MEMORANDUM

To: Honorable Mayor & City Council

From: Toni Kunz City Administrator

Date: October 20, 2026

Agenda item: City Administrator FY26|Q4 Report

Current direct report positions: City Administrator, City Secretary, City Treasurer, Admin Assistant, and 2 Clerks

Reporting Departments: Marshal's and Public Works, along with Finance, Permitting, Code Compliance, and Municipal Court

Coverage: Full-time 24/7 coverage with backup for vacations in city hall.

Salaries: Standard base salary. Increases are merit, licensed/certifications, and longevity based.

FY2027 Budget: Coming onboard with only 3 months to understand where the money was coming from and going to, and prepare a budget with a part-time off-site Treasurer and the staff changes/short staffed adding to the chaos, FY2027 was a challenge for us all. I am already planning FY28 so that it goes more smoothly.

WWTP Relocation: Prospective land acquisition is coming along nicely. Final stages of securing financing to complete final stage of TWDB process to approve the land.

Codes and ordinances being reviewed based on concerns from citizens:

- Short-term rental
- Flood plain building, to include RV Parks
- Signs
- RV storage and use
- Golf Carts

Working with Public Works and Marshal's departments regarding these reported concerns from citizens:

- Traffic safety issues when traffic flow obstruction for vehicles and pedestrians occur on Mulberry (Main toward 11th), on Cedar (Main toward 11th), and on Pecan (Main toward 12th). Updates in the PW report.
- Traffic safety issues with traffic flow confusion on the one-way portions of Cherry and 10th (11th toward Pecan) where vehicles travel the wrong way on the one-way streets. Updates in the PW report.
- Speed Limit drop to 25mph from Main toward 1st Street
- Stop signs added on Cedar, Cypress, & Pecan from Main toward 1st Street.
- Citizens living in RVs on their properties as and extension on their homes.
- Feral cat population
- Short-term rental identification
- Proper safety for public works employees through uniforms, safety gear, and proper road closure signage and procedures
- Equestrian signage and usage in the park

Supported community events and other duties as assigned: Major events within city limits, as well as others, like the Bandera County Fair, require coordination with various organizations and commonly cause influx in population, which is the goal. These events have major impact to City Hall, Public Works and Marshal's departments, which are often unplanned.