MEMORANDUM

To: Honorable Mayor & City Council

From: Jill Shelton Dickerson, City Secretary

Date: October 22, 2026

Agenda item: City Secretary FY26|Q4 Report

City Council Agendas and Minutes

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

Resolutions / Ordinances

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

Human Resources

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

FEMA / Flooding Claims for July Declaration of Disaster

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

Open Records Requests

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

Bandera Economic Development Corporation Agendas

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

Classes / Certifications

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

Elections Official Duties

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

Year-end Retention Audit

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