



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

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. **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.

5. **Presentations.**

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

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

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

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

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

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

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

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

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

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

- I. Discussion and possible action regarding closed sessions and action taken after closed session.
McCabe
- J. Discussion and possible action regarding sanctioning of City of Bandera elected officials.
McCabe/Morrow

7. 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

8. Action following Closed Session.

9. Requests and Announcements.

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

10. 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 January 29, 2021.

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



CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, April 28, 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. Invocation and Pledge.

Councilmember Flowers offered the invocation, and all stood for the pledges.

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

There were 2 visitors to be heard, Rilla Stephens and Dave Mauk.

4. Consent Agenda.

A. Approval of minutes from the March 24,2026 Meeting, March 31, 2026 meeting, April 6, 2026 meeting and the April 14, 2026 meeting.

Motion made by Councilmember Breen to approve, Seconded by Councilmember McCabe.
Voting Yea: Councilmember McCabe, Councilmember Breen, Councilmember Morrow, Councilmember Flowers, Councilmember Palmer.
Motion Passes.

5. Staff Reports.

A. Quarterly Financial update - Wright

Municipal Court Report- Wright

Treasurer Wright provided the Quarterly Financial Repost and the Municipal Court Report.

6. Discussion and possible action on the following items:

A. Discussion and possible action regarding cancelling/rescheduling regular scheduled meetings, especially with time sensitive agenda items. Morrow

Councilmember Morrow made a motion that if a meeting is cancelled with time sensitive items it be rescheuled at the soonest possible date. Seconded by Breen.

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

Motion Passes

B. Discussion and possible action on approval of Resolution 2026-002 declaring certain City property surplus and authorizing the sale of said property.

Councilmember Palmer moved to approve Resoultion 2026-002, Seconded by McCabe, all in favor, motion passes.

C. Discussion and possible action to approve Resolution 2026-003 to revise Comp T Policy. McCabe

Councilmember McCabe moved to table, Seconded by Breen.

Voting Yea: Councilmember McCabe, Councilmember Morrow, Councilmember Breen

Voting Nay: Councilmember Flowers, Councilmember Palmer

Motion Passes

D. Discussion and possible action on water restrictions revisions. Morrow

There was discussion about the water restrictions and the stages that the City is at. Dave Mauk gave some history on the stages and the drought conditions. Council would like to see the flags used outside City Hall and the water restrictions put back to Stage 3. Morrow and the Mayor are going to get together on this item on a later date.

E. Discussion and possible action of selecting an IT company for the City Of Bandera.

Councilmember Palmer moved to approve the new IT company Knight Office Solutions, Seconded by McCabe, all in favor, motion passes.

7. Requests and Announcements.

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

Flock Cameras, Items not being in packet, conflict between duties of City Council members getting information, Bids for legal services, scheduling budget workshop, joint workshop with EDC, meeting for Gumball rally, Town hall for sidewalks.

B. Announcements by Council.

There were no announcements.

8. Closed Session.

The Mayor closed the meeting at 7:40 to go into 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

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

C. Review applications for City Administrator position.

9. Action following Closed Session.

The Mayor opened the meeting at 8:25

Councilmember Morrow made a motion to authorize the Mayor to sign the contract with Main Street Shops and Lofts, Seconded by Debbie Breen.

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

Motion passes

Councilmember Palmer left during closed session.

The Mayor closed the meeting again at 8:27PM.

Mayor Pro Tem McCabe opened the meeting at 9:15PM

Councilmember Breen motion to advance the individual top 10 candidates to the Mayor, S
by Morrow.

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

Motion passes.

10. Adjourn.

Mayor Pro Tem McCabe closed the meeting at 9:16PM

/s/ Jill Shelton

Jill Shelton, *City Secretary*



CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, May 12, 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 6:30 PM.

PRESENT

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

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 several visitors to be heard to address the flock cameras.

4. Presentations.

A. Update from Rick Garcia with Adurra on the issues at the current wastewater facility.

Shelton explained that the engineer could not make it due to illness but she explained the urgent matter at the WWTP and the necessary repairs.

5. Discussion and possible action on the following items:

A. Approval of the Emergency expenditure for 49,000.00 for repairs at the Wastewater Treatment Plant. Jill Shelton

Councilmember Palmer moved to approve the emergency expenditure for repairs at the Wastewater Treatment plant in the amount not to exceed \$49,900.00, Seconded by Breen, all in favor, motion passes.

B. Update on RED Grant - Scope Of Work change requests.

Biggs updated Council on the scope of work changes for the RED grant.

C. Discussion and possible action regarding Flock Safety cameras and The Motor Vehicle Crime Prevention Authority (MVCPA) Catalytic Converter Grant

There was much discussion on the Flock cameras, the application and the contract.

Councilmember McCabe made a motion to deactivate and/or remove any currently installed City flock cameras and discontinue instalation of any new flock cameras in the City. Seconded by Breen.

Voting Yea: Councilmember McCabe, Councilmember Morrow, Councilmember Breen

Voting Nay: Councilmember Flowers, Councilmember Palmer

Motion Passes

The Mayor called for a 5-minute break at 7:32PM

D. Discussion and possible action on a request from Lisa Kellmann with Bandera Pro Rodeo Association regarding the Longhorns on Main during the Labor Day Parade.

The Mayor called the meeting back to order at 7:36PM.

Mrs. Kellmann explained that they are usually funded by the EDC but was told that they no longer could get funded. EDC has already expended all the HOT tax money. She is requesting HOT tax funds of \$8,500.00 from the City.

Treasurer Wright explained the HOT tax requirements. She said it would fall under other projects. Morrow asked if last year's money was in there and Wright stated it does not roll over. Lynn moved to approve the request from Lisa Kellmann with Bandera Pro Rodeo Association regarding the Longhorns on Main during the Labor Day Parade up to \$8,500.00 out of the HOT tax money. Seconded by McCabe. All in favor, none opposed.

E. Discussion and possible action regarding City of Bandera issued credit cards

Councilmember McCabe moved to table, seconded by Breen. All in favor, none opposed.

F. Discussion and possible action on posting City Treasurer and Code Enforcement jobs.

Councilmember Palmer moved to take action on posting the City Treasurer at \$45,000.00 and Code Enforcement at \$41,600.00 per year paid hourly at \$20.00 per hour, Seconded by Breen. All in favor, motion passes.

G. Discussion and possible action concerning agenda items not being delivered on time – 2 days prior to meeting.

There was some discussion on when they get the packet and it not having all items so that Council does not get multiple emails. It was decided that if all the backup documents are not available the week before when the agenda is posted then the item will be removed from the agenda.

H. Discussion and possible action concerning the conflict between council members and their duties and elected officials and the interference to get information in a timely matter.

Breen states she is lacking information that she needs to effectively do her job as a council member and that there is friction between the Council and staff. She would like to see budget cuts this year and they need the information when requested to make informed decisions.

I. Discussion and possible action on moving money from CD's or Bank accounts into TxStar account.

The Mayor opened this conversation with the TxStar rate is currently 3.6% so it would not make a big difference to move money at this time. The interest on local banks is comparable. The next CD's will not come up until July.

J. Discussion and possible action on scheduling a budget workshop and a joint workshop with EDC.

Councilmember McCabe made a motion to schedule a joint workshop with EDC at 6PM on May 26, 2026 30 minutes before the regular meeting. Seconded by Morrow. Motion withdrawn. Councilmember McCabe made a motion to schedule a joint workshop on June 2, 2026 at 5:30, Seconded by Morrow. All in favor, none opposed. Motion passes.

K. Discussion and possible action to move the June 9, 2026 meeting to June 2, 2026.

Councilmember Morrow made a motion to move the regular meeting to a special meeting on June 2, 2026 at 6:30PM. Seconded by McCabe. All in favor, none opposed. Motion passes.

6. Requests and Announcements.

- A. Requests by Council to place items on an agenda.
Sign Ordinance.
- B. Announcements by Council.
None

7. Adjourn.

The meeting was adjourned at 8:22PM

/s/ Jill Shelton

Jill Shelton, *City Secretary*



**CITY OF BANDERA
CITY COUNCIL SPECIAL MEETING**

Bandera City Hall, 511 Main Street, Bandera, Texas
Monday, May 18, 2026 at 6:00 PM

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

MINUTES

1. Call to order.

Mayor Griffin called the meeting to order at 6:00PM.

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 were no visitors to be heard.

3. Discussion and possible action on the following items:

A. The City Council will meet in closed session pursuant to Texas Government Code Section 551.074, personnel, to Interview applicants for the City Administrator position.

Councilmember McCabe moved to place on the next agenda to select City Administrator, Seconded by Morrow.

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

Motion Passes

4. Adjourn.

The meeting was adjourned at 8:10PM

/s/ Jill Shelton

Jill Shelton, *City Secretary*



CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, May 26, 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 6:31PM.

PRESENT

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

2. Invocation and Pledge.

Councilmember Flowers offered the invocation, and all stood for the pledges.

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

There were 6 visitors to be heard.

4. Discussion and possible action on the following items:

A. Discussion and possible action regarding City of Bandera legal representation.

Councilmember McCabe made a motion to go out for RFQ's for legal representation for the City of Bandera. Seconded by Breen.

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

Motion Passes

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

Council had more questions about the grant and wanted more information before approval.

Councilmember Breen made a motion to table till the June 2, 2026 meeting. Seconded by Morrow.

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

Motion Passes

C. Ammendment to the Ordinance 453 Signs to add grandfathered protruding signs.

Councilmember Palmer moved to ammend Ordinance 453 to add grandfathered protruding signs and to include protruding signs in our sign Ordinance and that the two signs on the agenda tonight will be able to put up their signs, Seconded by Breen, all in favor, motion passes.

The sign Ordinance will need to come back for official changes.

D. Discussion and possible action on the Flock invoice.

There was more discussion on the flock cameras, how many are on the invoice and conflicting information. The Mayor tried to explain that the two work as a unit on the same pole that one is

a video camera and one is the LPR. Breen does not understand why the invoice was paid. There were questions about if the cameras were validated and that the invoice is not what they approved.

They would like the City Attorney to look into the reimbursement options from Flock.

Councilmember Palmer made a motion that we have our City Attorney write a letter to whoever it needs to be written to and try and get a reimbursement for the cameras, Seconded by McCabe, all in favor, motion passes.

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

Councilmember Breen made a motion to table until the City Administrator starts. Second by Morrow.

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

F. Discussion and possible action concerning how the City will handle the positions of Treasurer and Inspector/Code Enforcement Officer until these positions can be filled.

Breen asked for an update on what was going on. Shelton explained that her and the mayor are in the process of hiring a new Code Enforcement Officer. She also explains that she has reached out to many other cities to get help with an interim treasurer that could work remotely.

Councilmember Palmer made a motion that we hire an interim treasurer as a temporary contract employee until the position is filled to take care of the stuff that needs to be taken care of right now. Seconded by Breen.

Motion withdrawn to take it into closed session.

Councilmember Morrow made a motion to hire the treasurer Jill was speaking about as a part-time temporary employee, Seconded by McCabe.

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

Motion Passes

G. Discussion and possible action concerning the City’s cross training plan along with measurable data for percentage of complete.

There was much discussion about who was crossed trained and who is not and what the expectations are from Council.

H. Discussion and possible action on scheduling a town hall for the TA (sidewalk) grant.

Shelton read a letter that was just received from TXDOT regarding the next stage in the grant process, being design and community input which will occur starting in June. The Council just wants to make sure that the businesses or people who will be affected are notified during the process.

I. Discussion and possible action on adding payables/bills bi-monthly to the consent agenda.

Breen would like to mirror the county, the attorney updated Council on the difference between the City and County. Morrow would like to see all bills that are paid from the City.

Councilmember Morrow moved to table until a treasurer is on board, Seconded by McCabe.

Voting Yea: Councilmember McCabe, Councilmember Morrow, Councilmember Breen Councilmember Flowers, Councilmember Palmer. All in favor, none opposed.

Motion Passes

- 5. Closed Session.** The Mayor closed the meeting at 7:48PM.
- A. The City Council will meet in closed session pursuant to Texas Government Code Section 551.074, personnel, to review applicants for the City Administrator position.*
- B. The City Council will meet in closed session pursuant to Texas Government Code Section §551.072 to deliberate the purchase, exchange, lease, or value of real property.*
- 1.) Waste Water Treatment Plant*
- C. The City Council will meet in closed session pursuant to Texas Government Code §551.071 (Consultations with Attorney),*
- 1.) Cedar Street Market.*
- 2.) Texas State Board of Plumbing Examiners, Case #2026-00857*
- 3.) Main Street Shops and Lofts Agreements and Invoices*
- 6. Action following Closed Session.**

The Mayor opened the meeting at 8:40.

Councilmember Palmer made a motion to appoint Jill Shelton as City Administrator, Seconded by Councilmember Flowers. Motion dies.

Councilmember Palmer made a motion to appoint Jillian Roden as City Administrator. Motion dies.

Councilmember Morrow made a motion to appoint Tony Kuni as City Administrator, Seconded by Councilmember McCabe.

The Mayor calls for a vote.

Voting Yea: Councilmember McCabe, Councilmember Morrow, Councilmember Breen

Voting Nay: Councilmember Flowers, Councilmember Palmer. Motion passes.

The item was reopend to discuss salary.

Councilmember Morrow made a motion to appoint Toni Kunz as City Administrator at \$100,000.00, Seconded by Councilmember McCabe.

Voting Yea: Councilmember McCabe, Councilmember Morrow, Councilmember Breen

Voting Nay: Councilmember Flowers, Councilmember Palmer

Motion passes.

7. Requests and Announcements.

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

Discussion and possible action on the Longhorn funding item and where it is being paid from.

Discussion and possible action on sanctions of a Councilmember.

Dicsussion and possible action on City park fees for the Summer.

B. Announcements by Council.

No announcements.

8. Adjourn.

The meeting was adjourned at 8:49PM.

/s/ Jill Shelton

Jill Shelton, City Secretary

MEMORANDUM**To:** Honorable Mayor & City Council**From:** Terry Wells, Department of Public Works, Toni Kunz, City Administrator**Date:** June 23, 2026**Agenda Item 5.A. & Caption:** Presentation from Ronald Becker with Pavement Restoration Inc. for Reclamite street maintenance.**Action Requested:** None**Overview and Background:**

Ron Becker with Pavement Restoration Inc. and Terry Wells have worked together to evaluate how our city streets will respond to Reclamite. Reclamite was tested in three locations on Cypress Street in front of the city yard (all with old asphalt), two locations on 11th Street (both with new asphalt) and two locations on Cherry Street (one with old asphalt and one with new asphalt). In his presentation, Mr. Becker provide background, will review the steps taken to apply the product and will discuss how our streets responded to the sample treatments. The formal proposal submitted for this project lists a 2026 project value of \$1.90 per square yard, with the 2027 rate expected to increase to \$2.00 per square yard.

During the last road assessment by Adurra, it was determined that we have 206,088 square yards, which is the equivalent of 14.7miles. This total includes paved roads in city park.

- Most recently paved streets (total 9,686 sq yds) in 2021:
 - **8th Street:** Cherry to Pecan
 - **11th Street:** Sycamore to Pecan
 - **Cherry Street:** 8th to 9th
 - **Cherry Street:** 11th to Main
 - **Cottonwood Street:** 173N to Main
 - **Sycamore Street:** 11th to Main
 - Most recently paved streets (total 4,590 sq yds) in 2022:
 - **11th Street:** Pecan to Cypress
 - Most recently chip seal (total 4,890 sq yds) in 2022
 - **13th Street:** 173N to Pecan

Financial Considerations:

- Current balance of the Street Improvement Fund (65): \$143,140.98.
- This project proposal submitted by Mr. Becker is to apply the product in 2 phases of equal parts of approximately 103,044 sq yds each. Total Funds needed, based on the current product cost estimate is \$206,088.

Additional key points regarding the product for consideration:

- Reclamite replaces the maltenes(oil) in the paved/asphalt streets that dissipates over time. Reclamite restores the proper asphalt balance/ratio with the asphaltenes (gives asphalt strength), aggregates, and maltenes.

- Reclamite improves the PCI a bit and tightens the oxidized asphalt. As asphalt begins to age, it will be from a balanced state. The recommended reapplication is every 5-7 years.
- Pavement Restoration Inc. is the sole-source applicator in Texas since 2006, but are also located in TX, AZ, CO, UT and NM. A sole-source letter from TRICOR will be provided.
- Reclamite was developed by Golden Bear oil and Army Corps of Engineers over 50 years ago. It is a proven and patented product.
- Partial list of current local clients:
 - Bexar County (15-year customer)
 - Guadalupe County
 - Travis County
 - COSA, Cibolo and Fair Oaks Ranch to begin in July
- Active in American Public Works Association (APWA)

Supporting Documents:

- Pavement Restoration Inc Formal Proposal 2026.pdf
- Maltene-Based Rejuvenators Restore.pdf
- Rejuvenator Seal Extends Life.pdf

A PUBLICATION OF FP² INC.

SPRING 2020

PAVEMENT PRESERVATION JOURNAL



INSIDE:

**RELAUNCH OF
PRESERVATION ROADMAP**

**DATA-DRIVEN PAVEMENT
PRESERVATION**

**MALTENE-BASED
REJUVENATION**

Maltene-Based Rejuvenators Restore Flexibility, Quell Oxidation Effects

BY MICHAEL P. DURANTE

Asphalt rejuvenators are petroleum-derived additives and modifiers that aim to revitalize, provide sealing, and restore the physical and chemical properties of aged asphalt.

In recent years, there has been increased confusion in defining what it means to “rejuvenate” asphalt pavements. A scientific understanding of asphalt chemistry, especially maltenes and the role they play in rehabilitating and extending the life of asphalt roadways, is critical.

It’s known that asphalt pavement deterioration is directly tied to the depletion of asphalt binder content due to the high temperature of manufacturing and subsequent in-service oxidative reduction.

For decades, the natural rehabilitative chemistry commonly described as *Maltene Replacement Technology* (MRT) has been the only proven method for sustainable restoration of both the physical and chemical properties of asphalt pavements. In recent years, alternate methods to chemical restoration have developed that take a different approach from “in-kind” maltene replacement. The goal of this article is to review these different approaches.

WHAT ARE MALTENES?

Regardless of any asphalt’s geochemistry, maltenes are one of only two core molecular components common to all asphalts. As the resinous and oily fractions found in asphalt binder, maltenes are the medium that imparts to asphalt pavements their flexibility, fluidity and adhesion properties. The other core component is the colloid or filler known as asphaltene, which imparts to asphalt binder its structure.

Maltenes and asphaltene are separately identifiable phases of the same interdependent molecular structure. They are the principal components of asphalt binder and only differ in their molecular weights, solubility and, hence, vulnerability.

The maltenes are largely responsible for asphalt’s ability to withstand the considerable environmental and traffic stresses on today’s roadways. But they also are more susceptible than asphaltene to oxidation and the high temperatures of manufacturing. As much as a third of maltene content is lost during hot mix asphalt production. Further, asphalt binder begins to photodegrade at pavement temperatures as low as 120 deg F. It’s the loss of maltenes that causes asphalt pavements to become embrittled, raveled and cracked.

Rejuvenation of asphalt binder requires replenishing its depleted maltene content to restore the critical chemical balance between maltenes and asphaltene. Nearly 50 years of science, engineering and commercial applications revolve around techniques to either slow-down the phase separation between maltenes and asphaltene, or to restore the proper chemical equilibrium between the two essential molecular components of asphalt binders.

THE ROSTLER ANALYSIS

By the late 1950s, Dr. Fritz Rostler, working in America’s petroleum industry, adopted what became the breakthrough approach to analyzing the molecular structure and aging behavior of asphalt binder.

Specifically, in the 1959 paper *Influence of Chemical Composition of Asphalts on Performance, Particularly Durability*, Rostler and his collaborator R.M. White observed that the balance between the maltene and asphaltene content in asphalt, when exposed to

Chemical Name	Derived From	Kb value	Chemical Name	Derived From	Kb value
Methyl Linoleate	Linseed Oil	58	Octane	Petroleum	27
Methyl Soyate	Soybean	59	Hexane	Petroleum	31
D-limonene	Citrus	68	Kerosene	Petroleum	33
Corn Ethanol	Corn	68			
Turpentine	Pine Tree	68			

Table 1: Kb Values of Common Petroleum and Agriculture-Derived Diluents

lab-simulated sun and weather, declined with time and exposure. And further, that a loss of maltenes directly correlates with asphalt aging and embrittlement.

The research of Rostler eventually culminated in the maltene replacement approach to asphalt pavement preservation and life extension. Today, this is “settled science.”

ALTERNATIVE METHODS

Though not new chemistries, some non-maltene-based products have been introduced to the pavement preservation marketplace. Almost all of them are agriculturally derived. Historically, agricultural or “bio-based” chemicals have been used to replace certain petroleum products, such as fuels and solvents.

Specific to asphalts, bio-based products are being used as asphalt “cutbacks” or as “asphalt releasers” to clean or reduce undesired asphalt residue. By their nature, bio-based chemicals are dissimilar from asphalt since they are not derived from petroleum. They are generally based on pseudo-aromatic or paraffinic-based “biofuels,” which are molecularly very different from petroleum naphthenic-based asphalt binder.

For example, a common bio-based asphalt solvent is d-limonene, which is a citrus-derived powerful dissolver that is chemically similar to turpentine. Vegetable-derived alternates to petroleum-derived products mostly fall into the category of Fatty Acid Methyl Esters or “FAMES.” FAMES are created through a transesterification (radicalization) process, which simply means by a process in which an alcohol or acid catalyst reacts with vegetable oils (soybean, corn, or linseed etc.) to create biodiesel fuel. Biodiesels are used as alternate fuels and also as strong solvents.

Common names for some biodiesels include corn ethanol and methyl linoleate. The most widely used biodiesel is methyl soyate, which is soy-derived. Collectively, such compounds are frequently referred to as “biosolvents” on product labels and safety data sheets.

These types of structures chemically dissociate asphalt binders, as do similar non-petroleum derivatives such as d-limonene and turpentine. In fact, EPA guidelines recommend the use of biosolvents in oil spills due to their efficiency at dissolving crude oil stocks.

Since such bio-based approaches do not contain maltenes, their asphalt-modifying behavior is typically measured by Kauri-butanol (Kb) value, which is the standardized (ASTM D1133) method for measuring relative hydrocarbon solvency strength.

For instance, a common petroleum diluent such as kerosene (#1 grade diesel or “jet fuel”) has a Kb value of 33. FAMES register closer to a 60 Kb or twice the solvent power of a petrodiesel. Her



Maltene Rejuvenator: Sustainable Water-Resistant Performance. Image of Ohio roadway years after a maltene rejuvenator was applied and shortly after a rainfall. The treated section is dry, while the untreated section of pavement remains wet

FAMEs have been used quite successfully to replace traditional petroleum fuels and solvents with solutions promoting significantly stronger solvency power (Table 1). These agriculturally derived solvents naturally can provide an initial softening effect on asphalts. But can high Kb value biosolvents be repurposed as asphalt rejuvenators?

FIELD TESTING TECHNIQUES

Field testing supports the results of Dr. Rostler's analyses. For nearly half a century, maltene replacement has been used on asphalt roadways across the United States. During that time, a significant number of side-by-side (treated vs. untreated) pavement comparison studies have demonstrated the effectiveness of the technique in rehabilitating and promoting more sustainable asphalt pavements.

It is visually apparent that MRT has provided a more durable pavement that is sustainably hydrophobic (i.e., water resistant).

Chart 1 is an abstract from a multi-year sustainability study in Charleston County, S.C., on asphalt pavements treated with *Reclamite*, a maltene-based rejuvenator. The maltene rejuvenator was able to reduce the initial viscosity of the pavement by over 50 percent, and effectively "reset" the oxidation curve for the pavement over the next seven years, while contemporaneously slowing down the oxidation rate. This study demonstrates the critical importance of sustained rheology improvement.

The sustained plasticity benefit (lower poises = higher resiliency) translates into a materially longer life-cycle assessment, with the greatest benefit of the maltene rejuvenator derived beyond year five. This "second curve," as observed in Chart 1, shows how the initial rheology modification to the asphalt continues to perform over multiple years. Maltene replacement clearly rejuvenates aged asphalt binder in the intended (i.e., sustainable) sense.

In contrast, how bio-based chemicals, commonly used as fuel and solvent alternates to petroleum, can be repurposed into an agency's pavement preservation program is unclear given the nature of these chemistries and a lack of long-term field evaluations.

The key in determining the sustained effect these compounds may have on asphalt binders from point-in-time viscosity adjustment is to study the relationship between a given compound's Kb value and a treated binder's rheology over several years.

NCAT REJUVENATOR EVALUATION

In a recent study by the National Center for Asphalt Technology (NCAT) at Auburn University, NCAT researchers tested several chemical compounds, which are being marketed as asphalt binder rejuvenators and surface sealers, for reactivity with aged asphalt.

NCAT chemist Dr. Raquel Moraes, who led the study, described the maltene-based rejuvenator tested as modifying asphalt binder "...through restoration of the original binder asphaltene to maltenes

ratio (i.e., the asphalt chemical fractions)." She noted the bio-based products evaluated chemically softened the asphalt through "...lowering the viscosity of the continuous solvent phase," referring to the dilution of the remaining maltenes.

So, NCAT identified that the chemical reaction between the bio-based compounds and the asphalt accelerated the separation of maltenes and asphaltene by "diluting" the maltenes, a first stage flocculant reaction consistent with a solvent. The diluting of the maltene phase of an asphalt binder matrix may accelerate the oxidation of the depleted maltenes, accelerating aging and embrittlement.

NCAT qualified their asphalt rejuvenator study with the following warning: "For optimal restoration of the aged asphalt binder, consideration should be given to the chemical composition of the rejuvenator rather than just its capacity to reduce the viscosity of the aged binder."

The NCAT study confirmed that of products currently promoted as asphalt rejuvenators, the maltene replacement products replenish depleted maltene content, while the bio-based compounds dissolve the aged binder's remaining maltenes. Hence, they are two very different chemical outcomes.

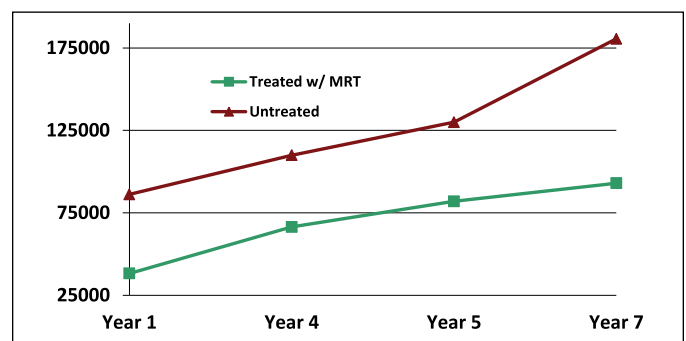
Choosing a rejuvenator with proven sustained performance is critical. For an asphalt rejuvenator, sustainability is measured by rheological improvement of the binder over a four-to-six-year period or longer. This life-cycle extension is measured by binder viscosity in comparison to untreated pavement annually over time. Visual inspection in the field should also exhibit reduced surface raveling, less top down surface cracking and reduced water absorption indicated by faster surface drying.

Maltene rejuvenators, with zero KB value chemistry, have proven for decade's sustainable binder rheology improvement with measurable life-cycle extension benefits through maltene replacement technology.

Bio solvents, with tested KB values in the 50 to 70 range, repurposed for asphalt preservation, have no maltene content and soften asphalt binder through maltene dilution. Field evaluation may determine a relation to KB value and performance levels.

In selecting the most effective pavement preservation method, an agency should review products sustainability and the methodology and chemistry employed. 

Adapted by Pavement Preservation Journal from a technical paper. For the full version, including footnotes, please contact the editor at expwys@expresswayonline.com. Durante is vice president, finance and strategic planning for Pavement Technology, Inc., and managing partner of Blackwall Partners LLC. He holds degrees in finance and economics from Vanderbilt University and the University of Oxford.



*Chart 1: Seven Year Oxidation Rate Curves (in poises) at Charleston County (SC) is an abstract from a multi-year sustainability study in Charleston County, South Carolina on asphalt pavements treated with *Reclamite*, a maltene-based rejuvenator. The maltene rejuvenator was able to reduce the initial viscosity of the pavement by over 50 percent, and effectively "reset" the oxidation curve for the pavement over the next seven years, while contemporaneously slowing down the oxidation rate.*

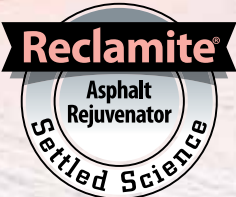
Tame Nature Naturally

Real Science.

Natural Maltenes.

Real Results.

Corn, soy beans, oranges and petroleum are all derived from Mother Nature. When used according to Nature's Plan, we all benefit. Asphalt binder is a natural derivative of petroleum. Exposure to the natural environment damages a binder's maltene components through oxidation. The natural remedy for repairing that damage is Maltene Replacement Technology using **Reclamite®** asphalt rejuvenator.



GetMaltenes.com



Pavement Technology, Inc.
Real Science. Real Results.

Reclamite® is a registered trademark of Tricor Refining, LLC



PAVEMENT RESTORATION, Inc

Section 5, Item A.

CITY OF BANDERA, TX
ATT: TERRY WELLS
DATE: May 11, 2026

FORMAL PROPOSAL – year 2026

REF: - RECLAMITE REJUVENATOR APPLICATION – Residential Maintenance Program

PROJECTED START DATE: 2026 TBD

Complete Turn – key APPLICATION @ \$ 1.90 per sq yard

Total yardage TBD (typically 2 Mile Pilot Program)

Total project value \$ 1.90 per sq yd

REF: SCOPE OF WORK / PERFORMANCE SPEC
ATTACHED

Inclusive: Full Resident Notification
Full Traffic control
Reclamite Rejuvenator Emulsion
Product application by Distributor
Sanding (WASHED CONCRETE SAND)
Sweeping up of residue sand next day – regenerative sweeper
Before / After street core samples to Independent Lab Analysis & Presentation

2027 estimate
is to be \$2.00/sqyd

Scope of work spec attached

Ronald Becker

SIGNED: Ronald Becker
Account Manager, South Texas
210-882-2717
ron@paverestore.com
Pavement Restoration Inc.

Post Office Box 1532 . Boerne , Texas 78006 . Tel: 210-882-2717
EMAIL: ron@paverestore.com WEB: www.paverestore.com



PAVEMENT RESTORATION, Inc

Date: May 18, 2026

**Terry Wells
City of Bandera, TX Public Works Director
511 Main St.
P.O Box 896
City of Bandera, TX 78003**

Email –terry.wells@banderatx.gov

**Project: City of Bandera, FY27 Reclamite Asphalt Rejuvenation Program.
Approximate 103,044 Sy to be treated in FY27. Balance of streets 103,044Sy projected
in FY28. Total Application FY27 is approximately 103,044 Sy.**

PROJECT PROPOSAL: Reclamite® Application.

**Pavement Restoration, Inc., will provide the following services for the application of
Reclamite on the streets selected by City of Bandera Public Works.**

- A) PRI (Pavement Restoration, Inc.) will facilitate a pre-project meeting with all
City of Bandera, TX personnel associated with the project. PRI's on-site project
manager will discuss in detail how the project will be completed.**

- B) PRI will manage all resident notifications. This will entail the posting of our
resident notification DOOR HANGERS (In English & Spanish) 24-48 hours
before actual work begins. The Notification details the process that our crews
will complete in the subdivision and includes our onsite operations manager's
cell phone number for any questions or issues that might arise from residents.**

- C) PRI will provide needed traffic control for residential streets. This will include
flag personnel at intersections where work is being completed, all traffic cones,
and all traffic signage needed to complete a timely and safe operation.**

- D) PRI will provide Reclamite. Reclamite will be applied at a field determined application rate. The rate of application will be determined by PRI'S operations manager, after a test section of Reclamite is applied to the street, and an absorption test is completed. The typical application is normally set at a rate between 0.06 to 0.10 gallons per square yard.
- E) PRI will provide all the necessary equipment a Distributor Truck, Sand Truck Spreader and Sweeper to complete project.
- F) PRI will provide and apply washed sand to roadway after the Reclamite has been absorbed into the existing asphalt binder. Sand will then be applied by our sand truck spreader.
- G) PRI will sweep sand off the roadway within 24 hours after application and dispose of sand appropriately.
- H) PRI will have before and after street core samples taken 8-10 weeks after application and will submit the samples to an independent lab for analysis. PRI will patch all core holes. PRI will deliver the results of the lab test to City of Bandera, Public Works.
- I) The above TURNKEY project will be scheduled to be completed by FY27. The price of \$2.00 per square yard is based off the current square yard price.

Pricing Estimate for Fall 2026 Reclamite Project for City of Bandera, TX
Application of Reclamite for project is approximately 103,044 square yards at \$2.00 per square yard. Quantities to be field determined by Pavement Restoration's operation manager and City of Bandera.

Total Cost: Approximately 103,044Sy @\$2.00 per Sq Yd = \$206,088

Total Project Cost Estimate: \$206,088

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Fax: 813.626.5646 EMAIL: ron@paverestore.com WEB: www.paverestore.com

Rejuvenator Seal Extends Life of Austin, Travis County, Tex. Roads

By Jim Brownridge
Marketing Manager
Tricor Refining, LLC, Bakersfield, Calif.

Texas' dynamic capital of Austin is located within Travis County, and a great majority of the road network encompasses Austin.

This road system is a blend of moderate and highly traveled residential curb and gutter and lower volume rural areas. Texas uses a gradation numbering system consisting of Type A and B, which are coarse and fine base course mixes; Type C and D being coarse and fine hot mix; and Type F being a fine-graded, high asphalted hot mix used for thin overlays.

Travis County Director of Road Maintenance and Fleet Services Don Ward inherited the maintenance challenge of how to preserve 125 two-lane miles of F mix roadway. Originally F mix was used in residential curb and gutter subdivisions to provide a smooth, appealing surface. But it became evident within four to five years that this mix was prone to weathering and intrusion of moisture, while the high asphalt percent was causing premature oxidation and brittleness in the binder as the lighter oils oxidized from the binder. The county needed a solution to prolong the life of a considerable F mix inventory.

MALTENE-BASED REJUVENATOR STUDIED

In 2005, Travis County looked at the use of a maltene-based rejuvenator that has had over 40 years of use in North America.

Rob Wiggins, president of Pavement Restoration, Inc., Boerne,



Pavement Restoration, Inc., Boerne, Tex., applies Reclamite rejuvenator to pavement in Travis County, Tex.

Tex., reviewed the road inventory with Don Ward and along with Tricor, the manufacturer, provided factual data incorporating many years of experience of how a rejuvenator could extend the county's pavement life cycles.

About that time Travis County executives realized that they needed to be proactive regarding road maintenance. The county Commissioners Court approved this rejuvenation process with an eye to extending pavement life an additional five to eight

years, and hopefully beyond with subsequent applications.

The county placed several full road-width test sections of the rejuvenating agent. They saw excellent absorption and penetration into the binder. Testing done by APART, Inc. (Asphalt Pavement and Recycling Technologies, Inc., Shafter, Calif.) revealed to Travis County that the rejuvenator was fluxing with the binder, and results showed a decrease in microviscosity of the binder in the range of 60 to 300

percent, along with a corresponding increase in penetration values.

It became evident that the rejuvenator could work in Travis County. The use of a rejuvenator was of most interest as product cost was one-third to one-half the cost of the closest alternate, which would be a wear course seal. Using that alternative, the condition of the F mix—along with the many miles of inventory—would have deeply impacted the county budget (wear course seals being chip or Type 1 and 2 slurry are placed on more severely distressed pavements in the county).

PROGRAM COMMENCES

Starting in 2006, Ward and Travis County went forward with a program of rejuvenating 35 to 50 miles per year. The project was let to bid with a tight set of specifications, as the county knew what it wanted to achieve.

Any remedial hot pour rubber crackfilling work was to be done four to eight weeks ahead of the application. In 2008 the program was in its third year. Work is performed during June to August, when ambient temperatures are 65 to 85 deg F (18 to 30 deg C).

The rejuvenating emulsion is applied at application rates of 0.07 to 0.08 gallons per square yard, diluted 2 parts product to 1 part water (0.32 to 0.36 liters/sq. meter). A washed concrete sand is used as a blotter at a rate of 1 to 2 lbs. per sq. yard (0.45 to 0.90 kg/sq. meter). The sand blots any rejuvenator that has not fully penetrated the surface. The rejuvenating emulsion breaks or cures in about 40 minutes.


Typically two to three streets are done at the same time, half of the road per application. Traffic control is maintained by the contractor. Door knockers are used to advise residents

several days ahead of the application, and to-date there has been a 95 percent success rate in clearing the streets of vehicles prior to application.

The subdivision streets are vacuum-swept in 24 to 48 hours after application. A bonus is that because the rejuvenator does not contain asphalt, coal tar base or gilsonite, any tracking

is kept to a minimum with little or no residential complaints.

Factual examples of core data testing are shown in the accompanying table.

Travis County and Pavement Restoration, Inc. have led by example and are showing other Texas municipal agencies their method of extending pavement life at a low cost. 

Travis County, Texas
Top 3/8-inch of Core Samples

Sample Identification	Microviscosity, 25°C, MP		Equivalent Penetration
	0.05 sec ¹	0.001 sec ¹	
Barton Point Drive			
Before	16.0	17.3	24
After	13.0	14.1	27
Bent Bow Drive			
Before	89.0	128	11
After	46.0	78.5	15
Crystal Mountain			
Before	21.0	35.9	21
After	8.98	10.5	31
Green Emerald			
Before	298	355	6
After	16.5	22.6	24
Grimes Ranch Road			
Before	44.0	60.0	15
After	12.4	42.0	28
Kratzman Drive			
Before	28.0	54.0	19
After	9.60	13.2	32
Scul Creek Drive			
Before	37.5	50.0	17
After	9.89	14.3	32
Summer Court			
Before	97.5	106	10
After	55.5	76.0	14
Wavecrest Blvd			
Before	82.0	137	11
After	13.9	15.0	27
Westminister Glen			
Before	54.2	86.4	14
After	37.8	79.9	17
Winchester Road			
Before	118	164	10
After	14.3	19.9	26
Yarrow Court			
Before	68.0	85.2	12
After	19.0	22.0	23

On Travis County, Tex., pavements, the top three-eighths inch of each core was removed for testing. The asphalt was extracted and recovered as prescribed by California Test Method 365 (CTM 365). Viscosities were determined on the recovered asphalt binder using a sliding plate microviscometer (CTM 348). Penetrations were calculated from a nomograph.

RESOLUTION NO. 2026-004

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS AUTHORIZING AMENDMENTS TO THE CONTRACT FOR BANK DEPOSITORY SERVICES BETWEEN THE CITY OF BANDERA AND BANDERA BANK AND TXN BANK

WHEREAS, the City Council of the City of Bandera (the “City”) has determined that it is in the best interest of the City to amend the Bank Depository Services Contract with Bandera Bank and TXN Bank based **upon the newly hired City Administrator**; and,

WHEREAS, the City Council finds that it is necessary to designate and authorize those persons who may access and manage funds deposited within said accounts; and,

WHEREAS, the City Council hereby finds that this amendment is necessary and proper, serves a municipal purpose and will help the City better protect the health, safety and welfare of the general public;

WHEREAS, the City Council hereby finds that the City Secretary and the City Treasurer shall not both be signers on the same check. Any check must be signed by one other party as listed below in Section 2.

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

- Section 1. The City Council has previously selected Bandera Bank and TXN Bank as the bank depository for the City of Bandera and has an existing agreement for bank depository services and City desires to amend said agreement for the additional services set forth herein.

- Section 2. The City Council hereby authorizes the City Treasurer to execute any necessary documents to accomplish the establishment of the accounts contemplated herein and further designates and authorizes the following city officers as those who may access, deposit, withdraw and manage the funds deposited within the accounts:
 - a. Mayor Denise Griffin
 - b. Mayor Pro Tem DeAnna McCabe
 - b. City Administrator Toni Kunz
 - d. Councilmember Lynn Palmer
 - e. City Secretary Jill Shelton Dickerson

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 ADOPTED, this 23rd day of June 2026.

CITY OF BANDERA, TEXAS

Denise Griffin, Mayor

ATTEST:

Jill Shelton, City Secretary

(CITY SEAL)

To: Honorable Mayor & City Council

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

Date: June 23, 2026

Agenda Item & Caption: 6.B. Discussion and possible action to update the sign Ordinance to add projecting signs as allowable and/or change the verbiage.

Action Requested: Review, discuss, determine, and approve changes to Article 3.07 SIGNS as they pertain to projecting signs.

Overview and Background:

Tuesday, May 26, 2026, City Council Regular Meeting, Agenda Item 4.C: Amendment to the Ordinance 453 Signs to add grandfathered protruding signs. Councilmember Palmer moved to amend Ordinance 453 to add grandfathered protruding signs and to include protruding signs in our sign Ordinance and that the two signs on the agenda tonight will be able to put up their signs, Seconded by Breen, all in favor, motion passes. The sign Ordinance will need to come back for official changes.

Projecting signs are currently prohibited due to the following ordinances:

- I. Variations 3.07.007 (d) Standards for approval (1): The variance will not authorize a type of sign which is specifically prohibited by this article,
- II. Prohibited signs 3.07.013 (E): Any other signs not specifically authorized under this article, and
- III. Exemptions from nonconforming 3.07.016: Existing business refacing their existing, non-conforming sign shall not be required to bring the sign into compliance with the current article

Considerations:

The stipulation for an existing business not being required to bring a nonconforming sign into compliance was specifically added last year when the sign ordinance was updated. Council did not want a business owner who merely wanted to reface their existing to sign to be burdened with constructing a new sign. However, they did want new business owners whose sign would be nonconforming to bring them into compliance or request a variance as appropriate.

The provision of “not specifically authorized” in Prohibited Signs is likely the result of needing a catchall for the sign types that didn’t come to mind when the ordinance was written. There are at least 3 nonconforming projecting signs within our jurisdiction.

We had previously referred to this type of sign as “protruding”. Further research has shown that projecting is a more accurate term and is used by other municipalities.

Suggestions:

- Proposed changes to Article 3.07 SIGNS
 - 1) Definition of a Projecting Sign: A sign that is attached to and projects outward from a building wall, canopy, marquee, or other structure, with the sign extending more than twelve (12) inches from the surface to which it is attached. A projecting sign is typically mounted perpendicular or at an angle to the building face and is designed to be viewed from multiple directions. This term does not include wall signs that extend twelve (12) inches or less from the building’s face.
 - 2) Include Projecting Sign under 3.07.012 Size, number, and design. Determine the maximum size for both Single Commercial Buildings and Commercial Complexes.
 - 3) Determine whether to keep, strike, or update 3.07.016 Exemptions from nonconforming.

Next Steps:

1. Amend and approve proposed changes to Article 3.07 SIGNS.
2. Determine cost accounts for the following costs:
 - a. Create Resolution to be discussed and approved at future Council meeting.
 - b. Codify changes.

To: Honorable Mayor & City Council

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

Date: June 23, 2026

Agenda Item & Caption: 6.C. Discussion and possible action regarding EDC funds improperly issued for the Disc Golf Course.

Action Requested: None

Overview and Background:

At its May 27 meeting, the EDC noted that \$15,000 had been provided to the City specifically for the Horseshoe Bend Disc Golf Course. No performance agreement or related details could be located. Manny Longoria was President at the time.

City Administrator, Toni Kunz discussed project with Manny Longoria. Longoria stated that he, Terry Wells DPW Director, and Aaron Grant (member of disc golf club) discussed plans. He believed it happened around October but definitely in the fall. Grant was asked by Dr Gratia to attend the meeting. Grant and Wells discussed brands of baskets to order, what city materials at the yard were available for use, disc golf club would volunteer to install and help with the upgrading/replacing of the existing baskets. Grant would work on a proposed new map for the course. Wells stated he would use the map to determine materials and equipment to order and that the work would likely be able to happen in the Summer. Longoria said that he told Wells that if it looked like it would be beyond Summer, the EDC would consider hiring a contractor, even if it's an extra \$10k.

Kunz discussed the project background with Wells. Wells confirmed Longoria's information, mentioned Stan Farmer, City Administrator at that time, was in attendance, and stated that he had not heard from Grant about a map. Wells has not ordered any equipment. Wells has not followed up. Wells mentioned that the disc golf nets were not that old and thought that as a part of this process that he could find places in the park and at the playgrounds to put them so that they did not just get discarded.

Kunz will work with EDC to determine when the check was given, when it cleared then work with City Treasurer to determine where the money was deposited for use on this designated project.

Considerations:

- EDC to determine if they would like to recreate a performance agreement with the city for this project.
- EDC to determine next steps regarding project.

To: Honorable Mayor & City Council

From: Jill Shelton, City Secretary, Toni Kunz, City Administrator

Date: June 23, 2026

Agenda Item & Caption: 6.D. Discussion and possible action regarding City of Bandera issued credit cards, policies, transactions and supporting financial documentation.

Action Requested: None

Overview and Background:

- Credit Cards

Each employee in the following approved positions may be issued their own City of Bandera credit card in their name.

- City Administrator
- City Secretary
- City Marshall
- Director of Department of Public Works

- Fleet Cards

Each vehicle fleet vehicle in the Public Works and the City Marshals departments have an assigned fleet card to purchase fuel. At the time of refueling, the fleet card is entered into the pump, mileage of vehicle is entered into pump, and a personal PIN. The personal PIN is unique to the employee.

- City Marshal vehicles are equipped with a mobile data terminal (MDT) with the program CopSync, which assists with maintenance tracking. Each time they get fuel, they enter the vehicle mileage, amount of gas pumped and cost of fuel into the CopSync. This program tracks mileage and recommends maintenance tasks accordingly.

All credit card receipts are turned in to the City Treasurer in the finance department with an account code. The treasurer ensures the expense is charged to the correct department, project, etc based on the code on the receipt. If a receipt is not coded, the Treasurer works with the employee to determine accurate accounting of the expense receipt. Similar to all invoices and receipts, expenses are incurred, assigned to cost account expense, entered into the accounting system and paid accordingly, such as individual check, or automatic payment. When credit card statements are received. Each entry on the card is accounted for before the payment of the credit card statement is issued.

Considerations:

- Update existing Credit Card Policy (adopted 6.13.23) to be a Credit Card Handling and Processing Policy for all scenarios within the day-to-day City of Bandera operations. This policy may include the following points:

Purpose: State the purpose of this policy, such as to outline the guidelines and procedures for the use of company-issued credit cards by employees.

Eligibility: Clearly identify the positions eligible but that the authorization must be by their department head or manager are eligible, and include exception circumstances or authorization, to receive a company credit card.

Card Usage: Employees are only permitted to use the company credit card for business-related expenses. Personal expenses are strictly prohibited.

Documentation: All expenses charged to the company credit card must be accompanied by receipts and a detailed explanation of the expense. Failure to provide proper documentation may result in disciplinary action.

Limits: Each employee will have a set credit limit on their company credit card. Any requests for an increase in credit limit must be approved by the finance department.

Reporting: Employees are required to submit their credit card statements and receipts to the finance department on a monthly basis for reconciliation.

Lost or Stolen Cards: In the event that a company credit card is lost or stolen, the employee must report it immediately to the finance department. The employee will not be held responsible for unauthorized charges if the card is reported promptly.

Compliance: Employees are expected to comply with this policy at all times. Violations of the policy may result in the revocation of the company credit card and disciplinary action.

Acknowledgement: Signed by each employee issued a credit or fleet card, a statement such as “By accepting a company credit card, employees acknowledge that they have read and understood this policy and agree to abide by its terms and conditions.”

- Include or create a separate Expense Reimbursement Policy.

Supporting Documents:

- 2026_Jun_23_6D_Credit Card Policy-Adopted 6.13.23

City of Bandera Internal Controls

Department:
Finance

Supervisor:
City Treasurer

Staff Assigned to Function:
City Treasurer

City Issued Credit Cards

Purpose

1. *To provide a clear framework to enable the use of City credit cards.*
2. *Provide staff issued with a City credit card clear and concise guidelines outlining its use*
3. *Reduce the risk of fraud and misuse of the City issued credit cards*

Usage and Responsibilities

Usage:

City issued credit cards are to be strictly used by the employee the card is issued to and only be issued when it is established that the anticipated usage of the card is warranted.

The following is the approved usage of a credit card:

City issued credit cards are used for travel related expenses and registration fees. Additionally, the credit card may be used for purchases where the City does not have an account with the vendor, the vendor will not accept a Purchase Order or for emergency purchases.

Employee Responsibilities:

1. Must ensure City credit cards are maintained in a secure manner and guarded against improper use. Credit card details are not to be released to anyone. Credit card purchases are to be through the cardholder.
2. Before receiving a City issued credit card the employee must sign Cardholder's Agreement (Attachment A)
3. City credit cards are to be used only for City of Bandera official purchases and activities, there is no approval given for private use.
4. The City is exempt from sales tax. An employee who is issued a City credit card must ensure that sales tax is not charged on purchases. In the event sales tax is charged employee will be responsible for reimbursing the City any sales tax charged on their City issued credit card.
5. All documentation regarding a City credit card transaction is to be retained by the employee who is issued the credit card and produced as a part of the reconciliation and payment procedures.

6. Monthly reconciliations of the credit card purchases are to be made and forwarded to the City Treasurer as soon as possible after receiving the statement to ensure no interest charges are incurred. Statements will be printed by the Treasurer and hand delivered to card holders.
7. Alcohol purchases are strictly forbidden.

Eligibility

Allocation of a City issued credit card to a City employee can only be approved by the City Administrator.

Reconciliation

Each employee who is issued a credit card will receive an individual monthly statement for their credit card that is hand delivered from the Finance Department. It is the responsibility of the employee to reconcile their credit card statement and attach the appropriate documentation to support the credit card charges and to code them appropriately within that department's budget.

Appropriate documentation is an invoice marked paid or receipt that clearly states what was purchased, date of the purchase and amount. The amounts must match each credit card transaction on the credit card statement.

A credit card statement cannot be paid unless all the appropriate back up is attached when submitted to accounts payable.

Incomplete credit card payment requests will be returned to the employee and given two days to rectify the issue. If not rectified during this time frame, the discrepancies will be reported to the City Administrator for appropriate action.

Cardholder's Agreement

I will be expected to use the City of Bandera credit card issued to me as directed by the City Administrator and the City Internal Control policy for Credit Cards (copy attached) _____(initials)

I will not permit another person to use the City issued credit card issued to me. Any such purchases made with my credit card will be considered to have been made by me and will be my responsibility. _____(initials)

I will be responsible for safekeeping my City issued credit card issued to me and, if lost, I will report its loss immediately to the City Treasurer in writing. _____(initials)

I will be responsible for timely monthly reconciliations of the credit card statement for my issued credit card. I will ensure all documentation is attached as outlined in the Internal Control policy for credit cards. _____(initials)

I understand that my personal credit will not be affected by any use of the City issued credit card. _____(initials)

I understand that in the event of termination of my employment with the City, my final payroll check will be retained subject to the return of the credit card to the City Treasurer. _____(initials)

The use of my City issued credit card to purchase goods and services for other than official use of the City of Bandera may be considered fraudulent use and may be subject to disciplinary action and /or termination of employment as determined by the City Administrator, as well as legal action to recover losses incurred by such use.

I have read, understand, and agree to the conditions above:

Card Account Number: _____

Date Issued to Cardholder: _____

Cardholder's Signature: _____

Card Holders Name (Please Print): _____

City Administrator's Signature: _____

City Treasurer's Signature: _____

Date Card Returned: _____

City of Bandera, TX
Wednesday, April 29, 2026

Chapter 1. General Provisions

ARTICLE 1.05. CITY OFFICERS

Division 5. Treasurer

§ 1.05.131. Appointment; supervision; removal.

The city council shall appoint a treasurer of the city, who shall perform duties under the direction of the city administrator, and who may be removed in accordance with chapter 22 of the Texas Local Government Code.

(Ordinance 395 adopted 12/21/21)

§ 1.05.132. Oath.

The treasurer of the city shall, before entering upon the duties of his office, take and subscribe to the following oath or affirmation to be filed and kept in the office of the city secretary: "I solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States and of the State of Texas, and that I will, in all respects, observe the provisions of the ordinances of the city, and will faithfully discharge the duties of the office of treasurer."

(Ordinance 395 adopted 12/21/21)

§ 1.05.133. Bond.

The treasurer shall give bond in favor of the city in such amount and in such form as the city council may require with a sufficient surety to be approved by the city council, conditioned for the faithful discharge of the duties of treasurer. The premium on such bond may be paid by the city.

(Ordinance 395 adopted 12/21/21)

§ 1.05.134. Duties.

The treasurer shall do and perform such acts and duties prescribed by statute and as the city administrator and city council may require.

(Ordinance 395 adopted 12/21/21)

§ 1.05.135. Payment of warrants.

The city treasurer, upon presentation to him of any warrant drawn by the proper authority, if there shall be enough money in the depository belonging to the fund upon which the warrant is drawn and out of which the same is payable, shall draw his check as city treasurer upon the city depository in favor of

the legal holder of the warrant, and take up the warrant, and charge the same to the fund upon which it is drawn. In no case shall the city treasurer draw any check upon any fund in the city depository unless there is sufficient money belonging to the fund upon which the warrant is drawn to pay the same. The city treasurer shall not draw any check upon any funds deposited with the depositories which are designated as time deposits until after notice is duly given and the time has expired as required in the contract with the depository in designating said funds as time deposits. No money belonging to the city shall be paid out of the city depository except upon checks of the city treasurer. All such checks shall be payable by the depository at its place of business in the city. In case any bonds or coupons or other indebtedness of the city is payable by the term of such bonds, coupons or other indebtedness at any particular place other than the city treasury, nothing herein shall prevent the governing body from causing the treasurer to withdraw from the depository and to place at the place where such bonds, coupons or other indebtedness shall be payable at the time of their maturity a sufficient sum to meet the same.

(1989 Code, sec. 2-167; 2009 Code, sec. 1.04.137)

§ 1.05.136. Liability for loss of funds.

The city treasurer shall not be responsible for any loss of city funds through negligence, failure or wrongful act of such depository, but nothing in this section shall release the treasurer from responsibility for any loss resulting from any official misconduct on his part nor from responsibility for the funds at any time when for any reason there shall be no city depository, nor until a depository shall be selected and the funds deposited therein, nor for any misappropriation of such funds in any manner by him.

(1989 Code, sec. 2-168; 2009 Code, sec. 1.04.138)

§ 1.05.137. Drawing of checks and warrants; reports.

No check shall be drawn upon the city depository by the treasurer except upon a warrant signed by the mayor and attested by the city secretary. No warrant shall be drawn by the mayor and the city secretary upon any of the special funds created for the purpose of paying the bonded indebtedness of the city, in the hands of the city treasurer, or in the depository, for any purpose whatsoever other than to pay the principal or interest of the indebtedness or for the purpose of investing the special fund according to law. No city treasurer shall pay or issue a check to pay any money out of any special fund created for the purpose of paying interest due on the bonds, or the principal of the bonds, or for the purpose of making an investment of the funds according to law. The treasurer shall report to the city council, on or before its first regular meeting in July in each year, the amount of receipts and expenditures of the treasury, the amount of money on hand in each fund, and the amount of bonds falling due for redemption for which provision must be made, and the amount of interest to be paid during the next fiscal year, and such other reports as the existing law requires.

(1989 Code, sec. 2-169; 2009 Code, sec. 1.04.139)

§ 1.05.138. Audit of books and accounts.

The office of the city treasurer's books and accounts shall be audited annually by a certified public accountant.

(1989 Code, sec. 2-170; 2009 Code, sec. 1.04.140)

City Treasurer

Job Description

Exempt: Yes

Department: Administration

Reports To: City Administrator

Location: Bandera City Hall

GENERAL DESCRIPTION OF POSITION

This position works with the Mayor, City Administrator and City Council, reports to the City Administrator to monitor all activities of the City of Bandera's general financial operations, budget and assets to ensure sound fiscal management through processes and procedures, checks and balances, and annual audits. The purpose of this position is to maintain and oversee the budget consistent with City Council and Master Plan goals and ensure that the departments operate within the approved budget, are advised as to the financial condition and needs of the city, manage assets and investments in accordance with guidelines and sound financial management. The City Treasurer is expected to work directly with the City Administrator, directors and supervisors of all departments to maintain and improve efficiency, compliance and fiscal responsibility. The City Treasurer is expected to exemplify leadership qualities and professionalism when managing, developing and enforcing interoffice and cross area processes and procedures, such as personnel interaction and communication, money handling, employee and building security, monitoring departmental budgets, controlling expenditures, budget amendment and overall tracking of city assets and budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain regular, predictable and punctual attendance.
2. Establish and maintain effective working relationships with City officials, all employees and the general public.
3. Perform all duties and responsibilities in a manner consistent with the core values of the City, and consistent with City and Department policies.
4. Work with relative independence and judgment with initiative required to meet operating requirements.
5. Use safe working practices in the performance of duties and ensure proper safety practices are used by all employees.
6. Manage confidential and sensitive issues requiring a high degree of discretion, diplomacy and tact.
7. Work a flexible schedule, which may include evenings, weekends, holidays, overtime and on call.
8. Advise and assist the Mayor, City Council, and City Administrator in representing the city's financial interests with other level agencies of government, business interest, and the community at large.
9. Work with various state and federal agencies and other consultants, contractors and professionals, when necessary and required.
10. Attend all staff, workshops, required training when necessary and required, City Council, and other City Commission meetings.
11. Prepare the annual budget consistent with City Council and Master Plan goals and ensure that the departments operate within the approved budget. Keep the Mayor and City Council advised as to the financial condition and needs of the city. Manage and invest funds in accordance with guidelines and sound financial management.
12. Conduct all financial operations of the City, utility service, payroll, fund investments, liaison with auditors, and purchasing.
13. Generate and distribute periodic financial summaries and reports and year-end closing statements.
14. Responsible for achieving extensive knowledge and compliance in accordance with The State of Texas, Texas Municipal League and any other applicable rules and regulations.

- 15. Responsible for achieving knowledge and compliance with all personnel policies and procedures.
- 16. Must sign a Disclaimer.
- 17. Must sign a Code of Ethics.
- 18. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 4 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

A valid Texas driver's license, PFI Certificate or complete within 6 months of hire.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Accounting, Finance, or related field with at least 1 year experience in accounting.

Must live or be willing to relocate within the city or county of Bandera.

Must have or obtain a valid Texas driver's license.

Knowledge of principles and practices of centralized budgetary and actual accounting, purchasing, asset and financial management and control, basic computer operations and personnel procedures.

Must pass a pre-employment drug screen, criminal background check and MVR check

Skill in employing financial systems and procedures to establish, control and maintain the accounts, budget and assets of the City.

Strong technical, computer, and analytical ability.

Possess excellent communication and productivity skills, such as oral and written communications, multiple task oriented, and a critical thinker required for problem solving.

Must be bondable.

Skills and Abilities:

Incode 9 preferred, but not required;

Basic Microsoft Office skills in Word, Excel, Outlook, and more;

Knowledge of principles and practices of centralized budgetary and actual accounting, purchasing, asset and financial management and control;

Possess excellent communication and productivity skills, such as oral and written communications, multiple task oriented, and critical thinker required for problem solving;

The City of Bandera has a zero-tolerance policy regarding drugs. Any offer of employment may be contingent on a successful completion of a drug test.

Local Gov't Code Section 22.075

Bond and Duties of Treasurer

The treasurer of the municipality shall execute a bond. The bond must:

be in favor of the municipality;

be in the form and amount required by the governing body of the municipality;

have security approved as sufficient by the governing body; **and**

be conditioned that the treasurer will faithfully discharge the duties of the office.

The treasurer shall receive and securely keep all money belonging to the municipality. The treasurer shall make all payments on the order of the mayor, attested by the secretary of the municipality under the seal of the municipality. The treasurer may not pay an order unless the face of the order shows that the governing body directed the issuance of the order and shows the purpose for which it is issued.

The treasurer shall render to the governing body a full statement of the receipts and payments. The statement must be rendered at the governing body's first regular meeting in every quarter and at other times as required by the governing body.

The treasurer shall perform other acts and duties as the governing body requires.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

To: Honorable Mayor & City Council

From: Earl Heidelberg Marshal, Toni Kunz, City Administrator

Date: June 23, 2026

Agenda Item & Caption: 6.F. Discussion and possible action regarding City Council access to City Hall.

Action Requested: None

Overview and Background:

Due to the current configuration of City Hall offices that contain the Municipal Court and the City Marshal offices, a Criminal Justice Information Services (CJIS) Certification is required to have unescorted access to City Hall.

The CJIS Certification is issued by the FBI to ensure that professionals who access or manage criminal justice data understand and follow strict security protocols designed to protect Criminal Justice Information (CJI), which includes criminal history records, biometric data, and other sensitive law enforcement information.

This certification demonstrates that an individual is trained in data security, access control, incident response, and information sharing protocols.

CJIS certification is essential for maintaining the confidentiality, integrity, and availability of criminal justice information. It ensures that only authorized and vetted personnel can access sensitive data, thereby preventing misuse, unauthorized disclosure, and cyber threats.

Key security requirements that the CJIS certification covers is in compliance with the FBI CJIS Security Policy, which includes:

- Access control and authentication, often requiring multi-factor authentication
- Encryption of CJI during transmission
- Audit logging to track access and system activity
- Incident response planning and reporting
- Secure system configuration and media protection
- Failure to comply with CJIS standards can result in revocation of access, fines, or criminal charges
- Importance for Public Safety

By certifying individuals and organizations, CJIS ensures that sensitive criminal justice data is protected from unauthorized access and cyber threats, maintaining public trust and operational integrity in law enforcement and related agencies

Next Steps:

- To request unescorted access to City Hall, send an email request from your city email to the Marshal at earl.heidelberg@banderatx.gov, and include your full name, and phone number.
- Once the Marshal creates your user login and signs you up for the appropriate training, you will receive an email with a link to take the course.
- Take course and email the certificate to the Marshal for it to be filed for any future audits.
- Entry code can then be given to you for unescorted access.

City of Bandera Organizational Chart

