MEMORANDUM

To: Honorable Mayor & City Council

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

Date: September 22, 2026

Agenda Item: Public Works Department FY26|Q4 Report

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

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

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

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

Q4:

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

Q1:

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

Public Works:

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

Request for uniform consideration:

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

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

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

General:

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

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

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

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

Streets:

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

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

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

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

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

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

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

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

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

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

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

The following are being considered and discussed:

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

Infrastructure:

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

Parks:

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

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

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

Routine and statistics:

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

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

Daily checks:

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

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