

CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, July 28, 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. **Public Meeting.**

- A. First Public Meeting – General Land Office (GLO – CDBG-MIT) Resilient Communities Program (RCP) Grant – Presentation by Langford Community Management Services, Inc.

5. **Consent Agenda.**

- A. Approval of minutes from June 2, 2026, special meeting, June 23, 2026, regular meeting, June 30, 2026, and July 14, 2026, regular meeting.

6. **Staff Reports.**

- A. Quarterly department reports.

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

- A. Approval of the updated fee schedules for 2026-2027.
- B. Discussion and possible action on the comp-time policy for City employees.
- C. Call for applications on the Planning and Zoning Commission board.
- D. Discussion and possible action concerning rescheduling the Aug 11th meeting to the week prior or after.
- E. Discussion and possible action concerning scheduling a Town Hall for the TA Grant objectives.
- F. Discussion and possible action concerning latest flooding and possible capital improvements for the future.
- G. Discussion and possible action on Resolution No. 2026-008, ordering a General Election of the qualified voters of the City of Bandera for the purpose of electing two (2) City Council Members and one (1) Mayor to serve two-year terms.

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

Jill Shelton, City Secretary

The City Council for the City of Bandera reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matter listed above, as authorized by Texas Government Code §551.071 (Consultations with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices) and §551.086 (Economic Development). There may be a quorum of Economic Development Corporation/Planning and Zoning member at any regularly scheduled City Council Meeting. This facility is wheelchair accessible and handicapped parking is available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at (830) 796-3765. This agenda is posted in accordance with the Texas Government Code, Chapter 551 on July 22,2026.

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".



CITY OF BANDERA CITY COUNCIL SPECIAL MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, June 02, 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 Griffin called the meeting to order at 6:30PM.

PRESENT

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

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

There was one visitor to be heard that spoke on the opening of the city park for revenue.

3. Discussion and possible action on the following items:

A. Discussion and possible action on use of the Bandera City Park for the annual Cross Country Meet on Saturday September 5, 2026 and October 14, 2026 from the Bandera High School athletic director Brooke Ashcroft.

Councilmember Palmer moved to approve use of the Bandera City Park for the annual Cross Country Meet on September 5, 2026 and October 14, 2026, Seconded by Morrow.

All in favor. Motion passes.

B. Approval of Resolution 2026-003 for the CDBG-MIT Resilient Communities Grant.

Langford and associates was onsite and answered all the questions that Council had regarding the Resolution for the CDBG-MIT Resilient Communities Grant.

Councilmember Morrow made a motion to approve Resolution 2026-003, Seconded by Palmer. All in favor. Motion passes.

C. Discussion and possible action on Bandera City Park fees. Morrow

There was some discussion on opening the city park and charging fees for the rest of the summer. They would like to see the fees start on June 20, 2026 Father's Day weekend. The annual pass for non residence will be \$75.00 instead of \$100.00.

Councilmember Morrow made a motion to approve to open the park for the rest of summer with the same fees from the past but discounting the season pass to \$75.00. Seconded by Breen. All in favor. Motion passes.

D. Discussion and possible action on the Longhorn funding item and where the money is coming from. -Morrow

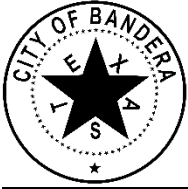
Councilmember Morrow made a motion to fund the Longhorns for 2026 Labor Day and it come out of last year's unspent HOT funds. Seconded by McCabe. All in favor. Motion passes.

4. Adjourn.

The meeting was adjourned at 6:57.

/s/ Jill Shelton

Jill Shelton, *City Secretary*



CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, June 23, 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 Griffin called the meeting to order at 6:43 PM.

PRESENT

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

ABSENT

Councilmember Lynn Palmer

2. Invocation and Pledge.

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

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

There were four visitors to be heard that spoke on the Gumball Rally and what a success it was.
There were two additional visitors that spoke on the Pavement Restoration.

4. Consent Agenda.

A. Approval of minutes from the April 28, 2026 Regular Meeting, the May 12, 2026 Regular Meeting, the May 18, 2026 Special Meeting, and the May 26, 2026 Regular meeting.

Councilmember Breen moved to table, Seconded by Morrow.
All in favor. Motion passes.

5. Presentations.

A. Presentation from Ronald Becker with Pavement Restoration Inc. for Reclamite street maintenance.

Mr. Becker provided an update on a new product that helps with road restoration. There was no action on this item.

6. Discussion and possible action on the following items:

A. Approval of Resolution 2026-004 to update bank signers. Shelton

Councilmember Morrow moved to approve Resolution 2026-004, Seconded by Councilmember McCabe.
All in favor. Motion passes.

B. Discussion and possible action to update the sign Ordinance to add protruding signs as allowable and/or change the verbage.

It was discussed to work on the Ordinance further before any action is taken. There was no action on this item.

C. Discussion and possible action regarding EDC funds improperly issued for the Disc Golf Course. McCabe

Councilmember McCabe moved to return the \$15,000.00 to the EDC. Seconded by Councilmember Morrow.
All in favor. Motion passes.

D. Discussion and possible action regarding City of Bandera issued credit cards, policies, transactions and supporting financial documentation. McCabe

There was discussion on credit card policies and transactions to be fiscally responsible and looking at charges, investigating shopping locally and not paying taxes on purchases. City Administrator Kunz states she is looking into all items. There was no action on this item.

E. Discussion and possible action on changes to the job description, duties, responsibilities of the treasurer. Breen

Councilmember Breen moved to table till the next meeting. Seconded by Councilmember McCabe.

All in favor. Motion passes.

F. Discussion and possible action regarding City Council access to City Hall. McCabe

Administrator Kunz explains to Council that since we have court records and a shared building with the Marshal office everyone that wants to access City Hall should be CJIS certified to get the code to the building. There was no action on this item.

G. Discussion and possible action regarding accepting resignations and determining eligibility for rehire or reinstatement. McCabe

Council questioned the rehiring eligibility after a resignation is turned in. Kunz explained that it was an administrative decision on whether to allow the employee to recind or not and that is what happened. There was no action on this item.

H. Discussion and possible action to review and/or revise the City of Bandera Organizational Chart. McCabe

The City Administrator will update the organizational chart and bring it back to the next meeting. There was no motion on this item.

I. Discussion and possible action regarding closed sessions and action taken after closed session. McCabe

McCabe would like to see the Council go somewhere else for closed sessions and not make the citizens leave the building. She would also like to see the video posted online to continue and include action after closed session. There was no action on this item.

J. Discussion and possible action regarding sanctioning of City of Bandera elected officials. McCabe/Morrow

McCabe mentioned the code of ethics and articles that were sent to the newspaper. She would like to say for the record that these were not the views of the City of Bandera or Council. She thinks it made a mochary of the City and the citizens of Bandera. She again wanted to make it clear that it was not the views of the entire Council. Morrow asked what the process is for sanctioning. Attorney Grove stated the City Council is responsible for sanctioning and depending on what they are alleging there needs to be a fact-finding process and an investigation done to find out if there was an actual violation. There was no action on this item.

7. Closed Session.

The Mayor closed the meeting at 8:23PM.

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

1.) Waste Water Treatment Plant

8. Action following Closed Session.

The Mayor opened the meeting into regular session at 8:38PM. There was no action taken on this item.

9. Requests and Announcements.

A. City Administrator Update

Administrator Kunz announced that the new Code Compliance officer started today. She would also like to see the P&Z board re-established. City Park opened last week. She is actively working on the budget as well.

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

Comp-time Resolution, the other agenda items will be emailed.

C. Announcements by Council.

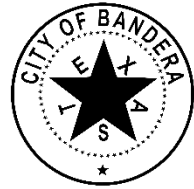
There were no announcements.

10. Adjourn.

The meeting was adjourned at 8:45PM

/s/ Jill Shelton

Jill Shelton, City Secretary



CITY OF BANDERA
CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, June 30, 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 Griffin called the meeting to order at 6:30PM.

PRESENT

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

2. **Invocation and Pledge.**

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

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

4. **Consent Agenda.**

This item was moved for discussion.

A. **Discussion and possible action on changes to the job description, duties, and responsibilities of the treasurer. Breen**

Councilmember Breen moved to approve with one change. Seconded by Councilmember McCabe.
All in favor. Motion passes.

B. **Discussion and possible action to review and/or revise the City of Bandera Organizational Chart. McCabe**

Councilmember McCabe moved to approve. Seconded by Councilmember Breen.
All in favor. Motion passes.

C. **Approval of minutes from the April 28, 2026 Regular Meeting, the May 12, 2026 Regular Meeting, the May 18, 2026 Special Meeting, and the May 26, 2026 Regular meeting.**

Councilmember Morrow moved to approve, Seconded by Councilmember Breen.
All in favor. Motion passes.

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

A. **Discussion and Action to determine the Key Stakeholders for the Resilient Communities Grant (RCG).**

There was some discussion on ideas of who could be the Key Stakeholders for the Resilient Communities Grant. There was a list compiled and will come back to Council when they have spoken to the contacts, and they have agreed to be on the committee. There was no action on this item.

6. **Budget Workshop**

Items discussed were training for all departments, fee schedule, WWTP repairs, road materials, and sales tax revenue.

7. **Requests and Announcements.**

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

Comp-Time policy.

B. Announcements by Council.

4th of July Parade and the pet parade were announced.

C. City Administrator Update

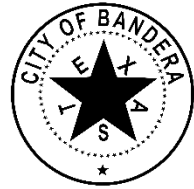
Credit Card update there are no fees being charged for BEC, EDC's check was cut for the \$15,000.00 refund, park update, Tin Man will be filled with sand July 8, 2026 and paid by insurance, and a 16 foot sink hole on Maple Street was resolved.

8. Adjourn.

The meeting was adjourne at 7:38PM.

/s/ Jill Shelton

Jill Shelton, *City Secretary*



CITY OF BANDERA
CITY COUNCIL REGULAR MEETING
Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, July 14, 2026 at 6:30 PM

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

MINUTES

1. Call to order.

Mayor Griffin called the meeting to order at 6:31 PM.

PRESENT

Mayor Denise Griffin, Councilmember DeAnna McCabe, , Councilmember Tammy Morrow,
Councilmember Lynn Palmer

Councilmember Debbie Breen arrived at 6:34 PM

ABSENT

Councilmember Jeff Flowers

2. Invocation and Pledge.

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

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

There were no visitors to be heard.

4. Discussion and possible action on the following items:

A. Discussion and possible action on a request from Zane Jackson with Cowboy Capital Classic for use of Horseshoe Bend Disc Golf Course for a PDGA Disc Golf Tournament on August 29, 2026.

Zane Jackson addressed Council about an event he would like to have at the Bandera disc golf course.

Councilmember Palmer moved to approve the request from Zane Jackson with Cowboy Capital Classic for use of Horseshoe Bend Disc Golf Course for a PDGA Disc Golf Tournament on August 29, 2026 and enter into an agreement with no fee. Seconded by Councilmember McCabe.

All in favor. Motion passes.

B. Discussion and possible action on Resolution 2026-005 AUTHORIZING EXECUTION OF AN ADVANCE FUNDING AGREEMENT (AFA) WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR TRANSPORTATION ALTERNATIVES – SIDEWALK IMPROVEMENTS ON SH 16 (MAIN ST.) & CHERRY ST.

Councilmember Breen moved to table until we hear back from the EDC. Seconded by Councilmember Morrow.

Voting Yea: Councilmember Palmers, Councilmember Breen, Councilmember Morrow

Voting Nay: Councilmember McCabe. Motion passes.

C. Discussion and possible action on Resolution 2026-006 requesting financial assistance from the Texas Water Development Board; and authorizing the filing of an application for assistance.

Councilmember Breen moved to approve Resolution 2026-006. Seconded by Councilmember McCabe.

All in favor. Motion passes.

D. Action to name the Key Stakeholders for the Resilient Communities Grant (RCG).

The council discussed names of people that were interested in being key stakeholders for the committee.

Gary Bitzkie, Lori Walker, Patricia Moore, Debbie Breen, Toni Kunz, Arlene Guerra and possibly a few others. There was no action taken by council on this item. The Mayor will email the names to receive invites for the first meeting.

E. Approval of the updated fee schedules for 2026-2027.

This item was skipped.

F. Discussion and possible action regarding the Request for Proposals (RFP) for Legal Services, including review of the proposed scope of services and direction to staff.

Councilmember Breen moved to approve the Request for Proposals (RFP) for Legal Services with a cut off date of August 31, 2026. Second by Councilmember McCabe.

Voting Yea: Councilmember Breen, Councilmember Morrow, Councilmember McCabe

Voting Nay: Councilmember Palmer. Motion passes.

G. Discussion and possible action on the comp-time policy for City employees.

This item was skipped.

H. Discussion and possible action to approve Ordinance 460 for a budget amendment transferring \$3,500.00 from Account No. 50-502-6580 (Lift Station) to Account No. 50-502-6100 (Repair and Maintenance) to fund the replacement of a bearing at the Wastewater Treatment Plant (WWTP).

Councilmember Breen moved to approve Ordinance 460 for a budget amendment transferring \$3,500.00 from Account No. 50-502-6580 (Lift Station) to Account No. 50-502-6100 (Repair and Maintenance) to fund the replacement of a bearing at the Wastewater Treatment Plant (WWTP), Seconded by Councilmember Morrow.

All in favor. Motion passes.

I. Accept the resignation of Eric Cothran from the the Bandera Economic Development Corporation and call for applications for the vacant seat on the BEDC board.

Councilmember Breen moved to approve accepting the resignation of Eric Cothran and a call for applications for the EDC with a deaddline of August 12, 2026, Seconded by Councilmember McCabe.

All in favor. Motion passes.

J. Call for applications on the Planning and Zoning Commission board.

This item was skipped.

5. Closed Session.

The Mayor closed the meeting at 7:14 PM

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

1.) Waste Water Treatment Plant

6. Action following Closed Session.

The Mayor opened the meeting back at 7:30PM.

Councilmember McCabe moved to authorize the City Administrator Toni Kunz to start negotiations for a piece of property for the Wastewater treatment plant. Seconded by Councilmember Breen. All in favor. Motion passes.

Councilmember McCabe moved to table items E, G and J. Seconded by Councilmember Morrow.

All in favor. Motion passes.

7. Requests and Announcements.

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

There were no future agenda items.

B. Announcements by Council.

BBQ cookoff at the Pioneer RV park was really a great event that the Chamber put on and National Day of the American Cowboy is coming up next weekend.

C. City Administrator Update.

A new budget calendar was provided to the board. Kunz also clarified that the sand in the water tower despite what's being said was a recommendation from the engineer. Staff is also coordinating with all of the Bandera County Emergency Management people in case of possible flooding.

8. Adjourn.

The meeting was adjourned at 7:37 PM.

/s/ Jill Shelton

Jill Shelton, *City Secretary*

Call Type Report
BANDERA CITY MARSHAL'S OFFICE

Section 6, Item A.

From: 01/01/2026

To: 06/30/2026

Call Type Description	Number of Calls
911 Call	29
ACCIDENT CAUSING DAMAGE (Crash)	34
ALARM	41
ANIMAL	25
ASSAULT	7
ASSIST CITIZEN	48
ASSIST EMS/FIRE	29
ASSIST OTHER LAW ENFORCEMENT AGENCY	63
ASSISTANCE	2
BURGLARY	2
CIVIL MATTER	13
CRASH	17
CREDIT CARD ABUSE	1
CRIMINAL MISCHIEF	5
CRIMINAL TRESPASS	40
DEADLY CONDUCT	1
DEATH INVESTIGATION	2
DELIVER MESSAGE	1
DISORDERLY CONDUCT	4
DISTURBANCE	50
DROWNING	1
EVASIVE ARREST	2
FIRE	8
FORGERY	2
FOUND PROPERTY	6
FRAUD	5
HARASSMENT	3

Call Type Report
BANDERA CITY MARSHAL'S OFFICE

Section 6, Item A.

From: 01/01/2026

To: 06/30/2026

Call Type Description	Number of Calls
HAZARDOUS MATERIALS	1
ILL PERSON	1
ILLEGAL DUMPING	2
ILLEGALLY PARKED VEHICLE	1
INFORMATION	23
INJURED DEER OR ANIMAL	2
INTOXICATED - DRIVER	1
INTOXICATED - PEDESTRIAN	11
INVESTIGATION	1
LOCATED RUNAWAY	1
Lost Property	5
MISCELLANEOUS	1
MISSING PERSON	3
Noise Complaint	3
OTHER	9
PURSUIT	1
RECKLESS CONDUCT	1
RECKLESS DRIVING	24
RESISTING ARREST	1
RUNAWAY JUVENILE	2
SELECT	32
SEXUAL ABUSE OF CHILD	1
SHOTS FIRED	1
STALLED VEHICLE	2
SUPPLEMENTAL INFORMATION	1
SUSPICIOUS CIRCUMSTANCE	14
SUSPICIOUS CIRCUMSTANCES	8

Call Type Report

BANDERA CITY MARSHAL'S OFFICE

Section 6, Item A.

From: 01/01/2026

To: 06/30/2026

Call Type Description	Number of Calls
SUSPICIOUS PERSON	35
THEFT	14
THREATS	2
TRAFFIC CONTROL	4
TRAFFIC HAZARD	9
VIOLATION CITY ORDINANCE	4
VIOLATION COURT ORDER	1
WARRANT SERVICE	3
WELFARE CONCERN	59



2026-2027 Comprehensive Fee Schedule

Effective October 1, 2026

ADMINISTRATION

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

ANIMAL CARE

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

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

Animal Service Call fee is still due.

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

PARKS – 8:00am - 8:00 pm

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

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

**Available at City Hall with proper documentation*

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

**Does not include city park admission fee*

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

Barricade/netting not included

SPECIAL EVENTS

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

**May require City Council approval*

CONTRACTOR

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

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

Investigative (of work done w/o permit)	2 x Original Permit Fee
<i>Multiple offenses may result in the contractor being barred from working in the City for up to 6 months.</i>	

Application for permit	\$0
Plan Review	3 rd party actual cost
Inspection for new construction. addition, or remodel	\$400
Inspection for basic work/maintenance	\$30/Hr. (1 hr. min.)
New building, addition, remodel permit	\$.75 per sf.
New accessory building permit	\$.75 per sf.

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

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

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

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

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

RESIDENTIAL CONSTRUCTION

Professional Services Fee (Fee = Actual Cost)

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

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

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

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

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

SIGN

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

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

VENDOR

Current Bandera Certificate of Occupancy holders receive a 50% discount

Non-food vendor permit:

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

Food vendor permit* \$0

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

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

Arts & Crafts Fairs permit \$0

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

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

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

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

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

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

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

Expedited processing of permit \$50

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

SOLICITOR

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

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

90-day permit \$25.00

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

MISCELLANEOUS

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

PLATTING

Minor plat/minor re-plat application approved administratively:

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

PLACE TYPE (also referred to as Zoning)

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

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

MARSHAL DEPARTMENT

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

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

Per hour	\$80.00
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Water:

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

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

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

Water Meter Install, if tap exists:

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

Sewer Taps:

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

Hourly:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mayor, Denise Griffin

ATTEST:

Jill Shelton, City Secretary

Compensatory Time Hours Definition

Compensatory time may also be referred to as comp time.

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

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

Compensatory Time Hours Qualifications

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

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

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

Compensatory Time Hours Accrued

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

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

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

City Administrator shall makes request to City Council.

Nonexempt employees shall accrue compensatory time hours.

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

Compensatory Time Hours Used

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

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

Exempt Employees

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

Nonexempt Employees

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

Buyback of Compensatory Time for Nonexempt Employees

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

Compensatory Time Hours Accrued at Termination

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

RESOLUTION 2026-008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS ORDERING A GENERAL ELECTION BY THE QUALIFIED VOTERS OF THE CITY OF BANDERA, TEXAS ON NOVEMBER 3, 2026, FOR THE PURPOSE OF ELECTING TWO CITY COUNCIL MEMBERS AND A MAYOR FOR CITY COUNCIL TO SERVE A TWO-YEAR TERM; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the laws of the State of Texas provide that on November 3, 2026, there shall be a General Election to elect certain positions on the City Council; and

WHEREAS, the election shall be called for the purpose of electing three (2) City Council members and a Mayor; and,

WHEREAS, the next regular municipal election will be held on November 3, 2026; and

WHEREAS, in compliance with the Code of the City of Bandera and in accordance with the Constitution and laws of the State of Texas, the City Council hereby orders that a general election be held on Tuesday November 3, 2026; and

WHEREAS, the City will contract with the Bandera County Election Administrator to conduct the City of Bandera General Election; and,

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

Part 1. A general election is hereby ordered to be held on November 3, 2026, as shown on Exhibit "A" attached hereto and incorporated for all purposes.

Part 2. All qualified voters of the City of Bandera may vote for the purpose of electing two (2) City Council members and a Mayor to serve a two-year term.

Part 3. The City will contract with the Bandera County Election Administrator to conduct the General Election on behalf of the City.

Part 4. That the Mayor is hereby authorized to execute all documents necessary to contract with the Bandera County Election Administrator to conduct the General Election on behalf of the City.

Part 5. That the voters will utilize the Bandera County Vote Centers on election day November 3, 2026, as shown on Exhibit "B" attached hereto and incorporated for all purposes.

Part 6. That the Mayor is hereby authorized to execute all documents necessary for ordering the General Election and the City Secretary shall cause such documents and notices to be posted in compliance with state law.

Part 7. That should any word, sentence, paragraph, subdivision, clause, phrase or section of this resolution be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution, which shall remain in full force and effect.

Part 8. That this resolution was voted on at a regular meeting of the City Council of the City of Bandera, Texas which meeting was held in compliance with the Texas Open Meetings Act, at which meeting a quorum was present and voting.

Part 9. That this resolution shall take effect immediately from and passage.

PASSED AND APPROVED this the 28th day of July 2026.

CITY OF BANDERA, TEXAS

Denise Griffin, Mayor

ATTEST:

Jill Dickerson, City Secretary

NOTICE OF GENERAL ELECTION
(AVISO DE ELECCION GENERAL)

To the Registered Voters of the City of Bandera, Texas
A los votantes registrados del Ciudad de Bandera, Texas

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m. on November 3, 2026 for voting in a General Election to elect a Mayor and two (2) Council Members for a two-year term.

El aviso se da por la presente que los lugares de votación enumerados abajo estarán abiertos de 7:00 a.m. a 7:00 p.m. en noviembre 3, 2026 para votar en una elección general para elegir un alcalde y dos (2) miembros del Concejo por un mandato de dos años.

LOCATION(S) OF ELECTION DAY POLLING PLACES
Ubicacion de las casillas electorales el Dia de Eleccion

BANDERA COUNTY ANNEX-PCT #305
1212 HACKBERRY , BANDERA TEXAS 78003

For early voting by personal appearance will be conducted each weekday at:
Para la votación anticipada en persona se llevará a cabo de lunes a viernes en:

BANDERA COUNTY ANNEX
1212 HACKBERRY, BANDERA, TX 78003

LAKEHILLS AREA LIBRARY
7200 F.M. 1283
LAKEHILLS, TX 78063

MEDINA ANNEX
161 E PARKER STREET
MEDINA, TX 78055

Between the hours of 7:00 a.m. and 4:00 p.m. beginning on October 19-23RD , 2026 and October 23rd-30th from 7:00am and 7:00pm.

Weekend voting at County Annex only on October 24, 2026 from 7:00am to 7:00pm and October 25, 2026 from 1:00pm to 7:00pm.

1212 HACKBERRY, TEXAS 78003
(This location ONLY for extended hours)
Esta es la única ubicacion para horarios exendidos.

Applications for ballot by mail should be mailed to:
Las solicitudes paro boletos que se votacion adelantada por correo deberan enviarse a:

EARLY VOTING CLERK
P.O. BOX 1882
BANDERA, TX 78003

APPLICATION FOR BALLOT BY MAIL MUST BE RECEIVED (NOT POSTMARKED) NO LATER THAN 5 PM, OCTOBER 23, 2026
Las aplicaciones para votar por correo deberan recibirse (no mataselladas) a mas tardar al cierre de operaciones el 23 de Octubre 2026.