



CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, July 14, 2026 at 6:30 PM

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

AGENDA

1. **Call to order.**
2. **Invocation and Pledge.**
3. **Visitors to be heard (shall not exceed 30 minutes total).**

Citizens wishing to be heard may do so on all matters except personnel matters, matters listed on the agenda as a public hearing, and matters under litigation. Each person addressing the council must provide his/her legal name and current address for city records and meeting minute preparation. Each person will only be allowed to speak on matters on the agenda during citizen's forum/public comment. No rebuttals will be permitted. Each person addressing the governing body shall not exceed three (3) minutes. Section 551.042, Government Code, V.T.C.A. (i.e. Texas Open Meetings Act) permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting, but any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting. All remarks shall be addressed to the council as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the council may be requested to leave the meeting.

4. **Discussion and possible action on the following items:**

- A. Discussion and possible action on a request from Zane Jackson with Cowboy Capital Classic for use of Horseshoe Bend Disc Golf Course for a PDGA Disc Golf Tournament on August 29, 2026.
- B. Discussion and possible action on Resolution 2026-005 AUTHORIZING EXECUTION OF AN ADVANCE FUNDING AGREEMENT (AFA) WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR TRANSPORTATION ALTERNATIVES – SIDEWALK IMPROVEMENTS ON SH 16 (MAIN ST.) & CHERRY ST.
- C. Discussion and possible action on Resolution 2026-006 requesting financial assistance from the Texas Water Development Board; and authorizing the filing of an application for assistance.
- D. Action to name the Key Stakeholders for the Resilient Communities Grant (RCG).
- E. Approval of the updated fee schedules for 2026-2027.
- F. Discussion and possible action regarding the Request for Proposals (RFP) for Legal Services, including review of the proposed scope of services and direction to staff.
- G. Discussion and possible action on the comp-time policy for City employees.
- H. Discussion and possible action to approve Ordinance 460 for a budget amendment transferring \$3,500.00 from Account No. 50-502-6580 (Lift Station) to Account No. 50-502-6100 (Repair and Maintenance) to fund the replacement of a bearing at the Wastewater Treatment Plant (WWTP).
- I. Accept the resignation of Eric Cothran from the the Bandera Economic Development Corporation and call for applications for the vacant seat on the BEDC board.
- J. Call for applications on the Planning and Zoning Commission board.

5. Closed Session.

A. The City Council will meet in closed session pursuant to Texas Government Code Section §551.072 to deliberate the purchase, exchange, lease, or value of real property.

1.) Waste Water Treatment Plant

6. Action following Closed Session.

7. Requests and Announcements.

A. Requests by Council to place items on an agenda.

B. Announcements by Council.

C. City Administrator Update.

8. Adjourn.

/s/ Jill Shelton

Jill Shelton, City Secretary

The City Council for the City of Bandera reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matter listed above, as authorized by Texas Government Code §551.071 (Consultations with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices) and §551.086 (Economic Development). There may be a quorum of Economic Development Corporation/Planning and Zoning member at any regularly scheduled City Council Meeting. This facility is wheelchair accessible and handicapped parking is available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at (830) 796-3765. This agenda is posted in accordance with the Texas Government Code, Chapter 551 on July 8, 2026.

Pursuant to Section Previous 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun". "Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly".

of the intended recipient(s) and may contain confidential or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message and attachments.

From: Zane Jackson <zanejacksondiscgolf@gmail.com>
Sent: Saturday, July 4, 2026 6:19 PM
To: Toni Kunz <Toni.Kunz@banderatx.gov>
Subject: PDGA Disc Golf Tournament at Horseshoe Bend Disc Golf Course

Hi Ms. Kunz,

My name is Zane Jackson, and I am a local physical therapist and avid disc golfer in Bandera. I am interested in hosting a PDGA-sanctioned disc golf tournament at Horseshoe Bend Disc Golf Course called the Cowboy Capital Classic.

I have organized disc golf events in the past, and my goal is to create a well-run, family-friendly event that showcases Bandera and encourages players from around the region to visit our community. I hope to make this an annual event that brings visitors to our local restaurants, shops, and businesses.

The tentative date I am considering is Saturday, August 29, 2026.

I wanted to reach out to make sure I coordinate with the City appropriately and see what, if anything, is required to reserve the course and utilize the park for the tournament. If there are any forms, approvals, or other steps I should complete, please let me know.

If there is someone else who would be more appropriate to speak with regarding the course or park reservations, I would appreciate it if you could point me in the right direction.

Thank you for your time, and I look forward to hearing from you.

Sincerely,
Zane Jackson

To: Honorable Mayor & City Council

From: Stephanie Biggs, Administrative Assistant, Toni Kunz, City Administrator

Date: July 14, 2026

Agenda Item: B Discussion and possible action on Resolution 2026-005

Action Requested: Review, discuss, and act on resolution 2026-005 authorizing the City Administrator to enter into an Advanced Funding Agreement (AFA) with TxDOT for the Transportation Alternatives project that was awarded to the City on November 17, 2025.

Resolution 2025-022 authorizing city staff to apply for a Transportation Alternatives grant for development of preliminary engineering (PS&E) and environmental documentation leading to design & construction of pedestrian and/or bicycle infrastructure was approved by city council on May 20, 2025.

TxDOT notified the city that we had been

Key information regarding the grant:

Scope of Work and Use of Project as outlined in the AFA:

- a. Scope of Work for the Project consists of the design and construction of sidewalks along SH 16 (Main St.) from SH 173 (Sycamore St) to Cedar St and along Cherry St. from SH 16 to 11th St. The project includes ADA curb ramps, pedestrian islands, and crosswalks. See the attached map.
- b. Any proposed changes to the Project must be submitted in writing by the Local Gov't to State. Substantive changes may also require an amendment to this Agreement and the approval of the FHWA, State, MPO, or the Commission. Any changes undertaken without written approval and amendment of the Agreement may jeopardize not only the federal funding for the changes, but the federal funding of the entire Project.

The cost of the project is \$2,992,000 – the grant amount is \$2,393,600. The city's 20% match equals \$598,400 which the previous EDC board had agreed to provide. \$93,860 is due to the State within 30 days of the AFA being executed. The remaining balance of \$504,540 is due to the State within 60 days prior to the Construction contract being advertised for bids. Per the timeline, the construction process should begin in March 2027.

Because SH 16 is a TxDOT roadway, they are controlling the design and construction aspects of the project. However, the design consultant firm will work with the city and TxDOT on the details for the Scope of Work. The Scope will include a public input meeting. We are still 6 -8 months away from beginning the design process.

The city is 100% responsible for the cost of overruns (if any). They're typically billed during final closeout. Both the city and TxDOT must approve change orders so we will be notified if it should occur.

Our application for the grant included letters of support from local stakeholders. Lowe's Grocery Store, ACE Wine Room, Bandera County Chamber of Commerce, Bandera County Convention & Visitors Bureau, and The Marshal's Office all provided support letters.

The following is a link to a news article about a young boy advocating for handicap accessibility in Bandera.

<https://news4sanantonio.com/news/local/11-year-old-boy-with-disability-advocates-for-handicap-accessibility-09-20-2018>

The TxDOT Transportation Alternatives grant will provide significant economic benefits to Bandera by bringing outside state and federal funding into the community to improve pedestrian infrastructure and connectivity. The project will enhance access between downtown businesses, public facilities, and other destinations, creating a safer and more walkable environment for residents and visitors. These improvements support Bandera's tourism-based economy by encouraging visitors to spend more time exploring local shops, restaurants, and attractions, while also improving quality of life for residents. By investing in infrastructure that promotes safety, accessibility, and community appeal, the project strengthens Bandera's competitiveness for future investment and long-term economic vitality.

Connectivity Map



Connectivity Map



RESOLUTION 2026-005

RESOLUTION AUTHORIZING EXECUTION OF AN
ADVANCE FUNDING AGREEMENT (AFA) WITH THE
TEXAS DEPARTMENT OF TRANSPORTATION FOR TRANSPORTATION
ALTERNATIVES – SIDEWALK IMPROVEMENTS ON SH 16 (MAIN ST.) & CHERRY ST.

WHEREAS, on November 13, 2025, via Minute Order 117073, the Texas Transportation Commission authorized City of Bandera - SH 16 Sidewalks project (the “Project”) to receive funds from the Transportation Alternatives Set Aside Grant Program for project engineering, construction, and Texas Department of Transportation (TxDOT) oversight; and

WHEREAS, the City of Bandera commits to provide the match. The local match is comprised of cash; and

WHEREAS, the City of Bandera is responsible for all nonreimbursable costs and 100% of overruns, if any; and

WHEREAS, the Governing Body of the City of Bandera desires to reaffirm its support of the Project, approve and authorize the execution of an Advance Funding Agreement (AFA) with TxDOT for the Project.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Bandera THAT the City Administrator of the City of Bandera is authorized to enter into an AFA with TxDOT for this Project.

PASSED AND APPROVED on the 14th day of July 2026.

Toni Kunz, City Administrator

Attest, Jill Dickerson, City Secretary

To: Honorable Mayor & City Council

From: Stephanie Biggs, Administrative Assistant, Terry Wells, Public Works Director, Toni Kunz, City Administrator

Date: July 14, 2026

Agenda Item: C Discussion and possible action on Resolution 2026-006

Action Requested: Review, discuss, and act on resolution 2026-006 authorizing the City to file an application for assistance with Water System Improvements from the Texas Water Development Board.

This is a rare 100% grant opportunity – no match is required from the City. Project phases eligible for funding are Planning, Acquisition, Design, and Construction. We would incur fees for a grant management.

The application is due 7/31 so we must act on this tonight and approve the meeting minutes at the 7/28 meeting in order to make the deadline.

Funds will be disbursed to applicants through an entity-established, interest-bearing escrow account. All commitments, grant agreements, and closings to escrow should be completed by August 1, 2027. We will have until August 31, 2031 to expend the escrow funds. Under no circumstances will funds be released from project escrow accounts after August 31, 2031. Remaining funds shall be returned to TWDB no later than September 1, 2031.

HB 500 appropriated \$1.038 billion to TWDB for water supply and infrastructure projects. This is a one-time opportunity for the City to receive up to \$10,000,000. The language is specific to water infrastructure and supply projects that address water loss, TCEQ violations, or upgrading or replacing water systems. Wastewater and flood projects are excluded.

Working together, Terry Wells and Ardurra have identified the following scope:

- **Water Treatment Plant Improvements:**
 - Mulberry Ground Storage Tank Lining and Coating
 - Dallas Ground Storage Tank Replacement
 - Indian Waters Ground Storage Tank Replacement
- **Emergency Power Systems:**
 - Install Backup Generator at Mulberry Water Treatment Plant
 - Install Backup Generator at Indian Waters Water Treatment Plant
- **Water Main Improvements (Replacements, Upsizing, Extensions):**
 - Cherokee Drive 6-inch Water Main Upsize

- Beaumont Street 6-inch Water Main Replacement
- Galveston Street 6-inch Water Main Replacement/Extension
- Madrona Lane Water Main Extension and Improvements
- System Wide replacement of Asbestos Cement (AC) Waterlines.
- **Valve Replacement:**
 - Replace Pressure Reducer Valves (on Montague Dr & Old Medina Hwy)
 - City-Wide Isolation Valve Replacement

Application Filing and Authorized Representative Resolution 2026-006

A RESOLUTION by the City of Bandera City Council of the City of Bandera requesting financial assistance from the Texas Water Development Board; authorizing the filing of an application for assistance; and making certain findings in connection therewith.

BE IT RESOLVED BY THE City of Bandera City Council OF THE City of Bandera:

SECTION 1: That an application is hereby approved and authorized to be filed with the Texas Water Development Board seeking financial assistance in an amount not to exceed \$10,000,000.00 to provide for the costs of Water System Improvements.

SECTION 2: That the City Administrator, Toni Kunz, be and is hereby designated the authorized representative of the City of Bandera for purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such application for financial assistance and the rules of the Texas Water Development Board.

SECTION 3: That the following firms and individuals are hereby authorized and directed to aid and assist in the preparation and submission of such application and appear on behalf of and represent the City of Bandera before any hearing held by the Texas Water Development Board on such application, to wit:

Financial Advisor: Ben J. Rosenberg
U.S. Capital Wealth

Engineer: Jonathan Teafatiller, PE
Ardurra Group, Inc.

Bond Counsel: Orlando "Jay" Juarez, Jr.
McCall, Parkhurst and Horton L.L.P.

PASSED AND APPROVED, this the 14th day of July, 2026.

ATTEST: _____

By: _____

(Seal)



2026-2027 Comprehensive Fee Schedule

Effective October 1, 2026

ADMINISTRATION

Copies – black (8 ½" x 11")	\$0.10 per page
Copies – black (8 ½" x 14")	\$0.10 per page
Copies – black (11" x 17")	\$0.25 per page
Copies – color	\$1.00 per page
Certified copies	\$1.00 per page
Labor (compiling, redacting)	\$15.00 per hour
Returned payment	\$30.00
Stop Payment Check	\$20.00

ANIMAL CARE

1 st impoundment	\$40.00 per animal, per day
2 nd impoundment	\$60.00 per animal, per day
3 rd impoundment	\$80.00 per animal, per day

Impoundment fee is to be waived if animal is picked up by 5:00 pm on the first day.

Animal Service Call fee is still due.

Overnight (begins at 5:01 pm each day)	\$25.00 per animal, per night
Animal service call	\$25.00
Animal service call (after hours, weekends, or holidays)	\$50.00
Animal tags (neutered/spayed)	\$15.00
Animal tags (not neutered/spayed)	\$25.00

PARKS – 8:00am - 8:00 pm

Admission fees are seasonal on Fridays, Saturdays, Sundays and holidays, and determined annually.

General admission (adults & children 12+)	\$10.00 per person, per day
Bandera County residents (with ID) & children 6-12	\$5.00 per person, per day
City resident, active & retired military, disabled vet, first responders, children under 6, BISD students (ID), Seniors (65+)	\$0 w/Season Park Pass*

**Available at City Hall with proper documentation*

Season Park passes (non-city utility customers)	\$100.00
Pavilion rental* + deposit	\$150.00 + \$75.00

**Does not include city park admission fee*

City Park use (lease agreement required)	\$1,000.00 per section*
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** Sections A, B, C, Disc Golf Course*

Barricade/netting not included

SPECIAL EVENTS

Application	\$0
Sound or Noise permit*	\$150.00
Street closure permit*	\$300.00
Parade permit*	\$400.00
Public Assembly permit*	\$75.00 up to 100 people
	\$150 over 100 people

**May require City Council approval*

CONTRACTOR

Annual Registration for contractors not in Bandera County	\$50
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COMMERCIAL CONSTRUCTION/FIRE PREVENTION**Professional Services (Fee = Actual Cost)**

Applicants may be responsible for paying additional fees for any application review or predevelopment conference requiring City Consultants (i.e. contracted planners, engineers, attorneys, architects, plan reviewers, inspectors, etc.). To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required.

Investigative (of work done w/o permit)	2 x Original Permit Fee
<i>Multiple offenses may result in the contractor being barred from working in the City for up to 6 months.</i>	
Application for permit	\$0
Plan Review	3 rd party actual cost
Inspection for new construction. addition, or remodel	\$400
Inspection for basic work/maintenance	\$30/Hr. (1 hr. min.)
New building, addition, remodel permit	\$.75 per sf.
New accessory building permit	\$.75 per sf.

Trade Permits: GC/M/E/P - Basic Work

Fence permit (any types and heights)	\$20
Portable building inspection (over 120 sq ft)	\$60
Repair/replace porch or deck permit (structural)	Up to 75 sf \$75 / Over 75 sf \$100.
Siding replacement permit	Up to 75 sf \$75 / Over 75 sf \$100
Window replacement permit (more than 50%)	Up to 75 sf \$75 / Over 75 sf \$100
Flatwork permit	Up to 75 sf \$75 / Over 75 sf \$100
All other permits	\$100

Visit our permitting page to view an inclusive listing of work that requires a permit:

<https://www.banderatx.gov/permitting/page/do-i-need-permit>

Certificate of Occupancy for new construction, addition or remodel	\$0 (included with permit)
Certificate of Occupancy requiring administrative approval	\$50
Certificate of Occupancy requiring inspection	\$175

RESIDENTIAL CONSTRUCTION

Professional Services Fee (Fee = Actual Cost)

Applicants may be responsible for paying additional fees for any application review or predevelopment conference requiring City Consultants (i.e. contracted planners, engineers, attorneys, architects, plan reviewers, inspectors, etc.). To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required.

Investigative (of work done w/o permit)	2x Original Permit Fee
<i>Multiple offenses may result in the contractor being barred from working in the City for up to 6 months.</i>	
Application for permit	\$0
New residential home permit	\$.60 per sf of project
Residential addition or remodel permit	\$50 per trade
Plan review	3 rd party actual cost
Inspection for new construction, addition, or remodel	\$400
Inspection for basic work/maintenance	\$60/hr. (minimum \$60)

Trade Permits: GC/M/E/P - Basic Work

Fence permit (under 7')	\$0
Fence permit (7' or taller)	\$20
Portable building inspection* (over 120 sq ft)	\$60
*Unless wired or plumbed – Trade permit fees will apply	
Repair/replace porch or deck permit (structural)	Up to 75 sf \$25 / Over 75 sf \$50.
Siding replacement permit	Up to 75 sf \$25 / Over 75 sf \$50
Window replacement permit (more than 50%)	Up to 75 sf \$25 / Over 75 sf \$50
Flatwork permit	Up to 75 sf \$25 / Over 75 sf \$50
All other permits	\$50

Visit our permitting page to view an inclusive listing of work that requires a permit
<https://www.banderatx.gov/permitting/page/do-i-need-permit>

SIGN

Application for permit	\$0
Permit	\$50
Temporary application for permit	\$0
Temporary permit	\$20
Variance*	\$200

**May require Board of Adjustments and/or City Council review and approval*

VENDOR

Current Bandera Certificate of Occupancy holders receive a 50% discount

Non-food vendor permit:

Daily	\$20 + \$10 for each add'l day
Monthly	\$60 (up to 12 months)

Food vendor permit* \$0

**Must have/meet state licensing and permitting requirements*

Per Texas Senate Bill 1008, effective September 1, 2025, the City will be issuing permits but not collecting fees from any premises that is a food service establishment, retail food store, mobile food unit, roadside food vendor, or temporary food service establishment that has already paid its standard health department operational fee.

Arts & Crafts Fairs permit \$0

Non-profit & Local* charitable organizations permit \$0 w/City registration form

** Bandera, Medina, Kerr, Kendall, & Uvalde Counties*

TABC Maximum Local Fees (Alcoholic Beverage Permit) maximum allowed*

**Pursuant to V.T.C.A., Alcoholic Beverage Code sections 11.38 and 61.36, the city does hereby levy one-half the permit or license fee levied by the state for licenses and permits issued for premises within the city. (1989 Code, sec. 10-17; 2009 Code, sec. 4.02.002)*

<https://www.tabc.texas.gov/static/sites/default/files/2021-08/tabc-sept-2021-maximum-local-fees.pdf>

Selling/*vending* without valid permit *or license** \$100 (1st offense)

**Repeat offenses of vending without a permit may result in suspension from selling in the City for up to 6 months.*

Expedited processing of permit \$50

Investigative (of vending w/o permit or license) \$60.00

SOLICITOR

Non-profit & Local* charitable organizations permit \$0 w/City registration form

** Bandera, Medina, Kerr, Kendall, & Uvalde Counties*

90-day permit \$25.00

Investigative (of soliciting w/o permit) \$60.00

MISCELLANEOUS

Burn permit	\$0
Vested rights petition or developmental rights determination	\$ is determined by attorney hourly rates
Horse Drawn Carriage/ Horse permit	\$100.00 per horse per year
Commercial Filming application for permit	\$50.00
Commercial Filming permit 1 st month	\$0
Commercial Filming permit 2 nd – 12 th months	\$50 per month
Appeal	\$400.00

PLATTING

Minor plat/minor re-plat application approved administratively:

Single and multi-family residential	\$600.00
Non-residential/mixed use/other residential	\$600.00
Other plat/re-plat applications	\$800.00

PLACE TYPE (also referred to as Zoning)

Variance application*	\$700.00
Change/amendments*	\$500.00

May require Board of Adjustments and/or City Council review and approval*MARSHAL DEPARTMENT**

Standard paper copy	\$0.10 per page
Fax – outgoing (same as area code)	\$0.50 per page
Fax – outgoing (long distance)	\$1.00 per page
Fax – incoming	\$0.20 per page
CD-RW/CD-R	\$25.00 each
Digital video disc (DVD)	\$25.00 each
Body cam recording	\$10.00 each + \$1.00 per minute.
Offense/accident report	\$6.00
Color photo	\$0.50 each
Labor (compiling, redacting)	\$15.00 per hour
PC or LAN resource	\$15.00 per hour
Miscellaneous Supplies	Actual Cost
Postage/Shipping	Actual Cost

UTILITIES**Chipping (Minimum \$40):**

Per hour	\$80.00
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Water:

Water connect	\$35.00
Water disconnect	\$35.00
Late	10% of total bill amount
Enhanced service (same day service, weekend, holiday and after-hours requests)	\$50.00
Residential inside city limits deposit	\$150.00
Residential outside city limits deposit	\$200.00
Commercial deposit	\$300.00
1 st meter re-read in a billing period	\$0
Each meter re-reads in the same billing period after 1st	\$35.00
1 st data log per year*	\$0
Each data log in the same year after 1 st *	\$35.00

Calendar year, fiscal year, or 12-month period?*Water Taps:**

3/4" tap (material, labor & equipment)	\$1,800.00
1" tap (material, labor & equipment)	\$1,900.00
1 1/2" tap (material, labor & equipment)	\$3,400.00
1" water service – split	\$300.00
2" water service – commercial & domestic	\$4,700.00
2" water service – irrigation	\$4,700.00
2"+ will be quoted using current prices & materials	TBD per job
Water taps in TxDOT right of way	TBD per job

Water Meter Install, if tap exists:

5/8" meter (material, labor & equipment)	\$350.00
3/4" meter (material, labor & equipment)	\$350.00
1" meter (material, labor & equipment)	\$560.00
1 1/2" meter (material, labor & equipment)	\$1,300.00
2" meter (material, labor & equipment)	\$1600.00

Sewer Taps:

4" tap – out of manhole (material, labor & equipment)	\$1,800.00
4" tap – internal manhole drop (material, labor & equipment)	\$1,600.00
6" tap – out of manhole (material, labor & equipment)	\$1,950.00
6" tap – within manhole (material, labor & equipment)	\$4,300.00
Additional charge per foot of depth for manhole over 8 feet deep	\$210.00
Sewer tap in TxDOT right of way	TBD per job

Hourly:

Tap installation (labor)	\$25.00 per hour, per person
Tap installation (equipment)	\$50.00 per hour



CITY OF BANDERA

Section 4, Item F.

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765

REQUEST FOR PROPOSALS

The City of Bandera (the “City”) is soliciting proposals from law firms to provide city attorney services. Law firms are invited to submit qualifications and sealed proposals for the provision of these services.

Questions regarding this RFP should be addressed to T. Kunz, City Administrator at 830.796.3765.

Two (2) copies of sealed proposals, along with one (1) unbound original copy, suitable for reproduction, clearly marked “City Attorney Services” should be delivered to City Hall no later than 2:00 pm on Friday, **{Due Date}** at City of Bandera, 511 Main Street, P.O. Box 896, Bandera, Texas 78003. No proposals will be accepted after 3:00 pm. Proposals received after this time will be returned unopened to the proposer. No electronic submissions will be accepted.

Upon consideration of the proposals, the City reserves the right to accept or reject any and all proposals and to waive any technicalities in the best interest of the City of Bandera.

Complete specifications may be obtained by contacting me at the address and/or phone number above during normal working hours.

The City is an Affirmative Action/Equal Opportunity Employer. Small minority-owned and female-owned firms are encouraged to submit qualifications.

T. Kunz, City Administrator

INQUIRIES:

Inquiries concerning this RFP must be submitted prior to 5:00 pm on {Due Date}. All inquiries should be emailed to the City Administrator at toni.kunz@banderatx.gov

Deadline: {Due Date}, at 2:00 pm

Submit Proposals to: City Administrator T. Kunz
511 Main Street, PO Box 896
Bandera, Texas 78003

SCOPE OF SERVICES:

In order to be considered, proposals must address each of the requests for information included herewith. In addition, information regarding rates and fees must be submitted on the sheet provided.

The scope of services for which fees and rates are requested is divided into three categories: General Representation, Special Projects, and Litigation. These categories are more fully described for your clarification. The firm will be required to provide a detailed, itemized billing for each category (including general representation), on a monthly basis.

It is the intent of the City Council of Bandera to provide a contract services agreement from {From Date} to {To Date}. However, the City Council reserves the right to terminate the contract services agreement upon thirty (30) days written notice without cause. In the event the relationship between the City and the successful firm is satisfactory to both parties, the contract services agreement may be continued for up to five (5) years.

NOTE: All information provided in the proposals will be subject to Open Record Laws.

I. General Representation:

- A. Upon Request: Attendance of City Council meetings (City Council currently meets on the second and fourth Tuesdays of each month)
- B. Consultation with City staff via telephone during normal business hours.
- C. Preparation and review of Ordinances and Resolutions as required.
- D. Preparation and review of Contracts and other documents prior to City Council action.

II. Special Projects:

This category includes any unusually large projects defined as those that will require 20 hours or more of attorney time to handle. Examples of these special projects may include assistance in development of special purpose agreements or legal assistance to a City Council appointed committee.

III. Litigation:

This category includes both preparation for the trial and actual courtroom time for all litigation filed by or against the City, the Planning and Zoning Commission, and condemnation proceedings.

STATEMENT OF QUALIFICATIONS:

Please attach responses to the following requests for information:

1. Name of firm and year organized (include address and telephone number).
2. Attach a list of Principals in the firm, including a biographical sketch of each. Include education, years of legal experience, years of municipal legal experience, and any areas of specialty within field of municipal law.
3. Provide the name of the Principal in the firm who will have responsibility for the City of Bandera's dealings.
4. Attach a list of attorneys who will provide services to the City of Bandera. Include a description of the attorney's education, years of legal experience, years of municipal legal experience, and information on any areas of specialty within the field of municipal law.
5. Provide a list of current municipal clients, a contact person for each, and a telephone number for the contact person.
6. If your firm has represented a city during the last five years that it no longer serves, please provide the following information.
 - a. Name of City
 - b. Name of contact person, and
 - c. Reason that you no longer represent the City.
7. Provide information regarding the number of city-related Civil District Court cases actually tried to verdict or judgment during the last five years. This data should be provided for the firm, and for each attorney in the firm that will provide a significant level of service to the City of Bandera. Information should also include the percentage of these cases "won".
8. Provide the information requested in Number 7 above or the appeals court cases in which the firm represented the condemning agency.
9. Provide the information requested in Number 7 above for the eminent domain cases in which the firm represented the condemning agency.
10. Please list any clients that you currently represent that could cause a conflict of interest with your responsibilities with the City of Bandera. Describe how you would be willing to resolve these or any future conflicts of interest.
11. If your firm has filed any litigation in the past five years in which either the City of Bandera or one of its employees was named as a defendant, please describe the case(s).

12. If you have filed any litigation in the past five years in which a municipality was a defendant, please describe the case(s).

EVALUATION CRITERIA AND SELECTION PROCEDURES:

The following criteria will be used as a basis in evaluating qualifications (100 points) based upon the weighting indicated below.

1. Experience of key personnel. (40 points)
2. Results of reference checks. (35 points)
3. Clarity of proposal. (25 points)

The City's appointed selection committee for this solicitation will review all submissions. The City will enter into negotiations with the best and most qualified firm for compensation and other relevant issues. In the event the City is unable to negotiate a mutually acceptable contract with the best and most qualified firm, it reserves the right to terminate negotiations with the first choice and enter into negotiations with the second-best qualified firm.

The City reserves the right to extend the due date for the RFP, to accept or reject any or all proposals received as a result of this request, to negotiate with any respondent, or to cancel this RFP in part or in its entirety. The City may require the selected consultant to participate in negotiations and to submit such technical, fee, or other revisions as may result from negotiations.

PROPOSED FEES CITY ATTORNEY SERVICES

The following rates are proposed by the firm of _____ for City Attorney Services to the City of Bandera.

1. General Representation

Monthly Retainer \$ _____

Attendance of a City Council Meeting \$ _____

2. Special Projects

Hourly Rate \$ _____

3. Litigation

Preparation Time – Hourly Rate \$_____

Courtroom Time – Hourly Rate \$ _____

I, _____ acting on behalf of the firm of _____ certify that I have reviewed and fully understand the City of Bandera's Request for Proposals for City Attorney services. I further certify and swear that the information submitted in response to the Request for Proposals is true, correct and fully shows all information required to be reported.

By: _____

State of Texas)
)
County of _____) SS.

This instrument was acknowledged before me on _____ day of _____, 2026.

By: _____
Name of Signer(s).

Signature of Notary

(Seal of Notary)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS
AMENDING THE CITY OF BANDERA PERSONNEL POLICIES BY AMENDING
PROVISIONS GOVERNING THE ACCRUAL OF COMPENSATORY TIME OFF;
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, pursuant to the Fair Labor Standards Act of 1938, Non-exempt (hourly) employees may be compensated for overtime by being given the choice payment at the rate of one and one-half times the employee's regular hourly rate, or compensatory time off (comp-time), at one and one-half times the number of hours worked, up to a maximum number of 40 accrued comp-time hours; and,

WHEREAS, certain executive, administrative, and professional employees are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and are expected to provide necessary and reasonable overtime services with no additional compensation; and,

WHEREAS, the current comp-time policy currently authorizes the accrual of compensatory time off for nonexempt and exempt of the City of Bandera; and,

WHEREAS, the City Council of the City of Bandera, Texas hereby find that it is in the best interest of the City to amend the Personnel Policies of the City of Bandera to clearly define the circumstances under which non-exempt employees may be eligible to earn compensatory time off.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BANDERA TEXAS;

Section 1. The City Council, by majority vote, hereby amends the Personnel Policies of the City of Bandera as set forth in the attached Exhibit A.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND APPROVED this 28th day of April, 2026.

Mayor, Denise Griffin

ATTEST:

Jill Shelton, City Secretary

Compensatory Time Hours Definition

Compensatory time may also be referred to as comp time.

Compensatory time hours shall include hours worked for the City of Bandera in excess of 40 hours in any work week.

Paid leave, such as holiday or vacation, shall not be counted in determining if compensatory time hours.

Compensatory Time Hours Qualifications

Compensatory hours and pay qualification shall be determined by the employee's position and duties.

Employees may be required to work compensatory time hours, however, employees required to work compensatory time hours shall be reasonable and in compliance with the laws governing working hours and the City of Bandera policy due to their positional duties and responsibilities and level of decision-making authority.

Compensatory time hours for employees performing law enforcement/fire protection duties is to be actual hours worked in excess of 86 in the 14-day work period, as defined by the Fair Labor Standards Act (FLSA) and its regulations.

Compensatory Time Hours Accrued

Compensatory Time Hours Accrued may also be referred to as compensatory time hours earned.

~~Exempt employees shall not accrue compensatory time hours at a rate of one and one-half times their hours worked over 40 hours of work in a workweek.~~

Compensatory time hours accrued shall not exceed 40 hours. If it is found to be at no fault of the employees that compensatory time exceeds the maximum amount, employees may request permission to accrue up to 80 hours. Department heads shall make request to City Administrator.

City Administrator shall makes request to City Council.

Nonexempt employees shall accrue compensatory time hours.

Compensatory time for law enforcement employees shall be handled in accordance with the policy for overtime compensation established, as defined by the Fair Labor Standards Act (FLSA) and its regulations.

Compensatory Time Hours Used

Compensatory time may be used for any purpose desired by the employee; however the City of Bandera shall have the right to require employees to use earned compensatory time at the convenience of the City.

City Administrator and department heads shall be responsible for ensuring each employee using compensatory time accrued as soon as possible after earning it.

Exempt Employees

~~Compensatory time hours accrued shall be used within 3 months of accrual or it will be forfeited. If it is found to be at no fault of the employees that compensatory time was not used in a timely manner, employees may request permission to extend up to 6 months. Department heads shall make request to City Administrator. City Administrator shall make request to City Council.~~

Nonexempt Employees

Compensatory time hours accrued shall be used within 3 months of accrual or get bought back by the City. If it is found to be at no fault of the employees that compensatory time was not used in a timely manner, employees may request permission to extend up to 6 months.

Buyback of Compensatory Time for Nonexempt Employees

The City of Bandera shall retain the right to buy back all or part of the employee's accrued compensatory at the rate of one and one-half the employee's calculated hourly rate. This is not a "buyback" but really a limit on how many hours you will allow employees to take in comp time; the rest must be paid out if it was worked.

Compensatory Time Hours Accrued at Termination

The City of Bandera shall retain the right to pay or not to pay all or part of the employee's accrued compensatory at the rate of one and one-half the employee's calculated hourly rate at the time of termination.

ORDINANCE NO. 460

AN ORDINANCE OF THE CITY OF BANDERA, TEXAS, APPROVING BUDGET AMENDMENTS, PROVIDING FOR SEVERABILITY, REPEALING ALL ORDINANCES IN CONFLICT AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bandera’s 2025-2026 Annual Budget was passed and approved on September 19, 2024; and

WHEREAS, department specific equipment, projects, and staffing are each an integral part of the annual budget and efficient and productive operations for the City as a whole; and

WHEREAS, staff recommends the various changes and amendments to the original budget to meet the challenges that serve a municipal purpose and have arisen since the original budget adoption, as authorized by Local Government Code Section 102.010; and

WHEREAS, the City Council has determined that these budget amendments are necessary and proper, serves a municipal purpose and will help the City better protect the health, safety and welfare of the general public

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS:

SECTION 1. The City Council of the City of Bandera, Texas does hereby approve the amended budget for the City of Bandera General Fund for the Fiscal Year beginning October 1, 2025 and ending September 30, 2026, as set forth in the attached Exhibit A.

SECTION 2. That all other portions of the original adopted budget shall remain as adopted.

SECTION 3. Severability. Should any section, subsection or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity of the Ordinance as a whole or any other remaining portions of this Ordinance.

SECTION 4. Repeal. This Ordinance shall be cumulative of all provisions of ordinances of the City of Bandera, Texas, except where the provisions of the Ordinance are in direct conflict with the provisions such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 5. Effective Date. This ordinance shall take effect from and after the earliest date provided by law following its adoption and publication as provided by law.

PASSED and APPROVED this the 14th Day of July 2026.

Denise Griffin, Mayor

ATTEST:

Jill Shelton, City Secretary

Exhibit A

City of Bandera

Budget Amendment for Fiscal Year 2025-26

From Account No. 50-502-6580 (Lift Station)

to Account No. 50-502-6100 (Repair and Maintenance)

to fund the replacement of a bearing at the Wastewater Treatment Plant (WWTP).