 sf	\$3.50	\$6,381
099000.001 Paint New Walls	17,508.00 sf	\$2.50	\$43,770
099900.010 Misc Paint	1.00 ls	\$5,000.00	\$5,000

September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (Stick Frame Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
099900.010 Paint CMU + Blockfill	2,596.00 sf	\$3.00	\$7,788
099900.010 Paint CMU at Dumpster Enclosure	290.00 sf	\$3.50	\$1,015
099900.010 Paint HM Doors & Frames	23.00 sf	\$150.00	\$3,450
TOTAL: 099000 - Painting & Coating			\$70,034
101100 - Visual Display Boards			
101100.002 Exterior Recessed Bulletin Board Case	1.00 ea	\$1,500.00	\$1,500
101100.003 Unload & Install	1.00 ea	\$150.00	\$150
TOTAL: 101100 - Visual Display Boards			\$1,650
101400 - Signage			
101400.010 10" Aluminum Pin Mounted Letters "HILL COUNTRY VILLAGE CITY HALL"	26.00 ea	\$400.00	\$10,400
101400.010 Room ID Signs	30.00 ea	\$250.00	\$7,500
TOTAL: 101400 - Signage			\$17,900
102600 - Wall & Door Protection			
102600.010 Corner Guards	6.00 ea	\$200.00	\$1,200
102600.010 Unload & Install Corner Guards	6.00 ea	\$50.00	\$300
TOTAL: 102600 - Wall & Door Protection			\$1,500
104400 - Fire & Safety Specialties			
104400.001 Fire Extinguishers, Cabinet Mounted	3.00 ea	\$400.00	\$1,200
104400.001 Unload & Install Fire Extinguishers	3.00 ea	\$50.00	\$150
104400.090 Knox Boxes	1.00 ea	\$1,100.00	\$1,100
TOTAL: 104400 - Fire & Safety Specialties			\$2,450
105100 - Lockers			
105100.001 Locker Benches	2.00 ea	\$800.00	\$1,600
105100.001 Metal Lockers, Double Stacked	30.00 opng	\$1,000.00	\$30,000
TOTAL: 105100 - Lockers			\$31,600
105600 - Storage Shelving			
105600.010 Storage Shelving	82.06 lf	\$300.00	\$24,619
TOTAL: 105600 - Storage Shelving			\$24,619
107500 - Flagpoles			
107500.010 Flag Pole, 30'H	2.00 ea	\$5,500.00	\$11,000
TOTAL: 107500 - Flagpoles			\$11,000
108000 - Toilet Partitions & Accessories			
102800.460 Toilet partitions	3.00 ea	\$2,200.00	\$6,600
108000.001 Stainless Steel Panels at Mop Sink	1.00 set	\$500.00	\$500
108000.001 Toilet Accessories, Gang Restrooms	2.00 ea	\$3,000.00	\$6,000
108000.001 Toilet Accessories, Single Restrooms	2.00 ea	\$1,500.00	\$3,000
TOTAL: 108000 - Toilet Partitions & Accessories			\$16,100
119000 - Misc Equipment			
119000.001 Animal Kennels	2.00 ea	\$10,000.00	\$20,000
TOTAL: 119000 - Misc Equipment			\$20,000
122000 - Window Treatments			
122000.001 Manual Window Shades	1,170.00 sf	\$25.00	\$29,250
TOTAL: 122000 - Window Treatments			\$29,250
220000 - Plumbing			
220000.000 Misc Plumbing	1.00 ls	\$5,000.00	\$5,000
220000.000 Plumbing	5,500.00 sf	\$25.00	\$137,500



September 8, 2026

Total Building Area (SF): 5,500

Pending

Reduced Building SF ~ 5,500SF (Stick Frame Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
TOTAL: 220000 - Plumbing			\$142,500
230000 - HVAC			
230000.000 HVAC- Residential Equipment	5,500.00 sf	\$25.00	\$137,500
230000.000 Misc HVAC	1.00 ls	\$5,000.00	\$5,000
230000.000 Test & Balance	5,500.00 sf	\$0.50	\$2,750
TOTAL: 230000 - HVAC			\$145,250
260000 - Electrical			
260000.000 Electrical	5,500.00 sf	\$50.00	\$275,000
260000.000 Misc Electrical	1.00 ls	\$10,000.00	\$10,000
260000.000 Site Electrical	5,500.00 ls	\$5.00	\$27,500
TOTAL: 260000 - Electrical			\$312,500
271000 - Data & Telecom Systems			
271000.001 Data Cabling System	0.00 sf	\$6.00	\$0
TOTAL: 271000 - Data & Telecom Systems			\$0
272400 - Audio Visual Systems			
272400.001 Audio Visual System	0.00 sf	\$5.00	\$0
TOTAL: 272400 - Audio Visual Systems			\$0
282300 - Security Systems & Cameras			
280600.060 Security & Access Control	0.00 sf	\$12.50	\$0
TOTAL: 282300 - Security Systems & Cameras			\$0
283100 - Fire Alarm			
283100.001 Fire Alarm	5,500.00 sf	\$3.50	\$19,250
TOTAL: 283100 - Fire Alarm			\$19,250
310000 - Earthwork			
310000.001 Remove Existing Trees	30.00 ea	\$100.00	\$3,000
310000.002 Modify Existing Parking Lot, Drive & Flatwork	1.00 ls	\$10,000.00	\$10,000
310000.004 Infill at Existing Building Demo	273.00 cy	\$10.00	\$2,730
310000.005 Building Pad Excavation & Haul-Off	1,300.00 cy	\$10.00	\$13,000
310000.006 3.5' Fill at Building Pad	1,300.00 cy	\$25.00	\$32,500
310000.007 Excavation, Grading & Haul-Odd for New Parking Lot	3,500.00 sf	\$1.00	\$3,500
310000.008 Medium Duty Asphalt (3"HMAC 12" Flex Base 6" MC)	3,500.00 sf	\$6.00	\$21,000
310000.008 Seal Coat Existing Parking Lot	13,991.09 sf	\$2.00	\$27,982
310000.011 Misc Site Demo & Clearing	1.00 ls	\$10,000.00	\$10,000
310000.012 Subsurface Utility Locates	1.00 ls	\$15,000.00	\$15,000
310000.013 Dewatering	1.00 ls	\$10,000.00	\$10,000
310000.013 Misc Earthwork	1.00 ls	\$20,000.00	\$20,000
310000.013 Site Grading	1.00 ls	\$30,000.00	\$30,000
TOTAL: 310000 - Earthwork			\$198,712
312500 - Erosion Control			
312500.001 Erosion Control Measures	1.00 ls	\$15,000.00	\$15,000
312500.001 Maintenance of Erosion Control	12.00 mo	\$500.00	\$6,000
312500.001 SWPPP Plan Preparation	1.00 ls	\$1,500.00	\$1,500
TOTAL: 312500 - Erosion Control			\$22,500
321700 - Striping & Signs			
321700.001 "NO PARKING" Stenciling	1.00 ea	\$250.00	\$250
321700.001 ADA Parking Signs	2.00 ea	\$500.00	\$1,000
321700.001 ADA Stall Striping	2.00 ea	\$250.00	\$500
321700.001 Crosshatch Striping	150.00 sf	\$2.00	\$300



September 8, 2026

Total Building Area (SF): 5,500

Pending

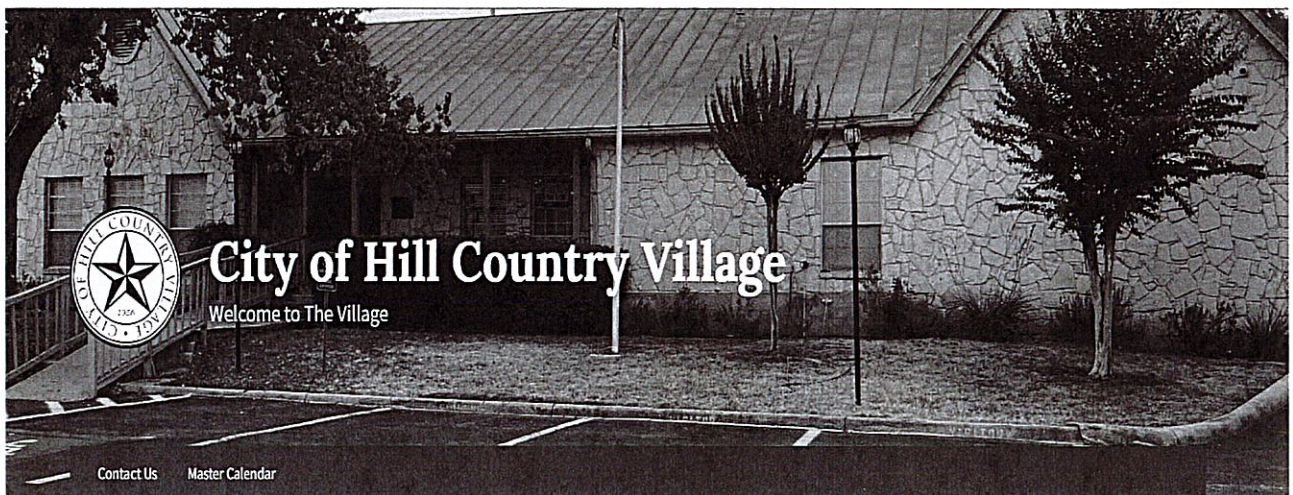
Reduced Building SF ~ 5,500SF (Stick Frame Option)

DESCRIPTION	QUANTITY	UNIT	TOTAL
321700.001 Crosswalk Striping	375.00 sf	\$2.00	\$750
321700.001 Misc Striping & Signage	1.00 ls	\$2,500.00	\$2,500
321700.001 Parking Stall	32.00 ea	\$25.00	\$800
321700.001 Pressure Washing	1.00 ls	\$10,000.00	\$10,000
TOTAL: 321700 - Striping & Signs			\$16,100
329000 - Landscape - Irrigation			
328400.020 Target Value for Landscape & Irrigation	1.00 ls	\$100,000.00	\$100,000
TOTAL: 329000 - Landscape - Irrigation			\$100,000
330000 - Utilities			
330000.000 Utilities Scope Allowance	1.00 ls	\$150,000.00	\$150,000
TOTAL: 330000 - Utilities			\$150,000
Design Contingency	6.00 %	\$40.73	\$223,998
Construction Contingency	3.00 %	\$20.36	\$111,999
TOTAL CONTINGENCY			\$3,299,426
Builders Risk Insurance - Preliminary	0.35 %	\$2.52	\$13,871
General Conditions		\$76.36	\$420,000
COST OF WORK			\$3,733,297
General Liability Insurance	0.75 %	\$5.40	\$29,723
Subcontractor Default Insurance	1.50 %	\$9.00	\$49,491
Payment and Performance Bond	1.02 %	\$7.36	\$40,463
Construction Manager Fee	2.95 %	\$20.02	\$110,132
TOTAL ESTIMATED CONSTRUCTION VALUE			\$3,963,107
IT		\$30.00	\$165,000
FF&E		\$29.09	\$160,000
Design Services & Fee		\$81.82	\$450,000
Owner Contingency		\$40.91	\$225,000
TOTAL ESTIMATED PROJECT VALUE			\$4,963,107

CITY OF HILL COUNTRY VILLAGE

STAFFING & OPERATIONAL ASSESSMENT

FINAL REPORT



SUBMITTED BY: GILBERT PERALES

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EXECUTIVE SUMMARY

An introductory discussion with Council Members Allison Francis and Greg Blasko, followed with a discussion with Mayor Heather Chandler and City Administrator/Police Chief Frank Morales, centered on the need to assess current staffing levels; workload and job responsibilities; review permit fee schedules; and legacy contracts. The goal is to identify personnel and leadership gaps that could expose the city to daily risks or liabilities because local, state or federal requirements and mandates are not being addressed in a timely manner. Just as important is to determine whether there is a need for additional professional assistance, i.e., full or part-time City Administrator, Assistant to the City Administrator or City Secretary.

The City of Hill Country Village, hereinafter referred to as “City”, is a small community surrounded, on three sides, by the City of San Antonio. Considered an enclave, it relies on San Antonio and Bexar County for the provision of many of its services: including water, wastewater, electric, detention services, property tax services, and dispatch. Other services are provided through third party agreements, i.e., legal, engineering, inspections, auditing, IT, and financial management.

Not unlike other small communities, the City maintains a lean staff commensurate with its existing financial capacities. As with all other similarly positioned communities, City staff are assigned multiple responsibilities. 4640In this scenario, the margin for error is thin, as the same few hands touch nearly every administrative function. Compounding the issue is the contractual arrangement for the provision of financial management services, which ideally should be a dedicated resource within the organization.

City administration is staffed with 3.5 FTE’s responsible for the administration of a very complex, 24/7/365, operation (3 Administrative staff and a P/T City Administrator) and they perform admirably. The challenge for the City is sustainability, not necessarily just today, but in the very near future. Today, the City operates with a single incumbent serving in a dual capacity as City Administrator and Chief of Police. While the current arrangement has served the community well, a vacancy in this dual role position would be difficult to replicate.

An individual lacking the values and loyalty of the current incumbent could become an organizational risk which could evolve into a governance issue. If the governing body opted to simply seek a replacement for the dual role, besides a much higher compensation package, they would have to develop clearly documented expectations, with clearly defined responsibilities, and a plan for handling situations when conflicts of interest or ethical issues occurred. My recommendation regarding staffing is focused not just on addressing the current organizational challenges but also ensuring we are addressing both sustainability and business continuity concerns.

In addition to evaluating staffing levels and responsibilities, I also reviewed contracts for services, employee health insurance benefits, and permit fees. I will provide clear, actionable recommendations that are practical, scalable, and aligned with the city’s expectations.

INTRODUCTION

The CoHCV is a small community surrounded, on three sides, by the City of San Antonio. Considered an enclave, it relies on San Antonio and Bexar County for the provision of many of its services: including water, wastewater, electric, detention services, property tax services, and dispatch. Other services are provided through third party agreements, i.e., legal, engineering, inspections, auditing, IT, and financial management.

Not unlike other small communities, the City maintains a lean staff commensurate with its existing financial capacities. As with all other similarly positioned communities, City staff are assigned multiple responsibilities. In this scenario, the margin for error is thin, as the same few hands touch nearly every administrative issue. Compounding the issue is the contractual arrangement for the provision of financial management services, which ideally should be a dedicated internal resource to the organization. The city is staffed with 3.5 FTE's responsible for the administration of a very complex, 24/7/365, operation (3 Administrative staff and a P/T City Administrator) and they perform admirably.

The challenge for the City is sustainability, not necessarily just today, but in the very near future. The current organizational structure benefits the organization and community financially, not necessarily operationally. With a limited staff, coordination, training, and cross-training become integral to the success of the operation. Any impact to staffing, e.g., employment separation or an extended medical episode, could have a direct influence on the sustainability of service levels.

On August 5th, after the special council meeting, a question was posed relative to my engagement “What work is not getting done?” A question that, on the surface, seems valid and appropriate; IF, one is only content with measuring output. The right question(s) is really “What more can we do and/or can we do it better?”

Staffing levels are never evaluated solely by headcount. The focus is to determine if staffing levels, organizational structure, employee skills, and work processes align with the community's service expectations and strategic objectives. Often, performance issues can be attributed to a combination of budget limitations, staff shortages, compensation, inefficient processes, outdated technology, lack of training, or unclear role definitions than simply too few employees...the answer lies in having: **the right people + right responsibilities + adequate resources + effective processes + appropriate technology.**

Leadership establishes the direction, but organizational capacity determines how much of that direction can actually be accomplished. When staffing and resources fall below what is required to perform essential functions, even strong leaders can become trapped in a cycle of crisis management, employee fatigue, and declining service quality.

STAFFING/OPERATIONS: FOCUS

When I first met with Councilmembers Francis and Blasko, my proposed assignment was to conduct a staff and operational assessment with a focus on the City Administrator position. When I had my second meeting with Mayor Chandler and City Administrator/Chief of Police Morales, my focus was redirected to a staff and operational assessment with a focus on an “assistant type”, possibly part time, to assist the City Administrator with his day-to-day tasks.

During my first on-site visit I realized that simply “creating a position” to assist the City Administrator, would be short sided and leave the city vulnerable in the near term. The issues with staffing at the executive level extend beyond simply adding an “assistant to the city administrator” without taking into consideration the eventual retirement of the incumbent and the weaknesses inherent with the arrangement for financial services.

In my last conversation with the Mayor, I made it clear that during my review, the organizational need extended beyond our original discussion to include evaluating three roles, City Administrator, chief of police and financial manager, and developing a scenario that would address the short term needs of the city administrator, address the need for a clear succession plan for the eventual replacement of the city administrator, and address the need to strengthen the current weaknesses in the financial process, while remaining cognizant of the City’s financial position, current and long term.

How I arrived at this conclusion...on my initial visit I was provided with the workstation assigned to the City’s Financial Manager. Surprisingly, this critical function is being performed under a professional services agreement. The firm providing these “essential” services is contractually obligated (under the current MOU) to provide 6 hours per week of actual on-site financial management services. There are provisions to provide additional on-site services at an additional cost.

Financial management is one of the most important functions in any operation, cities included. A city can have excellent police officers, public works crews, and municipal court staff, but without sound financial management it cannot sustain those services or maintain the public’s trust. For an organization, financial management is not simply an accounting function – it is a strategic leadership responsibility. Every policy decision has financial implications. An organization must balance community expectations with available resources while ensuring today’s decisions do not create tomorrow’s financial problems.

“Good financial management enables every other municipal service. Without it, even the best operational plans/services cannot be successfully implemented or delivered”.

STAFFING/OPERATIONS: EVALUATION

Once I started my review and commenced my on-site visits, I recognized that the challenges to current staff and existing organizational processes were more comprehensive and had to be addressed not just for the immediate timeframe but with an eye on the future.

The City's administrative functions are the responsibility of 3.5 FTEs. Each responsible for different services provided by municipal organizations, including day-to-day management, Permitting, Human Resources, Municipal Court, Collections, City Secretarial duties, Contract Management, Customer Service (telephonic, walk-up, and electronic), records retention, etc. Inclusive, the three individuals serving in the "front" office are expected to be well versed on each other's responsibilities to minimize any impacts to business continuity during short or long-term absences from the office.

In every local jurisdiction, in addition to support staff, there are three major roles that can have a direct impact on the success of an organization: City Administrator, Chief of Police and Financial Services Manager.

1. The combination of two of the most demanding positions in every city, City Administrator and police chief *, expose the city to risks relative to the ever-changing landscape created legislatively or contractually. Coordinating the demands of both positions creates structural and governance challenges.

The biggest issue is that the same individual is simultaneously responsible for the overall administration of the municipality and for commanding one of the city's most sensitive departments. There are limited time and reduced capacity issues which directly impact the incumbent's attention to both positions leading to a risk of one or both functions receiving less than the optimum attention. Compounding this is the lack of daily attention to the City's financial management (see #2 below). This doesn't even consider other demands such as maintaining strong relationships with elected officials and citizens, training requirements (necessary to remain up to date on the ever-changing landscape of each respective position), building strong relationships with other leaders in the region, etc.

Of equal concern is the lack of a succession plan for both positions...if, and when, the current incumbent decides to separate from the City, the impact to the organization will impact the City's ability to maintain any business continuity.

*This arrangement existed briefly in only one other community, Ranger (which was subject to AG opinion Article XVI, section 40 of the Texas constitution, which prohibits dual office holding in certain circumstances), that arrangement has been eliminated with the appointment of a police chief.

2. Financial management is just as important a function. A city can have excellent police officers, public works crews, and municipal court staff, but without sound financial management it cannot sustain those services or maintain the public's trust.

For City Administrators and elected officials, financial management is not simply an accounting function – it is a strategic leadership responsibility. Every policy decision has financial implications. A City Administrator must balance community expectations with available resources while ensuring today's decisions do not create tomorrow's financial problems.

“Good financial management enables every other municipal service. Without it, even the best operational plans/services cannot be successfully implemented or delivered”.

Financial management in your City is a procured service. This arrangement can create significant operational and financial risks. The issue is not necessarily the hours themselves, nor the capabilities of the provider, it is whether the hours provide enough bandwidth to meet the organization's financial needs amidst all the complexities inherent in governmental accounting, reporting requirements, internal controls, and, just as important, the simple task of meeting the day-to-day needs of staff.

Major risks include, but are not limited to: insufficient financial oversight, delayed financial reporting, weak internal controls, issues with accounts payable, timing on depositing cash, processing payments, reconciling bank accounts, recording transactions, preparing and reviewing financial reports; limited budget management; cash flow problems, inadequate grant and restricted-fund oversight, and reduced management support. These risks represent concerns relative to the operational needs of the organization, of more immediate concern is the provider's access to sensitive financial information from a remote location that has not been vetted for cybersecurity controls. Inclusive is the apparent lack of liability insurance to protect the city in case our financial information is exposed to a cybersecurity event.

3. Administrative staff, with responsibilities including all municipal administrative functions, are directly impacted by their reliance on the operational realities described above. Administratively, while the group functions admirably and at a high level, full-time administrative and financial oversight could infuse much needed guidance leading to increase productivity, building resilience and becoming more efficient.

STAFFING/OPERATIONS: OBSERVATIONS

While my time on site has been short, it appears that daily demands on the City Administrator are the norm and not the exception. Diminished resource availability, specifically in leadership and financial management, can significantly undermine an operation's effectiveness and efficiencies. The problem is not a lack of leadership capability...it is a lack of organizational capacity to execute the organization's priorities. This fact is compounded with the City Administrator also serving as Chief of Police...performing two of the most important responsibilities in every municipality. The absence of a permanent financial manager exacerbates the situation and has shifted the incumbent's responsibilities from strategic to reactive mode resulting in impacts to service delivery and affecting organizational leadership.

A couple of observations on these demands:

- On Tuesday, August 4, 2026, one day prior to the city's Special Council Meeting, the City Administrator asked for a specific financial report relevant to the budget presentation. One of the administrative assistants responded that the report would be completed on the day of the Special Council Meeting, and that the Financial Manager would be present in the afternoon of the meeting (August 5th) to remain in compliance with the weekly contractual commitment.
 - As stated earlier, good financial management enables every other municipal service. Without it even the best operational plans/services cannot be successfully implemented or delivered. A

scenario where the city administrator has to depend on a third-party provider's availability is not an effective or efficient use of time and can result in ineffective communication to staff, elected officials and the community.

- The challenge for the existing financial services provider is the lack of institutional knowledge that can only be acquired and accumulated through daily interaction with staff. Because finance is an integral part of day-to-day city functions and service delivery, the lack of personal interaction and interface with staff impacts the timely provision of financial tools that lead to unnecessary delays for decision makers resulting in ineffective communication with the community and elected officials.
- On Wednesday, August 5, the City Administrator, during his normal “drive-around” activities, noted and inquired about a current permit on a roofing project. Said inquiry led to the discovery that the project was proceeding without the appropriate permits.
- On Thursday, August 6, during the Special City Council Meeting, the City Administrator was asked to inspect a portion of a road that appeared to be failing.

STAFFING/OPERATIONS: RECOMMENDATION

With this in mind, I recommend the City Council consider the creation of a fulltime Assistant to the City Administrator/Financial Services Manager position that would be dedicated to assisting the City Administrator with day-to-day activities, i.e., providing follow-up on citizen inquiries, daily administrative functions, etc. The position would also provide the organization with daily financial management creating efficiencies to the financial functions of the operation...no longer dependent on contractually obligated constraints. The position would also be available to provide flexibility and relief to both the permitting and municipal court functions of the operation, especially when existing staff are in training, or absent from the office. Coupled with additional cross-training, the administrative staff should see increased capacity and improved efficiency.

Succession Plan: This position would also allow the city to develop a much-needed succession plan for the City Administrator's position. The City Administrator would ensure the individual in the proposed position receives the necessary training to assume the City Administrator role once the incumbent decides to separate from the City.

Funding: The current budget proposal includes funding for a leadership position, coupled with the proposed cost for financial services, there are sufficient funds for the added position, estimated at \$100,000. The City should have sufficient time to identify additional funding for a Chief of Police position which would become vacant once the current incumbent separates from the City.

REVIEW: CONTRACTED SERVICES

Legacy contracts that have been carried forward without a comprehensive review are not an optimal or viable solution for any organization, especially for smaller municipalities, where contracts can represent a significant percentage of the operating budget. Key benefits reflect competitive market pricing, competitive and procurement integrity, improved accountability, updates contract expectations, reduces legal and financial risk, improves budget forecasting, and strengthens vendor management.

The objective isn't simply to cut costs. It is to make sure that every significant municipal expenditure is necessary, competitively priced, properly authorized, adequately documented, and producing measurable value for taxpayers.

LEGAL SERVICES CONTRACT

On the 14th day of December 2006, Ordinance 1000 was passed and approved authorizing the City to enter into an agreement with the firm **Langly & Banack, Inc.**, for the provision of legal services to the city.

- Local Government Best Practices recommend cities consider issuing RFP/RFQs every 3-5 years for certain professional services contracts, particularly, legal, audit, and engineering (smaller jurisdictions).
- **Recommendation is for the city to consider issuing an RFP/RFQ for legal services, term would be an initial 3-years with 2 optional 1-year extensions.**

AUDIT SERVICES CONTRACT

On the 29th day of July 2026, the City engaged the firm **abip CPAs/Advisors**, for the provision of auditing services. This engagement is considered annually.

- Local Government Best Practices recommend cities consider issuing an RFP/RFQs every 3-5 years for certain professional services contracts, particularly, legal, audit, and engineering (small communities).
- In this instance, a multi-year engagement would often reduce procurement and proposal costs. Audit firms can spread startup and planning costs over several years, which may result in more stable or lower annual fees. The audit team will develop greater institutional knowledge of the organization's operations, accounting systems, internal controls, and unique risks. It will provide improved audit efficiencies, better long-term planning, and a stronger working relationship.
- **Recommendation is for the city to consider issuing an RFP/RFQ for auditing services, term would be an initial 3-years with 2 optional 1-year extensions.**

INFORMATION TECHNOLOGY SERVICES CONTRACT

Contract for IT Services has been in effect since 2004(?). A search of city files/records did not produce a copy of the existing contractual arrangement.

- **Recommendation is to codify actual contractual arrangement to help identify expectations and opportunities, e.g.:**
 - a. Training opportunities (?)
 - b. Equipment upgrade (?)
 - c. Software update (?)
 - d. Software upgrades (?)

FINANCIAL SERVICES CONTRACT

Memorandum of Understanding (MOU) entered into between the CoHCV and VAL3XO, LLC, on June 14, 2023, to provide services as the city's Chief Financial Officer (CFO). Consultant provides onsite personnel for a maximum of 6 hours per week and a fixed monthly rate of \$2,000. Any additional time may be charged \$150/hr. (current MOU is under consideration for an extension with increased rates)

- **Recommendation is to evaluate this contract against the defined scope of a permanent position responsible for day-to-day administrative and financial management responsibilities.**

ENGINEERING SERVICES CONTRACT

Engineering Services

On March 20, 2025 the CoHCV entered into an agreement with Freeland Turk Engineering Group, LLC, for the provision of engineering services. Terms of the agreement are for 5-years, renewals will be by written instrument establishing a new term.

- **Recommendation is to follow best practices and consider issuing an RFP/RFQ for engineering services upon the termination of the initial terms of this contract (2030).**

My overall recommendation would also include the creation of a spread sheet tracking all existing Legacy contracts.

REVIEW: HEALTH INSURANCE BENEFITS DESIGN

Contacted representative for the city's Insurance provider, Mr. Derrick Benn, Sales Executive for TX Health Benefits Pool, to identify health plan options and designs. A brief discussion about insurance options and designs identified opportunities to modify existing health plan designs that could result in lower costs with minimal or no impact to employee costs.

Option 1. Review included obtaining claims data for the previous year to identify the number of participants that reached their "deductible" maximum, results: 2 plan participants; and of those individuals, how many

reached their “out-of-pocket” maximum, results: 1 plan participant. These findings allow the City to consider raising both “deductible” and “out-of-pocket” maximums which would result in lower costs to the city without impacting employee+ costs.

Option 2. Consider a HDHC (High Deductible Health Coverage) plan with a “Health Savings Account” option. TX Health has introduced “Next Level” which is their HDHC plan. Staff will be briefed on the benefits of this option.

REVIEW: PERMIT FEES

Permit Fees, or User Fees, in a municipality serve several important purposes. They are generally intended to recover costs associated with reviewing, processing, inspecting, and administering permits, while also ensuring that the project/development complies with applicable laws and safety standards. The primary purposes are cost recovery, protecting public health and safety, ensuring regulatory compliance, managing development, and is a fair allocation of costs...taxpayers should not be subsidizing a service benefitting an individual property owner or developer (user fee).

A comparison of the City’s current fee structure with surrounding smaller municipalities recognizes several opportunities to adjust some existing fees; however, overall, the City’s fee structure is comparable to most smaller municipalities.

Following is a breakdown of your fee categories and my recommendation(s) within each category:

- Administrative Fees
 - Add Credit Card Convenience Fees – average is 4%
 - Add Abatement Fee – average is \$100 per hour with a 2-hour minimum; plus Lien fees
- Alarm Permit Fees
 - Consider separating all False Alarms after the initial 3 and adding an individual penalty
- Alcoholic Beverages – no changes
- Animal Control Fees
 - Consider amending Boarding fees to include adding a 20% administrative fee
- Certificates Of Occupancy – no changes
- City Attorney Fees – no changes
- Engineering Fees – no changes
- Fire Inspection Fees – no changes
- Garage Sale Permits – no changes
- Health Inspections
 - Food Establishment Licenses – no changes
 - Septic Fees – no changes
- Platting Fees – no changes
- Street Name Change Fees – no changes

- Police Fees – no changes
- Tree Permits – no changes
- Golf Cart Permits – no changes
- Building Permits - Commercial – no change
- Signs
 - Consider adding a fee for Electronic Billboards
- Variance Requests – no change
- Building Permits - Residential – no change
- Demolition – no change
- Electrical Permit
 - Consider adding a Temporary Meter Loop (TML) permit \$100
- HVAC – no change
- Plumbing – no change
- Roofing – no change
- Other Structures – no change
- Driveways – no change
- Fencing – no change
- Garages – no change

MISCELLANEOUS REVIEWS

JOB DESCRIPTIONS

Job descriptions are essential tools for effective human resource management. They improve recruitment, clarify expectations, support performance evaluation, and contribute to employee satisfaction and organizational success.

- CoHCV job descriptions need to be either updated or created for two positions. Of the four administrative staff, only the City Administrator and Administrative Assistant positions have up to date job descriptions on file.

Job descriptions have been created for the proposed Assistant to the City Administrator/Financial Services Manager position, and the two missing job descriptions for existing administrative staff. The proposed job descriptions will be included in the electronic report.

The following hyperlink is a publication issued by TML that aids local government leaders in analyzing their communities <https://www.tml.org/DocumentCenter/View/4535/Analyzing-Your-City-Final-050824>

**AN ORDINANCE ADOPTING THE BUDGET OF
THE CITY OF HILL COUNTRY VILLAGE, TEXAS, FOR FISCAL YEAR
2026-2027,
BEGINNING OCTOBER 1, 2026 AND ENDING SEPTEMBER 30, 2027, AND
ORDERING THE SAME FILED WITH
THE CITY ADMINISTRATOR AND COUNTY CLERK**

WHEREAS, the budget for the fiscal year beginning October 1, 2026 and ending September 30, 2027 was duly presented and a Public Hearing was held by the City Council of the City of Hill Country Village, Texas, and public notice of said Public Hearing was caused to be given by the City Council and modifications have been made to said proposed budget and are incorporated therein.

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

The budget for the City of Hill Country Village, Bexar County, Texas, for the fiscal year beginning October 1, 2026, and ending September 30, 2027, attached to this Ordinance is hereby adopted, and it is ordered that a true copy of the budget as adopted be filed with the City Administrator and County Clerk with the following stipulations:

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

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

PASSED AND APPROVED THIS 17TH DAY OF SEPTEMBER, 2026.

Heather Chandler
Mayor

ATTEST:

Frank Morales
City Administrator

ORDINANCE # 1328

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS, ADOPTING AND LEVYING THE TAX RATE ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS, FOR THE YEAR 2026

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

The City Council of the City of Hill Country Village, Texas, does hereby adopt and levy the tax rate on \$100 valuation for the City of Hill Country Village, Texas, for the tax year 2026 as follows:

<u>\$0.195</u>	FOR THE PURPOSE OF MAINTENANCE AND OPERATIONS
<u>\$0.00</u>	FOR THE PAYMENT OF PRINCIPAL AND INTEREST
<u>\$0.195</u>	TOTAL ADOPTED TAX RATE FOR 2026

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

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 32.72 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$48.08.

Read, approved, and adopted this 17th day of September, 2026, by record roll call vote.

Heather Chandler, Mayor

ATTEST:

Frank Morales, City Administrator /
City Secretary

September 2, 2026

Summary of Increases by Tax Rate Increase and Market Value

Based on 2026 Calculated Taxes

Taxable Value	378 Total Homes	AVERAGE INCREASE at the Following Tax Rates		
		0.165¢ (2¢ per 100 increase)	0.180¢ (3.5¢ per 100 increase)	0.195¢ (5¢ per 100 increase)
200K - 999K	190	\$145	\$254	\$363
1M - 2M	144	\$269	\$472	\$674
2M - 3M	25	\$466	\$815	\$1,164
3M - 4M	8	\$697	\$1,220	\$1,742
4M+	11	\$1,564	\$2,737	\$3,910

Please Note: These numbers are an AVERAGE for each Taxable Value Category.

Increases are based on the number of homes in each Taxable Value Category.

**A RESOLUTION RATIFYING THE
PROPERTY TAX INCREASE
REFLECTED IN THE ADOPTED
FISCAL YEAR 2026-27 CITY BUDGET**

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

The fiscal year 2026-27 budget adopted by the City Council of the City of Hill Country Village, Texas will require raising more revenue from property taxes than in the previous year.

The City Council of the City of Hill Country Village, Texas, does hereby ratify the property tax increase reflected in the fiscal year 2026-27 budget of the City of Hill Country Village, Texas.

PASSED AND APPROVED THIS 17th DAY OF SEPTEMBER 2026.

Heather Chandler
Mayor

ATTEST:

Frank Morales
City Administrator

Cash Balances

	As of	
	8/31/2026	
Texas Partners Bank Accounts		
1001 · General Operations (includes Payroll, etc.)	437,426	
1005 · Capital Project Fund	8,102	
1007 · Debt Service Fund	4,184	
1010 · Road Maintenance Fund	1,467	
1040 · Special Revenue	35,420	Increased from Prior Month
Total Partners Bank	486,599	49,132
Texas Class Investment		
03-1012 · TX Class Road Maintenance-0005	1,729,497	
04-1006 · TX Class Capital Project-0003	4,827,599	
10-1030 · TX Class Economic Dev Corp-0002	45,210	
01-1003 · TX Class General Operation-0001	1,439,312	
SR91003 TX Class Special Revenue-0004	373,710	Increased from Prior Month
Total Texas Class Investments	8,415,329	27,359
Combined Totals:		
General Fund :	1,876,738	
Capital Project :	4,835,701	
Debt Service :	4,184	
Road Maintenance :	1,730,965	
Economic Development Corporation :	45,210	
Special Revenue :	409,130	
Total as of Aug 31,2026	8,901,928	
Prior Month Total	9,243,739	
Net Change from Prior Month versus Current Month (+ / -)	76,491	

FIVE-MONTH CASH PERFORMANCE SUMMARY

April 30 through August 31, 2026 | [Live-linked to the five monthly cash balance tabs](#)

Story in brief: August cash totaled \$8.90M, increasing \$76.5K (0.9%) from July. Across April through August, total cash declined \$266.5K (2.9%), with the lowest balance recorded in July. TX Class investments represent 94.5% of August liquidity and bank cash represents 5.5%. Capital Project is the largest fund at 54.3% of total cash.

TOTAL CASH	MONTHLY NET CASH FLOW	MONTH-OVER-MONTH %	TX CLASS % OF CASH
\$8.90M	\$76,491	0.9%	94.5%
31-Aug-26	August versus July	August versus July	August liquidity mix

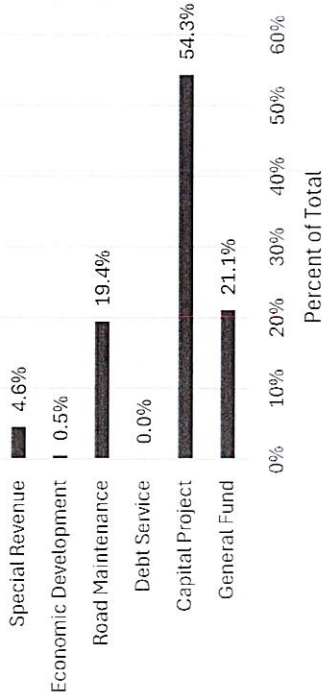
AUGUST 2026 CASH BALANCE MIX

Fund	Balance	% of Total
General Fund	\$1,876,738	21.1%
Capital Project	\$4,835,701	54.3%
Debt Service	\$4,184	0.0%
Road Maintenance	\$1,730,965	19.4%
Economic Development	\$45,210	0.5%
Special Revenue	\$409,130	4.6%
Total	\$8,901,928	100.0%

Five-month movement

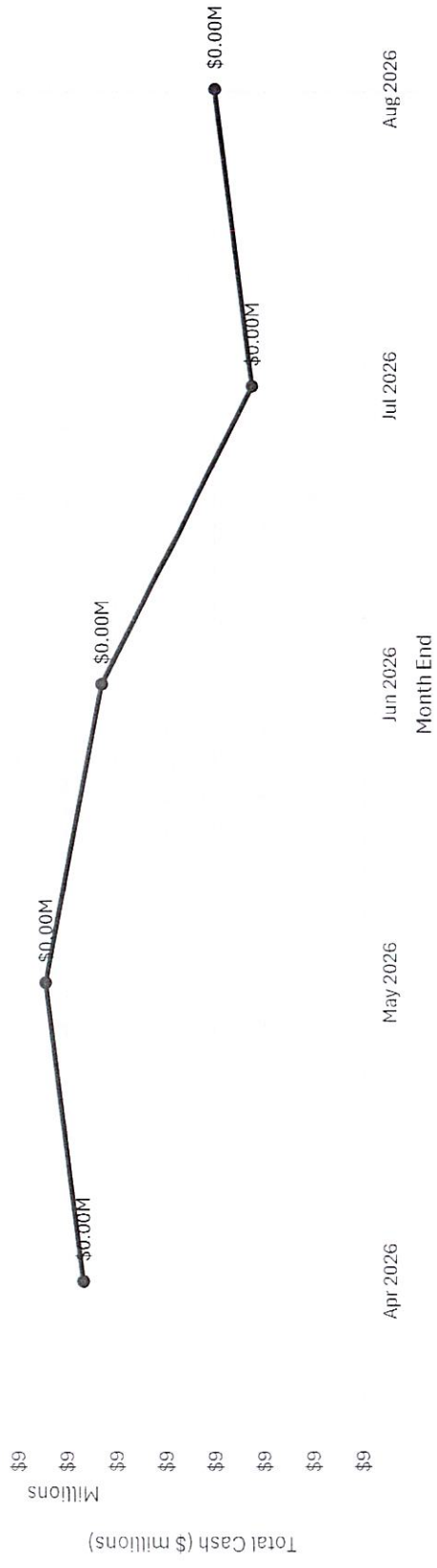
Amount	Percent
April to August	(2.9%) Debt Payment was in July
(\$266,525)	

August Cash Balances by Fund (%)



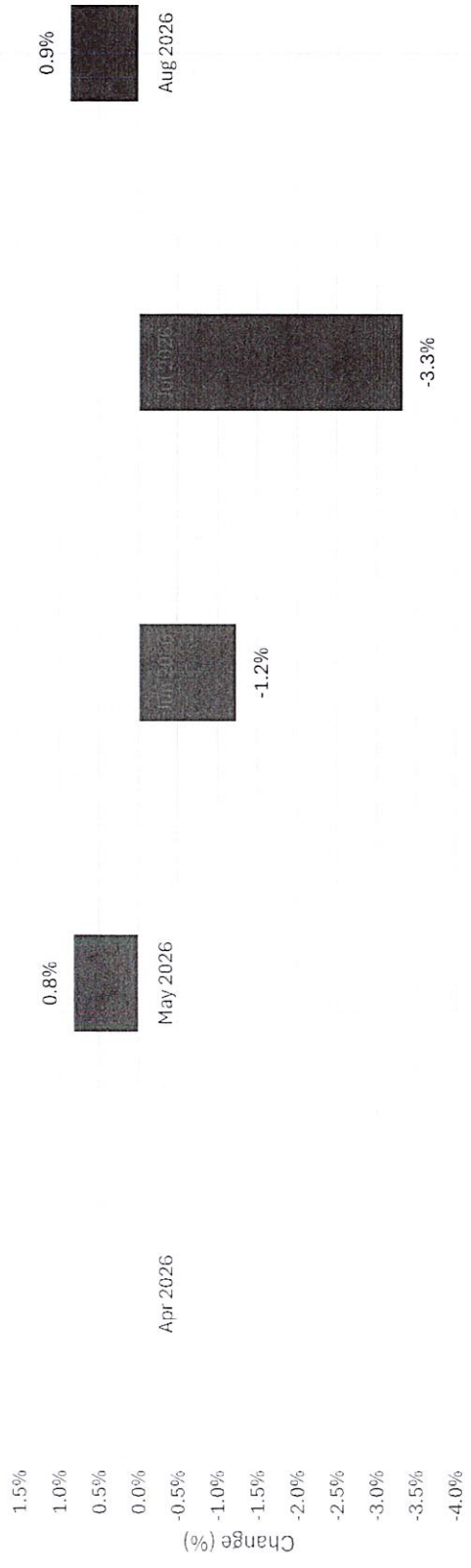
TOTAL CASH TREND

Total Cash Balance: April–August 2026



MONTHLY NET CASH FLOW AND CHANGE %

Monthly Net Cash Flow as % of Prior Balance



Scope: Cash Balances 04.30.2026 through Cash Balances 08.31.2026 only. Net cash flow equals each month-end total less the immediately preceding month-end total.

NOTICE OF A PUBLIC MEETING

Notice is hereby given that a meeting of City Council of the City of Hill Country Village (hereinafter the "City") will be held at 116 Aspen Lane, Hill Country Village, Texas, on September 17, 2026, at 5:30 p.m. for the purpose of considering and taking action on all matters on the agenda for the meeting, including approval of an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP as special counsel to perform all legal services necessary to collect delinquent property taxes and authorizing the execution of such agreement.

The agreement to be considered is necessary for the delinquent taxes owed to the City to be collected in the most effective manner. The City desires that such delinquent tax, penalties and interest be collected as provided in the Texas Tax Code.

The Linebarger Goggan Blair & Sampson, LLP firm is fully qualified to provide this representation, being the largest delinquent tax collection law firm in the State of Texas, as well as the United States and having been engaged in this specialized legal service for more 50 years. In addition, the Linebarger Goggan Blair and Sampson, LLP firm possesses infrastructure and technology, such as call center technology, that the City does not currently possess.

Linebarger Goggan Blair & Sampson, LLP has represented the City for over 40 years with competence and professionalism, in the collection of delinquent property taxes, beginning in 1986.

The specialized legal services required by this agreement cannot be adequately performed by the attorneys and supporting personnel of the City due to the high cost of implementing the appropriate infrastructure and technology and employing sufficient in- house attorneys and staff with the level of experience and competence necessary to perform these activities.

Linebarger will be compensated on a contingent fee basis as provided in the Texas Tax Code Sections 6.30, 33.07, 33.08, 33.11, and 33.48. These Texas Tax Code sections specifically provide for an additional penalty on delinquent taxes to compensate collection attorneys. A contract to pay inside or outside attorneys on an hourly basis would represent an additional cost to the City.

Entering into the proposed agreement is in the best interests of the residents of the City because the delinquent taxes will be professionally and competently collected without the additional costs to the City of implementing infrastructure and technology, and employing in-house personnel or paying outside counsel on an hourly fee basis which would otherwise be required.

STATE OF TEXAS §
COUNTY OF BEXAR §

RESOLUTION

**A RESOLUTION TO EXTEND CONTRACT FOR THE COLLECTION OF DELINQUENT TAXES
PROVIDED BY LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**

WHEREAS, City of Hill Country Village contracted with **Linebarger Goggan Blair & Sampson, LLP**, a private law firm, to enforce the collection of all delinquent taxes, penalty and interest by virtue of a written contract dated **February 19, 2010**, a copy of which is attached hereto as **EXHIBIT A** (the “Contract”); and

WHEREAS, **Linebarger Goggan Blair & Sampson, LLP** has provided the **City of Hill Country Village** with reports demonstrating its comprehensive efforts to collect taxes for the **City of Hill Country Village** and to fulfill all terms of the Contract; and

WHEREAS, the Contract provides for three renewal terms for periods of five (5) years each and the City Council of the City of Hill Country Village as heretofore exercised two (2) of such renewal terms; and

WHEREAS, the **City Council of the City of Hill Country Village** desires to exercise the third of such renewal options of the Contract with **Linebarger Goggan Blair & Sampson, LLP** for a period of five (5) years beginning May 25, 2023 and expiring on May 24, 2028.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the **City Council of the City of Hill Country Village** that:

- Section 1. The Contract between the **City of Hill Country Village** and the law firm of **Linebarger Goggan Blair & Sampson, LLP** for delinquent tax collection is hereby renewed for a period of five (5) years beginning May 25, 2023, and expiring on May 24, 2028.
- Section 2. The document attached hereto as **EXHIBIT B** and titled “Action Approving Contract with Linebarger Goggan Blair & Sampson, LLP” is adopted and the Mayor is hereby authorized to sign the Action Approving Contract with Linebarger Goggan Blair & Sampson, LLP.
- Section 3. This Resolution shall take effect immediately from and after its passage in accordance with the provisions of law.

PASSED AND APPROVED this 17th day of September, 2026.

City of Hill Country Village

By: _____
HEATHER CHANDLER, MAYOR

ATTEST:

**FRANK MORALES, CITY
ADMINISTRATOR**

EXHIBIT A

{See attached}

CONTRACT FOR THE COLLECTION OF DELINQUENT TAXES

**THE STATE OF TEXAS
COUNTY OF BEXAR**

THIS CONTRACT is made and entered into by and between the **CITY OF HILL COUNTRY VILLAGE**, a political subdivision of the State of Texas, acting herein by and through its governing body, and **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**, Attorneys at Law.

I.

CITY OF HILL COUNTRY VILLAGE agrees to retain and does hereby retain **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** to enforce by suit or otherwise the collection of all delinquent taxes, penalty, and interest, on behalf of the **CITY OF HILL COUNTRY VILLAGE**. Taxes owed to the **CITY OF HILL COUNTRY VILLAGE** shall become subject to this agreement upon the following dates, whichever occurs first:

- (a) On February 1 of the year in which the taxes become delinquent if a previously filed tax suit is then pending against the property subject to the tax;
- (b) On the date any lawsuit is filed with respect to the recovery of the tax if the tax is delinquent and is required to be included in the suit pursuant to TEX. TAX CODE § 33.42(a);
- (c) On the date of filing any application for tax warrant where recovery of the tax or estimated tax is sought and where the filing of an application for tax warrant by **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** is at the request of the Tax Assessor-Collector acting on behalf of the **CITY OF HILL COUNTRY VILLAGE**;
- (d) On the date of filing any claim in bankruptcy where recovery of the tax is sought;
- (e) In the case of delinquent tangible personal property, on the 60th day after the February 1 delinquency date; or
- (f) On July 1 of the year in which the taxes become delinquent.

II.

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP is to call to the attention of the collector or other officials any errors, double assessments, or other discrepancies coming under their observation during the progress of the work, and is to intervene on behalf of the **CITY OF HILL**
(L & B 09011/0004/L0407579.DOC)

COUNTRY VILLAGE in all suits for taxes hereafter filed by any taxing unit on property located within its geographical limits.

III.

CITY OF HILL COUNTRY VILLAGE agrees to furnish delinquent tax statements to **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** on all property within the taxing jurisdiction. **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** will furnish forms for said statements on request and will assume responsibility for having penalty and interest computed on statements before such statements are mailed to property owners.

IV.

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP agrees to file suit on and reduce to judgment and sell any property located within the **CITY OF HILL COUNTRY VILLAGE** against which a tax lien would prevail, provided **CITY OF HILL COUNTRY VILLAGE** will furnish the necessary data and information as to the name, identity, and location of the necessary parties, and legal description of the property to be sold. **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** agrees to sue for recovery of the costs as court costs as provided by Tex. Tax Code Ann. Sec. 33.48 (Vernon 1992).

V.

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP agrees to make progress reports to the **CITY OF HILL COUNTRY VILLAGE** upon request, and to advise the **CITY OF HILL COUNTRY VILLAGE** of all cases where investigation reveals taxpayers to be financially unable to pay their delinquent taxes.

VI.

CITY OF HILL COUNTRY VILLAGE agrees to pay to **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** as compensation for services required herein, the following amounts:

- (a) Fifteen percent (15) of the amount of all 2004 and prior year taxes, penalty and interest subject to the terms of this contract as set forth in Paragraph I above, collected and paid to the collector of taxes during the term of this contract, as and when collected; and
- (b) Twenty percent (20%) of the amount of all 2005 and subsequent year taxes, penalty, and interest subject to the terms of this contract as set forth in Paragraph I above, collected and paid to the collector of taxes during the term of this contract, as and when collected.

All compensation above provided for shall become the property of **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** at the time payment of taxes, penalty, and interest is made to the collector. The collector shall pay over said funds monthly by check.

VII.

The obligations of **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** will extend to the collection of delinquent *ad valorem* taxes and *ad valorem* taxes not then delinquent that are involved in Bankruptcy or Eminent Domain proceedings, and **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** will be entitled to receive its fee of 20% (twenty percent) of all taxes, penalties, and interest collected pursuant to said proceedings. **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** agrees that its fee of 20% of all taxes, penalties, and interest shall be collected from delinquent taxpayers such that the **CITY OF HILL COUNTRY VILLAGE** will receive 100% of the taxes, penalties, and interest collected.

VIII.

This contract is drawn to cover a period of five (5) years beginning retroactively to May 16, 2008 and ending May 15, 2013. The **CITY OF HILL COUNTRY VILLAGE** shall have the option, exercisable at any time that this contract is in force, to renew and extend this contract on its identical terms for three (3) additional five (5) year periods. The first extension will go into effect May 16, 2013. On termination of this contract, **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** shall have an additional six months after termination to reduce to judgment all suits filed prior to the date last mentioned, and provided further that **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** shall handle to conclusion all suits in which trial court judgments are obtained during the period of this contract and which are appealed by any party. In consideration of the terms and compensation herein stated, **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** hereby accepts said retention and undertakes the performance of this contract as above written. The **CITY OF HILL COUNTRY VILLAGE** shall have the right to sooner terminate this contract for cause, giving thirty (30) days' written notice of such intention, with a statement of the cause or reasons for such termination, after giving **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** reasonable opportunity of explaining or rectifying the same. In case of such termination, **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP** shall be entitled to receive and retain all compensation due up to the date of said termination.

IX.

This contract is executed on behalf of the **CITY OF HILL COUNTRY VILLAGE** by the presiding officer of its governing body who is authorized to execute this instrument by order heretofore passed and duly recorded in its minutes.

WITNESS the signatures of all parties hereto in triplicate originals this, the 18th day of February, AD 2010, at BEXAR COUNTY, TEXAS.

CITY OF HILL COUNTRY VILLAGE

By: 
KIRK W. FRANCIS
Mayor

**LINEBARGER GOGGAN
BLAIR & SAMPSON, LLP**

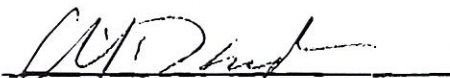
By: 
CLIFTON F. DOUGLASS III
Managing Partner – San Antonio

EXHIBIT B

{See attached}

ACTION APPROVING CONTRACT
WITH LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

After having provided adequate notice as required by Sec. 2254.1036 of the Texas Government Code, the Agreement for Delinquent Tax Collection Services with Linebarger Goggan Blair & Sampson, LLP is approved and Heather Chandler, Mayor is authorized to execute this Agreement.

After exercising its due diligence, the City Council of City of Hill Country Village finds that:

1. There is a substantial need for the legal services to be provided pursuant to the Agreement for Delinquent Tax Collection Services;
2. These legal services cannot be adequately performed by the attorneys and supporting personnel of the City at a reasonable cost;
3. These legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of delinquent tax penalties provided by Texas Tax Code Sections 6.30, 33.07, 33.08, 33.11, and 33.48 and because the City does not have the funds to pay the estimated amounts required under a contract only for the payment of hourly fees;
4. Linebarger Goggan Blair & Sampson, LLP, is well qualified and competent to perform the legal services required to comply with the terms of this contract;
5. Linebarger Goggan Blair & Sampson, LLP has provided these specialized legal services to the City of Hill Country Village in the past and the City has been well satisfied with the quality and outcome of the legal services provided.

6. The contract with Linebarger Goggan Blair & Sampson, LLP is the result of an arm's length transaction between the City of Hill Country Village and Linebarger Goggan Blair & Sampson, LLP and is fair and reasonable.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2026

CITY OF HILL COUNTRY VILLAGE

By: Heather Chandler
Mayor

ATTEST:

Frank Morales
City Administrator

ORDINANCE NO. 1329

AN ORDINANCE AMENDING ARTICLE II OF CHAPTER 58 OF THE CODE OF ORDINANCES OF THE CITY OF HILL COUNTRY VILLAGE REGARDING CONSTRUCTION OBLIGATIONS OF PERSONS DOING CONSTRUCTION IN THE PUBLIC RIGHTS-OF-WAY, AND ADDING PROVISIONS FOR REIMBURSEMENT OF CITY COSTS AND FOR VIOLATIONS OF ARTICLE II OF CHAPTER 58 BEING PUNISHABLE BY A FINE NOT LESS THAN \$100.00 NOR MORE THAN \$500.00, WITH EACH DAY A VIOLATION OCCURS BEING A SEPARATE OFFENSE

WHEREAS, it has come to the attention of the City Council of the City of Hill Country Village that construction in the public rights-of-way has been undertaken and that it would be appropriate to make revisions to Article II of Chapter 58 of the Code of Ordinances to (a) add a requirement for certification by a licensed civil engineer as to the necessity of cutting into road surfaces constructed or applied in the past 10 years, (b) add a provision for reimbursement to the City for costs incurred by the City for a civil engineer to review plans for and construction work in the City right-of-way, and (c) add a provision regarding the penalty for violations of Article II of Chapter 58 of the Code of Ordinances.

NOW, THEREFORE, it is ordained by the City Council of the City of Hill Country Village that:

Section 1. Subpart 3 of Section 58-26 of the Code of Ordinances is hereby revised to read as follows:

- (3) A person shall perform operations, excavations, and other construction in the public rights-of-way in accordance with all applicable city requirements, including the obligation to use trenchless technology whenever commercially economical and practical and consistent with obligations on other similar users of the public right-of-way. The city shall waive the requirement of trenchless technology if it determines that the field conditions warrant the waiver, based upon information provided to the city by the person. All excavations and other construction in the public rights-of-way shall be conducted so as to minimize interference with the use of public and private property. A person shall follow all reasonable construction directions given by the city in order to minimize any such interference. Road surfaces constructed or applied in the past ten years will not be cut unless (1) a licensed civil engineer certifies to the city that such cutting into such surfaces is the only way to accomplish the needed work, and (2) approval is granted by the city.

Section 2. Subpart 14 is hereby added to Section 58-26 of the Code of Ordinances to read as follows:

- (14) Reimbursement of city costs. The person for whose benefit construction work is done in the right-of-way shall reimburse the city for any costs incurred by the city for an engineer engaged by the city to review plans and/or construction work. Such reimbursement must be made within 30 days of the city's invoice for such costs to such person.

Section 3. Section 58-32 is hereby added to the Code of Ordinances to read as follows:

Sec. 58-32. Violations

Any violation of this article shall be punishable by a fine not less than \$100.00 nor more than \$500.00. Each day a violation occurs shall be a separate offense.

Section 4. The City Administrator or Permits Clerk shall arrange for publication of the caption of this Ordinance in the official newspaper of the City on or before the _____ day of _____, 2026.

Section 5. This Ordinance will be effective on the _____ day of _____, 2026.

HEATHER CHANDLER, Mayor

ATTEST:

Frank Morales, Interim City Secretary