



CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, February 10, 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. **Staff Reports.**

- A. A) Marshal Office
- B) Code Enforcement

5. **Presentations.**

- A. Presentation from Deanne Meirose from Safebuilt for permitting software.
- B. Update from Stephanie Biggs on TA Grant.

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

- A. Approval of payment to Traylor and Associates for \$15,000.00 for administrative services for the TXCDBG-RED as authorized under the agreement.
- B. Update on the Flock Camera System. Flowers/McCabe
- C. Discussion and possible action regarding Floodplain Management and FEMA compliance. McCabe
- D. Discussion and possible action to review and/or revise comp-time policy. McCabe
- E. Progress update, discussion and possible action on date set for Town Hall meeting concerning sidewalk projects. Breen
- F. Update on TxDot project in the 100 block of Main Street. Griffin/Dickerson
- G. Discussion and possible action to sell the Quonset Hut located by the water tower. Breen
- H. Update Council on the progress of filling City Administrator position. Dickerson/Breen

8. **Requests and Announcements.**

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

B. Announcements by Council.

9. 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 February 4, 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".

Call Type Report
BANDERA CITY MARSHAL'S OFFICE

Section 4, Item A.

From: 11/01/2025

To: 01/31/2026

Call Type Description	Number of Calls
911 Call	13
ACCIDENT CAUSING DAMAGE (Crash)	21
ALARM	17
ANIMAL	22
ASSAULT	4
ASSIST CITIZEN	20
ASSIST EMS/FIRE	10
ASSIST OTHER LAW ENFORCEMENT AGENCY	29
CIVIL MATTER	3
CRASH	6
CREDIT CARD ABUSE	1
CRIMINAL MISCHIEF	3
CRIMINAL TRESPASS	20
DEADLY CONDUCT	1
DISORDERLY CONDUCT	1
DISTURBANCE	14
FIRE	3
FOUND PROPERTY	3
FRAUD	3
HARASSMENT	1
ILL PERSON	1
ILLEGALLY PARKED VEHICLE	1
INFORMATION	4
INJURED DEER OR ANIMAL	2
INJURY TO A CHILD	1
INTOXICATED - DRIVER	2
INTOXICATED - PEDESTRIAN	3

Call Type Report

BANDERA CITY MARSHAL'S OFFICE

Section 4, Item A.

From: 11/01/2025

To: 01/31/2026

Call Type Description	Number of Calls
Lost Property	3
MISCELLANEOUS	2
Noise Complaint	4
OTHER	2
RECKLESS DRIVING	14
RUNAWAY JUVENILE	2
SELECT	13
SEXUAL ABUSE OF CHILD	1
SHOTS FIRED	1
SUICIDAL SUBJECT	1
SUSPICIOUS CIRCUMSTANCE	11
SUSPICIOUS PERSON	12
THEFT	3
THREATS	1
TOWED VEHICLE	1
TRAFFIC CONTROL	3
TRAFFIC HAZARD	6
UNAUTHORIZED USE OF M/VEH	1
VIOLATION CITY ORDINANCE	2
WARRANT SERVICE	1
WELFARE CONCERN	26

Traffic Stops 242 Total
 107 Citations
 185 Warnings



Code & Building Department Update

Section 4, Item A.

Operational Activity: 01 Nov 2025 - 01 Feb
2026

Inspections Completed: **97**

Active Cases: **2**

Violations Resolved: **162**

Permits Reviewed: **114**

Certificates Issued: **48**

Highlights

- Increased voluntary compliance from property owners
- Standardized enforcement tracking implemented
- Improved documentation for court defensibility
- Faster response time to citizen concerns

Prepared by: Jon-Michael Davis



Department Priorities & Forward Focus

Section 4, Item A.

Current Focus Areas

- Unsafe structure monitoring
- Property maintenance enforcement
- Floodplain and life-safety inspections

Department Goals

- Reduce repeat violations
- Increase early voluntary compliance
- Strengthen inspection tracking systems

Goal: Proactive Compliance, not Reactive Enforcement



SAFEbuilt®

Community Core



Bandera, Texas



Community Connect



- One place for all the applicants needs
- Apply for Contractor Registration
- Apply for Permits
- Pay Invoices
- Schedule or reschedule inspections
- Upload Plan Reviews Electronically

Permit Application

Application Documents

Requirement HOA Approval Description Upload HOA Approval	Upload Documents  I can't upload this
Requirement Floor Plan Description Please upload floor plan.	Upload Documents  I can't upload this
Requirement Site Plan opt Description Upload site plan	Upload Documents
Requirement Additional Documents Description Upload any additional documents that may be needed to review your application.	Upload Documents

[Cancel](#) [Save Application](#) [Submit Application](#)

This module allows departmental streamlines and more efficient processes

Building Department Services

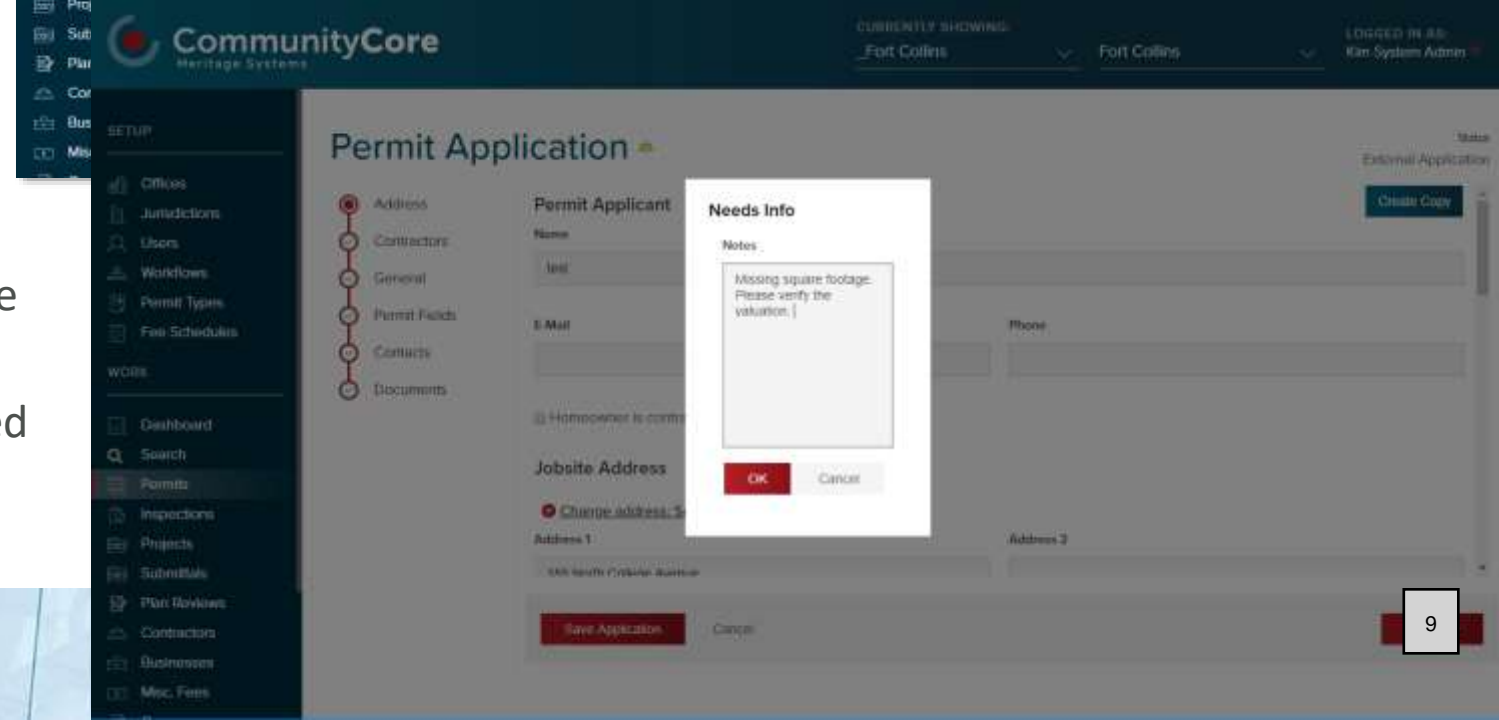
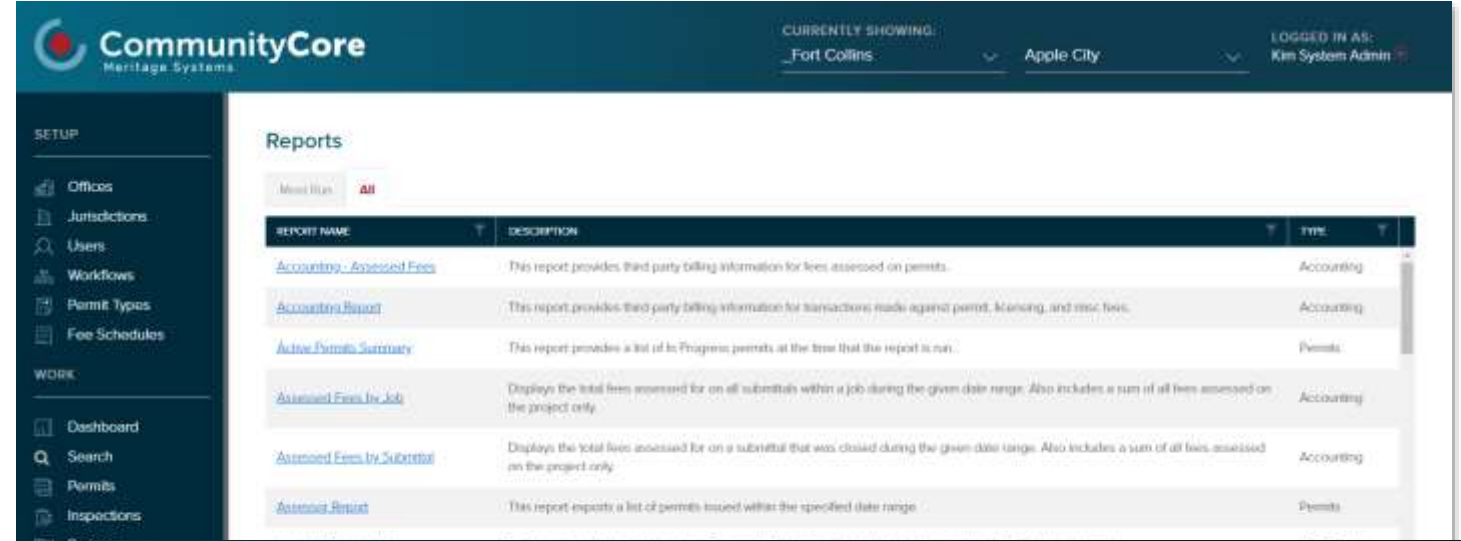
Section 5, Item A.

- Efficient

- Define workflows for permits by type.
- Jurisdiction-specific fee schedule
- Extensive report library
- Modules can be customized to city needs and requirement

Permit Techs can...

- Request missing application info without picking up the phone
- Communicate with applicants via the portal
- Issue permits, invoices, and approved plans via Community Core



Plan Reviews

- Efficient
 - SLA tracking within the system
 - Easily manage workload by plan reviewer and/or due dates
 - Multiple departmental reviews all in one place for easy communication between departments
- Connected
 - Contractors can...
 - Reduce calls and trips to the building department
 - Upload electronic plans
 - Access comments
 - Download reviewed plans

CommunityCore
Heritage Systems

LOGGED IN AS: [User Name]
[User Role]

Section 5, Item A.

Plan Reviews

Office: GA/Tyone | Jurisdiction: All Jurisdictions | Plan Reviews | Workload

NAME	OVERDUE	TODAY	ONE DAY	TWO DAYS	THREE DAYS	FOUR DAYS	FIVE DAYS	SIX DAYS	> 90 DAYS	TOTAL
Unsubmitted	3	0	0	0	0	0	0	0	0	3
David Goodwin	1	3	0	1	0	0	2	7	2	50
Shirley Wilson Edwards	1	0	0	0	0	0	0	0	1	2
Tina Gentry	1	0	0	0	0	0	0	0	0	1
Wade Kim	0	0	0	0	0	0	1	7	0	8
Totals	6	3	0	1	0	0	3	14	3	44

Plan Reviews: NSFH-25-00002

SAFEbuilt Plan Review
In Progress - Due 11/19/2025

Building Plan Review
Not Started

MS4 Stormwater Plan Review
Not Started

SAFEbuilt Plan Review
1 | Electronic | Not Started

Create Submittal

Inspections

- Efficient
 - Manage inspection workload
 - Quickly schedule or confirm inspection requests
- Connected
 - Contractors can...
 - Request inspections online
 - Access inspection results
 - Download certificates
 - Inspectors can...
 - Work without internet
 - Route between stops, integrated GIS
 - Capture notes and images

CommunityCore
Heritage Systems

CURRENTLY SHOWING: TX Winston Winston LOGGED IN AS: Kim System Admin

Section 5, Item A.

SETUP

- Offices
- Jurisdictions
- Users
- Workflows
- Permit Types
- Fee Schedules

WORK

- Dashboard
- Search
- Permits
- Inspections
- Projects
- Submittals
- Plan Reviews
- Contractors
- Businesses
- Misc. Fees

Inspections

Scheduled Requested (0)

All 52

Unassigned 0

Inspectors

CFW Inspector 7

Evan Roberts 0

Joe Pina 11

John Ganka 12

Martin Medina 0

Paula Turner 0

Date: Previous & Today Download

	PERMIT	INSPECTIONS	ADDRESS	SCHEDULED	PERMIT TYPE
	TP20-00384	CFW Temp Power	11508 Alta Vista Blvd., Fort Worth	All Day	Electrical - Stand Alone
	PG20-1051	CFW Building Final	4501 Crowmember Way, Fort Worth	All Day	Commercial Building Permit - Remodel
	pe20-00318 AA-skyline-1	CFW Electrical Final	4501 Crowmember Way, Fort Worth	All Day	Electrical - Stand Alone
	PM20-00440	CFW Mechanical Final	4501 Crowmember Way, Fort Worth	All Day	Mechanical - Stand Alone

Jurisdictions Inspectors

JURISDICTIONS

14 - A Krypton Training Site

Map Satellite

Denver Aurora

1 cases have invalid latitude/longitude coordinates.

Close

Code Enforcement

- Efficient
 - Manage cases from discovery to abatement
 - Upload images and documents
 - Jurisdiction ordinance cited in property owner notice
 - Produce violations and closing letters
 - Reporting
 - Route between stops
- Connected
 - Work without internet
 - Inspection results shared with office immediately with internet connection
 - See all activity at a property – permitting and code enforcement

CommunityCore
Heritage Systems

CURRENTLY SHOWING

OH North Canton

North Canton

Section 5, Item A.

SETUP

- Offices
- Jurisdiction
- Users
- Workflows
- Permit Types
- Fee Schedules

WORK

- Dashboard
- Search
- Permits
- Inspections
- Projects
- Submittals
- Plan Reviews
- Contracts
- Businesses
- Misc. Fees

Cases

Cases Print/Export

CASE NUM.	ADDRESS	ASSIGNED TO	VIOLATIONS	STATUS	TYPE	NEXT DATE
2019C0 00001	107 SCHENCK ST SE	Terry Stan	101.10 (c)(2)(3) - Accessory Use Regula...	Open	Complaint	03/12/2019
2019C0 00006	101 E MAPLE ST	Terry Stan	1701.02(a)(2) - Window Building DUTIES OF...	Open	Complaint	03/16/2019
2019C0 00007	211 9TH ST NE	Terry Stan	1705.00(a) Requirements - Maintenance...	Open	Complaint	04/17/2019
2019C0 00008	101 E MAPLE ST	Terry Stan	1701.06(a) Requirements - Exterior Propan...	Open	Complaint	05/10/2019
2019C0 00009	102 E KIMMEL WAY NW	Terry Stan	1709.00 (c)(2) Requirements - Requirement...	Open	Complaint	05/15/2019
2019C0 00044	201 BACHTEL ST SE	Terry Stan	933.05 Weeds, Trees, Grass - Notice of ...	Open	Complaint	05/16/2019
2019C0 00055	335 CHURCH ST SE	Terry Stan	933.05 Weeds, Trees, Grass - Notice of ...	Open	Complaint	06/03/2019

Gotham City
3755 Precision Dr, Loveland, HI 80538
Phone: (970) 000-1313

Notice of Closing Citation

01/28/2026
TO: Batman or Current Resident
334 Gotham Way
Brighton, CO 80601

RE: 1594 Walnut Drive , Brighton, CO 80601
Case No.: 24GOT-00003
Code Enforcement Officer: Betty Boop TSBPE Licensee # I-3551

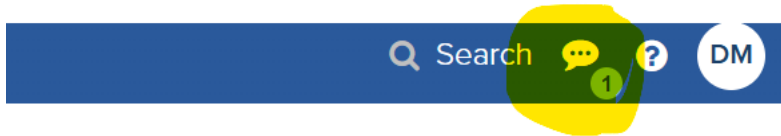
Violation: 180 - Noise in excess of permissible levels	Code Section: Sec. 7-9-50
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Code Text:
It shall be unlawful for any person to operate or permit to be operated a source of noise that creates a sound pressure level that exceeds the limits set forth in Table I in this Section for more than ninety (90) percent of any measurement period except as otherwise provided in this Article or when made under and in compliance with a permit issued pursuant to Section 7-9-90 or 7-9-100. The measurement period shall not be less than ten (10) minutes in any one (1) hour and shall be measured in accordance with Section 7-9-30. When a noise source can be measured from more than one (1) category, the permissible sound level of the more restrictive category shall govern.

With CommunityCore, you're not alone...

Section 5, Item A.

- Technical Support
 - Problems or questions? Calls and emails typically returned within 30 minutes. Full access to the support staff during normal business hours. Just use the chat feature.



- Product Management
 - Got an idea or feedback about the software? We're listening.
 - Enhancements are driven by end-users
 - Product Management focuses on understanding the struggles of our end users
 - We'll work with you to find a solution



Texas Department of Transportation

GENERAL TIMELINE FOR TRANSPORTATION ALTERNATIVES PROJECT INITIATION AND DEVELOPMENT

RAILROAD COORDINATION PROCESS (12-24 MONTHS)

- LG contacts RR and receives an acknowledgement letter
- Preliminary PS&E/coordination with RR and TxDOT District RR Coordinator on true costs of improvements
- Crossing agreement (necessary for new crossings)
- Construction and maintenance agreement
- Construction crew right-of-entry agreement

COORDINATE WITH TxDOT-TPP/MPO TO ADD PROJECT TO NEXT STIP UPDATE

- Depending on the location and project type, TA projects may be listed (grouped or individually) in the TIP and STIP
- If the TA project falls within the boundaries of an MPO, the project sponsor, and TxDOT District staff must coordinate with the local MPO to determine if the TA project needs to be individually listed in the MPO TIP. (If so, the amendment process must be initiated to individually list the project during the next TIP amendment cycle prior to the STIP quarterly update process).

PREPARE AND ISSUE RESOLUTION USING CSD APPROVED TEMPLATE (To be posted on Transportation Alternatives Program Page)

COMPLETE AFA CHECKLIST AND SUBMIT DOCUMENTS TO CSD

FEDERAL PROJECT AUTHORIZATION AGREEMENT FOR PRELIMINARY ENGINEERING (FPAA FOR PE) REQUEST SENT TO FINANCE DIVISION

- All state-selected TA projects will have an FPAA for both the engineering and construction phases, even if PE costs will not be reimbursed
- Costs incurred prior to execution of FPAA for a specific phase of work will not be federally reimbursable

TxDOT ISSUES STATE LETTER OF AUTHORITY (SLOA) FOR FEDERALLY PARTICIPATING PE PHASE ACTIVITIES (INFORMAL VIA EMAIL)

- LG should refrain from starting activities anticipating federal reimbursement until SLOA is received

FINALIZE PROCUREMENT OF CONSULTANT

PS&E DEVELOPMENT:

- 30% PS&E SUBMITTAL - Environmental Clearance efforts to begin
- 60% PS&E SUBMITTAL - Begin Right-of-Way/Utility/Relocation/Encroachments/Railroad Certifications, Development of Bid Documents
- 90% PS&E SUBMITTAL
- 100% PS&E SUBMITTAL - all certifications shall be clear prior to 100% PS&E submittal (larger projects may require additional time)

LEGEND:

AFA - Advanced Funding Agreement	RPIC - Responsible Person In Charge
CSD - Contract Services Division	RR - Railroad
DBE - Disadvantaged Business Enterprise	SLOA - State Letter of Authority
FPAA - Federal Project Authorization and Agreement	SPA - Special Approval
LG - Local Government	STIP - Statewide Transportation Improvement Program
MPO - Metropolitan Planning Organization	TA - Transportation Alternatives
PE - Preliminary Engineering	TIP - Transportation Improvement Program
PS&E - Plans, Specifications & Estimates	TPP - Transportation Planning and Programming
RFQ - Request For Quote	TxC - TxDOTCONNECT

PROJECT AWARD

MONTHS

1

2

3

4

5

6

7

8

9

10

12

18

24

27

30

36

SCAN HERE FOR MORE INFORMATION

Section 5, Item A.



- > TxDOT DISTRICT
- > SHARED RESPONSIBILITY
- > LOCAL GOVERNMENT

PROJECTS ADDED TO TxC

PROJECT INITIATION KICKOFF MEETING

- Designation of project team & meeting attendees (i.e. LG & TxDOT RPIC, Project Manager, and LG Qualified Person)
- Complete TA Project Initiation & Development Checklist
- Review project scope, cost, and financial information
- Determine needed elements of AFA
- Discuss project details (consultant procurement, utility adjustments, env. concerns, RR, etc.)
- Discuss project milestones and schedule to meet letting target

DEVELOP DRAFT AFA

- TxDOT District builds AFA and submits to TxDOT's CSD for review and approval. A draft copy will also be provided to the LG
- TxDOT District to determine if Risk Assessment, Oversight SPA or Funding Structure SPA is required

COMPLETE LG RISK ASSESSMENT

(Risk Assessment is only applicable for projects where LG is responsible for federally reimbursed activity, such as design or construction)

COMPLETE SPA FOR FUNDING STRUCTURE (Specified Percentage)

COMPLETE THE OVERSIGHT LEVEL SPA (If needed)

- LG COMPLETES PART A
- TxDOT COMPLETES PART B

EXECUTE AFA

CONSULTANT PROCUREMENT PROCESS

- Submit procurement procedures
- Review LG procurement procedures
- Draft Scope and RFQ
- Review draft scope and RFQ
- Submit LG's proposed scope to Civil Rights Division to obtain DBE goal assignment
- Select Qualified Consultant
- Verify LG followed selection process and concur with LG's consultant selection
- Verify draft contract includes required provisions
- Contracts procured by LG without State approval of procurement process will not be federally reimbursable

CONSULTANT CONTRACT EXECUTED AND PS&E KICKOFF MEETING CONDUCTED

- Suggested attendees (at a minimum) to include LG & TxDOT RPIC, Project Manager and LG Qualified Person

FEDERAL PROJECT AUTHORIZATION AND AGREEMENT FOR CONSTRUCTION (CONSTRUCTION FPAA)

- Request sent to Finance Division

ISSUE STATE LETTER OF AUTHORITY (SLOA) FOR CONSTRUCTION (PRIOR TO ADVERTISING)

- On federal-aid projects, minimum public advertisement period is 21 days

LETTING

- For Local Lets, once bids are received, District requests concurrence from Construction Division prior to LG acceptance of low bid

NOTE: TxDOT reserves the right to remove funding should the project AFA not be executed in 12 months or if letting is not achieved within 36 months from Commission Award (if due to LG non-responsiveness)

GARY R. TRAYLOR & ASSOCIATES, INC.
 Governmental Consultants and Planners
 201 Cambridge
 Post Office Box 7908
 Tyler, TX 75711-7908
 903.581.0500 (TEL)



INVOICE

TO: City of Bandera
 P.O. Box 896
 Bandera, Texas 78003

Date: 11/11/2025
 Invoice #: 11036
 Account #: RED
 Terms: Net 30
 Contract # CRC23-0540

RE: TxCDBG-RED

Milestone 1

Service Period: 8/2/25 to 11/6/25

Fee Schedule Per Contract	Contract Amount	Previously Billed	Currently Due
For administrative services rendered in carrying out the city-s TxCDBG-CFC grant project, authorized under the agreement as follows:			
Submittal of all Start-up and Civil Rights Documentation	15,000.00		15,000.00
Environmental Review / Receipt of Authority to Use Grant Funds	15,000.00		0.00
Submittal of all Construction Documentation	12,000.00		0.00
50% Completion of Construction	12,000.00		0.00
Preparation and Submission of Close-out Documentation	6,000.00		0.00
TOTAL CONTRACT AMOUNT = \$60,000.00			

Total This Invoice \$15,000.00

Account Balance Currently Due \$15,000.00

CHAPTER 19. OVERTIME, COMPENSATORY TIME, AND FLSA COMPLIANCE

- A. For purposes of determining the City's obligations to pay overtime rates as per federal law, all Employees shall be classified for FLSA purposes as either "exempt" or "non-exempt" in accordance with the guidelines established by federal law.
- B. "Exempt" Employees are those who are not subject to the overtime provisions of the FLSA. "Non-exempt" employees are those employees who are covered by the overtime provisions of the FLSA that is, employees who under this federal law are entitled to earn overtime pay under criteria set by federal law.
- C. It is the responsibility of the Mayor and the City Council, along with the City Administrator, with the advice of counsel, to determine the appropriate employees which are FLSA exempt. Any employees not qualifying as exempt shall be carried as non-exempt.
- D. FLSA exempt employees shall not be entitled to receive overtime pay as per FLSA standards. FLSA non-exempt employees shall be afforded overtime pay at the rate of time and one-half the employee's regular rate of pay for hours worked more than forty (40) hours within a given workweek.
- E. Law enforcement personnel covered under the FLSA 7(k) exemption shall be on a 43-hour requirement before FLSA overtime is triggered in a workweek or 86 hours for 14-day work period. Other statutory exceptions to the standard 40-hour workweek shall be used if applicable.
- F. For purposes of calculating overtime pay obligations, if any, the City's work week begins at 12:00 AM (midnight) each Monday and runs through 11:59 PM on the following Sunday, as specified above.
- G. Paid time off in the form of holidays, annual leave, sick leave, jury duty, military leave, and other absences from productive work will not be counted as time worked for purpose of overtime pay computations under FLSA, except as otherwise required by law.
- H. Any unscheduled hours worked that would trigger an overtime pay obligation must be approved in advance by a supervisory employee in the chain of command, including the City Administrator, or the Mayor.
- I. Non-approved overtime work shall be compensated, as required by law, but may serve as grounds for disciplinary action for failure to abide by this pre- approval requirement.
- J. Compensatory Time
- i. Each job description designates whether persons hired in that classification are Exempt or Non-exempt by the overtime provisions of the Fair Labor Standards Act (FLSA).
 - ii. Overtime Compensation for Non-Exempt. Non-exempt employees are entitled to compensatory time. Compensatory time hours accrued shall be used within three (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 use of comp time up to six (6) months.

iii. The City of Bandera shall pay the non-exempt employee any unused Compensatory Time in accordance with one and one half of the regular rate of pay at the time of separation.

iv. Certain executive, administrative, and professional employees are exempt from the overtime provisions of the FLSA and are expected to provide necessary and reasonable overtime services with no additional compensation. The salaries of these positions are established with this requirement in mind. Compensatory time off is at the discretion of and with approval by the City Administrator for Exempt employees for special reasons or extenuating circumstances.

v. Public safety -- i.e., police officers, are subject to an 80-hour cap on accrual of compensatory time. All other employees are subject to a cap of 60 hours without the express written consent of the City Administrator. Compensatory time off for Exempt employees, if granted, is accrued at the employee's regular rate of pay and subject to the same accrual caps.

1. Compensatory Time Hours Definition

- a. Compensatory time may also be referred to as comp time.
- b. Compensatory time hours shall include hours worked for the City of Bandera in excess of 40 hours in any work week.
- c. Paid leave, such as holiday or vacation, shall not be counted in determining if compensatory time hours.

2. Compensatory Time Hours Qualifications

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

3. Compensatory Time Hours Accrued

- a. Compensatory Time Hours Accrued may also be referred to as compensatory time hours earned.
- b. Exempt employees shall accrue compensatory time hours at a rate of one and one-half times their hours worked over 40 and up to 45 hours

of work in a workweek and at the rate of one times their hours worked over 45 hours worked in a workweek.

- c. 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.
- d. Nonexempt employees shall accrue compensatory time hours.
- e. 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.

4. Compensatory Time Hours Used

- a. 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.
- b. City Administrator and department heads shall be responsible for ensuring each employee is using compensatory time accrued as soon as possible after earning it.
- c. 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 makes request to City Council.
- d. 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.

Jill Shelton

From: Andres Gonzalez <An
Sent: Friday, January 23, 2026 8:37 PM
To: Jill Shelton
Subject: RE: TX Dot Project

Jill, the project was paused based on a request from Mr. Tony Battle on September of last year.

Recently, the City of Bandera was awarded Transportation Alternatives funds in the amount of 2.3 million, which is really good.

If the City would like to talk about the left turn lane project, please let me know, as these are two different projects.

Thanks,
-Andres

From: Jill Shelton <jill.shelton@banderatx.gov>
Sent: Thursday, January 22, 2026 1:46 PM
To: Andres Gonzalez <...@...gov>
Subject: TX Dot Project

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Andes,

I as not able to attend the Commissioners Court meeting but wanted clarification on TXDot stopping the Main Street plan for expansion. Lynn talked with you after the commissioner’s court meeting today and she said that it was hated. We need something official stating that TX Dot is not moving forward with the expansion of lanes on Main St.

Jill Shelton Dickerson
Interim City Administrator
City Secretary, TRMC
City Of Bandera
Jill.shelton@banderatx.gov
830-796-3765

