

THE STATE OF TEXAS §  
CITY OF BALCONES HEIGHTS §  
COUNTY OF BEXAR §



*Johnny A. Rodriguez Jr., Mayor*  
*Jack Burton, Council, Place 1*  
*David Sellars, Council, Place 2*

*Juan M. Lecea, Jr., Council, Place 3*  
*Mark Saenz, Mayor Pro Tem/Council, Place 4*  
*Miguel C. Valverde, Council, Place 5*

## **REGULAR CITY COUNCIL MEETING AGENDA**

NOTICE IS HEREBY GIVEN THAT THE ABOVE CALLED MEETING OF THE GOVERNING BODY OF THE CITY OF BALCONES HEIGHTS, TEXAS, WILL BE HELD ON **Monday, June 24, 2024 at 6:00 p.m.**, IN THE JUSTICE CENTER/COUNCIL CHAMBERS, LOCATED AT 3300 HILLCREST DRIVE, BALCONES HEIGHTS, TEXAS, 78201 TO CONSIDER AND ACT UPON ANY LAWFUL SUBJECT WHICH MAY COME BEFORE SAID MEETING, INCLUDING, AMONG OTHERS, THE FOLLOWING ITEMS TO BE DISCUSSED AND ACTED UPON:

### **CALL TO ORDER AND RECORDING OF QUORUM**

### **INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS FLAGS**

Here are the words to the Texas pledge:

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God,  
one and indivisible."

### **PUBLIC COMMENT PERIOD**

At this time persons who have submitted comments in writing prior to the meeting will have those comments read aloud and entered into the record. During the Citizens to be Heard section, no council discussion and/or action may take place except to place it on a future agenda so that it may be considered.

### **CONSENT AGENDA ITEMS:**

- a. Approval of minutes for Special/Canvass Meeting of May 13, 2024
- b. Approval of minutes for Regular Meeting of May 20, 2024
- c. Finance Report for the month of May 2024
- d. Adopt an ordinance designating the approved SUP for 2926 Hillcrest Drive for use as a Single-Family Residence.

### **BUSINESS ITEMS:**

1. Discussion and **ACTION** regarding VIA Metropolitan Transit request to authorize Telecom "Sales" Tax. (G. Perales)

2. Discussion and possible action on update of The Wonderland of Americas partnership activity to date. (Mayor)
3. Discussion and **POSSIBLE ACTION** regarding the short-term sub-lease of B-61 in Wonderland of the Americas by the City to Spirit Halloween, from July 1 ,2024 – November 12, 2024. (L. Nastasi)
4. Discussion and action for mayor/council/EDC to conduct/attend future workshop(s), seminars on real estate investing, commercial real estate, business in general; Specifically shopping center business to include property valuations, cash flow and debt structure. (Mayor)
5. Discussion and action to freeze the position of Director of Economic Development and Public Affairs position until further notice. (Mayor)
6. Discussion and action to seek and contract a temporary fulltime professional Urban Planner and Designer to assist in developing and executing and implementing a comprehensive plan and program for best use of land or physical facilities within the City of Balcones Heights in its current status with up-to-date strategies. (Mayor)
7. Discussion and action to contract on temporary basis a full-time professional Grant Writer and Grant Administration to seek funds for citizen amenities, city projects, and departmental needs. (Mayor)
8. Discussion and possible action on retaining a temporary contracted full-time Director of Community Development/Public Works position and explore possible reclassification of job description. (Mayor)
9. Discussion and action to temporarily contract and explore possible reclassification of Community Relations Manager/Public Affairs position. (Mayor)
10. Update on TML recommended guidelines for Hiring a City Manager/Administrator. (Mayor)
11. Discussion and action to immediately freeze on all employee COLA and Performance step level increases. (Mayor)
12. Update on Bexar Metro 911 services related to utilizing our dispatch department for contracting 911 services to other cities as a source of revenue. (Mayor)
13. Consideration and **ACTION** to adopt an ordinance regulating “Storage Container” homes. (CM Saenz)
14. Discussion and **POSSIBLE ACTION** regarding “Outside Burning” ordinance to consider for adoption. (CM Valverde/Frank Garza)
15. Discussion on the use of the city’s HOT Funds. (CM Burton)
16. Consideration and **ACTION** regarding a link to stream council meetings. (CM Burton)

17. Discussion regarding outside signage for council meetings and other events. (CM Burton)
18. Discussion regarding tree trimming and bathrooms at the park. (CM Sellars)
19. Discussion regarding solar power lights at the park. (CM Burton)
20. Discussion and **ACTION** to eliminate the three-minute rule for speakers at the City Council meetings. (Mayor)
21. Discussion and **ACTION** regarding the removal of the color wheel in the zoning ordinance. (Mayor)
22. Discussion and **POSSIBLE ACTION** pertaining to Anthony Michael Holland former Balcones Heights employee investigation and status of repayment of taxpayer funds to the city. (Mayor)
23. Discussion and action to retain an outside independent firm to conduct mandatory civil and criminal background investigations as a requirement for all City of Balcones Heights employment to include but not limited to; contracted, council appointments, committees and boards as well. (Mayor)
24. Consideration and **ACTION** to appoint members to the Board of Adjustments and Appeals for the term of June 2024 – June 2026.
25. Consideration and **ACTION** to appoint members to the Planning and Zoning Commission for the term of June 2024 – June 2026.
26. Consideration and **ACTION** to appoint members to the Economic Development Corporation for the term of June 2024 – June 2026.
27. Consideration and **ACTION** to adopt a resolution to declare Suzanne de Leon as Mayor Emeritus. (CM Lecea)
28. Department Reports and Q&A (Police Department, Fire Department, Community Development, and Economic Development & Public Affairs)

**ANNOUNCEMENTS, COMMENTS, AND REQUESTS:**

29. Announcements/Comments by Mayor and Council Members.
30. Announcements by City Administrator.
31. Agenda Item Requests by Mayor and Council Members to be placed on a future City Council agenda.

**EXECUTIVE SESSION:**

**RE-CONVENE IN OPEN SESSION:**

**ADJOURNMENT:**

<b>DECORUM REQUIRED</b>
<b>Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer.</b>

The Balcones Heights City Council reserves the right to adjourn into <b><u>executive session</u></b> at any time to discuss any of the matters listed above, as authorized by Texas Government Code § 551.071 (Consultation with Attorney) § 551.072 (Deliberations about Real Property) § 551.073 (Deliberations about Gifts and Donations) § 551.074 (Personnel Matters) § 551.076 (Deliberations about Security Devices), and § 551.086 (Economic Development)
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I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the bulletin board, at the Justice Center / City Hall of Balcones Heights, Texas, in a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: **June 20, 2024 at 5:30 p.m.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

**City of Balcones Heights, Texas**

**DELIA R. SANCHEZ**  
**City Secretary**

I certify that the attached notice and agenda of items to be considered by the City Council were removed by me from the posting window at the Justice Center on the \_\_\_\_\_.



City of Balcones Heights  
Special City Council Meeting  
3300 Hillcrest Drive, Balcones Heights, 78201

Minutes

DATE: May 13, 2024

TIME: 6:00 p.m.

Members Present: Suzanne de Leon Gloria Cantu  
Miguel C. Valverde Juan M. Lecea, Jr. Mark Saenz

Members Absent: Stephen Lara

Signed in Sheet: Johnny Rodriguez Roger Guevara Jack Burton  
Tracy Ebersole

**CALL TO ORDER AND RECORDING OF QUORUM**

Meeting was called to order and quorum was present.

**PUBLIC COMMENT PERIOD**

Mayor-Elect Johnny Rodriguez – Election concerns, 100 ft. markers, and access to voters at Wonderland of the Americas.

**BUSINESS ITEMS:**

1. City Council will canvass and tabulate the Official Returns of the GENERAL ELECTION held in Balcones Heights, Texas, on Saturday, May 4, 2024.

*Certificate of Election will be given to the Newly Elected Officials – Exception – if recount applications are submitted*

Mayor de Leon read the Summary Results Report of the Unofficial Results for the General Election held in the City of Balcones Heights on May 4, 2024 and canvass was completed.

A certificate of election was given to Jack Burton, Council, Place 1. David Sellars, Council, Place 2 was not present. The mayor's race is set for a recount and will receive the certificate of election when completed.

**ADJOURNMENT:**

The meeting was adjourned at 6:09 p.m.

Submitted by:

**DELIA R. SANCHEZ**  
City Secretary

City of Balcones Heights  
Regular City Council Meeting  
3300 Hillcrest Drive, Balcones Heights, 78201

Minutes

DATE: May 20, 2024

TIME: 6:00 p.m.

Members Present:	Suzanne de Leon	Stephen Lara	Gloria Cantu
	Miguel C. Valverde	Juan M. Lecea, Jr.	Mark Saenz
	Johnny A. Rodriguez, Jr.	Jack Burton	David Sellars

Members Absent: None

Signed in Sheet:	Agnes Lecea	Janessa Lecea	Margaret Lockey
	Kim Lindblom	Molly Weaver	Alma Mendez

**CALL TO ORDER AND RECORDING OF QUORUM**

Meeting was called to order and quorum was present.

**INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS FLAGS**

Councilmember Lecea gave the invocation and led pledges.

Mayor de Leon addressed business Item #1 before the Oath of Office.

**OATH OF OFFICE:**

- Mayor Johnny Rodriguez

Mayor Johnny A. Rodriguez, Jr. was given the oath of office by City Secretary Delia R. Sanchez.

Outgoing Mayor de Leon gave a farewell speech and thanks to all.

- Council, Place 1 – Jack Burton

Councilmember Place1 Jack Burton was given the oath of office by Mayor Johnny A. Rodriguez, Jr.

- Council, Place 2 – David Sellars Councilmember Place 2 David Sellars was given the oath of office by Mayor Johnny A. Rodriguez, Jr.

Mayor Rodriguez shared a message with those present.

**PUBLIC COMMENT PERIOD**

There were no citizens signed up to be heard.

**CONSENT AGENDA ITEMS:**

- a. Approval of minutes for Regular Meeting of April 29, 2024
- b. Finance Report for the month of April 2024

MOTION: Motion to approve in its entirety.

Motion by: Juan Lecea    Seconded by: Miguel Valverde    Record Vote 5/0/0    PASSED

**BUSINESS ITEMS:**

1. Consideration and **ACTION** to approve a Resolution declaring the results of the joint General Election held in Balcones Heights, Texas, on Saturday, May 4, 2024, for election of Mayor, Council, Place 1, and Council, Place 2.

MOTION: Motion to approve.

Motion by: Mark Saenz    Seconded by: Miguel Valverde    Record Vote 5/0/0    PASSED

Oath of Office was given after Business Item # 1

2. Consideration and **ACTION** to appoint a Mayor Pro Tem.

MOTION: I move for the succession of Mayor Pro Tem to appoint Councilman Mark Saenz.

Motion by: Jack Burton    Seconded by: Miguel Valverde    Record Vote 5/0/0    PASSED

3. The City Council will hold a **PUBLIC HEARING** to receive public comments on a special use permit (SUP) request submitted by property owner for the property located at 2926 Hillcrest Drive for use as a Single-Family Residence.

The Director of Community Development came up to brief council on the request submitted for the property on 2926 Hillcrest Drive. The following are some of the items discussed:

- Property description and location
- Current Zoning in the area
- Zoning Request explained
- Recommendation

Public Hearing opened and closed at 6:26 p.m.

4. The City Council will take **ACTION** on the Planning and Zoning Commission's recommendation regarding the SUP request submitted by Sandra McLean for the property located at 2926 Hillcrest Drive to be used as a Single-Family Residence. (Albert Lara)

Councilmembers had questions for Mr. Lara.

MOTION: I make a motion to move and accept Planning and Zoning Commission's recommendation to approve.

Motion by: Juan Lecea    Seconded by: Jack Burton    Record Vote 5/0/0    PASSED

5. Continued discussion on the City Council's ability to regulate "Storage Container" homes.  
(Frank Garza)

City Attorney briefed council on this item.

Councilman Saenz brought this item to council for consideration and is in favor of the Lancaster Ordinance that City Attorney Frank Garza provided as one of the samples.

MOTION: Motion to table.

Motion by: David Sellars      Motion fails for lack of second

A directive was given to the City Attorney for an ordinance to prevent use of storage containers like the ordinance in Lancaster to be brought back for consideration.

6. Continued discussion regarding "Outside Burning" and ordinances to consider for adoption.  
(Frank Garza)

Councilman Valverde brought this item to council and stated that the ordinance that was provided for tonight's meeting does not accomplish what was intended. This item will be brought back at the next meeting.

7. Department Reports and Q&A (Police Department, Fire Department, Community Development, and Economic Development & Public Affairs)

- Police Department – New Officers hired – Officers covering shifts with multiple vacancies commended for hard work – Concerns with issues in department to be addressed during the budget process.
- Fire Department – Kitchen Painted
- Community Development – Code Compliance Officer hired and starts on June 3<sup>rd</sup>
- Economic Development – B61 Lease – Spirit Halloween
- Elections at Wonderland to be looked at and improved
- Hot Funds – 15% decrease
- \$1,200 "Tour of Texas" recommendation to do away with

#### **ANNOUNCEMENTS, COMMENTS, AND REQUESTS:**

8. Announcements/Comments by Mayor and Council Members.

- CM Valverde - Congratulations to the Mayor and new Councilmembers
- CM Lecea - Code Compliance Meeting update

9. Announcements by City Administrator.

- Republic Services Contract – Recommending going out for RFP's
- Holiday – May 27<sup>th</sup> – Memorial Day

10. Agenda Item Requests by Mayor and Council Members to be placed on a future City Council agenda.

- Jazz Festival – Use of Hot Funds – How it can be used – Discussion

- Storage Container
- Outside burning
- Link to stream council meetings – Burton – Discussion and Action
- Outside signage for council meetings and other events – Burton – Discussion only
- Tree trimming at the park and Bathrooms – Sellars
- Solar power lights at park - Discussion only
- Resolution – Mayor Emeritus – Lecea
- Elimination of three-minute rule for speakers - Mayor – Discussion and Action
- Color Wheel – Mayor – Discussion
- Workshop – Mayor – Discuss issues about serious challenges i.e. police protection, core services, and budget

**EXECUTIVE SESSION: 7:25 p.m.**

11. Discussion pursuant to §551.072 (Deliberations about Real Property) regarding 201 and 203 Altgelt Ave.

**RE-CONVENE IN OPEN SESSION: 7:46 p.m.**

12. Council may act in open session on items discussed in Executive Session.

Mayor Rodriguez stated the direction is to move forward with Offer #1: Use to remain single family and start engaging the contracting with the buyer.

MOTION: I move to make a motion that we choose option #1 with the stipulation not to rent.

Motion by: Jack Burton      Seconded: David Sellars

AMENDED MOTION: non rental and no storage building

Motion by: Jack Burton      Seconded: David Sellars

Amended MOTION: I move to make a motion that we choose option #1, non-rental property, and if the owner so desires to keep the building; it's not to be used as storage shed.

Motion by: Jack Burton      Seconded: Mark Saenz      5/0/0      PASSED

**ADJOURNMENT:**

Mayor Rodriguez adjourned the meeting at 7:50 p.m.

Submitted by:

Delia R. Sanchez  
City Secretary

**Submitted by:**

**DELIA R. SANCHEZ**  
**City Secretary**



# CITY OF BALCONES HEIGHTS

3300 HILLCREST  
BALCONES HEIGHTS, TEXAS 78201  
(210) 957-3000

24 June 2024

Honorable Mayor & City Council,

## Special Meeting

At the Special Meeting held on Monday, June 10<sup>th</sup>, I presented a payroll document to you that erroneously showed the total City cost for the City Administrator's position as \$236,496. This amount included a duplicate payment of \$28,500 in the TMRS column which was already included in the base salary amount.

The attached payroll document has been modified to remove the duplicate payment in the TMRS column and it now reflects the total City cost for the City Administrator position as \$207,996. The base salary is calculated as follows:

Base Pay	\$160,593
Mission Square/ICMA Contribution	<u>\$28,500</u>
Base Salary	\$189,093 (Grade 71, Step 1 – used to facilitate inclusion into City payroll process; otherwise CA payroll would have to be processed manually).

The ICMA contribution is the cost savings amount to the City for not paying healthcare or TMRS costs for the member. The amount is then deducted from the members' paycheck and paid to ICMA. This leaves a base salary of ~\$160K which is Grade 64, Step 1, and represents the current Grade/Step for the City Administrator position as approved by City Council.

## Budget Calendar

The FY2025 Budget Calendar is also attached. The budget cycle kicks off with our first workshop on Monday, 8 July at 12:00 noon.

There are two other budget workshops scheduled over the summer culminating in passing the City budget at the regular council meeting on Monday, 23 September. There is ample flexibility in the calendar for other meetings as needed.

I am happy to answer any questions on the attached payroll document, budget calendar, the monthly financial report, or any other finance matter that you may have.

Sincerely,

Floyd Messick  
Finance Director

FY 2024  
Current Payroll Costs

Employee Information		Salary Calculations							City Contributions						Totals
Employee/Fund & Dept	Base Salary	FD Special Hours	Certifications & Education	PD Shift, FTO & ROC	Holidays Worked	Language & Other	Total Additional Payments	Gross Salary	SSI	Medical Deductions	TMRS Contribution	Workers Comp (WC)	Uniform Allowance	Total City Contributions	Total City Salary Costs
<b>General Fund 10</b>															
<u>Administration (410)</u>															
City Administrator	189,093	-	-	-	-	3,100	3,100	192,193	14,703	-	-	1,100	-	15,803	207,996
Finance Director	102,066	-	-	-	-	100	100	102,166	7,816	10,000	11,749	-	-	29,565	131,730
City Secretary	80,163	-	-	-	-	620	620	80,783	6,180	10,000	9,290	-	-	25,470	106,253
Finance/Administration	68,078	-	-	-	-	620	620	68,698	5,255	10,000	7,900	-	-	23,156	91,854
Part-time Janitorial	22,339	-	-	-	-	100	100	22,439	1,717	-	2,580	-	-	4,297	26,736
<b>Administration Total</b>	<b>461,739</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,540</b>	<b>4,540</b>	<b>466,279</b>	<b>35,670</b>	<b>30,000</b>	<b>31,520</b>	<b>1,100</b>	<b>-</b>	<b>98,290</b>	<b>564,569</b>
<u>Court (420)</u>															
Senior Court Clerk	51,085	-	-	-	-	620	620	51,705	3,955	10,000	5,946	1,000	100	21,001	72,706
Court Clerk 1	44,283	-	-	-	-	620	620	44,903	3,435	10,000	5,164	-	100	18,699	63,602
Court Clerk 2	40,914	-	-	-	-	620	620	41,534	3,177	10,000	4,776	-	100	18,054	59,587
PT Judge	27,000	-	-	-	-	-	-	27,000	2,066	-	-	-	-	2,066	29,066
Overtime	1,000	-	-	-	-	-	-	1,000	77	-	115	-	-	192	1,192
<b>Court Total</b>	<b>164,282</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,860</b>	<b>1,860</b>	<b>166,142</b>	<b>12,710</b>	<b>30,000</b>	<b>16,001</b>	<b>1,000</b>	<b>300</b>	<b>60,011</b>	<b>226,153</b>
<u>Community Develop. (610)</u>															
Director Community Development	100,069	-	-	-	-	100	100	100,169	7,663	10,000	11,519	1,000	-	30,182	130,351
Code/Permits Clerk	53,706	-	-	-	-	620	620	54,326	4,156	10,000	6,247	-	400	20,803	75,129
Part-time Code Enforcement	39,434	-	-	-	-	100	100	39,534	3,024	10,000	4,546	-	-	17,571	57,105
Overtime	1,000	-	-	-	-	-	-	1,000	77	-	115	-	-	192	1,192
<b>Community Development Total</b>	<b>194,208</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>820</b>	<b>820</b>	<b>195,028</b>	<b>14,920</b>	<b>30,000</b>	<b>22,428</b>	<b>1,000</b>	<b>400</b>	<b>68,748</b>	<b>263,776</b>
<u>Public Works (630)</u>															
Maintenance 1	37,981	-	-	-	-	100	100	38,081	2,913	10,000	4,379	7,000	800	25,092	63,173
Maintenance 2	37,232	-	-	-	-	620	620	37,852	2,896	10,000	4,353	-	800	18,049	55,901
Overtime	1,000	-	-	-	-	-	-	1,000	77	-	115	-	-	192	1,192
<b>Public Works Total</b>	<b>76,213</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>720</b>	<b>720</b>	<b>76,933</b>	<b>5,885</b>	<b>20,000</b>	<b>8,847</b>	<b>7,000</b>	<b>1,600</b>	<b>43,333</b>	<b>120,265</b>



FY 2024  
Current Payroll Costs

Employee Information		Salary Calculations							City Contributions						Totals
Employee/Fund & Dept	Base Salary	FD Special Hours	Certifications & Education	PD Shift, FTO & ROC	Holidays Worked	Language & Other	Total Additional Payments	Gross Salary	SSI	Medical Deductions	TMRS Contribution	Workers Comp (WC)	Uniform Allowance	Total City Contributions	Total City Salary Costs
<u><b>Fire Department (530)</b></u>															
Fire Chief	104,645	-	-	-	-	5,420	5,420	110,065	8,420	10,000	12,657	56,000	1,600	88,677	198,742
Captain 1	81,349	7,229	1,560	-	-	100	8,889	90,237	6,903	10,000	10,377	-	800	28,080	118,318
Captain 2	76,669	6,821	1,560	-	-	100	8,481	85,150	6,514	10,000	9,792	-	800	27,106	112,256
Captain 3	72,238	6,548	2,860	-	-	100	9,508	81,747	6,254	10,000	9,401	-	800	26,455	108,201
Lieutenant 1	70,491	6,372	2,060	-	-	620	9,052	79,543	6,085	10,000	9,147	-	800	26,033	105,576
Lieutenant 2	63,835	5,761	2,220	-	-	100	8,081	71,916	5,502	10,000	8,270	-	800	24,572	96,488
Lieutenant 3	62,587	5,753	2,860	-	-	620	9,233	71,821	5,494	10,000	8,259	-	800	24,554	96,374
Fire Fighter 1	58,968	5,395	2,360	-	-	620	8,375	67,343	5,152	10,000	7,744	-	800	23,696	91,039
Fire Fighter 2	58,968	5,393	2,860	-	-	100	8,353	67,321	5,150	10,000	7,742	-	800	23,692	91,013
Fire Fighter 3	58,968	5,438	2,860	-	-	620	8,918	67,886	5,193	10,000	7,807	-	800	23,800	91,686
Fire Fighter 4	55,557	5,040	2,220	-	-	100	7,360	62,917	4,813	10,000	7,235	-	800	22,849	85,765
Fire Fighter 5	55,557	5,141	2,860	-	-	620	8,621	64,178	4,910	10,000	7,380	-	800	23,090	87,268
Fire Fighter 6	52,354	4,691	1,420	-	-	100	6,211	58,565	4,480	10,000	6,735	-	800	22,015	80,580
Fire Fighter 7	51,334	4,604	920	-	-	620	6,144	57,479	4,397	10,000	6,610	-	800	21,807	79,286
Fire Fighter 8	51,334	4,604	920	-	-	620	6,144	57,479	4,397	10,000	6,610	-	800	21,807	79,286
Fire Fighter 9	51,334	4,604	920	-	-	620	6,144	57,479	4,397	10,000	6,610	-	800	21,807	79,286
FD PT - (5 Authorized)	5,000	-	-	-	-	500	500	5,500	421	-	-	-	800	1,221	6,721
Overtime	40,000	-	-	-	-	-	-	40,000	3,060	-	4,600	-	-	7,660	47,660
<b>Fire Department Total</b>	<b>1,071,189</b>	<b>83,396</b>	<b>30,460</b>	<b>-</b>	<b>-</b>	<b>11,580</b>	<b>125,436</b>	<b>1,196,625</b>	<b>91,542</b>	<b>160,000</b>	<b>136,979</b>	<b>56,000</b>	<b>14,400</b>	<b>458,921</b>	<b>1,655,546</b>
<u><b>Communications (520)</b></u>															
Dispatch Supervisor	51,085	-	750	-	-	620	1,370	52,455	4,013	10,000	6,032	1,000	-	21,045	73,500
Dispatcher 1	44,054	-	750	-	3,276	620	4,646	48,700	3,726	10,000	5,601	-	-	19,326	68,026
Dispatcher 2	44,054	-	600	-	3,227	100	3,927	47,982	3,671	10,000	5,518	-	-	19,189	67,170
Dispatcher 3	43,181	-	600	-	3,164	100	3,864	47,045	3,599	10,000	5,410	-	-	19,009	66,054
Dispatcher 4	43,181	-	600	-	3,164	100	3,864	47,045	3,599	10,000	5,410	-	-	19,009	66,054
PT - (4 Authorized)	22,000	-	-	-	-	400	400	22,400	1,714	-	-	-	-	1,714	24,114
Overtime	50,000	-	-	-	-	-	-	50,000	3,825	-	5,750	-	-	9,575	59,575
<b>Communications Total</b>	<b>297,555</b>	<b>-</b>	<b>3,300</b>	<b>-</b>	<b>12,832</b>	<b>1,940</b>	<b>18,072</b>	<b>315,627</b>	<b>24,145</b>	<b>50,000</b>	<b>33,721</b>	<b>1,000</b>	<b>-</b>	<b>108,867</b>	<b>424,494</b>
<u><b>Police (510)</b></u>															
Police Chief	114,962	-	-	-	-	4,900	4,900	119,862	9,169	10,000	13,784	25,000	4,000	61,953	181,815
Lieutenant 1 Investigations	82,659	-	2,919	1,300	-	620	4,839	87,498	6,694	10,000	10,062	-	800	27,556	115,054
Lieutenant 2 Patrol	77,896	-	1,187	-	-	100	1,287	79,183	6,057	10,000	9,106	-	800	25,964	105,147
Sergeant 1 Investigations	73,112	-	2,919	1,300	-	100	4,319	77,431	5,923	10,000	8,905	-	800	25,628	103,059
Corporal 3 Investigations	63,586	-	919	1,900	-	620	3,439	67,025	5,127	10,000	7,708	-	800	23,635	90,660
Corporal 4	63,586	-	919	1,900	4,796	100	7,715	71,301	5,454	10,000	8,200	-	800	24,454	95,755
Corporal 5	62,338	-	919	1,900	4,744	620	8,183	70,520	5,395	10,000	8,110	-	800	24,305	94,825
Corporal 6	62,338	-	919	1,900	4,744	620	8,183	70,520	5,395	10,000	8,110	-	800	24,305	94,825
Officer 1	63,565	-	919	1,900	4,832	620	8,271	71,836	5,495	10,000	8,261	-	800	24,557	96,392
Officer 2	57,574	-	919	1,900	4,400	620	7,839	65,413	5,004	10,000	7,523	-	800	23,327	88,740
Part-time Fleet Maintenance	40,000	-	-	-	-	100	100	40,100	3,068	-	-	-	800	3,868	43,968
Overtime	50,000	-	-	-	-	-	-	50,000	3,825	-	5,750	-	-	9,575	59,575
<b>GF Police Total</b>	<b>811,614</b>	<b>-</b>	<b>12,539</b>	<b>14,000</b>	<b>23,515</b>	<b>9,020</b>	<b>59,074</b>	<b>870,688</b>	<b>66,608</b>	<b>100,000</b>	<b>95,518</b>	<b>25,000</b>	<b>12,000</b>	<b>299,125</b>	<b>1,169,814</b>

FY 2024  
Current Payroll Costs

Employee Information		Salary Calculations							City Contributions						Totals
Employee/Fund & Dept	Base Salary	FD Special Hours	Certifications & Education	PD Shift, FTO & ROC	Holidays Worked	Language & Other	Total Additional Payments	Gross Salary	SSI	Medical Deductions	TMRS Contribution	Workers Comp (WC)	Uniform Allowance	Total City Contributions	Total City Salary Costs
<b><u>HOT (900) - 45%</u></b>															
Director EDC/HOT	45,930	-	-	-	-	45	45	45,975	3,517	4,500	5,287	250	-	13,554	59,529
Community Relations	30,036	-	-	-	-	279	279	30,315	2,319	4,500	3,486	-	-	10,305	40,621
<b>GF HOT Total</b>	<b>75,966</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>324</b>	<b>324</b>	<b>76,290</b>	<b>5,836</b>	<b>9,000</b>	<b>8,773</b>	<b>250</b>	<b>-</b>	<b>23,859</b>	<b>100,149</b>
<b>Total General Fund Payroll</b>	<b>3,152,766</b>	<b>83,396</b>	<b>46,299</b>	<b>14,000</b>	<b>36,347</b>	<b>30,804</b>	<b>210,846</b>	<b>3,363,612</b>	<b>257,316</b>	<b>429,000</b>	<b>353,788</b>	<b>92,350</b>	<b>28,700</b>	<b>1,161,155</b>	<b>4,524,767</b>
<b>BHCC&amp;PD Fund 18</b>															
<b><u>BHCCD (513)</u></b>															
Sergeant 2	70,262	-	919	1,300	5,234	100	7,553	77,816	5,953	10,000	8,949	22,500	2,400	49,802	127,617
Sergeant 3	68,890	-	2,131	1,300	5,260	620	9,311	78,201	5,982	10,000	8,993	-	800	25,775	103,976
Corporal 1 Investigations	66,144	-	919	1,900	-	100	2,919	69,063	5,283	10,000	7,942	-	800	24,026	93,089
Corporal 2	63,586	-	2,131	3,100	4,970	100	10,301	73,887	5,652	10,000	8,497	-	800	24,949	98,836
Officer 3	56,451	-	919	1,900	4,282	100	7,201	63,652	4,869	10,000	7,320	-	800	22,989	86,641
Officer 4	56,451	-	919	1,900	4,319	620	7,758	64,209	4,912	10,000	7,384	-	800	23,096	87,305
Officer 5	56,451	-	919	1,900	4,319	620	7,758	64,209	4,912	10,000	7,384	-	800	23,096	87,305
Officer 6	56,451	-	919	1,900	4,319	620	7,758	64,209	4,912	10,000	7,384	-	800	23,096	87,305
Overtime	60,000	-	-	-	-	-	-	60,000	4,590	-	6,900	-	-	11,490	71,490
<b>Total BHCC&amp;PD Fund Payroll</b>	<b>554,686</b>	<b>-</b>	<b>9,776</b>	<b>15,200</b>	<b>32,703</b>	<b>2,880</b>	<b>60,559</b>	<b>615,245</b>	<b>47,066</b>	<b>80,000</b>	<b>70,753</b>	<b>22,500</b>	<b>8,000</b>	<b>228,319</b>	<b>843,565</b>
<b>Police Payroll (GF + BHCC&amp;PD Fund)</b>	<b>1,366,301</b>	<b>-</b>	<b>22,315</b>	<b>29,200</b>	<b>56,218</b>	<b>11,900</b>	<b>119,633</b>	<b>1,485,934</b>	<b>113,674</b>	<b>180,000</b>	<b>166,271</b>	<b>47,500</b>	<b>20,000</b>	<b>527,445</b>	<b>2,013,378</b>
<b>Court Security Fund 24</b>															
<b><u>Court Security (420)</u></b>															
Part-time Bailiffs (4 Authorized)	14,500	-	-	-	-	400	400	14,900	1,140	-	-	6,000	800	7,940	22,840
<b>Total Court Security Payroll</b>	<b>14,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>400</b>	<b>14,900</b>	<b>1,140</b>	<b>-</b>	<b>-</b>	<b>6,000</b>	<b>800</b>	<b>7,940</b>	<b>22,840</b>
<b>Hotel Fund 20</b>															
<b><u>HOT (900) - 55%</u></b>															
Director EDC/HOT	56,136	-	-	-	-	55	55	56,191	4,299	5,500	6,462	250	-	16,511	72,702
Community Relations	36,711	-	-	-	-	341	341	37,052	2,834	5,500	4,261	-	-	12,595	49,647
<b>Total HOT Fund</b>	<b>92,847</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>396</b>	<b>396</b>	<b>93,243</b>	<b>7,133</b>	<b>11,000</b>	<b>10,723</b>	<b>250</b>	<b>-</b>	<b>29,106</b>	<b>122,349</b>
<b>Total HOT Payroll (GF + HOT Fund)</b>	<b>168,813</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>720</b>	<b>720</b>	<b>169,533</b>	<b>12,969</b>	<b>20,000</b>	<b>19,496</b>	<b>500</b>	<b>-</b>	<b>52,966</b>	<b>222,498</b>
<b>Total City Salary Expense</b> <i>modified 17 June 2024</i>	<b>3,814,799</b>	<b>83,396</b>	<b>56,075</b>	<b>29,200</b>	<b>69,050</b>	<b>34,480</b>	<b>272,201</b>	<b>4,087,000</b>	<b>312,656</b>	<b>520,000</b>	<b>435,264</b>	<b>121,100</b>	<b>37,500</b>	<b>1,426,520</b>	<b>5,513,520</b>

### FY2024-25 Council Budget Calendar

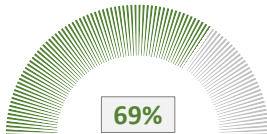
Date	Action	Finance Website
8 July Monday	<b>Budget Workshop #1 – Preliminary Budget</b> Justice Center; 12:00 Noon	
July 25 Thursday	<b>Chief Appraiser</b> deadline to deliver certified appraisal rolls or estimates to taxing units (Tax Code Sec. 26-01 (a)).	Certified Totals
August 2 Friday	<b>Finance</b> submits the No-New Revenue and Voter Approval rates to City Council (Tax Code Sec. 26.04 (e)).	Tax Rate Worksheets
August 5 Monday	<p><b>Budget Workshop #2 – Tax Rate</b> Justice Center; 6:00 PM</p> <p><b>City Council</b> confirms the <i>maximum</i> proposed tax rate. If the maximum proposed rate exceeds the Voter Approval Rate or the No-New Revenue Rate (whichever is lower), Council takes a <u>Record Vote</u>. (Tax Code Sec. 26-06 (b-2)).</p> <p><b>City Council</b> schedules one Public Hearing on the Budget (LGC 102.006) <u>and</u> one Public Hearing on the Tax Rate (Tax Code Sec. 26.06 (a)) on 23 September 2023.</p>	Notice of Tax Rates
September 2 Monday	<b>Budget Workshop #3 – Proposed Budget</b> Justice Center; 6:00 PM	Proposed Budget
Sept 16 Monday	<b>Budget Workshop #4 – if needed</b> Justice Center; 6:00 PM	
September 23 Monday	<p><b>Public Hearing</b> for the FY2024-25 Proposed Budget and the 2024 Tax Rate. Justice Center; 6:00 PM; Regular City Council Meeting</p> <p><b>City Council</b> votes immediately after the Public Hearing, to Adopt the FY2024-25 Budget <u>and</u> then the 2024 Tax Rate. (LGC 102.007).</p>	Notice of Public Hearing(s)
September 24 Tuesday	Finance Posts the Approved Budget to the City’s Website. (LGC 102.008).	Approved Budget

## May 2024 Budget Summary

✈ *We are 8 months into the FY2024 budget year*

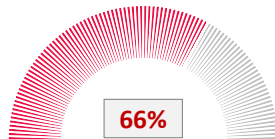
⊕ *May 2024 Budget Target is 67%*

### General Fund Revenues



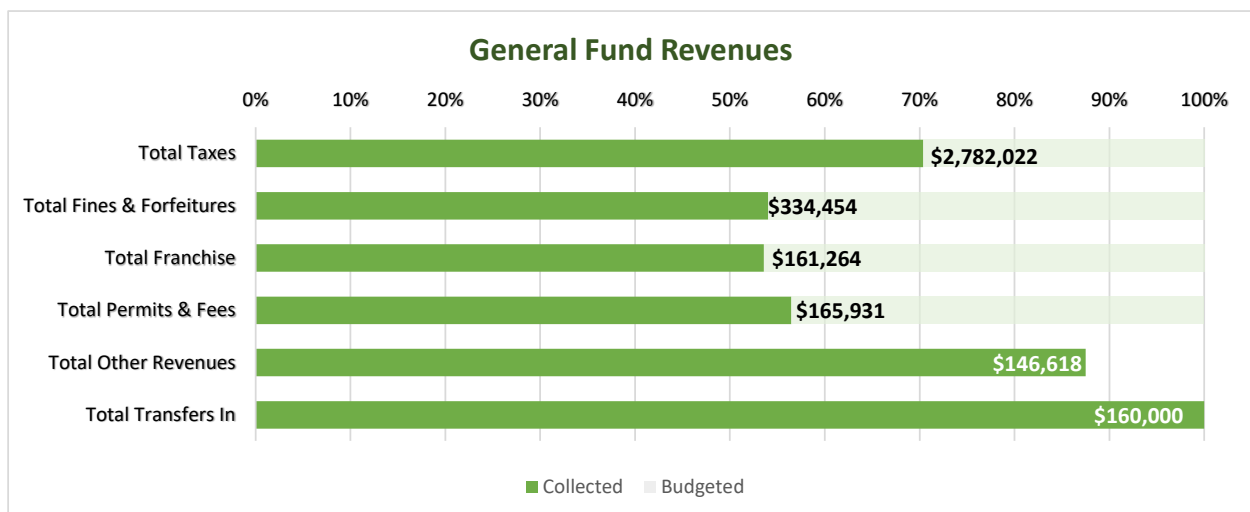
- General Fund revenue is nearly \$3.8M, or 69% of what was budgeted – over the budget target.
- General Fund revenues are up \$270K, or 8% over revenues from last year at this time.
- May Sales Tax collections are up 3.3% compared to May collections last year.
- Total Sales Tax collections for FY24 are up 1.3% over total collections at this time in FY23.

### General Fund Expenditures



- General Fund expenses are nearly \$4M, or 66% of what was budgeted – below the budget target.
- General Fund expenses are up \$243K, or 7% over expenditures from last year at this time.
- The largest budget category, payroll costs, are under the budget target at \$2.8M, or 65%.
- Revenue/Expenses in the General Fund is (\$202,661) as the amended budget records \$496K more of expenses than revenues.

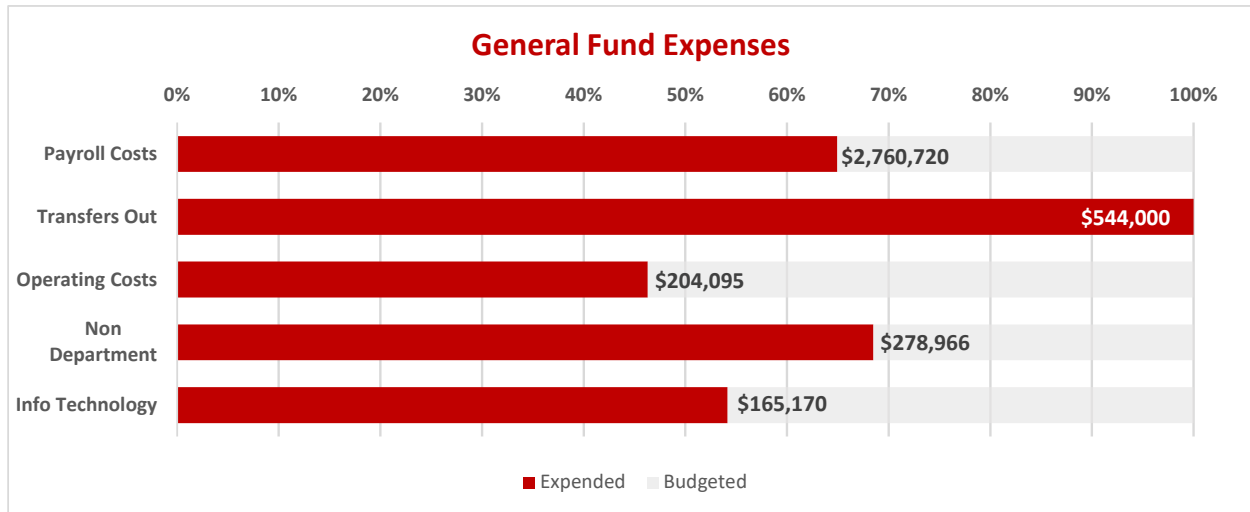
### General Fund Revenues by Type:



*Sales tax collections are two months in arrears*

*Franchise Fees are one quarter in arrears*

### General Fund Expenses by Category:



### General Fund Highlights

- Ad Valorem taxes are over 91% collected. Sales taxes, which are two months behind, are 51% collected.
- Sales tax collections across the local area and the state have been up & down this year. Total Sales Tax City collections for FY2024 are up just 1.3% over total collections at this time in FY2023. Ideally, we'd like to see a 3% or more increase year over year.
- Total General Fund Payroll Costs are below the budget target at 65%.
- General Fund Revenues/Expenses are in the red (202,661) due to recording the Sweep of \$544K to the Capital Fund and subsequent budget amendment in March.

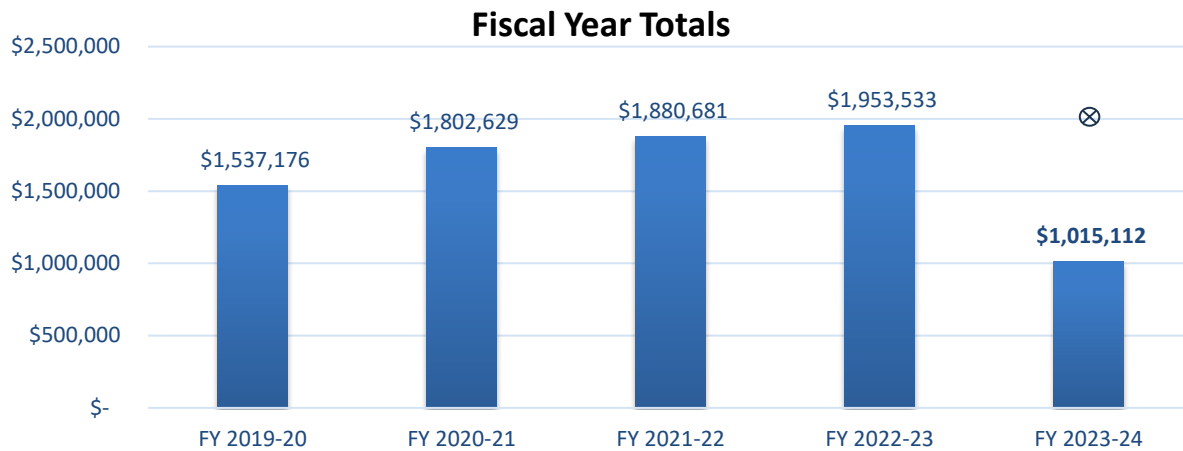
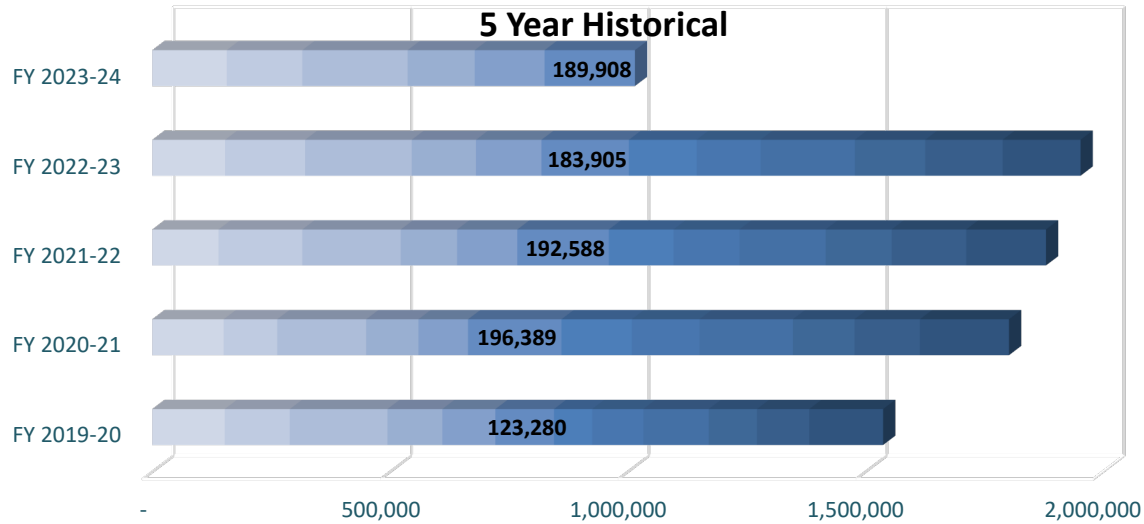
### General Fund Expenses by Department:

Deaprtment	FY24 Approved	May 2024	% of Budget	May 2023
Council	15,250	8,613	56%	6,324
Administration	530,799	377,526	71%	275,799
Information Technology	305,000	165,170	54%	157,328
Municipal Court	246,526	164,549	67%	219,656
Police	1,099,065	695,644	63%	593,496
Communications	427,061	286,619	67%	252,355
Fire	1,759,909	1,114,863	63%	1,064,564
Community Development	289,052	159,618	55%	143,100
Public Works	151,124	86,750	57%	90,095
Animal Control	5,800	560	10%	8,444
Health Services	12,000	8,000	67%	8,000
Economic Development & PA	156,142	62,073	40%	72,923
Non-Departmental	951,355	822,966	87%	817,601
<b>Totals</b>	<b>5,949,083</b>	<b>3,952,950</b>	<b>66.4%</b>	<b>3,709,686</b>

- Non-Departmental is over budget for seasonal costs; we paid for audit services, insurances, and the lease for body & vehicle cameras upfront in their entirety.

## General Fund Sales Taxes

- May 2024 collections were \$189,908; up 3.3% over May 2023 collections.
- Total collections for FY24 are up 1.3% over the same period in FY23.
- Collections are two months in arrears - May collections were for March 2024.



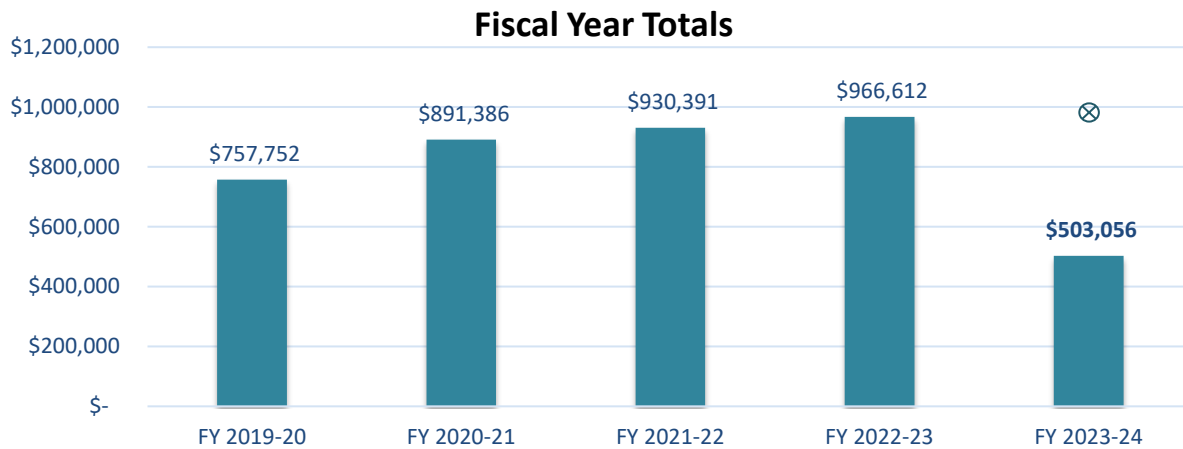
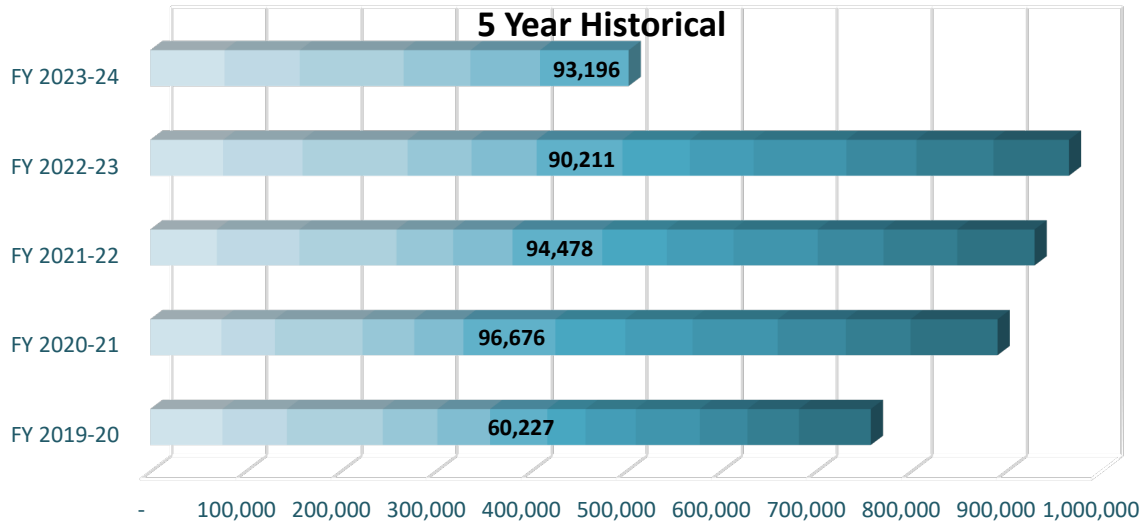
⊗ FY24 Budget Target is \$2M

## Historical Collections

Month	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Change
DEC for OCT	152,434	150,161	139,327	153,172	156,648	2.3%
JAN for NOV	136,870	112,720	176,213	168,309	158,987	-5.5%
FEB for DEC	205,326	187,083	207,125	224,190	221,558	-1.2%
MAR for JAN	115,517	109,911	118,495	135,280	141,012	4.2%
APR for FEB	111,527	104,367	126,516	137,563	146,998	6.9%
MAY for MAR	123,280	196,389	192,588	183,905	189,908	3.3%
JUNE for APR	80,442	148,210	136,310	142,647		
JULY for MAY	107,574	142,312	138,615	134,612		
AUG for JUNE	137,603	196,420	181,332	198,124		
SEPT for JULY	101,347	129,553	138,822	148,370		
OCT for AUG	109,950	137,738	157,144	163,213		
NOV for SEPT	155,306	187,766	168,195	164,149		
<b>Totals</b>	<b>\$ 1,537,176</b>	<b>\$ 1,802,629</b>	<b>\$ 1,880,681</b>	<b>\$ 1,953,533</b>	<b>\$ 1,015,112</b>	<b>1.3%</b>

## BHCCPD Sales Taxes

- May 2024 collections were \$93,196; up 3.3% over May 2023 collections.
- Total collections for FY24 are up 1.3% over the same period in FY23.
- Collections are two months in arrears - May collections were for March 2024.



⊗ FY24 Budget Target is \$990K

## Historical Collections

Month	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Change
DEC for OCT	75,860	74,846	70,049	76,606	78,073	1.9%
JAN for NOV	67,885	56,237	86,801	83,510	79,136	-5.2%
FEB for DEC	100,825	92,178	102,131	110,550	109,226	-1.2%
MAR for JAN	57,428	54,363	59,557	67,258	70,254	4.5%
APR for FEB	55,338	51,731	62,356	68,453	73,171	6.9%
MAY for MAR	60,227	96,676	94,478	90,211	93,196	3.3%
JUNE for APR	40,171	73,578	67,889	71,034		
JULY for MAY	52,917	70,707	70,096	67,015		
AUG for JUNE	67,360	89,537	88,608	97,404		
SEPT for JULY	50,039	71,670	69,197	73,770		
OCT for AUG	54,171	68,118	77,796	81,221		
NOV for SEPT	75,531	91,743	81,433	79,581		
<b>Totals</b>	<b>\$ 757,752</b>	<b>\$ 891,386</b>	<b>\$ 930,391</b>	<b>\$ 966,612</b>	<b>\$ 503,056</b>	<b>1.3%</b>

City of Balcones Heights  
Investment Report  
For the Month of May 2024

Account Type/Fund	Beginning Book Value	Annual Yield (%)	Deposits	Withdrawals & Transfers	Interest Earned	Ending Balance	Monthly Yield (%)	Maturity Date (Date Available)
<b>Bank Cash</b>								
<u>FROST BANK</u>								
Main Account	1,236,198.90	-	1,003,194.32	(588,422.48)	99.09	1,650,970.74		
Red Light Cameras	99,500.00	-	69,485.00	(99,675.00)		69,310.00		
Insurance ACH Account	138,097.29	-	99,500.00	(30,460.92)	-	207,136.37		
Seized Cash	119,245.57	-	-	-	-	119,245.57		
<b>Total Bank Cash</b>	<b>1,593,041.76</b>	<b>0.07</b>	<b>1,172,179.32</b>	<b>(718,558.40)</b>	<b>99.09</b>	<b>2,046,662.68</b>	<b>0.006</b>	<b>1 day</b>
<b>Pool Investments</b>								
<u>TEXPOOL</u>								
General Fund	756,359.59	-	-	-	3,657.72	760,017.31		
Capital Fund	354,185.80	-	-	-	1,828.86	356,014.66		
Street Fund	117,771.13	-	-	-	-	117,771.13		
BHCCD Fund	121,885.24	-	-	-	609.62	122,494.86		
<b>Total TexPool</b>	<b>1,350,201.76</b>	<b>5.39</b>	<b>-</b>	<b>-</b>	<b>6,096.20</b>	<b>1,356,297.96</b>	<b>0.449</b>	<b>1 day</b>
<u>LONE STAR</u>								
General Fund	659,311.27	-	-	-	6,458.38	665,769.65		
Capital Fund	205,277.23	-	-	-	2,691.00	207,968.23		
ATS Fund	369,381.29	-	-	-	-	369,381.29		
Hotel Fund	222,763.32	-	-	-	538.20	223,301.52		
Economic Incentive Fund	298,149.23	-	-	-	-	298,149.23		
Sewer Fund	570,181.75	-	-	-	1,076.40	571,258.15		
<b>Total Lone Star</b>	<b>2,325,064.09</b>	<b>5.53</b>	<b>-</b>	<b>-</b>	<b>10,763.98</b>	<b>2,335,828.07</b>	<b>0.461</b>	<b>1 day</b>
<b>Total Pool Investments</b>	<b>3,675,265.85</b>	<b>5.48</b>	<b>-</b>	<b>-</b>	<b>16,860.18</b>	<b>3,692,126.03</b>	<b>0.457</b>	
<b>Investment in Wonderland of the Americas (WOTA)</b>								
<b>WOTA Investment Value</b>	<b>4,962,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,962,000.00</b>		
<b>TOTAL PORTFOLIO</b>	<b>\$ 10,230,307.61</b>	<b>3.55</b>	<b>\$ 1,172,179.32</b>	<b>\$ (718,558.40)</b>	<b>\$ 16,959.27</b>	<b>\$ 10,700,788.71</b>	<b>0.296</b>	<b>1 days</b>




Bank Cash & Pool Values are Adjusted Monthly  
Investment in WOTA is the Purchase Amount and is Not Adjusted Monthly

**Weighted Average Maturity** 1 days  
Time needed to liquidate bank & pools funds - excludes WOTA Investment

<b>Benchmark Interest Rates</b>			
6 Month T-Bill Rates	Mar-24	Apr-24	24-May
Rate at Beginning of the Month	5.09%	5.13%	5.17%
Rate at the End of the Month	5.13%	5.17%	5.17%

Lisa Merlo  
Investment Officer  6-3-2024  
(date)

Floyd Messick  
Finance Director  3-Jun-24  
(date)

Gilbert Perales  
City Administrator  06/03/2024  
(date)

*This investment portfolio represents a liquid and diverse holding by the City of Balcones Heights.  
The investment strategy is to hold sufficient operating funds in the bank while investing other funds.  
This portfolio is in compliance with the City's Investment Policy and the Public Funds Investment Act.*

## Paid Invoice Report

06/01/2024 11:27:46

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number	
CC-Transaction	CC-Vendor	CC-Card Number	CC-Invoice		Project-Number	
5887 2022-049-01-17	PROFFESIONAL SVCS HILLCREST APR 24	05/16/2024	735.00	1	05/16/2024	1
6S ENGINEERING, INC.*	Yes	05/16/2024	32257 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\6S 2022-049-01-17 Hillcrest.pdf					
5887 2022-049-02-25	PROFESSIONAL SVCS CRESTVIEW APR 24	05/16/2024	2900.00	1	05/16/2024	1
6S ENGINEERING, INC.*	Yes	05/16/2024	32257 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\6S 2022-049-02-25 Crestview.pdf					
5887 2023-049-04-1	HILLCREST - CATEGORICAL EXCLUSION	05/16/2024	3715.00	1	05/16/2024	1
6S ENGINEERING, INC.*	Yes	05/16/2024	32257 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\6S 2023-049-04-1 Hillcrest.pdf					
264 4296412632430	FIRE UNIT 102-A AND 102-B	05/23/2024	46.71	1	05/23/2024	1
ADVANCE AUTO PARTS*	No	05/23/2024	32275 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Advance 2430.pdf					
220 760772	PAYROLL WITHHOLDINGS	05/01/2024	35.36	1	05/01/2024	1
AFLAC*	Yes	05/02/2024	32236 C	04/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\AFLAC.pdf					
4207 20240530-1	REIMB MONTHLY PHONE	05/30/2024	40.00	1	05/30/2024	1
AGUILAR, HENRY*	No	05/30/2024	32289 C	05/2024		
No						
1833 5507841803	FD RENT CYL/LRG OXYGEN	05/03/2024	72.89	1	05/03/2024	1
AIRGAS USA, LLC*	No	05/09/2024	32244 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Airgas Inv# 5507841803.pdf					
369 67655	NEWSLETTER MAY-2024	05/15/2024	398.68	1	05/15/2024	1
ALAMO MAILING COMPANY*	No	05/16/2024	32258 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\ALAMO MAILING - May Newsletter.pdf					
2129 0076475	APR 24 COLLECTIONS & CITATIONS	05/06/2024	60465.56	1	05/06/2024	1
AMERICAN TRAFFIC SOLUTIONS*	No	05/06/2024	506202401 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\ATS Apr 24.pdf					
2067 2118589801	DISPATCH CONSOLE LINES	05/16/2024	1297.50	1	05/16/2024	1
AT&T*	No	05/16/2024	32259 C	05/2024		
No						
2234 20240515-1	MONTHLY TOWS APR-2024	05/15/2024	950.00	1	05/08/2024	1
BANIS TOWING SERVICE*	Yes	05/16/2024	32260 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\BANIS.pdf					
2664 20240509-1	MONTHLY INSPECTIONS APR-2024	05/09/2024	1920.00	1	05/09/2024	1
BRUCE BEALOR*	No	05/09/2024	32245 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\10-610-436 BB Inspections 2024-04.pdf					
1885 183794701041524	COBH INTERNET, VIDEO & PHONES	05/23/2024	1008.23	1	05/23/2024	1
CHARTER COMMUNICATIONS*	Yes	05/23/2024	32276 C	05/2024		
No						

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Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number	
CC-Transaction	CC-Vendor	CC-Name	CC-Card Number	CC-Invoice	Project-Number	
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\SPECTRUM 51424.pdf						
1885	183794701051424	COBH INTERNET, VIDEO & PHONES	05/23/2024	1008.25	1	05/23/2024
CHARTER COMMUNICATIONS*		Yes	05/23/2024	32276 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\SPECTRUM 51424.pdf					
1885	223272601050124	JC PHONES MAY 2024	05/15/2024	298.64	1	05/15/2024
CHARTER COMMUNICATIONS*		Yes	05/16/2024	32261 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\SPECTRUM.pdf					
466	91790766	PUBLIC SAFETY RADIOS & TALK GROUPS MAY-2	05/16/2024	1336.68	1	05/16/2024
CITY OF SAN ANTONIO*		No	05/16/2024	32262 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\COSA MAY-2024.pdf					
259	20240508-1	PVT STREET LTS MAR 29 -2024 TO APR 29 -2	05/08/2024	5243.12	1	05/08/2024
CITY PUBLIC SERVICE BOARD*		No	05/09/2024	32246 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\CPS PVT STS.pdf					
259	20240515-1	COMBINED BILL 2 APR 24 TO 01 MAY 24	05/15/2024	7348.03	1	05/15/2024
CITY PUBLIC SERVICE BOARD*		No	05/16/2024	32263 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\CPS COMBINED.pdf					
305	4492989-0413741	PAYROLL WITHHOLDINGS	05/01/2024	2108.06	1	05/01/2024
COLONIAL SUPPLEMENTAL INSURANCE*		No	05/02/2024	32237 C	04/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\COLONIAL.pdf					
2440	20240529-1	MONTHLY STATEMNT 18 MAR-2024 TO 18 APR-2	05/29/2024	6129.57	1	05/29/2024
COMMERCE BANK*		No	05/29/2024	864360924 C	05/2024	1
No						
1717	45116	GEN LEGAL SERVICES APR-2024	05/15/2024	2636.30	1	05/15/2024
DAVIDSON TROILO REAM & GARZA*		Yes	05/16/2024	32264 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\DAVIDSON TROILO REAM GARZA.pdf					
1717	45117	MUNI JUDICIAL SERVICES APR-2024	05/15/2024	3220.00	1	05/15/2024
DAVIDSON TROILO REAM & GARZA*		Yes	05/16/2024	32264 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\DAVIDSON TROILO REAM GARZA.pdf					
4458	82599265	COPIERS LEASE MAY 24	05/14/2024	1250.30	1	05/14/2024
DE LAGE LANDEN FINANCIAL SERVICES*		No	05/14/2024	82599265 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\DeLage 82599265.pdf					
371	COBH-05-2024	GROUP INSURANCE - DEER OAKS EAP	05/23/2024	303.16	1	05/23/2024
DEER OAKS EAP SERVICES, LLP*		No	05/23/2024	32277 C	05/2024	1
No						
3003	24041138N	TEX-AN NG CHARGES APR 24	05/20/2024	809.90	1	05/20/2024
DIR*		No	05/23/2024	32278 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\DIR 24041138N.pdf					

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Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number	
CC-Transaction	CC-Vendor	CC-Name	CC-Card Number	CC-Invoice	Project-Number	
4741 73093	PD CARDS SGT. SMITH	05/02/2024	160.00	1	05/02/2024	1
EAGLE PRINT*	No	05/02/2024	32238 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\EAGLE PRINT.pdf					
836 18401	SIGN HOLDER	05/29/2024	34.00	1	05/29/2024	1
FLASHER EQUIPMENT CO*	Yes	05/30/2024	32290 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\PW Flasher 18401.pdf					
836 18422	HARDWARE FOR SIGNS	05/29/2024	182.35	1	05/29/2024	1
FLASHER EQUIPMENT CO*	Yes	05/30/2024	32290 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Flasher 18422.pdf					
310 PR10-2024	PAYROLL WITHHOLDINGS PR#10-2024	05/16/2024	229.92	1	05/16/2024	1
GENERATIONS FEDERAL CREDIT UNION*	No	05/16/2024	32265 C	05/2024		
No						
1928 20240522-1	REPAIR PW TRIMMER	05/22/2024	32.00	1	05/22/2024	1
GILLIAN, LAMAR*	Yes	05/23/2024	32279 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Gillian fix trimmer.pdf					
2236 10617	BHTS-001 PHASE 2 STORMWATER APR 24	05/16/2024	2875.00	1	05/16/2024	1
GIVLER ENGINEERING, INC.*	No	05/16/2024	32266 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Givler 10617.pdf					
2236 10618	BHTS-007G	05/16/2024	527.10	1	05/16/2024	1
GIVLER ENGINEERING, INC.*	No	05/16/2024	32266 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Givler 10618.pdf					
235 213646	CORP MEMBERSHIP MAY-2024	05/09/2024	25.99	1	05/09/2024	1
GOLD'S GYM*	No	05/09/2024	32247 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\GOLD'S GYM.pdf					
2306 9111625456	LED STOP SIGN	05/22/2024	3008.90	1	05/22/2024	1
GRAINGER*	Yes	05/23/2024	32280 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Grainger 9111625456.pdf					
1353 20240524-1	MONTHLY STATEMENT	05/24/2024	41.10	1	05/24/2024	1
HOME DEPOT CREDIT SERVICES*	No	05/24/2024	5032024 C	05/2024		
No						
2582 203012	ANNUAL SOFTWARE AND SUPPORT APR - MAR 25	05/23/2024	10556.00	1	05/23/2024	1
IWORQ SYSTEM*	No	05/23/2024	32281 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\iWORQ 203012.pdf					
2824 20240515-1	REIMBURSE TRAVEL CHIEF LEADERSHIP CONF	05/15/2024	605.90	1	05/15/2024	1
JAHANARA, JOHN*	No	05/16/2024	32267 C	05/2024		
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Jahanara Travel Voucher.pdf					
4801 246455	REIMB COMMANDER CERTIFICATION	05/29/2024	168.66	1	05/29/2024	1
JOSE RUBEN ROSAS*	No	05/30/2024	32291 C	05/2024		
No						

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CC-Transaction	CC-Vendor	CC-Card Number	CC-Invoice		Project-Number	
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4725	20240509-1	PD EVAL SRODRIGUEZ	05/09/2024	300.00	1	05/09/2024
KELLY SHANNON, PHD*		Yes	05/09/2024	32248 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\KELLY SHANNON PHD.pdf					
4725	20240509-2	PD EVAL HSAENZ	05/09/2024	300.00	1	05/09/2024
KELLY SHANNON, PHD*		Yes	05/09/2024	32248 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\KELLY SHANNON PHD.pdf					
4793	20240523-1	FIREHOUSE KITCHEN PAINTING	05/23/2024	950.00	1	05/23/2024
L&M CEILING AND WALL REPAIR*		Yes	05/23/2024	32282 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\L&M.pdf					
333	6672443-2024033	PD SEARCHES MAR-2024	05/02/2024	182.00	1	05/02/2024
LEXISNEXIS RISK SOLUTIONS*		No	05/02/2024	32239 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\LEXISNEXIS MAR-2024.pdf					
318	13482348	CARRIER SVCS MAY 24	05/09/2024	674.26	1	05/09/2024
LOOMIS*		No	05/09/2024	32249 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Loomis 13482348.pdf					
2921	942392	MONTHLY FUEL MAR-2024	05/09/2024	3454.36	1	05/09/2024
MANSFIELD OIL COMPANY OF GAINESVILL		No	05/09/2024	32250 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\IMPAC MAR-2024.pdf					
2923	20240529-1	REIMB COMMADER CERTIFICATION	05/29/2024	168.66	1	05/29/2024
MARROQUIN, THOMAS*		No	05/30/2024	32292 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Reimbursement TCFP IC Marroquin 5-23-24.pdf					
2923	20240530-1	REIMB MONTHLY PHONE	05/30/2024	40.00	1	05/30/2024
MARROQUIN, THOMAS*		No	05/30/2024	32292 C	05/2024	1
No						
2970	20240530-1	REIMB MONTHLY PHONE	05/30/2024	40.00	1	05/30/2024
MERLO, LISA*		No	05/30/2024	32293 C	05/2024	1
No						
4210	20240530-1	REIMB MONTHLY PHONE	05/30/2024	40.00	1	05/30/2024
MESSICK, FLOYD*		No	05/30/2024	32294 C	05/2024	1
No						
250	PR10-2024	PAYROLL CONTRIBUTIONS PR#10-2024	05/16/2024	1571.15	1	05/16/2024
MISSION SQUARE*		No	05/16/2024	32268 C	05/2024	1
No						
1387	739798	COUNCIL NAMEPLATES & PLAQUES	05/23/2024	360.85	1	05/23/2024
MONARCH TROPHY STUDIO*		Yes	05/23/2024	32283 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Monarch 739798.pdf					
6865	90669	PD UNIT#BH04 ENGINE WIRING HARNESS/FUSE	05/16/2024	799.99	1	05/16/2024
MYFLEETCENTER*		No	05/16/2024	32269 C	05/2024	1
No	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\BIG O INV 147595.pdf					

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Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number		
CC-Transaction	CC-Vendor	CC-Card	CC-Invoice		Project-Number		
1068	PR10-2024	PAYROLL WITHHOLDING PR#10-2024	05/09/2024	1566.00	1	05/16/2024	1
NATIONWIDE RETIREMENT SOLUTIONS*	No	05/16/2024	32270 C	05/2024			
No							
659	359078521001	SUPPLIES FOR CI	05/09/2024	52.98	1	05/09/2024	1
OFFICE DEPOT, INC.*	Yes	05/09/2024	32251 C	05/2024			
No							
	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\OFFICE DEPOT.pdf						
659	362777975001	SUPPLIES - CRT, CD, DISP, SUPP RM, FIN,	05/09/2024	804.22	1	05/09/2024	1
OFFICE DEPOT, INC.*	Yes	05/09/2024	32251 C	05/2024			
No							
	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\OFFICE DEPOT.pdf						
2222	57604	MONITORING SRVC JUN 24	05/29/2024	65.00	1	05/29/2024	1
OMNIBUS-M, INC.*	No	05/30/2024	32295 C	05/2024			
No							
	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Omnibus 57604.pdf						
957	1025141954	POSTAGE METER SUPPLIES	05/09/2024	27.29	1	05/09/2024	1
PITNEY BOWES INC*	No	05/09/2024	32253 C	05/2024			
No							
	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\PITNEY BOWES SUPPLIES.pdf						
957	3319059907	JC POSTAGE METER LEASE MAR 2024 TO JUN 2	05/08/2024	230.85	1	05/08/2024	1
PITNEY BOWES INC*	No	05/09/2024	32252 C	05/2024			
No							
	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\PITNEY BOWES LEASE.pdf						
499	05/2024	PAYROLL WITHHOLDINGS	05/08/2024	6.50	1	05/08/2024	1
POLICE & FIREMENS INS. ASSN.*	Yes	05/09/2024	32254 C	05/2024			
No							
	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\PFIA.pdf						
355	6242749	HVAC QRTL MAINTENANCE	05/16/2024	3323.75	1	05/16/2024	1
PREMIER PLUMBING SERVICES*	Yes	05/16/2024	32271 C	05/2024			
No							
	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\PREMIER PROS.pdf						
6968	20240530-1	NEW HIRE UNIFORM ALLOWANCE	05/30/2024	800.00	1	05/30/2024	1
REDD, MATTHEW*	No	05/30/2024	32296 C	05/2024			
No							
4729	20240530-1	REIMB MONTHLY PHONE	05/30/2024	40.00	1	05/30/2024	1
RICHARD MENCHACA*	No	05/30/2024	32297 C	05/2024			
No							
3006	BH052424	COUNCIL PHOTS	05/29/2024	300.00	1	05/29/2024	1
ROBERT MERRILL*	Yes	05/30/2024	32298 C	05/2024			
No							
	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Robert Merrill Council Pics.pdf						
6966	05132024	NEW HIRE UNIFORM ALLOWANCE	05/13/2024	800.00	1	05/13/2024	1
RODRIGUEZ, SHARON*	No	05/13/2024	32255 C	05/2024			
No							
	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\NEW HIRE UNIFORM ALLOWANCE.pdf						
162	30936	BILLABLE TIME RMM LABOR	05/22/2024	418.00	1	05/22/2024	1
RRGP*	No	05/23/2024	32284 C	05/2024			
No							
	Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\RRGP 30936.pdf						

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Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number	
CC-Transaction	CC-Vendor	CC-Name	CC-Card Number	CC-Invoice	Project-Number	
162	31131	BARRACUDA JUN 24	05/22/2024	480.00	1	05/22/2024 1
RRGP*		No	05/23/2024	32284 C	05/2024	
No	Image: T:\acctg\fre\BUCS\Data\FY2024\MAY-2024\RRGP 31131.pdf					
162	31152	MONTHLY IT SUPPORT JUN 24	05/22/2024	6950.00	1	05/22/2024 1
RRGP*		No	05/23/2024	32284 C	05/2024	
No	Image: T:\acctg\fre\BUCS\Data\FY2024\MAY-2024\RRGP 31152.pdf					
162	31163	SIRIS INFINITE CLOUD RETENTION JUN 24	05/22/2024	1510.60	1	05/22/2024 1
RRGP*		No	05/23/2024	32284 C	05/2024	
No	Image: T:\acctg\fre\BUCS\Data\FY2024\MAY-2024\RRGP 31163.pdf					
6967	05132024	NEW HIRE UNIFORM ALLOWANCE	05/13/2024	800.00	1	05/13/2024 1
SAENZ, HUNTER*		No	05/13/2024	32256 C	05/2024	
No	Image: T:\acctg\fre\BUCS\Data\FY2024\MAY-2024\NEW HIRE UNIFORM ALLOWANCE.pdf					
459	20240515-1	PUBLIC NOTICES & HEARINGS	05/15/2024	409.75	1	05/15/2024 1
SAN ANTONIO EXPRESS-NEWS*		Yes	05/16/2024	32272 C	05/2024	
No	Image: T:\acctg\fre\BUCS\Data\FY2024\MAY-2024\SAN ANTONIO EXPRESS NEWS.pdf					
237	163498	SEWER TREATMNT & TRANSPORT MAR-2024	05/23/2024	50011.12	1	05/23/2024 1
SAN ANTONIO WATER SYSTEM*		No	05/23/2024	32285 C	05/2024	
No	Image: T:\acctg\fre\BUCS\Data\FY2024\MAY-2024\SAWS 163498.pdf					
237	163580	SEWER TREATMENT & TRANSPORT APR-2024	05/30/2024	47736.41	1	05/30/2024 1
SAN ANTONIO WATER SYSTEM*		No	05/30/2024	32299 C	05/2024	
No	Image: T:\acctg\fre\BUCS\Data\FY2024\MAY-2024\Invoice # 163580.PDF					
260	20240516-1	COMBINED BILL APR 6 to MAY 7-2024	05/16/2024	966.19	1	05/16/2024 1
SAN ANTONIO WATER SYSTEM*		No	05/16/2024	32273 C	05/2024	
No	Image: T:\acctg\fre\BUCS\Data\FY2024\MAY-2024\ SAWS COMBINED BILL.pdf					
239	20240530-1	REIMB MONTHLY PHONE	05/30/2024	40.00	1	05/30/2024 1
SANCHEZ, DELIA R.*		No	05/30/2024	32300 C	05/2024	
No						
301	1153250	IMPOUND LOT MONITORING MAY-2024	05/02/2024	44.95	1	05/02/2024 1
SECURITY ONE*		No	05/02/2024	1153250 C	05/2024	
No	Image: T:\acctg\fre\BUCS\Data\FY2024\MAY-2024\SECURITY ONE MAY-2024.pdf					
301	1158509	IMPOUND LOT SERVICE CALL	05/24/2024	60.00	1	05/24/2024 1
SECURITY ONE*		No	05/24/2024	128407 C	05/2024	
No						
219	GB00525821	SONIC WALL HARDWARE	05/29/2024	1100.50	1	05/29/2024 1
SHI GOVERNMENT SOLUTIONS*		No	05/30/2024	32301 C	05/2024	
No	Image: T:\acctg\fre\BUCS\Data\FY2024\MAY-2024\SHI 525821.pdf					
182	8007243722	MONTHLY SHRED MAY-2024	05/30/2024	149.31	1	05/30/2024 1
STERICYCLE, INC*		No	05/30/2024	32302 C	05/2024	
No						

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06/01/2024 11:27:46

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number	
CC-Transaction	CC-Vendor	CC-Name	CC-Card Number	CC-Invoice	Project-Number	
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\STERICYCLE.pdf						
5895	3088283	COBRA ADMIN FEE JUN-2024	05/01/2024	70.17	1	05/01/2024 1
TASC*	No	05/02/2024	32240 C	04/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\TASC.pdf						
321	APR-2024	PAYROLL WITHHOLDINGS	05/10/2024	49869.05	1	05/10/2024 1
TEXAS MUNICIPAL RETIREMENT SY*	No	05/10/2024	5092024 C	05/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\TMRS APR-2024.pdf						
4858	20240530-1	HEALTH INSPECTIONS	05/30/2024	1000.00	1	05/30/2024 1
THAYER, DENNIS*	No	05/30/2024	32303 C	05/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Levy 017-504.pdf						
236	017-504	BUCKET TRUCK REPAIRS AT BABCOCK & HILLCR	05/30/2024	587.50	1	05/30/2024 1
THE LEVY COMPANY, INC*	No	05/30/2024	32304 C	05/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\STANDARD.pdf						
265	05-2024	PAYROLL WITHHOLDINGS - STANDARD	05/01/2024	2330.91	1	05/01/2024 1
THE STANDARD*	No	05/02/2024	32241 C	04/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\UHC.pdf						
258	05/2024	UH GROUP HEALTH INSURANCE	05/15/2024	30460.92	1	05/15/2024 1
UNITED HEALTHCARE*	No	05/15/2024	5082024 C	05/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\VERIZON76071.pdf						
2625	20240530-1	REIMB MONTHLY PHONE	05/30/2024	40.00	1	05/30/2024 1
VALVERDE, MIGUEL*	No	05/30/2024	32305 C	05/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\VERIZON76071.pdf						
183	9963776071	CELLS, TABLETS & HOTSPOTS APR-MAY 24	05/23/2024	2093.41	1	05/23/2024 1
VERIZON WIRELESS*	Yes	05/23/2024	32286 C	05/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Victor 48781.pdf						
646	05022024	BOND MMERLO	05/02/2024	200.00	1	05/02/2024 1
VICTOR INSURANCE MANAGERS INC.*	No	05/02/2024	32242 C	05/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Victor 48781.pdf						
646	SI1148781	BONDS BHCPD	05/23/2024	360.00	1	05/23/2024 1
VICTOR INSURANCE MANAGERS INC.*	No	05/23/2024	32287 C	05/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Darley 17529476.pdf						
365	17529476	VENTILATOR	05/29/2024	2216.28	1	05/29/2024 1
W.S. DARLEY & CO*	No	05/30/2024	32306 C	05/2024		
Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\WAVE DG-3196.pdf						
337	DG-3196	PHONES SUPPORT JUN 24	05/20/2024	268.00	1	05/20/2024 1
WAVE TECHNOLOGIES*	No	05/23/2024	32288 C	05/2024		



## Paid Invoice Report

Vendor #	Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number	1099	Date Paid	Transaction #	Trans-MMY	Claim-Number	
CC-Transaction	CC-Vendor	CC-Name	CC-Card Number	CC-Invoice		Project-Number	

284	8693	2024 WAGE & BENEFITS SURVEY	05/15/2024	930.00	1	05/15/2024	1
WERLING ASSOCIATES*		Yes	05/16/2024	32274 C	05/2024		
No							

Image: T:\acctg\frey\BUCS\Data\FY2024\MAY-2024\Werling 8693.pdf

269	458636	FD R102 - EMI MEGA PRO RESPONSE SUPPLIES	04/30/2024	320.68	1	04/30/2024	1
WITMER PUBLIC SAFETY GROUP*		No	05/02/2024	32243 C	04/2024		
No							

Image: T:\acctg\frey\BUCS\Data\FY2024\APR-2024\Witmer R102 Supplies 4-30-24.pdf

269	459178	FD R102 - EMI FINGER RING CUTTER	04/30/2024	14.39	1	04/30/2024	1
WITMER PUBLIC SAFETY GROUP*		No	05/02/2024	32243 C	04/2024		
No							

Image: T:\acctg\frey\BUCS\Data\FY2024\APR-2024\Witmer R102 Supplies 4-30-24.pdf

Total Invoices: 92 Amount: 342,059.86

## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>FY 2023-24 YTD OVERVIEW</b>						
<b>General Fund</b>						
	Revenue	5,317,951	5,452,778	<b>3,750,289</b>	69%	3,479,952
	Expenses	5,402,123	5,949,083	<b>3,952,950</b>	66%	3,709,686
	<b>Revenues/Expenses</b>	<b>(84,172)</b>	<b>(496,305)</b>	<b>(202,661)</b>		<b>(229,734)</b>
<b>Capital Fund</b>						
	Revenue	1,956,014	1,598,928	<b>1,323,010</b>	83%	1,449,092
	Expenses	1,991,949	1,567,046	<b>365,635</b>	23%	1,601,161
	<b>Revenues/Expenses</b>	<b>(35,935)</b>	<b>31,882</b>	<b>957,375</b>		<b>(152,068)</b>
<b>Special Revenue Funds</b>						
	Revenue	2,800,985	2,993,011	<b>1,950,321</b>	65%	1,497,847
	Expenses	3,381,769	3,984,362	<b>2,881,693</b>	72%	1,876,944
	<b>Revenues/Expenses</b>	<b>(580,784)</b>	<b>(991,351)</b>	<b>(931,372)</b>		<b>(379,097)</b>
<i>Special Revenue Funds: Federal &amp; State Forfeiture, Streets, Traffic Safety, BHCCPD, Seized Assets, Hotel Occupancy Tax, Child Safety, Impound, Auction, Court Security, Federal &amp; CDBG Grants, Park, Economic Incentive, Economic Development Corp., PEG, and Debt Service funds.</i>						
<b>Proprietary Funds</b>						
	Revenue	995,802	979,000	<b>596,009</b>	61%	539,279
	Expenses	1,049,993	979,000	<b>699,224</b>	71%	375,918
	<b>Revenues/Expenses</b>	<b>(54,191)</b>	<b>-</b>	<b>(103,214)</b>		<b>163,361</b>
<i>Proprietary Funds: Sewer &amp; Stormwater Funds</i>						
<b>Total YTD Budget - All Funds</b>						
	Total Revenue	11,070,752	11,023,718	<b>7,619,629</b>	69%	6,966,170
	Total Expenses	11,825,835	12,479,491	<b>7,899,501</b>	63%	7,563,709
	<b>Revenues/Expenses</b>	<b>(755,083)</b>	<b>(1,455,774)</b>	<b>(279,872)</b>		<b>(597,538)</b>

## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>General Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		1,896,177	1,896,177		
	Revenues		5,452,778	3,750,289		
	Expenses		(5,949,083)	(3,952,950)		
	Revenue/Expense		(496,305)	(202,661)		
	Estimated Ending Fund Balance		1,399,872	1,693,517		
<b><u>General Fund Revenues</u></b>						
<b><u>Taxes</u></b>						
10-310-110	AD VALOREM TAX	1,803,216	1,925,237	1,749,507	91%	1,556,030
10-318-300	SALES TAX	1,953,533	2,000,000	1,015,112	51%	1,002,419
10-334-100	STATE MIXED DRINK TAX	31,902	28,000	17,403	62%	15,737
	Total Taxes	3,788,652	3,953,237	2,782,022	70%	2,574,186
<b><u>Fines &amp; Forfeitures</u></b>						
10-334-200	STATE COURT COSTS	20,127	26,000	15,234	59%	14,553
10-340-100	COURT FEES & CHARGES	70,477	70,000	34,037	49%	48,837
10-349-000	OTHER CHARGES	100	100	108	108%	100
10-350-100	COURT FINES	471,859	460,000	253,009	55%	320,944
10-350-150	WARRANT FEES	58,481	63,000	32,066	51%	42,416
	Total Fines & Forfeitures	621,044	619,100	334,454	54%	426,850
<b><u>Franchise Fees</u></b>						
10-318-410	CPS FRANCHISE	169,291	205,000	110,532	54%	116,642
10-318-430	TELEPHONE FRANCHISE ROW	7,652	8,000	3,716	46%	3,847
10-318-440	SAWS FRANCHISE	8,480	9,000	-	0%	-
10-318-460	CABLE FRANCHISE	63,333	22,000	8,381	38%	10,156
10-318-470	BILLBOARDS	21,000	21,000	21,000	100%	21,000
10-318-480	GARBAGE FRANCHISE	34,979	36,000	17,634	49%	18,514
	Total Franchise	304,734	301,000	161,264	54%	170,160

# Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Permits &amp; Fees</b>						
10-320-200	FOOD ESTABLISHMENT LICENSE	21,610	28,000	19,785	71%	18,065
10-320-300	COIN OPERATED MACHINE	2,865	3,000	2,790	93%	2,865
10-321-100	OCCUPANCY PERMIT	6,880	6,800	5,680	84%	4,515
10-321-110	BUILDING PERMIT	98,452	100,000	48,247	48%	64,563
10-321-120	ELECTRICAL PERMIT	23,333	20,000	7,323	37%	12,883
10-321-130	PLUMBING PERMIT	31,574	18,000	8,162	45%	21,423
10-321-140	A/C & HEATING PERMIT	24,102	19,000	10,538	55%	13,128
10-321-150	LANDSCAPING PERMIT	100	500	100	20%	-
10-321-160	YARD SALE PERMIT	140	200	40	20%	60
10-321-170	PEDDLERS PERMIT	-	200	-	0%	-
10-321-180	LIQUOR LICENSE FEES	2,805	3,000	3,525	118%	2,430
10-321-190	NOTARY FEES	18	100	12	12%	12
10-321-200	OPEN RECORDS REQUEST	54	100	24	24%	54
10-321-205	PROPERTY SAFEKEEPING FEE	600	1,000	175	18%	375
10-321-210	SHOPPING CART RECOVERY FEES	-	100	-	0%	-
10-321-290	MASSAGE THERAPY LICENSE	400	500	-	0%	400
10-321-350	CONTRACTOR'S LICENSE	5,056	7,000	2,100	30%	4,306
10-321-360	HOME OCCUPATION REGISTRATIONS	110	500	35	7%	110
10-321-400	ALARM PERMITS	14,807	18,000	7,060	39%	12,329
10-321-500	SWIMMING POOL PERMIT	375	500	342	68%	300
10-321-600	RENTAL PROP REG FEE	26,508	30,000	24,433	81%	26,508
10-321-605	SPECIAL EVENTS PERMIT	-	1,800	690	38%	-
10-321-610	TEMPORARY VENDOR PERMIT	-	22,500	10,210	45%	-
10-340-300	ZONING & SUBDIVISION FEES	2,400	3,000	1,981	66%	725
10-340-400	PLAN CHECKING FEES	13,660	10,000	12,680	127%	3,039
Total Permits & Fees		275,849	293,800	165,931	56%	188,090
<b>Other Revenues</b>						
10-334-300	STATE LEOSE TRAINING FUNDS	1,875	1,931	4,772	247%	1,875
10-340-600	RETURN CHECK FEE	91	100	35	35%	50
10-342-100	SPECIAL POLICE SERVICES	1,002	1,000	642	64%	660
10-344-500	WEED CLEANING & REMOVAL	-	1,000	-	0%	-
10-345-600	WONDERLAND OFFICE RENT	40,260	40,260	30,195	75%	30,195
10-360-000	INTEREST EARNINGS	65,912	15,000	70,098	467%	28,192
10-364-000	SALE/COMPENSATION FIXED ASSETS	-	1,000	-	0%	-
10-365-000	INSURANCE PROCEEDS	21,678	5,250	5,250	100%	-
10-370-000	OTHER REVENUES	57,003	60,000	35,614	59%	59,818
10-375-100	OVER/SHORT ACCOUNT	(150)	100	12	12%	(124)
Total Other Revenues		187,672	125,641	146,618	117%	120,666
<b>Transfers In</b>						
10-370-022	TRANSFER FROM IMPOUND	80,000	80,000	80,000	100%	-
10-370-023	TRANSFER FROM AUCTION	60,000	80,000	80,000	100%	-
Total Transfers In		140,000	160,000	160,000	100%	-
General Fund Total Revenue		5,317,951	5,452,778	3,750,289	69%	3,479,952

## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b><u>General Fund Expenses</u></b>						
<b><u>Council</u></b>						
10-405-312	COUNCIL EVENTS	1,075	2,000	-	0%	5
10-405-325	OPERATING SUPPLIES	119	500	595	119%	41
10-405-490	TRAINING	3,957	5,000	1,415	28%	3,454
10-405-492	TRAVEL	8,691	6,000	5,216	87%	1,669
10-405-494	MEMBERSHIP DUES	750	750	-	0%	750
10-405-498	OTHER EXPENSE	652	1,000	1,388	139%	405
	Operating Expenses	15,244	15,250	8,613	56%	6,324
	<b>Total Council</b>	<b>15,244</b>	<b>15,250</b>	<b>8,613</b>	<b>56%</b>	<b>6,324</b>
<b><u>Administration</u></b>						
10-410-150	SALARIES	361,920	390,880	306,025	78%	214,275
10-410-205	SSI	25,975	30,098	23,078	77%	15,000
10-410-210	MEDICAL	28,634	28,000	14,622	52%	18,999
10-410-230	TMRS	26,639	54,222	17,328	32%	16,762
10-410-240	WORKERS COMPENSATION	1,000	1,100	1,100	100%	1,000
	Personnel Expenses	444,168	504,299	362,153	72%	266,036
10-410-310	OFFICE SUPPLIES	2,081	3,000	2,196	73%	1,328
10-410-312	MEETING COSTS	220	1,000	-	0%	220
10-410-325	OPERATING SUPPLIES	659	1,000	636	64%	173
10-410-450	POSTAGE	5,944	5,000	4,273	85%	3,260
10-410-488	PRINTING	789	500	308	62%	265
10-410-490	TRAINING	1,557	3,000	1,015	34%	1,424
10-410-492	TRAVEL	2,564	6,000	3,945	66%	1,060
10-410-494	MEMBERSHIP DUES	815	2,000	1,294	65%	455
10-410-498	OTHER EXPENSE	7,735	5,000	1,705	34%	1,579
	Operating Expenses	22,364	26,500	15,373	58%	9,763
	<b>Total Administration</b>	<b>466,532</b>	<b>530,799</b>	<b>377,526</b>	<b>71%</b>	<b>275,799</b>
<b><u>Information Technology</u></b>						
10-415-345	HARDWARE & PERIPHERALS	47,250	40,000	1,595	4%	5,761
10-415-346	LICENSES & SUBSCRIPTIONS	20,559	25,000	7,498	30%	10,875
10-415-408	MANAGED IT SERVICES	98,945	100,000	72,586	73%	64,210
10-415-422	DATA ACCESS & SOFTWARE	67,312	66,000	41,015	62%	42,815
10-415-472	INTERNET, PHONES & CABLE	31,229	45,000	26,033	58%	16,487
10-415-473	TABLETS & CELL PHONES	22,985	24,000	13,562	57%	14,261
10-415-474	PHONE REIMBURSEMENTS	4,520	5,000	2,880	58%	2,920
	Operating Expenses	292,799	305,000	165,170	54%	157,328
	<b>Total Information Technology</b>	<b>292,799</b>	<b>305,000</b>	<b>165,170</b>	<b>54%</b>	<b>157,328</b>

## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b><u>Municipal Court</u></b>						
10-420-150	SALARIES	132,946	124,738	<b>83,790</b>	67%	84,249
10-420-155	PART-TIME	29,736	26,000	<b>20,405</b>	78%	19,829
10-420-160	OVERTIME	171	500	<b>182</b>	36%	171
10-420-205	SSI	12,036	11,645	<b>7,515</b>	65%	7,674
10-420-210	MEDICAL	26,396	27,000	<b>14,408</b>	53%	17,874
10-420-230	TMRS	14,718	14,143	<b>9,463</b>	67%	9,288
10-420-240	WORKERS COMPENSATION	4,000	1,000	<b>1,000</b>	100%	4,000
	Personnel Expenses	<u>220,002</u>	<u>205,026</u>	<b>136,763</b>	67%	143,086
10-420-310	OFFICE SUPPLIES	1,207	2,000	<b>1,224</b>	61%	833
10-420-418	LEGAL SERVICES - JUDICIAL	39,329	37,000	<b>25,837</b>	70%	23,201
10-420-420	WARRANT OFFICER SERVICES	51,004	-	-	0%	51,004
10-420-424	PROFESSIONAL SERVICES	15	100	-	0%	15
10-420-488	PRINTING	721	1,000	<b>411</b>	41%	721
10-420-490	TRAINING	425	500	<b>150</b>	30%	425
10-420-492	TRAVEL	468	300	-	0%	262
10-420-494	MEMBERSHIP DUES	110	400	<b>165</b>	41%	110
10-420-498	OTHER EXPENSES	-	200	-	0%	-
	Operating Expenses	<u>93,278</u>	<u>41,500</u>	<b>27,786</b>	67%	76,570
	<b>Total Municipal Court</b>	<b>313,280</b>	<b>246,526</b>	<b>164,549</b>	<b>67%</b>	<b>219,656</b>
<b><u>Police Department</u></b>						
10-510-150	SALARIES	507,453	656,138	<b>415,852</b>	63%	335,203
10-510-155	PART-TIME	20,739	23,600	<b>33,510</b>	142%	13,539
10-510-160	OVERTIME	43,320	48,000	<b>29,077</b>	61%	41,615
10-510-205	SSI	42,919	56,036	<b>34,350</b>	61%	29,039
10-510-210	MEDICAL	56,910	78,200	<b>41,588</b>	53%	38,033
10-510-230	TMRS	61,775	79,515	<b>49,718</b>	63%	41,378
10-510-240	WORKERS COMPENSATION	11,100	22,320	<b>22,320</b>	100%	11,100
10-510-280	UNIFORM ALLOWANCE	8,982	7,256	<b>13,289</b>	183%	8,703
	Personnel Expenses	<u>753,197</u>	<u>971,065</u>	<b>639,705</b>	66%	518,610
10-510-290	EMPLOYEE SAFETY EQUIPMENT	13,777	5,000	<b>3,774</b>	75%	4,038
10-510-310	OFFICE SUPPLIES	912	2,000	<b>382</b>	19%	465
10-510-325	OPERATING SUPPLIES	1,565	2,000	<b>1,570</b>	78%	258
10-510-335	FLEET FUEL	40,045	35,000	<b>16,039</b>	46%	21,537
10-510-350	AMMUNITION & EXPLOSIVES	4,587	5,000	<b>1,819</b>	36%	-
10-510-438	LABORATORY SERVICES	869	2,000	-	0%	572
10-510-440	MEDICAL SERVICES	3,707	3,000	<b>3,009</b>	100%	2,342
10-510-442	FLEET MAINTENANCE	53,091	60,000	<b>21,810</b>	36%	37,952
10-510-488	PRINTING	733	1,200	<b>581</b>	48%	733
10-510-490	TRAINING	3,374	3,000	<b>820</b>	27%	1,714
10-510-491	STATE LEOSE TRAINING	330	1,500	<b>1,408</b>	94%	330
10-510-492	TRAVEL	3,012	3,000	<b>2,356</b>	79%	1,588
10-510-494	MEMBERSHIP DUES	279	300	<b>327</b>	109%	279
10-510-498	OTHER EXPENSE	5,545	5,000	<b>2,045</b>	41%	3,078
	Operating Expenses	<u>131,826</u>	<u>128,000</u>	<b>55,939</b>	44%	74,886
	<b>Total Police Department</b>	<b>885,023</b>	<b>1,099,065</b>	<b>695,644</b>	<b>63%</b>	<b>593,496</b>

## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b><u>Communications</u></b>						
10-520-150	SALARIES	202,092	245,343	<b>157,807</b>	64%	132,851
10-520-155	PART-TIME	25,579	22,000	<b>49,185</b>	224%	15,023
10-520-160	OVERTIME	78,196	47,000	<b>14,099</b>	30%	43,259
10-520-205	SSI	22,956	24,204	<b>16,539</b>	68%	14,486
10-520-210	MEDICAL	35,452	50,000	<b>26,261</b>	53%	23,845
10-520-230	TMRS	30,805	33,013	<b>19,366</b>	59%	19,386
10-520-240	WORKERS COMPENSATION	1,500	1,000	<b>1,000</b>	100%	1,500
	Personnel Expenses	396,580	422,561	<b>284,258</b>	67%	250,350
10-520-310	OFFICE SUPPLIES	745	1,000	<b>339</b>	34%	519
10-520-325	GENERAL OPERATING SUPPLIES	220	500	<b>200</b>	40%	-
10-520-440	MEDICAL SERVICES	2,086	2,000	<b>916</b>	46%	1,401
10-520-490	TRAINING	365	500	<b>906</b>	181%	75
10-520-492	TRAVEL	228	500	-	0%	11
	Operating Expenses	3,644	4,500	<b>2,361</b>	52%	2,006
	<b>Total Communications</b>	<b>400,223</b>	<b>427,061</b>	<b>286,619</b>	<b>67%</b>	<b>252,355</b>
<b><u>Fire Department</u></b>						
10-530-150	SALARIES	1,091,951	1,163,953	<b>743,396</b>	64%	692,742
10-530-155	PART-TIME	-	1,500	-	0%	-
10-530-160	OVERTIME	43,359	40,000	<b>30,199</b>	75%	31,906
10-530-205	SSI	85,171	92,820	<b>57,715</b>	62%	54,352
10-530-210	MEDICAL	144,464	160,000	<b>79,365</b>	50%	97,045
10-530-230	TMRS	125,341	135,956	<b>87,104</b>	64%	79,659
10-530-240	WORKERS COMPENSATION	37,000	54,080	<b>54,080</b>	100%	37,000
10-530-280	UNIFORM ALLOWANCE	13,600	13,600	<b>12,400</b>	91%	12,800
	Personnel Expenses	1,540,886	1,661,909	<b>1,064,259</b>	64%	1,005,504
10-530-290	SAFETY EQUIPMENT	10,653	20,000	<b>10,661</b>	53%	9,722
10-530-295	BUNKER GEAR	6,406	7,000	-	0%	-
10-530-310	OFFICE SUPPLIES	2,248	2,000	<b>270</b>	13%	812
10-530-325	OPERATING SUPPLIES	7,638	8,000	<b>2,459</b>	31%	5,442
10-530-335	FLEET FUEL	11,243	10,000	<b>4,418</b>	44%	6,660
10-530-409	SAFETY GEAR CLEANING	2,153	3,000	-	0%	-
10-530-440	MEDICAL SERVICES	9,371	9,000	<b>90</b>	1%	8,947
10-530-442	FLEET MAINTENANCE	26,663	20,000	<b>18,349</b>	92%	19,778
10-530-485	EQUIPMENT MAINTENANCE	1,688	4,000	<b>760</b>	19%	1,461
10-530-490	TRAINING	3,201	3,000	<b>3,133</b>	104%	1,269
10-530-492	TRAVEL	-	1,500	<b>1,660</b>	111%	-
10-530-494	MEMBERSHIP DUES	1,175	1,500	<b>1,683</b>	112%	1,105
10-530-496	CERTIFICATIONS	1,861	2,000	<b>951</b>	48%	1,085
10-530-498	OTHER EXPENSES	1,999	2,000	<b>261</b>	13%	1,793
10-530-500	FACILITY MAINTENANCE	10,918	5,000	<b>5,910</b>	118%	985
10-530-580	CAPITAL OUTLAY - EQUIPMENT	-	-	-	0%	-
	Operating Expenses	97,217	98,000	<b>50,604</b>	52%	59,059
	<b>Total Fire Department</b>	<b>1,638,103</b>	<b>1,759,909</b>	<b>1,114,863</b>	<b>63%</b>	<b>1,064,564</b>

## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b><u>Community Development</u></b>						
10-610-150	SALARIES	155,617	155,522	<b>94,777</b>	61%	96,781
10-610-155	PART TIME	16,510	31,196	<b>14,569</b>	47%	3,384
10-610-160	OVERTIME	-	500	-	0%	-
10-610-205	SSI	12,637	14,416	<b>8,250</b>	57%	7,263
10-610-210	MEDICAL	18,115	30,000	<b>8,353</b>	28%	12,497
10-610-230	TMRS	16,873	17,619	<b>10,514</b>	60%	10,007
10-610-240	WORKERS COMPENSATION	1,000	1,000	<b>1,000</b>	100%	1,000
10-610-280	UNIFORM ALLOWANCE	800	800	<b>1,200</b>	150%	800
	Personnel Expenses	<b>221,553</b>	<b>251,052</b>	<b>138,663</b>	55%	131,731
10-610-310	OFFICE SUPPLIES	480	750	<b>231</b>	31%	398
10-610-335	FLEET FUEL	1,411	1,500	<b>335</b>	22%	629
10-610-416	CITY ENGINEERING SERVICES	5,817	6,000	<b>3,440</b>	57%	1,773
10-610-436	INSPECTION SERVICES	21,450	16,000	<b>14,930</b>	93%	8,160
10-610-442	FLEET MAINTENANCE	189	1,000	<b>110</b>	11%	38
10-610-482	PROFESSIONAL SERVICES	250	10,000	-	0%	-
10-610-488	PRINTING	-	100	-	0%	-
10-610-490	TRAINING	456	500	<b>510</b>	102%	-
10-610-492	TRAVEL	586	1,000	<b>1,065</b>	106%	98
10-610-494	MEMBERSHIP DUES	-	150	<b>120</b>	80%	-
10-610-498	OTHER EXPENSES	645	1,000	<b>214</b>	21%	273
	Operating Expenses	<b>31,284</b>	<b>38,000</b>	<b>20,955</b>	55%	11,369
	<b>Total Community Development</b>	<b>252,838</b>	<b>289,052</b>	<b>159,618</b>	55%	143,100
<b><u>Public Works</u></b>						
10-630-150	SALARIES	88,437	90,852	<b>55,857</b>	61%	55,411
10-630-160	OVERTIME	812	1,000	<b>1,069</b>	107%	758
10-630-205	SSI	6,583	7,073	<b>4,177</b>	59%	4,188
10-630-210	MEDICAL	18,707	20,000	<b>6,770</b>	34%	12,448
10-630-230	TMRS	9,754	10,372	<b>6,256</b>	60%	6,180
10-630-240	WORKERS COMPENSATION	5,000	5,127	<b>5,127</b>	100%	5,000
10-630-280	UNIFORM ALLOWANCE	1,600	1,600	<b>1,600</b>	100%	1,600
	Personnel Expenses	<b>130,893</b>	<b>136,024</b>	<b>80,856</b>	59%	85,586
10-630-325	OPERATING SUPPLIES	479	500	<b>150</b>	30%	336
10-630-335	FLEET FUEL	2,555	3,000	<b>723</b>	24%	1,630
10-630-345	MINOR TOOLS & EQUIPMENT	-	500	<b>22</b>	4%	-
10-630-355	MAINTENANCE & REPAIRS	113	200	<b>170</b>	85%	70
10-630-424	PROFESSIONAL SERVICES	-	5,000	-	0%	-
10-630-442	FLEET MAINTENANCE	732	1,500	<b>2,447</b>	163%	732
10-630-490	TRAINING	-	100	-	0%	-
10-630-492	TRAVEL	-	200	-	0%	-
10-820-390	MISCELLANEOUS SUPPLIES	-	100	<b>106</b>	106%	-
10-820-442	FACILITY MAINTENANCE	-	1,000	<b>752</b>	75%	-
10-820-476	UTILITIES - WATER & SEWER	638	1,000	<b>395</b>	40%	457
10-820-478	UTILITIES - ELECTRIC	2,510	2,000	<b>1,129</b>	56%	1,282
	Operating Expenses	<b>7,027</b>	<b>15,100</b>	<b>5,894</b>	39%	4,509
	<b>Total Public Works</b>	<b>137,920</b>	<b>151,124</b>	<b>86,750</b>	57%	90,095



## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b><u>Animal Control Services</u></b>						
10-650-325	OPERATING SUPPLIES	-	200	-	0%	-
10-650-345	MINOR TOOLS AND EQUIPMENT	-	200	-	0%	-
10-650-420	VETERINARY SERVICES	-	200	-	0%	-
10-650-425	ANIMAL SERVICES CONTRACT	7,599	2,000	560	28%	7,599
10-650-430	FERAL CAT PROGRAM	845	3,000	-	0%	845
10-650-440	EMPLOYEE MEDICAL SERVICES	-	200	-	0%	-
<b>Total Animal Control</b>		<b>8,444</b>	<b>5,800</b>	<b>560</b>	<b>10%</b>	<b>8,444</b>
<b><u>Health Services</u></b>						
10-710-436	INSPECTION SERVICES	12,000	12,000	8,000	67%	8,000
<b>Total Health Services</b>		<b>12,000</b>	<b>12,000</b>	<b>8,000</b>	<b>67%</b>	<b>8,000</b>
<b><u>Economic Development &amp; Public Affairs</u></b>						
10-900-150	SALARIES	65,031	74,448	45,620	61%	40,980
10-900-205	SSI	4,701	5,732	3,333	58%	2,966
10-900-210	MEDICAL	-	10,000	-	0%	-
10-900-230	TMRS	7,168	9,548	5,110	54%	4,509
10-900-240	WORKERS COMPENSATION	100	125	-	0%	100
<b>Personnel Expenses</b>		<b>77,001</b>	<b>99,853</b>	<b>54,063</b>	<b>54%</b>	<b>48,555</b>
10-900-310	OFFICE SUPPLIES	123	469	171	36%	77
10-900-312	COMMUNITY RELATIONS	3,111	5,300	2,451	46%	3,063
10-900-325	OPERATING SUPPLIES	-	1,092	320	29%	-
10-900-450	OFFICE RENT	16,232	24,347	-	0%	16,232
10-900-452	NEWSLETTER	4,698	6,800	2,803	41%	3,105
10-900-455	WEBSITE MAINTENANCE & UPDATES	725	5,430	385	7%	190
10-900-472	OFFICE TELEPHONE	-	1,596	-	0%	-
10-900-474	SECURITY ALARM MONITORING SVC	325	460	225	49%	250
10-900-478	UTILITIES - ELECTRIC	-	1,347	-	0%	-
10-900-487	RESEARCH & RESOURCES	828	1,050	437	42%	114
10-900-491	TRAINING	-	1,344	-	0%	-
10-900-492	TRAVEL	-	2,019	-	0%	-
10-900-494	MEMBERSHIP DUES	414	756	-	0%	-
10-900-501	PROMOTIONS	-	2,750	304	11%	-
10-900-502	MEETING COSTS	717	529	39	7%	439
10-920-491	MEDIA/PUBLIC RELATIONS	1,339	1,000	875	88%	898
<b>Operating Expenses</b>		<b>28,512</b>	<b>56,289</b>	<b>8,010</b>	<b>14%</b>	<b>24,368</b>
<b>Total Econ. Dev. &amp; Public Affairs</b>		<b>105,512</b>	<b>156,142</b>	<b>62,073</b>	<b>40%</b>	<b>72,923</b>

# Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b><u>Non Departmental</u></b>						
<i>Services</i>						
10-405-418	LEGAL SERVICES	30,331	40,000	<b>13,824</b>	35%	19,580
10-410-422	CONTRACTED SERVICES	1,456	112,500	<b>93,260</b>	83%	1,312
10-410-424	PROFESSIONAL SERVICES	88,301	50,000	<b>17,706</b>	35%	78,072
10-410-444	AUDIT SERVICES	11,500	20,000	<b>21,091</b>	105%	11,500
10-410-482	LEGAL NOTICES/NEWSPAPER ADS	4,285	3,000	<b>1,559</b>	52%	1,201
10-410-484	ELECTION SERVICES	2,418	3,000	<b>2,266</b>	76%	2,418
10-430-425	SERVICE AGREEMENTS	20,022	72,000	<b>35,362</b>	49%	12,180
10-490-402	BEXAR APPRAISAL SERVICE	9,024	8,500	<b>5,778</b>	68%	4,512
10-490-490	STATE UNEMPLOYMENT TAX	-	4,355	<b>4,355</b>	100%	-
Total Services		167,337	313,355	<b>195,201</b>	62%	130,774
<i>Justice Center</i>						
10-430-320	JANITORIAL SUPPLIES	1,956	2,000	<b>3,124</b>	156%	868
10-430-476	WATER & SEWER - SAWS	6,983	6,000	<b>3,678</b>	61%	3,874
10-430-478	ELECTRIC - CPS	28,576	20,000	<b>9,303</b>	47%	14,578
Total Justice Center		37,515	28,000	<b>16,105</b>	58%	19,320
<i>Insurances</i>						
10-490-460	INSURANCE - PHYSICAL PROPERTY	8,541	17,500	<b>18,635</b>	106%	8,541
10-490-462	INSURANCE - GENERAL LIABILITY	43,151	47,000	<b>48,272</b>	103%	43,151
10-490-464	INSURANCE - EMPLOYEE BONDS	1,630	1,500	<b>752</b>	50%	1,088
Total Insurance		53,322	66,000	<b>67,659</b>	103%	52,780
<i>Debt Service</i>						
10-490-475	PRINCIPLE - 21 FIRETRUCK	113,000	-	-	0%	113,000
10-490-476	INTEREST - 21 FIRETRUCK	3,033	-	-	0%	1,727
Total Debt Service		116,033	-	-	0%	114,727
<i>Transfers Out</i>						
10-490-493	TRANSFER OUT STREETS FUND	-	-	-	0%	-
10-490-494	TRANSFER OUT CAPITAL FUND	500,000	544,000	<b>544,000</b>	100%	500,000
Total Transfers Out		500,000	544,000	<b>544,000</b>	100%	500,000
Total Non Departmental		<b>874,207</b>	<b>951,355</b>	<b>822,966</b>	<b>87%</b>	<b>817,601</b>
General Fund Total Expenses		<b>5,402,123</b>	<b>5,949,083</b>	<b>3,952,950</b>	<b>66%</b>	<b>3,709,686</b>

# Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Capital Projects Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		971,272	971,272		
	Revenues		1,598,928	1,323,010		
	Expenses		(1,567,046)	(365,635)		
	Revenue/Expense		31,882	957,375		
	Estimated Ending Fund Balance		1,003,154	1,928,647		
<b><u>Revenues</u></b>						
11-360-000	INTEREST	43,116	20,000	40,582	203%	17,712
11-370-205	UTILITY REIMB PLEASANT	455,859	13,428	13,428	100%	331,380
11-370-208	UTILITY REIMB CRESTVIEW	-	296,500	-	0%	-
11-370-400	CDBG GRANT REVENUE	375,734	-	-	0%	600,000
11-370-605	TRANSFERS IN PLEASANT	481,305	-	-	0%	-
11-370-606	TRANSFERS IN CRESTVIEW	-	600,000	600,000	100%	-
11-371-215	TRANSFER IN TRAFFIC SAFETY FUND	100,000	125,000	125,000	100%	-
11-371-400	TRANSFER IN GENERAL FUND	500,000	544,000	544,000	100%	500,000
	<b>Total Revenue</b>	<b>1,956,014</b>	<b>1,598,928</b>	<b>1,323,010</b>	<b>83%</b>	<b>1,449,092</b>
<b><u>Expenses</u></b>						
11-430-510	CAPITAL OUTLAY - LAND HILLCREST	53,216	300,000	-	0%	-
11-510-570	CAPITAL OUTLAY VEHICLES	7,565	125,000	203,455	163%	-
11-520-580	CAPITAL OUTLAY EQUIPMENT	146,814	-	-	0%	146,814
11-530-530	CAPITAL OUTLAY - BUILDINGS	-	50,000	19,288	39%	-
11-530-570	CAPITAL OUTLAY VEHICLES	-	30,000	13,832	46%	-
11-530-580	CAPITAL OUTLAY - EQUIPMENT	-	70,000	-	0%	-
11-630-570	CAPITAL OUTLAY-MOTOR VEHICLES	17,500	-	-	0%	17,500
11-820-103	ENGINEER SERVICES HILLCREST	109,350	200,000	25,460	13%	14,031
11-820-105	ENGINEER SERVICES PLEASANT 1	55,735	-	-	0%	44,548
11-820-107	ENGINEERING SERVICES PLEASANT 3	2,839	-	-	0%	2,250
11-820-108	ENGINEER SERVICES CRESTVIEW	76,824	200,000	58,500	29%	51,304
11-820-205	PLEASANT CONSTRUCTION - CDBG	1,076,307	-	-	0%	888,745
11-820-206	PLEASANT CONSTRUCTION - SAWS	78,866	-	-	0%	78,866
11-820-207	PLEASANT CONSTRUCTION - CITY	56,607	-	-	0%	46,776
11-820-208	STREET CONSTRUCTION CRESTVIEW	-	592,046	45,101	8%	-
11-820-209	PLEASANT CONSTRUCTION - CPS	310,327	-	-	0%	310,327
	<b>Total Expenses</b>	<b>1,991,949</b>	<b>1,567,046</b>	<b>365,635</b>	<b>23%</b>	<b>1,601,161</b>

# Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Federal Asset Forfeiture Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		50,547	50,547		
	Revenues		5,000	-		
	Expenses		(5,000)	-		
	Revenue/Expense		-	-		
	Estimated Ending Fund Balance		50,547	50,547		
<b><u>Revenues</u></b>						
12-352-200	TREASURY DEPT FORFEITURE	2,269	5,000	-	0%	-
12-352-300	JUSTICE DEPT FORFEITURE	30,373	-	-	0%	-
	<b>Total Revenues</b>	<b>32,643</b>	<b>5,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b><u>Expenses</u></b>						
12-510-490	TRAINING	-	1,000	-	0%	-
12-510-498	OTHER EXPENSE	-	1,000	-	0%	-
12-510-580	CAPITAL OUTLAY EQUIPMENT	-	3,000	-	0%	-
	<b>Total Expenses</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>State Forfeiture Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		-	-		
	Revenues		2,000	-		
	Expenses		(2,000)	-		
	Revenue/Expense		0	-		
	Estimated Ending Fund Balance		0	-		
<b><u>Revenues</u></b>						
13-352-400	STATE COURT FORFEITURE	-	2,000	-	0%	-
	<b>Total Revenue</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b><u>Expenses</u></b>						
13-510-498	OTHER EXPENSES	6,220	1,000	-	0%	-
13-510-580	CAPITAL OUTLAY - EQUIPMENT	-	1,000	-	0%	-
	<b>Total Expense</b>	<b>6,220</b>	<b>2,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>

# Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Streets Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		355,118	355,118		
	Revenues		-	-		
	Expenses		(180,000)	(104,349)		
	Revenue/Expense		(180,000)	(104,349)		
	Estimated Ending Fund Balance		175,118	250,770		
<b><u>Revenues</u></b>						
14-360-000	INTEREST	6,400	-	-	0%	5,003
14-370-100	TRANSFER IN GENERAL FUND	-	-	-	0%	-
	<b>Total Revenue</b>	<b>6,400</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>5,003</b>
<b><u>Expenses</u></b>						
14-640-355	REPAIR/MAINTENANCE SUPPLIES	-	1,000	679	68%	-
14-640-360	STREET SIGNS & SUPPLIES	897	1,000	3,670	367%	-
14-640-416	ENGINEERING SERVICES	-	5,000	-	0%	-
14-640-424	PROFESSIONAL SERVICES	-	50,000	-	0%	-
14-640-442	REPAIR/MAINTENANCE EXPENSE	6,100	23,000	-	0%	-
14-640-490	TRANSFER OUT	-	100,000	100,000	100%	-
	<b>Total Expense</b>	<b>6,997</b>	<b>180,000</b>	<b>104,349</b>	<b>58%</b>	<b>-</b>

# Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Traffic Safety Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		227,757	227,757		
	Revenues		678,236	497,820		
	Expenses		(999,611)	(653,440)		
	Revenue/Expense		(321,375)	(155,620)		
	Estimated Ending Fund Balance		(93,618)	72,138		
<b><u>Revenues</u></b>						
15-340-600	RETURN CHECK FEE	-	100	-	0%	-
15-351-100	FINES & FEES	1,133,625	750,000	518,945	69%	632,870
15-351-200	LATE FEES	101,724	50,000	52,070	104%	57,256
15-351-300	PORTION DUE TO STATE	(171,968)	(123,214)	(73,842)	60%	(92,690)
15-360-000	INTEREST	11,665	1,250	647	52%	7,999
15-375-100	OVER/SHORT ACCOUNT	5	100	-	0%	5
	<b>Total Revenue</b>	<b>1,075,051</b>	<b>678,236</b>	<b>497,820</b>	<b>73%</b>	<b>605,440</b>
<b><u>Expenses</u></b>						
<b><u>Traffic Safety Department</u></b>						
15-511-150	SALARIES	121,303	158,196	71,358	45%	57,465
15-511-160	OVERTIME	27,072	10,000	7,480	75%	7,503
15-511-205	SSI	10,018	12,951	5,869	45%	4,820
15-511-210	MEDICAL	16,738	23,400	7,428	32%	8,842
15-511-230	TMRS	14,941	18,994	8,868	47%	7,161
15-511-240	WORKERS COMPENSATION	10,000	6,000	6,000	100%	10,000
15-511-280	UNIFORM ALLOWANCE	1,200	1,872	1,600	85%	1,200
	Personnel Expense	201,273	231,413	108,602	47%	96,991
15-511-470	CONTINGENCY	-	8,357	-	0%	-
15-511-478	STREET & EXPRESSWAY LIGHTS	60,804	62,000	36,490	59%	36,270
15-511-495	TRANSFER OUT	100,000	125,000	125,000	100%	-
	Operating Expenses	160,804	195,357	161,490	83%	36,270
	<b>Total Traffic Safety Expense</b>	<b>362,077</b>	<b>426,770</b>	<b>270,093</b>	<b>63%</b>	<b>133,262</b>
<b><u>Administration Department</u></b>						
15-515-150	SALARIES	78,745	94,271	40,010	42%	50,190
15-515-160	OVERTIME	220	500	499	100%	950
15-515-205	SSI	6,034	7,297	2,901	40%	3,891
15-515-210	MEDICAL	1,000	13,400	52	0%	642
15-515-230	TMRS	9,081	10,702	4,556	43%	5,836
15-515-240	WORKERS COMPENSATION	3,000	3,000	3,000	100%	3,000
15-515-280	UNIFORM ALLOWANCE	960	672	520	77%	960
	Personnel Expense	99,039	129,842	51,539	40%	65,469
15-515-310	OFFICE SUPPLIES	349	-	157	0%	349
15-515-442	ATS MAINTENANCE	-	500	475	95%	-
15-515-444	AUDIT SERVICES	1,000	2,500	4,800	192%	1,000
15-515-458	VENDOR PAYMENT COLLECTIONS	29,900	20,000	15,975	80%	15,950
15-515-459	VENDOR PAYMENT CITATIONS	665,822	420,000	310,401	74%	313,853
	Operating Expenses	697,071	443,000	331,808	75%	331,152
	<b>Total Administration Expense</b>	<b>796,110</b>	<b>572,842</b>	<b>383,347</b>	<b>67%</b>	<b>396,621</b>
	<b>Total Traffic Safety Fund Expense</b>	<b>1,158,187</b>	<b>999,611</b>	<b>653,440</b>	<b>65%</b>	<b>529,883</b>

## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Crime Control &amp; Prevention Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		231,463	231,463		
	Revenues		992,000	508,397		
	Expenses		(992,000)	(608,541)		
	Revenue/Expense		0	(100,144)		
	Estimated Ending Fund Balance		231,464	131,319		
<b><u>Revenues</u></b>						
18-318-300	SALES TAX	966,612	990,000	503,056	51%	496,587
18-360-000	INTEREST	9,593	2,000	5,341	267%	4,003
	<b>Total Revenue</b>	<b>976,205</b>	<b>992,000</b>	<b>508,397</b>	<b>51%</b>	<b>500,590</b>
<b><u>Expenses</u></b>						
18-513-150	SALARIES	596,659	546,253	340,307	62%	381,245
18-513-160	OVERTIME	65,347	60,000	49,865	83%	49,948
18-513-205	SSI	49,112	46,681	29,205	63%	31,634
18-513-210	MEDICAL	75,322	80,000	34,337	43%	47,324
18-513-230	TMRS	73,256	68,461	43,863	64%	47,259
18-513-240	WORKERS COMPENSATION	24,000	22,500	22,500	100%	24,000
18-513-280	UNIFORM ALLOWANCE	6,800	7,200	5,950	83%	6,800
	Personnel Expense	890,495	831,095	526,028	63%	588,209
18-513-460	INSURANCE - PROPERTY	5,932	-	-	0%	5,932
18-513-462	INSURANCE - GENERAL LIABILITY	3,541	-	-	0%	3,541
18-513-476	UTILITIES - WATER & SEWER	8,548	10,000	3,340	33%	5,902
18-513-478	UTILITIES - ELECTRIC	70,072	69,000	38,883	56%	39,819
18-513-500	FACILITY MAINTENANCE	76,616	81,905	40,290	49%	57,254
18-513-501	JANITORIAL SERVICE	45,000	-	-	0%	30,000
18-513-530	CAPITAL OUTLAY - BUILDINGS	85,609	-	-	0%	53,907
	Operating Expenses	295,319	160,905	82,513	51%	196,355
	<b>Total Expense</b>	<b>1,185,813</b>	<b>992,000</b>	<b>608,541</b>	<b>61%</b>	<b>784,564</b>
<b>Seized Assets Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		3,991	3,991		
	Revenues		2,000	-		
	Expenses		(2,000)	-		
	Revenue/Expense		-	-		
	Estimated Ending Fund Balance		3,991	3,991		
<b><u>Revenues</u></b>						
19-335-100	SEIZED CASH	-	1,000	-	0%	-
19-335-200	UNCLAIMED SECURITIES	-	1,000	-	0%	-
	<b>Total Revenue</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b><u>Expenses</u></b>						
19-490-498	OTHER EXPENSES	-	1,000	-	0%	-
19-490-500	CLAIM PAYMENTS	-	1,000	-	0%	-
	<b>Total Expense</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>

# Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Hotel Occupancy Tax Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		378,954	378,954		
	Revenues		234,900	101,113		
	Expenses		(234,900)	(117,228)		
	Revenue/Expense		0	(16,114)		
	Estimated Ending Fund Balance		378,954	362,839		
<b><u>Revenues</u></b>						
20-318-300	HOTEL OCCUPANCY TAX	214,211	233,400	94,260	40%	131,567
20-360-000	INTEREST	8,923	1,500	4,354	290%	5,854
20-367-000	CONTRIBUTIONS/DONATIONS	8,200	-	2,500	0%	-
	<b>Total Revenue</b>	<b>231,334</b>	<b>234,900</b>	<b>101,113</b>	<b>43%</b>	<b>137,421</b>
<b><u>Expenses</u></b>						
20-900-150	SALARIES	97,566	94,654	68,429	72%	61,469
20-900-205	SSI	7,052	7,288	5,000	69%	4,449
20-900-210	MEDICAL	10,617	10,000	5,014	50%	7,022
20-900-230	TMRS	10,753	9,548	7,665	80%	6,763
20-900-240	WORKERS COMPENSATION	300	125	125	100%	300
	Personnel Expense	126,287	121,615	86,233	71%	80,004
20-900-310	OFFICE SUPPLIES	756	283	534	189%	359
20-900-325	OPERATING SUPPLIES	1,600	1,508	300	20%	630
20-900-444	AUDIT SERVICES	800	1,000	1,250	125%	800
20-900-450	OFFICE RENT	22,415	33,623	-	0%	22,415
20-900-455	POSTAGE	47	100	-	0%	47
20-900-472	OFFICE TELEPHONE	-	2,204	-	0%	-
20-900-474	SECURITY ALARM SERVICE	520	452	360	80%	400
20-900-478	UTILITIES - ELECTRIC	2,478	1,859	1,226	66%	1,575
20-900-487	RESEARCH & RESOURCES	2,354	1,450	1,986	137%	2,318
20-900-491	TRAINING/CONTINUING EDUCATION	410	1,855	-	0%	270
20-900-492	TRAVEL	777	3,000	393	13%	649
20-900-494	MEMBERSHIP DUES	423	1,044	-	0%	423
20-900-605	WEBSITE REDESIGN	18,918	-	-	0%	8,318
20-920-455	WEBSITE MAINT & UPDATES	200	539	365	68%	200
20-920-480	BROCHURE/RACK CARDS	-	2,000	-	0%	-
20-920-484	WEB-BASED ADVERTISING	22,472	20,525	19,684	96%	14,573
20-920-486	MAGAZINE ADVERTISING	4,008	10,900	650	6%	4,008
20-920-502	MEETING COSTS	256	943	247	26%	183
20-920-503	PROMOTIONAL MERCHANDISE	-	1,000	-	0%	-
20-930-915	JAZZ FESTIVAL	25,556	25,000	-	0%	419
20-930-916	HISPANIC TRAILS CULTURAL EVENT	5,000	4,000	4,000	100%	5,000
	Operating Expenses	108,990	113,285	30,995	27%	62,586
	<b>Total Expense</b>	<b>235,277</b>	<b>234,900</b>	<b>117,228</b>	<b>50%</b>	<b>142,589</b>



## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Child Safety Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		38,345	38,345		
	Revenues		3,600	1,945		
	Expenses		(3,600)	(1,000)		
	Revenue/Expense		-	945		
	Estimated Ending Fund Balance		38,345	39,289		
<b><u>Revenues</u></b>						
21-334-400	SCHOOL CROSSING FEES	4,185	3,600	1,945	54%	2,373
	<b>Total Revenue</b>	<b>4,185</b>	<b>3,600</b>	<b>1,945</b>	<b>54%</b>	<b>2,373</b>
<b><u>Expenses</u></b>						
21-514-325	OPERATING SUPPLIES	500	2,000	1,000	50%	500
21-514-470	GENERAL CONTINGENCY	-	600	-	0%	-
21-514-498	OTHER EXPENSE	-	1,000	-	0%	-
	<b>Total Expense</b>	<b>500</b>	<b>3,600</b>	<b>1,000</b>	<b>28%</b>	<b>500</b>
<b>Impound Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		59,254	59,254		
	Revenues		115,600	53,981		
	Expenses		(115,600)	(97,728)		
	Revenue/Expense		-	(43,747)		
	Estimated Ending Fund Balance		59,254	15,507		
<b><u>Revenues</u></b>						
22-340-100	IMPOUND FEES	64,600	70,000	28,411	41%	39,400
22-340-110	TOWING FEES	32,395	30,000	15,675	52%	20,140
22-340-120	DAILY FEES	20,760	15,000	9,520	63%	11,960
22-340-140	ADMIN/POSTAGE FEES	675	500	375	75%	275
22-375-100	OVER/SHORT ACCOUNT	5	100	-	0%	5
	<b>Total Revenue</b>	<b>118,435</b>	<b>115,600</b>	<b>53,981</b>	<b>47%</b>	<b>71,780</b>
<b><u>Expenses</u></b>						
22-415-450	POSTAGE	1,000	800	-	0%	274
22-415-460	TOWING	38,690	31,000	17,005	55%	19,820
22-415-474	SECURITY MONITORING	599	800	420	52%	420
22-415-498	OTHER EXPENSES	32	3,000	304	10%	32
22-415-510	TRANSFER OUT GENERAL FUND	80,000	80,000	80,000	100%	-
	<b>Total Expense</b>	<b>120,321</b>	<b>115,600</b>	<b>97,728</b>	<b>85%</b>	<b>20,545</b>

## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Auction Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		89,275	89,275		
	Revenues		85,000	32,534		
	Expenses		(85,000)	(81,657)		
	Revenue/Expense		-	(49,123)		
	Estimated Ending Fund Balance		89,275	40,152		
<b><u>Revenues</u></b>						
23-340-130	VEHICLE AUCTIONS	70,245	77,500	32,534	42%	38,525
23-340-140	ADMINISTRATION FEES	3,607	7,500	-	0%	3,607
23-375-100	OVER/SHORT ACCOUNT	2	-	-	0%	-
	<b>Total Revenue</b>	<b>73,854</b>	<b>85,000</b>	<b>32,534</b>	<b>38%</b>	<b>42,132</b>
<b><u>Expenses</u></b>						
23-415-424	PROFESSIONAL SERVICES	3,438	3,000	1,657	55%	1,656
23-415-460	TOWING	-	500	-	0%	-
23-415-498	OTHER EXPENSES	61	1,500	-	0%	-
23-415-510	TRANSFER TO GENERAL FUND	60,000	80,000	80,000	100%	-
	<b>Total Expense</b>	<b>63,499</b>	<b>85,000</b>	<b>81,657</b>	<b>96%</b>	<b>1,656</b>
<b>Court Security &amp; Technology Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		100,142	100,142		
	Revenues		30,000	16,314		
	Expenses		(30,000)	(18,583)		
	Revenue/Expense		(0)	(2,269)		
	Estimated Ending Fund Balance		100,142	97,874		
<b><u>Revenues</u></b>						
24-340-125	COURT TECHNOLOGY FEE	15,071	14,000	7,473	53%	10,862
24-340-150	COURT SECURITY FEE	17,860	16,000	8,841	55%	12,858
	<b>Total Revenue</b>	<b>32,931</b>	<b>30,000</b>	<b>16,314</b>	<b>54%</b>	<b>23,720</b>
<b><u>Expenses</u></b>						
24-420-150	SALARIES	12,799	13,200	11,317	86%	8,040
24-420-210	SSI	979	1,016	866	85%	615
24-420-240	WORKERS COMPENSATION	6,000	6,000	6,000	100%	6,000
24-420-280	UNIFORMS	872	600	400	67%	872
	Personnel Expense	20,650	20,816	18,583	89%	15,528
24-420-430	COURT TECHNOLOGY	-	3,000	-	0%	-
24-420-470	CONTINGENCY	-	3,184	-	0%	-
24-420-498	OTHER EXPENSE	196	3,000	-	0%	196
	Operating Expenses	196	9,184	-	0%	196
	<b>Total Expense</b>	<b>20,846</b>	<b>30,000</b>	<b>18,583</b>	<b>62%</b>	<b>15,724</b>

# Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Federal Grants</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		-	-		
	Revenues		55,997	62,857		
	Expenses		(55,997)	(62,857)		
	Revenue/Expense		-	-		
	Estimated Ending Fund Balance		-	-		
<b><u>Revenues</u></b>						
26-300-500	FEMA - FD AIR COMPRESSOR	-	55,997	62,857	112%	-
	<b>Total Revenue</b>	-	<b>55,997</b>	<b>62,857</b>	<b>112%</b>	-
<b><u>Expenses</u></b>						
26-400-500	FD AIR COMPRESSOR	-	55,997	62,857	112%	-
	<b>Total Expense</b>	-	<b>55,997</b>	<b>62,857</b>	<b>112%</b>	-
<b>CDBG Grants</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		-	-		
	Revenues		425,000	425,000		
	Expenses		(425,000)	-		
	Revenue/Expense		-	425,000		
	Estimated Ending Fund Balance		-	425,000		
<b><u>Revenues</u></b>						
27-330-106	CRESTVIEW DRIVE	-	425,000	425,000	100%	-
	<b>Total Revenue</b>	-	<b>425,000</b>	<b>425,000</b>	<b>100%</b>	-
<b><u>Expenses</u></b>						
27-640-556	CRESTVIEW DRIVE	-	425,000	425,000	100%	-
	<b>Total Expense</b>	-	<b>425,000</b>	<b>425,000</b>	<b>100%</b>	-
<b>Parks Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		914	914		
	Revenues		1,500	900		
	Expenses		(1,500)	(220)		
	Revenue/Expense		-	680		
	Estimated Ending Fund Balance		914	1,594		
<b><u>Revenues</u></b>						
29-346-100	ROGIERS PARK PAVILION RENTAL	1,280	1,500	900	60%	650
	<b>Total Revenue</b>	<b>1,280</b>	<b>1,500</b>	<b>900</b>	<b>60%</b>	<b>650</b>
<b><u>Expenses</u></b>						
29-810-325	OPERATING SUPPLIES	42	500	-	0%	42
29-810-442	PARK MAINTENANCE	324	1,000	220	22%	284
	<b>Total Expense</b>	<b>366</b>	<b>1,500</b>	<b>220</b>	<b>15%</b>	<b>326</b>

## Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Economic Incentive Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		462,664	462,664		
	Revenues		115,000	54,605		
	Expenses		(215,000)	(220,734)		
	Revenue/Expense		(100,000)	(166,128)		
	Estimated Ending Fund Balance		362,664	296,536		
<b><u>Revenues</u></b>						
30-320-000	CPS FRANCHISE	106,267	115,000	54,605	47%	58,320
30-360-000	INTEREST	12,633	-	-	0%	9,563
	<b>Total Revenue</b>	<b>118,900</b>	<b>115,000</b>	<b>54,605</b>	<b>47%</b>	<b>67,884</b>
<b><u>Expenses</u></b>						
30-410-424	PROFESSIONAL SERVICES	-	1,000	20,734	2073%	-
30-410-426	DEVELOPMENT GRANTS	-	10,000	-	0%	-
30-600-100	DEVELOPMENT COSTS	-	1,000	-	0%	-
30-600-150	CHAMBER MEMBERSHIP FEES	-	1,000	-	0%	-
30-600-200	CITY BRANDING	-	1,000	-	0%	-
30-600-300	ADVERTISING & PROMOTIONS	-	1,000	-	0%	-
30-600-495	TRANSFER OUT CAPITAL FUND	100,000	200,000	200,000	100%	-
	<b>Total Expense</b>	<b>100,000</b>	<b>215,000</b>	<b>220,734</b>	<b>103%</b>	<b>-</b>
<b>Economic Development Corporation</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		4,620,243	4,620,243		
	Revenues		50,000	-		
	Expenses		(445,791)	(299,953)		
	Revenue/Expense		(395,791)	(299,953)		
	Estimated Ending Fund Balance		4,224,452	4,320,290		
<b><u>Revenues</u></b>						
31-320-100	PARTNERSHIP DIVIDENDS	50,000	50,000	-	0%	-
	<b>Total Revenue</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b><u>Expenses</u></b>						
31-410-100	LEGAL SERVICES	-	36,000	-	0%	-
31-410-200	DEBT SERVICE - INTEREST	202,193	193,791	145,863	75%	151,305
31-410-210	DEBT SERVICE - PRINCIPLE	198,000	206,000	154,000	75%	148,898
31-410-410	TRIPLE NET	6,196	-	-	0%	6,196
31-410-435	PROFESSIONAL SERVICES	2,398	5,000	90	2%	598
31-410-491	TRAINING	-	2,500	-	0%	-
31-410-492	TRAVEL	-	2,500	-	0%	-
	<b>Total Expense</b>	<b>408,787</b>	<b>445,791</b>	<b>299,953</b>	<b>67%</b>	<b>306,997</b>

# Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>PEG Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		36,830	36,830		
	Revenues		4,000	1,676		
	Expenses		-	-		
	Revenue/Expense		4,000	1,676		
	Estimated Ending Fund Balance		40,830	38,506		
<b><u>Revenues</u></b>						
33-318-461	1% FRANCHISE PEG	3,860	4,000	1,676	42%	2,031
	<b>Total Revenue</b>	<b>3,860</b>	<b>4,000</b>	<b>1,676</b>	<b>42%</b>	<b>2,031</b>
<b><u>Expenses</u></b>						
33-490-495	TRANSFER OUT	-	-	-	0%	-
	<b>Total Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Debt Service Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		1,495	1,495		
	Revenues		193,178	193,177		
	Expenses		(191,363)	(190,404)		
	Revenue/Expense		1,815	2,774		
	Estimated Ending Fund Balance		3,310	4,269		
<b><u>Revenues</u></b>						
36-310-110	AD VALOREM TAX	75,907	193,178	193,177	100%	38,823
	<b>Total Revenue</b>	<b>75,907</b>	<b>193,178</b>	<b>193,177</b>	<b>100%</b>	<b>38,823</b>
<b><u>Expenses</u></b>						
36-490-650	FIRETRUCK SERIES 2021 PRINCIPLE	-	114,000	114,000	100%	-
36-490-651	FIRETRUCK SERIES 2021 INTEREST	-	2,160	1,308	61%	-
36-490-652	VIVIAN SERIES 2020 PRINCIPLE	73,000	74,000	74,000	100%	73,000
36-490-653	VIVIAN SERIES 2020 INTEREST	1,956	1,203	1,096	91%	1,161
	<b>Total Expense</b>	<b>74,956</b>	<b>191,363</b>	<b>190,404</b>	<b>99%</b>	<b>74,161</b>

# Financial Report - May 2024

Account	Description	FY 2022-23 Actual	FY 2023-24 Approved	Current Year 31-May-24	67% of Budget	Prior Year 31-May-23
<b>Sewer Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		589,052	589,052		
	Revenues		876,000	553,686		
	Expenses		(876,000)	(598,696)		
	Revenue/Expense		-	(45,010)		
	Estimated Ending Fund Balance		589,052	544,041		
<b><u>Revenues</u></b>						
56-360-000	INTEREST	21,513	6,000	14,228	237%	11,708
56-381-300	WASTEWATER USER FEES	833,829	815,000	500,275	61%	449,109
56-381-301	BILLING ADJUSTMENTS	(11,021)	(25,000)	(7,822)	31%	(8,100)
56-381-305	CAPITAL REPLACEMENT	78,003	80,000	47,005	59%	41,881
	<b>Total Revenue</b>	<b>922,324</b>	<b>876,000</b>	<b>553,686</b>	<b>63%</b>	<b>494,599</b>
<b><u>Expenses</u></b>						
56-490-345	STORM WATER FEES	29,726	38,000	23,705	62%	18,226
56-490-406	BILLING SERVICES	1,716	2,000	7,589	379%	1,003
56-490-442	SEWER MAINTENANCE	-	10,000	-	0%	-
56-490-444	AUDIT SERVICES	10,000	5,000	7,000	140%	10,000
56-490-446	TRANSPORT & TREATMENT SERVICES	621,334	621,000	360,402	58%	343,871
56-490-470	CONTINGENCY	-	-	-	0%	-
56-490-471	SPECIAL PROJECTS	-	-	-	0%	-
56-490-495	TRANSFERS OUT	-	-	-	0%	-
56-490-497	TRANSFER OUT CAPITAL FUND	256,305	200,000	200,000	100%	-
56-490-499	DEPRECIATION	2,382	-	-	0%	-
	<b>Total Expense</b>	<b>921,463</b>	<b>876,000</b>	<b>598,696</b>	<b>68%</b>	<b>373,100</b>
<b>Storm Water Fund</b>						
<b><u>Fund Balance</u></b>						
	Beginning Fund Balance		119,566	119,566		
	Revenues		103,000	42,323		
	Expenses		(103,000)	(100,528)		
	Revenue/Expense		-	(58,204)		
	Estimated Ending Fund Balance		119,566	61,361		
<b><u>Revenues</u></b>						
Revenues						
57-371-100	OTHER FUND SOURCE	3,156	5,000	320	6%	2,436
57-381-300	STORMWATER USER FEES	79,222	103,000	44,265	43%	47,057
57-381-301	BILLING ADJUSTMENTS	(8,900)	(5,000)	(2,262)	45%	(4,813)
	<b>Total Revenue</b>	<b>73,478</b>	<b>103,000</b>	<b>42,323</b>	<b>41%</b>	<b>44,681</b>
<b><u>Expenses</u></b>						
57-490-406	BILLING SERVICES	1,816	2,000	528	26%	1,103
57-490-442	STORMWATER UPKEEP	715	1,000	-	0%	715
57-490-444	AUDIT SERVICES	1,000	-	-	0%	1,000
57-490-495	TRANSFER OUT	125,000	100,000	100,000	100%	-
57-495-495	TRANSFER OUT CAPITAL	-	-	-	0%	-
	<b>Total Expense</b>	<b>128,531</b>	<b>103,000</b>	<b>100,528</b>	<b>98%</b>	<b>2,818</b>

**ORDINANCE NO. 22**

**AN ORDINANCE OF THE CITY OF BALCONES HEIGHTS, TEXAS, TO AMEND THE COMPREHENSIVE ZONING ORDINANCE TO PERMIT THE USE OF SINGLE-FAMILY RESIDENCE IN THE O-1 LOW-RISE OFFICE ZONING DISTRICT TO OPERATE AS A SINGLE-FAMILY RESIDENCE; TO AMEND THE COMPREHENSIVE ZONING ORDINANCE TO PERMIT THE USE OF SINGLE-FAMILY RESIDENCE IN THE O-1 LOW-RISE OFFICE ZONING DISTRICT TO OPERATE AS A SINGLE-FAMILY RESIDENCE; AND TO AMEND THE COMPREHENSIVE ZONING ORDINANCE TO PERMIT THE USE OF SINGLE-FAMILY RESIDENCE IN THE O-1 LOW-RISE OFFICE ZONING DISTRICT TO OPERATE AS A SINGLE-FAMILY RESIDENCE.**

AS 226 Hillcrest Drive, the proposed location for this Special Use Permit; and

AS the use of Single-Family Residence is not permitted in O-1 Low-Rise Office Zoning District without a Special Use Permit (SUP), and no SUP has ever been granted for the subject property; and

AS the applicant states that the residence will comply with all local, state, and federal codes and regulations including the Residential Rental Property Registration and Inspection Program; and

AS the Planning and Zoning Commission and City Council has determined that the proposed SUP does not adversely affect the character of the area or neighborhood in which it is located; does not substantially reduce the value of the adjacent and nearby property; is in keeping with the spirit and intent of the zoning code; and does not adversely affect traffic, public health, public utilities, public safety or the general welfare of the city; and,

AS notice of public hearings before the Planning and Zoning Commission and City Council were published in a newspaper of general circulation; and

AS notice of public hearings before the Planning and Zoning Commission and City Council was sent to property owners within 200 feet of the proposed special use permit via United States Mail and the public was given the right to provide testimony on this matter and after the completion of the public hearing, the Commission voted 4-0 to recommend to the city council approval of the SUP:

**NOTICE OF PUBLIC HEARINGS BEFORE THE PLANNING AND ZONING COMMISSION AND CITY COUNCIL OF THE CITY OF BALCONES HEIGHTS, TEXAS, TO AMEND THE COMPREHENSIVE ZONING ORDINANCE TO PERMIT THE USE OF SINGLE-FAMILY RESIDENCE IN THE O-1 LOW-RISE OFFICE ZONING DISTRICT TO OPERATE AS A SINGLE-FAMILY RESIDENCE.**

**SECTION 1.** The Comprehensive Zoning Ordinance of the City of Balcones Heights, Texas is hereby amended for the purpose of establishing a SUP for the following property currently zoned O-1 Low-Rise Office Zoning District to operate as a Single-Family Residence:

226 Hillcrest Drive, Balcones Heights, Bexar County, Texas.  
Legal Description: CB 584 BLK LOT 17A.

**SECTION 2. SUPPLEMENTAL.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the

validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared void.

**SECTION 3. REPEALING ORDINANCES IN CONFLICT.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4. ORDINANCE DATE.** The Ordinance shall be effective immediately following passage by City Council.

**PASS'D AND APPROVED** 2020 0000002020

Johnny Rodriguez  
Mayor

**ATTEST**

Delia R. Sanchez  
City Secretary



**ORDINANCE NO. 2024-xx**

**AN ORDINANCE OF THE CITY OF BALCONES HEIGHTS, APPROVING VIA'S  
DECISION TO REPEAL THE APPLICATION OF THE EXEMPTION OF TAXES ON  
SALES WITHIN VIA'S ENTITY AREA OF TELECOMMUNICATIONS SERVICES  
AND VIA'S DECISION TO IMPOSE SUCH A TAX ON TELECOMMUNICATIONS  
SERVICES.**

**WHEREAS**, under Section 322.109 of the Texas Tax Code there are exempted from the taxes imposed by a taxing entity the sales within the entity area of telecommunications services unless the application of the exemption is repealed under that section, and

**WHEREAS**, under Section 322.109(d) of the Texas Tax Code, the governing board of a taxing entity created under Chapter 451, Transportation Code, may not repeal the application of the exemption of taxes on sales within its entity area of telecommunications services unless the repeal is first approved by a majority of the members of the governing body of each municipality that created the taxing entity, and

**WHEREAS**, VIA Metropolitan Transit (VIA) is a taxing entity created under Chapter 451, Transportation Code; and

**WHEREAS**, the City Council of the City of Balcones Heights is a governing board of a municipality that created VIA; and

**WHEREAS**, VIA does not currently impose a sales and use tax on telecommunications services sold within its entity area; and

**WHEREAS**, the governing board of VIA intends to repeal the application of the exemption of taxes on sales within VIA's entity area of telecommunications services and has requested the City Council of the City of Balcones Heights approve VIA's decision to do so as required under Section 322.109(d) of the Texas Tax Code; and

**WHEREAS**, after thorough review and consideration, the City Council finds it approves VIA's desire to repeal the application of the exemption of taxes on sales within VIA's entity area of telecommunications services and approves VIA's intent to impose such a tax on telecommunication services.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
BALCONES HEIGHTS, THAT:**

SECTION 1. The City Council hereby approves VIA's decision to repeal the application of the exemption of taxes on sales within VIA's entity area of telecommunications services and approves VIA's decision to impose such a tax on telecommunications services.

SECTION 2. Upon this Ordinance becoming law pursuant to applicable City procedures, it shall be entered into the minutes of the City Council.

Johnny A. Rodriguez, Jr.  
Mayor

ATTEST:

Delia R. Sanchez  
City Secretary



# ***VIA Metropolitan Transit Service Update***

Balcones Heights | 2024

*Tom Marks*

*Chief Government and External Affairs Officer  
Government and Community Relations*



## Today's Discussion

- Service Benefits
- Ridership in Balcones Heights
- Service Cost and Value
- Financial Investment
- Telecom Tax

A woman with curly hair is shown in profile, wearing white headphones and looking down at a smartphone. She is seated on a public transit vehicle, with a blue and white handrail visible in the foreground. The background is blurred, showing other passengers and the interior of the vehicle.

# Public Transit Benefits

Connects people to jobs, training,  
education, healthcare

Offers independence to people in  
the disability community

Helps drive local businesses and  
supports the economy

Lowers harmful emissions for  
a cleaner environment

Provides affordable, accessible  
mobility options



# Bus Service Snapshot

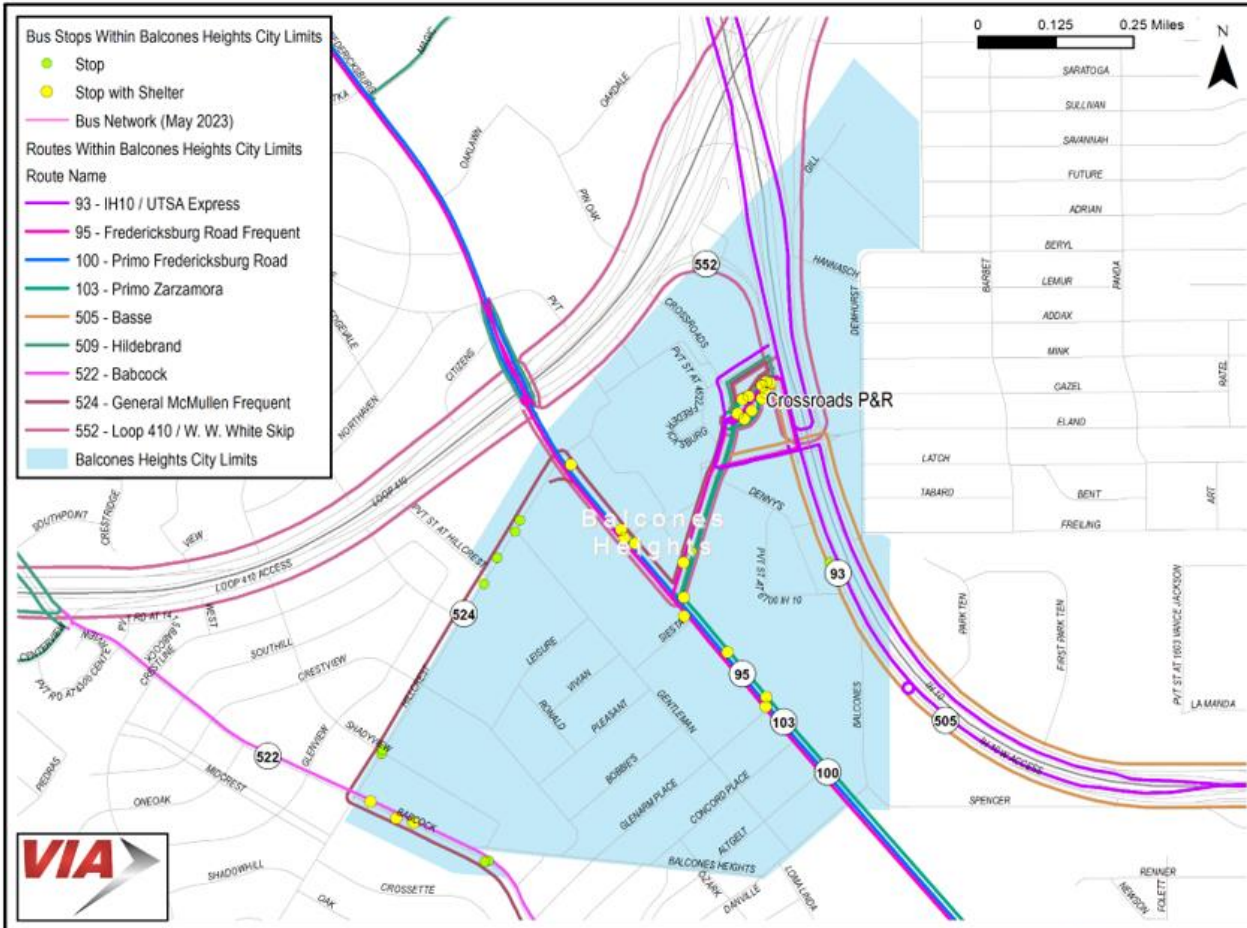
## CURRENT SERVICE

- Currently **701,986** boardings per year

Route #	Route/Line	Frequency
93	IH10/UTSA Express	30 mins
95	Fredericksburg Road Frequent	20 mins
100	Primo Fredericksburg Road	15 mins
103	Primo Zarzamora	15 mins
505	Basse	60 mins
509	Hildebrand	60 mins
522	Babcock	60 mins
524	General McMullen Frequent	20 mins
552	Loop 410/W.W. White Skip	15 mins

35 Stops

24 Sheltered Stops

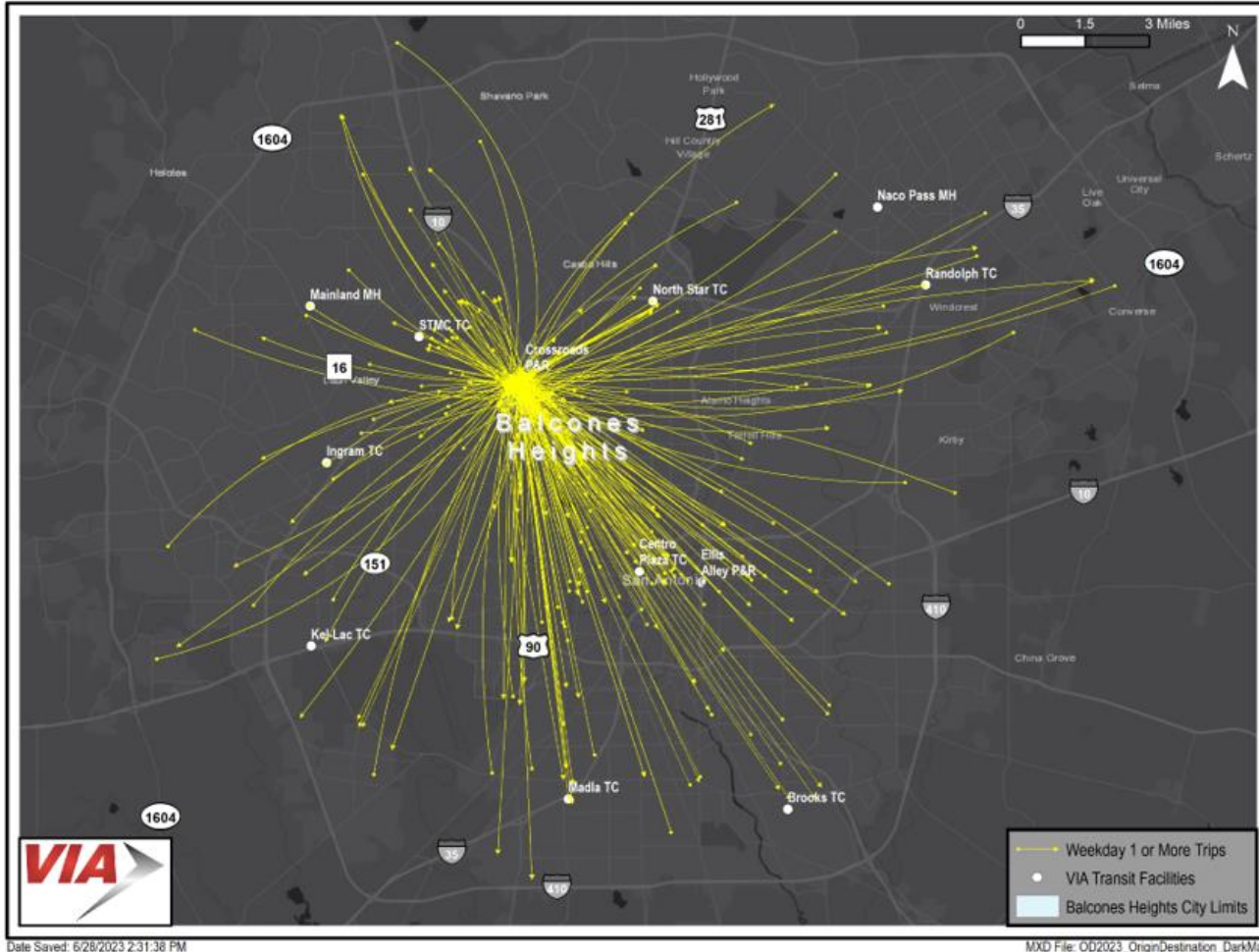


Note: This map was made for conceptual purposes and it is subject to change.

Date Saved: 10/30/2023 8:53:00 AM MXD File: Bus\_Service\_May2023Map\_V02

# VIAtrans Service Snapshot

## CONNECTIONS TO THE NETWORK (TRIP ORIGINS AND DESTINATIONS)



448 Active VIAtrans clients in Balcones Heights

5,140 trips in FY 2022

5,376 trips in FY 2019

▪ \$23.91 Cost per trip

Popular trip destinations include:

- Dialysis Centers
- Senior Centers
- Medical Facilities
- Grocery Stores
- Shopping Centers
- Schools



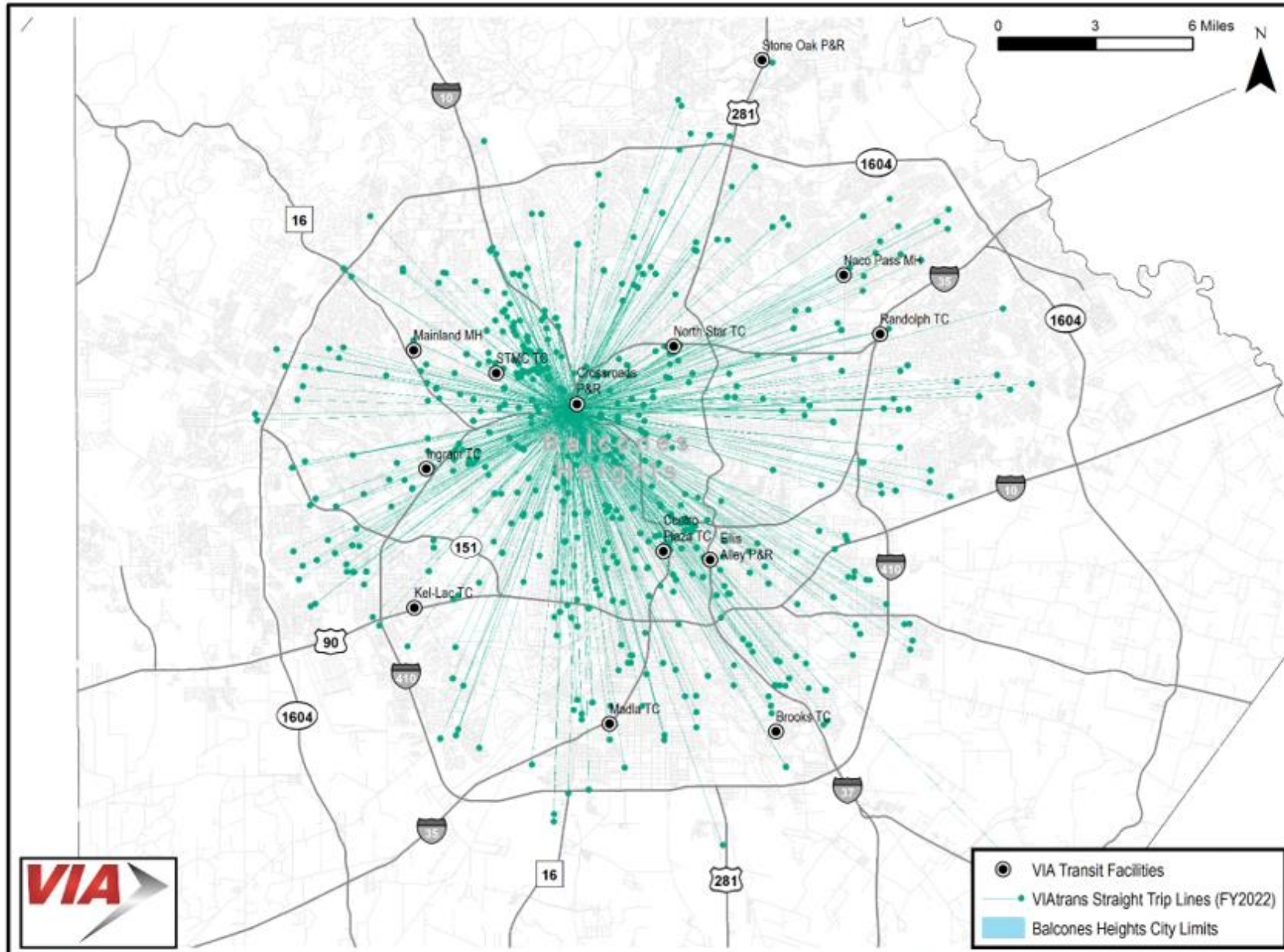
# Top 5 VIA Bus Stops in Balcones Heights



- FREDERICKSBURG RD. AT WONDERLAND MALL- Bus Stop 10509 Fredericksburg Rd (Street in front of Hobby Lobby)
- CROSSROADS BLVD./FREDERICKSBURG RD.- Bus Stop 42329 (AT&T Store, Tequila Jalisco)
- FREDERICKSBURG RD. OPP. WONDERLAND MALL-Bus Stop 42219 (Denny's)
- FREDERICKSBURG RD. OPP. HILLCREST – Bus Stop 31739 (Mall Entrance by WSS/ Shoe Store)
- FREDERICKSBURG RD. & GLENARM – Bus Stop 42993 (Exxon)



# VIATRANS - TRIPS FROM BALCONES HEIGHTS



Note: This map was made for conceptual purposes and it is subject to change.

Date Saved: 10/24/2023 2:36:21 PM MXD File: VIAtransFY2022\_Trips\_From\_BalconesHeights\_Map

## VIATRANS Snapshot

## Trips From Balcones Heights

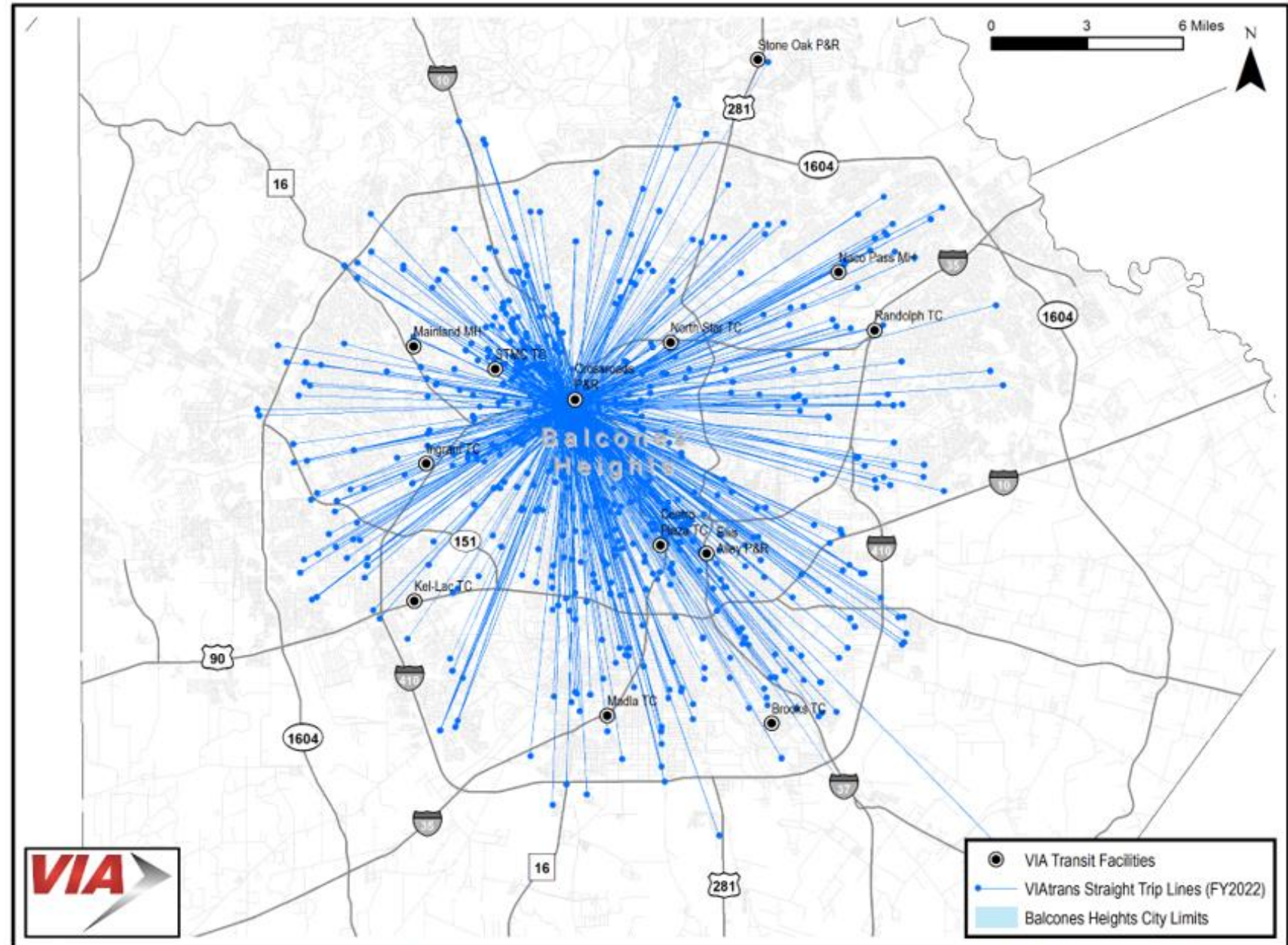




# VIATRANS Snapshot

## Trips to Balcones Heights

### VIATRANS - TRIPS TO BALCONES HEIGHTS



Note: This map was made for conceptual purposes and it is subject to change.

Date Saved: 10/25/2023 9:01:25 AM

MXD File: VIATRANSFY2022\_Trips\_To\_BalconesHeights\_Map

# Transit Investment/Benefit to Balcones Heights

## ► Revenues

Sales Tax <sup>1</sup>	\$921,534
Line Service Passenger Fares <sup>2</sup>	\$383,316
VIATrans Passenger Fares <sup>3</sup>	\$9,045
<hr/>	
<b><i>Subtotal Revenues</i></b>	<b><i>\$1,313,895</i></b>

## ► Expenses

Line Service Expense <sup>4</sup>	(\$2,791,240)
VIATrans Expense <sup>5</sup>	(\$122,886)
<hr/>	
<b><i>Subtotal Expenses</i></b>	<b><i>(\$2,914,126)</i></b>

## ► System Subsidy for Balcones Heights ***(\$1,600,231)***

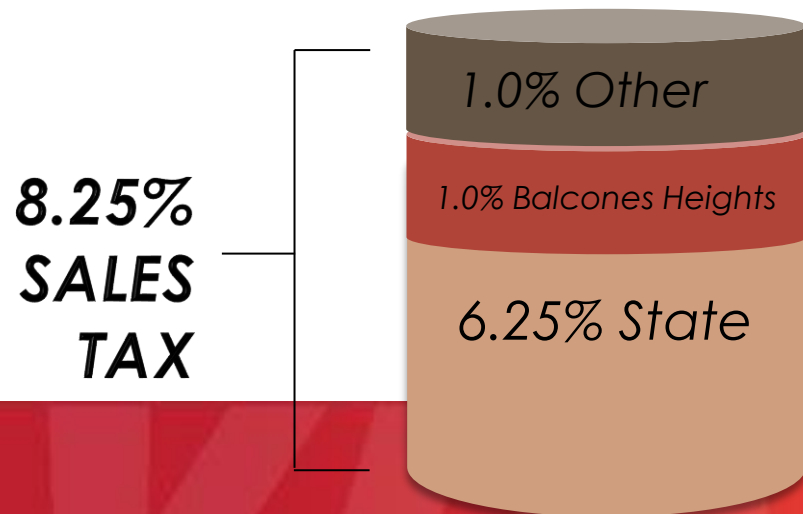
Notes: <sup>1</sup> VIA does not receive MTA sales tax receipt details by individual member city from the Texas Comptroller. Gross sales tax receipts for the MTA are allocated by city based on the ratio of the MTA sales tax rate to the total city sales tax rate.

<sup>2</sup> Fare based on August 2022 sign-up ridership annualized; <sup>3</sup> Fare based on FY21 trips; <sup>4</sup> Based on January 2023 sign-up scheduled service hours annualized; <sup>5</sup> Based on FY21 trips

# HOW TRANSIT IS FUNDED IN TEXAS

**1973** Texas Legislature authorized up to 1% local sales tax for transit (MTA)

**1977** San Antonio voters approve the creation of the first MTA in Texas VIA, funded by a ½ cent (.5%) sales tax



## PENNY SALES TAX ALLOCATION 2026

1/8 cent = \$50M/year (2023)

1/16 cent = \$25M/year (2023)

Balcones  
Heights Crime  
Control &  
Prevention  
District  
½ Cent



VIA  
METROPOLITAN  
TRANSIT  
AUTHORITY  
(MTA)  
½ Cent





# Telecom Tax

Telecommunications Exemption - ☐☐☐☐☐☐ **C ☐☐☐ 321.21** ☐ In accordance with Texas State Tax code Telecommunications companies require an administrative notice in order to implement the sales tax.

VIA is proposing an ordinance that allows the statutorily required collection of sales use tax on receipts from the sale of telecommunication services within the city as allowed under ☐☐☐☐☐☐ **C ☐☐☐ 321.21** ☐.

# Telecom Tax

## Telecom Category Tax

- Telecommunications Exemption - Texas Tax Code 321.210, In accordance with Texas State Tax code Telecommunications companies require an administrative notice in order to implement the sales tax.
- VIA proposed to the 7 municipalities an ordinance that allows the statutorily required collection of sales use tax on receipts from the sale of telecommunication services within the municipalities as allowed under Texas Tax Code 321.210.
- We will have all small municipalities done in June.
- COSA and the VIA Board are next.

Suburban City	City Council Date	Status
Leon Valley	April 16, 2024	Passed
Alamo Heights	April 29, 2024	Passed
Terrell Hills	May 7, 2024	Passed
Shavano Park	May 13, 2024	Passed
Castle Hills	May 14, 2024	Passed
Balcones Heights	June 24, 2024	Pending
Olmos Park	September 18, 2024	Pending

# Government Relations

**Chief Government & External Affairs Officer:**

Tom Marks [tom.marks@viainfo.net](mailto:tom.marks@viainfo.net)

**Manager of Governmental Relations:**

Eloy LaQue [eloy.laque@viainfo.net](mailto:eloy.laque@viainfo.net)

**Government Relations Coordinator:**

Mario Llano [Mario.llano@viainfo.net](mailto:Mario.llano@viainfo.net)





# STAFF REPORT

**Requestor:** Gilbert Perales

**Department:** City Administrator

**Date of Meeting:** 05/20/2024

**Subject:** Telecom Tax

**Caption:**

**Discussion on VIA Metropolitan Transit's Request to Implement Telecom Tax**

**Background:**

The governing board of VIA intends to repeal the application of the exemption of taxes on sales within VIA's entity area of telecommunications services and has requested the City Council of the City of Balcones Heights approve VIA's decision to do so as required under Section 322.109(d) of the Texas Tax Code; today's discussion is to consider VIA's request. City Council would take action at the May 2024 meeting.

**Fiscal Impact:**

**None**

**Recommendation:**

**Attachment(s):**

**Proposed Ordinance**



# STAFF REPORT

**Requestor: Lorenzo Nastasi**

**Department: Economic Development/Public Affairs**

**Date of Meeting: May 20, 2024**

**Subject: SA Double K, LLC (Spirit Halloween)**

**Caption:**

**DISCUSSION and POSSIBLE ACTION regarding the potential sub-lease by the City of B-61 to SA Double K, LLC (Spirit Halloween) from July 1 – November 12, 2024**

**Background:**

**The Spirit Halloween team have utilized space and Wonderland for many years to host a Halloween-themed store.**

**Fiscal Impact:**

**Revenue from rental space, \$48,500, which includes CPS utility costs.**

**Recommendation:**

**Staff recommends approval**

**Attachment(s):**

**Lease agreement**

**LEASE AGREEMENT**  
(Short-Term Lease)

**BETWEEN**

**CITY OF BALCONES HEIGHTS**

**AND**

**SA DOUBLE K, LLC.**

**AT**

**WONDERLAND OF THE AMERICAS MALL**

4522 Fredericksburg Road  
Balcones Heights, Texas  
78201

## **APPENDIX 1**

### **BASIC TERMS**

Lease Date: July 1, 2024

Tenant: SA DOUBLE K, LLC, a Texas limited liability company.

Address of Tenant: 202 E. Locust Street  
San Antonio, Texas 78212

Contact: Lorenzo Nastasi Telephone: (210) 957-2991

Tenant Broker: None

Landlord Broker: None

Landlord: CITY OF BALCONES HEIGHTS, a Texas municipal corporation and political subdivision of the State of Texas

Address: 3300 Hillcrest Drive  
Balcones Heights, Texas 78201

Contact: Property Manager Telephone: (210) 785-3500

Premises: 15,490 square feet of Rentable Area, being Suite No. B61, located in Wonderland of the Americas Mall (the "Building") with a street address of 4522 Fredericksburg Road, Balcones Heights, Texas 78201.

Rentable Area of Building: 15,490 sq. ft.

Property: Collectively, the Land and Building, together with all landscaping, driveways, parking areas, parking garages, and all other buildings and improvements which are now or hereafter located on the "Land."

Lease Term: 4 full months and any partial months

Commencement Date: July 1, 2024

Termination Date: November 12, 2024

Rent

Commencement Date: July 15, 2024, or upon delivery of possession of the Premises.

Base Rental: Total rent for the Term is \$48,500.00

Security Deposit: None required

Parking: Non-exclusive parking spaces

Permitted Use: Retail sale of Halloween-related merchandise, including but not limited to, costumes, masks, wigs, makeup, accessories, decorations, party goods, home decorations, and any other item then being sold in a majority of Tenant's other stores operated under the same trade name as the Premises

This **APPENDIX 1** is incorporated into and made a part of the Lease attached hereto (the "Lease")

**LEASE AGREEMENT**

(Short-Term Lease)

This Lease Agreement (the "Lease") is made and entered this \_\_\_\_ day of \_\_\_\_, 2024 (the "Effective Date"), by and between CITY OF BALCONES HEIGHTS ("Landlord") a Texas municipal corporation and political subdivision of the State of Texas, and SA DOUBLE K, LLC, a Texas limited liability company ("Tenant"), and whose address is 202 E Locust St, San Antonio, Texas 78212.

1. **Premises.** In consideration of the mutual covenants, conditions and agreements in this Lease, Landlord leases to Tenant, and Tenant leases from Landlord, the following described premises ("Premises"):

15,490 square feet of Rentable Area, being **Suite No. B61**, located in Wonderland of the Americas Mall (the "Building") with a street address of 4522 Fredericksburg Road, Balcones Heights, Texas 78201.

1A. **Condition Of Premises:** Tenant agrees to accept the Premises in "as is" condition, provided however, that (i) the electrical, HVAC, lighting, plumbing and structural portions of the Premises, including the roof, shall be in good working order and condition and free from defects at the time possession of the Premises is delivered to Tenant.

2. **Term.** The term of this Lease ("Term") shall begin on July 1, 2024 ("Commencement Date") and end **November 12, 2024** ("Expiration Date"). Landlord shall deliver possession of the Premises to Tenant for preparation, cleaning, and general setup on **July 1, 2024**.

3. **Rent.** Total rent ("Rent") for the Term is **\$48,500.00** (Forty-Eight Thousand Five Hundred Dollars) payable to Landlord as follows: **\$24,250.00** (Twenty-Four Thousand Two Hundred Fifty Dollars) due upon delivery of possession of the Premises, and **\$24,250.00** (Twenty-Four Thousand Two Hundred Fifty Dollars) due on or before **October 18, 2024**. All Rent provided for in this Lease shall be paid to City of Balcones Heights by check at the following address: 4522 Fredericksburg Rd, Ste A-22; Balcones Heights, TX 78201.

4. **Personal Property.** Tenant shall furnish at its own expense all personal property to be used by Tenant on the Premises.

5. **Permitted Use.** Tenant shall use the Premises only for the retail sale of Halloween related merchandise, including but not limited to, costumes, masks, wigs, makeup, accessories, decorations, party goods, home decorations, and any other item then being sold in a majority of Tenant's other stores operated under the same trade name as the Premises (The "Permitted Use"). Tenant shall carry on no other business on said Premises without the prior written consent of Landlord. Tenant's business in the Premises shall be conducted under the trade name "Spirit Halloween Superstores" or "Spirit Halloween" or such other trade name used by a majority of Tenant's similar retail stores. Except for the Premises, from and after the Effective Date, Landlord shall not lease or license space in the shopping center to any tenant or other occupant whose principal operation is that of a seasonal retail store selling primarily Halloween merchandise.

6. **Utilities.** Tenant agrees to pay for all telephone, fire alarm monitoring fees as well as any Wi-Fi or broadband fees. Fees for electricity, water, garbage or trash collection are incorporated into the rental fee and will not be billed separately.

7. **Subletting.** Tenant shall not sublet the whole or any part of the Premises without first obtaining the prior written consent of Landlord, which consent may be withheld by Landlord in its sole and absolute discretion.

8. **Maintenance and Repairs.** Landlord represents that the electrical system, HVAC system, plumbing system, fire sprinkler and alarm systems (if required by local fire code), lighting fixtures, exterior front entry door, and physical structure of the Premises are in good working order. Landlord shall at all times at its sole cost and expense keep and maintain the Premises in good condition, order and repair, including the parking lot, roof, foundation and structural portions of the Premises, as well as the mechanical, electrical, HVAC and other utility systems servicing the Premises, unless such repairs are necessitated by the gross negligence or willful misconduct of Tenant. During the Term, Tenant agrees to keep and maintain the interior of the Premises in a clean and orderly condition.

9. **Liens.** Tenant shall not permit any liens to be filed against the Premises on account of the furnishing of any labor, material or supplies, or for any other cause or reason. In the event liens

are filed, then Tenant shall promptly cause the same to be released, bonded or satisfied in full within ten (10) days of the date of such filing.

10. **Indemnification.**

**Tenant shall indemnify and hold Landlord harmless from and against any and all claims, actions, damages, liability and expenses in connection with loss of life or personal injury arising from or out of Tenant's occupancy or use of the Premises or any part thereof, resulting from the negligence or misconduct of Tenant, its agents, contractors or employees. Notwithstanding the foregoing, Tenant shall have no obligation to indemnify or hold Landlord harmless against claims for loss of life or personal injury arising in whole or in part out of or by reason of any act, negligence, or fault of Landlord or of its agents, servants, or employees.**

11. **Tenant's Insurance.** Tenant shall carry, at its own expense, (i) commercial general liability insurance in an amount of not less than \$1,000,000.00 per occurrence, with a \$2,000,000.00 general aggregate for bodily injury and property damage, and (ii) all risk property insurance covering Tenant's trade fixtures, inventory and other personal property for the full replacement cost thereof. Landlord shall be named as an additional insured on the aforesaid liability insurance and shall be provided with evidence confirming such coverage prior to occupancy of the Premises by Tenant.

12. **Landlord's Insurance.** Landlord shall carry property insurance through the Texas Municipal League Intergovernmental Risk Pool ("TMLIRP"), including special form perils endorsement, insuring the building of which the Premises is a part, in an amount not less than the full replacement cost. In addition, Landlord's TMLIRP insurance will include premises liability for the property of which the Premises is a part, in at least the same amounts required of Tenant.

13. **Hazardous Materials.** Tenant agrees not to maintain, keep, store or permit the maintenance or storage of any dangerous, flammable or hazardous material on the Premises (other than reasonable and customary amounts as permitted under existing fire and safety rules and regulations) and further agrees to comply with all fire and safety rules and regulations, provided such compliance does not require Tenant to install or modify any fire protection, fire detection or fire alarm systems in the Premises. Any such installations or modifications shall be the sole responsibility of the Landlord.

14. **Casualty.** If all or any part of the Premises shall be damaged or destroyed by fire, earthquake or other casualty so as to render the Premises untenable in Tenant's sole opinion, then this Lease shall terminate, at the written option of Landlord or Tenant, from the date of such casualty, and upon such notice Tenant shall at once surrender the Premises and all interest therein to the Landlord, and shall not be liable for any further payments of Rent as of the date of such casualty. Any portion of the Rent applicable to the time period after the date of such casualty shall be refunded to Tenant.

15. **Quiet Enjoyment.** Landlord represents and warrants that Landlord has the right, power and lawful authority to enter into this Lease for the full Term hereof. Tenant, upon paying the Rent

required under this Lease, shall peaceably and quietly hold and enjoy the Premises during the full Term hereof. On or before the Expiration Date, Tenant will make all necessary repairs to return the Premises to its original condition, reasonable wear and tear excepted.

16. **Signage.** All signage is subject to the prior written approval of the Landlord.

Beginning August 1<sup>st</sup> (or upon the mutual execution and delivery of this Lease if such date is later than August 1<sup>st</sup>), Tenant shall have the right to place temporary professionally prepared banner signs containing Tenant's trade name on the front facade and sides (if applicable) of the building of which the Premises is a part (to the extent the same is permitted by the City of Balcones Heights) and on the pylon signs. Tenant agrees to obtain the necessary governmental permits or approvals required for the installation of such signage. Upon the removal of the signs at the end of the Term, Tenant will make all necessary repairs to return the building and monuments to their original conditions prior to the installation of signs, reasonable wear and tear excepted.

In addition to the above banner signs, Tenant shall have the right to place at the Premises signage stating "Halloween Store Opening Soon" (or similar language) immediately upon the mutual execution and delivery of this Lease.

Upon Landlord's written request, Tenant agrees to display a single "For Lease" sign on a window panel of the Premises, not to exceed 24" x 24" (such sign to be provided by Landlord). Any such sign shall not unreasonably interfere with Tenant's operation or the visibility of the Premises.

17. **Governmental Approvals.** In the event any governmental authorities require Tenant to (i) make modifications to the Premises so that Tenant can conduct business at the Premises, or (ii) obtain licenses or permits, and the costs for such modifications or licenses and permits exceed a cumulative total of \$2,000.00, then Tenant shall have the right to terminate this Lease by giving written notice to Landlord. In the event Tenant so elects to terminate this Lease, Landlord shall refund to Tenant all Rent and deposits (if any) paid to Landlord. Landlord may, however, elect to pay all costs above the amount of \$2,000.00, in which event Tenant's notice of termination shall be void, provided Landlord notifies Tenant in writing of such election no later than two (2) business days following Landlord's receipt of Tenant's written notice of termination.

18. **Zoning.** Landlord represents and warrants that the Premises are zoned for retail. In the event Tenant is unable to obtain the necessary governmental approvals to operate its business at the Premises, this Lease shall be considered null and void and Landlord shall refund to Tenant all Rent and deposits (if any) paid to Landlord.

19. **Access to Premises.** Landlord shall have access to the Premises at all reasonable times during Tenant's normal business hours and upon not less than 24 hours prior notice (except in the event of emergency), in which Landlord may access the Premises without notice, to enable Landlord (i) to examine the same and to make such repairs, additions and alterations as Landlord may be permitted to make hereunder; and (ii) to show the Premises to prospective tenants, mortgagees and purchasers.

20. **Default.** In the event Tenant shall be in default in the payment of any installment of Rent herein reserved more than five (5) days following written notice from Landlord, or in the event Tenant shall be default in the performance of any other of the terms, covenants, conditions or provisions herein contained binding upon Tenant after Landlord has given Tenant fifteen (15) days prior written notice of such non-performance, Landlord shall have the right (in addition to all other rights and remedies provided by law) to terminate this Lease, to re-enter and take possession of the Premises, peaceably or by force, and to remove any property therein, without



liability for damage to, and without obligation to store, such property. In the event Landlord shall be default in the performance of any of the terms, covenants, conditions or provisions herein contained binding upon Landlord after Tenant has given Landlord fifteen (15) days prior written notice of such non-performance, Tenant shall have the right (in addition to all other rights and remedies provided by law) to terminate this Lease.

21. **Notices.** Any notice required or permitted under this Lease shall be in writing and, except as specifically provided otherwise herein, shall be deemed to have been duly given and delivered (a) one (1) business day after the date on which the same has been delivered prepaid to a national courier service guaranteeing next day service, or (b) three (3) days after deposit in the United States mail, registered or certified, return receipt requested, postage prepaid, in each case addressed to the party to whom such notice is given at the address set forth below:

To Tenant: SA Double K, LLC  
202 E Locust St  
San Antonio, TX 78212

To Landlord: City of Balcones Heights  
3300 Hillcrest Drive  
Balcones Heights, Texas  
78201 Attn: City Manager

22. **Attorneys' Fees.** If either Landlord or Tenant institutes any action or proceeding against the other to enforce any provision of this Lease, the non-prevailing party shall reimburse the prevailing party for all reasonable costs and expenses incurred by the prevailing party in the performance of this Lease, including court costs, expenses and reasonable attorneys' fees

23. **Brokerage Commissions.** Each of the parties hereto represents and warrants to the other that it has not dealt with any broker or finder in connection with this Lease. Landlord and Tenant agree to indemnify and defend (with counsel reasonably acceptable to the other) the other party and to hold the other party harmless from and against any liability for claims for commissions or fees by any other broker or finder based on the acts of the indemnifying party.

24. **Entire Agreement.** This Lease contains the entire agreement of the parties, all prior understanding and agreements are being merged herein. There are no oral or written agreements or representations between Landlord and Tenant except as expressly set forth in this Lease. No modifications of this Lease will be binding upon Landlord or Tenant unless made in writing and signed by each party. The terms, covenants and conditions contained herein shall inure to the benefit of, and be binding upon, Landlord and Tenant, and their respective heirs, successors and assigns.

25. **Severability.** If any term or provision of this Lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease or the application of such term or provision to persons or circumstances, other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

26. **Governing Law.** This Lease shall be construed in accordance with the laws of the State of Texas. Venue shall be in the courts located in Bexar County, Texas.

27. **Force Majeure.** Neither the Landlord nor the Tenant shall be liable for failure to perform any obligation under this Lease in the event it is prevented from so performing by strike, lockout, breakdown, city/state proclamation prohibiting social gatherings or setting curfews, accident, act of terrorism, order or regulation of or by any governmental authority or failure to supply or inability by the exercise of reasonable diligence to obtain supplies, parts or employees necessary to furnish such services or because of war or other emergency or for any other cause beyond its reasonable control (collectively, "Force Majeure"). In addition, if Tenant determines, in its sole judgment, that it is unable to operate its store as contemplated herein because of Force Majeure, then Tenant may terminate this Lease at any time upon thirty (30) days written notice to Landlord. Upon Landlord's receipt of Tenant's termination notice, this Lease shall terminate. Tenant's Rent will be owed and due up to and including the date of such termination and Landlord shall refund to Tenant all prepaid rent and deposits (if any) paid to Landlord within thirty (30) days following the effective date of such termination.

28. **Time of the Essence.** Time is of the essence with respect to the performance of each, every, and all of the terms, conditions, promises and provisions of this Lease.

INWITNESS WHEREOF, the parties hereto have executed this Lease the day and year first above written.

<b>LANDLORD:</b>  CITY OF BALCONES HEIGHTS a Texas Municipal Corporation   By: _____ Gilbert Perales, City Administrator	<b>TENANT:</b>  SA DOUBLE K, LLC A Texas Limited Liability Company   By: _____ Name: Tammy Vick Mowles Title: Member Tenant's Federal Tax ID#: 54-2120478
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# STAFF REPORT

**Requestor: Lorenzo Nastasi**

**Department: Economic Development/Public Affairs**

**Date of Meeting: May 20, 2024**

**Subject: SA Double K, LLC (Spirit Halloween)**

**Caption:**

**DISCUSSION and POSSIBLE ACTION regarding the potential sub-lease by the City of B-61 to SA Double K, LLC (Spirit Halloween) from July 1 – November 12, 2024**

**Background:**

**The Spirit Halloween team have utilized space and Wonderland for many years to host a Halloween-themed store.**

**Fiscal Impact:**

**Revenue from rental space, \$48,500, which includes CPS utility costs.**

**Recommendation:**

**Staff recommends approval**

**Attachment(s):**

**Lease agreement**

**LEASE AGREEMENT**  
(Short-Term Lease)

**BETWEEN**

**CITY OF BALCONES HEIGHTS**

**AND**

**SA DOUBLE K, LLC.**

**AT**

**WONDERLAND OF THE AMERICAS MALL**

4522 Fredericksburg Road  
Balcones Heights, Texas  
78201

## **APPENDIX 1**

### **BASIC TERMS**

Lease Date: July 1, 2024

Tenant: SA DOUBLE K, LLC, a Texas limited liability company.

Address of Tenant: 202 E. Locust Street  
San Antonio, Texas 78212

Contact: Lorenzo Nastasi Telephone: (210) 957-2991

Tenant Broker: None

Landlord Broker: None

Landlord: CITY OF BALCONES HEIGHTS, a Texas municipal corporation and political subdivision of the State of Texas

Address: 3300 Hillcrest Drive  
Balcones Heights, Texas 78201

Contact: Property Manager Telephone: (210) 785-3500

Premises: 15,490 square feet of Rentable Area, being Suite No. B61, located in Wonderland of the Americas Mall (the "Building") with a street address of 4522 Fredericksburg Road, Balcones Heights, Texas 78201.

Rentable Area of Building: 15,490 sq. ft.

Property: Collectively, the Land and Building, together with all landscaping, driveways, parking areas, parking garages, and all other buildings and improvements which are now or hereafter located on the "Land."

Lease Term: 4 full months and any partial months

Commencement Date: July 1, 2024

Termination Date: November 12, 2024

Rent

Commencement Date: July 15, 2024, or upon delivery of possession of the Premises.

Base Rental: Total rent for the Term is \$48,500.00

Security Deposit: None required

Parking: Non-exclusive parking spaces

Permitted Use: Retail sale of Halloween-related merchandise, including but not limited to, costumes, masks, wigs, makeup, accessories, decorations, party goods, home decorations, and any other item then being sold in a majority of Tenant's other stores operated under the same trade name as the Premises

This **APPENDIX 1** is incorporated into and made a part of the Lease attached hereto (the "Lease")

**LEASE AGREEMENT**

(Short-Term Lease)

This Lease Agreement (the "Lease") is made and entered this \_\_\_\_ day of \_\_\_\_, 2024 (the "Effective Date"), by and between CITY OF BALCONES HEIGHTS ("Landlord") a Texas municipal corporation and political subdivision of the State of Texas, and SA DOUBLE K, LLC, a Texas limited liability company ("Tenant"), and whose address is 202 E Locust St, San Antonio, Texas 78212.

1. **Premises.** In consideration of the mutual covenants, conditions and agreements in this Lease, Landlord leases to Tenant, and Tenant leases from Landlord, the following described premises ("Premises"):

15,490 square feet of Rentable Area, being **Suite No. B61**, located in Wonderland of the Americas Mall (the "Building") with a street address of 4522 Fredericksburg Road, Balcones Heights, Texas 78201.

1A. **Condition Of Premises:** Tenant agrees to accept the Premises in "as is" condition, provided however, that (i) the electrical, HVAC, lighting, plumbing and structural portions of the Premises, including the roof, shall be in good working order and condition and free from defects at the time possession of the Premises is delivered to Tenant.

2. **Term.** The term of this Lease ("Term") shall begin on July 1, 2024 ("Commencement Date") and end **November 12, 2024** ("Expiration Date"). Landlord shall deliver possession of the Premises to Tenant for preparation, cleaning, and general setup on **July 1, 2024**.

3. **Rent.** Total rent ("Rent") for the Term is **\$48,500.00** (Forty-Eight Thousand Five Hundred Dollars) payable to Landlord as follows: **\$24,250.00** (Twenty-Four Thousand Two Hundred Fifty Dollars) due upon delivery of possession of the Premises, and **\$24,250.00** (Twenty-Four Thousand Two Hundred Fifty Dollars) due on or before **October 18, 2024**. All Rent provided for in this Lease shall be paid to City of Balcones Heights by check at the following address: 4522 Fredericksburg Rd, Ste A-22; Balcones Heights, TX 78201.

4. **Personal Property.** Tenant shall furnish at its own expense all personal property to be used by Tenant on the Premises.

5. **Permitted Use.** Tenant shall use the Premises only for the retail sale of Halloween related merchandise, including but not limited to, costumes, masks, wigs, makeup, accessories, decorations, party goods, home decorations, and any other item then being sold in a majority of Tenant's other stores operated under the same trade name as the Premises (The "Permitted Use"). Tenant shall carry on no other business on said Premises without the prior written consent of Landlord. Tenant's business in the Premises shall be conducted under the trade name "Spirit Halloween Superstores" or "Spirit Halloween" or such other trade name used by a majority of Tenant's similar retail stores. Except for the Premises, from and after the Effective Date, Landlord shall not lease or license space in the shopping center to any tenant or other occupant whose principal operation is that of a seasonal retail store selling primarily Halloween merchandise.

6. **Utilities.** Tenant agrees to pay for all telephone, fire alarm monitoring fees as well as any Wi-Fi or broadband fees. Fees for electricity, water, garbage or trash collection are incorporated into the rental fee and will not be billed separately.

7. **Subletting.** Tenant shall not sublet the whole or any part of the Premises without first obtaining the prior written consent of Landlord, which consent may be withheld by Landlord in its sole and absolute discretion.

8. **Maintenance and Repairs.** Landlord represents that the electrical system, HVAC system, plumbing system, fire sprinkler and alarm systems (if required by local fire code), lighting fixtures, exterior front entry door, and physical structure of the Premises are in good working order. Landlord shall at all times at its sole cost and expense keep and maintain the Premises in good condition, order and repair, including the parking lot, roof, foundation and structural portions of the Premises, as well as the mechanical, electrical, HVAC and other utility systems servicing the Premises, unless such repairs are necessitated by the gross negligence or willful misconduct of Tenant. During the Term, Tenant agrees to keep and maintain the interior of the Premises in a clean and orderly condition.

9. **Liens.** Tenant shall not permit any liens to be filed against the Premises on account of the furnishing of any labor, material or supplies, or for any other cause or reason. In the event liens

are filed, then Tenant shall promptly cause the same to be released, bonded or satisfied in full within ten (10) days of the date of such filing.

10. **Indemnification.**

**Tenant shall indemnify and hold Landlord harmless from and against any and all claims, actions, damages, liability and expenses in connection with loss of life or personal injury arising from or out of Tenant's occupancy or use of the Premises or any part thereof, resulting from the negligence or misconduct of Tenant, its agents, contractors or employees. Notwithstanding the foregoing, Tenant shall have no obligation to indemnify or hold Landlord harmless against claims for loss of life or personal injury arising in whole or in part out of or by reason of any act, negligence, or fault of Landlord or of its agents, servants, or employees.**

11. **Tenant's Insurance.** Tenant shall carry, at its own expense, (i) commercial general liability insurance in an amount of not less than \$1,000,000.00 per occurrence, with a \$2,000,000.00 general aggregate for bodily injury and property damage, and (ii) all risk property insurance covering Tenant's trade fixtures, inventory and other personal property for the full replacement cost thereof. Landlord shall be named as an additional insured on the aforesaid liability insurance and shall be provided with evidence confirming such coverage prior to occupancy of the Premises by Tenant.

12. **Landlord's Insurance.** Landlord shall carry property insurance through the Texas Municipal League Intergovernmental Risk Pool ("TMLIRP"), including special form perils endorsement, insuring the building of which the Premises is a part, in an amount not less than the full replacement cost. In addition, Landlord's TMLIRP insurance will include premises liability for the property of which the Premises is a part, in at least the same amounts required of Tenant.

13. **Hazardous Materials.** Tenant agrees not to maintain, keep, store or permit the maintenance or storage of any dangerous, flammable or hazardous material on the Premises (other than reasonable and customary amounts as permitted under existing fire and safety rules and regulations) and further agrees to comply with all fire and safety rules and regulations, provided such compliance does not require Tenant to install or modify any fire protection, fire detection or fire alarm systems in the Premises. Any such installations or modifications shall be the sole responsibility of the Landlord.

14. **Casualty.** If all or any part of the Premises shall be damaged or destroyed by fire, earthquake or other casualty so as to render the Premises untenable in Tenant's sole opinion, then this Lease shall terminate, at the written option of Landlord or Tenant, from the date of such casualty, and upon such notice Tenant shall at once surrender the Premises and all interest therein to the Landlord, and shall not be liable for any further payments of Rent as of the date of such casualty. Any portion of the Rent applicable to the time period after the date of such casualty shall be refunded to Tenant.

15. **Quiet Enjoyment.** Landlord represents and warrants that Landlord has the right, power and lawful authority to enter into this Lease for the full Term hereof. Tenant, upon paying the Rent



required under this Lease, shall peaceably and quietly hold and enjoy the Premises during the full Term hereof. On or before the Expiration Date, Tenant will make all necessary repairs to return the Premises to its original condition, reasonable wear and tear excepted.

16. **Signage.** All signage is subject to the prior written approval of the Landlord.

Beginning August 1<sup>st</sup> (or upon the mutual execution and delivery of this Lease if such date is later than August 1<sup>st</sup>), Tenant shall have the right to place temporary professionally prepared banner signs containing Tenant's trade name on the front facade and sides (if applicable) of the building of which the Premises is a part (to the extent the same is permitted by the City of Balcones Heights) and on the pylon signs. Tenant agrees to obtain the necessary governmental permits or approvals required for the installation of such signage. Upon the removal of the signs at the end of the Term, Tenant will make all necessary repairs to return the building and monuments to their original conditions prior to the installation of signs, reasonable wear and tear excepted.

In addition to the above banner signs, Tenant shall have the right to place at the Premises signage stating "Halloween Store Opening Soon" (or similar language) immediately upon the mutual execution and delivery of this Lease.

Upon Landlord's written request, Tenant agrees to display a single "For Lease" sign on a window panel of the Premises, not to exceed 24" x 24" (such sign to be provided by Landlord). Any such sign shall not unreasonably interfere with Tenant's operation or the visibility of the Premises.

17. **Governmental Approvals.** In the event any governmental authorities require Tenant to (i) make modifications to the Premises so that Tenant can conduct business at the Premises, or (ii) obtain licenses or permits, and the costs for such modifications or licenses and permits exceed a cumulative total of \$2,000.00, then Tenant shall have the right to terminate this Lease by giving written notice to Landlord. In the event Tenant so elects to terminate this Lease, Landlord shall refund to Tenant all Rent and deposits (if any) paid to Landlord. Landlord may, however, elect to pay all costs above the amount of \$2,000.00, in which event Tenant's notice of termination shall be void, provided Landlord notifies Tenant in writing of such election no later than two (2) business days following Landlord's receipt of Tenant's written notice of termination.

18. **Zoning.** Landlord represents and warrants that the Premises are zoned for retail. In the event Tenant is unable to obtain the necessary governmental approvals to operate its business at the Premises, this Lease shall be considered null and void and Landlord shall refund to Tenant all Rent and deposits (if any) paid to Landlord.

19. **Access to Premises.** Landlord shall have access to the Premises at all reasonable times during Tenant's normal business hours and upon not less than 24 hours prior notice (except in the event of emergency), in which Landlord may access the Premises without notice, to enable Landlord (i) to examine the same and to make such repairs, additions and alterations as Landlord may be permitted to make hereunder; and (ii) to show the Premises to prospective tenants, mortgagees and purchasers.

20. **Default.** In the event Tenant shall be in default in the payment of any installment of Rent herein reserved more than five (5) days following written notice from Landlord, or in the event Tenant shall be default in the performance of any other of the terms, covenants, conditions or provisions herein contained binding upon Tenant after Landlord has given Tenant fifteen (15) days prior written notice of such non-performance, Landlord shall have the right (in addition to all other rights and remedies provided by law) to terminate this Lease, to re-enter and take possession of the Premises, peaceably or by force, and to remove any property therein, without

liability for damage to, and without obligation to store, such property. In the event Landlord shall be default in the performance of any of the terms, covenants, conditions or provisions herein contained binding upon Landlord after Tenant has given Landlord fifteen (15) days prior written notice of such non-performance, Tenant shall have the right (in addition to all other rights and remedies provided by law) to terminate this Lease.

21. **Notices.** Any notice required or permitted under this Lease shall be in writing and, except as specifically provided otherwise herein, shall be deemed to have been duly given and delivered (a) one (1) business day after the date on which the same has been delivered prepaid to a national courier service guaranteeing next day service, or (b) three (3) days after deposit in the United States mail, registered or certified, return receipt requested, postage prepaid, in each case addressed to the party to whom such notice is given at the address set forth below:

To Tenant: SA Double K, LLC  
202 E Locust St  
San Antonio, TX 78212

To Landlord: City of Balcones Heights  
3300 Hillcrest Drive  
Balcones Heights, Texas  
78201 Attn: City Manager

22. **Attorneys' Fees.** If either Landlord or Tenant institutes any action or proceeding against the other to enforce any provision of this Lease, the non-prevailing party shall reimburse the prevailing party for all reasonable costs and expenses incurred by the prevailing party in the performance of this Lease, including court costs, expenses and reasonable attorneys' fees

23. **Brokerage Commissions.** Each of the parties hereto represents and warrants to the other that it has not dealt with any broker or finder in connection with this Lease. Landlord and Tenant agree to indemnify and defend (with counsel reasonably acceptable to the other) the other party and to hold the other party harmless from and against any liability for claims for commissions or fees by any other broker or finder based on the acts of the indemnifying party.

24. **Entire Agreement.** This Lease contains the entire agreement of the parties, all prior understanding and agreements are being merged herein. There are no oral or written agreements or representations between Landlord and Tenant except as expressly set forth in this Lease. No modifications of this Lease will be binding upon Landlord or Tenant unless made in writing and signed by each party. The terms, covenants and conditions contained herein shall inure to the benefit of, and be binding upon, Landlord and Tenant, and their respective heirs, successors and assigns.

25. **Severability.** If any term or provision of this Lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease or the application of such term or provision to persons or circumstances, other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

26. **Governing Law.** This Lease shall be construed in accordance with the laws of the State of Texas. Venue shall be in the courts located in Bexar County, Texas.

27. **Force Majeure.** Neither the Landlord nor the Tenant shall be liable for failure to perform any obligation under this Lease in the event it is prevented from so performing by strike, lockout, breakdown, city/state proclamation prohibiting social gatherings or setting curfews, accident, act of terrorism, order or regulation of or by any governmental authority or failure to supply or inability by the exercise of reasonable diligence to obtain supplies, parts or employees necessary to furnish such services or because of war or other emergency or for any other cause beyond its reasonable control (collectively, "Force Majeure"). In addition, if Tenant determines, in its sole judgment, that it is unable to operate its store as contemplated herein because of Force Majeure, then Tenant may terminate this Lease at any time upon thirty (30) days written notice to Landlord. Upon Landlord's receipt of Tenant's termination notice, this Lease shall terminate. Tenant's Rent will be owed and due up to and including the date of such termination and Landlord shall refund to Tenant all prepaid rent and deposits (if any) paid to Landlord within thirty (30) days following the effective date of such termination.

28. **Time of the Essence.** Time is of the essence with respect to the performance of each, every, and all of the terms, conditions, promises and provisions of this Lease.

INWITNESS WHEREOF, the parties hereto have executed this Lease the day and year first above written.

<b>LANDLORD:</b>  CITY OF BALCONES HEIGHTS a Texas Municipal Corporation   By: _____ Gilbert Perales, City Administrator	<b>TENANT:</b>  SA DOUBLE K, LLC A Texas Limited Liability Company   By: _____ Name: Tammy Vick Mowles Title: Member Tenant's Federal Tax ID#: 54-2120478
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## Job Posting

<b>Job ID:</b>	69755228	<b>Entry Level:</b>	No
<b>Company Name For Job:</b>	City of Balcones Heights	<b>Salary:</b>	100069
<b>Position Title:</b>	Dir. of Community Development/Public Works	<b>Salary - High:</b>	119579
<b>Min Education:</b>	BA/BS/Undergraduate	<b>Salary - Type:</b>	Yearly Salary
<b>Min Experience:</b>	3-5 Years	<b>Workplace Type:</b>	On-Site
<b>Required Travel:</b>	0-10%	<b>Job Type:</b>	Full-Time
<b>Company Name:</b>	City of Balcones Heights	<b>Job Duration:</b>	Indefinite
<b>Job Function:</b>	Administrative	<b>Location(s):</b>	City of Balcones Heights, Texas, 78201, United States

### CONTACT INFORMATION

**Contact Person:** Delia R. Sanchez

**Phone:** 2109573542

**Email Address:** dsanchez@bhtx.gov

**Fax:** 2109573159

**Apply URL:** <https://bhtx.gov/>

### Job Description

#### Summary

The Director of Community Development oversees the functions and manages the staff of the Community Development Department. This is an administrative and technical position directing and supervising the Public Works operations, Code Enforcement, Street Maintenance, Permitting and Land Use. The Director provides staff assistance to the Mayor and City Council, the City Administrator's Office and other City departments; and requires extensive communication skills and discretion in dealing with the general public and provides good customer service to all.

#### Essential Job Functions:

- Supervises the operation of Community Development Department including Code Enforcement, Public Works and Street Maintenance Departments
  - Selects personnel for positions, conducts annual personnel reviews and resolves personnel matters at the department level
  - Serves as the Building Official, reviews building plans and permitting applications, coordinates plan reviews and inspections with the third-party contract building inspectors
  - Coordinates with fire inspectors, fire marshal and health inspector related to public health and safety issues
  - Prepares Community Development Block Grants for public infrastructure improvements; coordinates with city engineer on design, bidding, and construction of public infrastructure; maintains a positive working relationship with public utility providers to concurrently replace infrastructure with city improvement projects
  - Maintains records of Pavement Condition Index for streets and coordinates with the Infrastructure Committee for annual street improvement projects through the street pavement plan
  - Conducts intake of plat applications, coordinates plat review with city engineers and city attorney, prepares communication for Planning and Zoning Commission and city council agendas for plat acceptance
  - Accepts applications for the Planning and Zoning Commission and the Board of Adjustment; prepares agenda language, public notices and presentation for the meeting; drafts city council agenda language and ordinance language
  - Responsible for directing all phases of municipal public works, including storm sewers, public municipal facilities, rights of way, sanitary sewer collection system and road maintenance.
- City of Balcones Heights Job Description Job Title: Director of Community Development/Public Works
- Coordinates with contract city engineer for Municipal Separate Sewer System Stormwater Permit (MS4) managing compliance and public education efforts
  - Conducts ongoing review of city codes and prepares amendments for council consideration to ensure compliance with Texas Attorney General rulings, case law rulings, State of Texas legislative amendments, and at the direction of the city council
  - Develops and maintains positive relationships with other municipalities and governmental agencies
  - Prepares and manages the budget for the fiscal year including income forecasting
  - Provides assistance to other departments as required on matters of significance while exercising independent discretion and judgment
  - Formulates and prepares city council memos for issues related to the department
  - Reviews and evaluates work methods and procedures developing Standard Operating Procedures as needed
  - Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures in the department, and identifies opportunities for improvements
  - Responds in a timely and effective manner in addressing citizen concerns and complaints

- Works with a diverse population from the community serving as the connection between the city and the residents, businesses, and developers
- Performs other assignments and special projects as assigned.

#### Job Requirements

##### Knowledge, Skills, and Abilities:

- Knowledge of building permits, construction documents, professional practices, codes, ordinances, engineering reports, legal documents;
- Knowledge of Administrative principles and methods, including goals and objectives development, program development and implementation, work organization, and delegation and employee supervision.
- Knowledge of principles and practices of budget development and administration.
- Knowledge of local government organizations and functions as related to public safety
- Ability to perform abstract reason to analyze information gleaned from inspections and determine code violations, interpret codes, and apply to specific situations
- Ability to interpret codes and regulations to achieve the goals of the City Council while addressing the concerns of citizens, business, and developers
- Ability to compose written correspondence, reports, permit forms and legal documents
- Ability to communicate effectively, both verbally and in writing, with the public and other professionals
- Knowledge of legal limitations and authority of a municipal inspection agency
- Be able to work cooperatively with a diverse population and wide variety of community organizations
- Requires knowledge of principles, practices, and theories of zoning, building permitting, contractual regulations, economic development, building construction, urban design and planning, and the land development processes
- Requires effective analytical skills, oral/written communication skills, MSWord/Excel/Access or similar software skills

##### Education and Experience:

- Bachelor's degree in Public Administration or related field preferred
- Strong managerial skills with progressively responsible experience with administrative and supervisory responsibility preferred
- Experience as planning technician, code enforcer, building inspector or related work preferred
- Experience in municipal government or in a public works office environment preferred
- Substitution Ratio: Equivalent combination of education and experience.

##### Physical Demands and Working Conditions:

Employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

##### Licenses or Certificates:

- Valid Class "C" Texas Driver's License

Edit Job Posting



**GUIDELINES  
FOR RECRUITING A  
CITY  
MANAGER**

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**TEXAS CITY MANAGEMENT ASSOCIATION**

## **Guidelines for Recruiting a City Manager**

**2022**

## **Acknowledgments**

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## Introduction

Recruiting and selecting a new city manager can be a very positive, enjoyable, and unifying experience for a city council. It provides an opportunity for the city council, as a group, to think together about objectives and priorities as a basis for determining what they are looking for in a new city manager. It provides an opportunity for the city council to look to the future in a way that is seldom experienced when considering agenda items at a typical council meeting.

Selecting a city manager is one of the most important decisions made by a city council. Please note that “city council” as used in these guidelines refers to the mayor and council and their roles as outlined in the city charter, administrative procedures policy, and general laws as applicable.

The importance is highlighted by the fact that:

- While the city council provides policy and political leadership for the city, the city manager is responsible for implementing policy and providing the administrative leadership necessary for continued progress and employee morale.
- To a great extent, as a resource to the city council, the city manager will make the difference between whether or not city council objectives and priorities are identified, defined, considered, and implemented.

Whenever the position of city manager becomes vacant, a heightened level of excitement, and even apprehension, can occur within the city organization, for both elected officials and employees, and in the community. The council may become anxious because of the uncertainty created by the departure of the city manager, and there may be differences of opinion as to how to proceed. There may also be confusion as to what process to follow, and a general concern among members of the council as to whether they will ever be able to agree on what they should be looking for in a new city manager.

On the other hand, potential candidates who are interested in the position may begin contacting some or all members of the council to express interest and advance their cause. Members of the community, because they are interested in good local government, or have a vested interest, may volunteer to help or propose, formally or informally, that certain factors be considered in the recruitment. Of course, the press will also have questions that can range from why a vacancy exists to what’s the proposed salary for the new city manager.

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*The hiring process for a city manager must be deliberate and not impulsive.*

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All this uncertainty, activity and interest can result in pressure to make premature commitments or take impulsive action -- neither of which are necessarily good for the community or conducive to the recruitment and selection of a top-notch city manager. Because

of all this natural interest in this important position, the city council must provide:

- Strong, consistent political leadership for conducting the recruitment,
- A well organized, coordinated, and transparent recruitment process,
- A timetable that assures a prompt, comprehensive recruitment, and guards against premature action, and
- A plan for administering the affairs of the city while the recruitment process is underway.

Without an organized approach and strong, consistent leadership from the city council, the recruitment of a city manager can become a negative experience with long-term consequences for the community including the following:

- damaging the image of the city,
- dividing the city council, the city employees, and the community,
- weakening the authority of the city council,
- eroding the responsibilities associated with the position of city manager, and
- harm the ability of the city to attract and retain good candidates for city manager and other administrative positions.

Also, all those who have a legitimate interest in the selection of a new city manager can have that interest accommodated by an orderly and thorough recruitment process. The assurance of such a process is the principal responsibility of the city council in this situation.

These guidelines discuss systematic and organized steps that should be followed when recruiting and selecting a new city manager. Please note that these guidelines emphasize strongly that impulsive actions should be avoided in the recruitment process, and systematic, planned actions should rule. (See Appendix A for a checklist and timetable for recruiting and selecting a city manager.)

## Resources Available

When faced with the need to recruit a city manager, city councils will find a variety of resources available to assist them. For example:

**Texas Municipal League**--TML staff can offer advice on how to approach the recruitment process; TML has a section on its website ([www.tml.org](http://www.tml.org)) where advertisements can be placed for position openings at no cost to member cities; they can suggest advertising sources and share executive search firms listings; they can help pass the word when a vacancy exists, including the placement of an advertisement on their website or their monthly magazine, *Texas Town and City*; and they can be a source of information on compensation and how other cities have handled situations that may arise during a recruitment.

**Texas City Management Association**--TCMA works closely with the Texas Municipal League and is responsible for the preparation of this publication. TCMA has a website ([www.tcma.org](http://www.tcma.org)) with recruiting guidelines, position openings listings and lists of experienced managers in transition; and their members and staff can be a source of assistance and suggestions when identifying potential candidates, conducting background checks, and arranging interviews.

**Current and Former Municipal Officials**--In addition to the leadership and staff of groups such as TML and TCMA, city officials in adjacent cities or retired municipal officials may be able to assist. For example, a neighboring city official may be able to play a helpful role in the review of applicants, and a retired municipal official may be available to coordinate the recruitment process or to provide interim management assistance.

**Others Having an Interest in Municipal Government**--Depending upon the situation, others such as college or university faculty members, municipal consultants, and community leaders may be able to provide leadership and assistance in some part or all of the recruitment process.

**Other Professional Organizations**--Groups such as the International City/County Management Association, American Society for Public Administration, and related local, regional, state, and national professional organizations can aid in advertising the vacant position, as well as providing insight into the strengths and weaknesses of applicants or potential applicants.

**Executive Recruitment Firms**--There are several firms that are available to assist in the recruitment of key management positions in cities. A list of these firms can be found on TCMA's website. Their role can include coordinating the overall recruitment process, or they may be retained to assist on specific aspects of the recruitment such as the identification of potential candidates, background checks, or the development and conduct of the selection process. (See Appendix B – Recruitment Firms – Tasks and Vetting Criteria.)

While resources are available to assist, the more important considerations for those making the hiring decision are:

- Know what you are looking for when recruiting to fill a vacant city manager position.
- Remember that recruiting a city manager is a two-way street, and the city has a responsibility to present the position attractively, show interest in the applicants, and be competitive.
- Be sure the recruiting process is well organized and coordinated from the outset.
- Don't lose control of the recruitment process or the hiring decision to others such as search firms, employee groups, community groups, other elected officials, etc.
- Involve people in the recruitment process who are knowledgeable of local government and how the council-manager form of government works.

These considerations must be constantly kept in mind as the recruitment proceeds. Their importance in relation to the steps involved in a recruitment are discussed in this report.

See Appendix C for more information on principal resource groups.

## Chapter 1 - Steps Prior to the Recruitment

To ensure that the recruitment is off to a good start and interim management is in place, follow the steps in Table I. Do not hesitate to use outside resources in the recruitment process. See Appendix C for Principal Resources Groups

**Table I -- City Council's First Steps When Vacancy Becomes Known and Prior to the Recruitment**

1. Act promptly but deliberatively to announce the vacancy and recruitment timetable.
2. Meet to plan for the recruitment process.
3. Appoint an interim city manager.
4. Obtain status report on current problems and important projects.
5. Defer key actions where possible for the new city manager.

### City Council's First Steps

#### **1. Act promptly but deliberatively to announce the vacancy and recruitment timetable.**

News travels fast, and days can seem like weeks if people are anxious about a situation. While the city council should resist acting impulsively in terms of appointing a new city manager, failure to put a plan of action into effect can cause a void that will lead to rumors within the community and pressure to act from various sources. This can be divisive for the council and can result in the kind of impulsive action that should be avoided. The recruitment of a new city manager is an opportunity for the city council and the community, and a specific plan and timetable should be developed by the city council and announced promptly to dispel questions and to emphasize the positive aspects of the situation. If there are circumstances such as an impending election that might cause the city council to delay the recruitment process, this can be considered when establishing the overall plan and timetable. What is important is that the council control the situation and make clear to all concerned the process they will follow in terms of ultimately recruiting and selecting a new city manager. If the established schedule should change for any reason, this should also be communicated to all concerned, particularly applicants for the vacant position.

#### Vacancy Announcement

If the vacancy is the result of a retirement or the city manager moving on to a new position, this is understandable and can simply be announced. In fact, it will be helpful during the recruitment because the city will be able to say that there has been great stability in the position, and the only reason it is open is because of the retirement or new job opportunity for the former city manager. The vacancy is an opportunity that doesn't come along very often.

If, on the other hand, the position is vacant because the former city manager was terminated or quit, neither the city nor the former city manager will benefit from a public quarrel. It is far better for all concerned, even though it may be emotionally difficult, to simply reach a mutual decision and timetable for leaving. From a recruiting standpoint, the image of

the city is enhanced, and there is less likelihood that the former city manager will tell potential candidates that it is a bad situation.

## **2. Meet to plan for the recruitment process.**

As a prelude to beginning the process, it is important that the city council spend some time at the outset considering the parameters for the overall recruitment process – e.g., what is needed in a city manager, the required steps, the marketing and selection criteria, the participants in the process, whether to hire a recruitment firm, etc. Time must be spent upfront prior to advertising for the position, and certainly prior to screening applicants, to agree upon required competencies to do the job in your city. (Khaneman et al. 2021)

## **3. Appoint an interim city manager**

Often, the first question facing a city council when a city manager vacancy occurs is what to do in order to assure that the affairs of the city are properly administered until a new city manager is on board. This is the first point at which the temptation to act impulsively must be resisted.

For example, possibly there is someone on the staff who has long-term administrative experience in the city, who the city council knows and has worked with, and who is interested in and able to do the job of city manager. Impulsively, it might seem that the appropriate next step might be to simply appoint this natural successor to the position without using the recruitment process and thereby avoiding the need for interim management. However, such a short-term expediency may not address major issues or long-term problems facing the city, and what has worked in the past may not be adequate for the future.

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*The recruitment process must be followed.*

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Even when there is no heir apparent, or at least anyone the city council feels comfortable appointing immediately after the vacancy occurs, it can be tempting to appoint someone just to fill the vacancy without a recruitment process. It is in this situation where, without strong leadership, someone may prevail by suggesting that a current staff member be appointed, or that the city approach another city manager who may be easily available or who impressed a council member at a meeting. This temptation, even if there is pressure to act, should be avoided.

If the city council acts impulsively, it risks weakening its leadership position within the city. By failing to first consider what it is looking for in a new city manager, even if a natural successor exists, the city council loses its ability to compare and measure a variety of applicants against its criteria and then subsequently direct and monitor the performance of the new city manager. Equally important, the chances are great that the city council will not be pleased with its choice on a long-term basis, simply because the person's work experience and personal characteristics, while impressive elsewhere, may not necessarily be the right combination needed for success in this new situation.



Because time will be needed to conduct a search, it is important to clarify who will be responsible for directing the organization while the new city manager is being recruited. The city council may wish to consult with the outgoing city manager regarding possible staff persons who could fill this role, or they may all agree that they have confidence in a specific staff person. If there is an assistant city manager who may be considered for the new city manager position, the city council will often appoint this person so they can observe first-hand how the person handles the job. Other times, the city council may feel more confident with a department head who is clearly not going to be a candidate for the position, but whom they feel is mature, seasoned, respected by fellow employees, and a competent administrator.

In some cases, the city council may not feel there is anyone on staff to whom they can appoint to serve in the interim role. In this case, it may be possible to retain the services of a recently retired city manager, or a city manager who is presently unemployed or in transition. A list of in transition persons can be found on TCMA's website: [www.tcma.org](http://www.tcma.org).

Regardless of who is appointed, it should be clear to the city organization that the person appointed to the interim role is in charge, and it should also be clear that the person does not have an inside track to the new city manager position. The city council should make it clear that they are not conducting a charade recruitment process – i.e., knowing full well that their intention was to appoint the interim city manager as the permanent manager. They are going to undertake a comprehensive recruitment to find the best candidate. If the interim manager is ultimately selected, it will only be because that person proves to be the best in relation to other applicants.

#### **4. Obtain a status report on organization and projects**

Even when there is a city manager vacancy, it is not desirable for the city council to immerse itself in the administrative affairs of the city, and it may be contrary to the city's Home Rule Charter. However, before the city manager leaves, it is important that the city council receives a briefing regarding current organizational problems and the status of important projects. In this way, the city council can better monitor progress on important matters and provide direction regarding priorities to the interim city manager. If possible, the interim manager should be involved in these briefings.

#### **5. Defer key actions where possible**

The city must obviously continue to operate during the recruitment period, and the city council and interim manager should do whatever is necessary to be sure that important projects and the delivery of services continue. However, in terms of assuring effective administrative leadership in the future, it is desirable to involve the new city manager in as many important policy decisions as possible.

The input of the city manager is important for major decisions. For example, major policy decisions with long term effects and requiring lengthy implementation should be delayed, if possible, for the new city manager. Similarly, holding off filling a vacant department head position can be an opportunity for the new city manager to begin building an

administrative team. This opportunity can be used persuasively to pique the interest of good potential candidates during the recruitment process, because it would allow them to have an immediate impact on shaping the leadership team. As such, it is desirable for the city council to defer key actions where possible until the new city manager is appointed.

However, there are pros and cons to such intentional deferment. For example, addressing a difficult policy decision now rather than waiting for the new city manager avoids placing the new city manager in a precarious policy conflict early in his/her tenure. Also, delaying a major policy decision now could cause public harm or even threaten its future adoption when the circumstances might have changed. Good judgment is required in deciding what to defer or not to defer.

**6. Organize for the recruitment process** – There is no one best recruitment process for all cities. Organizing very much depends on the totality of circumstances based on the conditions of the city with the vacancy. See Chapters 2 and 3 for more detail.

### **Chapter 1 Summary**

Once the vacancy becomes known to the city council, they should immediately schedule a meeting to agree upon a course of actions and responsibilities in the recruitment and selection processes. At this meeting, they should decide upon an interim manager, determine whether to use a search firm, determine what they want in the new city manager, and agree upon the recruitment process. All this should be accomplished with a good understanding of the current problems and important projects facing the city, because these should affect the selection criteria for the new city manager.

## Chapter 2 – The Recruitment Process -- Who conducts it?

Just as it is necessary to determine who will provide interim management, it is also important for the city council to determine who will be responsible for conducting the recruitment of a new city manager. Three alternatives are available – utilizing in-house city resources such as the HR department completely, outsourcing to a recruitment firm, or a hybrid of in-house and outsourcing. (See Table II)

**Table II -- Recruitment Alternatives**

1. The city council conducts the recruitment in-house.
2. The city council outsources the recruitment.
3. The city council uses a hybrid alternative – i.e., it conducts the recruitment and retains a third party to assist at certain points in the process.

### Recruitment Alternatives

#### **1. The city conducts the recruitment in-house using the city council, city staff such as the human resources (HR) department, and/or interim city manager or some combination thereof.**

Many cities have successfully conducted a recruitment for a new city manager. If this alternative is selected, it should be with the understanding that it is time consuming and requires someone on the city council or in the city organization who has both the time, capacity, and skill to do the necessary tasks.

Unless a recruitment is well planned and led by someone who is knowledgeable and experienced in this area, many things can occur that diminish a city's chances of getting the best candidate. City staff, such as HR employees, can assist the city council in placing advertisements, and they can collect and acknowledge resumes as they are received. However, because they will be supervised by the new city manager, it may be difficult for them to play a greater role in the recruitment process. Thus, should the city choose to conduct the recruitment itself, they should be sure there is someone on the council, or in the city organization, whom they respect and who has the time to provide the leadership and follow through with all that is necessary at every step in the process.

#### **2. The city council outsources the recruitment.**

Most outsourcing means contracting with a firm that specializes in providing executive search assistance to cities. A recruiting firm offers a broader array of services and resources than an in-house HR department can, which includes an existing network of potential candidates, a marketing/media presence, and a specialized niche that standard HR departments can't offer. Some believe that hiring a recruiting firm results in a more active recruitment, while traditional methods may be more passive.

When utilizing an executive search firm, the city council does not give up any of its authority with respect to the selection of a new city manager. The council continues to define what it is looking for in a new city manager, it makes the decision on finalist candidates, it does

the interviewing and, of course, it makes the selection. However, when hiring a qualified firm, the city council obtains the full-time coordination necessary to conduct an effective recruitment, and it also gains expertise that can be important at each step in the process.

It is important to note that the city council usually cannot contract away its right to access documents that are held by a consultant if the information would otherwise be considered public. For example, an open record decision has held that a city manager could not contract away the public's right to inspect a list of applicants for a city job even though the list was developed by a private consultant for the city.

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*The city cannot contract away its open records responsibilities.*

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Ideally, the executive search firm begins by meeting with the city council, both individually and as a group, to assist them in thinking through what they are looking for in a new city manager. Depending on what the city has stipulated in the contract, it can be the responsibility of the firm to facilitate this discussion and to assist in reaching a consensus on items such as desirable work experience, personal characteristics, timing and scope of the recruitment, and compensation. Once these matters have been reviewed, the firm coordinates the overall recruitment process and assumes responsibility for all tasks until it is time for the city council to select and interview finalists. The firm acts as a resource to the city council throughout the recruitment process, and the city council has the comfort of knowing that the process is being handled professionally by individuals who are familiar with municipal government, know candidates and potential candidates, have contacts that assure good background checks, and are available to assist with other matters such as the selection process and negotiating a final compensation package.

Deciding whether to use a recruitment firm is not a simple yes or no due to four factors affecting the decision, which are the presence of a qualified in-house employee, the city's capacity to perform in-house recruitment, the reason for the vacancy, and the challenges facing the city.

1. The presence of an in-house employee who is capable, suitable, and willing to perform the city manager's job. The in-house candidate must have the skills, knowledge, and experience to perform the job, be a good fit with the mayor and city council and want the job. In such a situation, a recruitment firm may not be needed, because why go through the expense of an outside recruiter when a qualified candidate exists in-house?
2. The city's capacity (e.g., staffing, expertise, time, etc.) to undertake the recruitment process either piecemeal or turnkey. The lack of capacity indicates that a recruitment firm most likely would be beneficial. In such a case, the only decision would be the scope of the firm's participation – piecemeal or turnkey, and if piecemeal, its scope.

However, just because the city has the capacity to handle the recruitment process or parts of it, does not automatically mean that a recruitment firm should not be hired, because there are two other factors to be considered – i.e., the reason for the vacancy and the challenges facing the city.

### 3. The reason for the vacancy

a. If the vacancy were the result of a voluntary resignation such as a retirement, a better job, or a change in career, then the previous city manager was not “pushed out” of the job, and such a vacancy usually is not an issue in recruitment.

Accordingly, a recruitment firm may not be necessary since such vacancies do not raise a red flag to potential candidates.

b. If not a voluntary resignation, there are two possible reasons. Either the previous manager was pushed from the position “for cause” or was pushed out due to the city council’s desire for a change of direction for the city. A satisfactory for cause reason such as poor performance, malfeasance, misconduct, etc. can be easily explained to and understood by potential applicants, and so a recruiting firm may not be necessary. Still, a recruiting firm may provide benefits if potential candidates might be wary of the reason for vacancy.

If the council pushed out the city manager due to a desire for a “change of direction” – e.g., the council wishes to emphasize quality-of-life projects over economic development and believes a manager with that perspective is needed -- then a recruitment firm may not be needed, because such action is easily explainable to potential applicants.

4. Even if the previous three factors indicate that a recruitment firm is not needed, if there are unique challenges – e.g., economic, natural geographical, political, or social -- facing the city, then a recruitment firm may be justified to better explain the challenges to potential applicants. However, for easily explained challenges a recruiting firm may not be needed since the elected officials should be able to do the messaging to potential applicants.

As reflected in the last two factors influencing the decision to hire a recruitment firm, the more explainable and understandable the vacancy situation, the less the need for a firm. On the contrary, a less understandable and explainable situation would more likely justify a recruitment firm to attract more qualified applicants.

See Appendix B for an evaluative criterion for selecting a recruitment firm and determining which recruitment tasks should be outsourced, if not all.

### **3. The city council uses a hybrid approach conducting the recruitment and retaining someone to assist at certain points in the process.**

This means that the city council is responsible for conducting the recruitment, but with assistance from an executive recruitment firm or similar resource. In some cases, the city council may wish to have assistance at the outset in thinking through the overall recruitment process and defining what they are looking for in a new city manager. In other cases, the city council will place advertisements for the vacant position, and then retain an executive search firm to assist in reviewing the resumes, conducting background checks and social media searches, and structuring an appropriate interview process. Social media searches and analysis are areas where in-house expertise may be lacking and search firms can provide. As a guide for the hybrid alternative, use Appendix B's list of recruitment tasks to help decide which should be performed by the city and which by the recruitment firm.

Consequently, executive recruitment firms can be used to conduct a "partial recruitment," and this hybrid alternative may be appropriate where cost is a consideration or where the city council desires to take a more active role in the actual recruitment process.

### **Chapter 2 Summary**

Deciding on who conducts the recruitment process depends on the city's situation as depicted by the four factors above – e.g., if the city wants to conduct an extensive marketing campaign, lacks capacity to perform all or certain tasks related to recruitment, has a difficult political situation, etc., then outsourcing all or some of the recruitment tasks could be appropriate. One size does not fit all.

### Chapter 3 - The Recruitment Process -- Establish Parameters

Prior to starting the recruitment process, the city council must decide on the parameters for the overall recruitment process – e.g., the necessary steps, the marketing and selection criteria, the participants, etc. Items to be considered by the city council include the following:

#### Scope of the Recruitment

Once a city manager vacancy is advertised, resumes will usually be received from individuals in different parts of the country. It is assumed that the city is looking for the best candidate, and that all resumes received will be reviewed carefully. Some cities will choose to focus on their state or region, thinking that these candidates may have a better understanding and orientation to problems they face, legal issues, financing alternatives, and similar matters. On the other hand, some cities prefer an aggressive nationwide search.

Although a city may receive 100 or more applications for the position, the difference between quantity and quality is important. For a variety of reasons, the labor market in terms of outstanding applicants is increasingly tight, and the number of candidates meeting the council requirements may be limited. While it is always possible to generate applications from individuals just by placing advertisements in various publications, the concern of the city council should be in quality rather than quantity of applicants. Those individuals that the city council would consider outstanding are often employed elsewhere, and they may have given little thought to a job change. As such, it is desirable to supplement the advertising process by aggressively identifying and talking with potential candidates.

#### **Table III – Steps for conducting a comprehensive recruitment process:**

1. The position should be well defined in the city council's recruitment criteria.
2. The position should be effectively advertised.
3. As a supplement to the advertising process, outstanding potential candidates should be identified and invited to apply.
4. All resumes should be acknowledged, and applicants should be notified regarding the status and timing of the recruitment.
5. Resumes should be carefully reviewed against criteria developed by the city council, and backgrounds of leading applicants should be thoroughly examined, with work-related references as a basis for selecting finalists.
6. A selection process consisting of interviews, background and reference assessments, exercises designed to assess the full range of skills and personal attributes required, or similar technique should be used as a basis for making a hiring decision.
7. A total compensation package should be negotiated, and all terms and conditions of employment placed in writing.

### **Steps to be Followed**

In addition to the scope of the recruitment, it is important for the city council to determine at the outset the steps to be followed and the selection approaches to be used in the overall recruiting process. If an executive search firm is involved, they will provide leadership in this area. In either case, the city council should understand the basic steps and, if the council is conducting the recruitment itself, who will be responsible for accomplishing each step. This may be the mayor, a city council committee, or the city council itself. The basic steps include placement of advertisements; identification of and invitation to potential candidates; review of resumes, including the conduct of work-related background checks and social media searches and analysis; a selection process and subsequent procedure for negotiating a compensation package with the person selected. See Table III.

### **The Participants**

Who will be involved is an important question and this should be addressed by the city council at the outset of the recruitment.

- **City Council**--Initially, the city council needs to decide who will have responsibility for conducting the recruitment. (See Chapter 2) Once this decision is made, there are related questions concerning the involvement of others in the recruitment. These concern the role of the staff, the role of citizens or citizen committees, and the role of the press.
- **City Staff**--With respect to the staff, their role can vary, depending upon whether the city council or an executive search firm is responsible for conducting the recruitment. If the city council is conducting the recruitment, staff will often times be responsible for placing advertisements and collecting resumes. They may also assist in scheduling interviews. If an executive search firm is involved, the firm could be responsible for all of these administrative details. In this case, the role of the staff is usually limited to providing information about the city and to coordinating generally with the firm. Regardless of the approach used, it is important that time be set aside for key staff to visit with finalists.
- **Citizen Committees**-- The city council needs to decide whether or not to involve citizens or citizen committees in the recruitment process. In the majority of cases, the city council assumes responsibility for the recruitment, on their own or with a firm, and goes through the process of selecting a new city manager. However, in some cases, city councils have involved citizens or citizen committees in the process of defining what the city is looking for in a new city manager; in the review process leading to the determination of finalists; and/or in the selection process itself. If desired by the city council and structured properly, it is possible for citizens to play a role in the process.

While citizen involvement can play an important role in recruitment, two cautions must be noted:

- The city council must not lose control in terms of making the final decision, so that candidates do not receive the impression that they are being hired by a committee as opposed to the city council itself.



- Most often the public does not fully understand the job of the city manager especially how it relates to the city council, how government works, the complexity of the public policy arena with multiple diverging perspectives, etc. So, the public's preferences should not trump the council's preferences.

### **Timing**

The timing of a city manager recruitment can sometimes be affected by publication deadlines which are important in terms of properly advertising the vacant position. However, an ideal timeline would provide 30 - 60 days from the start of the recruitment to the deadline for submitting resumes; 30 - 60 days to review resumes, have interviews, conduct background checks, and make a selection; and a minimum of 30 - 45 days for the new city manager to relocate to the city. Candidates often look at submitting a resume as a major career decision and it is important that they have adequate time to consider the opportunity, discuss it with their family, and prepare an appropriate resume. Similarly, the city council or the executive recruitment firm needs sufficient time to review resumes and conduct background checks in order to ensure that good candidates are not overlooked and that finalists meet the desired qualifications of the city council. Overall, the recruitment should move forward in an expeditious way, allowing adequate time for a thorough and comprehensive process.

### **Selection Criteria**

Identifying what is needed in the new city manager goes to the heart of the recruitment and should not be put aside based upon statements such as "we will never be able to agree", "anyone with good management experience can do the job", or "we want someone just like our former city manager." Because no one is an expert in all areas, and because city managers have various backgrounds and experiences, it is important for the city council to reach a general consensus on competencies, experience, education level, skills, etc. they want the new city manager to possess and objectives that they will look to him/her to achieve.

These competencies, experience, objectives, etc. will help the city council to specify, in some detail, the kind of work experience and personal characteristics they believe their new city manager should possess. Bundle all these together, and you will have the recruitment information for advertising the position and the selection criteria for screening the applicants. In doing this, of course, the city council should keep the size of the city, the nature of the city, and services provided in perspective. Remember that what succeeded in another city may not work in your city due to different community cultures, geography, demographics, politics, financial resources, etc.

By reaching a general consensus on selection guidelines/criteria at the outset, the city council will be better able to tell potential candidates what they are looking for in a city manager. Also, the city council will also have a specific basis for reviewing resumes, selecting finalists, and making a hiring decision – i.e., the criteria will be vital for screening the candidates.

The parameters can be used in three ways during the recruitment process:

1. For advertising the position and responding to applicant's questions about the position and the process;
2. For the selection criteria when reviewing the resumes, evaluating the interviewees, and conducting reference checks; and
3. For assessing the performance of the new city manager after he/she is hired and on the job.

### **Compensation**

A final item to be considered at the outset of the recruitment is compensation. While it is important for the city council to have some general understanding of the salary parameters that will be acceptable, it is also important that the council leave itself some flexibility in this area.

Some city councils leave salary open, commensurate with background and experience. From a practical standpoint, every city has political or other limits in terms of compensation, and this can be taken into account by reviewing the current salary of applicants at the time finalists are selected. Another approach to consider is listing the current city manager's salary or the proposed salary range, while stating the salary is negotiable. For determining a salary range, the TML has an annual survey of salaries and benefits provided for 27 positions in Texas cities, including the position of city manager.

### **Chapter 3 Summary**

The city council should discuss and reach a consensus on each of the above parameters at the outset of the recruitment. Not only will this help to ensure that the city council is unified in its approach and thinking regarding the recruitment of a new city manager, but it will also result in a framework for conducting the overall recruitment. Once this has been completed, the recruitment process can move forward.

## Chapter 4. The Recruitment Process

The recruitment process is distinguished from the selection process (See Chapter 5) by virtue of the fact that it focuses on the generation of a sufficient pool of qualified and diversified applicants so that the selection process has a good number of applicants to screen. Also, it is during the recruitment process that applicants obtain their first impressions of the city, so it is important to be professional, punctual, responsive, etc. to make a good first impression on the applicants. Keep this in mind during the process for advertising and obtaining applications for the position.

### Understanding Qualified and Diverse Applicants

**Qualified** means more than technical and administrative skills and experience, but also the “non-task-related factors” of the job. The city manager’s job definitely has certain well-defined tasks, such as budgeting, supervising, communicating, etc., that are vital to the organization’s core operations. In addition, there are non-task-related factors that are needed in a more subtle, less obvious way to provide support in the organizational, social, and psychological environment in which the city organization exists. (Klingner et al, 2010, 184) A city manager may be very good in the well-defined city managerial tasks but may be lacking in the non-task-related factors resulting in poor overall performance. An example would be similar to the medical doctor’s bedside manner – i.e., a medical doctor is the expert on individual health care and speaks with authority when communicating with a patient. However, if the doctor cannot adequately communicate with a patient so as to demonstrate empathy, understanding, caring, listening, etc., then all the expertise in the world will not make the patient feel better. This is basically what non-task related factors are – bedside manners which help the public to understand the city’s perspective on a problem, etc.

**Diversity** is about heterogeneity, variety, etc. in today’s complex public sector, because communities are an ever-increasing mix of races, ethnicities, religions, sexual preferences, etc. The 2020 US Census reveals that US racial and ethnic diversity increased from 2010 to 2020 – e.g., people of color represented 43% of the total population in 2020, up from 34% in 2010; and Texas is ranked #6 on the Diversity Index for the 50 states with a diversity score of 67%, while the national average is 61%.<sup>1</sup> In other words, diversity is real and must be acknowledged and reckoned with in the recruitment process. It is not just a buzzword or politically correct sentiment to be acknowledged and then forgotten, because it only makes sense that the city’s work force should be reflective of its community.

Diversity in the recruitment process should result in the applicant pool being composed of a cross section of applicants who can help enable the city organization to better reflect the community in the provision of public services. There are two ways to accomplish this – by targeting minority job markets, schools, and professional groups, and by allowing job experiences required for the position to include assistant city managers and department

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<sup>1</sup> Racial and Ethnic Diversity in the United States: 2010 Census and 2020 Census. US Census Bureau. 8-12-21 <https://www.census.gov/library/visualizations/interactive/racial-and-ethnic-diversity-in-the-united-states-2010-and-2020-census.html>

heads. (See Appendix D for recommendations to achieve a diverse applicant pool. by ICMA)

### **Relations with Applicants**

As indicated previously, the recruitment of a city manager is a two-way street. For applicants, it is important that key information be packaged and presented effectively, and that the process be flexible and well organized so as not to discourage the potential applicant from pursuing the vacancy. Similarly, the image that others have of the city is reflected in how the recruitment is conducted and this is a further reason why relations with applicants are important. Considerations to keep in mind in establishing positive relations with applicants include the following:

Application form -- Few cities require applicants to complete a standardized application form. If an application form is used, it should be easy to complete, and the information requested should be related to the vacant position.

Most city councils prefer to provide some flexibility by permitting applicants to submit a resume in whatever format they believe will be the most effective. From the standpoint of the applicant, this approach provides the ability to present past work experience in a way that is directly related to the vacant position. At the same time, it permits the city council to see how the applicant organizes and presents material in a written format, and the manner in which materials are prepared can also be an initial indication as to the real interest of the person in the position.

Providing information -- Serious applicants will not submit a resume for consideration until they have done their homework and satisfied themselves that the vacant position does, in fact, represent a good career opportunity. Often times, they will seek information about the city and the position as part of their review of this particular career opportunity.

This is one of the first places where a potential applicant will form an impression of the city. If the impression is that the recruitment is disorganized, that members of the city council are not sure what they are looking for or they are saying different things, or that sufficient information about the city is not easily obtained, they may simply lose interest and not apply. On the other hand, if their impression is that the city council has spent time considering the position, that the recruitment is well organized, and that information about the city is positive, complete, and effectively packaged, this can tilt the scales in favor of submitting a resume. These are the preferred types of applicants because they are selective in their job searches, and do not take a shotgun approach to all job vacancies.

Whether the city council is conducting the recruitment or an executive search firm is involved, a basic information packet should be prepared that includes:

- a copy of the recruiting guidelines indicating key objectives and priorities, and what the city council is looking for in the position
- ordinance or charter requirements if they contain significant or unusual provisions regarding the position

- summary information about the city government, including biographical information on council members with length of service, organization structure, personnel practices, number of employees, services provided, and budget data
- a timetable indicating the principal steps and time frame for the overall recruitment
- information about the city including data on key businesses, in the form of a Chamber of Commerce brochure or publication, if such is attractively prepared and available.

As an alternative, you might want to provide the city's website address and let the applicants know that summary information about the city government is thereby available. Doing this lets the council know something about the applicant's level of initiative, seriousness about the job, and knowledge of using digital media for information gathering.

Acknowledging resumes & providing status report -- A simple and courteous step in the recruitment process that is often overlooked is acknowledging resumes as they are received and notifying applicants as to their status as the recruitment proceeds. Prompt acknowledgment of resumes is one indication that the recruitment process is being handled in a businesslike way, and it can further impress the applicant in a positive manner. Notifying all applicants as to their status, even if they are not selected as a finalist, is a basic courtesy that will pay benefits in terms of how the candidate views the city. The initial acknowledgment can also reference the recruitment timetable and, unless there are unusual or unanticipated delays, this notice should be sufficient until applicants are actually notified as to their final status. Applicants should be notified before their name is printed in a newspaper. To maintain confidentiality, any correspondence from the city should be directed to the applicant's home, not business address.

Confidentiality -- As indicated previously, confidentiality is an important consideration in any recruitment. Obviously, a recruitment must be conducted consistent with applicable Texas "sunshine" laws – e.g., the Open Meetings Act and the Public Information Act (PIA). Applicants recognize that city councils, or their representative in the recruitment process, will need to conduct background checks before a hiring decision is made. However, applicants are also aware of the problems that can be created locally if premature disclosure of their interest in another position is made public.

From a recruiting standpoint, it is in the interest of the city to maintain confidentiality throughout the process. Assurance of confidentiality, within the law, will simply result in more applications for the city council to consider, particularly from those individuals who are presently working. While applicants realize that the city will want to contact their present employer at some point to assess the job they have done, they typically prefer to wait until it is clear that they are going to be considered as a finalist.

Because of the importance of confidentiality to both parties, it is important for the city council to determine, at the outset, with advice from the city attorney, the extent to which the recruitment process will be confidential. If disclosure of the names of applicants is likely to

occur at any point, potential applicants should be advised so they may take this into account in making their decision whether or not to pursue the position. Assurances regarding confidentiality should be honored, and contacts with present employers should be coordinated with the applicants in order to provide the applicants with adequate time to first notify their current employer.

There is no faster way to lose good applicants and, in the process, to damage their present security and long-term career than to violate the trust or assurance that was given regarding confidentiality.

Public Information Act (PIA) -- In general, materials submitted by an applicant are considered public information and subject to disclosure.<sup>2</sup> The names and qualifications of candidates for a position are not exempt from disclosure under PIA which exempts from disclosure "personnel files, the disclosure of which would constitute clearly unwarranted invasion of personal privacy" since candidates' names are not facts of a highly embarrassing or intimate nature, which, if publicized, would be highly objectionable to a reasonable person.<sup>3</sup>

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*The city council usually cannot contract away its right to access documents that are held by a consultant if the information would otherwise be considered public.*

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If information in the possession of a governmental body is available to the public under the PIA, the public body cannot make an enforceable promise to keep it confidential.<sup>4</sup> Nor does the mere fact that information was discussed in an executive session make it confidential under the PIA.<sup>5</sup> For example, if the city council receives a request for information containing the names of applicants for the position of city manager, the fact that the information was presented to the council during an executive session does not authorize the city to withhold that information, except for the minutes of the executive session in which the applicants were discussed.<sup>6</sup>

Information prepared by consultants, such as a search firm, for a city is generally considered public information even though the information may not be physically within the city's custody.<sup>7</sup> A city may not authorize its agents (e.g., a private search firm) to keep information confidential if the city has no authority to do so. Absent a specific statutory provision, names of applicants for public employment are not excepted from disclosure under the PIA.<sup>8</sup>

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<sup>2</sup> Op. Tex. Att'y Gen. No. ORD 455 (1987).

<sup>3</sup> *Hubert v. Harte-Hanks Texas Newspapers, Inc.*, 652 S.W.2d 546 (Tex.App.-Austin 1983, writ ref'dn.r.e.).

<sup>4</sup> Op. Tex. Att'y Gen. Nos. JM-37 (1983), H-258 (1974), ORD 585 and ORD 605.

<sup>5</sup> Op. Tex. Att'y Gen. No. ORD 485 (1987).

<sup>6</sup> Op. Tex. Att'y Gen. No. ORD 605 (1992).

<sup>7</sup> Op. Tex. Att'y Gen. No. ORD 462 (1987)

<sup>8</sup> Op. Tex. Att'y Gen. No. ORD 585 (1991)

## **Recruiting Applicants**

To recruit, you must market the job so that its requirements are clear to potential applicants and the target audience is more that adequately addressed. This means that the process of recruiting applicants should be comprehensive, and should incorporate the following elements:

Advertising -- To attract a qualified and diversified applicant pool, it is important that everyone who might have an interest in the vacant position be aware that the recruitment process is underway. Even if considerable time will be devoted to the identification of potential candidates, a comprehensive advertising program is important in terms of assuring that no one is overlooked. This is taking both a rifle approach – i.e., identifying specific applicants -- and a shotgun approach – i.e., spreading the job vacancy to a wide range of potential applicants.

An advertising program does not have to be extensive or expensive to be comprehensive. For example, most cities avoid advertising in general circulation newspapers for a city manager, unless there is a local requirement to the contrary. This is typically the most expensive form of advertising, and it produces the fewest results. Commonly used sources would include the city's website and Facebook page, TML's website and publications such as *Texas Town & City*, the newsletter of the International City/County Management Association, and publications of related national organizations such as the National League of Cities and the American Society of Public Administration. Diversity objectives can be enhanced by the careful placement of advertisements in minority publications such as the National Forum of Black Public Administrators, Public Service Careers.org, and by using the International City/County Management Association Job Center (<https://icma.org/job-center>).

Cities have some flexibility when preparing and placing advertisements, but at a minimum they should include the name of the city; the title of the vacant position; the population of the city; the amount of the operating and capital budgets; the number of full-time employees; services provided; a statement of the salary range, with background and experience desired; the filing deadline, including any special items of information desired such as current salary and work-related references; and brief description of key areas of interest and desirable experience and qualifications. Some publications permit the use of display ads which can, usually for a modest extra cost, offer the city an additional opportunity to impress potential candidates through the use of an innovative format incorporating the city logo and/or graphics.

Solicitation of Applicants -- The objective of any recruitment process is to assure that highly qualified and diversified applicants are available to be considered when filling a vacant position. Advertising can generate outstanding applicants, and cities should look closely at all resumes that are received. However, in order to assure that they have a sufficient number of good candidates, cities increasingly supplement the advertising process by identifying outstanding potential candidates and inviting them to apply. Those invited to apply will typically vary from city to city, recognizing the different types of background, experience, and personal characteristics that are required in one city manager position as compared to another.

Given what the city council is looking for in a city manager, an executive recruiting firm can use its knowledge of individuals in the profession to identify a group of individuals who meet the city's specific requirements.

This process can also be utilized where the city council, as opposed to an executive recruiting firm, is conducting the recruitment. However, the city council should be aware that it is extremely time consuming and, to be effective, should be done by one person who is knowledgeable about the city and what the city council is looking for in a city manager.

The identification of outstanding potential applicants is one way to assure that those the city council would like to consider are aware of the opening, as well as the interest of the city council in receiving a resume. Suggestions regarding potential applicants can come from a variety of sources – e.g., city council members, the departing city manager, and city officials in adjacent cities may have recommendations. Staff members and officers of TML and TCMA, while not recommending particular individuals, can be a source of names, as can individuals who work with cities generally in a professional capacity and in whose judgment the city council has confidence.

Once a list of names has been completed, and the emphasis in this regard should be on quality rather than quantity, a personal letter of invitation can be sent advising the person of the opening and requesting a resume. Email would be appropriate if the potential applicant had expressed some interest prior to the email and if you are using personal email address.

Once the letter has been mailed or email sent, a follow-up telephone call should be made to confirm the message was received, assure the recipient that it was not a form message, indicate why it is a good career opportunity, and answer questions. The same deadline for submitting resumes should be used in both the advertisements and the supplemental letters/emails of invitation.

**In-house Applicants** -- In addition to resumes that are submitted in response to advertisements or invitations to apply, the city council may receive applications from current city employees who want to be considered. In fact, it would not be unusual for other applicants to ask whether there are "in-house" applicants.

The city's advertising program should ensure that city employees are aware of the opportunity and know how and when to apply. It may be that the city council will even want to invite one or more employees to submit a resume. In either event, it is important that in-house applicants be treated in the same manner as other applicants. In this regard, it should be made clear that if an in-house applicant is ultimately selected as city manager, it is only because the city council felt he/she was the best choice.

While most applicants will receive a written notification as to their status, the city council may wish to talk personally with in-house applicants who were not selected as a way of assuring good communication with city staff, maintaining good morale, and helping to assure



an orderly and positive transition.

#### **Chapter 4 Summary**

Generating a sufficient pool of qualified and diversified applicants is the goal of the recruitment process. To accomplish this, relations with potential applicants and applicants must communicate the city's professionalism and responsiveness, and provide accurate and descriptive information about the city, the position, the community, etc., and the status of the process. The city must stress that confidentiality will be maintained per the law. The city can use both the shotgun and rifle approaches for reaching out to potential applicants while making sure that both approaches emphasize diversity in the applicant pool.

## Chapter 5 - The Selection Process

Once the deadline for submitting resumes has passed, the selection process begins. Included in the process are those activities leading to the final selection of a city manager. Principal steps in the selection process include reviewing resumes and determining finalists, interviews with finalists, and post-interview activities. There is neither a short cut in the selection process steps nor one selection method (e.g., resume, interview, assessments, references, etc.) that works best. In addition, vital to the selection process is including diversity in the process and its importance to the final decision, and why partisan politics should not be a factor in the selection. All will be discussed below.

### No Short Cuts

There are several methods used in the selection process to screen applicants, and these include biographical data [as in the resume and/or application], reference letters, aptitude tests, assessment centers, background checks, social media, and interviews, both face-to-face (face-to-face) and virtual. Each method has its pros and cons, but all have their limitations so there should be no dependence upon a single method – e.g., some interviewers claim to know everything they want about an applicant from an hour or so interview. An extreme example of a short cut is the claim that all that is needed is to observe the applicant when he/she walks in the door, shakes hands, sits down, and introduces his/herself, and this does not even include the remainder of the interview.

Table IV below provides an indication of the strengths of standard selection methods as reflected in their validity (the accuracy of a measure – i.e., whether the results really do represent what they are supposed to measure), reliability (the consistency of a measure – i.e., whether the results can be reproduced under the same conditions) and cost. While the assessment centers may provide the best indication of an applicant's probability for success, they are costly, labor intensive, and can be difficult to administer. Interestingly, the interview along with the reference letters are rated the lowest. The point is that it is best to use several methods with the understanding that each has its limitations, but that a combination of the methods will most likely reveal the applicant's real self, abilities, etc.

**Table IV -- Comparison of Selection Methods (Arvey and Faley 1993)**

Method	Validity	Reliability	Cost
1. Biographical Data	Moderate	High	Low
2. Reference Letters	Low	Low	Low
3. Aptitude Tests	Low	Moderate	Low
4. Assessment Center	Moderate	High	High
5. Interviews	Low	Low	High

Of course, the dependability of the selection method is affected by the capacity of screening participants, the amount of training/instruction they received, and the quality of any selection criteria, scoring rubrics, etc., which they will use to facilitate the screening. If

they are not prepared – e.g., do not know (or use) the criteria for the new city manager; have not reviewed the resumes and prepared questions to ask; etc., then the dependability will be lacking.

### **Diversity**

Even though the recruitment process may have successfully achieved a large, diversified applicant pool, this is not sufficient if the participants in the selection process are not also representative of the community demographically. It is important that the participants in the screening represent a cross section of the community as much as possible. Of course, many times the city council is already diverse, so this may not be a major concern.

Diversity in the selection process can lead to a better hiring decision than if a homogeneous body does the selection, because research shows that more diverse groups make better decisions than homogeneous groups. And this likewise results in the higher probability of the hire being a good fit. (See Appendix D for ICMA information on diversity.)

### **Politics in the Recruitment Process**

The city council's role in the recruitment process and the selection of a city manager should remain politically neutral, and they should not expect the city manager to share their political perspectives. This is necessary because political neutrality is the hallmark of the city management profession.

The singularly most important premise of the council-manager form of city government is non-partisanship behavior by the city manager who is professionally required to perform in a non-partisan manner and to avoid electoral politics. This professional standard, along with education and training, ensures that the city manager relies on technical and administrative reasons in his/her official duties and not political reasons. It is the city council's role to bring politics into the policy-making process.

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*Avoid political partisanship in the selection process.*

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There is nothing inherently wrong with politics per se, because they are basic to democratic government where public resources are divvied up among various issue areas, interest groups, geographical areas, etc., when addressing the public interest. In this political process, city managers must avoid becoming an actual participant in the political arena where votes are cast for or against proposed public policy or candidates. Simultaneously, they must be politically astute and understand the politics of any situation, while their recommendations overwhelmingly reflect the technical/administrative evidence/data and not the political positions of their elected bosses.

For city managers, there is a difference between big "P" and small "p" political activity. Big "P" activity, which is prohibited, includes any conduct related to a candidate's

campaign for any publicly elected office. City managers cannot endorse candidates, sign petitions, make financial contributions to candidate campaigns, or contribute to the organization that fund candidates. However, engaging in public issues, i.e., small “p” activities, is allowed, because city managers play a role in the presentation of issues related to local government and advocate for [public] issues before the city council based upon the facts and as directed by the city council. (PM, Martha Perego, April 2021)

The point is to let the elected officials handle the give-and-take of political electoral processes while the city manager addresses the fact/data-driven recommendations and implementation processes. Managers must neither let politics drive their decision-making nor their problem-solving.

To top it off, city managers understand that they work for the elected officials – i.e., the mayor and the city council are their boss as represented by a majority vote of the city council. Managers are obligated to implement the policies adopted by the city council. And even if they do not agree with a policy, they must still implement it, or resign. They must never sabotage the will of the elected officials. This is spelled out in the *Texas City Management Association Code of Ethics* as evidenced by Tenets 1, 5, and 7 of the *TCMA Code of Ethics* in Table V (See Appendix E – *TCMA Code of Ethics*).

And this understanding of the city manager’s role and non-involvement in politics should be on display during the selection process by the elected officials. That is, politics should not be a criterion for the selection of the city manager since an applicant’s political leanings do not matter in the city management profession.

Bottomline for the city council is not to inject partisan politics into the selection process.

**Table V -- TCMA Code of Ethics – Why city managers avoid politics.**

Tenet 1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 5. Provide elected officials with facts and advice on matters of policy and implement local government policies adopted by elected officials.

Tenet 7. Refrain from all political activities which undermine public confidence in professional administrators and from participation in the election of the members of the employing legislative body.

**Reviewing Resumes**

The process leading to the determination of finalists is extremely important because it separates all applicants into two groups--those who will receive further consideration and those who won't. Unless this process is done with both care and consistency, it is possible that outstanding applicants will be overlooked.

The selection process begins with a review of all resumes that have been submitted. While a deadline for submitting resumes is typically established, this can be viewed as a planning deadline and if so, all resumes are considered, even if they arrive after the planning deadline. Depending upon circumstances, a city can receive in excess of 75 resumes for a vacant city manager position. The review of resumes will take time, so guidelines as provided below, need to be developed to assist in narrowing the total to a smaller group for further investigation.

Organizing the review -- Unless the city council has retained an executive recruiting firm to assist in the selection process, it must organize to review resumes. There are at least three alternatives, and the city staff could be involved in all three:

1. Give each council member a fixed period of time to review all resumes, and to recommend a smaller number for further consideration. Someone on the city council should then act as a coordinator to group the common choices together, and to resolve whether those who were not picked by the majority of the city council will receive further consideration.
2. Ask a committee of the city council to assume responsibility for the application review process, and to ultimately recommend a group of finalists to the city council.
3. Use an outside third party such as a retired and respected city manager, university professor with city management experience, etc. to help screen the resumes and narrow them down as far as the basic criteria – e.g., years of experience, amount of education, types of competencies, etc. Or, let the city's HR director perform the initial screenings so that the city council will not have to review all the resumes received.

Key elements -- As discussed briefly earlier, three key elements, as listed below, are particularly important in the overall resume review process regardless of how organized:

- **Acknowledgement:** The resumes should all be acknowledged. Ideally, this will be done when they are received, and the acknowledgment will incorporate a broad timetable that provides the city council with adequate review time before finalists are selected.
- **Timeliness:** The process should move forward as promptly as possible, consistent with a thorough review. If the review process takes too long, it could be construed as a signal to the candidate that there is a lack of leadership and the process is not well organized. For this or other reasons, the city council can lose good applicants who simply have second thoughts and change their mind.
- **Confidentiality:** Consistent with applicable State law and the advice of the city attorney, the confidentiality of resumes submitted for the city manager position should be maintained. Contact with others as part of the review process is important, but it should be coordinated with the applicant as a courtesy and to avoid jeopardizing the applicant's current position. While there may be times during the resume review process when it is helpful to check with others, this type of contact normally occurs after the city council has narrowed down to a smaller group which will be subject to more thorough work-related background checks. Please note that

using a search firm for the recruitment process does not prevent its records from being subject to release under the Public Information Act. For example, if a consultant maintains or holds records for a governmental body, the documents are still considered public information if the governmental body owns the information or has a right of access to it.

Use the Council's Criteria -- Those reviewing the resumes should compare them with the recruiting criteria that were adopted by the city council at the outset of the recruiting process. In this way, the factors that were most important to the city council will be considered in narrowing down to a smaller group of applicants. Other questions to address in the screening process include:

1. Has the applicant had experience working in a city of comparable size?
2. Has the applicant had experience with the variety of services delivered by the city?
3. Has the experience been comparable in terms of size of budget and number of employees?
4. Has the applicant worked in a similar geographic area? Is the applicant likely to be comfortable in a rural or urban setting, and familiar with the problems faced generally by the city?
5. Has the applicant had broad administrative and supervisory authority, or has the experience of the applicant been limited to research or administering activities in specialized areas?
6. Has the applicant worked directly with a city council? Does the applicant have experience working with citizen and other groups?
7. What is the employment history of the applicant? Does it suggest a pattern of broad experience and increasing responsibility? Does the applicant have good tenure with each employer, or is there a pattern of frequent movement from one position to another?
8. What is the current salary of the applicant? Does it fit within the parameters of the city?
9. How have the resume and letter of transmittal been prepared?
10. Does the letter of transmittal suggest a real interest in the city manager position?
11. What does the resume itself tell you about the person?

### **Determining Finalists**

When the resume review process has been completed, it should be possible to narrow the total group of applicants to a smaller second-round group consisting of perhaps 10-15 applicants. This smaller group will be subject to more thorough background checks including references and social media usage history. Also, virtual interviews could be used to help narrow the second-round applicants to the final round which will be 3-5 applicants who are the finalists and invited to the city for an interview.

### Three cautions on the screening:

- Accurate understanding of social media usage: social media exist, for good or bad, so it should not be ignored in the screening process of applicants. However, searching

social media in a free-lance, hit-and-miss basis should not be allowed, but a more systematic, comprehensive search should be used so that the norm of “social media stuff” is not confused with something that should be of concern. This may best be accomplished with search firms that specialize in such searches or, if available, staff personnel with knowledge of social media.

- Do not short-cut the process: The city council should resist the temptation to select finalist candidates before background checks have been completed. When reviewing resumes, some may suggest that the city council pick those that they feel are best and move right ahead to interview. However, while resumes are helpful as an initial screening device, they can also be misleading and as mentioned earlier, they are not a short cut in the selection process. They tell you nothing about the personal characteristics of the individual in terms of ability to work effectively with people – i.e., his/her non-task related factors of the job as described earlier. They can also leave an exaggerated impression of the actual background, responsibilities, and accomplishments of the individual. It is neither practical nor necessary to conduct background checks on all applicants, but an important interim step is to conduct background checks on a smaller group as a prelude to and basis for selecting finalists.
- References’ awareness of city government: Be sure the background checks that are completed are work related. While there is nothing wrong with talking with community leaders and other general references regarding the strengths and weaknesses of a candidate, the purpose of the background checks is to provide the city council with a solid reading as to the candidate's ability to handle the job from an administrative standpoint, and to work effectively with the city council, staff, and people generally. Consequently, background checks should be conducted primarily with people who know local government, understand the job of city manager, and who have a firsthand knowledge of the performance of the applicant in this area. Such work-related background checks would normally be based on conversations with current and former council members, staff members the applicant has worked closely with and/or supervised, and others who have worked closely with the applicant. As indicated previously, confidentiality is extremely important, and the city should be sure to coordinate with the applicant in terms of any background checks that are undertaken.

Background Checks -- When conducting background checks as a basis for narrowing to a group of finalists, several guidelines are important:

- The background checks should be done by the same person to assure consistency.
- Similar areas and questions should be covered with respect to each applicant to provide a good basis for comparison.
- Talk with enough people to get a consistent reading as to the strengths and weaknesses of the individual. If a person can only say good things about the applicant, ask them directly about the applicant's weaknesses.
- Use the background checks as a vehicle to learn about the person's ability to work

effectively with people, as well as to develop a more complete understanding of the applicant's work experience and specific accomplishments.

Based upon the result of the background checks and keeping in mind the city council's selection criteria which reflects what the city is looking for in a city manager, the city council should be able to narrow to a smaller group of 3-5 finalists. The city council obviously makes the final determination as to who and how many will be interviewed, but the finalist group should be large enough to expose the city council to an array of personalities, diversified applicants, competencies, and skill sets. In most cases, a minimum of 3-5 should be interviewed face-to-face as finalists. The city may also wish to establish a back-up group in case some of the finalists decide not to pursue the position.

### **Interviews**

The number of first round finalists can vary, as mentioned before, from 10 to 15 depending on the council's preference. The normal process is for there to be at least two sets of finalists – the first round would have a much more in-depth screening than the preliminary resume screening, and possibly include short virtual interviews– e.g., 30 minutes -- prior to the final cut. A preliminary virtual interview should expedite the screening process by better revealing more about the applicants than the resumes, background checks, etc. Then once the final cut is made to the final round of finalists, the interviews should be face-to-face and much longer – e.g., at least one to two hours.

#### **Steps for Contacting Finalists and Scheduling Interviews (both virtual and face-to-face) --**

Once finalists have been selected, a representative of the city council should call each finalist and confirm appropriate next steps. Among other things, the city should:

- Confirm with each individual that he/she has been selected as a finalist. Each individual should be congratulated and made to feel that the city council is delighted to have their resume. At the same time, the continuing interest of the individual in the position should be confirmed.
- Advise each finalist of the nature of the interview process, e.g., virtual and/or face to face; entire council or committee; etc., as well as the date and time. Also confirm how many will be interviewed, whether there are any in-house candidates, and when you expect a decision to be made. Indicate that this will all be confirmed in a follow-up letter.
- Unless State law or the advice of the city attorney dictates otherwise, assure the applicant that the confidentiality of the process will be maintained. If the names of finalists are to be made public, the applicant should be advised of this, and given the opportunity to withdraw.
- Indicate that a more complete packet of information about the city will be mailed directly to the applicant's home. Material to be included might include:
  1. Current budget and financial report
  2. Recent bond prospectus
  3. Organization chart
  4. Personnel rules and regulations



5. List of council members, their bios and length of service
6. Copies of city council minutes for the past several months
7. General plan and land use map
8. Statement of city goals, objectives, priorities
9. Any other material that would be of particular relevance, given the goals and objectives of the city council.

Since the city's website is full of information, you might not want to spoon feed the applicants by sending them a full package of information, but see if the applicants have the initiative, computer savvy, etc. to find the information himself/herself using the website.

Interviews – Face-to-Face and Virtual -- A 30-minute virtual interview is a good tool to use for the first round of finalists, because it should improve the quality of the final round finalists for face-to-face interviews. This gives you the advantage of seeing a broader pool without spending travel costs on a larger pool. For example, this allows less traditional candidates, and ones more geographically isolated, to get a closer look than they might otherwise get when the city is weighing the travel costs to bring them in.

While virtual interviews are not a replacement for face-to-face interviews, they are better than a telephone conversation or printed documents, because the applicant's image is available for observation. However, it is important to be aware that with information technology such as Zoom, Facebook, Skype, etc., there are two selves -- the virtual self and the physical self – resulting in the ability for someone to “diverge” as two human beings, each with a distinct persona and history.” (Leonard Brody 2013) For example, the virtual self can be self-confident, well-spoken, use proper grammar, in control of his/her emotions, etc. while the physical self may be lacking in all aspects. Or it could be vice-versa with the physical self being superior to the virtual self.

Of course, while the two-selves makes the screening of applicants even more difficult, it is not impossible; it is just something to be aware of. However, it is not much different from reviewing resumes and trying to figure out who is the real applicant; or doing the same in face-to-face interviews. Bottom line, you must be aware that the applicant is performing to get the job, and your job as a screener is to determine if that performance reflects the real person. For the pros and cons of virtual interviews, please see Appendix F.

The Interview Process -- With respect to the actual interview, the city council obviously has the ability to structure an approach it feels comfortable with and believes will permit it to make the best decision regarding a new city manager. The interview process should be well organized and the setting comfortable. A discussion leader should be designated, and all council members should participate. Typically, the city council meets individually with each finalist for an hour or more. During this time, the council has an opportunity to question the individual about a variety of matters such as overall work experience, specific accomplishments, career objectives, alternative approaches to practical problems faced by the city, and similar matters. The candidate, of course, also has an opportunity to assess the council as a group, and to ask questions.

During both the formal and informal meetings between the city council and the finalist, discussion and questions should focus generally on those things referenced in the recruiting guidelines. Obviously, discussions should stay within acceptable legal parameters which suggests, in part, no questions concerning politics, religion, and sexual preferences. The focus must always remain on KSA – knowledge, skills, and abilities.

Don't spend time during the initial interview talking about compensation, except to ask about the candidate's expectations. If the council is aware of general expectations, they can take this into account in making a final selection and, in subsequent negotiations, on total compensation. To discuss this subject in detail during the initial interview deprives the council of a chance to consider more substantive questions and can result in a defensive or argumentative atmosphere with a candidate before it is even clear that the position will be offered.

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*Structured interviews fare better for predicting performance.*

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Research has shown that structured interviews fare better for predicting performance. While an unstructured interview might resemble a chatty discussion between the interviewers and candidate with question topics varying for each candidate and with little linkage to the job criteria, a structured interview is the opposite with predetermined questions such as about the candidate's behavior in past situations. A rating scale and rubric should be used to score each candidate. The rubric gives examples of what average, good, or great answers look like. Each interviewer scores the rubrics and then meet as a group to discuss their scoring and decide on the best candidate. The aggregation of interviewers' judgments on scoring should improve the selection process and produce the best candidate. (Kahneman et al. 2021, 309) (See Appendix G for Suggested interview questions.)

While the process provides the city council with an opportunity to improve its knowledge of finalists, it also results in an impression on the part of the candidate, which can affect interest in the position. In part, the process should help to cement the interest of the candidate in the position. In this regard, the city council may wish to arrange for additional events such as a dinner or a tour of the city.

Community/City Employees Involvement in Interview Process -- Most often interviews are simply discussions between the city council and the finalists. Sometimes, however, the city council may choose to supplement the interview process by inviting city employees and/or community leaders, and even the public in general, to participate. For example, finalists may meet with the department heads or other staff to review departmental operations in more detail, or to receive a tour of the city. Similarly, finalists may meet with selected community leaders to receive their input on matters they consider important to the city. If this is done, it should be emphasized that it is to provide the candidate with additional information about the city, and that these individuals will not be involved in the actual selection of the city manager. Obviously, the city council should use care in selecting the individuals with whom the finalists will meet, and the importance of maintaining confidentiality should be

emphasized to all concerned. Also, care should be taken to assure that the process does not confuse, offend, or take the candidate by surprise.

Spouse Involvement -- If the spouse is invited to accompany the finalist candidate, it is also important that this part of the process be well organized. While the spouse may prefer to have some free time, the interests of the spouse should be determined and accommodated. This could include a tour of the city, an opportunity to talk with realtors and visit homes, and a briefing on schools in the area. Spouses should not be included in a formal interview process or made to feel like they are being interrogated in any way. As with the candidate, including the spouse should be viewed as a courtesy that lets both the city council and the spouse get to know each other, and should result in the same positive impression concerning the city and the city manager position.

Reimbursement of Expenses -- Confirm the city's policy on reimbursement of expenses in conjunction with the interview. While this is obviously a policy decision to be made by the city council, it is clearly the practice of most cities to reimburse candidates for any actual out-of-pocket expenses. These typically include transportation, room, and board. Some of the finalists may have submitted their resume in response to an invitation from the city but, regardless, city reimbursement of expenses is another way the council can demonstrate their interest in the candidate. This tends to reinforce the positive nature of the process and can also make the difference in some cases as to whether the finalist is able to attend. When there is strong reluctance on the part of the city council in this area, some cities have agreed to share expenses with the candidate or have indicated they will reimburse all expenses after the first trip.

With respect to actual travel arrangements, the city can offer to handle all reservations, transportation, and related matters. However, this can be quite cumbersome and time consuming for the city. In most cases, the city confirms the time and place, and lets the finalist make their own arrangements. Finalists tend to prefer this approach.

### **Making the Selection**

When the selection process is over, there are three possible outcomes--either one finalist has emerged as the clear choice of the city council, or they have narrowed down to several that they would like to pursue further, or none of the candidates were acceptable.

If there is one clear first choice, the city council, through its representative, can simply notify the candidate, confirm the willingness of the candidate to accept the position, and then move to finalize a total compensation package and other arrangements.

If there are still two or three applicants to whom the council would like to give further consideration, several options exist. The city council may wish to invite the candidate and possibly the spouse for a second interview. A longer interview, coupled perhaps with some sort of function like a dinner, can often times provide the city council with the insight it needs to make a final decision. Other options include conducting more extensive background checks with individuals in the candidate's current community or making an on-site visit to the

candidate's current community. Either of these latter two activities can be helpful to the council in reaching a final decision, but it is essential that they be coordinated and conducted with the full advance knowledge of the candidate.

If none of the finalists meet the council's expectations, some of the options mentioned above when there is no obvious clear choice may be taken. However, it may be best to rescreen some of the applicants who did not make the first round of finalists; or a final, worst-case option is to restart the entire process.

It is important that the council should take whatever time is necessary to arrive at a comfortable and well-reasoned decision. However, the "do-over" interview process and related follow-up activities should also move forward as promptly as possible so as not to lose momentum or any remaining serious applicants.

Of course, once a final decision has been made, all of the other applicants should be notified. Until all arrangements have been finalized with the first-choice candidate, the city council should table notifying the other finalists. In the event they are unable to satisfactorily conclude negotiations with the first-choice candidate, the city council may want to reopen discussions with some or all of the other finalists. Again, from an image standpoint, it is important that all applicants learn first from the city, as opposed to hearing about it from another person, seeing it on TV, or reading it in a newspaper or on social media.

### **Finalizing Arrangements**

Once the city council has decided and the individual has indicated a willingness to serve as city manager, there are several things that need to be done in order to finish the process. Among them, a compensation package needs to be negotiated, and several transition activities need to be completed before the individual relocates and begins work.

Negotiating Compensation --The process of negotiating a total compensation package needs to be handled correctly by the city council to assure that relations with the new city manager begin well.

The Texas Municipal League collects salary information for city managers (and 26 other positions) and this data is available at <https://salarysurvey.tml.org/>.

Initially, the mayor or councilmember responsible for negotiating compensation with the new city manager needs to be someone who can deal firmly with the new city manager and, at the same time, be friendly, flexible, and realistic.

- Friendly in the sense that this approach will cause both parties to relax in what can be for either an unusual or tense situation.
- Flexible meaning that there may well be more than one way to meet the financial objectives of the new city manager and negotiating implies a willingness to consider options and alternatives in pursuit of an acceptable package.
- Realistic in the sense that, no matter how beautiful and desirable the community, the city council realizes that the person, except in highly unusual circumstances,

will not accept the new city manager position for an amount equal to or less than his or her present salary.

When negotiating compensation, base salary is the place to start, while always keeping an eye on total compensation. It is important that the person negotiating compensation on behalf of the city council understand what is overall acceptable to the council. The current salary of the applicant plus an indication of compensation expectations as expressed at the interview should give the council an idea of salary parameters. If an executive recruiting firm is being used, they are often asked to serve as an intermediary between the council and the candidate and to, in fact, negotiate compensation.

As a prelude to actually negotiating a compensation package, the city council should ask the person who has been selected to provide the council with a written itemization of current total compensation, along with a copy of a current employment agreement if one exists. This can serve as a starting point for the council and permit a proposed compensation plan to be prepared that is both competitive and realistic.

Benefits – Often times there will be no negotiation on some benefits that are similar from one city to another. For example, medical insurance or holidays were provided there, and they are also provided here. The variables will most likely relate to cash compensation that the city manager may have. Elements of a total compensation package typically include:

- Base salary
- Deferred compensation
- City car or car allowance
- Cell phone usage
- Retirement plan
- Medical and related insurance (e.g., dental, optical, life, disability)
- Severance
- Vacation
- Holidays
- Sick leave
- Membership dues and conference attendance

After receiving a listing of the current total compensation package of the new city manager, the city council or its representative should outline a proposed package that leaves the individual with a complete overview of basic benefits, provides an appropriate step forward in cash-related benefits, assures no reduction in take-home pay, and deals with any particular financial objectives that the new city manager may have. For assistance in deciding upon a benefit package please check the TCMA link <https://tcgservices.com/tcmaagreements/>.

As a part of the compensation negotiation, there will undoubtedly be some issues that don't relate to the ongoing compensation package but may well have significant financial implications for both the city and the applicants. Here again, both parties need

to be flexible and realistic in dealing with these issues, which may include:

- Moving expenses-- it is common for a city to pay the one-time cost of the city manager to move his or her family and household furnishings to the new city. Sometimes a *not to exceed* figure is agreed upon based on estimates from moving companies.
- Temporary housing -- Until the new city manager is able to sell their former home and/or relocate family to the new city, an allowance is often provided for temporary housing in the new city. Typically, this amount is sufficient to cover the cost of a modern furnished apartment or condominium. Again, both parties may agree to a fixed time period or amount.
- Commuting expense -- As with temporary housing, the city council will often times agree to reimburse the city manager for periodic trips to visit family, or for the spouse to come to the new city for house-hunting purposes.

There are occasions where a city council is unable to reach agreement on compensation or other matters with its first-choice candidate. In these instances, the council typically enters into negotiations with its second-choice candidate. As indicated previously, when an agreement has been finalized, all other applicants should be promptly notified.

Once salary, benefits and other finance-related issues have been resolved, it is time to address a few remaining and important transition activities.

### **Transition Activities**

Transition activities refer to those things that occur, or should occur, between the time the city council selects a new city manager and that person begins the job. Such activities can be grouped under three broad categories, as follows:

Employment agreement-- An employment agreement is simply a written summary of the terms and conditions for employment for the new city manager. While such an agreement typically does not refer to a specific term of employment, thus permitting either the city council or the city manager to terminate for cause or at will, it does generally include a section providing the city manager with severance pay for a fixed period of time if terminated by the city council.

Employment agreements are increasingly used to avoid any misunderstanding on the part of either the city council or city manager on the basic terms and conditions of employment. While not a lengthy legal document, they are typically drafted by the city attorney, although the city council sometimes provides the city manager with an opportunity to prepare a first draft for consideration. The International City/County Management Association recommends the use of employment agreements and has published a report and sample agreement. For the TCMA sample employment agreements for city managers please check the link <https://www.tcma.org/414/Financial-Planning-and-Employment-Agreem>.

Once the city council and city manager have reached agreement on compensation, start

date, method, and timing of announcing the selection in the city manager's new and old city, and similar matters, the next step is to prepare and execute the employment agreement. At a minimum, a formal letter of understanding should be prepared.

General assistance -- To affect a smooth transition, the city council should, at its initiative, offer to provide general assistance as the new city manager prepares to move to the city. Such assistance might include introductions to realtors and bankers, assistance to the spouse in finding suitable employment, and similar types of activities.

Getting started on the right foot -- In addition to providing general assistance as needed, there are some additional things the city council can do, at its initiative, that will be constructive, and in the best interest of all concerned in terms of getting things off to a good start. These include:

- Orientation meeting -- The city council should arrange to introduce the new city manager to department heads and city staff. While the city manager may have met some of these people during the interview process, a special meeting or reception can be a pleasant way to turn responsibility over to the new city manager. In addition, the city council may wish to arrange similar meetings, briefing sessions, and/or receptions in order to introduce the city manager and family to community groups, civic leaders, and citizens in general.
- Council orientation and review of objectives -- While some of these things may have been discussed during the interview process, it is desirable to have an initial work session with the city manager where initial expectations on both sides are discussed and clarified, and city goals and objectives are reviewed. This initial communication can help both the city council and the city manager be sure their relationship is working in the same direction from the outset.
- Performance evaluation -- Using the goals and objectives as a starting point, the city council and city manager should agree to discuss annually or semi-annually the performance of the city manager. This established and more formalized process helps to assure that communication between the parties is maintained, that progress is monitored, and that goals and objectives are reviewed and refined on a regular basis.

When a city council commits itself to a comprehensive recruiting process, on its own or with the assistance of an executive recruiting firm, the chances of a long-term relationship that will be of benefit to the city council, city manager, and the community are greatly enhanced.

## **Chapter 5 Summary**

This chapter reviews the various steps, choices, and activities related to the selection of finalists and eventually the new city manager. Stick with the process agreed upon by the city council:

- take no short cuts

- have diversified participants involved
- avoid political partisanship
- review the resumes systematically per the city council's criteria
- background checks, and
- conduct structured interviews.

When the process is completed, the city council must decide what to do – i.e., either hire, reinterview the top 2 or 3, review applicants who didn't make the first-round cut, or restart the entire process.



## APPENDIX A—Recruiting and Selecting a City Manager

**Table V – Summary Checklist for the Recruitment & Selection of a City Manager**

Important Actions	Timetable
<ul style="list-style-type: none"> <li>• If necessary, designate an interim manager</li> </ul>	Week 1
<ul style="list-style-type: none"> <li>• Obtain a status report on related organization and projects</li> </ul>	Week 1
<ul style="list-style-type: none"> <li>• Confirm the recruiting process that will be used               <ul style="list-style-type: none"> <li>– Determine who will be responsible for conducting the recruitment</li> <li>– Establish recruiting guidelines for the position</li> <li>– Confirm scope of the recruitment</li> <li>– Confirm steps involved in the recruitment process</li> <li>– Confirm compensation parameters</li> <li>– Establish a timetable for the recruitment process</li> </ul> </li> </ul>	Week 2
<ul style="list-style-type: none"> <li>• Prepare and place advertisements for the position in appropriate publications</li> </ul>	Week 2
<ul style="list-style-type: none"> <li>• Identify outstanding potential candidates and send them a written invitation to apply for the position</li> </ul>	Weeks 3 and 4
<ul style="list-style-type: none"> <li>• Personally, contact the outstanding potential candidates as a follow-up to the written invitation to apply</li> </ul>	Weeks 5 and 6
<ul style="list-style-type: none"> <li>• Acknowledge all resumes as they are received</li> </ul>	
<ul style="list-style-type: none"> <li>• Review all resumes received after the application deadline has passed</li> </ul>	Week 7
<ul style="list-style-type: none"> <li>• Conduct work-related background checks on a smaller group of applicants</li> </ul>	Week 8
<ul style="list-style-type: none"> <li>• Confirm the selection process that will be used               <ul style="list-style-type: none"> <li>– Confirm finalists</li> <li>– Agree on a specific selection process</li> <li>– Establish a timetable for the selection process</li> <li>– Determine policy on reimbursement of finalist expenses</li> </ul> </li> </ul>	Week 9
<ul style="list-style-type: none"> <li>• Notify finalists and schedule them for interviews</li> </ul>	Week 9
<ul style="list-style-type: none"> <li>• Conduct interviews, follow-up interviews and make a selection</li> </ul>	Weeks 10 and 11
<ul style="list-style-type: none"> <li>• Negotiate terms and conditions of employment and reduce to writing</li> </ul>	Week 12
<ul style="list-style-type: none"> <li>• Finalize related arrangements               <ul style="list-style-type: none"> <li>– Determine a start date</li> <li>– Confirm a method of announcing the hiring decision</li> <li>– Advise all other applicants of their status</li> <li>– Plan an orderly transition</li> </ul> </li> </ul>	Week 12

## **Appendix B -- Recruitment Firm Tasks and Vetting Criteria**

As discussed in Chapter 2, the city council may decide to outsource all or parts of the recruitment process to an executive recruitment firm. Whether to outsource or not depends on several factors, including the presence of a qualified in-house employee, the city's capacity to perform in-house recruitment, the reason for the vacancy, and the challenges facing the city. Chapter 2 reviewed these four factors.

Outsourcing is not an all or nothing proposition because, in lieu of a turnkey job, the city council might only outsource a few tasks of the recruitment process such as advertising and screening while performing the other tasks in-house. Again, this will mostly depend on the city council's capacity to handle all or parts of the recruitment process. Definitely, no size fits all.

### **Tasks to be provided by the Recruitment firm**

Below are two lists of recruitment tasks – the first list might be considered a basic package for a recruitment firm while the other list would be extras that could be added for more of a turnkey package:

#### **Basic Package to be Provided by the Recruitment Firm**

1. Provides application management, candidate evaluation, and ranking.
2. Provides a project manager with career local government experience or significant experience recruiting comparable positions to the city manager's position.
3. Assigns support staff to assist the client and candidates throughout the process.
4. Conducts highly detailed mainstream and social media candidate vetting. Note that in the past this task would not have been considered as basic but with the prevalence of social media and its use, reviewing the finalists' social media use has become much more important.
5. Conducts media searches for candidates at the semi-finalist level and/or finalist level to facilitate thorough ranking and screening (news, social media, education, career, etc.).

#### **Extras that could be included with the Basic Package**

1. A dedicated project manager
2. Specific support staff
3. Develops and provides press releases announcing selection of finalists and new hire
4. Provides professionally designed tools such as questionnaires to further evaluate candidates.
5. Offers online recorded candidate video interviews prior to finalist selection
6. Offers recommendation of on-site interview questions tailored to the city manager's position
7. Offers facilitation of on-site interviews

8. Provides an online platform for application management, candidate evaluation, and ranking
9. Has an experienced on-staff Public Information Officer available to develop and provide press releases announcing selection of finalists and new hire
10. Provides options for psychometric assessments for candidates and teams.
11. Provides an experienced, in-house Media Search Specialist to conduct highly-detailed mainstream and social media candidate vetting
12. Conduct stakeholder engagement activities such as stakeholder interviews, community meet and greets, staff meetings, facilitating media interviews, community profile input meetings, surveys, etc.
13. Provides an Applicant Pool Guarantee – search will be repeated for no additional fee if initial pool is unsatisfactory
14. Length of Service Guarantee – professional fee waived for new search if selected candidate leaves within specific length of time of hire
15. Offers expertise and assistance in developing professional performance evaluation to be used after selected candidate's first year on the job
16. Option for facilitated team building, goal setting, and strategic visioning retreats for governing body and staff with an experienced, professional facilitator
17. Access to 24/7 contact with project manager for clients and candidates during the entire recruitment process
18. Provides e-news alert service to candidates to help them learn more about your organization's community
19. Offers onsite job analysis interviews with search committee, key staff, community leaders, and stakeholders
20. Offers assessment exercise to determine candidate management style and organizational match prior to onsite interviews
21. Provides experienced, in-house social media expert to develop and lead the digital talent marketing campaign for the recruitment
22. Provides customized, comprehensive, multi-platform digital marketing recruitment campaign (Facebook, Twitter, LinkedIn, Instagram, etc.)
23. Assists with salary negotiations

### **Vetting Executive Recruitment Firms**

It is important to choose an experienced recruitment firm that

- understands the unique dynamics of local government in general and the city manager position specifically
- can effectively market the position and reach top candidates, and
- can effectively screen the candidates.

To assist you in selecting a recruitment firm, below are 35 examples of evaluative criteria and ranking values for selecting a recruitment firm. These examples provide objective measures and ranking values that can be revised and adapted for your city's particular situation. Also, you can vary the ranking values to reflect your priorities. For example, when only a dichotomous choice is offered for a criterion, such as for criterion number 5's specific staff support is either valued at zero or five, you could reword the criterion so that the values from 1-5 can be used.

**Table VI - Examples of evaluative criteria & ranking values for selecting a recruitment firm**

COMPANY EXPERTISE		Ranking Value
<b>1. Specializes in local government recruiting.</b> 0 = no specialization 1 = minimum specialization 2 = standard specialization 3 = advanced specialization 4 = primary specialization 5 = exclusive specialization		
<b>2. Experience in diversity, equity, and inclusion in recruiting candidates that emphasizes the importance of working with diverse populations; highlighting existing diversity present in the community/organization; advertising the position with diverse professional organizations, etc.</b> 0 = none 1 = minimal 2 = acceptable 3 = good 4 = better 5 = best		
<b>3. Length of experience conducting recruitments for similar positions</b> 0 = less than 1 year 1 = 1-4 years 2 = 5-9 years 3 = 10-14 years 4 = 15-19 years 5 = 20 years or more		
<b>4. Provides a dedicated Project Manager (PM) with career local government experience or significant experience recruiting comparable positions to the position being recruited.</b> 0 = no local government/recruitment experience 1 = PM has local government/recruitment experience but not comparable 2 = PM has 0-5 years of comparable local government/recruitment experience 3 = PM has 6-10 years of comparable local government/recruitment experience 4 = PM has 11-15 years of comparable local government/recruitment experience		

**Table VI - Examples of evaluative criteria & ranking values for selecting a recruitment firm**

	Ranking Value
5 = PM has 15+ years of comparable local government/recruitment experience	
<b>5. Assigns specific support staff to assist the client and candidates throughout the process.</b> 0 = No <b>6. 5 = Yes</b>	
<b>7. Has experience conducting stakeholder engagement activities such as stakeholder interviews, community meet and greets, staff meetings, facilitating media interviews, community profile input meetings, surveys, etc.</b> 0 = none 1 = One activity 2 = Two activities 3 = Three activities 4 = Four activities 5 = Five or more activities	
<b>8. Offers provision of comprehensive, professionally designed tools such as questionnaires to further evaluate candidates</b> 0 = No 5 = Yes	
<b>9. Offers online recorded candidate video interviews prior to finalist selection</b> 0 = No 5 = Yes	
<b>10. Offers recommendation of on-site interview questions tailored to the position profile</b> 0 = No 5 = Yes	
<b>11. Offers facilitation of on-site interviews</b> 0 = No 5 = Yes	
<b>12. Provides options for psychometric assessments for candidates and teams</b> 0 = No 5 = Yes	
<b>13. Assists with salary negotiations</b> 0 = No 5 = Yes	
<b>14. Has an experienced on-staff Public Information Officer (PIO) available to develop and provide press releases announcing selection of finalists and new hire</b> 0 = No 5 = Yes	
<b>15. Provides an Applicant Pool Guarantee – search will be repeated for no additional fee if initial pool is unsatisfactory</b> 0 = No 5 = Yes	

**Table VI - Examples of evaluative criteria & ranking values for selecting a recruitment firm**

	Ranking Value
<b>16. Length of Service Guarantee – professional fee waived for new search if selected candidate leaves within specific length of time of hire</b> 0 = No 1 = Yes, less than 3 months 2 = Yes, 3 months to less than 6 months 3 = Yes, 6 months to less than 12 months 4 = Yes, 12 months to less than 18 months 5 = Yes, 18 months or longer	
<b>17. Offers expertise and assistance in developing professional performance evaluation to be used after selected candidate's first year on the job</b> 0 = No 2.5 = Yes, basic assistance 5 = Yes, comprehensive assistance	
<b>18. Option for facilitated team building, goal setting, and strategic visioning retreats for governing body and staff year on the job with an experienced, professional facilitator</b> 0 = No 2.5 = Yes, basic assistance 5 = Yes, comprehensive assistance	
<b>STRATEGIES FOR UNDERSTANDING THE COMMUNITY &amp; ORGANIZATION</b>	
<b>19. Firm previously worked with our organization</b> 0 = No 5 = Yes	
<b>20. Access to 24/7 contact with Project Manager for clients and candidates during the entire recruitment process</b> 0 = No 5 = Yes	
<b>21. Provides e-news alert service to candidates to help them learn more about your organization's community</b> 0 = No 5 = Yes	
<b>22. Offers onsite job analysis interviews with search committee, key staff, community leaders, and stakeholders</b> 0 = No 5 = Yes	
<b>23. Offers assessment exercise to determine candidate management style and organizational match prior to onsite interviews</b> 0 = No 5 = Yes	

**Table VI - Examples of evaluative criteria & ranking values for selecting a recruitment firm**

	Ranking Value
<b>STRATEGIES FOR MARKETING TO AND NETWORKING PROSPECTS</b>	
<b>24. Offers outreach via firm's category-specific database to prospective candidates who have opted-in to be contacted about recruitment opportunities</b> 0 = No category specific database 1 = Less than 100 prospective candidates 2 = 101 to 500 prospective candidates 3 = 501 – 1,000 prospective candidates 4 = 1,001 – 1,500 prospective candidates 5 = More than 1,500 prospective candidates	
<b>25. Provides experienced, In-house Social Media Expert to develop and lead the Digital Talent Marketing campaign for the recruitment</b> 0 = No 5 = Yes	
<b>26. Provides customized, comprehensive, multi-platform digital marketing recruitment campaign (Facebook, Twitter, LinkedIn, Instagram, etc.)</b> 0 = No 1 = One social media platform 2 = Two social media platforms 3 = Three social media platforms 4 = Four social media platforms	
<b>27. Firm has a strong following on social media platforms (combined) (Facebook, Twitter, LinkedIn, Instagram, etc.)</b> 0 = None 1 = 1 - 500 2 = 501 – 1,000 3 = 1,001 – 5,000 4 = 5,001 – 10,000 5 = 10,000 +	
<b>28. Has mechanism for regular communication to an opt-in subscriber network of potential candidates</b> 0 = No 5 = Yes	
<b>29. Maintains a nationally recognized local government job board</b> 0 = No 1 = Up to 1,500 visitors per month 2 = 1,501 – 5,000 visitors per month 3 = 5,001 – 10,000 visitors per month 4 = 10,000 – 15,000 visitors per month 5 = Over 15,000 visitors per month	
<b>30. Provides a professional category-specific, opt-in, email marketing network</b> 0 = No 5 = Yes	

**Table VI - Examples of evaluative criteria & ranking values for selecting a recruitment firm**

	Ranking Value
<b>31. Has an extensive network of local government clients to attract a nationwide candidate pool</b> 0 = In-state clients only 2 = Clients in 2-10 states 3 = Clients in 11-25 states 4 = Clients in 26-40 states 5 = Clients in more than 40 states	
<b>STRATEGIES FOR VETTING CANDIDATES</b>	
<b>31. Provides an online platform for application management, candidate evaluation, and ranking</b> 0 = No 5 = Yes	
<b>32. Provides an experienced, in-house Media Search Specialist to conduct highly detailed mainstream and social media candidate vetting</b> 0 = No 5 = Yes	
<b>33. Conducts media searches for candidates at the semi-finalist level to facilitate thorough ranking and screening</b> 0 = No 5 = Yes	
<b>34. Conducts comprehensive media searches for candidates at the finalist level (news, social media, education, career, etc.)</b> 0 = No 5 = Yes	
<b>35. Utilizes a licensed professional private investigation firm to perform extensive background investigations and credit checks per specific state laws and guidelines</b> 0 = No 5 = Yes	
<b>Grand Total</b>	



## APPENDIX C - Principal Resource Groups

A variety of professional association newsletters and publications can be utilized to advertise for city manager positions. Those listed below have national distribution or are distributed primarily within the State of Texas.

### TEXAS

Texas Municipal League  
1821 Rutherford Lane, Suite 400  
Austin, Texas 78754-5128  
512-231-7400  
[www.tml.org](http://www.tml.org) (Online classifieds)  
Publication: *Texas Town & City*

Texas City Management Association  
1821 Rutherford Lane, Suite 400  
Austin, Texas 78754-5128  
512-231-7400  
[www.tcma.org](http://www.tcma.org)  
Publication: Online newsletter

Urban Management Assistants of North Texas (UMANT)  
Urban Management Assistants of South Texas (UMAST)  
Urban Management Professionals of South East Texas (UMPSET)  
Urban Management Assistants of Central Texas (UMACT)  
Urban Management Assistants of West Texas (UMAWT)  
Conference of Minority Public Administrators (COMPA)  
*(Note: Each of the above groups publishes a newsletter that contains a listing of job vacancies. However, officers of these organizations change annually. Consequently, it is necessary to check in order to determine the current address of the person to whom newsletter items should be sent)*

### NATIONAL

American Society for Public Administration  
1120 G Street, NW, Suite 700  
Washington, D.C. 20005-3885  
202-393-7878  
[www.aspanet.org](http://www.aspanet.org)  
Publication: *Public Administration Times*

International City/County Management Association  
777 N. Capitol Street, NE, Suite 500  
Washington, D.C. 20002  
202-289-4262

[www.icma.org](http://www.icma.org)

Publications: *Public Management Magazine and ICMA Newsletter*

National Association of Counties  
440 First Street, NW, Suite 800  
Washington, D.C. 20001  
202-393-6226

[www.naco.org](http://www.naco.org)

Publication: *County News*

National Forum for Black Public Administrators  
777 N. Capitol Street, NE, Suite 807 Washington,  
D.C. 20002  
202-408-9300

[www.nfbpa.org](http://www.nfbpa.org)

Publication: Quarterly newsletter and job line

National League of Cities  
1301 Pennsylvania Avenue, N.W.  
Washington, D.C. 20004-1763  
202-626-3000

[www.nlc.org](http://www.nlc.org)

Publication: *Nation's Cities Weekly*

## **APPENDIX D – Recommendations for Diversity in Hiring Local governments**

Below are excerpts from ICMA's Recruitment Guidelines for Selecting a Local Government Administrator (2012).

Local governments are encouraged, whether working with an executive search firm or conducting the search on their own, to recruit a complete and diverse applicant pool from which to select the best candidate. Research demonstrates that unconscious bias is present in candidate screening and recruitment processes<sup>1</sup>. Additionally, research has shown that more diverse groups make better decisions than homogenous groups<sup>2</sup>. This is as important, if not more, at the City Council level than at the teams and implementation level.

Elected officials or Policy makers set the tone for the whole organization. Strategy, guidance, and culture originate at the top, or need the approval or support of senior leadership to be successful and resilient. Ensuring that top management understands this, and even reflects this diversity in the make-up of senior team structures will lead to better and longer lasting organizational health and productivity.

Accomplishing this can be challenging given our individual or collective unconscious biases, so hiring bodies and recruiters need to be more intentional in unwinding or mitigating those biases to ensure an effective recruitment. There are a variety of ways to begin this and signaling this intent to candidates can also lead to a greater, and stronger, applicant pool. For example, blind screening such as removing questions about gender, age families, salary history, group memberships, etc. is almost universal today. It's a balancing act, as you need to know enough about a candidate to determine if they are a good match, but not so much that you're making a decision based on a discriminatory basis.

Below are five key recommendations to help your community maximize the talent pool and get the best candidate for your management position from as diverse a pool as possible:

1. Connect with a variety of advertising opportunities to ensure your position is advertised widely, including partner and affinity organizations related to the national or state associations of managers;
2. Collect recruitment demographics on your applicant pool, and analyze to ensure you have a cross-section of experiences and backgrounds included— consider a blind screening process for your initial resume review;
3. Aim for a roster of finalists that includes representation of race, ethnicity, and gender proportionality similar to your community's makeup—if the final roster is not closely aligned with community demographics, review your recruiting process to see where there may be gaps;
4. Develop a list of screening questions that can be applied equitably across all finalists, regardless of race, ethnicity, and gender (e.g., avoid provocative questions such as, "Does your husband approve of you taking this position, knowing it will take time away from your family?");
5. Ensure that your hiring panel is diverse and includes a variety of backgrounds and

- perspectives; if your council or commission is lacking in diversity, consider expanding your panel to include community residents, business, and civil society representatives.
6. If hiring an external firm to assist in recruiting, ask for information about their strategy, skills and experience in recruiting a diverse pool.

ICMA is committed to promoting diversity in the local government management profession. Because of changing demographics in world, the current overall demographic profile of the local government management profession does not generally reflect the diversity of many of the communities in which ICMA members serve. Reflecting the communities we serve helps us make better decisions and improves public trust and relationships. Due to the current lack of diversity in the profession, the next generation of public servants may not see local government as an attractive option, making future talent development and recruitment challenging. ICMA is committed to ensuring that local governments are inclusive and mirror the diversity of our communities.

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<sup>1</sup>. David R. Francis, "Employers' Replies to Racial Names," The National Bureau of Economic Research, 2003: [www.nber.org/digest/sep03/w9873.html](http://www.nber.org/digest/sep03/w9873.html)

<sup>2</sup>. Samuel R. Sommers, "On Racial Diversity and Group Decision Making: Identifying Multiple Effects of Racial Composition on Jury Deliberations," Journal of Personality and Social Psychology, 2006

## **APPENDIX E – Texas City Management Code of Ethics**

(as adopted in April 1984 and revised August 2020) See TCMA Code of Ethics guidelines

<https://www.tcma.org/DocumentCenter/View/122/Code-of-Ethics-with-Guidelines-and-Rules-of-Procedure-for-Enforcement-PDF>

Tenet 1. We believe professional management is essential to efficient and democratic local government by elected officials.

Tenet 2. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.

Tenet 3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.

Tenet 4. Serve the best interests of the people.

Tenet 5. Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.

Tenet 6. Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.

Tenet 7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Tenet 8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference and handle each problem without discrimination on the basis of principle and justice.

Tenet 11. Handle all matters of personnel on the basis of merit, so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

## APPENDIX F – Virtual Interviews Pros and Cons

Virtual Interviews – Pros and Cons	
<a href="#">An Employers' Guide to Video Interviewing - Digital Gurus</a>	
Pros	Cons
Costs less than face-to-face -- You are able to see a broader pool without spending travel costs on a larger pool.	The quality of human interactions is lower – e.g., misses the human element of face-to-face such as the applicant’s body language and conversation characteristics
Allows less traditional candidates to get a closer look than they might otherwise get when the city is weighing the travel costs to bring them in.	Applicant may be a great performer online but poor face-to-face – i.e., is the virtual self the same as the physical self? Of course, the same question can arise in most selection tools.
Quicker to schedule and arrange because travel and lodging not required, mayor and council can meet from anywhere that broadband is available.	Can have less of small talk and “getting to know you” conversations, but research has shown that this such preliminary interchanges can be problematic in the selection process.
More structured and more likely to go straight to the point of the interview.	Distraction from the conversation – e.g., virtual interviews make it a lot easier to take an extra glance at your cell phone or scan for new tweets mid-conversation. On the flip side, you can become so consumed by analyzing body language that you miss what the applicant is saying in his/her responses altogether.
Makes geographically remote cities with vacancies more accessible to a larger pool of potential candidates. Also, the same can be said for city managers in remote locations -- i.e., they have access to more cities.	
Interview candidates anytime, anywhere and record the interview so you can refer back to it and shortlist candidates at a later date. Prior to recording interviews, please check with the city attorney, because the interview is most likely public information per the Public Information Act.	
Enables you to invite department heads, employees, and/or community members to participate in the live video interview.	

## **APPENDIX G- Suggested Interview Questions**

**NOTE:** These general questions may be supplemented with more specific questions related to particular objectives, problems, and priorities of the city.

1. Describe your background and experience. What have been the areas of emphasis?
2. How does your experience qualify you for this position?
3. Have you had experience in all areas of city service? If you have not had experience in certain fields, how would you approach management in these areas?
4. What particular experience do you have with respect to budget preparation and finance?
5. What particular experience do you have with respect to personnel and labor relations?
6. How do you describe your management style?
7. What is your experience as a supervisor? How many people have you supervised?
8. Have you ever had to terminate someone? What process did you follow?
9. What are your thoughts with respect to performance evaluation? What process do you follow to set objectives and monitor performance?
10. How will you go about assessing the strengths and weaknesses of the organization, and identifying opportunities to improve?
11. How do you approach the planning process? What system do you use to set objectives and priorities?
12. What is important to you in establishing effective working relations with others?
13. How do you view the relationship between the city manager and city council? With department heads and city staff generally?
14. What techniques have you found to be most successful in assisting the city council to establish and implement long and short-range goals for the community?
15. To what extent do you believe contact with citizens and citizen groups is important? How do you typically handle this responsibility?
16. What experience have you had working on an intergovernmental or inter-agency basis? Have you worked directly with the state and federal government, councils of government, counties, and other units of local governments?
17. What will your first steps be upon assuming responsibility for this position? What do you hope to accomplish in the first year?
18. From your limited vantage point, what do you believe to be the challenges and opportunities facing our organization? How is this likely to change in the future?
19. What are your strengths and weaknesses?
20. Where do you want to be five and ten years from now?
21. Why are you interested in this position?
22. What are your expectations with respect to compensation?
23. What is your understanding of "diversity in the city organization"? If needed, how would you go about achieving diversity in the city organization.
24. What are your thoughts on efficiency, effectiveness, and equity in the provision of city services and good?

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF BALCONES HEIGHTS TEXAS AMENDING CHAPTER 150 BUILDING REGULATIONS OF THE BALCONES HEIGHTS CODE OF ORDINANCES BY ADDING SECTIONS 150.27 TO 150.31. CARGO SHIPPING CONTAINERS BEING A PERMIT AND PROVIDING DEVELOPMENT STANDARDS PROVIDING A PENALTY PROVIDING A SEVERABILITY CLAUSE PROVIDING A SAVINGS CLAUSE PROVIDING A RETROACTIVE CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS Cargo or Shipping containers are becoming more common additions to cities as homeowners and businesses acquire those containers as accessory buildings; and

WHEREAS Cargo or Shipping containers are being used in many communities during the construction or remodeling phase of work in commercial areas; and

WHEREAS Cargo or Shipping containers, while having a valid temporary construction purpose, are at times being used in residential districts with limited regulations; and

WHEREAS the improper use and location of cargo or shipping containers can be unsightly, dangerous and inappropriate so as to affect property values and the overall health, safety and welfare of the City; and

WHEREAS the City desires to protect the health, safety and welfare of its residents by adopting regulations on the use of cargo containers inside the City limits;

**NOW THE CITY OF BALCONES HEIGHTS TEXAS CITY COUNCIL OF BALCONES HEIGHTS TEXAS**

**SECTION 1. AMENDMENT.** The Code of Ordinances, City of Balcones Heights, Texas is hereby amending Chapter 150 “Building Regulations,” by adding Section 150.27 to Section 150.31 of the Code of Ordinances, to read as follows:

**§ 150.27 CARGO SHIPPING CONTAINERS DEVELOPMENT**

As used in this article, the following terms shall have the meanings subscribed in interpreting the provisions of this article:

**Article 1.01** An unexpired and unrevoked building permit for which the building official has not performed a final inspection.

**Article 1.02** An owner, occupant, authorized agent, or contractor or person with control of a property or lot.



**Cargo Container** A standardized, reusable vessel constructed from metal, steel, fiberglass or a combination thereof with a maximum length of fifty-three feet (53') in length, eight feet (8') in width, and nine feet six inches (9'6") in height that is used for storage of goods or commodities, that is designed to be in contact with the ground or paved surface and not capable of having wheels installed to act as a trailer.

**§ 150.28 Cargo Containers** **Purpose** To regulate the use of cargo containers on property within the City.

- (a) **Purpose** No person shall store, maintain or otherwise keep a cargo container on any lot or property without first having obtained a permit issued by the City.
- (b) **Use** A person may store, maintain, or otherwise keep a maximum of two (2) cargo containers on a lot or property within any nonresidential zoning district during the period of an active building permit for construction, provided that the building official determines that the construction project warrants the use of a cargo container to facilitate the construction, taking into consideration the size of the structure, complexity of the project, and storage options for materials. The cargo container must be placed on an approved surface, and the building official must approve its location on the construction site.
- (c) **Removal** Once a building permit is expired, revoked, or finalized, any cargo container used on the lot or property must be removed within ten (10) calendar days from the expiration, revocation, or finalization of the building permit.

**§ 150.29 Cargo Containers** **Requirements** Any person applying for a permit for a cargo container shall comply with the following requirements:

- (a) No person shall store, maintain, or otherwise keep a cargo container as provided in Section 150.28 without obtaining the required permit, which shall be issued by the City after the applicant complies with the following requirements:
  - (1) The applicant must submit a written permit application identifying the intended temporary use for the cargo container, and provide a scaled site or location plan showing the size and location of any proposed cargo container(s) on the lot or property, and the location of all existing buildings and parking spaces.
  - (2) The applicant shall pay the required permit fee for each cargo container as provided in this article.
- (b) No person shall be issued a permit for the maintenance of a cargo container unless a current, active building permit has been issued for the lot or property where the cargo container shall be located, and the applicant clearly demonstrates the need for such container under the building permit issued for the lot or property. The applicant may provide a written statement identifying the reasons the cargo container(s) are needed during construction or remodeling activities for which a building permit has been issued.
- (c) The permit for a cargo container shall contain such reasonable conditions which shall minimize the visual clutter and use of adjacent property.

§ 15-303 C. Standards for Cargo Containers. Standards for cargo containers shall be as follows.

- (a) The following development standards shall apply to all cargo containers:
- (1) The cargo container(s) shall be constructed of steel or aluminum with a minimum 14-gauge thickness, except for a wood floor within the metal shell. Structural plans and calculations are not required.
  - (2) The cargo container(s) shall not exceed fifty-three feet (53') in length, eight feet (8') in width, and nine feet six inches (9'6") in height.
  - (3) The cargo container(s) shall not have any factory-built or field-applied electrical, plumbing, heating, or air conditioning systems. Further, the cargo container(s) shall not be connected to a power system.
  - (4) No fixtures, mechanicals, or equipment of any kind may be affixed to the cargo container, with the exception of a locking device.
  - (5) The cargo container(s) shall be installed and maintained in a level and plumb condition with a maximum differential settlement to grade of two inches (2").
- (b) The following standards shall apply to the placement and location of all cargo containers:
- (1) The cargo container(s) may not occupy any required off-street parking spaces or loading/unloading areas or fire lanes in any district.
  - (2) The cargo container(s) shall not block, obstruct, or reduce in any manner any required exits, windows, vent shafts, parking spaces, and/or access driveways.
  - (3) The cargo container(s) shall conform to the setback and building line requirements of the zoning district where it will be placed. No cargo container shall be permitted in a location which is nearer to the public street than the main building, except for projects with an active building permit.
  - (4) The cargo container(s) shall not be stacked on top of each other or on any other structure.
  - (5) The cargo container(s) may not be placed closer than 500 feet to any existing or identified floodplain/floodway.
- (c) The following standards apply to use of all cargo containers:
- (1) The cargo container(s) shall not be used for human habitation or commercial purposes.
  - (2) The cargo container(s) shall not be used to store hazardous materials.

- (3) Refuse and debris shall not be stored in, against, on, or under the cargo container(s).
- (d) A person may only place a cargo container on a property or lot that has an active building permit issued by the city, and on which construction has commenced.
- (e) The cargo container(s) shall be secured, structurally sound, stable, and in good repair. Any cargo container that becomes unsecured, unsound, unstable or otherwise dangerous shall be immediately repaired or removed from the property. The building official shall provide the permit holder for the cargo container(s) notice of any condition in violation of this section. After notice to the permit holder, any cargo container stored or kept in such a manner deemed a dangerous condition and a public nuisance as determined by the building official may be immediately removed by the city.
- (f) Any cargo container in violation of this ordinance shall be removed by the city, and any cost or expense associated with the removal shall be the responsibility of the property owner where the cargo container is located. All associated costs, including but not limited to legal fees and court costs, shall constitute a debt due and owed to the city, and shall be recordable as a lien upon the land of the cargo container storage facility and/or property owner.

**§ 15-31 CARGO CONTAINER STORAGE REGULATIONS**

- (a) Any permit issued under this article may be revoked upon ten (10) days' written notice to the owner, occupant or person in control of the property if such person is storing, maintaining or otherwise keeping a cargo container in violation of this article or a permit herein issued.
- (b) Any person aggrieved by a decision of the city staff to revoke a permit may appeal to the City Council, whose decision shall be final.
- (c) These regulations shall not apply to a political subdivision of the State of Texas that use cargo or shipping containers in the course of exercising their governmental functions.

**SECTION 2. PENALTY.** That any person, firm, or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction shall be punished by a penalty of fine not to exceed the sum of *Two Thousand Dollars* (\$2,000.00) for each offense and each and every day such offense shall continue shall be deemed to constitute a separate offense;

**SECTION 3. PUBLIC POLICY** The City Council declares that the amendment to Chapter 150 Building Regulations is necessary to protect the environment, promote health and safety, and avoid nuisance conditions through the sensible regulation of cargo/shipping containers.

**SECTION 4. REPEAL.** All ordinances, code sections, ordinances, or parts thereof in conflict herewith are repealed to the extent of such conflict.

**SECTION 5. INCORPORATION OF RECITALS.** The City Council finds the recitals contained in the preamble to this ordinance are true and correct and incorporates them as findings of fact.

**SECTION 6. SEVERABILITY.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared void; and that in lieu of each clause or provision of this ordinance that is invalid, illegal, or unenforceable there be added by the Mayor as necessary with the approval of the City Attorney as to form, and the City Council as to substance, and as a part of the ordinance a clause or provision as similar in terms to such in valid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable .

**SECTION 7. EFFECTIVE DATE.** This Ordinance shall be effective immediately following its publication in the local newspaper. Thereafter, the rules contained herein will apply within the City of Balcones Heights.

**ORDINANCE AND APPROVED** this 11th day of June 2024.

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Johnny Rodriguez, Mayor

**ATTEST**

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Delia R. Sanchez  
City Secretary

ORDINANCE NO. 22

AN ORDINANCE OF THE CITY OF BALCONES HEIGHTS TEXAS AMENDING CHAPTER 2 OF THE ORDINANCES BY ADDING SECTION 2.27 AND ADOPTING THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY'S RECOMMENDATIONS REGARDING OUTDOOR BURNING IN TEXAS. DECLARING A PUBLIC PURPOSE AND PROVIDING A FISCAL IMPACT STATEMENT AND SAVING AN APPROPRIATE DATE.

WHEREAS the City of Balcones Heights, Texas currently does not have an ordinance pertaining to rules and regulations for outdoor burning; and

WHEREAS, the City Council of the City Balcones Heights, finds that the regulations of the City governing the safeguarding of life and property from fire within its corporate limits, should be updated to conform with modern fire protection methods; and

WHEREAS the Fire Chief for the City have reviewed the TCEQ: Outdoor Burning in Texas and recommends that the City adopt the rules and regulations as stated in the TCEQ: Outdoor Burning in Texas; and

WHEREAS, the City Council finds it to be in the public interest to amend the Code of Ordinances of the City to adopt the TCEQ: Outdoor Burning in Texas rules and regulations;

NOW THE CITY COUNCIL OF BALCONES HEIGHTS TEXAS

**SECTION 1. AMENDMENT.** The Code of Ordinances, City of Balcones Heights, Texas is hereby amending Chapter 2 "Fire Prevention; Fireworks," Article II "Fire Prevention Code," by adding Section 2.27 to Chapter 2 of the Code of Ordinances, to read as follows:

**§ 2.27 OUTDOOR BURNING**

A. **PURPOSE.** This Section is adopted pursuant to regulations adopted by the Texas Commission on Environmental Quality ("TCEQ") which grants cities powers to enact and enforce ordinances regulating air contaminants and air pollution as well as to protect the environment, promote public health and safety, and avoid nuisance conditions through the sensible regulation of outdoor burning.

B. **DEFINITIONS.**

1. **Brush** means cutting or trimmings from trees, shrubs, gardens or lawns.
2. **Combustible material** means magazines, books, brush, pasteboard boxes, rags, paper, straw, sawdust, packing material, shavings, boxes and all rubbish and refuse that will ignite through contact with flames of ordinary temperatures.

3. **Outdoor burning** means any fire or smoke producing process that is not conducted in a combustion unit.
  4. **Residential area** includes two or more occupied dwellings or buildings located within 50 feet of each other.
- C. Outdoor burning shall only be allowed under the following conditions:
1. Burning of brush or any combustible material must be conducted downwind of or at least 500ft from any structure containing sensitive receptors located on adjacent properties unless prior written approval is obtained from adjacent occupant with possessory control.
  2. Burning shall NOT be conducted when wind is greater than fifteen (15) m.p.h.
  3. Burning shall be completed on the same day not later than one hour before sunset. In cases where residual fires and/or smoldering objects continue to emit smoke after this time, such areas shall be extinguished if the smoke from these areas has the potential to create a nuisance or traffic hazard condition. In no case shall the extent of the burn area be allowed to burn after this time.
  4. All outdoor burning shall be supervised at ALL times and under controlled conditions. Citizens responsible for controlled burns shall have the means to control and extinguish the burn.
  5. Burning shall NOT be conducted during periods of actual predicted persistent low-level humidity. (Dry Conditions)
  6. For campfires and other recreational and ceremonial purposes, non-commercial preparation of food and for supplying warmth in cold weather. For recreational and ceremonial BONFIRES, permission must be obtained from the Balcones Heights Fire Marshall.
  7. To destroy diseased animals when necessary to prevent the spread of disease.
  8. Outdoor burning of trees, brush, and other plant growth for the right of way maintenance, land clearing operations, and maintenance along water canals when no practical alternative to burning exists and when the materials are generated only from that property. Structures containing sensitive receptors must not be negatively affected by the burn. Such burning shall be subject to the above conditions.

**D. ALL BURNING IS PROHIBITED DURING COUNTY WIDE BURN BANS. NO EXCEPTIONS.**

**E. Prohibited Materials**

1. Treated construction waste, household garbage, tires, rubber or plastic products, heavy oils, fiberglass products, oil-based materials, and any material that produces excessive amounts of smoke.
  2. Junked automobiles, used automobile tires and damaged or used household furnishings, as well as, non-wood construction debris, furniture, carpet, electrical wire, and appliances.
- F. The authority to conduct outdoor burning under the above circumstances does not exempt or excuse any person from any consequence, damages or injuries resulting from burning and does not excuse anyone from complying with all ordinances of other governmental agencies.

G.                   The above rules shall be enforced by the Balcones Heights Fire Marshall.

H.           . Violations of this order shall be punishable as a Class C misdemeanor with a maximum fine of   500.00.

**SECTION 2. PUBLIC PURPOSE** The City Council declares that the amendment to Chapter   2 Fire Prevention is necessary to protect the environment, promote health and safety, and avoid nuisance conditions through the sensible regulation of outdoor burning.

**SECTION 3. REPAL** All ordinances, code sections, ordinances, or parts thereof in conflict herewith are repealed to the extent of such conflict.

**SECTION    INCORPORATION OF RECITALS.** The City Council finds the recitals contained in the preamble to this ordinance are true and correct and incorporates them as findings of fact.

**SECTION 5. SEVERABILITY.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared void; and that in lieu of each clause or provision of this ordinance that is invalid, illegal, or unenforceable there be added by the Mayor as necessary with the approval of the City Attorney as to form, and the City Council as to substance, and as a part of the ordinance a clause or provision as similar in terms to such in valid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable .

**SECTION    EFFECTIVE DATE.** This Ordinance shall be effective immediately following its publication in the local newspaper. Thereafter, the rules contained herein will apply within the City of Balcones Heights.

**ORDINED AND APPROVED** this 20<sup>th</sup> day of November 2023.

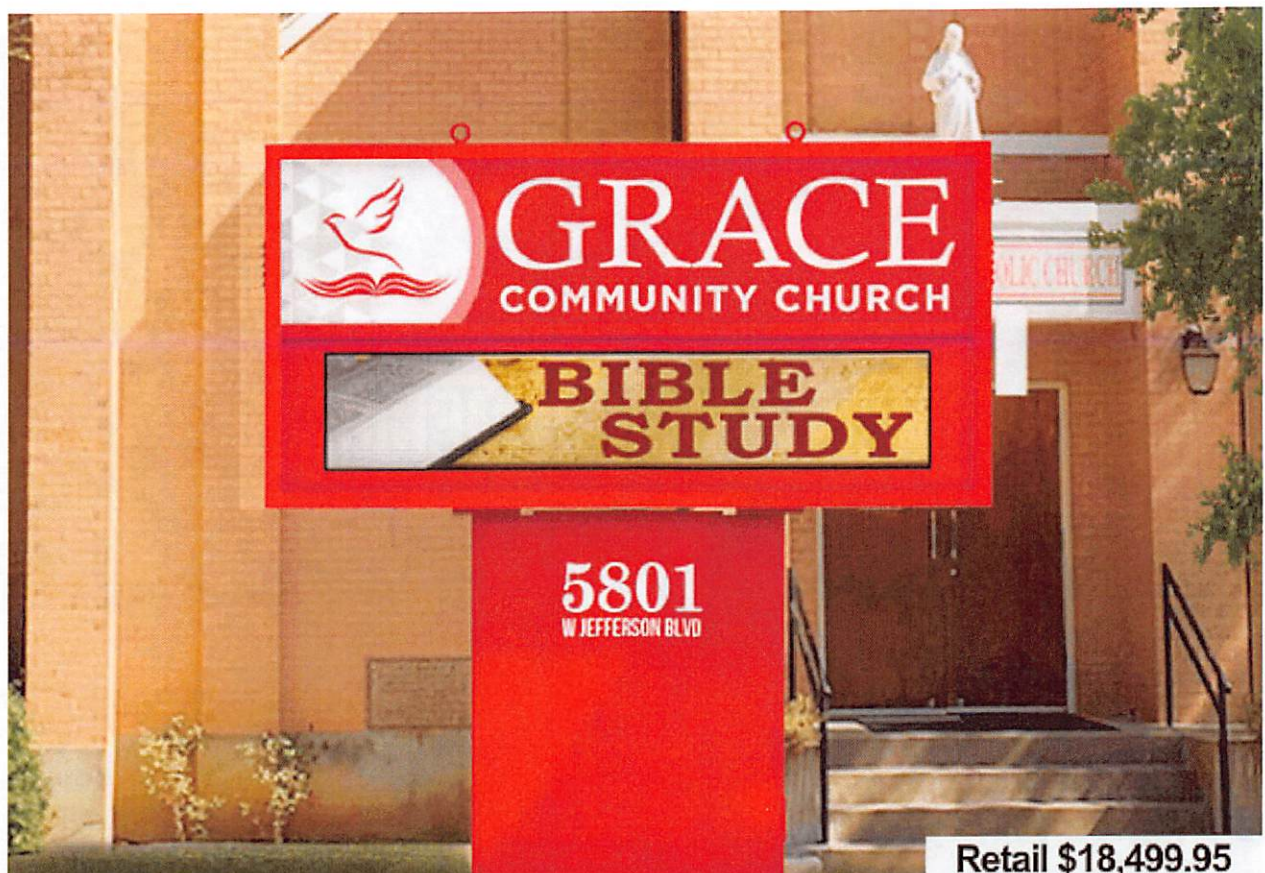
**ATTEST**       

---

Johnny Rodriguez  
Mayor

---

Delia R. Sanchez  
City Secretary



**Size: 6' x 3' + 40" Pedestal**

**MADE IN USA**   
With Domestic & Foreign Parts

## **All In One Monument Sign**

**Cabinet • Pedestal • LED Sign • Backlit Logo**

**Wireless 10mm HD Full Color Video LED Sign**

**Retail \$18,499.95**

**Our Low Price**

**\$9,385<sup>00</sup>**

**Free Shipping**

**Double Faced \$11,585<sup>00</sup>**

You'll get everything you need for a stunning complete sign. We ship it all to you and your handyman installs it. Thousands of churches have bought their LED signs from us.

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**Retail \$19,899.95**

**Our Low Price**

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**Free Shipping**

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Our digital monument signs come to you already weatherproof for extreme heat, freezing cold and rain. Hundreds of VFWs and American Legions buy from us.

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**Free Shipping**

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Our experts design it how you like it with your logo. There are many cabinet colors, shapes and sizes to choose from. We are a leading supplier to schools and universities.

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**Lake California**

**BEAUTIFUL LAKE VIEW  
& PRIVATE POOL**

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**Size: 7' x 4' + 40" Pedestal**

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**All In One Monument Sign**

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Wireless 10mm HD Full Color Video LED Sign

Retail \$24,999.95

**Our Low Price**

**\$11,885<sup>00</sup>**

**Free Shipping**

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Put up your bright custom monument sign and thousands of drivers will notice your business for the first time. Our signs will increase your sales and improve your business.

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**The Greenville Clinic**  
**24/7 EMERGENCY** ➔

*We are  
Here for Life!*

**5801**  
W JEFFERSON BLVD

**Size: 8' x 4' + 40" Pedestal** **MADE IN USA**  
With Domestic & Foreign Parts

**All In One Monument Sign**  
Cabinet • Pedestal • LED Sign • Backlit Logo  
Wireless 10mm HD Full Color Video LED Sign

Retail \$27,899.95

**Our Low Price**  
**\$12,985<sup>00</sup>**  
**Free Shipping**

**Double Faced \$17,485<sup>00</sup>**

Save money by buying your monument sign directly from us and have a handyman install it. We sell thousands of signs to sign retailers that resell them at double our prices.  
**WE WILL HELP YOU: [888-885-7740](tel:888-885-7740) (tel:888-885-7740).**





**Size: 9' x 4' + 40" Pedestal**

**MADE IN USA**  
With Domestic & Foreign Parts

## **All In One Monument Sign**

**Cabinet • Pedestal • LED Sign • Backlit Logo**

**Wireless 10mm HD Full Color Video LED Sign**

**Retail \$30,199.95**

**Our Low Price**

**\$13,885<sup>00</sup>**

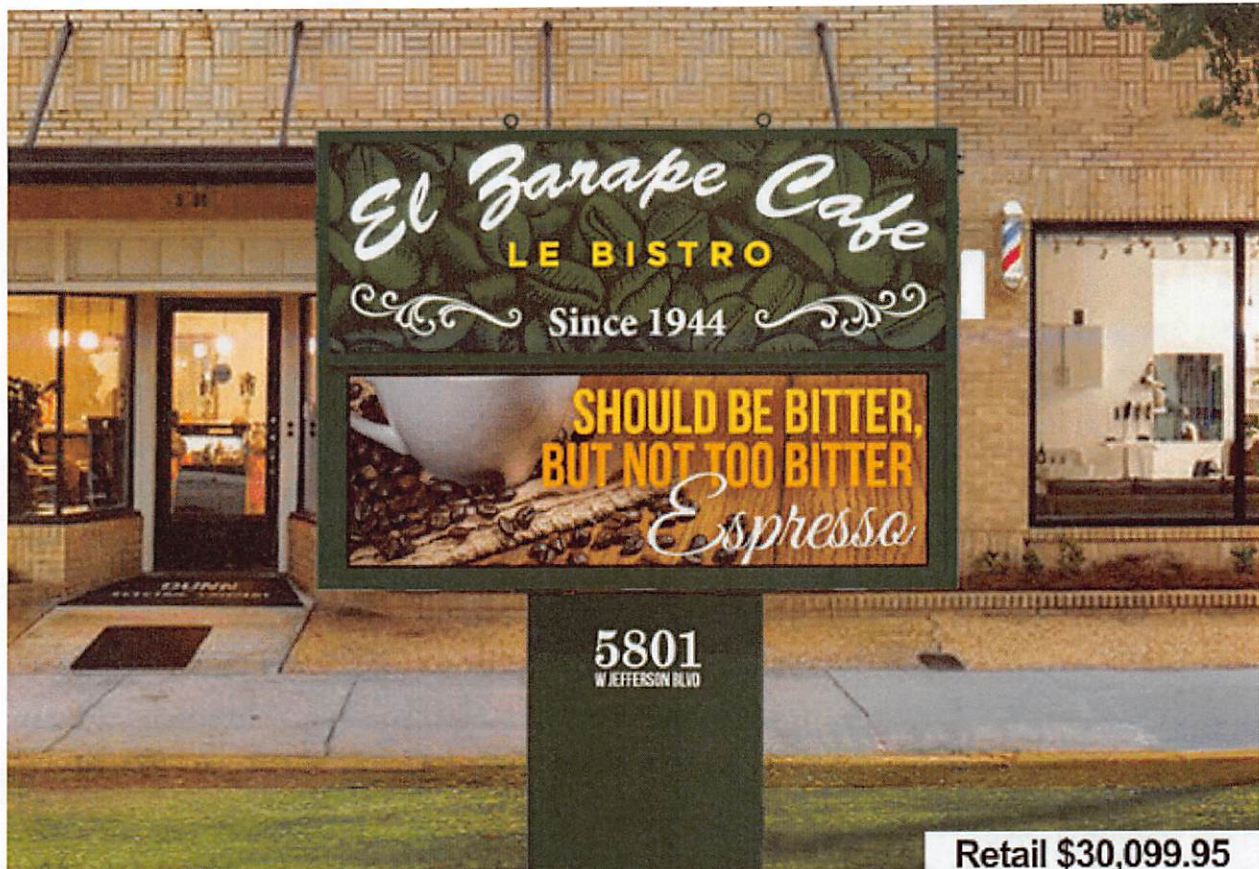
**Free Shipping**

**Double Faced \$18,885<sup>00</sup>**

These are complete state of the art monument signs and they are for locations with no signage that need everything. If you only want a Multicolor LED sign click here (<https://www.tvliquidator.com/#18sizes>).

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**Retail \$30,099.95**

**Our Low Price**

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**Free Shipping**

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Bright, elegant and very effective day and night. 20 times brighter than a modern LED TV.

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**Size: 8' x 5' + 40" Pedestal**

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**Wireless 10mm HD Full Color Video LED Sign**

**Retail \$33,699.95**

**Our Low Price**

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**Free Shipping**

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Make announcements to your city. We sell thousands of LED signs to many government agencies like fire departments, city halls, military bases, airports, hospitals, parks and more.  
**CALL TODAY: [888-885-7740](tel:888-885-7740) (tel:888-885-7740).**





**Size: 9' x 5' + 40" Pedestal**

**MADE IN USA**   
With Domestic & Foreign Parts

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**Wireless 10mm HD Full Color Video LED Sign**


**Retail \$43,899.95**

**Our Low Price**

**\$17,985<sup>00</sup>**

**Free Shipping**

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Our signs are Made in the USA  with domestic and foreign parts. They are FCC Compliant, UL Compliant, CSA Compliant and Metlab Certified. New energy efficient technology.

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**Size: 10' x 5' + 40" Pedestal** **MADE IN USA**  
With Domestic & Foreign Parts

**All In One Monument Sign**  
 Cabinet • Pedestal • LED Sign • Backlit Logo  
 Wireless 10mm HD Full Color Video LED Sign

Retail \$47,599.95

**Our Low Price**  
**\$19,385<sup>00</sup>**  
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Free 3 year warranty and lifetime technical and programming support. Everything is tested before shipping. Easy to program and assemble. Ships to you in a crate for free.

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**FREE SHIPPING IN THE USA**



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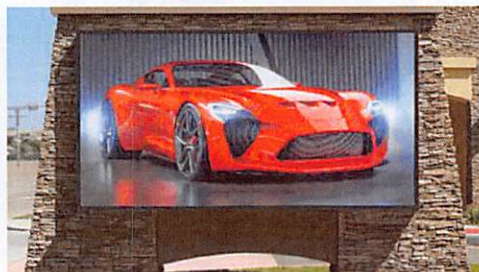
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PROGRAMMABLE LED SIGNS



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FULL COLOR VIDEO SIGNS



(FULL-COLOR-LED-SIGNS)

MONUMENT LED SIGNS



(ALL-IN-ONE-MONUMENT-SIGNS)

TOUCH SCREEN KIOSKS



(TOUCH-SCREEN-KIOSK)

ZILLION HAPPY CUSTOMERS ★★★★★ (OUR-CUSTOMERS)

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## MONUMENT LED SIGNS

ALL IN ONE WITH HD FULL COLOR DISPLAY

CUSTOM BUILT THE WAY YOU WANT IT

LOWEST PRICES AND FREE SHIPPING

PULLS IN CUSTOMERS





**Size: 8' x 6' + 36" Base**

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With Domestic & Foreign Parts

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**Our Low Price**

**\$22,785<sup>00</sup>**

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This monument sign and the ones that follow have our new elegantly styled full width base. We ship your complete custom pre made sign to you free. You'll save thousands with us.

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With Domestic & Foreign Parts

## **All In One Monument Sign**

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**Wireless 10mm HD Full Color Video LED Sign**

**Retail \$61,499.95**

**Our Low Price**

**○ \$24,785<sup>00</sup>**

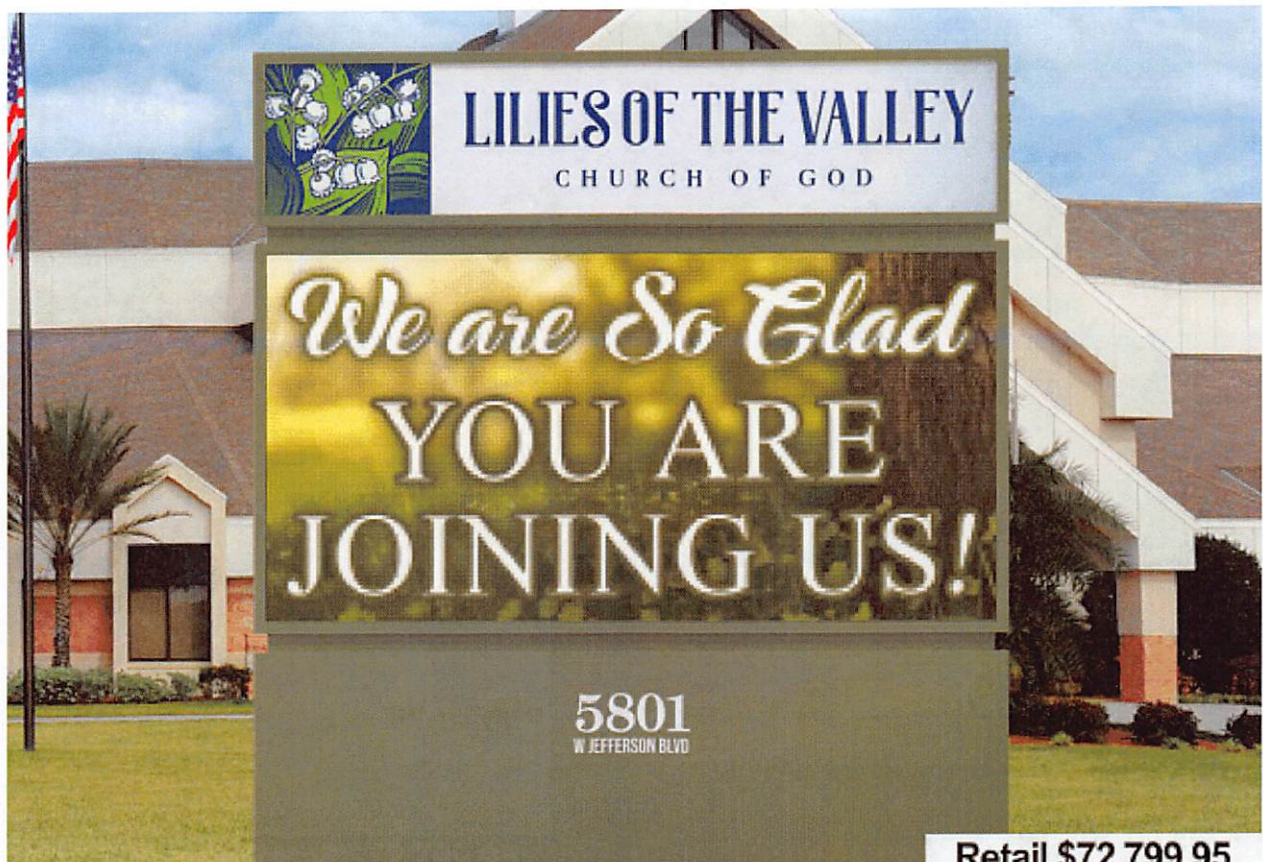
**Free Shipping**

**Double Faced \$38,485<sup>00</sup>**

We give you a state sealed engineering document for your sign and a footer template. This is included for free with your purchase. We are here to help you with anything you need.

**CALL US OR EMAIL:** [info@tvliquidator.com](mailto:info@tvliquidator.com) (mailto:info@tvliquidator.com)





**LILIES OF THE VALLEY**  
CHURCH OF GOD

*We are So Glad*  
**YOU ARE JOINING US!**

**5801**  
W JEFFERSON BLVD

**Size: 9' x 7' + 36" Base**

**MADE IN USA**  
With Domestic & Foreign Parts

**All In One Monument Sign**  
Base • LED Sign • Cabinet • Reveal • Backlit Logo  
Wireless 10mm HD Full Color Video LED Sign

Retail \$72,799.95

**Our Low Price**  
○ **\$28,485<sup>00</sup>**  
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A monument sign attracts new members and more visitors to churches. Nobody sells more LED signs to churches than we do. Our experts can help you every step of the way.

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Base • LED Sign • Cabinet • Reveal • Backlit Logo

Wireless 10mm HD Full Color Video LED Sign

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**Free Shipping**

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An impressive digital monument sign like this commands respect and will change the face of your business for the better. It is a smart investment that will pay for itself many times over.  
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**CALL TO ORDER: 888-885-7740 (TEL:888-885-7740)**

LOWEST PRICES & EXPERT ADVICE  
FREE SHIPPING IN THE USA

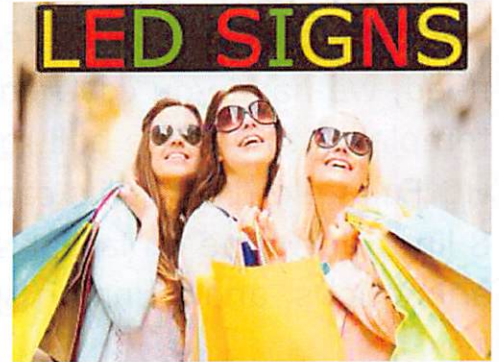


Email [info@tvliquidator.com](mailto:info@tvliquidator.com)  
(mailto:info@tvliquidator.com)



## MONUMENT SIGNS ATTRACT CUSTOMERS

Enhance your business with a Complete Monument LED Sign that attracts thousands of potential customers 24 hours a day. Studies show that LED (Light Emitting Diode) signs consistently outperform traditional advertising, leading to substantial sales growth. **It's like a magic money making machine.** These eye-catching digital signs have memorable dynamic messages and images that prompt customer action. With the potential of thousands of passing vehicles daily, even a fraction of this traffic can significantly increase your sales. Our satisfied customers across North America can attest to their effectiveness. (<https://www.tvliquidator.com/our-customers>)



## MONUMENT LED SIGN FEATURES



**COMPLETELY CUSTOMIZABLE** - Our monument signs, also known as pylon or landmark signs come in many shapes and sizes to fit your needs. **Every part of your sign can be customized.** Our design professionals will work with you to create the most beautiful logo sign. Choose from our wide selection of colors for the cabinet and pedestal. If you are unsure of what you need, we have you covered. Our design team has hundreds of design templates to get the ball rolling. We also offer many LED sign sizes. All of our HD Full Color LED signs can display 1, 2, 3 and 4 line messages. Display up to 8 lines at a time on larger sizes. Display full color text, images, logos, video, animations, and stunning special effects.

**TOP QUALITY AND WEATHERPROOF** - We are constantly improving the quality and performance of our products. **Our All In One Monument signs are the absolute best quality.** We use an all aluminum frame with a solid steel support structure. We finish the structure with durable powder coating paint. Our design can withstand the most extreme wind loads. Each monument is made with a high-grade double surface Lexan face, a Lexan vandal cover, and a climate controlled cabinet.

**THE BEST HD FULL COLOR LED SIGNS** - All of our custom monument signs come with state-of-the-art 10mm HD Full Color LED signs. **Our signs are better, brighter and have more features than other LED signs.** They have low energy consumption which saves up to 90% in energy costs. They're completely silent. Advertise 24 hours a day with minimal power usage. We use high performance LED modules and the highest grade Meanwell power supply.

**WIRELESS LED SIGN PROGRAMMING** - Program signs wirelessly with our easy-to-use LED sign software. **You can write and store hundreds of different rotating messages in the comfort of your office from up to 500' away.** Upload your own images, animations, video, audio, tables, and text. Display date, time, countdown clock and stop watch. Schedule ads to display at certain dates and times.

**USA AND CANADA CERTIFICATIONS** - All of our all in one monument signs are designed and manufactured here in the USA 🇺🇸 with domestic and foreign parts. They are built to a higher standard than other monument signs. **They are FCC Compliant, UL Compliant, CSA Compliant, and Metlab Certified.** They come with a proof of certification label (specifications#warranty) with a corresponding serial number which helps to



verify that your sign is safe and meets local requirements. They are completely weatherproof with easy front access. They have new advanced features.

**DO IT YOURSELF INSTALLATION** - Our All In One Monument signs come ready to go with our Universal Mounting System. We provide an installation template, diagrams and instruction manuals for easy setup. Simply lay the foundation, connect the electricity, and bolt the monument in place. **You can do it yourself or use a handyman.**

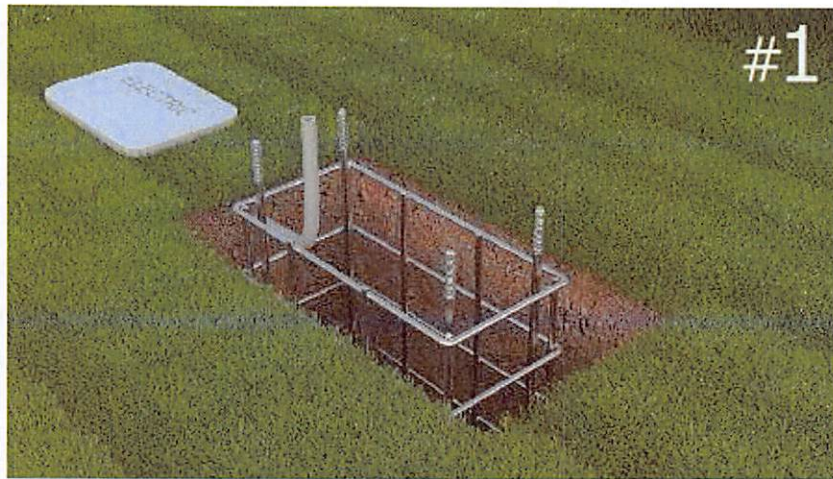
**FREE 3 YEAR WARRANTY** - Our signs are built to last. If you leave them on 24 hours a day 7 days a week, they'll work great for at least 11 years maintenance free. We have the best warranty in the industry. It covers all parts and factory labor. **We have free lifetime telephone technical and programming support.** Every sign is Made in the USA with domestic and foreign parts. They are built with strict quality control and top quality craftsmanship. They are inspected and completely tested before delivery to our customers. more (specifications#aio-specifications)

### MONUMENT SIGN SPECIFICATIONS

AIO Sign Size	Cabinet Width	Cabinet Height	Cabinet Depth	Pedestal / Base Height	LED Display Area	LED Colors	Pixel Pitch	Pixel Matrix	Total LEDs / Sign Face	Adjustable Brightness Range	AC Power / Voltage	Max Amps / Sign Face	Avg. Amps / Sign Face
6' x 3'	72"	36"	12"	40"	63" x 12.6"	281 Trillion Colors	10mm	32 x 160	15,360	70 - 7,000 NITS	120v	3.5	1.2
7' x 3'	84"	36"	12"	40"	75.6" x 12.6"	281 Trillion Colors	10mm	32 x 192	18,432	70 - 7,000 NITS	120v	4.3	1.5
6' x 4'	72"	48"	12"	40"	63" x 18.9"	281 Trillion Colors	10mm	48 x 160	23,040	70 - 7,000 NITS	120v	5.3	1.8
7' x 4'	84"	48"	12"	40"	75.6" x 18.9"	281 Trillion Colors	10mm	48 x 192	27,648	70 - 7,000 NITS	120v	6.4	2.2
8' x 4'	96"	48"	12"	40"	88.2" x 18.9"	281 Trillion Colors	10mm	48 x 224	32,256	70 - 7,000 NITS	120v	7.4	2.5
9' x 4'	108"	48"	12"	40"	100.8" x 18.9"	281 Trillion Colors	10mm	48 x 256	36,864	70 - 7,000 NITS	120v	8.5	2.9
7' x 5'	84"	60"	12"	40"	75.6" x 25.2"	281 Trillion Colors	10mm	64 x 192	36,864	70 - 7,000 NITS	120v	8.5	2.9
8' x 5'	96"	60"	12"	40"	88.2" x 25.2"	281 Trillion Colors	10mm	64 x 224	43,008	70 - 7,000 NITS	120v	9.9	3.3
9' x 5'	108"	60"	12"	40"	100.8" x 25.2"	281 Trillion Colors	10mm	64 x 256	49,152	70 - 7,000 NITS	120v	11.3	3.8
10' x 5'	120"	60"	12"	40"	113.4" x 25.2"	281 Trillion Colors	10mm	64 x 288	55,296	70 - 7,000 NITS	120v	12.8	4.3
8' x 6'	91"	68"	24"	36"	88.2" x 37.8"	281 Trillion Colors	10mm	96 x 224	64,512	90 - 9,000 NITS	120v	12.3	3.7
9' x 6'	103"	68"	24"	36"	100.8" x 37.8"	281 Trillion Colors	10mm	96 x 256	73,728	90 - 9,000 NITS	120v	14	4.2
9' x 7'	104"	82"	24"	36"	100.8" x 50.4"	281 Trillion Colors	10mm	128 x 256	98,304	90 - 9,000 NITS	240v	9.4	3.2
10' x 7'	117"	82"	24"	36"	113.4" x 50.4"	281 Trillion Colors	10mm	128 x 288	110,592	90 - 9,000 NITS	240v	10.5	3.5

### HOW TO INSTALL THE MONUMENT SIGN





## Prepare The Site

Excavate the hole's length, width and depth using the provided specifications.

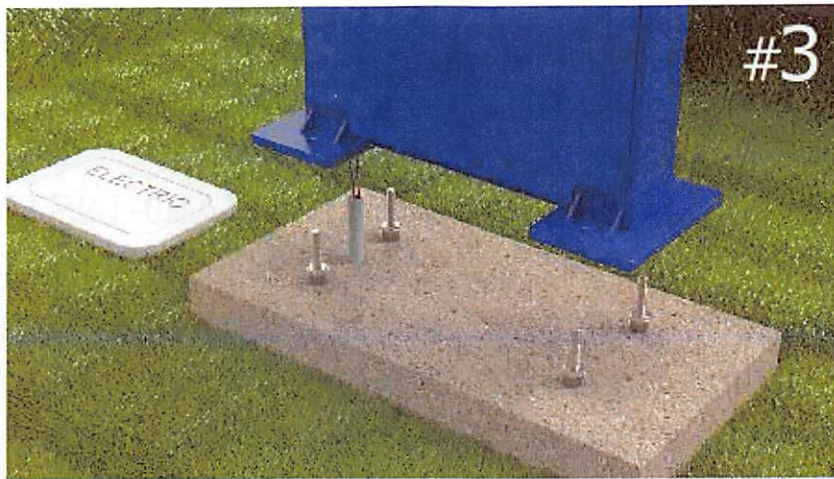
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## Pour The Concrete

Pour the concrete and install the anchors to the wood cross members and conduit.

---



## Install Pedestal

Install the pedestal in correct orientation and adjust leveling nuts accordingly.

---



## Install Cabinet

Align your sign with the pedestal and use the provided bolts to fasten them together.

---





**MONUMENT SIGN INSTALL GUIDE** (AIO-INSTALLATION-  
GUIDE.PDF)

**INSTRUCTIONS: FULL COLOR LED SIGN** (GAS PRICE  
KEYBOARD INSTRUCTION MANUAL.PDF)

**PRINT BROCHURE OF THIS PAGE**  
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**WE ARE THE BEST CHOICE**

**LOW WHOLESALE PRICES** - We are able to offer the lowest prices on custom built high quality all in one monument LED signs because of our massive sales volume. We sell thousands of signs to thousands of organizations. **We're also a major supplier to over a thousand sign companies across the USA and Canada. They sell our signs for almost double our prices.** You'll save money when you order a sign directly from us and have a handyman install it. We do not charge sales tax for customers outside of California and shipping is free. So the low wholesale prices that are shown on this website are the total prices.

**FREE SHIPPING IN THE USA** - **Our corporate offices, showroom and shipping facilities are located in Los Angeles. We also manufacture and ship from Dallas, Texas.** We are one of the only digital signage companies that crate and ship for free to anywhere in the United States . Most companies will charge you \$1200.00 to crate and ship a complete monument sign, because that's what it really costs. We custom build your monument sign, crate it and safely ship it to you for free.

**BEST CUSTOMER SERVICE** - Call **888-885-7740** (tel:888-885-7740) or email [info@tvliquidator.com](mailto:info@tvliquidator.com) (mailto:info@tvliquidator.com). **We take all orders over the phone so we can make sure our customers are satisfied and get exactly what they need. You can pay by credit card, debit card, Paypal or check. For speed and convenience you can just email a picture of your completed check without having to mail it.** Our team of digital signage experts are also computer technicians. They are the best in the business. They can answer all of your questions. We have free lifetime telephone technical support. We want to help you improve your business. We take care of our customers.

**TRUSTED INDUSTRY LEADER** - We are a proud American company in Los Angeles. Many LED sign retailers are based in China. No other company can match our quality, price, service and expertise. **That's why we are the only reputable digital signage company that posts prices on our website.** Some companies will quote prices based on the sound of your voice. There are many unreliable companies that sell inferior products that do not meet local requirements. We are always making upgrades to our products. We strive for perfection. They're getting better all the time. Everyday we ship LED signs to every type of business and all kinds of government locations throughout North America. They trust and depend on us.



**ZILLION HAPPY CUSTOMERS ★★★★★**

## **SEE CUSTOMERS IN ALL 50 STATES & CANADA (our-customers)**

**You see our LED signs everyday and everywhere.** Our customers are large corporations, small businesses and government agencies. They include thousands of stores, hotels, churches, schools and all types of businesses. They are pleased with our products and service. Our new state of the art monument LED signs are very effective for any company in any industry.



(our-customers)

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(<https://www.tvliquidator.com/>)



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Multicolor messages and images that change, flash, scroll and stay still.

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## Balcones Heights Board & Commission NOMINEE APPLICATION

Please fill out the application: Your submission of the application confirms your willingness to serve on the board/commission checked, to attend meetings, and generally fulfill the responsibilities of the appointment. Meeting notices and materials are typically distributed via email. Please be sure and include your email address in the space provided. Thank you for your interest in serving the City of Balcones Heights.

Please check the Board/Commission you are applying to serve on:

☐ Board of Adjustments and Appeals

☐ Planning and Zoning Commission

### GENERAL INFORMATION

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### OCCUPATIONAL INFORMATION

Business Name/Employer: \_\_\_\_\_

Business Owner: Yes No

Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

How long in current position? \_\_\_\_\_

### Requirements:

- Age 18 and over
- Registered Voter
- Consent to Background Check
- Open Meetings Act Training (After Appointment)
- AACOG – Planning and Zoning Workshop (After Appointment)
- Available to attend meetings

### BOARD OF ADJUSTMENTS

- 5 qualified electors of the city appointed by the City Council
- Persons who have demonstrated their civic interest, general knowledge of the community, independent judgment and availability to prepare for and attend meetings.
- 2 alternate members with requirements same as regular members and with the addition that alternates may include the Mayor and/or City Council members whose terms run concurrently with their term on council.





## Balcones Heights Board & Commission NOMINEE APPLICATION

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### PLANNING AND ZONING

- 5 qualified electors of the city appointed by the City Council
- 2 alternate members
- Alternate members may be qualified electors of the city, owners of property in the city, business owners or employed in the city.
- Persons who have demonstrated their civic interest, general knowledge of the community, independent judgement, interest in planning and zoning, and availability to prepare for and attend meetings.

**PLEASE ATTACH A RESUME AND/OR BIO**

### **YOUR QUALIFICATIONS AND OPINIONS: (Please attach additional sheets if necessary)**

Please briefly explain why you want to serve on the Balcones Heights Board/Commission you checked and what experience, education, and/or knowledge you have that makes you a qualified candidate:

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Is your schedule such that you have the available time to commit to regular and consistent attendance at meetings?      **Yes**      **No**

Please briefly explain your opinions about the overall quality of life and issues you see are important to the City of Balcones Heights and its future: \_\_\_\_\_

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**§ 153.2.1.3. BOARD OF ADJUSTMENT.**

(1) Creation of Board of Adjustment.

- (a) There is hereby created a Board of Adjustment which shall be composed of five (5) qualified electors of the city appointed by the City Council. The City Council will consider for appointment to the Commission persons who have demonstrated their civic interest, general knowledge of the community, independent judgment and availability to prepare for and attend meetings. It is the intent of the City Council that members shall, by reason of diversity of their individual occupations, constitute a board which is broadly representative of the community. The City Council may remove a board member for cause, as found by the City Council, on a written charge after a public hearing.
- (b) Two (2) alternate members may also be appointed by the City Council to serve when one or more regular members are absent. Alternate members serve in the absence of regular members when requested to serve by the Mayor or the City Manager. An alternate member serves for the same period as a regular member and is subject to removal in the same manner as a regular member. A vacancy among the alternate members is filled in the same manner as a vacancy among the regular members, with the addition that alternate members may include the Mayor and/or City Council members whose terms run concurrently with their term on Council.
- (c) Each of the five (5) members of the Board shall be entitled to one vote in all deliberations of the Board.

(2) Terms. Each member of the Board shall serve a two-year term.

(3) Organization.

- (a) The Board shall elect a Chairperson and Vice Chairperson from the Board's membership. The Board Secretary shall be the City Secretary.
- (b) The chairperson shall serve a term of two years concurrent with the term as Mayor of the city.
- (c) Notice of each application considered by the Board shall be made by the applicant in the manner approved by the Board.

(4) Meetings.

- (a) Meetings of the Board shall be held at the call of the chairperson and at such other times as the Board may determine.
- (b) All meetings of the Board shall be open to the public and shall be subject to the Texas Open Meeting Act. The Board shall conduct meetings in accordance with Robert's Rules of Order.

(5) Rules and regulations.

- (a) All orders and other enactments adopted by the Board shall be in accordance with

this appendix and its rules and regulations.

- (b) The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, of if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions.
  - (c) Each case shall be heard by at least four (4) Board members. The concurring vote of four members of the Board shall be necessary to: (1) reverse any order, requirement, decision or determination of an administrative official, or (2) to decide in favor of the applicant on any matter upon which the Board is authorized to act.
  - (d) A motion may be made by any member other than the presiding officer.
- (6) Appeals to the Board of Adjustment.
- (a) The Board shall have the following duties:
    - (i) Shall hear and decide appeals when error is alleged in any order, requirement, decision or determination made by an administrative official in enforcement of the act or zoning ordinance;
    - (ii) Shall make special exceptions as allowed or required by the zoning ordinances, in appropriate cases and subject to appropriate conditions and safeguards, in harmony with the general purpose and intent, and in accordance with general or specific rules contained in the various city ordinances; and
    - (iii) Shall authorize, on appeal, variances from the terms of the ordinances that will not be contrary to the public interest, when, because of special conditions a literal enforcement of the ordinance will result in unnecessary hardship, so the spirit of the ordinance will be observed and substantial justice done. Prior to granting a variance, the Board shall find that at least one of the following shall be found:
      - a. There are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape, or topography;
      - b. The application of this appendix to the particular property would create an unnecessary hardship;
      - c. Such conditions are peculiar to the particular piece of property involved;
      - d. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of this appendix; provided however, that no variance may be granted for a use of land or building or structure that is prohibited by this appendix;
      - e. Uses not provided for in Article 3: Whenever, in any district established under this appendix, a use is neither specifically permitted nor denied, and an application is made by a property for such use, the application shall be referred to the Board of Adjustment, which shall have the authority to permit the use or deny the use. The use may be permitted if it is similar to



and compatible with permitted uses in the district and in no way is in conflict with the general purpose and intent of this appendix;

- (iv) Before the tenth day before the hearing date, written notice of each public hearing before the Board of Adjustments on a request for variance shall be sent to each owner, as indicated by the most recently approved municipal tax roll, of real property within 200 feet of the property on which the request for variance is made. The notice may be served by its deposit in the municipality, properly addressed with postage paid, in the United States mail. Responses to such notices shall be duly noted and entered into the minutes of the Board of Adjustment hearing.
- (7) Conditions required for variance. No variance application shall be granted unless the following conditions are fulfilled:
  - (a) The applicant established by competent evidence that:
    - (i) The strict or literal enforcement of the terms of this appendix, because of specific conditions, will result in unnecessary hardship to the applicant.
    - (ii) There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
- (8) Procedure for appeals to the Board.
  - (a) Appeal to Board.
    - (i) The appellant must file with the City Secretary and the official from whom the appeal is taken a notice of appeal specifying the grounds for the appeal and pay a filing fee as may be prescribed by the City Council. An appeal by a person aggrieved by an action of an administrative or building official in the enforcement of this appendix shall be filed with the City Secretary within 30 days after the action complained of was committed. On receiving the notice, the City Secretary and administrative or building official shall transmit to the Board all the papers constituting the record of the action that is appealed.
    - (ii) An appeal stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the Board, facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed only by a restraining order granted by a court of record.
    - (iii) The Board shall set a reasonable time for the appeal; hearing and shall give public notice of the hearing and due notice to the parties in interest. A party may appear at the appeal hearing in person or by agent or attorney. The Board shall decide the appeal within a 60-day period from the filing of the appeal.
  - (b) The Board's final decision shall be immediately filed with the City Secretary. The time and date that the Board's final decision is filed with the Board's office shall be stamped on the face of the decision.

- (□) Variance may lapse after one year. Any rights authorized by a variance which are not exercised within one year from the date of granting such variance shall lapse and may be reestablished only after notice and a new hearing pursuant to this section. The Board may waive the requirement for the payment of fees for such variance renewal application if there has been no material change of conditions pertaining to the property since the granting of the first variance.

(10) Limitations.

- (a) No appeal under this article may be filed by the same applicant within 365 days of the date upon which the Board denied such appeal, request or application, unless other property in the immediate vicinity has, within the 365-day period, been changed or acted on by the Board so as to alter the facts and conditions upon which the previous Board action was based. Such change of circumstances shall permit the rehearing of an appeal, request or application by the Board prior to the expiration of the 365-day period, but such conditions shall in no way have any force in law to compel the Board to reconsider the appeal, request or application. Such subsequent rehearing shall be considered entirely on its merits and the peculiar and specific conditions related to the property with reference to which such proceeding is brought.
- (b) Any appeal, request or application approved by the Board, either under the provision of this appendix or under the authority granted to the Board under the statutes of the State of Texas, shall authorize the issuance of a Building permit or a certificate of occupancy, as the case may be, for a period of ninety days from the date of the favorable action on the part of the Board unless the Board in its minutes shall, at the same time, approve a longer period. If an application for such building permit or certificate of occupancy is not filed within the □0-day period or such extended period as the Board may specifically approve, then the approval of the appeal or variance shall be deemed waived and all rights there under terminated. Such termination and waiver shall be without prejudice to a subsequent appeal, request or application to the Board in accordance with the rules and regulations herein contained.

- (11) Appeals from the Board of Adjustment. Any person or persons, jointly or severally, aggrieved by any decision of the Board or any taxpayer, or any officer, department, or board of the city may present any such matter to a court of competent jurisdiction for review after the final action of the Board thereon and in the manner and upon the terms provided by the laws of the state.

( Ord. 2011-06, passed 4-11-11 ; Am. Ord. 2011-21, passed 10-10-11 ; Am. Ord. 2011-22, passed 11-14-11 ; Am. Ord. 2018-17, passed 10-22-18 )

**§ 153.2.1.2. PLANNING AND ZONING COMMISSION.**

- (1) Purpose. The Planning and Zoning Commission has been created in order to accomplish the following purposes:
  - (a) To identify community needs and to advise the City Council of the short-range and long-range implications for the total development of the city;
  - (b) To recommend achievable community goals as a basis for long-range planning and development programs:
    - (1) Recommend plans, programs, and policies that will aid the entire community in achieving its defined goals;
    - (2) To interpret the adopted plans and programs to concerned citizens so that private activities and desires may be accomplished in harmony with public need and policies;
  - (c) To advise the City Council on implementation of the Comprehensive (Master) Plan:
    - (1) To review and make recommendations on zoning amendments for compliance with the Comprehensive (Master) Plan;
    - (2) Review and make recommendations on the platting or re-platting of property;
    - (3) Review and approve site plans consistent with the standards in this appendix and the existing zoning for the property;
    - (4) Propose zoning amendments to the City Council;
    - (5) Advise the City Council on amendments and implementation of the Comprehensive (Master) Plan;
  - (d) Undertake other duties as authorized by the City Council, the city code, and the laws of the State of Texas.
- (2) Membership and appointment. The Planning and Zoning Commission shall be composed of five qualified electors of the city appointed by the City Council. Two alternate members may also be appointed by the City Council to serve when one or more regular members are absent. Alternate members will have all rights and privileges when serving in the place of a regular member who is absent. Alternate members may be qualified electors of the city, owners of property in the city, business owners or employed in the city. The City Council will consider for appointment to the Commission persons who have demonstrated their civic interest, general knowledge of the community, independent judgment, interest in planning and zoning, and availability to prepare for and attend meetings. It is the intent of the City Council that members shall, by reason of diversity of their individual occupations, constitute a commission which is broadly representative of the community.
- (3) Terms of office. The members of the Planning and Zoning Commission shall be identified by place numbers one through five. The odd numbered places shall expire on

June 30 in odd-numbered years; the even-numbered places shall expire on June 30 in the even-numbered years. Commission members may be appointed to succeed themselves. Vacancies shall be filled for unexpired terms, but no member shall be appointed for a term in excess of two years. Newly appointed members shall be installed at the first regular Commission meeting after their appointment.

- (4) Organization. The Planning and Zoning Commission shall hold an organizational meeting in July of each year and shall:
- (a) Elect a Chairperson and Vice-Chairperson from among its members before proceeding to any other matters of business;
  - (b) Elect a secretary and such other officers as it deems necessary, either from its membership or from city staff representatives assigned by the City Administrator to work with the Commission;
  - (c) Meet regularly in accordance with the published schedule of meetings. All meetings shall comply with the requirements of the Texas Open Meetings Act;
  - (d) Adopt its own rules of procedure and keep a record of its proceedings consistent with the provisions of this subchapter and the requirements of Texas Open Meetings Act; and
  - (e) The City Administrator or designee shall provide administrative support to the Commission and have such other authority and duties as the Commission may establish.
- (5) Duties and powers. The Planning and Zoning Commission is charged with the duty and invested with the authority to:
- (a) Formulate and recommend to the City Council for its adoption a comprehensive (master) plan for the orderly growth and development of the city and from time-to-time recommend such changes in the plan as it finds will facilitate the movement of people and goods, and the health, recreation, safety, and general welfare of the citizens of the city;
  - (b) Formulate and recommend to the City Council a zoning ordinance and map as may be deemed best to carry out the goals of the comprehensive (master) plan; hold public hearings and make recommendations to the City Council relating to the creation, amendment and implementation of zoning regulations and districts, as provided in Tex. Local Government Code Ch. 211, as amended, authorizing cities to pass regulations; all powers granted under the act are specifically adopted and made a part hereof;
  - (c) Review and make recommendations regarding site plans, when required, for consistency with the standards in this appendix and the existing zoning for the property;
  - (d) Review and approve recommend building and site designs for consistency with the standards in this appendix;

- (e) Study and recommend on the location, extension and planning of public rights-of-way, parks or other public places, and on the vacating or closing of same;
  - (f) Study and make recommendations concerning the capital improvements program, including the construction of public buildings, bridges, viaducts, street fixtures and other structures and appurtenances. Study and recommend on the design or alteration and on the location or relocation of works of art which are, or may become, the property of the city;
  - (g) Initiate, in the name of the city, for consideration at public hearings all proposals for the opening, vacating or closing of public rights-of-way, parks or other public places; for the original zoning of annexed areas; and for the change of zoning district boundaries on an area-wide basis. No fee shall be required for the filing of any such proposal in the name of the city;
  - (h) Formulate and recommend to the City Council for its adoption policies and regulations consistent with the adopted comprehensive plan governing the location and/or operation of utilities, public facilities and services owned or under the control of the city or serving the city;
  - (i) Review and make recommendations concerning annexation or de-annexation of land into the city;
  - (j) Keep informed with references to the progress of city planning in the United States and other countries and recommend improvements in the adopted plans of the city;
  - (k) Submit each quarter a written progress report to the City Council summarizing its activities major accomplishments for the past year, and a proposed work program for the coming year. The report shall contain for the year the attendance record of all members and the identity of Commission officers; and
  - (l) The City Planning and Zoning Commission shall exercise all the powers as a Commission as to approval or disapproval of plats and re-plats as set out in Tex. Local Government Code Ch. 211.
- (6) Quorum. A quorum shall consist of three or more voting members of the Commission.
- (7) Rules of order.
- (a) A motion may be made by any member other than the presiding officer.
  - (b) A motion to approve or deny any matter before the Commission or to recommend approval or disapproval of any request requiring City Council action shall require a favorable vote from a simple majority of the Commission members present at such meeting.
  - (c) When more than three members are present at any meeting, all members may vote on any motion or action of the Commission.
  - (d) The Commission shall conduct meetings in accordance with Robert's Rules of Order.

- (8) Disqualification from voting. A member shall disqualify himself or herself from voting whenever he or she finds that he or she has a substantial interest as defined in Tex. Local Government Code Ch. 171 in the property under consideration, or that he or she may be affected by the decision of the Commission.

( Ord. 2011-06, passed 4-11-11 ; Am. Ord. 2011-22, passed 11-14-11 ; Ord. 2017-05, passed 4-24-17 )





## Balcones Heights Economic Development Corporation NOMINEE APPLICATION

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Please complete the application: Your submission of the application confirms your willingness to serve on the Economic Development Board, to attend meetings, and generally fulfill the responsibilities of the appointment. Meeting notices and materials are typically distributed via email. Thank you for your interest in serving the City of Balcones Heights.

### GENERAL INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### PROFESSIONAL AFFILIATION

Business Name/Employer: \_\_\_\_\_

Business Owner: ☐ Yes ☐ No

Position: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

How long in current position? \_\_\_\_\_



## Balcones Heights Economic Development Corporation NOMINEE APPLICATION

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### Requirements:

Reside in Bexar County  
Consent to Background Check  
Complete Open Meetings Act Training (after appointment)

### QUALIFICATIONS AND OPINIONS: (Please attach additional sheets if necessary)

Please briefly describe your professional experiences relative to economic development?

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Have you opened/operated a business enterprise in the last 10 years? ☐ YES ☐ NO

If YES, briefly detail the what, when, and where of the enterprise:

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What experience, education, and/or knowledge do you have that makes you a qualified candidate?

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Why are you interested in serving on the Balcones Heights Economic Development Corporation Board?

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## Balcones Heights Economic Development Corporation NOMINEE APPLICATION

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Is your schedule such that you have the available time to commit to regular and consistent attendance at meetings? ☐ Yes ☐ No

Can you be available to meet with Economic Development Staff and other business members periodically? ☐ Yes ☐ No

Are you able to send/receive comments via (check if approved): ☐ Text Message ☐ Email

### APPROVAL PROCESS

- Submit this application along with a current resume
- Be notified via email of completed/received application and resume
- Schedule interview with Balcones Heights Mayor, Economic Development Corporation Board Chair, and Economic Development Executive Director
- Send nomination packet to Balcones Heights City Council for appointment
- Attend next regular scheduled Balcones Heights City Council Meeting for appointment



# STAFF REPORT

**Requestor: Lorenzo Nastasi**

**Department: Economic  
Development and Public Affairs**

**Date of Meeting: June 24, 2024**

**Subject: Staff Recommendations  
EDC Board  
Reappointments/Appointments**

**Caption:**

4. Consideration and **ACTION** to appoint members to the Economic Development Corporation for the term of June 2024 – June 2026.

**Background:**

**Four current EDC Board Directors terms expire at the end of June 2024. Each has agreed to be reappointed if City Council so chooses. They are:**

**Daniel Martinez, Executive Director, American Red Cross**

**Esther Kwon, CEO, Methodist Hospital Texsan**

**Madeline Slay, CEO, Slay Architecture**

**Matt Arnett, Proprietor, Chick-fil-A**

**There are 2 additional vacancies on the Board presently:**

**One the vacancy created by the recent resignation of Board Chair Ken Raymie. CEO, Generations Federal Credit Union. The other position to fill is the seat held by former City Councilwoman Gloria Cantu.**

**There are two new applications for EDC Board positions.**

1. **JEREMY JACOB, proprietor, FLOAT.**

**Mr. Jacob created and operates Float in the Northpoint Shopping Center. He has used that as a springboard to create a second location in San Antonio and is anticipating beginning franchising the operations soon. Mr. Jacob has been honored with the following awards: 2024 SBA San Antonio, Small Business Person of the Year, 2022 Finalist Impact Award, 2019 San Antonio Entrepreneurship Week Entrepreneur of the Year. His application and resume are attached.**

2. **CHRISTINE B. VIÑA, AIA – Special Projects Manager**

**VIA – Strategic Planning & Project Development: VIA and public transit are key components of Balcones Heights economic development profile. Ms. Vina has a**



# STAFF REPORT

long history with the City, dating back to 2009 and that year's Balcones Heights' Master Plan. She was an integral part of the proposed 2010 Wonderland of the Americas bus rapid transit mixed-use, transit-oriented development on the WOTA property. Most recently Ms. Vina served on the City's Comprehensive Land Use Plan revision committee (October 2023).

**Fiscal Impact:**

No fiscal impact

**Recommendation:**

**Staff recommendation: Reappoint the 4 current board members.**

**Appoint Mr. Jacob and Ms. Vina.**

**Attachment(s):**

Jacob application./resume; Vina application/resume.

## **RESOLUTION NO. 2024-XX**

**A Resolution of City Council of The City of Balcones Heights expressing appreciation for Suzanne de Leon and her 16 years of exemplary service as Mayor of the City of Balcones Heights and creating the honorary position of Mayor Emeritus in honor of her service to the community.**

**WHEREAS**, former Mayor de Leon has lived a dedicated life of service to the City of Balcones and its community of residents and businesses prominently serving as Mayor of the City for 16 years; and

**WHEREAS**, former Mayor de Leon has tirelessly served as Mayor with a passion and love contributing to making the City the great community it is today; and

**WHEREAS**, Former Mayor de Leon has served as a goodwill ambassador and leader for the City on a local, regional and State level, and

**WHEREAS**, the City of Balcones Heights and its citizens have benefited greatly from former Mayor de Leon's significant contributions to the City and the region; and

**WHEREAS**, to honor the service of former Mayor de Leon and her contributions to the City and the region, the City Council desires to create the position of Mayor Emeritus, thereby enabling Former Mayor de Leon to continue making personal contributions to the City; now, therefore,

### **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BALCONES HEIGHTS**

**SECTION 1.** That the City Council of the City of Balcones Heights, personally and collectively, on behalf of the City administration, all employees of the City and the residents of the City, hereby express its heartfelt appreciation to former Mayor de Leon for the many contributions made by her to the City during her years of service.

**SECTION 2.** That in recognition of former Mayor de Leon's service as Mayor of the City of Balcones Heights, the City Council does hereby create the role of "Mayor Emeritus" with an effective date beginning with the conclusion of Mayor de Leon's term as Mayor of the City.

**SECTION 3.** That the position of "Mayor Emeritus" shall be an honorary, uncompensated position that shall be filled on a voluntary basis by Suzanne de Leon following her term as Mayor of the City.

**SECTION 4.** That the position of "Mayor Emeritus" shall be ceremonial in nature and serve as an instrument through which former Mayor de Leon can continue to represent and advance the interests of the City of Balcones Heights as goodwill ambassador by promoting and building relationships with the community, other governmental entities and governmental agencies.

**SECTION 5.** That the role of "Mayor Emeritus" is specifically linked to the accomplishments and contributions of Former Mayor de Leon and shall exist only for the period during which Former Mayor de Leon voluntarily serves in such a capacity, after which time the position of Mayor Emeritus shall automatically expire.



**SECTION 6.** That the honor of being "Mayor Emeritus" of the City of Balcones Heights is hereby bestowed upon Former Mayor de Leon.

**PASSED, APPROVED and ADOPTED** this the 24<sup>th</sup> day of June, 2024.

Johnny A. Rodriguez, Jr.  
Mayor

ATTEST:

Delia R. Sanchez  
City Secretary



## COMMUNITY DEVELOPMENT REPORT TO CITY COUNCIL

June 2024



### PERMITTING:

**Club Car Wash:** Contractor began installing concrete driveways and signs along Fredericksburg Road. Staff continue to work with General Contractor to address runoff from construction site onto the adjacent apartment complex and onto the streets and storm channel.

**7001 W IH-10 PUB Project:** Design Engineer is finalizing construction plans and submitted proposed final site plan to CPS Energy and Bexar Metro 911 to finalize addressing. The developer and the City Engineer met on May 23, 2024, to finalize the SWP3 permit before site work can begin. Project is expected to be completed by February 2025. The city established a webpage on our website to provide information to residents in the project area. Residents may sign up to receive text/email notifications when new information is added to the project website. A letter was mailed to all residents in the project area on May 31, 2024, informing them about the start of the project and the project website.

**Inspiriamo Grill Italiano:** Staff issued the certificate of occupancy and business owner intends to open the week of June 17, 2024.

**New MRI Suite Expansion & Renovation at Methodist Texsan Hospital:** The city completed and approved plans reviews. Staff is waiting on contractors to register with the city and obtained proper permits.

**Certificate of Occupancy Validation Project at WOTA:** Staff will work with the Fire Department and third-party building inspector for certificate of occupancy for the common areas of WOTA.

### Certificate of Occupancy Issued:

- Inspiriamo Grill Italiano at 4109 Fredericksburg Road
- Vicious Eats at WOTA
- Princess Beauty at WOTA

### Special Events at WOTA (8):

- Bexar County Early Voting & Election on 5/20/2024 to 5/28/2024
- Queens of Horror on 5/25-26/2024
- Dolls of Horror on 6/8-9/2024
- Wonderland of the Americas Father's Day Car Show on 6/15/2024
- SATown Pop Culture Show: Sandlot Reunion on 6/29-30/2024
- Summer Lovin'2 on 7/13-14/2024

- Project MEND Gear Up for Mobility-Medical Equipment Drive-7/13/2024
- Mall Walkers on 7/20-21/2024
- Killer Klowns from Outer space Event on 7/27-28/2024
- Bexar County Military & Veterans Services Health & Wellness Expo on 8/3/2024
- TCG Mania on 9/21-22/2024
- Morphinominal Expo on 11/2-3/2024

## **STREET PROJECTS:**

- **Hillcrest Drive** – The City Engineer submitted a revised Design Summary Report (DSR) to TxDOT on May 21, 2024. TxDOT will determine if another Design Concept Conference is needed upon reviewing the revised DSR. The City Engineer, staff and TxDOT met to discuss drainage for this project on May 29, 2024. The City Engineer, staff and SAWS will meet on June 25, 2024. TxDOT believes the project will cost \$6.5 million today with a 25 to 30% contingency compared to our estimate in 2022 of \$5.95 million with a 15% contingency.

TxDOT proposed the following dates for the District Design Review Team (DDRT) meetings.

- 30% DDRT – 09/12/2024 (submittal to TxDOT 10 day prior)
- 60% DDRT – 12/12/2024 (submittal to TxDOT 10 days prior)
- 95% Final Package – 3/18/2025 (TxDOT needs 3 weeks for review)
- 100% Bid Package – 4/1/205
- State Letter of Authority – 5/15/2025 (Once received from TxDOT, City of Balcones Heights can advertise)

**Crestview Phase 1** (Hillcrest Drive to Leisure Drive) – Contractor continues to work on final items to complete project. Staff signed a designated agent form to grant the City Engineer the ability to submit documents on behalf of the city for an architectural barriers assessment. Staff received the entire payment of CDBG grant in the amount of \$425,000.

**Crestview Phase 2** (Leisure Drive to Pleasant) – Staff attended Commissioner's Court on April 23, 2024. Commissioner's Court approved and provided an electronic copy of the Intergovernmental Cooperative Agreement in the amount of \$582,720.

**Crestview Phase 3** (Pleasant Drive to Balcones Heights Road) – Staff submitted a CDBG application on March 29, 2024. Bexar County will give preliminary recommendation for project at the June 18, 2024, Commissioners Court with an award up to \$700,242. This recommendation is subject to change during the 30 day public comment period and HUD's final allocation notice in October 2024.

## CODE:

**Annual Residential Rental Property Registration:** Except for the owner of 235 Altgelt Avenue who chose to seek a bench trial on June 26, 2024, all annual residential rental property registration fees have been collected for both Single-Family and Multi-Family Residences.

**Neighborhood Community Clean Up:** Next proposed Community Clean Up: Saturday, July 6, 2024. Targeting Glenarm Place, Concord Place, and Altgelt Ave. Container to be located on Ozark Street next to Cillie Novak Park. Staff plans to mail notification to residents on the streets listed.

## PUBLIC WORKS:

The city's MS4 General Permit that guides our storm water management activities expired on January 24, 2024. A permit was expected to be issued by TCEQ that same day; however, the issuance of a new permit has been pushed to August 2024. TCEQ has granted continued authorization under the terms of the expired permit. The City Engineer mailed our 2023-2024 TCEQ Annual Report related to our Stormwater Management Program on April 23, 2024 and TCEQ confirmed receipt on May 15, 2024.

Public Works personnel coordinated with the contractor to conduct the annual test for the three backflow devices at the Justice Center on May 23, 2024.

Public Works jetted sewer line servicing Luby's due to grease discharge from restaurant. Staff will contact owner about responsibilities to prevent this type of discharge.

## MISCELLANEOUS:

FY 2024 Community-wide Assessment Grant. Staff submitted a proposal on November 1, 2023. EPA selected the city of Balcones Heights to begin negotiations with to award a cooperative agreement for an Assessment Grant on May 20, 2024. Application package due June 21, 2024. Staff is working with our consultant, Terracon, to submit application.

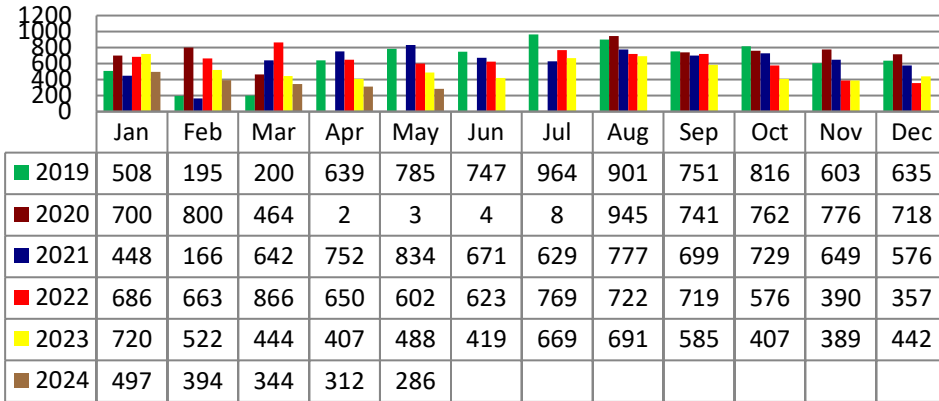
If you have any questions related to Community Development, please feel free to reach out!

Respectfully submitted-

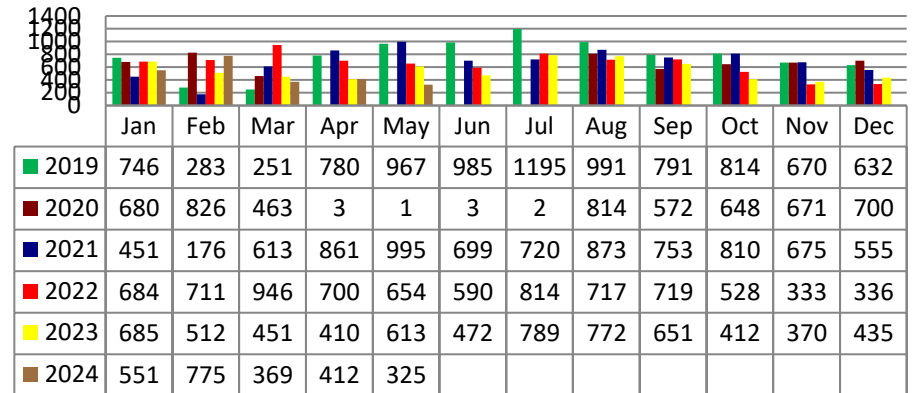
*Albert Lara*

[alara@bhtx.gov](mailto:alara@bhtx.gov)  
210-957-3545 Office  
210-740-9315 Mobile

## Total Traffic Contacts

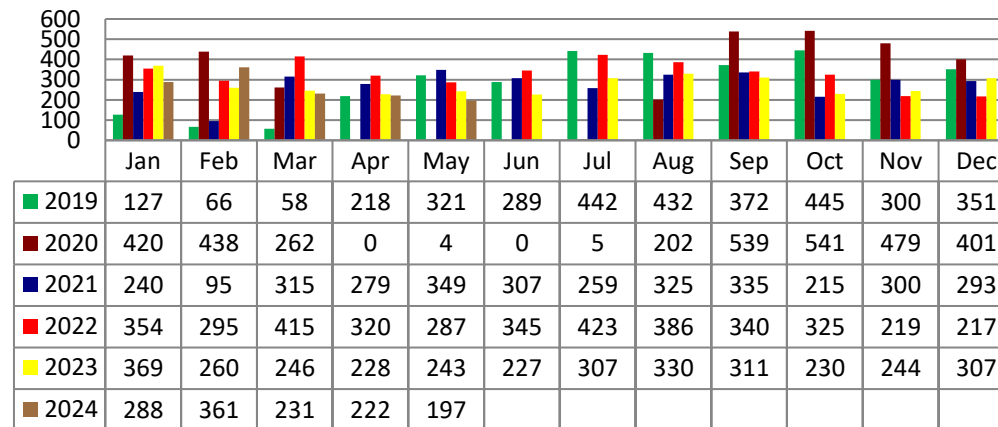


## Traffic Contacts Resulting in Citations



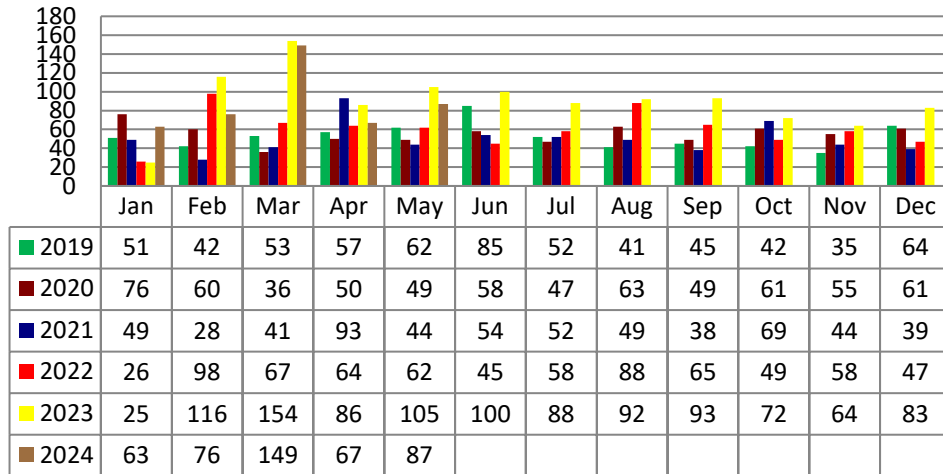
286 traffic contacts resulted in 325 written citations and 197 written warnings.

## Traffic Contact Resulting in Warnings

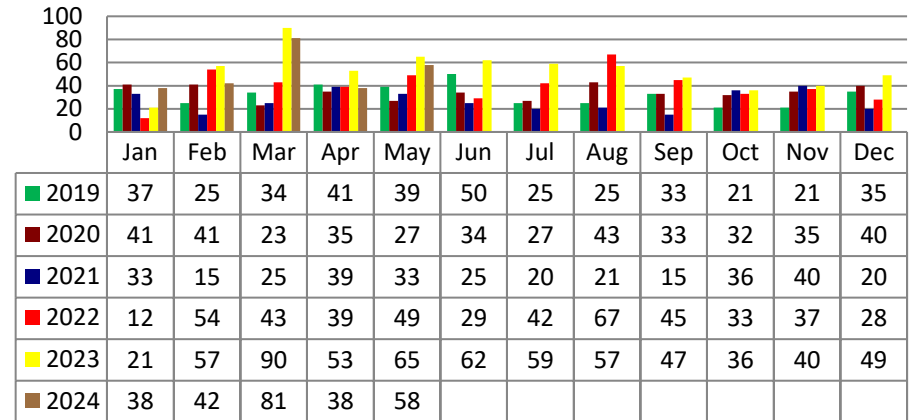


# City of Balcones Heights Police Department - Investigations Division

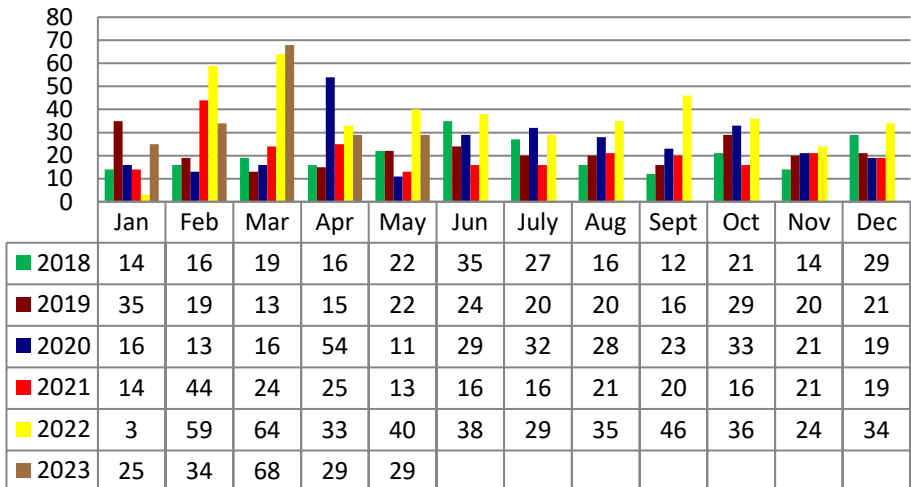
## New Criminal Cases



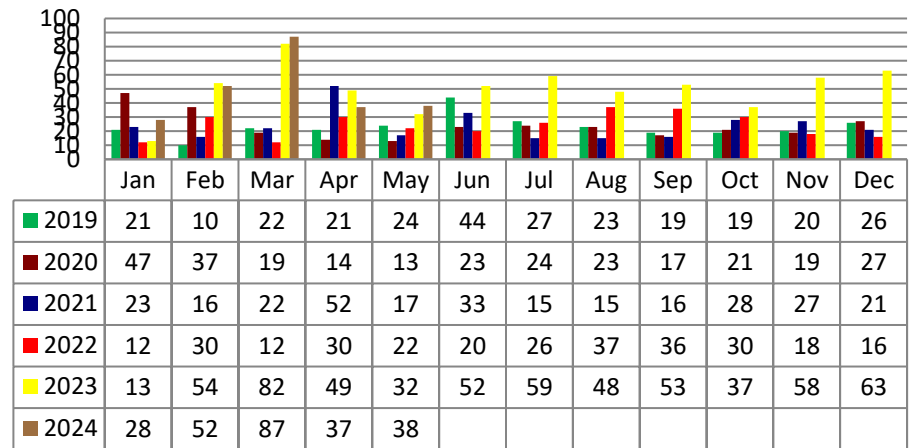
## Misdemeanor Cases



## Felony Cases



## Cases Cleared by Arrest or Exception





There were 87 new criminal cases assigned to investigations, 58 misdemeanors and 29 felonies.

Out of the 87 cases assigned to investigators 38 cases were cleared by Arrest or Exception

0 cases were filed pending Further Investigation (PFI), 46 cases were filed w/DA

and there were 2 cases filed w/DA as At-Large.

37 of the cases filed were misdemeanor and 9 were felonies. 8 Misdemeanor cases and 2 Felony cases were closed

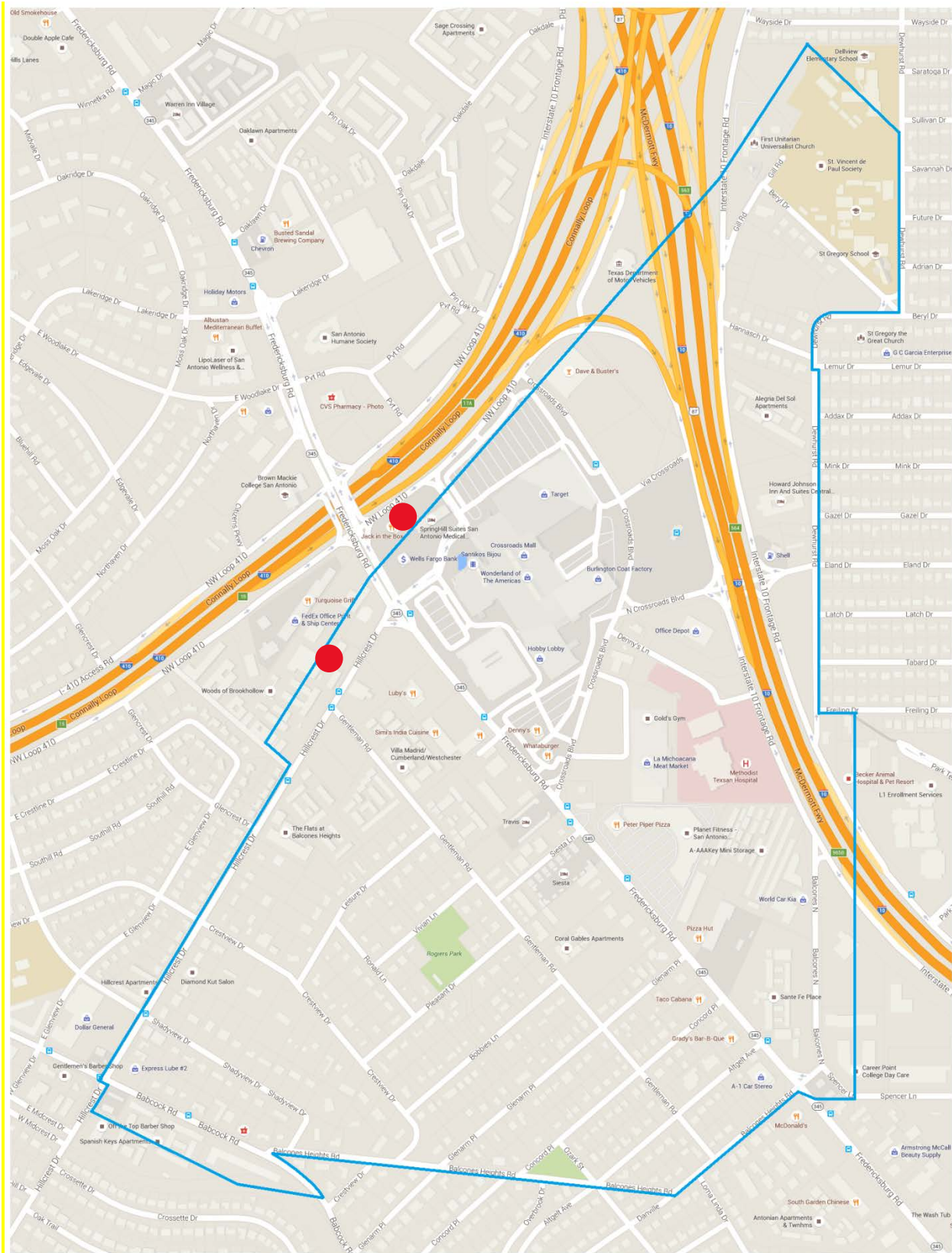
**\*\*Note: Investigators may be filing cases from previous months/years which could cause the number of cases cleared to be more than the number of cases actually assigned for any given month.**





# City of Balcones Heights Police Department

## Vehicle Burglary Map / May 2024





# City of Balcones Heights Police Department



## Residential Crime Report / May 2024

	<u>Date</u>	<u>Criminal Offense</u>	<u>Address</u>	<u>Disposition</u>	<u>Property Type</u>
<b><u>2419431(0)</u></b>	05/02/2024 0827	Assault	4210 Fredericksburg Rd	Active	Multi - Family
<b><u>2420083(0)</u></b>	05/06/2024 1611	Sexual Assault	4210 Fredericksburg Rd	Active	Multi - Family
<b><u>2420181(0)</u></b>	05/07/2024 1446	Criminal Trespass	4210 Fredericksburg Rd	CBA	Multi - Family
<b><u>2420315(0)</u></b>	05/08/2024 1631	Assault	4210 Fredericksburg Rd	Active	Multi - Family
<b><u>2420489(0)</u></b>	05/09/2024 1757	Assault	6945 IH 10W	CBA	Multi - Family
<b><u>2421803(0)</u></b>	05/19/2024 0647	Assault	4210 Fredericksburg Rd	CBA	Multi - Family
<b><u>2421942(0)</u></b>	05/20/2024 1125	Criminal Trespass	4210 Fredericksburg Rd	CBA	Multi - Family
<b><u>2423208(0)</u></b>	05/28/2024 1059	Criminal Trespass	4210 Fredericksburg Rd	CBA	Multi - Family
<b><u>2423267(0)</u></b>	05/28/2024 2024	Criminal Trespass	4210 Fredericksburg Rd	CBA	Multi - Family
<b><u>2423269(0)</u></b>	05/28/2024 2104	Possession of Narcotics	4210 Fredericksburg Rd	CBA	Multi - Family
<b><u>2423316(0)</u></b>	05/29/2024 0833	Evading	4210 Fredericksburg Rd	Active	Multi - Family



# City of Balcones Heights Police Department

## SNAP Data / May 2024

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<u>Date of Offense</u>	<u>Location</u>	<u>SNAP Offense</u>	<u>Case Number</u>
05/02/2024	4210 Fredericksburg	Assault	2419431
05/06/2024	4210 Fredericksburg	Sexual Assault	2420083
05/08/2024	4210 Fredericksburg	Assault	2420315
05/09/2024	6945 IH-10W	Assault	2420489
05/19/2024	4210 Fredericksburg	Assault	2421803

# Balcones Heights Police Department

## Calls - By Type

05\01\2024  
thru 05\31\2024

Agency is: BALCONES HEIGHTS POLICE

Type	Description	# Of Calls
177	911 HANG UP	12
174	911 OPEN LINE	3
46	ABANDONED VEH	1
191	ACCIDENT-MV/PED	1
33	ACCIDENT/HIT&RUN	4
31	ACCIDENT/MAJOR	6
29	ACCIDENT/MINOR	15
34	ACCIDENT/PVT PROP	1
152	ALARM-CO	12
150	ALARM-FIRE	1
151	ALARM-MEDICAL	1
42	ALARM/AUDIBLE	1
39	ALARM/BUSINESS	3
43	ALARM/MOTION	3
40	ALARM/RESD	2
44	ALARM/UNKNOWN	2
35	ANIMAL CALL	5
181	AOA	12
185	ARREST	30
21	ASSAULT	3
23	ASSAULT/FAM	1
22	ASSAULT/PRG	3
37	ASSIST PUB	8
8	BURGLARY/BUS	1
5	BURGLARY/HAB	1
3	BURGLARY/VEH	4
236	BUSINESS CHECK	1,479
50	CIVIL STANDBY	15
193	COURTESY RIDE	3
13	CRIM MISCH	2
188	CRIME PREVENTION	796
129	CRIMINAL TRESSPASS	46
164	DAMAGE TO CITY PROPERTY	1
176	DECEASED	14
126	DISABLED VEHICLE	2
121	DISTURBANCE	9
63	DISTURBANCE/DOMESTIC	1
48	DISTURBANCE/NOISE	7
47	DISTURBANCE/PHYSC	1
26	DISTURBANCE/VERBAL	14
130	EMERGENCY DETENTION	11
184	EVADING ARREST	2
194	FIELD CONTACT	20
103	FIGHT	6
67	FIRE-BRUSH/GRASS/TREE	2
217	FIRE-ODOR/SMOKE	1
70	FOLLOW-UP	12
178	FOOT PATROL	3
78	HARRASMENT	1



Type	Description	# Of Calls
189	HOMELESS	19
196	IMPOUND LOT	1
117	INFORMATION	46
210	LOST PROPERTY	1
145	MED-BREATHING PROBLEMS	2
157	MED-CHEST PAIN	1
225	MED-INJURED PERSON	3
224	MED-OVERDOSE	1
143	MED-PSYCHIACTRIC	4
142	MED-UNCONSCIOUS PERSON	2
141	MED-UNKOWN	7
115	MISSING PERSON	4
122	MUTUAL AID	1
55	OFF DUTY	1
124	PAN HANDLER	5
97	PARKING VIOLATION	1
96	PATROL BY	594
112	RECLESS DRIVER	1
231	RES-MAILBOX	2
221	RES-PATROL BY	233
222	RES-STOP/TALK	56
15	ROBBERY/IND	1
240	ROGIERS PARK CHECK	71
88	SEXUAL ASSAULT	1
60	SHOOTING	1
230	SPECIAL ASSIGNMENT	4
125	STALLED VEHICLE	8
111	SUICIDAL PERSON	5
204	SUPPLEMENT REPORT	1
73	SUSP/CIRCUMSTANCE	63
229	SUSP/ITEM	1
74	SUSP/NOISE	2
75	SUSP/PERSON	101
76	SUSP/VEHICLE	24
9	THEFT	41
77	THEFT OF SERVICE	2
10	THEFT/PRG	2
79	THREATS	1
2	TRAFFIC	291
195	TRAFFIC CONTROL	13
85	TRAFFIC DIRECTION	2
28	TRAFFIC HAZARD	6
233	VEH IMPOUND	6
162	VEHICLE MAINTANENCE	40
132	VEHICLE RELEASE	9
49	VIOL CITY ORD	1
123	WALK UP	28
51	WELFARE CONCERN	30
<b>Total</b>		<b>4,324</b>

## Residential - Business Patrols May 2024

Residential Patrols	225
Residential Stop and Talks	55
Residential Mail Box Patrols	2
Rogier's Park Patrols	72
Business Patrols	1423

# Calls For Service Report - Balcones Heights Police Department

Sorted by Call\_Number, Call\_Date, Call\_Time

Call\_Date : 05/01/2024 00:00 - 05/31/2024 23:59

Agency : BALCONES HEIGHTS POLICE, BH FIRE DEPARTMENT

Call\_Type : ALARM-CO, ALARM-FIRE, ALARM-MEDICAL, ALARM-SMOKE, ALARM/AUDIBLE, ALARM/BUSINESS, ALARM/FIRE/SMOKE, ALARM/MOTION

Case	Date	Time	Agency	Call Type	Callers	Address	Business	Notes
<a href="#">2420506</a>	05/09/2024	21:13:16	BHPD	ALARM-CO	SEC AND FIRE	1123 BABCOCK ROAD STE D	Auburn Dental	Suite A- Zone 2 Rear door
<a href="#">2421875</a>	05/19/2024	15:02:21	BHPD	ALARM-CO	522	132 BALCONES NORTH ROAD	World Car Mazda	Zone 10-Shop motion
<a href="#">2422199</a>	05/22/2024	18:54:39	BHPD	ALARM/BUSINES	412	132 BALCONES NORTH ROAD	World Car Mazda	Zone 3-Parts entry door
<a href="#">2419423</a>	05/02/2024	01:45:19	BHPD	ALARM-CO	LAW SECURITY	216 VIVIAN LANE	Residential	Made contact with resident-false alarm
<a href="#">2420749</a>	05/12/2024	00:19:26	BHPD	ALARM/RES	STEPHEN	216 VIVIAN LANE	Residential	Homeowner set alarm off and forgot code.
<a href="#">2420172</a>	05/07/2024	13:41:28	BHPD	ALARM/RES	SIMPLY SAFE MONITOR	250 SHADYVIEW DRIVE	Residential	Made contact with resident-wrong passcode
<a href="#">2422999</a>	05/27/2024	09:51:02	BHFD	ALARM-MEDICAL	Iana	3102 HILLCREST DRIVE	Magnolia Flat Apartments	Medical Alarm-Unit 6B
<a href="#">2420391</a>	05/09/2024	01:11:37	BHPD	ALARM-CO	HOLMES, S	3307 HILLCREST DR	Celebrations Catering	Alarm activated
<a href="#">2421209</a>	05/15/2024	00:43:26	BHPD	ALARM-CO	CONVERGENT	4005 FREDERICKSBURG ROAD	Generations	Zone-Upper hall motion
<a href="#">2421447</a>	05/17/2024	03:33:54	BHPD	ALARM-CO	KAYLA	4005 FREDERICKSBURG ROAD	Generations	Upper hall perimeter.
<a href="#">2422444</a>	05/24/2024	00:52:31	BHPD	ALARM/BUSINES	CONVERGENT SEC	4005 FREDERICKSBURG ROAD	Generations	Alarm activated-front door
<a href="#">2423277</a>	05/29/2024	00:58:49	BHPD	ALARM-CO	CONVERGENT	4005 FREDERICKSBURG ROAD	Generations	CSR Lobby Motion
<a href="#">2423087</a>	05/28/2024	01:17:01	BHPD	ALARM-CO	SECURITY ALARM	4400 FRED CHINA HARBER	China Harbor	Zone 4-Exit motion detector
<a href="#">2423275</a>	05/28/2024	23:58:44	BHPD	ALARM/UNKNOWN	ADT	4400 FREDERICKSBURG ROAD	Family Dollar	Zone 4-Stockroom Zone 6
<a href="#">2420138</a>	05/07/2024	00:47:40	BHPD	ALARM/AUDIBLE	MORIN,	4400 FREDERICKSBURG ROAD	Family Dollar	Alarm activated
<a href="#">2422885</a>	05/27/2024	01:38:56	BHPD	ALARM/UNKNOWN	COBE SECURITY	4515 FREDERICKSBURG ROAD	Embrace Church	Alarm activated
<a href="#">2423453</a>	05/30/2024	06:01:14	BHPD	ALARM-CO	shieke	4519 FREDERICKSBURG ROAD	Wendy's	Zone 1-Entry Door-Employee
<a href="#">2419544</a>	05/03/2024	03:53:23	BHFD	ALARM-FIRE	226	4522 FREDERICKSBURG ROAD	WSS Shoes	Fire Alarm /Sprinkler going off
<a href="#">2420310</a>	05/08/2024	14:38:46	BHFD	ALARM-FIRE	241	4522 FREDERICKSBURG ROAD	WSS Shoes	Commercial Fire Alarm-Zone Waterflow 206-Contractor hit sprinkler
<a href="#">2420770</a>	05/12/2024	08:03:14	BHPD	ALARM-CO	MOHG	4522 FREDERICKSBURG ROAD	AR Entertainment	Zone 97-Arcade
<a href="#">2421915</a>	05/20/2024	05:41:52	BHFD	ALARM/AUDIBLE	UAS ALARM	4522 FREDERICKSBURG ROAD	WSS Shoes	Waterflow alarm
<a href="#">2422476</a>	05/24/2024	06:15:30	BHFD	ALARM-FIRE	732	4522 FREDERICKSBURG ROAD	WSS Shoes	Zone 164 main sprinkler waterflow-Zone 206 Waterfall-Zone 11
<a href="#">2419352</a>	05/01/2024	03:16:46	BHPD	ALARM/MOTION	liberty fire	4541 FREDERICKSBURG ROAD	Luby's	Zones 7-11-4 Service and Front Door
<a href="#">2420974</a>	05/13/2024	23:36:57	BHPD	ALARM-CO	liberty fire pro	4541 FREDERICKSBURG ROAD	Luby's	Zone 6-Boiler room
<a href="#">2421229</a>	05/15/2024	02:18:15	BHPD	ALARM/MOTION	LIBERTY FIRE	4541 FREDERICKSBURG ROAD	Luby's	Front main door
<a href="#">2423671</a>	05/31/2024	14:24:01	BHPD	ALARM/BUSINES	ADT, GABRIEL	4541 FREDERICKSBURG ROAD	Luby's Parking Lot-Door Dash	Door Dash Silent Alarm Activated in parking lot of business
<a href="#">2423421</a>	05/30/2024	01:14:43	BHPD	ALARM/MOTION	REBECHA	6604 IH 10 HIGHWAY	AAA Mini Storage	Alarm Activated-staff
<a href="#">2421877</a>	05/19/2024	16:20:23	BHPD	ALARM-CO	opn	720 BERYL DRIVE	St. Gregory's Senior Center	

28 Records Selected

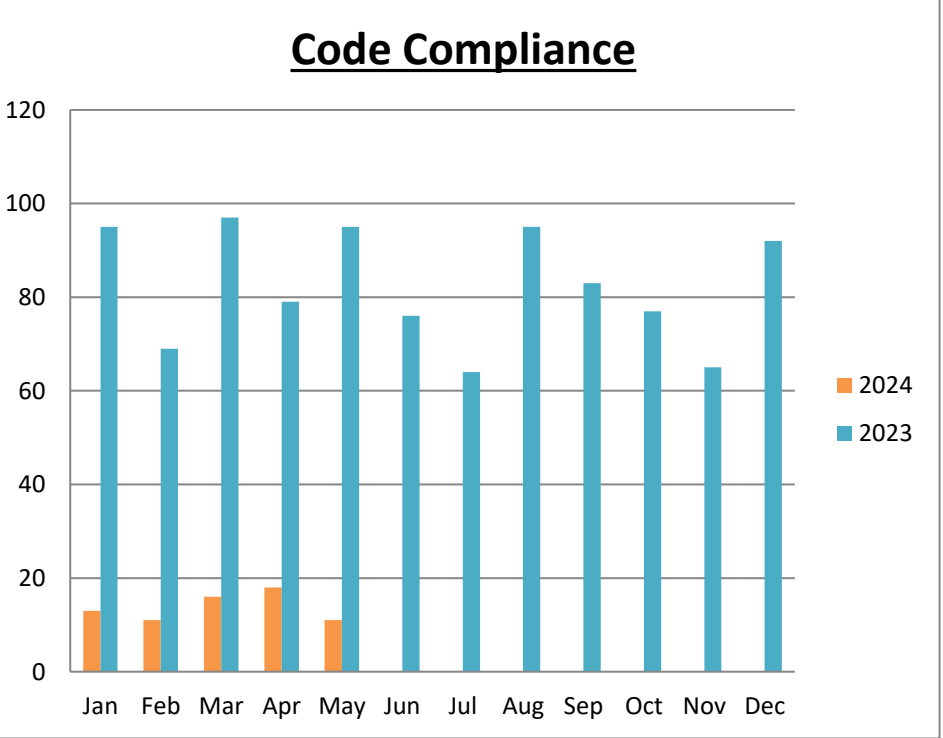
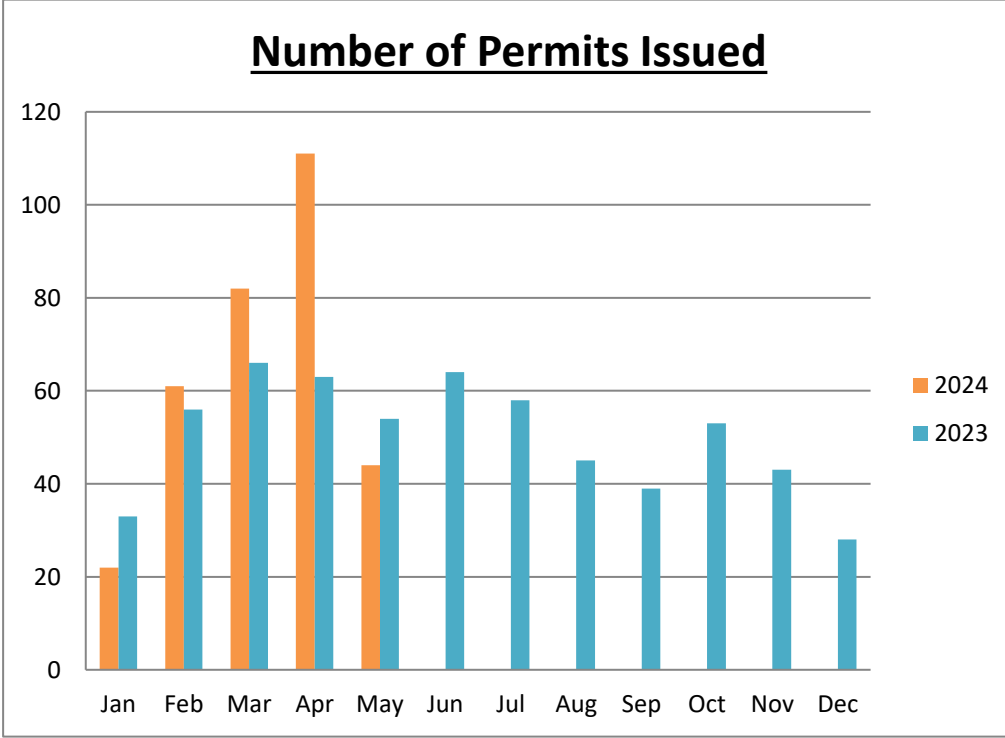
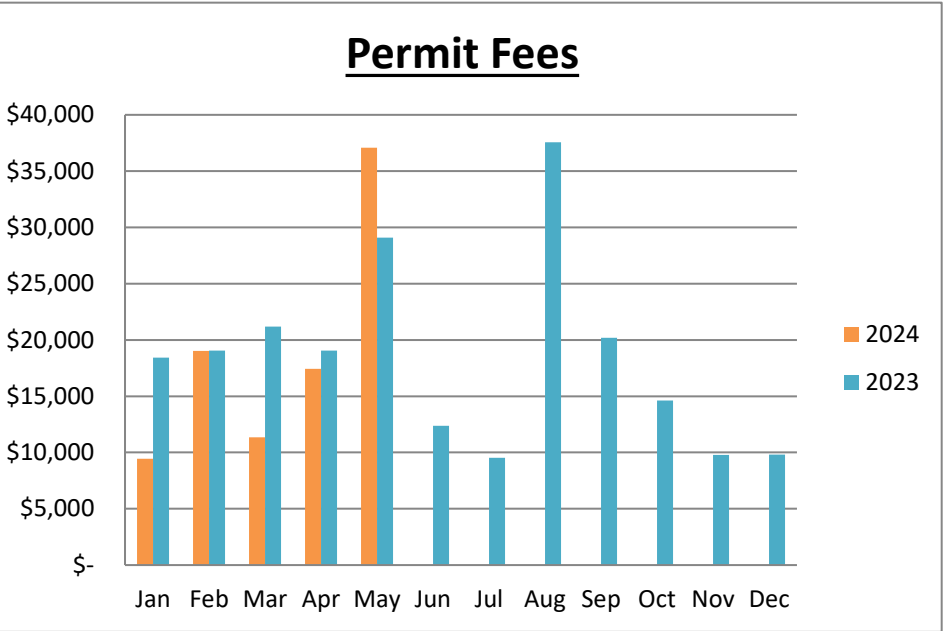
## Council Monthly Report

05/01/2024 - 05/31/2024

Case #	Case Date	Property Owner/Violator Name	Address of Violation (Bexar County Appraisal)	Violation	Main Status	Follow Up/Due Date
8502	5/30/2024	Luby's Restaurant Corp	4541 Fredericksburg Rd	Call for Service	Open/See Notes	
8501	5/29/2024	Steven Chavez	2730 Hillcrest	Fire Damaged Structure	Closed - Business Abated	5/31/2024
8496	5/23/2024	Jesse Moya	3230 Hillcrest Dr	Call for Service	Closed -Resident Abated	
8495	5/21/2024		4455 Fredericksburg Rd	Health Inspector call	Closed-No Issue Identified	
8494	5/15/2024	USRP Funding 20001 A L P	4205 Fredericksburg Rd	Code/Building Inquiry	Closed - Business Abated	
8493	5/15/2024	Westland SA 1 LLC	6945 W IH-10 #221	Pest Infestation	Closed - Business Abated	
8492	5/14/2024	Level 4 Investment Group LLC	4219 Fredericksburg Rd	Trash & Debris	Open/See Notes	
8491	5/7/2024	Joul 321 LLC	4210 Fredericksburg Rd F106	Call for Service	Closed - Business Abated	
8490	5/6/2024		100 Crossroads #7	Fire Inspection Requested	Closed - Business Abated	6/11/2024
8489	5/2/2024	Hector Augusto Adame	102 Leisure Dr	Tall Weeds/Grass	Closed -Resident Abated	
8488	5/2/2024	WOTA	4522 Fredericksburg Rd	Signage-Temporary	Open/See Notes	

# COMMUNITY DEVELOPMENT MONTHLY COUNCIL REPORT 01/01/2024 to 05/31/2024

	Number of Permits Issued		Code Comp		Permit Fees	
Month	2024	2023	2024	2023	2024	2023
Jan	22	33	13	95	\$ 9,455	\$ 18,419
Feb	61	56	11	69	\$ 19,029	\$ 19,065
Mar	82	66	16	97	\$ 11,337	\$ 21,179
Apr	111	63	18	79	\$ 17,447	\$ 19,050
May	44	54	11	95	\$ 37,084	\$ 29,104
Jun		64		76		\$ 12,370
Jul		58		64		\$ 9,518
Aug		45		95		\$ 37,553
Sep		39		83		\$ 20,201
Oct		53		77		\$ 14,634
Nov		43		65		\$ 9,773
Dec		28		92		\$ 9,807
YTD Total	320	602	69	987	\$ 94,352	\$ 220,673





**PUBLIC AFFAIRS/COMMUNITY RELATIONS**  
**MAY 2024 REPORT TO CITY COUNCIL**  
**June 24, 2024**



**COMMUNITY RELATIONS:**

- \*Community Yard Sale-Poor turnout was reported by five (5) participant respondents.
- \*Attended the ribbon-cutting ceremony for Pop's Bakery & Ice Cream in WOTA. Provided a 'Welcome' plaque for presentation by Mayor Rodriguez.
- \*Zone clean-up, new council members, Jazz Festival and fireworks reminder will be included in July newsletter.

**DESTINATION MARKETING:**

Summer destination marketing campaign kicks off July 1, 2024. Focus will be entertainment options, AR's Entertainment Hub and Dave & Busters.

**NEWSLETTER:**

June 2024 issue posted to website May 28; delivered to mailing list June 1, 2024

**JAZZ FESTIVAL:**

- \*Press release for event schedule to post Wednesday, June 19, 2024.
- \*Invitation-only reception scheduled July 19, 2024; 6:00 PM, lower level at WOTA. Invitations will be shared via email to local city leadership. More information to come in calendar invitation.
- \*Opening the event at 7:30 PM is local group ***Nina & the Gypsies***, offering Latin-flavored music.
- \*Headliners perform at 9:00 PM, ***Blake Aaron and Will Donato, featuring Erin Stevenson***.

**SOCIAL MEDIA SITES:**

**FACEBOOK** - 8 posts; 163 engagements. Most engaged post: Election Day.

**BHTX.GOV**: Views: 13,616; Visitors: 2,985. Most engaged page: Welcome to Balcones Heights.

**GOOGLE ALERTS**: Balcones heights mentioned 37 times. Most mentions: Elections

**TOUR TEXAS LEADS**: Texas:13; United States: 15; Other: 2



## ADDITIONAL ACTIVITIES:

\*Attended the Texas Association of Municipal Information Officers (TAMIO) Annual conference, held in San Antonio. Sessions focused on small shops (one- and two-person shops).

\*Staff will meet with local businessman Mr. Ebersole of Mr. E's Electronics to discuss marketing opportunities.

## JAZZ PERFORMERS:





**BALCONES HEIGHTS**  
**ECONOMIC DEVELOPMENT DEPARTMENT**



**JUNE 24, 2024**

*NOTE: COMMUNITY RELATIONS & PUBLIC INFORMATION UPDATES ARE CONTAINED IN A SEPARATE REPORT.*

**ECONOMIC DEVELOPMENT CORPORATION (EDC):**

The EDC Board of Directors met on Thursday, June 13, 2024, at the Balcones Heights Justice Center. City Councilman Juan Lecea attended. Councilman Lecea addressed the EDC Board thanking them for their ongoing efforts in support of the City.

At the top of the meeting, Chair Mr. Ken Raymie, CEO, Generations Federal Credit Union, announced his resignation from the Board effective immediately, citing professional obligations. His letter of resignation was forwarded to Ms. Sanchez June 17, 2024.

Denise Bush, WOTA General Manager, provided an update to the EDC Board, noting that the WOTA Food Court is now completely leased.

The Board approved the proposed short-term sublease of WOTA space B-61 by the City to Spirit Halloween. The Board recommendation to City Council is to approve the lease as it has in previous years.

In the first Executive Session Ms. Bush presented preliminary information about prospective leases of B-90 (former Santikos space) and the remaining former Steinmart space (A-90). More information will be provided at the next EDC meeting.

The meeting was abruptly adjourned during the second Executive Session when Board member Madeline Slay departed the meeting, eliminating the necessary quorum to continue.

## WONDERLAND OF THE AMERICAS PARTNERSHIP (WOTA):

The Executive Director has distributed to the EDC Board the most recent communications addressing the EDC's management concerns. Due to the aforementioned lack of an EDC Board quorum on June 13, 2024, the topic was not fully addressed during the EDC Board meeting.

## MISC:

Longtime local property owner Helen Nicholson passed away Friday, June 15, 2024 after a brief illness.

Mr. Nastasi was interviewed about the safety camera program ending in May by KENS-TV reporter Meredith Haas on Thursday, June 14, 2024. The story is scheduled to air June 27 or June 28, 2024.

The *San Antonio Business Journal* on June 14, 2024, published an article by reporter Scott Bailey regarding Mr. Nastasi's imminent retirement.

Met with Mr. Tracy Ebersole, proprietor of Mr. E's Electronics on Hillcrest Dr. since 2000. Mr. Ebersole requested a meeting to discuss several topics including economic development efforts and the Balcones Heights Jazz Festival.

Staff continues to have conversations with various property owners in the City, and with developers, real estate professionals and others relative to redevelopment within the City, including the City-owned Altgelt properties.

The Economic Development & Public Affairs Office is located at 4522 Fredericksburg Rd, Ste A-22. Contact the office at 210.732.0055 or by email: [lorenzo@bhtx.gov](mailto:lorenzo@bhtx.gov).



MONTHLY FALSE ALARM BILLING REPORT AS OF JUNE 20-2024

- 28 Total false alarm calls
- 2 Businesses were invoiced
- 2 Businesses were flagged
- 1 Residents invoiced
- Total amount invoiced \$285.00
- Total amount collected \$125.00

Other information if needed:

Section A - \$

- 1st – 3rd – Fee waived
- 4th – 5th - \$50.00
- 6th – 7th - \$75.00
- 8th - \$100
- Each additional False Alarm beyond 8<sup>th</sup>, each - \$100
- Fee for Alarm with no permit, \$100

Section B - \$

- 1st & 2nd – Fee waived
- 3rd – \$150.00
- 4th - \$200.00
- 5th - \$250.00
- 6th - \$300.00
- 7th - \$350.00
- 8th - \$400.00
- Each additional False Alarm beyond 8<sup>th</sup>, each - \$500
- Fee for Alarm with no permit, \$100

Submitted by  
Lisa Merlo  
Finance/Administrative Coordinator  
City of Balcones Heights

# City of Balcones Heights Fire Department Report

April 2024

Inspection Type	Month	Year
Certificate of Occupancy	21	60
Plan Review	9	57
Business Inspection	2	56
Public Education Activities	1	1
Total	67	174

Acadian Ambulance	Month	Year
Total Calls	110	381
Non-Compliant Calls (Resp > 10:30)	6	25
Patient Transports	86	315
Compliance Percentage	94.55	
Average Response Time	6:57	

Incident Type	Month	Year
Fire Call	7	16
Mutual Aid	1	12
Rescue/EMS	96	350
Hazardous	3	6
Assist Public	4	23
Good Intent	0	0
False Alarm	4	12
Motor Vehicle Collision	3	23
Total Calls	118	442

5/21/2024

# City of Balcones Heights Fire Department Report

May 2024

Inspection Type	Month	Year
Certificate of Occupancy	25	85
Plan Review	6	63
Business Inspection	4	60
Public Education Activities	2	3
Total	37	211

Acadian Ambulance	Month	Year
Total Calls	115	496
Non-Compliant Calls (Resp > 10:30)	8	33
Patient Transports	92	407
Compliance Percentage	93.04	
Average Response Time	7:20	

Incident Type	Month	Year
Fire Call	4	20
Mutual Aid	2	14
Rescue/EMS	104	454
Hazardous	0	6
Assist Public	7	30
Good Intent	0	0
False Alarm	4	16
Motor Vehicle Collision	8	31
Total Calls	129	571

6/17/2024



**2024 - MAY**

INSPECTION DATE	PERMIT #	TYPE OF INSPECTION	ADDRESS
5/1/2024	7109	water heater	3110 Hillcrest Dr, Unit 507
5/1/2024	7216	C of O	4522 Fredericksburg Rd Ste A 43
5/1/2024	7210	C of O	4522 Fredericksburg Rd Ste 124
5/3/2024	6709	Plumbing Rough In	6901 W IH 10
5/3/2024	6100	Prepour	4441 Fredericksburg
5/6/2024	6685	Electric Rough-1st Floor wall rough-in at restrooms in barracks	6901 W IH-10 (GTHQ)
5/7/2024	6137	Framing /Barracks	6901 W IH-10 (GTHQ)
5/8/2024	5734	Elect TOPS/Final (EV Charging Station)	4522 Fredericksburg Rd #4EVP
5/8/2024	6806	Building Final	4309 Fredericksburg Rd #10
5/10/2024	6709	Plumbing Top-Out	6901 W IH-10
5/14/2024	6806	Building Final (Re-inspection)	4309 Fredericksburg Rd #10
5/14/2024	6685	Electric Rough-1st Floor ceiling rough in barracks	6901 W IH-10 (GTHQ)
5/14/2024	6715	Plumbing TOPOUT	4441 Fredericksburg Rd
5/15/2024	6747	Mech Rough-A partial cover	6901 W IH 10
5/15/2024	6978	Windows & Door	209 Bobbies Lane
5/15/2024	6978	Wall final	209 Bobbies Lane
5/15/2024	7251	COO Building	4535 Fredericksburg Rd., Ste. 205
5/16/2024	6100	Prepour	441 Fredericksburg Rd
5/18/2024	6926	Prepour	4455 Fredericksburg Rd
5/20/2024	7224	Electrical underground	4455 Fredericksburg Rd
5/20/2024	7237	Plumbing Rough & Top	4522 Fredericksburg Rd Ste B90
5/21/2024	7259	Plumbing Rough in	4522 Fredericksburg Rd.Ste B 90A
5/22/2024	6926	Prepour	4455 Fredericksburg Rd
5/22/2024	6709	Plumbing Top Out	6901 W IH 10
5/23/2024	6137	Insulation	6901 W IH 10
5/23/2024	7235	Plumbing Final-65 ft Tunnel	6945 W IH 19
5/23/2024	7268	COO	4522 Fredericksburg Rd Ste A43
5/24/2024	6709	Plumbing Top Out-Re-Inspection	6901 W IH 10
5/24/2024	7257	HVAC Rough & Final	4522 Fredericksburg Rd.Ste B 90A
5/24/2024	6137	Insulation	6901 W IH 10
5/24/2024	7240	Electrical White Box	4522 Fredericksburg Rd.Ste B 90A
5/26/2024	6926	Pre-pour	4455 Fredericksburg
5/26/2024	7224	Electrical Rough	4441 Fredericksburg
5/29/2024	7271	Plumbing - Gas pressure test	4522 Fredericksburg Rd Ste A67
5/30/2024	5734	Electrical Final	4522 Fredericksburg Rd #4EVP

## Payment Report for CC - Permit

05/01/2024 - 05/31/2024

Permit #	Permit Type	Type of Business	Project/Resident/Business Name	Payment Date	Payment Amount	Payment Type
7270	Remodel - Commercial	Wonderland of the Americas	UTHSC/WOTA - Landlord	5/31/2024	637.00	
7286	Roof	Single-Family Residence	Mary Cuellar	5/31/2024	130.00	
7271	Plumbing	Commercial	Vicious Eats	5/28/2024	93.60	
7264	Special Events	KOH Events	Dolls of Horror	5/23/2024	1,612.00	
7259	Plumbing	Retail	Five Below/Landlord	5/22/2024	153.40	
7259	Plumbing	Retail	Five Below/Landlord	5/20/2024	342.68	
7255	Temporary Vendor/Exhibitor	Dos Perros Coffee	Father's Day Car Show	5/20/2024	26.00	
7263	Certificate of Occupancy	Food Service Establishment	Vicious Eats	5/20/2024	156.00	
7258	Temporary Vendor/Exhibitor	O'Reilly's Auto Parts	Father's Day Car Show	5/19/2024	26.00	
6709	Plumbing	Corporate Training Facility	GTHQ LLC	5/17/2024	119.60	
7111	Temporary Vendor/Exhibitor	MnM D3signs	Father's Day Car Show	5/16/2024	25.75	
7241	Electrical	Retail	WSS SHOES - Landlord	5/16/2024	243.10	
7240	Electrical	Retail	FIVE BELOW - Landlord	5/16/2024	243.10	
7257	Mechanical	Commercial	Five Below - Landlord	5/16/2024	1,770.72	
7241	Electrical	Retail	WSS SHOES - Landlord	5/15/2024	243.10	
7239	Electrical	Retail	PETCO - Landlord	5/15/2024	243.10	
7240	Electrical	Retail	FIVE BELOW - Landlord	5/15/2024	243.10	
7242	Electrical	Retail	FUTURE LEASE SPACE - Landlord	5/15/2024	243.10	
7253	Temporary Vendor/Exhibitor	Gateway Classic Cars	Father's Day Car Show	5/15/2024	26.00	
7243	Electrical Temp Meter Loop - Commercial/Residential		GILL ROAD BUSINESS PARK	5/15/2024	117.52	
6926	Construction	Retail	Chick-fil-A	5/15/2024	312.00	
7251	Certificate of Occupancy	Personal Services	Boss Beauty Makeup Academy	5/14/2024	156.00	
7237	Plumbing	Retail	Five Below - Tenant	5/13/2024	243.10	
7247	HVAC	Convenience Store	Lone Star Grocery & Ice	5/10/2024	243.10	
7246	Roof	Residential	Howard Huereca	5/9/2024	130.00	
7235	Plumbing	Commercial	Alegria Del Sol Apartments	5/7/2024	225.16	
7236	Flatwork	Multi-Residential Complex	The Rise Apartments	5/6/2024	117.52	
6942	Remodel - Commercial	Retail	Five Below - Tenant	5/6/2024	4,564.91	
7231	Certificate of Occupancy	Retail Trade, with no outdoor display or sales	Ave Satani LLC	5/3/2024	156.00	
7233	Sign(s)	Commercial	Five Below	5/3/2024	225.16	
7230	Sign-Banner or Temporary		Generation Federal Credit Union Temporary Banners	5/1/2024	52.00	
7229	Construction	Hospital	New MRI Suite Expansion & Renovation - Methodist Hospital	5/1/2024	6,515.60	
7185	Construction	Restaurant	Inspiriamo	5/1/2024	119.24	
					<b>19,754.66</b>	
7279	Planning & Zoning-Special Use Permit	Training Facility	GTHQ LLC	5/30/2024	500.00	10059
					<b>500.00</b>	
6978	Remodel Residential	Single-Family Residence	Gustavo Ramos	5/9/2024	115.00	1055
					<b>115.00</b>	
7272	Fire Vent/Hood Suppression System	Restaurant	Viscious Eats	5/28/2024	100.00	Cash
7268	Certificate of Occupancy	Coffee Shop	Coffee Corner and Snack	5/22/2024	150.00	Cash
7249	Special Events		Queens of Horror 2024	5/14/2024	550.00	Cash
					<b>800.00</b>	
7229	Construction	Hospital	New MRI Suite Expansion & Renovation - Methodist Hospital	5/15/2024	12,530.00	Check
					<b>12,530.00</b>	
7284	Board of Adjustment-Variance	Office	Contractors Corner, LLC DBA Concorusa	5/31/2024	500.00	Check #4312
					<b>500.00</b>	
7265	Fence	Residential	San Juanita Marlen Ramos	5/21/2024	94.65	Check 1056
					<b>94.65</b>	
7274	Construction	Single Family Residential	Guillermo Herrera	5/29/2024	90.00	Check 4650
					<b>90.00</b>	
7228	Special Events		Mommie Dearest Market	5/8/2024	1,700.00	Money Order 29083022324, 29083022313
					<b>1,700.00</b>	
7249	Special Events		Queens of Horror 2024	5/13/2024	1,000.00	Partial Payment
					<b>1,000.00</b>	
				<b>Total:</b>	<b>37,084.31</b>	

## Monthly Permit Report

05/01/2024 - 05/31/2024

Permit Date	Permit #	Permit Type	Project/Business Name	Project/Business Address	Job Valuation	Total Fees	Total Payments
5/31/2024	7286	Roof	Mary Cuellar	108 Leisure Drive	0.00	\$130.00	\$130.00
5/31/2024	7285	Temporary Vendor/Exhibitor	LARSON'S Automotive, Inc.	4522 Fredericksburg Rd	0.00	\$26.00	\$26.00
5/31/2024	7284	Board of Adjustment-Variance	Contractors Corner, LLC DBA Concorusa	2902 Hillcrest Dr. and Shadyview Dr.	0.00	\$500.00	\$500.00
5/31/2024	7283	Accessory Building	Contractors Corner, LLC DBA Concorusa	2902 Hillcrest Dr.	4,500.00	\$153.40	
5/31/2024	7282	Special Events	SATown Pop Culture Show: Sandlot Reunion	4522 Fredricksburg Rd	0.00	\$1,612.00	
5/31/2024	7281	Special Events	Summer Lovin' 2	4522 Fredricksburg Rd	0.00	\$1,612.00	
5/30/2024	7279	Planning & Zoning-Special Use Permit	GTHQ LLC	6901 W I-10	0.00	\$500.00	\$500.00
5/30/2024	7278	Fire Sprinkler System	Five Below/Tenant	4522 Fredericksburg Rd Ste B90 A	17,000.00	\$368.16	\$368.16
5/30/2024	7275	Cancelled-Temporary Food Permit	Little Monsters Snacks	4522 Fredericksburg rd	0.00		
5/29/2024	7274	Construction	Guillermo Herrera	120 Concord Pl	0.00	\$90.00	\$90.00
5/28/2024	7272	Fire Vent/Hood Suppression System	Viscious Eats	4522 Fredericksburg Rd., Ste A67	850.00	\$100.00	\$100.00
5/28/2024	7271	Plumbing	Vicious Eats	4522 Fredericksburg Rd A67	0.00	\$93.60	\$93.60
5/28/2024	7270	Remodel - Commercial	Wonderland of the Americas	4522 Fredericksburg Rd Ste. 124	48,867.19	\$741.00	\$637.00
5/23/2024	7269	Electrical	Methodist Texsan Heart hospital	6700 IH-10 W	1,000.00		
5/22/2024	7268	Certificate of Occupancy	Coffee Corner and Snack	4522 Fredericksburg Rd ste A43	0.00	\$150.00	\$150.00
5/21/2024	7266	Special Use Permit	Calitorts LLC	2926 Hillcrest Drive	0.00		
5/21/2024	7265	Fence	San Juanita Marlen Ramos	209 Bobbies Lane	0.00	\$94.65	\$94.65
5/20/2024	7264	Special Events	Dolls of Horror	4522 Fredricksburg	0.00	\$1,612.00	\$1,612.00
5/20/2024	7263	Certificate of Occupancy	Vicious Eats	4522 Fredericksburg Rd Ste A 67	0.00	\$156.00	\$156.00
5/20/2024	7259	Plumbing	Five Below/Landlord	4522 Fredericksburg Rd., Ste. B-90A	10,000.00	\$496.08	\$496.08
5/16/2024	7258	Temporary Vendor/Exhibitor	Father's Day Car Show	4522 Fredericksburg Rd	0.00	\$26.00	\$26.00
5/15/2024	7257	Mechanical	Five Below - Landlord	4522 Fredericksburg Rd	56,480.00	\$1,770.72	\$1,770.72
5/15/2024	7256	Temporary Vendor/Exhibitor	Father's Day Car Show	4522 Fredericksburg Rd	0.00	\$26.00	\$26.00
5/15/2024	7255	Temporary Vendor/Exhibitor	Father's Day Car Show	4522 Fredericksburg Rd	0.00	\$26.00	\$26.00
5/15/2024	7254	Temporary Vendor/Exhibitor	Express Flooring	4522 Fredricksburg Rd	0.00	\$26.00	
5/14/2024	7253	Temporary Vendor/Exhibitor	Father's Day Car Show	4522 Fredericksburg Rd	0.00	\$26.00	\$26.00
5/14/2024	7252	Certificate of Occupancy	Wild Card	4522 Fredericksburg Rd	0.00	\$150.00	\$150.00
5/14/2024	7251	Certificate of Occupancy	Boss Beauty Makeup Academy	4535 Fredericksburg Rd., Ste. 205	0.00	\$260.00	\$260.00
5/13/2024	7249	Special Events	Queens of Horror 2024	4522 Fredericksburg	0.00	\$1,550.00	\$1,550.00
5/13/2024	7248	Roof	Norma Gutierrez	238 Shadyview Dr	0.00	\$208.00	
5/10/2024	7247	HVAC	Lone Star Grocery & Ice	3309 Hillcrest	10,000.00	\$243.10	\$243.10
5/9/2024	7246	Roof	Howard Huereca	227 Balcones Heights Rd.	0.00	\$130.00	\$130.00
5/9/2024	7243	Electrical Temp Meter Loop - Commercial/Residential	GILL ROAD BUSINESS PARK	7106 IH 10 W #T	2,500.00	\$117.52	\$117.52
5/9/2024	7242	Electrical	FUTURE LEASE SPACE - Landlord	4522 FREDERICKSBURG, SUITE #B90C	10,000.00	\$243.10	\$243.10
5/9/2024	7241	Electrical	WSS SHOES - Landlord	4522 FREDERICKSBURG, SUITE #B90B	10,000.00	\$486.20	\$486.20
5/9/2024	7240	Electrical	FIVE BELOW - Landlord	4522 FREDERICKSBURG, SUITE #B90A	10,000.00	\$486.20	\$486.20
5/9/2024	7239	Electrical	PETCO - Landlord	4522 FREDERICKSBURG, SUITE #B90	10,000.00	\$243.10	\$243.10
5/8/2024	7237	Plumbing	Five Below - Tenant	4522 Fredericksburg Rd Ste B90	10,000.00	\$243.10	\$243.10
5/6/2024	7236	Flatwork	The Rise Apartments	4300 Fredericksburg Rd.	2,800.00	\$117.52	\$117.52
5/6/2024	7235	Plumbing	Alegria Del Sol Apartments	6945 I-10, San Antonio, TX 78213	9,000.00	\$225.16	\$225.16
5/3/2024	7234	Demolition	Bigtrax Studios LLC	4522 Fredericksburg Rd Ste A2	30,000.00		
5/2/2024	7233	Sign(s)	Five Below	4522 Fredericksburg Rd Ste B-90	8,100.00	\$225.16	\$225.16
5/2/2024	7231	Certificate of Occupancy	Ave Satani LLC	4522 Fredericksburg Rd Ste B 7	0.00	\$156.00	\$156.00
5/1/2024	7230	Sign-Banner or Temporary	Generation Federal Credit Union Temporary Banners	4005 Fredericksburg rd	500.00	\$52.00	\$52.00