

CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, October 27, 2026 at 6:15 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. Public Hearing.

A. Request from Bandera EDC for a rezoning from P3 to P4 on Lot 49, Range 9 (915 Maple).

4. 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.

5. Consent Agenda.

A. Approval of minutes from September 29, 2026 and October 13, 2026 City Council Meetings.

6. Staff Reports.

A. * City Administrator

* City Secretary / HR

* Marshal Office

* Public Works

7. Discussion and possible action on the following items:

A. Permitting Software

B. Bandera Pro Rodeo regarding modified invoice for Longhorn Cattle drive from 2026 awarded Hot Funds.

C. RFP applicants for legal representation for the City of Bandera.

D. Approval of Ordinance 464 changing section 1.03.093 Agenda Officer.

8. 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

9. Action following Closed Session.

10. Requests and Announcements.

- A. Requests by Council to place items on an agenda.
- B. Announcements by Council.
- C. City Administrator Update.

11. Adjourn.

/s/ Jill Shelton Dickerson

Jill Shelton Dickerson, 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 October 21, 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".

MEMORANDUM

To: Honorable Mayor & City Council

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

Date: October 27, 2026

Agenda Item : Public Hearing: Request from Bandera EDC for a rezoning from P3 to P4 on Lot 49, Range 9 (915 Maple)

Overview and Background: On September 15, 2026 The Bandera Economic Development Corporation submitted a Place Type Zoning Change Application for Parcel ID 153286, Range 9, Lot 46 to change the zoning classification from P3 (Neighborhood) to P4 (Neighborhood Mix). Notification letters were mailed to property owners within 200 feet of the lot on October 5th, a notification was published on the Zoning page of the City's website and in the Bandera Bulletin newspaper on October 11th, and the yard sign was placed on the lot on October 16th.

Included with this memorandum is a summary of the factors submitted by the applicant in support of the requested change, along with staff's responses to each factor. Approval of the request requires City Council to make a favorable finding on each factor.

Rezoning Findings – City Lot 49

Current Zoning: P-3 (Residential)

Requested Zoning: P-4 (~~Commercial~~) *Neighborhood Mix?*

1. Appropriateness of P-4 Zoning

- The lots are adjacent to commercial uses: a recently opened wine bar.
- Located across from the park, making them well-suited for visitor-oriented and commercial uses.

2. Consistency with Comprehensive Plan & Infrastructure

- Aligns with goals for economic development, tourism, and efficient land use.
- Fully served by existing streets, water, sewer, and utilities; no major infrastructure expansions required.

3. Availability of Other P-4 Land

- Few other vacant P-4 lots offer comparable location, visibility, and infrastructure.
- This lot represent a unique opportunity to support commercial growth where it is most logical.

4. Recent Rate of P-4 Development

- Nearby developments, including the wine bar, demonstrate active commercial investment.
- Rezoning responds to demonstrated market trends, not speculative demand.

5. Impact on Other P-4 Areas

- Strengthens the emerging Maple Street commercial corridor without negatively affecting other P-4 areas.
- Encourages orderly, contiguous commercial development and reduces pressure on residential neighborhoods elsewhere.

6. Public Health, Safety, & General Welfare

- Promotes walkability, tourism, and local services near the park.
- Supports sales tax growth, job creation, and economic vitality.
- Establishes predictable land-use patterns and reduces potential conflicts with adjacent properties.

Staff would also like to clarify two statements in the applicant's request letter. First, the applicant states that the "lots fronting Maple Street are already classified as P4." This is accurate only for the lots located between 11th and 15th Streets. Lots fronting Maple Street between 2nd and 10th Streets are currently classified as P3.

Second, the applicant's letter refers to P4 as "Commercial." P4 is designated as Neighborhood Mix, not Commercial.

The property is located in the 100-year floodplain so a parking lot may be a good option.

Subject: Request for Variance to P4

Dear Members of the City Council,

I am respectfully requesting a variance to P4 zoning regulations for EDC property on Maple St. The purpose of this request is to contribute positively to the community through civic-oriented benefits that can enhance the overall experience during events and gatherings.

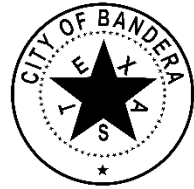
One of the primary benefits of this variance is the provision for overflow parking during events. By allowing additional parking this property, we can help alleviate parking congestion in the area, ensuring that community gatherings and events are safe and run smoothly without causing inconvenience to residents and attendees.

Moreover, the variance would enable us to host local vendors and food trucks during events, contributing to the growth of local businesses and promoting a vibrant and diverse community atmosphere. This would not only enhance the event experience for attendees but also provide economic opportunities for local entrepreneurs.

It is worth noting that the lots fronting on Maple Street are already classified as P4. Granting this variance would create a cohesive and unified approach to land use, further supporting the development of a thriving commercial area within the community.

In conclusion, the requested variance aligns with civic-oriented objectives, such as promoting community gatherings, fostering local business growth, and addressing safety and parking challenges during events. I firmly believe that this endeavor will benefit not only my property but also contribute positively to the entire community.

Thank you for considering my request. I look forward to the opportunity to discuss this further and contribute meaningfully to our vibrant community.



CITY OF BANDERA
CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, September 29, 2026 at 6:30 PM

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

MINUTES

1. Call to order.

Mayor Pro Tem McCabe called the meeting to order at 6:30 PM.

PRESENT

Mayor Denise Griffin, Councilmember DeAnna McCabe, Councilmember Tammy Morrow, Councilmember Debbie Breen, Councilmember Allen Jehle.

ABSENT

Mayor Denise Griffin

Councilmember Jeff Flowers

2. Invocation and Pledge.

All stood for the pledges. There was no invocation.

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

There was one visitor to be heard Randi Mellon spoke on the budget cut of \$30,000.00 and stresses that she thinks the funds should stay in the budget.

4. Discussion and possible action on the following items:

- A. Discuss and consider approving the recommendation of the Selection Review Committee to award by resolution a contract for administrative services pertaining to the application and implementation, if awarded, of the City's 2027 Texas Community Development Block Grant Program – Community Development Fund (TxCDBG-CD) grant of the Texas Department of Agriculture (TDA) and authorizing the execution of a contract.

There was brief discussion about the project being for streets and it being a grant for \$750,000.00. The RFP for grant administration is to apply for 2027 and 2028 Texas Community Development Block Grant Program – Community Development Fund (TxCDBG-CD) grant of the Texas Department of Agriculture (TDA).

Councilmember Breen moved to approve Traylor and associates as the grant manager for 2027 and 2028 grant applications. Seconded by Councilmember Morrow.

All in favor. Motion passes.

- B. Discuss and consider approving the recommendation of the Selection Review Committee to award by resolution a contract for administrative services pertaining to the application and implementation, if awarded, of the City's 2028 Texas Community Development Block Grant Program – Community Development Fund (TxCDBG-CD) grant of the Texas Department of Agriculture (TDA) and authorizing the execution of a contract.

This item did not need action the motion in item A covered both items.

- C. Award HOT funds for 2025-2026 year.

There was some discussion on the applications for HOT funds and the maximum disbursement of 25% per applicant. There was some discussion on taking applications after the deadline.

There was \$40,000.00 taken out and saved for the signs project leaving \$86,831.00 to awarded.

Councilmember Breen moved to approve the disbursement of HOT funds to 11th Street and BBA capping at 25% for \$21,707.75, BBA \$21,707.75, Bandera Pro Rodeo \$6,081.55 and Riding on Faith \$9,798.05 with a total of \$59,295.10. Seconded by Councilmember McCabe.

All in favor. Motion passes.

D. Approval of Ordinance 464 to approve budget ammendment to remove \$30,000.00 from the salaries in the 2026-2027 budget.

Councilmember Jehle does not believe the money should be moved, and it should stay in the budget. There was more discussion about cutting a position and the Council is not sure that was done. Administrator Kunz explained that she has no problem combining where she can but there was no dollar amount associated with the position that Council wanted to remove.

Councilmember Breen moved to table the ordianance. Seconded by Councilmember Morrow.

Councilmember Breen withdrew her motion and Morrow withdrew her second.

There was no action on this item.

5. Requests and Announcements.

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

Permitting Software, Holiday Calendar, Food Trucks, Street closure poilicy, Agenda Officer 1.03.093, rezoning all of Maple and 10th street both sides from P3 to P4.

B. Announcements by Council.

Volunteers for County Fair. Grand opeing for Officials at 6PM at county fair.

C. City Administrator Update.

There was no update.

6. Adjourn.

The meeting was adjourned at 7:14PM.

/s/ Jill Shelton Dickerson

Jill Shelton Dickerson, City Secretary



CITY OF BANDERA CITY COUNCIL REGULAR MEETING

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Tuesday, October 13, 2026 at 6:30 PM

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MINUTES

1. Call to order.

Mayor Pro Tem McCabe called the meeting to order at 6:30 PM.

PRESENT

Mayor Denise Griffin, Councilmember DeAnna McCabe, Councilmember Tammy Morrow, Councilmember Debbie Breen, Councilmember Allen Jehle, Councilmember Jeff Flowers.

ABSENT

Mayor Denise Griffin

2. Invocation and Pledge.

All stood for the pledges. Councilmember Flowers offered the invocation.

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

There were four visitors to be heard. Rilla Stephens, Laura Devenport, Linda Wilder, and Shelly Komalski. They wanted to speak on the agenda items they were there for.

4. Proclamation.

Recognizing The Hal & Charlie Peterson Foundation, of Kerville, Texas, est 1944.

For its generous grant of \$50,000.00 to the City of Bandera Marshal's Department.

Mayor Pro Tem McCabe read the proclamation and presented it to Marshal Heidelberg recognizing The Hal & Charlie Peterson Foundation, of Kerville, Texas, est 1944. For its generous grant of \$50,000.00 to the City of Bandera Marshal's Department.

5. Consent Agenda.

A. Approval of minutes from August 4, 2025, August 17, 2026, August 25, 2026, August 27, 2026 and September 8, 2026 City Council Meetings.

Councilmember Breen moved to approve the consent agenda. Seconded by Councilmember Morrow.

All in favor. Motion passes.

6. Discussion and possible action on the following items:

A. Authorize procurement of Motorola Solutions camera system for City of Bandera Marshal department per the Motorola Solutions Quote- 3799822, \$86,789.64.

There was some discussion on how the difference from the grant of \$50,000.00 would be paid for. Administrator Kunz explained that the difference of \$36,789.64 would be paid out and budgeted for over the next 4 years for \$9,197.41 each year.

Councilmember Flowers moved to approve. Seconded by Councilmember Morrow.

All in favor. Motion passes.

B. Resolution authorizing the submission of an application for the 2027-28 TxCDBG Community Development Fund Grant.

Councilmember Flowers moved to approve resolution authorizing the submission of an application for the 2027-28 TxCDBG Community Development Fund Grant. Seconded by Councilmember Breen.

Councilmember Flowers ammended his motion to strike the verbage resolution form item 6B, Councilmember Breen seconded the ammendment.

All in favor. Motion passes.

Councilmember Flowers moved to approve to the authorization to submit an application for the community fund grant to be used for street improvmentss. Councilmember Breen seconded the ammendment.

All in favor. Motion passes.

C. Approval of the 2027 Holiday Calendar.

Kunz explained that we usually mimick the County.

Councilmember Morrow moved to approve the 2027 Holiday Calendar, Seconded by Councilmember McCabe.

All in favor. Motion passes.

D. Request from the EDC board for approval of a \$17,100.00 expenditure for clearing and improving the entire Settlers Park property at Hackberry and 2nd Streets, including stump removal and debris haul-off, using Seventh Generation as recommended by the board at its September 23, 2026 EDC meeting.

There was some discussion on what was going to be done. The EDC went out for bids and have chosen a company for the land clearing. The EDC president spoke stating they plan to clean it up and make it a walking park or bird sanctuary they are not certain yet but getting it started by cleaning and removing debris and dead trees.

Councilmember Flowers moved to appooove the \$17,100.00 expenditure for clearing and improving the entire Settlers Park as stated in the agenda item. Seconded by Councilmember Jehle.

All in favor. Motion passes.

E. EDC Budget Amendment.

Councilmember McCabe moved to approve the Budget Amendment to move \$17,100.00 from general fund to land improvement. Seconded by Councilmember Breen.

All in favor. Motion passes.

F. Request from the Cowboy Capital Association for a street closure for the First Friday Vendor Market on November 6, 2026.

There were several visotors to be heard that spoke against the street closure due to traffic and the impact of the light on Cypress Street. The president of the Chamber also had concerns about why they were doing an event on the first friday when the BBA historically has their event on the first Saturday of the month for many years. Linda Wilder also addressed some concerns about the chamber members being solicited and are getting confused between the different associations. Rilla. Stephens also addressed concerns about the vendors competing with the local buisness's as well as the traffic concerns on hunters weekend. Laura Devenport is concerned about ever closing Cypress because it is one of the main roads to get out of town.

Mr. Hernandez had his turn to speak on his request, stating that all the businesses on the street agree with his request for the street closure. He also provided a list of people who signed a petition asking the Council to be more pro-business and giving the local businesses the opportunity to get more foot traffic. Council questioned why it needs to be there and not on the court house lawn. Hernandez further states the First Friday program has been marketed heavily.

Councilmember Morrow moved to deny the street closure, seconded by Councilmember McCabe.

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

Voting Nay: Councilmember Flowers

G. RFP applicants for Auditor services for the City of Bandera.

There was some discussion concerning the two firms that were received and scored by Kunz, Jehle, and Mayor Griffin and an average of what the scores were. One company did not have much background in municipal government.

Councilmember Jehle moved to select LSL for the auditor for the year. Seconded by Councilmember Breen.

All in favor. Motion passes.

H. RFP applicants for legal representation for the City of Bandera.

There was a question about if the City's current Attorney turned in a RFP, Kunz stated that they do not submit for current contracts, but they would be happy to continue to support the City.

The Council reviewed and discussed the RFP's for Attorney Services.

Councilmember Breen moved to table. Seconded by Councilmember McCabe.

All in favor. Motion passes.

I. Street closure policy. (McCabe)

Councilmember McCabe made a motion that all street closure requests come before City Council for approval. Seconded by Councilmember Breen.

There was some discussion on the application process that was recently created, there is no street closure policy in place. Kunz explained that if you had a policy, it would not need to come to Council.

Councilmember McCabe amended her motion to say all street closure application requests come before City Council for approval. Amendment seconded by Councilmember Breen.

All in favor. Motion passes

J. Article 1.03.093 Agenda Officer. (McCabe)

Councilmember McCabe moved to amend Article 1.03.096 to read to distribute the agenda packets for all regularly scheduled meetings to members of the governing body no later than two business days prior to the scheduled meeting. Seconded by Councilmember Morrow.

All in favor motion passes.

Councilmember McCabe moved to add to Article 1.03.093 for all members of the governing body to receive the draft agenda for review 24 hours prior to the final agenda being posted. Seconded by Councilmember Morrow.

All in favor motion passes.

K. Rezone all of Maple St and all of 10th St (both sides) from P3 zoning to P4. Breen

There was discussion on what lots on Maple are P3 and P4, Breen states that you can not build a house in P3 and she wants all of 10th and Maple to be rezoned on both sides to be rezoned. Further stating Main Street is very hard to open a business on, and it opens the business district.

Kunz explained this was all discussed the first time the master plan was done and it was all evaluated at that time and that it all should be done again as part of the new grant money for resilient communities. The reason 10th street is the way it is because it shows a clear line of which ones are residents or businesses. She states doing it as part of the grant saves the city money and gives time for public input.

The costs associated with rezoning is the mailing of the certified letters, codification and publishing in paper for public hearings.

Councilmember Breen moved to rezone all of Maple and both sides of 10th street from P3 to P4. Seconded by Councilmember McCabe.

Councilmember Breen amended her motion to start to evaluate and potentially rezone all of Maple and both sides of 10th street from P3 to P4. Seconded by Councilmember McCabe.

In Favor: Councilmember Breen, Councilmember McCabe, Councilmember Morrow

Nay: Councilmember Flowers, Councilmember Jehle

Motion Passes.

L. Requirement that all short-term rentals (STRs) register with the City of Bandera and pay a permit or license fee annually. (Breen)

What Councilmember Breen would like to see happen is for short-term rentals to be registered and licensed with the city and pay an annual fee. Councilmember Jehle states you will need to set requirements in the Ordinances and have it codified. Further stating it is very technical and requires a lot of research and evaluation. There will be more research and it will come back for further discussion and a possible town hall meeting as well as a working group put together.

There was no action on this item.

7. Closed Session.

Mayor Pro Tem McCabe closed the meeting at 8:34.

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*****8. Action following Closed Session.**

Mayor Pro Tem McCabe opened the meeting at 8:51.

There was no action.

9. Requests and Announcements.**A. Requests by Council to place items on an agenda.**

Permitting Software.

B. Announcements by Council.

County Fair was a huge success and Breen thanked everyone that worked at the County Fair and those that showed up at the opening ceremony. Jehle announced the visit of the UK Consulate General and trying to bring back the relationship with the sister City.

C. City Administrator Update.

Ordinances and projects to set up working groups with the Council to go over items.

Local organizations liasons list will be coming out. TxDot meeting was good she went over all the issues in the City and has opened the communication. Cross Country meet in park and then homecoming parade at 6PM and ends in the park.

Staffing plans for treasurer she has agreed to continue with the part-time person and Cassie doing accounts payable until she gets a qualified candidate for the full-time position. Hired a new clerk today that will be trained in permitting area, front in code compliance support, and backup utility clerk.

10. Adjourn.

The meeting was adjourned at 9:07PM

/s/ Jill Shelton Dickerson

Jill Shelton Dickerson, City Secretary

MEMORANDUM**To:** Honorable Mayor & City Council**From:** Toni Kunz City Administrator**Date:** October 20, 2026**Agenda item:** City Administrator FY26 | Q4 Report**Current direct report positions:** City Administrator, City Secretary, City Treasurer, Admin Assistant, and 2 Clerks**Reporting Departments:** Marshal's and Public Works, along with Finance, Permitting, Code Compliance, and Municipal Court**Coverage:** Full-time 24/7 coverage with backup for vacations in city hall.**Salaries:** Standard base salary. Increases are merit, licensed/certifications, and longevity based.**FY2027 Budget:** Coming onboard with only 3 months to understand where the money was coming from and going to, and prepare a budget with a part-time off-site Treasurer and the staff changes/short staffed adding to the chaos, FY2027 was a challenge for us all. I am already planning FY28 so that it goes more smoothly.**WWTP Relocation:** Prospective land acquisition is coming along nicely. Final stages of securing financing to complete final stage of TWDB process to approve the land.**Codes and ordinances being reviewed based on concerns from citizens:**

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

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

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

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

MEMORANDUM**To:** Honorable Mayor & City Council**From:** Jill Shelton Dickerson, City Secretary**Date:** October 22, 2026**Agenda item:** City Secretary FY26|Q4 Report**City Council Agendas and Minutes**

- Agendas prepared and posted: 14
- Minutes completed or approved: 8
- Minutes pending: 2
- Upcoming meetings: 10/27, 11/10, 11/24 Thanksgiving week availability? 12/8, 12/22 Christmas week availability?

Resolutions / Ordinances

- Resolutions prepared or adopted: 7 Resolutions 4 Ordinances
- Resolutions pending: 2
- Follow-up actions: Street Closure, Signs, Agenda Officer, Rezoning

Human Resources

- Benefit enrollments or changes: Open Enrollment complete for all staff members
- New hires: 3
- Terminations / separations: 2
- Retirements: 1-Teer
- Other HR updates: Workman's Comp Audit complete

FEMA / Flooding Claims for July Declaration of Disaster

- Claims submitted: 1 DR 4935
- Documentation submitted or pending: Meeting Wednesday for follow-up
- Reimbursements received or pending:
- Follow-up actions and deadlines: On-site inspections, work quotes, plans

Open Records Requests

- Requests received: 13
- Requests completed: 10
- Requests pending: 3

Bandera Economic Development Corporation Agendas

- Agendas posted: 6
- Videos configured and uploaded: 5
- Website and recording training: 2

Classes / Certifications

- Training completed: Open Meetings Act training (Stephanie)
- Certifications earned or renewed:
- Upcoming classes or renewal deadlines: Payroll Certification (Cassie)

Elections Official Duties

- Elections Calendar of Events: Notice of Filing Deadline, call Election, facilitated Drawing for order of candidates on the ballot, Election Notice in the newspaper, maintain election records (packet pickup, turn in, etc), verify candidate voter registration status and qualifications to run for office, keep public information available for inspection, and handling document transfers as mandated by state law, coordinate with County Authorities, Secretary of State Election Division.
- Provided all rulings from County Election Official, City legal counsel, State Attorney General, and Secretary of State to local law enforcement when Mayoral Candidate filed criminal suit with the County Attorney against me personally because they were not satisfied with qualification determination of an opposing candidate. Suit was dropped due to lack of merit.

Year-end Retention Audit

- Completed file audit of City Hall files for year-end.
- Next steps: Complete audit of files in storage.

MEMORANDUM

To: Honorable Mayor & City Council
From: Earl Heidelberg City Marshal, Toni Kunz City Administrator
Date: September 15, 2026
Agenda Item: Marshal’s Department Annual Report
Action Requested:
Overview and Background:

Staffing: Marshal, 4 Deputy Marshals, 4 Reservists allow full-time 24/7 coverage with backup for vacations and events

Coverage: Sheriff’s Department is our backup but due to the size of our county and the number of deputies on duty at any given time, response time can be an issue, Marshals backup Sheriffs when calls come out within ETJ, especially emergency situations

Salaries: Merit, licensed/certifications, and longevity based

Events: Major events within city limits and preparation for the holidays. We incur extra expenses, such as when we order port-a-potty service for parades that we now limit to only Cowboy Mardi Gras.

Q4:

- July Independence Day Parade, National Day of the American Cowboy
- September Labor Day Parade
- September/October Cross Country meets and bonfire in the park
- Monthly Vendor market in front of courthouse

Q1:

- October Frogs for Freedom, Rumble on the River, Nightmare on Maple
- November Hunter's Weekend, Veterans' Day Parade
- December Shopper's Jubilee/Christmas Night Parade
- October - January Christmas lights on Main St, Cowboy Christmas in the Park, Trail of Lights, and Lighting on the Courthouse Lawn
- Monthly Vendor market in front of courthouse

Surplus Assets: Blue Tahoe, Red F150
Code Compliance: Marshal Heidelberg is currently the only licensed Code Enforcement Officer and has been supporting that department. Marshals are watchful about violations and reporting back while they are patrolling, to include short-term rental activities.
Highlights: Grant received from the Peterson Foundation for \$50,000 to put toward 4 in-car cameras and 6 body cameras.

Statistics:

Call Type Description	Number of Calls
ASSIST OTHER LAW ENFORCEMENT AGENCY	30
WELFARE CONCERN	26
ACCIDENT-CAUSING DAMAGE (Crash)	25
DISTURBANCE	25
ASSIST CITIZEN	21
SUSPICIOUS PERSON	19
ALARM	18
911 CALL	17
ASSIST EMS/FIRE	15
TRAFFIC HAZARD	15
CRIMINAL TRESPASS	13
SELECT	13
ANIMAL	10
INTOXICATED PEDESTRIAN	9
SUSPICIOUS CIRCUMSTANCE	9
RECKLESS DRIVING	8
CIVIL MATTER	7
CRASH	7
ASSAULT	6
FIRE	6
SUSPICIOUS CIRCUMSTANCES	6
THEFT	6
NOISE COMPLAINT	5
DISORDERLY CONDUCT	4
FOUND PROPERTY	4
SUICIDAL SUBJECT	4
WARRANT SERVICE	4
INFORMATION	3
CRIMINAL MISCHIEF	2
DEATH INVESTIGATION	2
DRUG	2
FRAUD	2
UNAUTHORIZED USE OF M/VEH	2
CREDIT CARD ABUSE	1
DRIVING WHILE LICENSE INVALID	1
FORGERY	1
HARASSMENT	1
ILLEGAL DUMPING	1
LITTER ABATEMENT	1
LOST PROPERTY	1
MISCELLANEOUS	1
RECOVERED PROPERTY	1
RECOVERED STOLEN VEHICLE	1
RUNAWAY JUVENILE	1
SEXUAL ABUSE OF CHILD	1
SHOTS FIRED	1
VIOLATION CITY ORDINANCE	1
OTHER	9

MEMORANDUM

To: Honorable Mayor & City Council

From: Terry Wells Public Works Director, Toni Kunz City Administrator

Date: September 22, 2026

Agenda Item: Public Works Department FY26|Q4 Report

Current positions: Director, Foreman, 4 Operators, Technician, Seasonal Park Manager, 2 Seasonal Park attendants

Coverage: Full-time 24/7 coverage with backup for vacations, special events, and seasonal influx of park use. Weekend employees complete daily duties and are on call for emergencies. On occasion, extra assistance is called that requires more than one employee.

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

Supported Events and other assigned duties: Major events within city limits and preparation for the holidays. We incur extra expenses, such as when we order port-a-potty service for parades that we now limit to only Cowboy Mardi Gras.

Q4:

- July Independence Day Parade, National Day of the American Cowboy
- September Labor Day Parade
- September/October Cross Country meets and bonfire in the park
- Monthly Vendor market in front of courthouse

Q1:

- October Frogs for Freedom, Rumble on the River, Nightmare on Maple
- November Hunter's Weekend, Veterans' Day Parade
- December Shopper's Jubilee/Christmas Night Parade
- October - January Christmas lights on Main St, Cowboy Christmas in the Park, Trail of Lights, and Lighting on the Courthouse Lawn
- Monthly Vendor market in front of courthouse

Public Works:

Public works completed 251 written work orders in FYQ4, and 1005 YTD. Work orders are built into our existing utility dept system and are used as our main communication from City Hall when work is required by a citizen or customer. Public Works now tracks every task that any employee does on city time with a work order, not just those instigated by the public. This provides a more accurate tracking of work hours, what is being completed, and who is completing the work. As of FY27Q1, all work and daily duties are being tracked in this manner.

Request for uniform consideration:

Uniforms are \$15.95 per week per employee (annual \$7,464.60) plus work boots \$200.00 per year per employee (annual \$1800), Total would be \$9264.60 for 9 employees for the year, which includes the Director. Having proper uniforms is a benefit for safety and to be able to identify public work employees that are working in the public. These uniforms come with high visibility strips and with employee names and City of Bandera logo, are washed and repaired each week. These change with the season. Once we

sign a contract, the representative will bring choices that this price quote or less to choose from. Each employee is assigned 11 garments, each week soiled garments are picked up, and cleaned garments are returned from previous week.

Note: Last year's budget \$4000. This year's budget \$3000, which has been consolidated to the Util Admin line item 50-500-2350. Amendment request of \$6300 from Council Contingency 10-506-7510 to Util Admin line item 50-500-2350.

General:

Drainage improvement: 12th St from Mulberry to Oak, Oak from 12th, behind Boyle's property and Mi Pueblo, under Main, under Dollar General parking lot, under Cherry

Storm drainage and runoff along 12th st have been issues for the residents between Oak and Mulberry for many years. After discussions with the residents and City Administrator, Public works has begun an in-depth analysis of possible resolutions. We literally crawled through the under-ground storm drains to clear out debris and took measurements along the way.

- Along 12th from Mulberry to Cherry: Culverts start on 12th street with a 25''x 60'' opening and end at Cherry st with 25''x 60''.
- Along north side of Oak, under Oak, and behind The Wash House: Culverts drop in size causing a backup.

Plan to increase culvert size to allow the correct amount of flow to enter and exit with a consistent diameter. Currently reviewing prices and budget constraints before moving forward.

Streets:

Road conditions in Bandera and the struggle between need and budget have always been the issue with little to no solution. Years of wear and tear, inadequate road base, cracking, and recent flooding have left many roads in poor and potentially dangerous condition. Patches and partial repair do not prevent overall deterioration from occurring.

Areas of current concern for our streets' current conditions are:

- Failing / lack of road base beneath the pavement that should provide the support necessary to keep the road stable. When that foundation breaks down, cracks, potholes, becomes uneven, and other failures begin to appear, making it impractical to keep up with maintenance through patching.
- Cracking from old dry streets that have lost all of the oils due to the dry Texas heat. Without these oils bonding the pavement together the roads crack and water gets under the asphalt causing potholes and ruining the base.
- Recent heavy rains and the way our streets act as the avenue for drainage, the material supporting the pavement along the edges of the road are eroded. This has caused some city streets to get narrow and forces traffic to drive off the pavement when oncoming traffic is in the same path.

We have identified streets that qualify for treatment and those that require repaving. Our next steps are to implement the street plan per the budget to move forward with a repair schedule.

Request for consideration: Reinstate the street fund to build funds for grants requiring a match.

Fall trimming: Trees hanging low or protruding into the streets or blocking signs have been trimmed. Citizens may call in a work order to city hall for us to trim as needed throughout the

year. Our goal is always to maintain 14 ft from the asphalt to allow buses, emergency vehicles, and other larger vehicles plenty of clearance to maneuver through town safely.

Traffic safety issues when traffic flow obstruction for vehicles and pedestrians occur on Mulberry (Main toward 11th), on Cedar (Main toward 11th), on Pecan (Main toward 12th)

- Parking lines on Mulberry and Cedar streets have been painted so drivers are aware of the lane boundaries. This is intended to give drivers more guidance to park in a safer manner and not have their vehicle block traffic flow.

Traffic safety issues with traffic flow confusion on the one-way portions of Cherry and 10th (11th toward Pecan) where vehicles travel the wrong way on the one-way streets.

- Arrows have been painted along Cherry st to define the one-way street in front of Bandera Middle School Gym and Football stadium. Additional signage an possible Bandera ISD art project in the making.

The following are being considered and discussed:

- Speed Limit: drop to 25mph from Main toward 1st Street
- Stop Signs: add on Cedar, Cypress, & Pecan from Main toward 1st Street

Infrastructure:

As you know, our community is facing a serious problem with aging and failing sewer infrastructure. Many of the sewer lines and connections are decades old, and the deterioration of the system is creating costly, difficult and potentially dangerous work for public works to maintain. With the recent rains, that has caused ground shifts, the old clay sewer pipes and taps have been a real problem. Over time clay pipes become brittle and prone to breaking. What would be a regular routine of cleaning a sewer line has typically turned into an excavation project to fix sewer taps that have broken. In some cases, we excavated 13 ft below ground to get to a sewer tap or main. Working at that depth requires significant equipment, time, labor and poses real safety risks, not only for other utilities that are buried but for the workers in the hole replacing the damaged parts to keep the system running properly. Sewer breaks impact workload, budget, road traffic, property, the daily lives of residents and business owners, not to mention the environmental impact that occurs from the leaking/broken sewer lines.

Parks:

EDC funding is expected to prompt work for Q1 on the disc golf course.

Improvements: 2 new RV plugs next to the 8th st. gate entrance for more electrical connections. This will be a huge benefit for Christmas in the park, Trunk or Treat and many other uses that need extra electricity for events carried out in the park.

Review signage for possible replacement/enhancement that states park and equestrian rules.

Routine and statistics:

Routine weekly pothole maintenance (2-4 people), lift stations are cycled daily and cleaned out monthly, well stations daily monitoring and chemical adjustments, wastewater sludge multiple times a week, monthly meter reads, weekly equipment cleaning and maintenance (oil change, greasing, refueling, washing, etc), weekly tool inventory, weekly shop cleanup, weekly Rugh Hill trash pickup, annual tree trimming in ROW. Other tasks are completed as needed, such as dead animal pickup, water leaks, sewer backup, fallen trees, street sign damage, maintaining drainage, community event support, road closures due to flooding, maintaining all equestrian trails.

Code Compliance: Department of Public Works are watchful about violations and reporting back while they are out and about.

Daily checks:

- Mows and trims: City Park, Angler Park, Silver Spur Skate Park, Horseshoe Bend Disc Golf course, Heritage Park, Bandera County's Sandidge Park, various playgrounds, lift stations, well sights, and EDC properties.
- Restrooms cleaned and supplied, daily (minimum): Heritage Park, City Park (2 locations)
- Empty trash cans daily (minimum): City Park, Angler Park, Silver Spur Skate Park, Horseshoe Bend Disc Golf course, Heritage Park, Bandera County's Sandidge Park, lift stations, well sights, and along Main St.

Work Order Type (# of employees/ hours per job)	July	August	September
Administrative			
Customer Request			
Animal Control Dead animal pickup (	4	1	4
Street Chipping	3	3	8
Utility Curb Stop		1	1
Water Fire Hydrant Main			1
Infrastructure Lift Station Maintenance (2 employees/2 hours)			1
Infrastructure Well Maintenance			4
Park Pavillion			
Street Closed	5		4
Street Repair		8	4
Street Right of Way Maintenance		1	
Street Sign Down			1
Streetlight			2
Trash Toter	5	5	2
Utility Connect			
Utility Cut off (1 employee/	15	8	17
Utility Flush lines	1	1	1
Utility Line Locate	3		3
Utility Log Data	12	4	10
Utility Low Pressure	2		
Utility Meter Check	2		
Utility Meter Reread (1 employee/		2	2
Utility Meter Swap	1	1	1
Utility Occupancy Change	12	11	8
Utility Reinstate	20	7	13
Utility Sewer Backup			1
Utility Water Leak	1	2	1
Utility Water Tap (4 employees/16 hours)			
Miscellaneous/City Hall	2	8	11

Grant Status / Name	Intended use	Grant Manager	Project Total	Grant Amount	City Match	Reimbursement	Draw / Outlay To Date	Progress	Notes
Awarded									
Rural Economic Development (RED) Phase II/ TDA Project CRC23-0540	2 new parking areas, 12th Street reconstruction, sidewalks along Cedar St. and along 12th St. on the SW side, lighting at parking area(s) and Main St.	Traylor	\$ 1,100,000	\$ 1,000,000	\$ 100,000	Y	\$37,498.38	Plans are under review with THC; hoping for approval in the next few weeks and then go to bid in late November or early December. Bid documents and plans are completed. Working through coordination with TxDOT for Local On-System Agreement documents.	
Texas Water Development Board Flood Infrastructure Fund Project No. 40111 (FIF)	Riparian improvements, erosion control, delineating parking area, & adding native vegetation to City Park. City-wide flooding drainage improvements, buried stormwater system, & pavement repairs	City of Bandera	\$ 5,400,000	\$ 2,430,000	\$ 2,970,000	Y	\$815,937.45	Environmental Determination and Engineering Feasibility have been received. Ardurra has created a floodplain permit and once signed will be resubmitted to TWDB for construction approval. The bidding process will begin January 13, 2027	City has loan of \$2,970,000
TWDB Project No. 21856 / PIF 15558	DWSRF - RWAF: Line replacements. Emergency generator for Dallas plant, new middle Trinity well	City of Bandera	\$ 2,756,800	\$ 2,476,800.00	\$ 280,000.00	Y	\$75,608.00	THC concurrence has been received. Ardurra has submitted to TWDB for environmental approval. Once ED is issued, TWDB will provide a letter releasing the City to progress to detailed design.	
TxDot Transportation Alternatives Project # 0291-05-054	Enhance pedestrian infrastructure by constructing 5' wide sidewalks on both sides of the SH16 (Main St), extending from SH 173 (Sycamore St) to Cedar St. Installation of curbs, ADA compliant curb ramps, pedestrian islands, & reconstructed driveways to improve safety and accessibility.	The Goodman Corp.	\$ 3,004,728	\$ 2,393,600.00	\$ 598,400.00	Y		Further action paused until match funding is sorted; AFA has not been signed. City's priority is the WWTP relocation project.	
CDBG-MIT Resilient Communities Program Texas GLO Project # 23-160-186-F704	Develop long term strategies to strengthen resilience & mitigate future risks related to natural hazards while fostering sustainable growth and development	Langford	\$ 225,000	\$ 225,000.00	\$ -	Y		Langford is reviewing existing Comp Plan regulation & hazard mitigation, FIF project & pending WWTP relocation; gathering GIS data, assessing future opportunities, updating engagement portal; examining various provisions.	
Hal & Charlie Peterson Foundation	New Body Worn Cameras & In-Car Camera systems for Marshal's Office	City	\$ 86,789.64	\$ 50,000.00		N		Stephanie applied for this grant on behalf of the Marshal's office on 7.29.26 The review committee notified the city of the award amount on 8.27.26 - a check was received and deposited mid-September. Upon approval of the 10/13 meeting minutes Earl will place the equipment order with Motorola.	Remaining balance to be paid from Marshal's budget over the next 4 years.
TOTALS			\$ 12,573,318	\$ 8,575,400	\$ 3,948,400		\$929,043.83		

Applied

TWDB Water System Infrastructure Grant Project # 0174	City-wide Infrastructure improvements		\$ 10,000,000		\$ -	Y		Toni applied 7.29.26	
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Application in Process

TxCDBG Opportunity via TDA	City-wide Street repair & improvements	Traylor & Associates	\$ 826,041.00	\$ 750,000.00	\$ 7,500.00	Y		Traylor is preparing the application for submittal	Street fund account will offset
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Project Status / Name	Intended use					Progress	Notes	
TWDB-0373 Clean Water SRF 73962	Relocate WW plant out of regulatory floodway		\$4,400,000	N/A		\$203,012.00	Offer on Land Acquisition for property located at 1302 Main St. accepted 7.20.26 (60 day contingent offer.) CC Update scheduled for 8/25 meeting to discuss progress report/summary findings: WWTP analysis, discharge or re-use plan, capacity and future growth.	A loan w/principal forgiveness \$1,400,000



Municipal Court

MEMORANDUM

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To: Honorable Mayor & City Council
From: Rhonda Raymond, Court Clerk and Toni Kunz, City Administrator
Date: October 28, 2026
Agenda Item: 6A Staff Reports: FY26 | Q4 Municipal Court

Customer Service and General Duties:

Court Clerk serves as the primary administrative officer and record keeper of Adult, Minor and Juvenile Class C **traffic, non-traffic** offenses as well as city ordinance violations.

Core Municipal Court Responsibilities:

- Maintain the municipal court docket, case files, and official court minutes.
- Process, file, and index all traffic citations, criminal complaints, and ordinances violations.

Judicial Support and Issuance:

- Issue court processes, summonses, subpoenas, and warrants under the direction of the Municipal Judge

Financial and Record Keeping:

- Administers court-related legal compliance records, fine collections, and bond tracking.
- Process of judicial dispositions and court reports.

State and City Reporting Deadlines:

- Office of the Court Administration (OCA) Reports: Submit monthly by the 5th day of each month.
- Texas Comptroller State Criminal Fee Reports: Submit quarterly by the first day of the month following the calendar quarter to remit state court costs.
- OMNI WebFTA Reporting: Reconcile and submit quarterly to manage the state’s Failure to Appear/ Failure to Pay program, ensuring driver’s license renewal holds are correctly placed or lifted.
- Texas Department of Public Safety (DPS) Reports: Submit electronically every week of a traffic conviction, deferred disposition and Driving Safety Course completion.
- Monthly Court Activity Report – City Council: Prepare and submit informational report summarizing active case volumes, total warrants issued, intake of fees collected.

Collections Procedures:

- Collections Department Submission: Transfer delinquent court cases to contracted collections department for recovery efforts once an arrest warrant has been issued.
- Data Reconciliation: Update the court management database to reflect active collection statuses, ensuring all processing fees required by state law (30%) are accurately attached to the outstanding balance.

Daily Cash-Handling Protocols:

- End-of-Day Reconciliation: Balancing the cash drawer, credit card receipts, and checks against the court management software’s daily audit log.

Judicial Records & Open Records Compliance:

- Process public requests for court administrative records under Rule 12 of the Texas Rules of Judicial Administration.
- Oversee mandatory redactions within court documents, ensuring sensitive identifiers – such as minor information or records covered by specific non-disclosure and sealing orders.

Court Records Retention Schedules:

- **Traffic, Non-Traffic, and Ordinance Violations:** Retain for five years after final disposition or satisfaction of the judgment.
- **Warrant and Capias Documents:** Retain until served, recalled, or withdrawn by the judge.
- **Financial Records:** Retain for three years after the end of the fiscal year, in accordance with the state-approved municipal records retention schedule.
-

Court Department in FY26Q4 from July 1 to September 30, 2026 is as follows:

Type	Total	
New Cases Filed		
Citations (81) - Ordinance Violations (0) - Direct Arrest (6)	87	
FTA & VPTA Cases Filed:	3	
Cases Closed:	68	
Warrants Issued:	7	
Jury Trial Cases:	1	
Magistration by Judge at the Jail:	29	
FINES AND FEES:		
Monthly Intake		Fees Collected
Retained by the City		\$8,689.72
Remitted to the State		\$3,931.68
		Fees Waived and/or Credited
Cases Waived due to Indigency	12	\$5,156.90
Cases Satisfied by Jail Credit and/or Death	9	\$5,056.90
OMNIbase Services – Failure to Appear Program		\$31.20
Collection Fees Paid to Perdue Brandon Attorneys at Law Month of July Only (Aug and Sept not yet billed)		\$549.00

Plans for Improvement:

1. Enhance the Payment Plan System
 - I have implemented payment plan options of 3, 4, 6, and 12 months, replacing the previous arrangement that required monthly payments until the balance was paid in full.
2. Update Forms to Reflect Legislative Changes
3. Revise the Pamphlet Deputies Provide to Defendants When Issuing Citations
 - Several individuals have reported that the current pamphlet is confusing and needs clearer instructions.
4. Upload Request Forms for Deferred Disposition and Driving Safety Courses

MEMORANDUM**To:** Honorable Mayor & City Council**From:** Cassie McGuire, Utility Clerk, Toni Kunz, City Administrator**Date:** October 19, 2026**Agenda item:** 6A Staff Reports: FY26|Q4 Payroll, AP**Duty: Bi-Weekly Payroll Processing**

Process bi-weekly payroll in coordination with the remote Treasurer. Responsibilities include entering holiday, sick, and vacation time; transferring time clock data into Tyler; updating employee records for new hires and terminations; and verifying payroll deductions, including medical insurance, TMRL, and child support. Ensure payroll is processed accurately and promptly.

Goal: Develop a thorough understanding of the payroll process and the systems involved to ensure accurate and efficient payroll processing.

Solution/Progress: Completed the Tyler Technologies payroll training course October 21–23 to gain a better understanding of the payroll system, procedures, and responsibilities.

Duty: Accounts Payable

Work with the remote Treasurer and department heads to enter and process payments. Responsibilities include reviewing invoices for accuracy, verifying appropriate approvals and working with department heads to ensure accurate account coding, entering invoices into the accounting system, and ensuring payments are prepared in a timely manner. Communicate with vendors, the remote Treasurer, and department heads to resolve issues as they arise. Maintain accurate records and meet payment deadlines.

Goal: Develop a strong understanding of governmental budgeting, account coding, and accounts payable procedures to ensure accurate and timely processing of invoices and payments.

Solution/Progress: Accounts payable has been a crash course in governmental budgeting and account codes. I continue to build my knowledge and understanding of these processes while working closely with the City Administrator to ensure payments are coded correctly, records are accurate, and deadlines are met.

Balancing Accounts Payable and payroll responsibilities alongside regular Utility Clerk duties, and serving as the office's primary point of contact, require effective coordination, planning, and time management. Prioritizing tasks and managing competing deadlines ensure that all responsibilities are handled accurately and efficiently while maintaining daily office operations and providing consistent customer service.

MEMORANDUM

To: Honorable Mayor & City Council

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

Date: October 19, 2026

Agenda Item: 6A Staff Reports: FY26|Q4 Permitting

Customer Service and General Duties:

Permitting serves as the path to manage community growth, construction, and property development, by adhering to the Comprehensive Master Plan. Permitting wears multiple hats, handling everything from customer service, initial plan reviews, and fee calculation to code compliance, permit issuance, and producing certificates of occupancy.

- Customer service and guidance through the city’s processes by assisting homeowners, business owners, and contractors with the application process, interpretation of local ordinances, and clarifying which forms or fees are required. Assessing and collecting permit, plan review, and impact fees based on project valuation or square footage.
- Plan review and code compliance through in-house reviews, evaluating architectural, structural, and site plans to ensure they comply with adopted international, state and local building codes (e.g., building, fire, plumbing, electrical, and energy codes).
- Zoning and land use verification by ensuring the proposed projects align with the city's comprehensive master plan and ordinances (e.g., setbacks, allowable land use, building height limits, and lot coverage).
- Departmental and entity coordination with other departments in the city, county, and state, as well as those performing our outsourced engineering and inspections.
- Field inspections for milestone construction project checks coordinated between permit holder and contracted third-party inspectors, such as foundation pours, framing, rough-in trades, insulation, and final build-outs.
- Code enforcement coordination to make sure construction matches approved plans and issuing correction notices or stop-work orders if violations occur.
- Certificates of Occupancy (CO) coordination of final walkthroughs and issuing a CO once a project successfully passes all safety and code requirements, legally allowing the space to be occupied.
- Maintain accurate archives of historical files, permits, plans, and inspection logs for public and legal reference.
- Provide administrative information to commissions and boards for the purpose of performing their duties, such as the Planning and Zoning Commission, and the Board of Adjustment.

Permitting Department in FY26Q4 from July 1 to September 30, 2026 is as follows:

Type	Quantity	Fees Collected
Permits issued (Contractor/Sign/C of O)	34	\$1,830.00
Contractor Registrations	7	\$350.00
Variance Requests	1	\$100.00
Re-zoning Requests	1	\$100.00
Vendor/Solicitor Permits issued	113	\$1,040.00
Special Event Permits issued	2	\$700.00
Total for Q4		\$4,120.00
Permit projects closed (Contractor)	20	

Plans for improvement:

- Tiffany Lee is the City’s new Permitting Clerk who will be trained to use City Ordinances, The Comprehensive Master Plan, and all other available resources to perform all the required duties efficiently and accurately.
- Utilize permitting software to
 - Reduce issues caused by current manual processes
 - Create quarterly reports
 - Log code compliance reports
 - Upload vendor documents
 - Upload permit applications
 - Track contractor, TABC & STR registrations

MEMORANDUM

To: Honorable Mayor & City Council

From: Cassie McGuire Utility Clerk, Toni Kunz City Administrator

Date: October 19, 2026

Agenda Item: 6A Staff Reports: FY26|Q4 Utilities

Customer Service and General Duties:

Responsibilities include greeting customers, answering questions regarding utility accounts, billing, payments, service requests, and City policies; processing utility payments and new service applications; assisting customers with payment arrangements and account inquiries; directing calls to the appropriate department; resolving customer concerns whenever possible; directing customers to the appropriate department; maintaining accurate customer records; and ensuring confidential information is handled appropriately. Pick up and distribute city hall mail daily.

Utilities:

Coordination with Public Works Department regarding service orders, meter readings, leaks, line locates, disconnects, reconnects, and field requests. Communicate with other departments and staff to provide accurate customer information and assistance.

Waste Management:

Audits trash bills, coordinates with service representatives to resolve billing and customer issues, performs annual trash bin street audit, assessed FY27 pricing increases and recommended rate changes, evaluate customer accounts to make sure they are getting the most from our services at the best rate.

Municipal Court:

Receives court payments during court, on Mondays when the court clerk is closed, and on the occasions when the court clerk is out of the office.

Major Projects Completed:

- Received bids for collection contract.
- Get a collection company in place.
- Trash Audit.

Ongoing Projects:

- Finish updating Utility Clerk Manual.
- Establish a Utility Assistance Program.

Customer Statistics for 2025-2026

- Active Accounts: 1015
- Water Consumption: 61,693,740
- Sewer Consumption: 56,054,820

Billing Summary

- Billed Amount: \$2,026,077.58
- Late Fees: \$21,636.71
- Cut Off Fees: \$2,030.00
- Adjustments: \$9,829.73CR
- Trash Billed: \$669,020.14
- Trash Tax: \$51,291.47

Accounts Receivable

- In-House Payments Collected: \$682,744.63
- Web Payments: \$475,891.33
- Bank Drafts: \$847,416.67
- Applied Deposits: \$10,015.00

Work orders issued and completed:

Activity	Total
Administrative	1
Change Curb Stop	1
Chipping	219
Connect	44
Customer Requested	3
Cut Off	74
Dead animals	32
Flush Out Lines	1
Line Locates	28
Lock Meter	2
Log Data	97
Low Pressure	6
Misc.	143
Meter Swap	39
Meter Test	3
Occupancy Change	141
Reinstate	51
Turn off	49
ReRead	82
Park Pavillion	14
Street Repair	17
Sign Down	13
Streetlight Out	2
Sewer Overflow	10
Toter	46
Water Leak	13
Water Tap	3
GRAND TOTAL	1134

MEMORANDUM**To:** Honorable Mayor & City Council**From:** Toni Kunz, City Administrator**Date:** October 6, 2026**Agenda Item:** Permitting Software by Community Core**Action Requested:** Discussion and possible action**Overview and Background:**

As Bandera experiences steady regional tourism, commercial development, and residential interest within the Texas Hill Country, our current manual, paper-based permitting process puts undue strain on our small municipal workforce. To protect our charm while encouraging responsible local growth, we request authorization to acquire a cloud-based permitting and licensing software solution. The request for permitting software mostly happens when we are assisting contractors that have positive experiences with the ability to submit applications, plans, and credentials online while they are working in other areas. Although there are many benefits, our request is to mainly improve customer service, streamline internal operations, and enhance overall tracking of our time and money.

In acquiring an off-the-shelf, cloud-based municipal software platform designed to manage the entire lifecycle of permits, plans, and licenses, we expect to achieve the following goals:

- 24/7 access for citizens, contractors, and city staff, transforming how development and licensing applications are submitted, tracked, and approved to replace our current process that relies heavily on physical paper forms, manual hand-offs between departments (Planning, Building, Engineering, Code Compliance, and Public Works), outdated tracking tools, and requires applicants to visit/contact City Hall during standard business hours to submit paperwork, drop off physical plans, or check status.
- Reduce the countless hours spent on manual data entry, physical file management, and routing paper folders across departments.
- Improve turnaround time to be able to perform inter-departmental reviews sequentially rather than concurrently.
- Faster permit issuance means construction starts and business openings, positively impacting local job creation and municipal revenue growth.
- Significant reductions in paper, printing, physical storage space, and postage costs.
- Built-in reporting dashboards providing management transparent oversight, real-time analytics on average turnaround times, departmental bottlenecks, and revenue tracking.

It is important to note that permitting software is intended to serve as a supportive tool to streamline necessary administration processes; it is not designed nor expected to replace human oversight, professional judgment, or core personnel. Staff hours saved from manual

tracking and status calls can be reinvested into high-value plan reviews, economic development, customer support, and other projects.

Due to their affiliation with our current software and processes, staff approached the following two permitting software providers to assess the best fit for our budget and needs:

- Robin Reeves of Tyler Tech (owners of Incode) for their MyGov permitting software. She presented to Council at the 1/13/2026 meeting.
- Deanne Meirose of Safebuilt for their Community Core permitting software. She presented to Council at the 2/10/2026 meeting.

Overall cost, implementation timeline, and functions seemed to be comparable to each other. Staff reached a consensus in favor of Safebuilt, finding its platform more user-friendly and intuitive for all user types. Although details of the contract and quote are confidential, Safebuilt one-time up-front cost of to begin process of gathering requirements gather, set up, train and installation, and an annual flat fee & licensing for 5 users. Software expenses budgeted in FY27 cover the quoted expense.

Staff Recommendation: We respectfully request that the City Council approve authorization to acquire Community Core for enterprise permitting software. Estimated/typical timeline provided by Safebuilt for the gather requirements gather, set up, train and installation for a city our size is normally 60-90 days, depending on how much time the city can allocate of their time.

MEMORANDUM**To:** Honorable Mayor & City Council**From:** Toni Kunz, City Administrator**Date:** October 9, 2026**Agenda Item:** FY2026 Labor Day Longhorn Cattle Drive funding**Action Requested:** Discussion and consideration of action**Overview and Background:**

On September 29th, Council awarded Bandera Pro Rodeo \$6081.55 reimbursement toward the \$9000 requested for the FY Memorial Day and Labor Day Rodeo events.

On behalf of the Labor Day Parade, hosted by Bandera Chamber of Commerce, the Bandera Pro Rodeo assisted with the procurement of the Longhorn Cattle Drive of \$8500 and requested HOT Funds for this traditional piece of our Labor Day parade. The City Council awarded full amount that was requested from HOT funds. The vendor could not bring a chuckwagon to lead the cattle, which reduced the invoice to \$7000. Invoice was paid in full by the Bandera Pro Rodeo; however, now the question is what to do with the \$1500 that was not paid out as expected.

For the sake of transparency, I felt like this needed to be brought back to council for discussion and consideration.

Email from Lisa Kellman, that cannot attend the meeting:

Toni,

Thank you for the memo ~ it looks good to me! Would you please tell everyone we say Thank You!! For supporting the Longhorn Parade, it felt like we were asking "at the last moment", for assistance to keep this tradition going and the city of Bandera stepped in. Thank you! Going forward, this request will need to be handled by the Chamber of Commerce.

Warm Regards to all,

Eric & Lisa Kellmann

Bandera ProRodeo Association

Staff Recommendation:

Approve an increased amount of HOT funds reimbursed to the Bandera Pro Rodeo Association from \$6081.55 to \$7581.55 and not require repayment. This amount is still below the receipts/information provided with their application for \$9000 in expenses that qualified for reimbursement.

ORDINANCE NO. 464

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BANDERA AMENDING ARTICLE 1.03.093 AGENDA OFFICER , SECTION C AND D, AMENDING THE DUE DATE FOR CITY COUNCIL AGENDA AND DOCUMENTATION PREPERATION AND DISTRIBUTION, OF THE CITY'S CODE OF MUNICIPAL ORDINANCES; REPEALING CONFLICTING PROVISIONS OF THE CITY'S CODE; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City Secretary shall distribute the agenda packets for all regularly scheduled meetings to the members of the governing body two business days prior to the regular scheduled meeting; and

WHEREAS, The City Secretary shall distribute a draft agenda for all regularly scheduled meetings to the members of the governing body 24 hours prior to the agenda being posted; and

WHEREAS, the City Council has determined that it would be in their best interest to change the distribution day; and

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

SECTION 1. ARTICLE 1.03 AMENDED

Article 1.03.093 of the City of Bandera Code of Ordinances is hereby amended as set forth in the attached **Exhibit A**.

SECTION 2. CUMULATIVE CLAUSE

That this Ordinance shall be cumulative of all provisions of the City of Bandera, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the more restrictive shall apply.

SECTION 3. SEVERABILITY

It is hereby declared to be the intention of the City Council that if any of the sections, paragraphs, sentences, clauses and phrases of this Ordinance shall be declared unconstitutional or otherwise illegal by the valid judgment or decree of any court of competent jurisdiction, such event shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional or illegal phrase, clause, sentence, paragraph or section.

SECTION 4. REPEALER

All portions of the Code of Ordinances or other ordinances that are in conflict with the provisions of this Ordinance be, and the same are hereby repealed and all other portions of the

Code of Ordinances or other Ordinances not in conflict with this Ordinance shall remain in full force and effect.

SECTION 5. EFFECTIVE DATE

This Ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

SECTION 6. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

SECTION 7. RELATION TO OTHER ORDINANCES

This ordinance shall not be construed to require or allow any act which is prohibited by any other ordinance.

SECTION 8. SAVINGS CLAUSE

The repeal or amendment of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City of Bandera under any section or provisions of any ordinances in effect at the time of passage of this ordinance.

PASSED AND APPROVED, this 27th day of October 2026.

Denise Griffin
Mayor

ATTEST:

Jill Shelton
City Secretary

EXHIBIT A

Amend Article 1.03 of the City of Bandera Code of Ordinances as follows:

Sec. 1.03.093 Agenda Officer

(c) The City Secretary shall distribute the agenda packets for all regularly scheduled meetings to the members of the governing body ~~no later than 5:00 p.m. the Tuesday prior to the agenda.~~ two business days prior to the regular scheduled meeting.

(d) The City Secretary shall distribute a draft agenda for all regularly scheduled meetings to the members of the governing body 24 hours prior to the agenda being posted.