

City of Windcrest



AGENDA

SPECIAL SESSION CITY COUNCIL & WINDCREST ECONOMIC DEVELOPMENT CORPORATION JOINT MEETING

5:30 PM

AUGUST 13, 2025

CITY COUNCIL CHAMBERS - 8601 MIDCROWN

@ 5:30 PM

NOTICE IS HEREBY GIVEN THAT THE CITY OF WINDCREST CITY COUNCIL AND WINDCREST ECONOMIC DEVELOPMENT CORPORATION WILL HOLD A JOINT SPECIAL SESSION MEETING AT WINDCREST CITY HALL LOCATED AT 8601 MIDCROWN, WINDCREST, TEXAS ON WEDNESDAY, AUGUST 13, 2025, STARTING AT 5:30 PM.

THE CITY COUNCIL AND THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION RESERVE THE OPTION TO RECESS THE MEETING DURING THE EVENING OF WEDNESDAY, AUGUST 13, 2025, AND TO RECONVENE THE MEETING ON THE FOLLOWING BUSINESS DAY, THURSDAY, AUGUST 14, 2025, AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. In compliance with Americans with Disabilities Act, the City of Windcrest will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received 48 hours prior to the meeting. Please contact the City Secretary's Office, at 210-655-0022 ext. 2150 or Fax 210-655-8776, or 711 Texas Relay.

I. CALL TO ORDER

II. ROLL CALL OF THE CITY COUNCIL

III. ROLL CALL OF THE WEDC BOARD OF DIRECTORS

IV. PLEDGE OF ALLEGIANCE AND INVOCATION

V. CITIZENS TO BE HEARD/CITIZEN PARTICIPATION

- Citizens may address the City Council and the Windcrest Economic Development Corporation on topics not on the agenda for no more than three (3) minutes.

- Citizens shall also have the opportunity to address the City Council and the Windcrest Economic Development Corporation during consideration of posted agenda items for no more than six (6) minutes.
- A City Official or member of the Windcrest Economic Development Corporation may make a statement of specific factual information in response to an inquiry made by a member of the public, or a recitation of existing policy in response to an inquiry made by a member of the public.

VI. PUBLIC HEARING (CITY COUNCIL)***OPENING OF PUBLIC HEARING***

- a) City Council will receive comments from the public on the Proposed Tax Rate for the City of Windcrest Fiscal Year 2025/2026 Budget.

CLOSING OF PUBLIC HEARING***OPENING OF PUBLIC HEARING***

- b) City Council will receive comments from the public on the City of Windcrest Proposed Budget for Fiscal Year 2025/2026.

CLOSING OF PUBLIC HEARING**VII. OPENING COMMENTS BY MAYOR DAN REESE, AND PRESIDENT OF THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION, JENNIFER NEWMAN****VIII. WINDCREST ECONOMIC DEVELOPMENT CORPORATION (WEDC) EXECUTIVE DIRECTOR'S REPORT**

- a) Mario Hernandez, Executive Director, will present on current, ongoing, forecasted economic development projects, business activity, and provide a financial update of the WEDC.

IX. DISCUSSION AND ACTION

- a) City Council and the WEDC will receive an update, review and have discussion on strategies, tools, concepts, planning, and projects on the following items:
 - i) Comprehensive City and Economic Master Plan Update.
 - ii) Discussion and review of the Shared Services agreement between the Windcrest Economic Development Corporation and City of Windcrest.
 - iii) Discussion and review of options for Windcrest Community Newsletter publishing services.
- b) City Council will receive an update on City Manager vacancy and projected timeline.
- c) City Council and the WEDC will have discussion on future joint workshops.

X. EXECUTIVE SESSION**XI. GENERAL ANNOUNCEMENTS & FUTURE AGENDA ITEMS REQUESTED**

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

XII. ADJOURNMENT

DECORUM REQUIRED: Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

ACTION BY COUNCIL AND WEDC AUTHORIZED: The City Council and the WEDC may vote and/or act upon any item within this Agenda. The Council and the WEDC reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code § 551.072 (Deliberations about Real Property); § 551.073 (Deliberations about Gifts & Donations); § 551.076 (Deliberations about Security Devices); §551.087 (Economic Development); §551.074 (Personnel Matters) and, § 551.071 to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The attorney may appear in person or appear in executive session by conference call in accordance with applicable state law.

EXECUTIVE SESSIONS APPROVED BY CITY ATTORNEY AND WEDC ATTORNEY: This agenda has been reviewed and approved by the City's/WEDC legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

ATTENDANCE BY OTHER ELECTED OR APPOINTED OFFICIALS: It is anticipated that members of other city boards, commissions and committees may attend the meeting in numbers that may constitute a quorum of such other city boards, commissions and committees, so that notice is hereby given that the meeting is also a meeting of the other city boards, commissions and committees whose members are in attendance. The members of the other city boards, commissions and committees may participate in discussions which occur at the meeting, but no action will be taken by the other boards, commissions, and committees whose members are in attendance.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two (72) hours prior to the meeting on August 13, 2025.

BY:

A handwritten signature in black ink, reading "Rachel C. Dominguez". The signature is fluid and cursive, with the first name "Rachel" and last name "Dominguez" clearly legible.

Rachel C. Dominguez, TRMC
City Secretary



Building Momentum:

Windcrest Economic Development Report

2024 through June 2025



Progress, Partnerships, Possibilities

Together with our residents,
businesses, and city leaders, we are
shaping a Windcrest that works for
everyone.

Jennifer Newman, President, WEDC

Industry and Real Estate Trends

- The San Antonio industrial market is changing rapidly. With the WIBP, we now have one of six industrial projects with over 500,000 sq. ft. vacant in the regional market.
- The vacancy rate has gone from 3.4% in Q3 of 2022 to over 12% in the current quarter of 2025. The total market is now about 142 million sq. ft.
- Industrial rates have declined from \$8.43 NNN* (Q1 2024) to \$7.94 NNN this year; the operating costs (The NNN, or “Triple Net” part of the rent) are about \$2.75 to \$3.00 per sq. ft. per year. The MEIA will allow the WIBP operating costs to be about \$1.50 per sq. ft. per year, a massive advantage for WIBP for the next six years. An additional 300,000 million sq. ft. is currently being built in the metro area



Industry and Real Estate Trends, continued

- WEDC database of sample available real estate breakdown:
 - Approximately 90,000 sq. ft. of retail, small office, and multi-use space in Windcrest.
 - The multi-story office space in the Four Winds Towers has approximately 110,000 sq. ft. vacant
 - Including WIBP, Windcrest has 640,000 sq. ft. of industrial space vacant.
- Vacant land is at a premium, with only a few small sites available; none larger than a few acres.
- NOTE: WEDC constantly works with regional real estate brokers to inventory space and present leads for consideration.
- Key buildings include Builders Mark, Luby's (partially), Pizza Hut (under contract), Four Winds, Windsor Park Place, Windsor Park Centre, Discount Tire, Windsor Place, and some space along Rough Rider.



Business and Prospect Activity

- Retail store: Windsor Park Centre (former Whataburger University), approximately 25,000 square feet, including a \$1.2 million renovation. Estimated sales tax revenue per year **\$160,000**.
- Restaurant; Asian cuisine at the 1.7-acre Endura site along IH35 (north of Zaxby's). New building construction, currently under contract. Estimated sales tax revenue per year **\$36,000**.
- Restaurant; sports bar at an ICP pad site (next to Applebee's). Current LOI, considering ground lease. New building construction. Estimated sales tax revenue per year **\$38,000**.
- Asian Bakery, retail food operation. Walzem Road (old CD Exchange) approximately 3,000 square feet, renovation of building. Estimated sales tax revenue per year **\$7,000**.



Business and Prospect Activity, continued

- Take 5; oil change service, Walzem Road (current Pizza Hut building). Tear down and new building construction, including extensive landscaping of the corner. Estimated Sales tax revenue is **unknown** (sales tax on parts only).
- Restaurant; Asian buffet style, Walzem Road (former Mrs. Kitchen). Long-term lease; building renovation, cost pending. Estimated sales tax revenue per year **\$12,000**.
- EoS; fitness center. Windsor Park Centre (former Urban Air and Green Carpet locations). Estimated investment \$3,000,000 (renovation and equipment). Estimated Sales tax revenue is **unknown**.



2024 Business Activity in Windcrest

New Development

New Owner: ICP

- Leading the transformation of the Windcrest International Business Park
- Backed by a \$5M local incentive package (via new MEIA)
- Community-supported financing
- Initial tenant space: Fall 2025 completion

New Businesses Opened in 2024 (15)

Gonzales Agency	Hair Essence
Zaxby's	Safeway Supply, Inc
D&R Signs	First Steps Nursing and Therapy
FicaPex	Essence of Dance
Fidelity Benefits	Brady Plus
Synergy HomeCare	Mamarazzi Photography
Noodles & Dumplings	El Genio Pizzeria Cubana
Restaurant Technologies	

Businesses Closed in 2024 (15)

Stay Young Mental Health	PeopleReady, Inc.
Task Us	Allios
Costa Solutions	Mears Group
Neck and Back Pain Clinic	Solidia
Builder's Mark	Broussard Group
Fresenius Medical Care	Urban Air
Windcrest Community Dining Club	Mrs. Kitchen
Green Carpet Company	

New Businesses Opened in 2025 (13)

Kings Discount Store	Ability Backflow
Streams of Joy	Wesley Nurse Program
Helados Cremi	Armor Insurance Solutions, Inc.
Bare Skin by Scarlettte	Rise from the Ashes Beauty Chamber
Farmers Insurance (Szakacs)	Nextgen Laboratory
Burger Boy	Texas Tax Group
Farmers Insurance (Maynor)	

Businesses Closed in 2025 (6)

Rackspace	TA-CU Counseling & Administration
Texas Family Orthodontics	Kuk Sool Won of Alamo Heights
Halfen USA	Farmers Insurance (Newton)

Small Business Support

\$19,475 in Storefront Grants awarded in 2024

- One additional application pending as of June 2025
- Led by Executive Director Mario Hernandez's outreach and grant strategy

Business Retention & Expansion

- 142 BRE visits completed in 2024
- 37 additional visits completed through June 2025
- Led by WEDC Business Retention and Expansion Coordinator, Karen Nelson

Prospect Development

- Over 70 new business inquiries and leads developed in 2024
- 50+ new leads already in FY25
- Results of proactive recruiting efforts led by Mario Hernandez and WEDC Vice President, Rainbeau Presti

Strategic Business Events

Fiesta Business Networking Event

- Hosted by the WEDC in partnership with the Mayor's Office
- Drew 70 attendees from 23 local businesses
- Designed to foster collaboration, promote local entrepreneurship, and build commercial synergy
- Initiated by WEDC board to increase business-to-business connectivity in Windcrest; championed by the Mayor's Office and City Staff

Community Promotion

Light Up Windcrest

- Primary sponsorship of the Light Up Map campaign
- Included two ads: one for businesses, one for the HoHoHo Market
- Contacted over 120 businesses
- Made possible through coordination between WEDC and the Mayor's Office

Community Promotion, continued

Ho Ho Ho Market

- WEDC participated by recruiting businesses and assisting with expenses for the event in December 2024.
- 32 vendors participated, and approximately 100 shoppers attended to explore the booths, listen to music, and experience the City's holiday spirit.

Financial Status and Use of Funds in Fiscal 2024 & 2025 YTD May

➤ For the fiscal year ending September 30, 2024, the WEDC cash balance was **\$1.2 million**. Total expenditures for the year were \$2,092,965. For FY 2025, cash is at \$1.5 million, and total expenditures YTD are \$256,000.

In FY2024 \$1,680,000 (**80%**) was used for economic development project incentives and one community project, Lights at Takas Park. In FY2024 \$276,271.38 (**13.2%**) of total expenditures were used for salaries, the consultant contract, and administrative costs. In FY 2025, these expenses total \$188,000 YTD (through eight months of the FY).

In FY2024, legal expenses were significantly overspent at 140.8% due to the MEIA with ICP. The same category is overspent in FY 2025 with \$45,388 in legal expenses YTD.

NOTE: WEDC adopted (in 2019) and uses the city investment policy.

Future Plans for Sustained Growth

Focus areas include the Master Plan, WIBP impact, branding, including TXDOT Opportunities, and Walzem Road revitalization.

Strategy for targeting WIBP tenants and sales tax revenue generators.

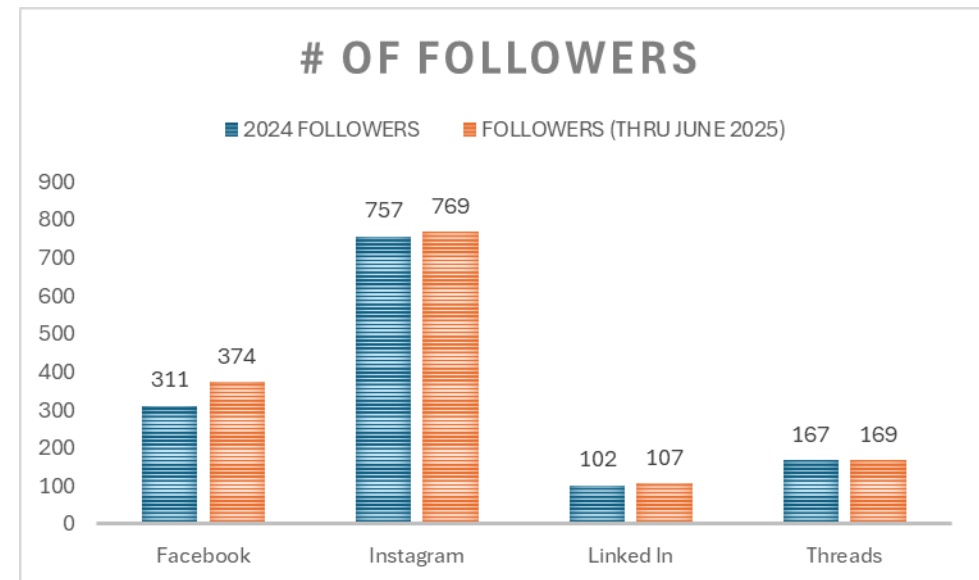
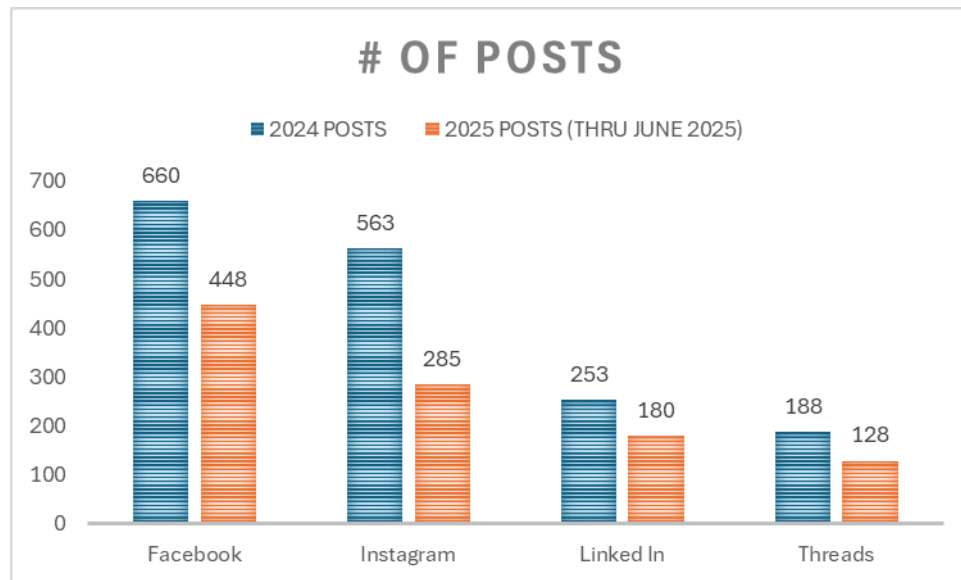
‘Front door’ improvements that businesses will accept and participate in.

Possible Walzem Road revitalization plans and partners.

Realistic marketing and branding options for Windcrest as a unique small city.

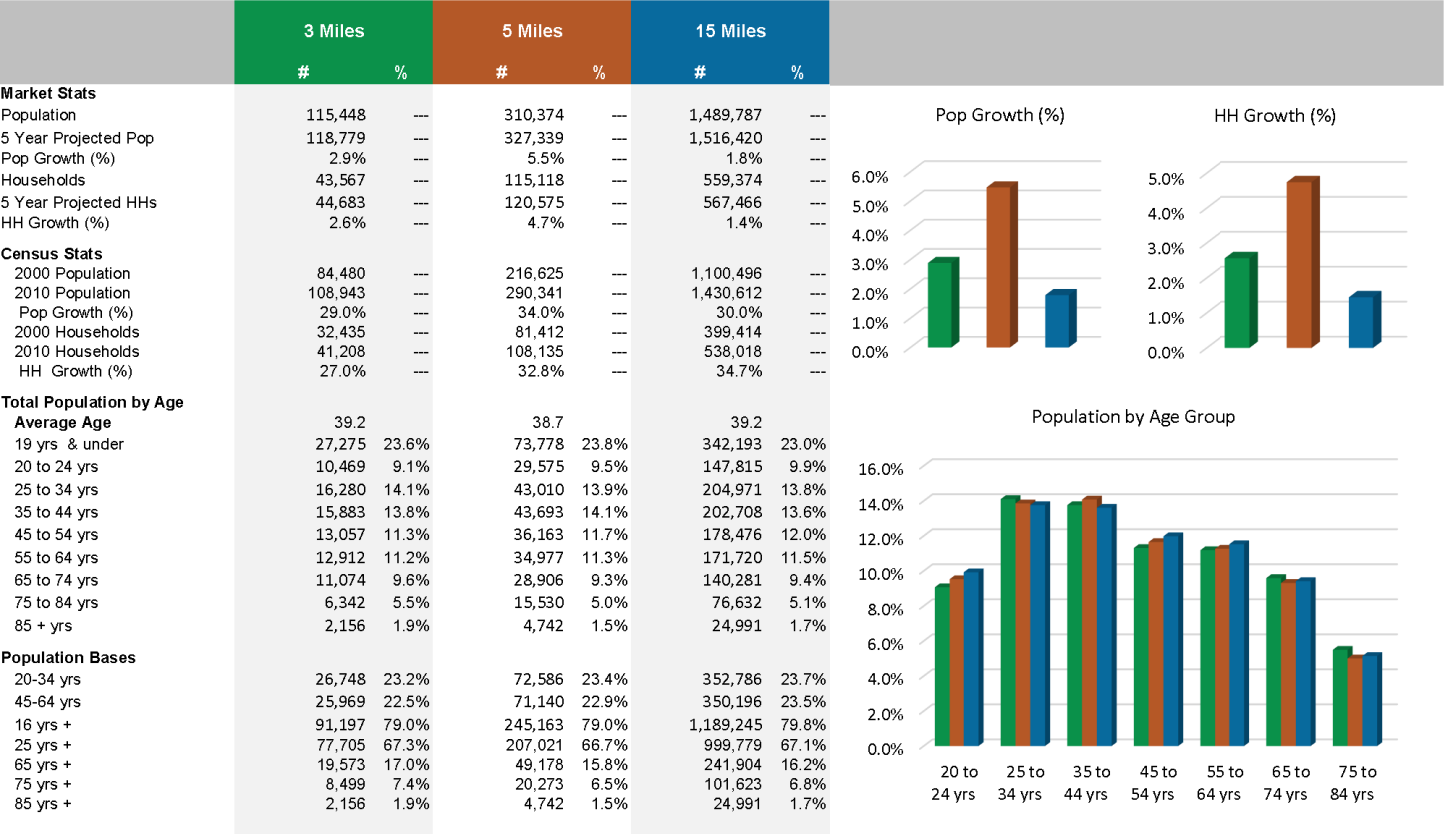
Social Media Presence

Revitalized social media presence, bringing it in-house in 2024.



Consumer Demographic Profile

Site: City Hall
Address: 8601 Midtown | Windcrest, TX
Date Report Created: 7/31/2025



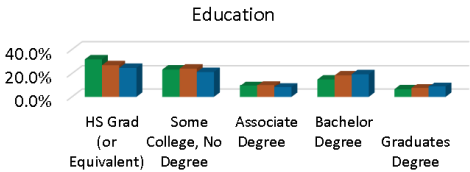
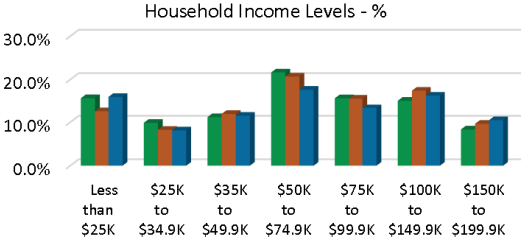
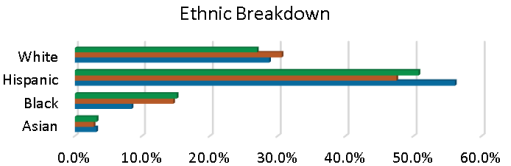
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HdlECONsolutions

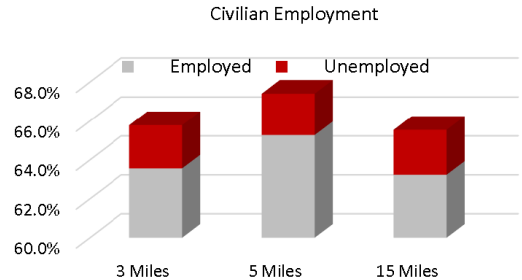
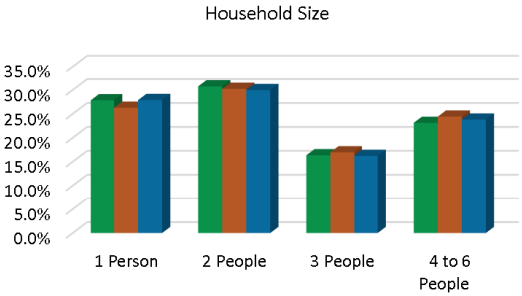
	3 Miles		5 Miles		15 Miles	
	#	%	#	%	#	%
Population by Race						
White	31,114	27.0%	94,976	30.6%	428,383	28.8%
Hispanic	58,569	50.7%	147,374	47.5%	835,441	56.1%
Black	17,465	15.1%	45,345	14.6%	126,256	8.5%
Asian	3,734	3.2%	8,641	2.8%	47,102	3.2%
Ancestry						
American Indian (ancestry)	306	0.3%	867	0.3%	3,365	0.2%
Hawaiin (ancestry)	274	0.2%	734	0.2%	2,082	0.1%
Household Income						
Per Capita Income	\$30,198	---	\$33,370	---	\$35,979	---
Average HH Income	\$80,022	---	\$89,970	---	\$95,824	---
Median HH Income	\$63,917	---	\$70,409	---	\$69,609	---
Less than \$25K	6,840	15.7%	14,402	12.5%	89,400	16.0%
\$25K to \$34.9K	4,293	9.9%	9,501	8.3%	45,436	8.1%
\$35K to \$49.9K	4,866	11.2%	13,696	11.9%	64,282	11.5%
\$50K to \$74.9K	9,425	21.6%	23,812	20.7%	98,759	17.7%
\$75K to \$99.9K	6,830	15.7%	17,940	15.6%	74,710	13.4%
\$100K to \$149.9K	6,583	15.1%	20,063	17.4%	91,060	16.3%
\$150K to \$199.9K	3,631	8.3%	11,087	9.6%	58,560	10.5%
\$200K +	1,099	2.5%	4,617	4.0%	37,167	6.6%
Education						
Less than 9th Grade	4,342	5.6%	9,704	4.7%	66,202	6.6%
Some HS, No Diploma	4,993	6.4%	11,126	5.4%	71,606	7.2%
HS Grad (or Equivalent)	24,715	31.8%	55,787	26.9%	247,326	24.7%
Some College, No Degree	18,149	23.4%	49,923	24.1%	212,849	21.3%
Associate Degree	7,373	9.5%	20,441	9.9%	82,747	8.3%
Bachelor Degree	11,683	15.0%	38,260	18.5%	194,521	19.5%
Graduates Degree	4,948	6.4%	15,546	7.5%	87,511	8.8%



Consumer Demographic Profile

Site: City Hall
Address: 8601 Midtown | Windcrest, TX
Date Report Created: 7/31/2025

	3 Miles		5 Miles		15 Miles	
	#	%	#	%	#	%
Family Structure	29,033		78,062		366,596	
Single - Male	1,253	4.3%	3,420	4.4%	19,700	5.4%
Single - Female	3,995	13.8%	9,604	12.3%	42,993	11.7%
Single Parent - Male	1,366	4.7%	3,120	4.0%	14,278	3.9%
Single Parent - Female	4,462	15.4%	9,824	12.6%	45,892	12.5%
Married w/ Children	6,258	21.6%	21,504	27.5%	100,309	27.4%
Married w/out Children	11,697	40.3%	30,590	39.2%	143,424	39.1%
Household Size						
1 Person	12,127	27.8%	30,247	26.3%	155,996	27.9%
2 People	13,393	30.7%	34,806	30.2%	167,609	30.0%
3 People	7,122	16.3%	19,527	17.0%	90,755	16.2%
4 to 6 People	10,071	23.1%	28,120	24.4%	133,134	23.8%
7+ People	853	2.0%	2,419	2.1%	11,880	2.1%
Home Ownership	43,567		115,118		559,374	
Owners	24,681	56.7%	69,387	60.3%	317,849	56.8%
Renters	18,886	43.3%	45,731	39.7%	241,525	43.2%
Components of Change						
Births	1,497	1.3%	4,001	1.3%	19,009	1.3%
Deaths	812	0.7%	2,015	0.6%	9,964	0.7%
Migration	3,841	3.3%	6,539	2.1%	8,518	0.6%
Employment (Pop 16+)	91,197		245,163		1,189,245	
Armed Services	1,024	1.1%	5,088	2.1%	17,735	1.5%
Civilian	59,990	65.8%	165,243	67.4%	779,424	65.5%
Employed	57,965	63.6%	160,022	65.3%	751,991	63.2%
Unemployed	2,025	2.2%	5,221	2.1%	27,433	2.3%
Not in Labor Force	31,207	34.2%	79,919	32.6%	409,821	34.5%
Employed Population	57,965		160,022		751,991	
White Collar	31,642	54.6%	98,876	61.8%	485,079	64.5%
Blue Collar	26,323	45.4%	61,146	38.2%	266,912	35.5%



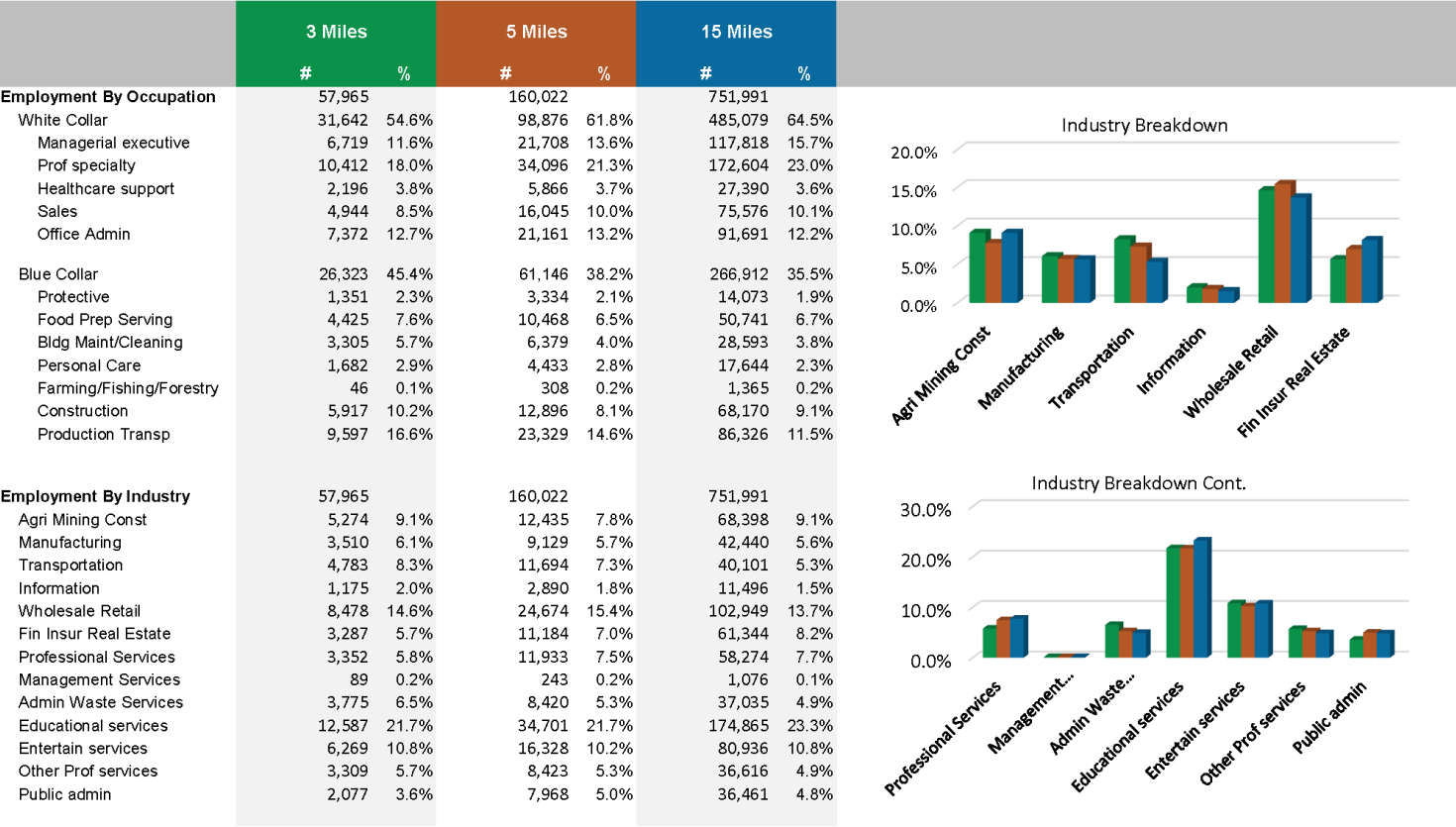
Consumer Demographic Profile

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INSIGHT

MARKET ANALYTICS

Hdl ECONsolutions





The City of Windcrest, Texas is hiring a **CITY MANAGER**



Position marketed by
Government Professional Solutions
GovernmentPros.com



WELCOME TO THE CITY OF WINDCREST, TEXAS

Community

Windcrest, Texas is a residential community in Northeast Bexar County that covers 2.5 square miles. The unique City of Windcrest has progressed from humble beginnings of 200 residents to more than 5,500, along with 2,300 homes and apartments, and more than 150 various businesses and services. Windcrest is known as the "City of Lights" because of its Christmas lights and decoration displays during the Christmas season. The annual Light-Up event draws visitors from throughout Bexar County and beyond.

The Windcrest community has a strong military presence with three major bases that keep the City on the cutting edge of medical and technological innovations while bringing pride and economic stability. It's also why Windcrest is one of the most popular places for retired military to settle down.

Location

Windcrest is on the Northeast side of San Antonio in South Central Texas. This advantageous location along I-35 begins one of the fastest growing regions in the country known as the Innovation Corridor between San Antonio and Austin. Residents enjoy short commutes via I-35, and Loop 410, to downtown San Antonio, Fort Sam Houston, Randolph Air Force Base, Lackland Air Force Base, as well as to various other areas in the City of San Antonio and its vicinity. It's only about a 15-minute drive to any location and the International Airport is just a hop, skip, and jump away. The City is positioned perfectly for business because of the ease of access to the major thoroughfares.

History

In the beginning, Barbee and Murray Winn had a vision. In the middle of their vacant fields, where crops had been harvested, they viewed a city not yet developed where people could live and raise families; where friendships would grow; where patriotism and civic pride would thrive; where peace and tranquility could be experienced; a city of quality, large enough to be self-sufficient, yet small enough for its residents to shape their destiny. They saw a place where residents could be involved and a place to proudly call home.

Through years of development and nurturing, their efforts created the unique city that exists today. In 1959, a group of 51 qualified electors petitioned Bexar County Commissioners Court for incorporation of about two square miles known as Windcrest. On September 15, 1959, an election was held resulting in the unanimous vote for incorporation of the proposed city. Since that time, and through the effort of many people, Windcrest has grown into the outstanding community it is today.

Education

Windcrest is primarily served by the North East Independent School District (NEISD). The district educates approximately 55,800 students across 70 campuses in San Antonio, Texas and was voted the best in San Antonio in 2025.

Demographics



Total Population: 6,151



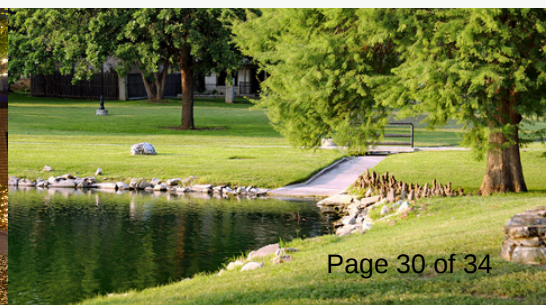
Households: 2,389



Median Income: \$95,329



Median Home Value: \$335,847



Entertainment and recreation

Within Windcrest's neighborhoods are:

- Three ponds (Takas Park Pond, Autumn Sunset Pond, and Brook Falls Pond) with adjoining green space or park areas
- A large recreational area, Takas Park, which boasts a little league baseball complex, soccer field, playground equipment, basketball and tennis courts, pickleball courts, walking /jogging paths, and a Civic Center
- A private nine-hole golf course
- A private tennis academy/pickleball center
- A community swimming pool

Windcrest also hosts numerous community events throughout the year, including:

- Windcrest Light-Up
- Community social
- National Night Out
- 4th of July parade
- 911 Remembrance Race
- Community garage sales
- Summer fun events
- Trunk or Treat public safety event

Business and Commerce

Located 11 miles Northeast from downtown San Antonio, a metropolitan area of more than 2 million, Windcrest is centered in one of the fastest growing regions in the Country. As the City of Windcrest continues to develop, local attractions such as restaurants, hotels, and shopping centers are being built to take advantage of economic growth.

Windcrest offers businesses a community full of attractive properties, affordable land, and a pro-business culture of collaboration and opportunity. Surrounded by San Antonio's metropolitan area, the City enjoys consistent job growth, a low unemployment rate at 3.2% (May 2020), and a cost of living 10.2% points below the national average. The City's multicultural population has a median age of 49.

Workers are highly skilled and educated especially in growing industries like Bioscience, Cyber Security, Energy, Healthcare, and Information Technology.



Government

The City of Windcrest was originally established as a general law city, meaning its governmental powers were limited to those explicitly granted by the State of Texas. For 48 years, Windcrest operated under this framework. In pursuit of greater local autonomy and self-governance, Windcrest voters elected to adopt a home-rule charter, granting the City broader legislative authority. With the adoption of the charter, Windcrest transitioned to a council-manager form of government. Under this structure, a City Manager-rather than a City Administrator-was appointed to oversee the daily operations of the City, implementing the policies set by the City Council.

The executive branch of Windcrest now consists of a Mayor and five at-large City Council members, all elected by the residents. These elected officials are responsible for governing the City and adopting ordinances for the benefit of the community. Under home-rule authority, Windcrest residents have the power to petition for new ordinances, challenge or repeal existing ordinances through elections, and initiate recall procedures for elected officials, including the Mayor and Council Members.

Windcrest provides a variety of municipal services, including Police, Fire, Public Works, Municipal Court, Finance, City Secretary, Animal Control, Code Enforcement, and Garbage and Recycling collection. The City remains committed to responsive and resident-focused service.

Community engagement is a cornerstone of Windcrest's operations. Dedicated resident volunteers contribute their time and expertise by serving on various boards and commissions, including the Economic Development Corporation, Planning and Zoning Commission, Parks and Recreation Commission, Board of Adjustment, Windcrest Crime Control and Prevention District, and the Citizens Patrol.

Vision: The City of Windcrest is a small town where everyone feels safe, welcome, and involved.

Mission: To provide the highest quality of life and public safety for the overall community through City services and community involvement.

Values: Safety, Diversity, Civic Ownership, Sustainability, Innovative, Inclusiveness

Budget Highlights

- Tax rate: \$0.393917
- Total Funds: \$9,880,609
 - General Fund: \$4,628,426
 - Debt Service Fund: \$40,679
 - Special Revenue Funds: \$687,296
 - Capital Projects Funds: \$733,219
 - Enterprise Fund: \$374,163
 - Economic Development Corp Fund: \$2,644,581
 - Crime Control Prevention District: \$831,669
- Distinguished Budget Presentation Award for the fiscal year beginning October 1, 2023

Current Project Highlights

- International Business Park development (ICP, former Rackspace property, City, and EDC)
- Master plan development
- Sidewalk replacement project
- Streets CIP, resurfacing in FY25-26
- Alley resurfacing plan
- Civic Center facility improvement
- Open space tree survey project
- Hire Police Chief
- Repair or replace municipal pool



The City Manager serves as Chief Executive and Administrative Officer for the City. Responsible to City Council for the proper administration of city affairs as assigned by charter, ordinance, or directive, City Council policies, and state and federal law. Performs highly responsible managerial and supervisory work in planning, organizing, and directing the operations of the City. Duties include administering policies established by City Council and by law; developing and implementing administrative procedures; coordinating and directing all departments and staff operations; selecting, developing, and effectively utilizing staff; and overall supervision of projects, city financing, and intergovernmental relationships. Essential job functions include:

- Serves City Council, policy or advisory boards, or committees appointed by the Council, and the general public; interacts with other city managers, statewide organizations and associations, representatives of governmental agencies at the state and federal levels, and the news media; and has occasional contact with most city employees and frequent contact with those supervised. Makes initial contact and oversees work with businesses and industries to encourage their consideration of the city for future relocations or expansions. Oversees work with developers to encourage their development of the building stock in the City.
- Prepares or reviews and approves agendas and other materials for City Council. Assists with all meetings of City Council and serves as liaison between Department Heads and Council members. Attends all City Council meetings except when excused. May participate in all discussions but may not vote.
- Attends, as necessary, Board and Commission meetings.
- Serves the community by presenting programs to civic organizations and by responding to citizen issues. Provides adequate and accurate information to news media so that citizens can be informed of governmental activities. Actively participates in civic activities in the community.
- Serves as the City's investment manager, Court Administrator, and treasurer. Advises City Council of the financial condition and future needs of the City and makes such recommendations as may seem desirable. Keeps City Council informed on progress in all departments and on any other pertinent matters relating to city operations to enable them to make informed policy decisions. Meet with, discuss with, confer with and advise the mayor and/or any member of City Council regarding the business of the City. Prepares and submits to City Council at the end of each fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
- Prepares annual budget recommendations based on data submitted by all department heads, including capital expenditure items, consistent with Council-approved short and long-range plans. Submits budget recommendations, including justification, to Council for approval; files approved budget with appropriate authorities; and administers approved budget.
- Supervises the City's programs and administrative functions and provides general leadership and direction.
- Develops and executes organizational and strategic plans; performs financial analysis of budgets and forecasts for formulate recommendations/courses of action; conducts benchmarking and establishes performance measures to improve efficiency and effectiveness of city services; directs preparation and release of reports, studies, and projects relating to program trends; reviews and evaluates work of assigned departmental managers; directs and reviews preparation of budget. Responsible for regular attendance and arriving to work on time.
- Appoint, suspend, or remove any officer or employee of the City, except those officers appointed by City Council and as otherwise specifically provided in the City Charter. Holds all employees accountable for compliance with safety program policies and procedures. May delegate to City employees nondiscretionary ministerial and administrative tasks to carry out his duties.
- Administers all contracts with the City to ensure their faithful execution and performance.
- Ensures city compliance with state, federal, and local statues and regulations, as well as with grant and contractual provisions.
- Assists in the City's defense against lawsuits. Reports to Council any proposed legal actions prior to engaging legal council.
- Serves as required for emergency management, particularly in the areas of management of the Emergency Operations Center.

- Someone with confidence born from expertise.
- Calm and approachable demeanor and active listener.
- Outstanding leadership skills and works as part of a team.
- Trustworthy and dependable.
- Leads by example, possesses a can-do attitude, and always demonstrates honesty, integrity, fairness, and candidness.
- Friendly, calm and collected, with the ability to make clear and concise decisions.
- Desire to immerse oneself in and be a part of this community.
- Motivator who works collaboratively with and empowers staff.
- Positive and supportive management style that builds staff up, is respectful of all, recruits and retains, provides mentoring, sets priorities, provides resources, has high expectations, and ensures accountability.
- Works as part of a team, encourages teamwork, and is comfortable getting out amongst the departments.
- Understands that both the organization and community are family-oriented.
- Professional, while also friendly and outgoing with a sense of humor.
- Outstanding communication skills, both verbal and written, and able to clearly and concisely speak to City Council, the public, and media.
- Able to lead and guide City Council without taking sides or playing politics.
- Strong financial and budgeting background, economic and community development, and well-versed in strategic planning.
- Experience in and understanding of public utilities and is an advocate for utilization of modern technology.
- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy, or related field required (Master's degree preferred).
- Minimum five years experience of progressively responsible management and supervisory experience as a city or county manager in the public sector for a similar size city or county, or as an Assistant or Deputy in a larger community, or equivalent experience in the private sector for an organization of similar size and complexity.
- Credentialing as a Certified Manager by the International City/County Management Association is preferred.

HOW TO APPLY

Compensation: Annual salary depends on qualifications and is expected to be in the range of \$140,000 to \$180,000. Benefits include dental insurance, health insurance, life insurance, retirement plan, vision insurance, city cell phone, and relocation expense (not to exceed \$10k).

To apply, please email your cover letter and resume in .pdf format by Friday, September 5, 2025, 5 pm CST, to bbauer@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Bret Bauer at 316-207-0688 or bbauer@governmentpros.com.

The City of Windcrest is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

For additional information about the City of Windcrest, please visit:

Windcrest-tx.gov

Facebook.com/TheCityofWindcrest

Facebook.com/NorthEastISD

Windcrest-txedc.com