

CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, December 09, 2025 at 5:45 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 any matter, in compliance with Tex. Gov't Code Ann. § 551.007. 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. Tex. Gov't Code Ann. § 551.042 permits a member of the public or a member of the City Council 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. **Consent Agenda.**

[A.](#) Approval of Minutes from October 28, 2025, Regular meeting, November 12, 2025, Special meeting, November 25, 2025, Regular meeting.

5. **Public Hearing.**

[A.](#) Regarding Amendment to the City's contract with the Texas Department of Agriculture for Texas Community Development Block Grant Program (TxCDBG) RED Program, Contract CRC23-0540. The purpose of this meeting is to discuss the proposed changes to the scope of work.

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

- A. Discuss and take possible action to adopt Resolution 2025-040 to approve the Amendment for Contract CRC23-0540 to be submitted to TDA. – Stephanie Biggs
- B. Discuss and take possible action to adopt Amended Resolution 2025-036 Regarding Civil Rights for TxCDBG Contract CRC23-0540. – Stephanie Biggs
- C. 2026 Holiday Calendar. -Jill Shelton Dickerson
- D. Update on the status of the P&Z Board. – DeAnna McCabe
- E. Clarification on City Garbage Rates. – Tammy Ott Morrow
- F. Discussion on filling vacancies on the EDC Board in accordance with Section 11.03.033, Code of Ordinances, City of Bandera, Texas. – DeAnna McCabe
- G. Discussion on Section 1.03.061 Place and Time of Regular Meetings, Code of Ordinances, City of Bandera, Texas. – DeAnna McCabe
- H. Canceling and/or rescheduling the meeting on December 23, 2025, as provided by Section 1.03.061(d) Cancellation of meeting, Code of Ordinances, City of Bandera, Texas. -Denise Griffin
- I. Request from Bandera Business Association for use of the Bandera City Park for a Market Days event on February 7, 2026, from 7am-5pm. – Denise Griffin

- J. Request from Eileen Rogers for Renewal of Heritage Park Facility Use Agreement. – Jill Shelton Dickerson
- K. Discussion on HOT tax for the past two years. – Debbie Breen
- L. Approval of Ordinance 457 for Budget amendments for 2024-2025 Budget. – Allyson Wright
- M. 2024-2025 End of year Budget Update. -Allyson Wright
- N. Action to hire Audit Firm for the City of Bandera to stay in compliance with State Law. – Allyson Wright

7. Requests and Announcements.

- A. Requests by Council to place items on an agenda.
- B. Announcements by Council.

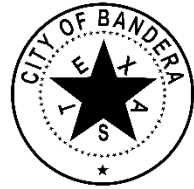
8. Adjourn.

/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 December 3, 2025.

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".



CITY OF BANDERA
CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, October 28, 2025 at 6:00 PM

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

MINUTES

1. Call to order, Roll Call, and Confirmation of Quorum.

The meeting was called to order at 6:00PM

PRESENT

Mayor Denise Griffin
Councilmember Tony Battle
Councilmember Jeff Flowers
Councilmember Brett Hicks
Councilmember Debbie Breen

ABSENT

Councilmember Lynn Palmer

2. Invocation and Pledge. Mayor Griffin offered the invocation, and all stood for the pledges.

3. Visitors to be heard (shall not exceed 30 minutes total).

There were no visitors to be heard.

4. Consent Agenda.

A. Approval of minutes for the Regular City Council Meeting on October 14,2025.

Motion made by Councilmember Breen to approve the consent agenda, Seconded by Councilmember Flowers.

Voting Yea: Councilmember Battle, Councilmember Flowers, Councilmember Hicks, Councilmember Breen

5. Staff Reports.

A. Update on Code Enforcement

Staff provided and update on code enforcement.

6. Presentations.

A. Discussion Only for Section 3 Presentation to Local Community for the RED grant.

Melinda with Traylor and associates was present to answer questions about the RED grant. Councilmember Breen asked if lighting could be added to the project and they are going to look into a change order. The final paperwork needs to be completed by February 2026 and the final work on the project will be completed by February 2027.

7. Discussion and possible action on the following items:

A. Discuss and take possible action to adopt Amended Resolution 2025-024 for Authorized Signatories in matters pertaining to the TxCDBG Grant CRC23-0540.

Motion made by Councilmember Battle to approve Resolution 2025-024, Seconded by Councilmember Flowers.

Voting Yea: Councilmember Battle, Councilmember Flowers, Councilmember Hicks, Councilmember Breen. Motion passes.

B. Discussion and possible action on HOT tax for the past two years.

Motion made by Councilmember Breen to postpone, Seconded by Councilmember Flowers.
Voting Yea: Councilmember Battle, Councilmember Flowers, Councilmember Hicks,
Councilmember Breen. Motion passes.

8. Closed Session.

Mayor Griffin closed the meeting into executive session at 6:23PM.

A. *The City Council will meet in closed session pursuant to Texas Government Code Section §551.071 (Consultations with Attorney), Main Street Shop and Lofts.*

B. *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

9. Reconvene into Open Session for possible action resulting from any items posted and legally discussed in Executive Session.

The meeting was opened at 6:56PM and there was no action taken.

10. Requests and Announcements.

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

Grant update

Financial update

B. Announcements by Council.

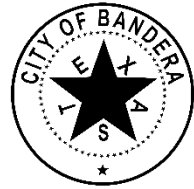
There were no announcements.

11. Adjourn.

The meeting was adjourned at 7:00PM

/s/ Jill Shelton

Jill Shelton, City Secretary



**CITY OF BANDERA
CITY COUNCIL SPECIAL MEETING**

Bandera City Hall, 511 Main Street, Bandera, Texas
Wednesday, November 12, 2025 at 6:00 PM

Section 4, Item A.

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

MINUTES

1. Call to order.

There was not a quorum of Council for the meeting to take place so the votes were canvassed only.

2. Visitors to be Heard (shall not exceed 30 minutes total).

3. Proclamation.

A. Proclamation honoring Patricia Moore for 30 years of dedicated service to the Bandera County Convention & Visitors Bureau.

Mayor Griffin read the proclamation and presented it to Patricia Moore. Everyone applauded.

4. Discussion and possible action on the following items:

A. Canvas of the votes from November 4, 2025, General Election 305-City, City Council Members.

The canvass was called at 5:58

PRESENT

Mayor Denise Griffin

Councilmember Jeff Flowers

Councilmember Lynn Palmer

Councilmember Debbie Breen

Mayor Griffin read the Official Results

Tony Battle 84

DeAnna McCabe 148

Cindy Coffey 34

Brett Hicks 89

John Teich Jr. 52

Debbie Breen 167

Tammy Ott Morrow 153

The new Council Members will be Debbie Breen, DeAnna McCabe, and Tammy Ott Morrow

All Councilmembers present agreed, and the canvass was complete at 6:09PM

B. 2026-2027 Board of Directors Ballot for the Bandera Central Appraisal District.

C. Approval of Resolution 2025-037 for GLO Resilient Community Grant application.

5. Adjourn.

/s/ Jill Shelton

Jill Shelton, *City Secretary*



CITY OF BANDERA
CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, November 25, 2025 at 6:00 PM

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

MINUTES

1. **Call to order.**

The meeting was called to order at 6:00PM

PRESENT

Mayor Denise Griffin
Councilmember Tammy Ott Morrow
Councilmember Jeff Flowers
Councilmember DeAnna McCabe
Councilmember Lynn Palmer
Councilmember Debbie Breen

2. **Invocation and Pledge.** Councilmember Flowers offered the invocation, and all stood for the pledges.

3. **Visitors to be heard (shall not exceed 30 minutes total).** There were no visitors to be heard.

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

A. **Presentation of Certificates of Election to the newly elected City Council meeting.**

Judge Towers presented the Certificate of Election to the newly appointed Council Members.

B. **Swearing in of newly elected City Council Members.**

Judge Towers swore in Debbie Breen, Tammy Ott Morrow, and DeAnna McCabe, they took their seats at the dais.

C. **Discussion and possible action on appointing a Mayor Pro Tem.**

Mayor Griffin recommended Jeff Flowers as Mayor Pro Tem because of his tenure with the City and his knowledge of all the current projects.

Councilmember Morrow stated she would like to see Councilmember McCabe because of her experience on the EDC.

Motion made by Councilmember Breen, Seconded by Councilmember Morrow to appoint DeAnna McCabe as Mayor Pro Tem.

Voting Yea: Councilmember Morrow, Councilmember McCabe, Councilmember Palmer, Councilmember Breen

Voting Nay: Councilmember Flowers

D. **2026-2027 Board of Directors Ballot for the Bandera Central Appraisal District.**

Mayor Griffin recommended splitting the votes equally to all 4 candidates.

Motion made by Councilmember Palmer to approve, Seconded by Councilmember Flowers.

Voting Yea: Councilmember Morrow, Councilmember Flowers, Councilmember McCabe, Councilmember Palmer, Councilmember Breen, Motion passes.

E. **Approval of Resolution 2025-037 and 2025-039 for GLO Resilient Community Grant application.**

Motion made by Councilmember Breen to approve Resolution 2025-037, Seconded by Councilmember Flowers.

Voting Yea: Councilmember Morrow, Councilmember Flowers, Councilmember McCabe, Councilmember Palmer, Councilmember Breen, Motion passes.

Motion made by Councilmember Flowers to approve with the addition that Langford be the grant administrator, Seconded by Councilmember Palmer.

Voting Yea: Councilmember Morrow, Councilmember Flowers, Councilmember McCabe, Councilmember Palmer, Councilmember Breen, Motion passes.

F. Update on all current grant information. Administrative Assistant Biggs provided a spreadsheet and answered questions regarding grants. There was no action on this item.

G. Discussion and possible action on Resolution 2025-038 to update signature cards on all City bank accounts.

Motion made by Councilmember Flowers moved to approve Resolution 2025-038 with the addition to add DeAnna McCabe, Seconded by Councilmember Breen.

Voting Yea: Councilmember Morrow, Councilmember Flowers, Councilmember McCabe, Councilmember Palmer, Councilmember Breen, Motion passes.

H. Refutation of incorrect information and Clarification of facts regarding EDC owned Buck Creek Property.

EDC board members McMullen and President Longoria spoke on this item.

There was no action taken.

5. Closed Session.

Mayor Griffin closed the meeting at 6:49PM.

A. *The City Council will meet in closed session pursuant to Texas Government Code Section §551.071 (Consultations with Attorney), Main Street Shop and Lofts.*

B. *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.

The meeting was opened at 7:16PM there was no action taken.

7. Requests and Announcements.

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

Update on P&Z board

TOMA violations of EDC

Filling Vacancy on EDC Board

Facility Use for Heritage Park

Meeting date and time

Holiday Schedule

BBA Use for the City Park for Feb 2

Review Rules and Procedures for Visitors to be heard

Utility Rates

Video Recordings

Committee for Business owners for the TA grant

Budget

Agenda Packets

B. Announcements by Council.

Country Christmas in the Park on Sunday November 30th 4:30-6:30

8. Adjourn.

The meeting was adjourned at 7:30PM

/s/ Jill Shelton

Jill Shelton, *City Secretary*



November 21, 2025

Jessica Daidone
Project Manager
Traylor & Associates, Inc.
P.O. Box 7035
Tyler, Texas 75711

RE: City of Bandera Rural Economic Development Project
Contract No. CRC23-0540
Scope Amendment Justification Letter

Dear Ms. Daidone,

While reviewing the Rural Economic Development (RED) Project in the City of Bandera with City Staff, an alternative sidewalk route was proposed for the project. Figure 1 has been provided on the following page of this letter for visual reference. The original application included a switchback from the added parking adjacent to 12th street over to Maple St. Additionally, it included a sidewalk and associated retaining wall plus appurtenances along Maple St.

Several key factors led to exploring an alternate sidewalk route for the project. The alternate route proposed will better compliment an adjacent sidewalk improvements project the City is pursuing and improve the overall connectivity to the downtown area. In addition, a portion of Maple St. is within the FEMA regulatory floodway, posing permitting challenges and safety concerns with proposed sidewalk location. Steep side slopes on the north/west side of Maple St. would require constructing a retaining wall to install the sidewalk increasing accessibility challenges and limitations.

The alternate sidewalk route does not affect the beneficiaries for the project. Additionally, the City expressed interest in exploring overhead lighting in the new parking area on Cedar St. to improve visibility and safety in the area. The added lighting fits within the original construction budget. Despite the proposed revisions, the project addresses the same problem outlined in the performance statement.

Based on the above reasons, we believe proposing the new sidewalk along SH 16 S and Main St. creates more synergy, pedestrian accessibility, and connectivity options to the downtown area.



ARDURRA

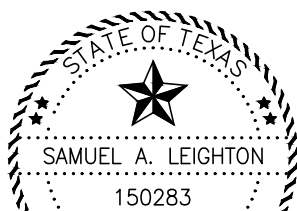
November 21, 2025

Page 2

Thank you for your consideration in approving this application revision. Please let me know if you have any questions or concerns.

Best Regards,

Samuel A. Leighton, PE



Cedar St.
Sidewalks

Public Parking
Area 1

Proposed Parking
Area 1 Lighting

12th St. Sidewalks

12th St.
Reconstruction/
Curb Installation

Cypress St./Main
St. Sidewalks

Public Parking
Area 2

Legend

- Public Parking Area 1
- Public Parking Area 2
- Sidewalk 1
- Sidewalk 2
- Sidewalk 3
- Lighting Area
- Curb Installation
- Street Improvements

0 0.02 0.04 0.07 Miles



Cedar St.
Sidewalks

Public Parking
Area 1

Proposed Parking
Area 1 Lighting

12th St. Sidewalks

12th St.
Reconstruction/
Curb Installation




Cypress St./Main
St. Sidewalks

Public Parking
Area 2

Switchback

Maple St. Sidewalk

Legend:

-  Addition
-  Removal
-  No Change

0 0.02 0.04 0.07 Miles



CITY OF BANDERA

RESOLUTION NO. 2025-040

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS, APPROVING AN AMENDMENT TO ITS CONTRACT CRC23-0540 THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE.

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

The City hereby approves an amendment to Contract CRC23-0540 with the Texas Department of Agriculture for the adding and removing of sidewalks, removal of the switchback and adding overhead lighting in the parking area.

The City feels it is in the best interest of the City to request TDA approval of the amendment request.

Therefore, the City Council of the City of Bandera hereby requests that TDA approve this amendment.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS ON THIS 9th DAY DECEMBER 2025.

CITY OF BANDERA, TEXAS

By: _____
Denise Griffin, Mayor

ATTEST:

By: _____
Jill Shelton Dickerson, City Secretary

A1014**AMENDED RESOLUTION No. 2025-036 Regarding Civil Rights****The City of Bandera, Texas**

Whereas, the City of Bandera, Texas, (hereinafter referred to as City of Bandera”) has been awarded TxCDBG funding through a TxCDBG CRC23-0540 from the Texas Department of Agriculture (hereinafter referred to as “TDA”);

Whereas, the City of Bandera, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City of Bandera, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections.

Whereas, the City of Bandera, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 75, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the Section 3 Service Area.

Whereas, the City of Bandera, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations.

Whereas, the City of Bandera, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each TxCDBG project.

Whereas, the City of Bandera, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the City of Bandera, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the TxCDBG contract, to affirmatively further fair housing;

A1014

Whereas, the City of Bandera, in accordance with the Violence Against Women Act (VAWA) Reauthorization Act of 2022, to ensure that no local nuisance or crime-free ordinances must not result in penalties or eviction for victims of domestic violence and/or violent crimes.

Whereas the City of Bandera agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

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

The CITY OF BANDERA ADOPTS/REAFFIRMS The following policies:

- 1. Citizen Participation Plan and Grievance Procedures (Form A1013);
- 2. Excessive Force Policy (Form A1003);
- 3. Fair Housing Policy (Form A1015).
- 4. Section 504 Policy and Grievance Procedures (Form A1004); and
- 5. Code of Conduct Policy (Form A1002).

The city affirms its commitment to:

- 6. ensuring the right to seek law enforcement and/or emergency assistance as documented in the Violence Against Women Act Certification (Form A1025).

The city affirms its commitment to conduct a project-specific analysis and take all appropriate action necessary to comply with program requirements for the following:

- 7. Section 3 economic opportunity,
- 8. Limited English Proficiency; and
- 9. Activity to Affirmatively Further Fair Housing choice.

Passed and approved this 9th day of December, 2025.

Signature of Elected Official

Printed Name of Elected Official

City of Bandera

Date _____

2026 City of Bandera Holidays

Thursday, January 1 -New Years

Monday, January 19th – MLKJ Day

Monday, February 16th – President’s Day

Friday, April 3rd – Good Friday

Monday, May 25th – Memorial Day

Friday, June 19th- Juneteenth

Friday, July 3rd – Independence Day

Monday, September 7th – Labor Day

Monday, October 12th– Columbus Day/Indigenous Peoples’ Day

Wednesday, November 11th – Veteran’s Day

Thursday & Friday, November 16th & 27th – Thanksgiving

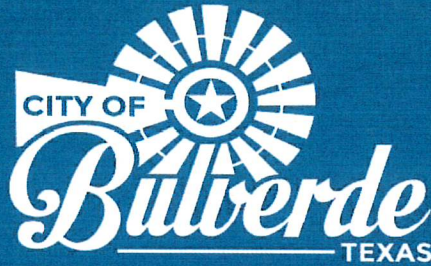
Thursday & Friday, December 24th & 25th – Christmas



**City of Granite Shoals
Holiday Calendar**

2026

DATE		NAME OF HOLIDAY
January 1, 2026	Thursday	<i>New Year's Day</i>
January 19, 2026	Monday	<i>Martin Luther King Jr. Day</i>
February 16, 2026	Monday	<i>President's Day</i>
April 3, 2026	Friday	<i>Good Friday</i>
May 25, 2026	Monday	<i>Memorial Day</i>
June 19, 2026	Friday	<i>Juneteenth</i>
July 3, 2026	Friday	<i>Independence Day</i>
September 7, 2026	Monday	<i>Labor Day</i>
October 12, 2026	Monday	<i>Columbus/Indigenous Peoples' Day</i>
November 11, 2026	Wednesday	<i>Veteran's Day</i>
November 26, 2026	Thursday	<i>Thanksgiving Day</i>
November 27, 2026	Friday	<i>Day after Thanksgiving Day</i>
December 24, 2026	Thursday	<i>Christmas Eve</i>
December 25, 2026	Friday	<i>Christmas Day</i>



2026 CITY OF BULVERDE HOLIDAYS

HOLIDAY	DAY	DATE
New Year's Day	Thursday	January 1, 2026
Martin Luther King Day	Monday	January 19, 2026
President's Day	Monday	February 16, 2026
Good Friday	Friday	April 3, 2026
Memorial Day	Monday	May 25, 2026
Juneteenth	Friday	June 19, 2026
Independence Day	Friday	July 3, 2026 <i>(Holiday is observed on Friday as July 4th falls on a Saturday)</i>
Labor Day	Monday	September 7, 2026
Comal County Fair Day	Friday	September 25, 2026 <i>(Typically observed on the last Friday of September)</i>
Columbus Day	Monday	October 12, 2026
Veteran's Day	Wednesday	November 11, 2026
Thanksgiving Day	Thursday	November 26, 2026
Thanksgiving Friday	Friday	November 27, 2026
Christmas Eve	Thursday	December 24, 2026
Christmas Day	Friday	December 25, 2026
1 Floating Holiday		Employee Choice w/Manager Approval

2026 Calendar

Section 6, Item C.

January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 New Year's Day Holiday 5 Supervisor Meeting 6 City Council 19 MLK Holiday 20 City Council	July S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	3 Independence Day Holiday 6 Supervisor Meeting 7 City Council 21 City Council
February S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	2 Supervisor Meeting 3 City Council 16 President's Day Holiday 17 City Council	August S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	3 Supervisor Meeting 4 City Council 18 City Council
March S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2 Supervisor Meeting 3 City Council 17 City Council	September S M T W T F S 1 2 3 4 8 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 City Council 7 Labor Day Holiday 15 City Council
April S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	3 Good Friday Holiday 6 Supervisor Meeting 7 City Council 21 City Council	October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	5 Supervisor Meeting 6 City Council 12 Columbus Day Holiday 20 City Council
May S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	4 Supervisor Meeting 5 City Council 19 City Council 25 Memorial Day Holiday	November S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	2 Supervisor Meeting 3 City Council 11 Veterans Day Holiday 17 City Council 26 Thanksgiving Day Holiday 27 Day After Thanksgiving
June S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 Supervisor Meeting 2 City Council 16 City Council	December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 City Council 7 Supervisor Meeting 15 City Council 24 Floating December Holiday 25 Christmas Day Holiday



Holidays



City Council



Due Dates



Supervisor Meeting 1:30



September 18, 2025

Interoffice Memoranda Subject City Holidays FY2025/26

Below is the City's official holiday schedule for the period of October 2025 through January 2027. Please share this information with all employees in your department and/or post it in a visible location for reference.

Thank you for ensuring this information is communicated to your teams.

2025

- Columbus Day – October 13
- Veterans Day – November 11
- Thanksgiving Holiday – November 27 & 28
- Christmas Holiday – December 24 & 25

2026

- New Year's Day – January 1
- Martin Luther King, Jr. Day – January 19
- Presidents' Day – February 16
- Good Friday – April 3
- Memorial Day – May 25
- Juneteenth – June 19
- Independence Day – July 3
- Labor Day – September 7
- Columbus Day – October 12
- Veterans Day – November 11
- Thanksgiving Holiday – November 26 & 27
- Christmas Holiday – December 24 & 25

2027

- New Year's Day – January 1

Approved:

City Manager

INTEGRITY • COLLABORATION • RESPECT • SERVICE • EXCELLENCE

Phone: 830-249-9511 Email: name@boerne-tx.gov



THE CITY OF LLANO LLANO, TEXAS

2026 HOLIDAYS

THESE HOLIDAYS ARE PROVIDED BY PERSONNEL POLICY

DAY	DATE	OBSERVED ON	DAY OFF
NEW YEAR'S DAY	01-01-26	JANUARY 1 st	THURSDAY, Jan. 1
MARTIN L. KING JR DAY	01-19-26	JANUARY 19 th	MONDAY, Jan. 19
PRESIDENTS DAY	02-16-26	FEBRUARY 16 th	MONDAY, Feb. 16
GOOD FRIDAY	04-3-26	APRIL 3 RD	FRIDAY, APRIL 3
MEMORIAL DAY	05-25-26	MAY 25 th	MONDAY, May 25
JUNETEENTH DAY	06-19-26	JUNE 19 th	FRIDAY, June 19
INDEPENDENCE DAY	07-04-26	JULY 4 TH	FRIDAY, July 3
LABOR DAY	09-07-26	SEPTEMBER 7 TH	MONDAY, Sept. 7
COLUMBUS DAY	10-12-26	OCTOBER 12 th	MONDAY, Oct. 12
VETERAN'S DAY	11-11-26	NOVEMBER 11 th	WEDNESDAY, Nov. 11
THANKSGIVING	11-26-26 11-27-26	NOVEMBER 26 th NOVEMBER 27 th	THURSDAY, Nov. 26 FRIDAY, Nov. 27
CHRISTMAS EVE	12-24-26	DECEMBER 24 th	THURSDAY, Dec 24
CHRSTMAS DAY	12-25-26	DECEMBER 25 th	FRIDAY, Dec. 25
NEW YEAR'S EVE @ 12pm	12-31-26	DECEMBER 31 st	THURSDAY, Dec. 31

Traditionally, holidays falling on Saturday are observed on Friday; holidays falling on Sunday are observed on Monday unless noted otherwise in the above schedule.

If employees are not regularly scheduled to work on holidays, they will not receive holiday pay for that day. For example, if employees are not scheduled to work after noon on New Year's Eve, they will not receive holiday pay.

City of Kerrville FY2026 Holiday Schedule

Columbus Day	Monday, October 13, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Friday After Thanksgiving	Friday, November 28, 2025
Christmas Eve Holiday	Wednesday, December 24, 2025
Christmas Day Holiday	Thursday, December 25, 2025
New Year's Day Holiday	Thursday, January 1, 2026
Martin Luther King Day	Monday, January 19, 2026
President's Day	Monday, February 16, 2026
Good Friday	Friday, April 3, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth Holiday	Friday, June 19, 2026
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Floating Holiday	Two Days of Employee Choice* (Supervisor Approval Required)

***For Fire Fighters Only**

HB 2113, which amended 142.013, TX. Local Government Code, was passed and signed by the Governor of the State of Texas on June 19, 2009. The new law states: "A fire fighter shall be granted the same number of vacation days and holidays, or days in lieu of vacation days or holidays, granted to other municipal employees, at least one of which shall be designated as September 11th."

The City will designate one of the regular City floating holidays as the September 11th holiday for City of Kerrville Fire Fighters. The September 11th holiday may be used on a date other than September 11th but must have supervisor approval. Upon separation from the City, a fire fighter will not be paid for an unused September 11th holiday.

- With 8,483 accounts for residential solid waste City of Kerrville retains a 5% administration fee.
- For the month of August this was \$10,301.46.
- They also bill each account .40 for landfill services.
- For August that would have been \$3,393.20.
- Ending in a total of **\$13,694.66** City of Kerrville collected as revenue for the month of August from fees charged for solid waste services. **(\$164,335.92/yr)**

In addition to that, their contract with Republic has a lower rate for Mobile Home Service, which is not listed under their utility rates section of their website, so I am not sure, but it seems to me those customers are billed the same as other residential customers.

- Per their August invoice they had 292 Mobile Home Services, the difference in billing would be **\$607.36** additional revenue City of Kerrville presumably brought in.

City of Bandera August Bills:

- \$49,417.19 – Residential and commercial garbage
- \$359.33 - 2 cu yd container, 8 cu yd container WWTP
- Total Taxable sales for August \$54,527
- Sales Tax paid to state for August \$4,498.48
- **\$252.00 city revenue for August**

What is sludge removal?

Sludge removal is the process of removing and managing the semi-solid waste material that settles out of liquids. This is a key function of a Wastewater Treatment Plant. This is not a service customers subscribe to, or even know about but this is a necessary service to keep any WWTP running. Every customer who is connected to the city's sewage system contributes to sludge production.

Jill Shelton

From: Bandera Texas Business Association (BBA) <info@banderabusiness.com>
Sent: Saturday, November 15, 2025 7:44 AM
To: Jill Shelton
Subject: Parks

Good morning,

Could the BBA use the park on Feb 7th 7am to 5pm for a Marketday?

Let me know what we need to do.

Also, we are volunteering to decorate Heritage Park for Christmas. We purchased lights and will take care of that if ok.

Thank-you.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

October 30, 2025

To: City of Bandera

Attention: City Administrator

511 Main Street

Bandera, TX 78003

RE: Heritage Park Facility Use Agreement

Term Renewal, Ammendments, Approval

We are requesting the renewal of our term for the continual use of the Heritage Park to conduct the Bandera Farmers Market on Thursday's from 7:00am to 2:00 pm thru Novvember 2, 2028.

We are requesting these ammendments to be added in the agreement under Vendors.

- 1). All vendors must apply and be approved by the market manager prior to participation.
- 2). An adult, parent or guardian must be with the child under 18 year of age at all times.

We are requesting an approval to hold a Night Market at the Heritage Park during the Fall/ Winter from 3pm to 8pm on Friday's (actual hours will be from 4 pm to 7pm). The purpose is to open opportunities to local artisans to sell arts and crafts but not limited to. Approved vendors must adhere to BFM rules.

We, the vendors, have all agreed to the above and are being reperesented by our market manager.

We appreciate your consideration.

Thank you,


Eileen Rogers

BFM Market Manager

20 -HOTEL MOTEL TAX FUND
FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
FRANCHISE FEES	<u>45,000.00</u>	<u>8,465.37</u>	<u>45,724.60</u>	<u>101.61</u>	(<u>724.60</u>)
TOTAL REVENUES	<u>45,000.00</u>	<u>8,465.37</u>	<u>45,724.60</u>	<u>101.61</u>	(<u>724.60</u>)
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
HOTEL TAX DEPARTMENT	<u>45,000.00</u>	<u>22,500.00</u>	<u>28,300.00</u>	<u>62.89</u>	<u>16,700.00</u>
TOTAL EXPENDITURES	<u>45,000.00</u>	<u>22,500.00</u>	<u>28,300.00</u>	<u>62.89</u>	<u>16,700.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	(14,034.63)	17,424.60	(17,424.60)

CITY OF BANDERA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

Section 6, Item K.

20 -HOTEL MOTEL TAX FUND

100.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
FRANCHISE FEES					
20-30175 HOTEL OCCUPANCY TAX	<u>45,000.00</u>	<u>8,465.37</u>	<u>45,724.60</u>	<u>101.61</u>	(<u>724.60</u>)
TOTAL FRANCHISE FEES	45,000.00	8,465.37	45,724.60	101.61	(724.60)
<hr/>					
TOTAL REVENUES	45,000.00	8,465.37	45,724.60	101.61	(724.60)
	=====	=====	=====	=====	=====

20 -HOTEL MOTEL TAX FUND
HOTEL TAX DEPARTMENT

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					
TOOLS & EQUIPMENT					
OTHER					
20-500-7593 BBA (COWBOYS ON MAIN)	0.00	10,000.00	10,000.00	0.00 (10,000.00)
20-500-7595 BANDERA PRO RODEO ASSOC.	0.00	6,250.00	6,250.00	0.00 (6,250.00)
20-500-7596 BBA (NDAC)	0.00	1,000.00	1,000.00	0.00 (1,000.00)
20-500-7600 RIDING ON FAITH RODEO	0.00	5,250.00	5,250.00	0.00 (5,250.00)
20-500-8300 MISCELLANEOUS EXPENSES	45,000.00	0.00	5,800.00	12.89	39,200.00
TOTAL OTHER	45,000.00	22,500.00	28,300.00	62.89	16,700.00
TOTAL HOTEL TAX DEPARTMENT	45,000.00	22,500.00	28,300.00	62.89	16,700.00
TOTAL EXPENDITURES	45,000.00	22,500.00	28,300.00	62.89	16,700.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (14,034.63)	17,424.60	(17,424.60)

ORDINANCE NO. 457

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 2024-2025 Annual Budget was passed and approved on September 10, 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, 2024 and ending September 30, 2025, 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 9th Day of December 2025.

Denise Griffin, Mayor

ATTEST:

Jill Shelton, City Secretary

CITY OF BANDERA
BUDGET AMENDMENT FORM
FISCAL YEAR 2024-25
LINE ITEM BREAK DOWN

DEPARTMENT	DESCRIPTION	CURRENT BUDGET	YTD ACTUAL	CURRENT BUDGET BALANCE	REQUESTED AMOUNT	NEW BUDGET BALANCE
City Council	Increase Budget	\$ 32,745.00	\$ 33,132.80	\$ (387.80)	\$ 33,145.00	\$ 12.20
Administrator	Increase Budget	\$ 371,634.00	\$ 378,102.14	\$ (6,468.14)	\$ 378,134.00	\$ 31.86
Animal Control	Increase Budget	\$ 9,800.00	\$ 16,299.87	\$ (6,499.87)	\$ 16,300.00	\$ 0.13
Municipal Court	Increase Budget	\$ 132,206.00	\$ 140,266.75	\$ (8,060.75)	\$ 140,306.00	\$ 39.25
Permitting	Increase Budget	\$ 42,015.00	\$ 43,852.69	\$ (1,837.69)	\$ 43,915.00	\$ 62.31
Fire Department	Increase Budget	\$ 8,000.00	\$ 9,063.74	\$ (1,063.75)	\$ 9,100.00	\$ 36.26
Total Expenditures	Show change	\$ 2,047,818.00	\$ 2,017,482.01	\$ 30,335.99	\$ 2,072,318.00	\$ 54,835.99
Revenues over expenditures		\$ 1,177.00	\$ 228,488.61	\$ 228,488.61		\$ (251,811.61)

EXPLANATION FOR ADJUSTMENT:

Increase expense in budgets where the bottom line is negative.
Revenue over expense for the whole budget is positive \$228,488.61 so we just need to balance each departments bottom line expenses.

10 -GENERAL FUND
FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
PROPERTY TAX	696,250.00	10,351.24	735,891.65	105.69 (39,641.65)
OTHER TAXES	891,000.00	232,891.13	951,374.93	106.78 (60,374.93)
FRANCHISE FEES	125,000.00	17,635.84	135,883.99	108.71 (10,883.99)
PERMITS	53,175.00	6,707.00	51,301.40	96.48	1,873.60
MARSHAL REVENUE	6,650.00	426.00	3,098.08	46.59	3,551.92
COURT REVENUE	52,500.00	16,251.00	70,092.69	133.51 (17,592.69)
PARK REVENUE	22,000.00	1,812.61	35,766.61	162.58 (13,766.61)
REVENUE	50,000.00	16,987.99	69,581.44	139.16 (19,581.44)
CHARGE FOR SERVICES	0.00	0.00	31.72	0.00 (31.72)
OTHER REVENUE	152,420.00	5,746.97	192,948.11	126.59 (40,528.11)
TOTAL REVENUES	2,048,995.00	308,809.78	2,245,970.62	109.61 (196,975.62)
<u>EXPENDITURE SUMMARY</u>					
CITY COUNCIL	32,745.00	684.81	33,132.80	101.18 (387.80)
ADMINISTRATOR	371,634.00 (7,024.80)	378,102.14	101.74 (6,468.14)
CITY SECRETARY	161,072.00	11,735.21	155,735.68	96.69	5,336.32
FINANCE DEPARTMENT	139,492.00	9,412.79	137,533.46	98.60	1,958.54
MARSHAL'S DEPARTMENT	688,820.00	50,251.16	663,331.37	96.30	25,488.63
ANIMAL CONTROL	9,800.00	6,267.72	16,299.87	166.33 (6,499.87)
MUNICIPAL COURT	132,206.00	8,397.61	140,266.75	106.10 (8,060.75)
CODE COMPLIANCE	79,141.00	6,013.30	75,777.59	95.75	3,363.41
PARKS DEPARTMENT	153,693.00	9,249.87	148,827.26	96.83	4,865.74
SEASONAL PARK DEPARTMENT	20,347.00	557.62	17,803.89	87.50	2,543.11
STREETS DEPARTMENT	208,853.00	10,627.10	197,754.77	94.69	11,098.23
PERMITTING DEPARTMENT	42,015.00	3,494.77	43,852.69	104.37 (1,837.69)
FIRE DEPARTMENT	8,000.00	430.86	9,063.74	113.30 (1,063.74)
TOTAL EXPENDITURES	2,047,818.00	110,098.02	2,017,482.01	98.52	30,335.99
REVENUES OVER/(UNDER) EXPENDITURES	1,177.00	198,711.76	228,488.61	(227,311.61)

CITY OF BANDERA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

PAGE

Section 6, Item M.

50 -UTILITY FUND
FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>REVENUE SUMMARY</u>					
REVENUE	2,110,653.00	171,689.47	2,037,296.31	96.52	73,356.69
CHARGE FOR SERVICES	15,200.00	1,821.70	20,472.46	134.69 (5,272.46)
OTHER REVENUE	<u>0.00</u>	<u>0.00</u>	<u>18,055.65</u>	<u>0.00 (</u>	<u>18,055.65)</u>
TOTAL REVENUES	2,125,853.00	173,511.17	2,075,824.42	97.65	50,028.58
<hr/>					
<u>EXPENDITURE SUMMARY</u>					
UTL. ADMINISTRATION	342,420.00	25.00	270,899.87	79.11	71,520.13
WATER DEPARTMENT	441,539.00	29,811.24	439,919.93	99.63	1,619.07
WASTE WATER DEPARTMENT	460,699.00	48,084.33	433,867.86	94.18	26,831.14
SOLID WASTE	<u>672,758.00</u>	<u>93,065.23</u>	<u>618,683.81</u>	<u>91.96</u>	<u>54,074.19</u>
TOTAL EXPENDITURES	1,917,416.00	170,985.80	1,763,371.47	91.97	154,044.53
<hr/>					
REVENUES OVER/ (UNDER) EXPENDITURES	208,437.00	2,525.37	312,452.95	(104,015.95)

Audit RFQ Notes

Donald L. Allman, CPA –

- Cost is affordable at \$18,000-20,000 but that is with a 5-year commitment to the firm.
- Firm meets insurance requirements that were recommended.
- Many years of experience in public accounting
- Timeline given will meet TWDB deadline that was mentioned in prior year audit findings.

Abip –

- No fee included in bid. City of Boerne recommended this firm and they budgeted \$80,000 for audit fees for FY26 but paid \$55,200 in FY25. I believe this is because they will need a single audit for FY26 due to federal monies received.
- Firm meets insurance requirements that were recommended.
- Many years of experience in public accounting
- No timeline given.

AVA-

- No fee included in bid. I looked at several cities they represent and found the one most like Bandera (population size, utility and general fund revenue and expenses) I contacted City of Runge because they have no website and found them to be most comparable, The City Secretary told me they paid \$33,500 in FY25.
- Firm meets insurance requirements that were recommended.
- Many years of experience in public accounting
- Timeline given will meet TWDB deadline that was mentioned in prior year audit findings.

Green Growth-

- No fee included in bid. No list of other clients given, so I could not look at their budgets to compare.
- Firm meets insurance requirements that were recommended.
- Many years of experience in accounting.
- No timeline given.

Carr, Riggs, & Ingram-

- Proposed fees- FY25 \$37,000, FY26 \$37,000, FY27 \$39,500. Ranked in top 25 public auditing firm out of 46,000 in the US.
- No insurance information given.
- Many years of experience in public accounting
- Timeline given will meet TWDB deadline that was mentioned in prior year audit findings.

EDE-

- Proposed fees- \$27,500. Recommended by BISD, also represents Bandera County River Authority
- No mention of insurance requirements in bid
- Many years of experience in public accounting
- Timeline given could pose problems with TWDB deadlines.

Please keep in mind: In accordance with Texas Government Code Sec. 2254.003.

SELECTION OF PROVIDER; FEES. (a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:

- (1) on the basis of demonstrated competence and qualifications to perform the services; and
- (2) for a fair and reasonable price.