



**AGENDA FOR  
WORK SESSION - 6:00 PM  
REGULAR CITY COUNCIL MEETING – 6:30 PM  
MONDAY, OCTOBER 27, 2025  
CITY HALL COUNCIL CHAMBERS  
209 S. WASHINGTON STREET  
KAUFMAN, TEXAS 75142**

**CALL WORK SESSION TO ORDER** Mayor calls the Work Session to order, states the date and time, states Councilmembers present, and declares a quorum present.\*\*

**EXECUTIVE SESSION**

1. The City Council will recess into Executive Session pursuant to Texas Government Code for an executive session regarding the following:
  - a. Section 551.071(1): CONSULTATION WITH ATTORNEY. (1) to seek advice from the City attorney regarding:(A) pending or contemplated litigation; or (B) a settlement offer; or (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Board of Texas clearly conflicts the Texas Open Meetings Act; regarding: city ordinance claims
  - b. Sec. 551.071(2): CONSULTATION WITH ATTORNEY, and Sec. 551.074: PERSONNEL MATTERS. Consultation with the City Attorney on a matter which the duty of the attorney to the governmental body under Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act; and, deliberation regarding the appointment, employment, evaluation, reassignment duties, discipline or dismissal of public officer or employee to hear a complaint or charge against an officer or employee: Police Chief

**RECONVENE INTO OPEN SESSION** In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session.

2. Consider and take appropriate action, if any, on matters discussed in Executive Session.

**WORK SESSION** A Work Session is used to explore matters of interest to one or more City Council Members or the City Manager for the purpose of giving staff direction on whether or not such matters should be placed on a future regular or special meeting of the Council for citizen's input, City Council deliberation and formal City action. Although Work Sessions are public meetings, and citizens have a legal right to attend, they are not public hearings, so citizens are not allowed to participate in the session.

3. Discussion regarding items on the Regular Session Agenda, including the consideration of Executive Session items

**WORK SESSION ADJOURNMENT**

## PLEDGE OF ALLEGIANCE

**CALL MEETING TO ORDER** Mayor calls the Meeting to order, states the date and time, states Councilmembers present, and declares a quorum present.\*\*

**CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES)** Comments about any of the Council agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the City Council on any subject but must first complete a Request to Speak Form so that the Mayor may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the Council as a whole. **When addressing the Council, please step forward to the speaker's podium, state your name and address, and direct your comments to the Mayor and City Council.**

## RECOGNITION

4. Business of the Month - Handprints Academy
5. Court Clerk Level I Certification - Kari Fuller
6. Certified Residential Mechanical Inspector - Austin Goebel
7. Texas Fire Service Hall of Honor - Chief Rhea Cooper

## CONSENT AGENDA

8. Consider and take appropriate action on the minutes from the September 22, 2025, Work Session and Regular City Council Meeting.
9. Consider and take appropriate action on Resolution R-33-25, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to enter into an Agreement with the Texas Department of Transportation to close the Kaufman County Courthouse Square on Saturday, December 6, 2025, from 9:00 A.M. to 10:00 P.M. for the Kaufman "Christmas On The Square."
10. Consider and take appropriate action on Resolution R-34-25, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to enter into an agreement with the Texas Department of Transportation to temporarily close portions of SH 243 (one-way traffic operation around the Kaufman County Courthouse), Business SH-34 (S. Washington Street from E. Mulberry St. to US 175) and East Fair Street (Westbound US 175 Frontage road from Bypass-34 to S. Washington St.) on Saturday, December 6, 2025, from 4:30 p.m. until 8:00 p.m. for the purpose of the 2025 Kaufman Christmas on the Square Parade; and providing for an effective date.
11. Consider and take appropriate action on an engagement letter with YWRD, P.C. to conduct audit services for the City of Kaufman for the year ended September 30, 2025; and authorize the Mayor or his designee to execute the necessary documents.

## END OF CONSENT AGENDA

## **PUBLIC HEARING**

12. Conduct a Public Hearing and consider and take appropriate action on a Replat of Snow's Second Addition, Lot 1R, Block B2 being a partial replat of Block B2 of Snow's Second Addition, to create one single-family residential lot. The subject property consists of approximately 0.492 acres, situated in the C.A. Lovejoy Survey, Abstract No. 303, City of Kaufman, Kaufman County, Texas, and is generally located at 1201 S. Houston Street (Parcel IDs 36520 and 36523). (Case No. RP-03-25)
  - a. Presentation
  - b. PUBLIC HEARING
  - c. Consider and take appropriate action on a Replat of Snow's Second Addition, Lot 1R, Block B2
  
13. Consider and take appropriate action on Ordinance O-34-25, an ordinance of the City Council of the City of Kaufman, Texas, approving the creation of Agile Cold Storage Reinvestment Zone located at 269 S.H. 34 Bypass, an addition to the City of Kaufman, Texas, according to the plat recorded in Volume 9014, Page 172 (Cabinet 4, Sleeve 517) of the Plat Records of Kaufman County, Texas, being 43.7570 acres, generally located at Rand Road and Highway 34. The site is located within Kaufman CAD Parcel ID #16826.
  - a. Presentation
  - b. PUBLIC HEARING
  - c. Consider and take appropriate action on Ordinance O-34-25

## **DISCUSSION/ACTION ITEMS**

14. Consider and take appropriate action on Resolution R-31-25, a resolution of the City Council of the City of Kaufman, Texas, approving the Amended and Restated Bylaws of the Kaufman Economic Development Corporation (KEDC) to reflect changes to Section 4.13 titled "Board's Relationship with Administrative Department of the City" and Section 5.10.1 titled "Contract for Service; and authorizing the Mayor or his designee to execute necessary documents.
  
15. Consider and take appropriate action on Ordinance O-35-25, an ordinance of the City Council of the City of Kaufman, Texas, amending Appendix A "Fee Schedule" of the City of Kaufman's Code of Ordinance to amend Article A2.000 "Municipal Court Fees" and Article 1.04 titled "Municipal Court of Record" by amending Sections 1.04.41 and 1.04.42 and adopting Section 1.04.045 titled "Consolidated Security and Technology Fund."; and providing an effective date.

## **ANNOUNCEMENTS AND REPORTS FROM CITY MANAGER**

16. Receive an update and discussion regarding the following:
  - a. 2025 TML Conference - Fort Worth - October 29-31, 2025
  - b. Discussion Items Report (DIR)

- c. STAR Transit Ridership Report
- d. Careflite Compliance Report
- e. Fire Department Monthly Report
- f. Police Department Monthly Report
- g. Development Services Monthly Report-
- h. Monthly Calendars Attached

**ADJOURNMENT**

I, JESSIE HANKS, CITY SECRETARY, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE WINDOW AT KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS, A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AT ALL TIMES AND SAID NOTICE WAS POSTED AT THE KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS AT 4:30 P.M. ON TUESDAY, OCTOBER 21, 2025, AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST THREE (3) BUSINESS DAYS PRECEDING THE SCHEDULE TIME OF SAID MEETING.

  
\_\_\_\_\_  
**JESSIE HANKS**  
**CITY SECRETARY**



**THE CITY COUNCIL RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED ABOVE, AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE. SECTION 551.071 (CONSULTATION WITH ATTORNEY).**

**THE BUILDING IN WHICH THE ABOVE MEETING WILL BE CONDUCTED IS WHEELCHAIR ACCESSIBLE AND PARKING SPACES FOR THE MOBILITY IMPAIRED ARE AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICES SUCH AS INTERPRETERS FOR PERSONS WHO ARE DEAF OR HEARING IMPAIRED, READERS, OR LARGE PRINT ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT 972-932-2216 AT LEAST TWO (2) WORKING DAYS PRIOR TO THE TIME OF THE MEETING SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.**



Meeting  
Date: 10/27/2025

Date: 09/30/2025

Item #: 8.

Dept.: Administration

**Consent Agenda**

**SUBJECT:**

Consider and take appropriate action on the minutes from the September 22, 2025, Work Session and Regular City Council Meeting.

**BACKGROUND:**

See the attached minutes.

Author:  
Jessie Hanks, City Secretary

Reviewed:  
Mike Holder, City Manager

**Cost:** **Funds Available:** **Source:**

**Recommendation: Staff recommends approval of the minutes from the September 22, 2025, Work Session and Regular City Council Meeting.**

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**MINUTES OF THE  
CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 22, 2025  
CITY HALL COUNCIL CHAMBERS  
209 S. WASHINGTON STREET  
KAUFMAN, TEXAS 75142**

**CALL WORK SESSION TO ORDER** Mayor calls the Work Session to order, states the date and time, states Councilmembers present, and declares a quorum present.\*\*

Mayor Jordan called the work session to order at 6:00 p.m. Councilmembers present were Jeff Jordan, Charles Gillenwater, Quattro Borders, Jason Nelson, Lis Parker, and Ashlea Longenecker. Mayor Pro-Tem Matt Phillips was absent. Mayor Jordan declared a quorum present. Also present were City Manager Mike Holder, Assistant City Manager Rachel Balthrop Mendoza, City Attorney M. Ann Montgomery, City Secretary Jessie Hanks, Finance Director Mary Wennerstrom, Economic Development Director Stewart McGregor, Development Services Director Johnny Bray, Senior Planner Martin Mares, Fire Chief Rhea Cooper, Police Officer Adam Wall, and Police Chief Les Edwards.

**WORK SESSION** A Work Session is used to explore matters of interest to one or more City Council Members or the City Manager for the purpose of giving staff direction on whether or not such matters should be placed on a future regular or special meeting of the Council for citizen's input, City Council deliberation and formal City action. Although Work Sessions are public meetings, and citizens have a legal right to attend, they are not public hearings, so citizens are not allowed to participate in the session.

1. Discussion and review of the proposed City of Kaufman's 5-year Capital Improvement Plan.

Mr. Holder presented the updated 5-year Capital Improvement Plan for the City of Kaufman. He explained that the purpose of this document is to ensure the projects that are approved through the budget process are included in the plan as well as planning for future years and projects. There were discussions on various projects, funding sources, and the time frame for these projects.

2. Discussion and review regarding an update to the Job Classification & Step Pay Plan for fiscal year 2026.

Mr. Holder reviewed the update to the Job Classification & Step Pay Plan as discussed during the budget process.

3. Discussion regarding items on the Regular Session Agenda, including the consideration of Executive Session items

Mr. Holder made a note to the Council about the proposed changes to the November and December Regular meetings.

**WORK SESSION ADJOURNMENT**

There being no further business, Mayor Jordan adjourned the work session at 6:14 p.m.

## PLEDGE OF ALLEGIANCE

**CALL MEETING TO ORDER** Mayor calls the Meeting to order, states the date and time, states Councilmembers present, and declares a quorum present.\*\*

Mayor Jordan called the City Council meeting to order at 6:30 p.m. Councilmembers present were Jeff Jordan, Matt Phillips, Lisa Parker, Charles Gillenwater, Quattro Borders, Ashlea Longenecker, and Jason Nelson. Mayor Jordan declared a quorum present. Also present were City Manager Mike Holder, Assistant City Manager Rachel Balthrop Mendoza, City Attorney M. Ann Montgomery, City Secretary Jessie Hanks, Finance Director Mary Wennerstrom, Economic Development Director Stewart McGregor, Development Services Director Johnny Bray, Senior Planner Martin Mares, Fire Chief Rhea Cooper, and Police Chief Les Edwards.

**CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES)** Comments about any of the Council agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the City Council on any subject but must first complete a Request to Speak Form so that the Mayor may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the Council as a whole. **When addressing the Council, please step forward to the speaker's podium, state your name and address, and direct your comments to the Mayor and City Council.**

Jason Eddington, 9500 FM 740, Forney, Texas 75126, introduced himself to the Council as a 2026 candidate for the Texas Senate District 2. He informed the council about his background and plans for his candidacy. He expressed his beliefs and values regarding politics and serving the public.

## PROCLAMATION

4. National Disability Employment Awareness Month - October 2025

Mayor Jordan proclaimed October 2025 as Disability Employment Awareness Month in the City of Kaufman.

5. Community Planning Month - October 2025

Mayor Jordan proclaimed October 2025 as Community Planning Month in the City of Kaufman.

6. National Night Out - October 7, 2025

Mayor Jordan proclaimed October 7, 2025 as National Night Out in the City of Kaufman.

7. National Fire Prevention Week - October 5-11, 2025

Mayor Jordan proclaimed the week of October 5-11, 2025 as National Fire Prevention Week in the City of Kaufman.

## **RECOGNITION**

### 8. Business of the Month - Taylor Automotive

Mayor Jordan, Mr. McGregor, and Anne Glasscock, CEO of the Kaufman Chamber of Commerce, presented Taylor Automotive as the business of the month.

## **CONSENT AGENDA**

9. Consider and take appropriate action on the minutes from the August 18, 2025, Work Session and Regular City Council Meeting.
10. Consider and take appropriate action on the minutes from the September 8, 2025, Work Session and Special City Council Meeting.
11. Consider and take appropriate action to reschedule the Regular City Council Meeting set for Monday, November 24, 2025, to Monday, November 17, 2025, and the Regular City Council Meeting set for Monday, December 22, 2025, to Monday, December 15, 2025.
12. Consider and take appropriate action to approve the transfer of aged bills to Collection of Delinquent Utility Billing Accounts Receivable Balances.
13. Consider and take appropriate action on Resolution R-28-25, a resolution of the City Council of the City of Kaufman, Texas, approving the annual review of the City of Kaufman Investment Policy pursuant to the Public Funds Investment Act; approving the adoption of an amended City of Kaufman Investment Policy; and providing for an effective date.
14. Consider and take appropriate action on an administrative services contract between the Kaufman Economic Development Corporation and City of Kaufman for Fiscal Year 2025-2026.
15. Consider and take appropriate action on the purchase of a Compact Track Loader through Sourcewell Cooperative Purchasing for an amount not to exceed \$89,003.00; and authorize the City Manager or his designee to execute necessary documents.
16. Consider and take appropriate action on Resolution R-32-25, a resolution of the City Council of the City of Kaufman, Texas, approving an amendment to the City of Kaufman Purchasing Policy Guidelines ("Purchasing Policy"); and providing an effective date.

Councilmember Parker made a motion to approve consent agenda items 9 through 16 as presented. The motion was seconded by Councilmember Longenecker and passed 7/0.

## **END OF CONSENT AGENDA**

## **PUBLIC HEARING**

17. Conduct a public hearing and consider and take appropriate action on Resolution R-29-25, a Resolution of the City Council of the City of Kaufman, Texas, approving an updated City of Kaufman Capital Improvements Plan for Fiscal Years 2026 through 2030.

a. Presentation

Mr. Holder presented the City of Kaufman's Capital Improvement Plan for fiscal years 2026 to 2030. He highlighted the projects that are scheduled for fiscal year 2026.

b. PUBLIC HEARING

Mayor Jordan opened the public hearing at 6:50 p.m. There being no speakers present, Mayor Jordan closed the public hearing at 6:50 p.m.

c. Consider and take appropriate action on Resolution R-29-25

Councilmember Borders made a motion to approve Resolution R-29-25 as presented. The motion was seconded by Councilmember Parker and passed 7/0.

**DISCUSSION/ACTION ITEMS**

18. Consider and take appropriate action on the **Site Plan for Kaufman Middle School**, situated on 50.31 acres of land (Property ID 189566) out of the D. Falcon Survey, Abstract No. 151, City of Kaufman, Kaufman County. The property is generally located at the northeast corner of South Houston Street and State Highway 34. (Case No: SP-06-25)

Mr. Mares reviewed the proposed site plan for the Kaufman Middle School, located on the northeast corner of Houston Street and Hwy 34. He outlined the concept plan for reference. He presented the landscape plan, elevations, and visuals of the proposed school. There were discussions about the traffic plan and impact for the development, the off-site storage utility improvements, and pedestrian traffic flow.

Councilmember Borders made a motion to approve the **Site Plan for Kaufman Middle School** as presented. The motion was seconded by Councilmember Parker and passed 7/0.

19. Consider and take appropriate action on the **Final Plat for Kaufman Middle School Addition**, Lot 1, Block A situated on 50.31 acres of land (Property ID 189566) out of the D. Falcon Survey, Abstract No. 151, City of Kaufman, Kaufman County, said property being generally located at the north-east corner of South Houston Street and State Highway 34. (Case No: FP-06-25)

Mr. Mares presented the Final Plat for the Kaufman Middle School. There was an inquiry about the timeline for the development.

Councilmember Parker made a motion to approve the **Final Plat for Kaufman Middle School Addition**, Lot 1, Block A situated on 50.31 acres of land (Property ID 189566) out of the D. Falcon Survey, Abstract No. 151, City of Kaufman, Kaufman County, with the condition that all construction plans must be approved prior to the recordation of the plat. The motion was seconded by Councilmember Nelson and passed 7/0.

20. Consider and take appropriate action on the **Site Plan for The Center**, situated on 0.537 acres of land (Property ID 59775) out of the Kaufman Heads Over Heels Addition Final Plat,

City of Kaufman, Kaufman County, Texas, generally located at 400 Terrell Highway. (Case No. SP-07-25)

Mr. Mares outlined the purpose of the proposed site plan for The Center. He informed the Council about a variance request for the Zoning Board of Adjustments regarding the front setback for the building.

Councilmember Nelson made a motion to approve the Site Plan for The Center with the condition that the structure shall not be enlarged or expanded until the front setback nonconformity has been solved. The motion was seconded by Councilmember Gillenwater and passed 7/0.

21. Consider and take appropriate action on Chapter 380 Economic Development and Performance Agreement between the City of Kaufman, Texas and Lowe's Home Center, LLC; and authorizing the Mayor to execute necessary documents.

Mr. McGregor informed the Council about the changes from the last agreement that was approved by the council. There were discussions regarding the removal of the community partnership and procurement provision.

Mayor Pro-Tem Phillips made a motion to approve a Chapter 380 Economic Development and Performance Agreement between the City of Kaufman, Texas and Lowe's Home Center, LLC; and authorizing the Mayor to execute necessary documents. The motion was seconded by Councilmember Longenecker and passed 6/1.

22. Consider and take appropriate action on a professional services engineering contract with Schaumburg & Polk, Inc. for the Texas Hazard Mitigation Assistance (HMA) project funded through the Texas Division of Emergency Management (TDEM) and/or Texas Water Development Board (TWDB); and authorize the City Manager and/or his designee to execute necessary documents.

Ms. Balthrop Mendoza informed the Council about the purpose of the professional services engineering contract that was previously authorized by the Council via resolution.

Councilmember Gillenwater made a motion to approve a professional services engineering contract with Schaumburg & Polk, Inc. for the Texas Hazard Mitigation Assistance (HMA) project funded through the Texas Division of Emergency Management (TDEM) and/or Texas Water Development Board (TWDB); and authorize the City Manager and/or his designee to execute necessary documents. The motion was seconded by Councilmember Nelson and passed 7/0.

23. Consider and take appropriate action on the award or rejection of bid and contract for motor fuel and oil for Fiscal Year 2026 and authorizing the Mayor or his designee to execute necessary documents.

Councilmember Borders recused himself from this item due to a conflict of interest. He stepped out of the Council Chambers at 7:19 p.m.

Ms. Balthrop Mendoza informed the Council that staff had reviewed the bid received and concluded that Borders & Long, Inc., in Kaufman, Texas, submitted a responsible bid. She explained that Borders & Long, Inc. submitted a total bid amount based on the City's estimated amounts of fuel and

oil usage, which was \$133,632.19, but the overall dollar amount of usage may change due to constant changes in fuel rack rates and actual gallons used.

Councilmember Parker made a motion to award the bid and contract for motor fuel and oil for Fiscal Year 2026 to Borders & Long, Inc. and authorize the Mayor or his designee to execute necessary documents. The motion was seconded by Mayor Pro-Tem Phillips and passed 6/0.

24. Consider and take appropriate action regarding Ordinance O-31-25, an ordinance of the City Council of the City of Kaufman, amending the City of Kaufman Personnel Policies Manual, amending Subsection (b) "Adoption of city job classification, compensation plan and step schedule" of Section 2.03.001 "Personnel policies manual adopted; repeal of conflicting provisions", of Article 2.03, "Personnel Regulations" of Chapter 2, "Administration and Personnel" of the Code of Ordinances; and providing an effective date.

Mr. Holder briefly reviewed the proposed changes to the job classification and step schedule.

Councilmember Longenecker made a motion to approve Ordinance O-31-25 as presented. The motion was seconded by Councilmember Nelson and passed 7/0.

25. Consider and take appropriate action regarding Ordinance O-32-25, an ordinance of the City Council of the City of Kaufman, Texas, amending Ordinance No. O-18-24 adopting the City's and Kaufman Economic Development Corporation's 2024-2025 Fiscal Year Budget to balance Revenue Surplus, Expense Surplus, and Shortfall; and providing an effective date.

Ms. Wennerstrom reviewed the budget amendments for FY 25. She also presented the general fund revenues and expenditures, utility fund revenues and expenditures, and storm drainage fund.

Councilmember Nelson made a motion to approve Ordinance O-32-25, amending Ordinance No. O-18-24 adopting the City's and Kaufman Economic Development Corporation's 2024-2025 Fiscal Year Budget to balance Revenue Surplus, Expense Surplus, and Shortfall. The motion was seconded by Councilmember Longenecker and passed 7/0.

26. Consider and take appropriate action on Ordinance O-33-25, an Ordinance of the City Council of the City of Kaufman, Texas, amending Article A1.000, "Miscellaneous Fees"; amending Section A4.001, "Zoning/development fees", of Article A4.000, "Building and Development Fees"; and amending Section A7.003 "Park Usage Fees", of Article A7.000 "Park and Recreation Fees" of Appendix A, "Fee Schedule", of the Code of Ordinances of the City of Kaufman to adopt fees for new plat types, adjusted fees for building permit applications, adjusted fees for food service establishments, removal of language regarding Lake Kaufman, and adjusted fees for park usage; providing for the incorporation of premises; providing amendments; providing a severability clause; providing a cumulative repealer/savings clause; providing for a penalty; and providing for publication and an effective date.

Ms. Balthrop Mendoza presented the proposed changes to the fee schedule, including fire-related fees, zoning/development fees, and park usage fees.

Councilmember Longenecker made a motion to approve Ordinance O-33-25 as presented. The

motion was seconded by Councilmember Gillenwater and passed 7/0.

27. Consider and take appropriate action on Resolution R-30-25, a resolution of the City Council of the City of Kaufman, Texas, nominating candidates for election to the Board of Directors of Kaufman Central Appraisal District; and providing for an effective date.

Mr. Holder stated there are two members, Bruce Wood and Danny Kirbie, of the Board of Directors for the Kaufman Central Appraisal District whose terms are expiring, and the city may nominate one candidate for each position.

Councilmember Gillenwater made a motion to approve Resolution R-30-25, nominating Bruce Wood and Danny Kirbie as candidates for election to the Board of Directors of Kaufman Central Appraisal District. The motion was seconded by Councilmember Nelson and passed 7/0.

28. Consider and take appropriate action on Resolution R-31-25, a resolution of the City Council of the City of Kaufman, Texas, approving the Amended and Restated Bylaws of the Kaufman Economic Development Corporation (KEDC) to reflect changes to qualifications of Directors and changing references from Articles of Incorporation to Certificate of Formation; and authorizing the Mayor or his designee to execute necessary documents.

The Council took no action on this item.

### **APPOINTMENT**

29. Consider and take appropriate action on the appointment of three (3) members to the Kaufman Zoning Board of Adjustments for a two (2) year term to expire September 2027.

Councilmember Parker made a motion to appoint Kathy Burt, Clayton Kelly, and Patrick Thorpe to the Kaufman Zoning Board of Adjustments for a two (2) year term to expire September 2027. The motion was seconded by Councilmember Border and passed 7/0.

30. Consider and take appropriate action on the appointment of three (3) members to the Kaufman Planning and Zoning Commission for a two (2) year term to expire November 2027.

Councilmember Parker made a motion to appoint Lindsey Haynes, Porfirio Lopez, and Mike Slye for two (2) year terms to expire in November 2027. The motion was seconded by Councilmember Nelson and passed 7/0.

### **ANNOUNCEMENTS AND REPORTS FROM CITY MANAGER**

31. Receive an update and discussion regarding the following:
  - a. National Night Out - October 7
  - b. Kaufman Harvest Fest - October 11
  - c. 2025 TML Conference - Fort Worth - October 29-31, 2025

- d. Discussion Items Report (DIR)
- e. STAR Transit Ridership Report - August 2025
- f. Careflite Compliance Report - August 2025
- g. Fire Department Monthly Report - August 2025
- h. Police Department Monthly Report - August 2025
- i. Development Services Monthly Report - August 2025
- j. Monthly Calendars Attached

Mr. Holder informed the Council about the above-stated items.

### **EXECUTIVE SESSION**

Mayor Jordan recessed into executive session at 7:40 p.m.

- 32. The City Council will recess into Executive Session pursuant to Texas Government Code for an executive session regarding the following:
  - a. Sec. 551.074: PERSONNEL MATTERS. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Secretary Evaluation

**RECONVENE INTO OPEN SESSION** In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session.

Mayor Jordan reconvened into open session at 7:50 p.m

- 33. Consider and take appropriate action, if any, on matters discussed in Executive Session.
- There was no action required on matters discussed in Executive Session.

### **ADJOURNMENT**

There being no further business, Mayor Jordan adjourned the meeting at 7:50 p.m.

ATTEST:

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**JEFF JORDAN**  
**MAYOR**

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**JESSIE HANKS**  
**CITY SECRETARY**



Meeting  
Date: 10/27/2025

Date: 09/30/2025

Item #: 9.

Dept.: Administration

**Consent Agenda**

**SUBJECT:**

Consider and take appropriate action on Resolution R-33-25, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to enter into an Agreement with the Texas Department of Transportation to close the Kaufman County Courthouse Square on Saturday, December 6, 2025, from 9:00 A.M. to 10:00 P.M. for the Kaufman “Christmas On The Square.”

**BACKGROUND:**

The City of Kaufman will be hosting the Christmas on the Square. Saturday’s events will begin at Noon and conclude at approximately 8:00 p.m. We anticipate +/- 3,000 people to attend at the festival. This year, there will be vendors including arts/crafts vendors, food vendors, games, and a small stage with local entertainment around the Courthouse Square. The Lighted Christmas Parade will take place at 6:00 p.m. At 7:00 p.m., the tree lighting ceremony will be at City Hall with a performance by the Helen Edwards Choir, photos with Santa, and Christmas cookies.

Author:  
Jessie Hanks, City Secretary

Reviewed:  
Mike Holder, City Manager

**Cost:**

**Funds Available:**

**Source:**

**Recommendation: Staff recommends approval of Resolution R-33-25 as presented.**

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RESOLUTION R-33-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION TO TEMPORARILY CLOSE STATE HIGHWAY 243 FROM JEFFERSON STREET TO WASHINGTON STREET ON SATURDAY, DECEMBER 6, 2025, FROM 9:00 A.M. UNTIL 10:00 P.M. FOR THE KAUFMAN “CHRISTMAS ON THE SQUARE” EVENT.**

**WHEREAS**, the City Council desires to formally enter into an agreement with the Texas Department of Transportation to close SH-243 one-way traffic operation around the Kaufman County Courthouse in Kaufman, Texas, for the Kaufman Christmas on the Square event on Saturday, December 7, 2025, from 9:00 a.m. to 10:00 p.m.; and

**WHEREAS**, the event will be located within the City of Kaufman's incorporated area; and

**WHEREAS**, the City Council of the City of Kaufman, Texas, has determined that it is in the best interest of the City of Kaufman to enter into an agreement with the Department of Transportation to provide for the temporary closure of portions of SH-243; and

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS THAT:**

**SECTION 1. Incorporation of Premises.** The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION 2. Agreement Authorized.** The City Council does hereby authorize the City Manager to enter into an agreement with the Texas Department of Transportation for the temporary closure of State Highway 243 from Jefferson Street to Washington Street in the City of Kaufman, Kaufman County, Texas, on Saturday, December 7, 2025, from 9:00 a.m. to 10:00 p.m. for the Kaufman Christmas on the Square event. The Agreement is attached hereto as Exhibit “A” and incorporated herein for all purposes.

**SECTION 3. Effective Date.** This Resolution shall become effective immediately upon its passage and approval.

**PASSED AND APPROVED** on this the 27<sup>th</sup> day of October 2025.

---

**JEFF JORDAN  
MAYOR**

**ATTEST:**

---

**JESSIE HANKS  
CITY SECRETARY**

**APPROVED AS TO FORM:**

---

**M. ANN MONTGOMERY  
CITY ATTORNEY**

**EXHIBIT A**

STATE OF TEXAS §  
COUNTY OF KAUFMAN §

**AGREEMENT FOR THE TEMPORARY CLOSURE  
OF STATE RIGHT OF WAY**

**THIS AGREEMENT** is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the “State,” and the City of Kaufman, a municipal corporation, acting by and through its duly authorized officers, hereinafter called the “local government.”

**WITNESSETH**

**WHEREAS**, the State owns and operates a system of highways for public use and benefit, including SH 243, in Kaufman, County; and

**WHEREAS**, the local government has requested the temporary closure of SH 243 (One way traffic operation around the Kaufman County Courthouse) for the purpose of the Kaufman Harvest Fest Event, from Jefferson St. to Washington St. as described in the attached “Exhibit A,” hereinafter identified as the “Event;” and

**WHEREAS**, the Event will be located within the local government’s incorporated area; and

**WHEREAS**, the State, in recognition of the public purpose of the Event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State’s right of way will be performed within the State’s requirements; and

**WHEREAS**, on the 27<sup>th</sup> day of October 2025, the Kaufman City Council passed Resolution No. R-33-25, attached hereto and identified as “Exhibit B,” establishing that the Event serves a public purpose and authorizing the local government to enter into this agreement with the State; and

**WHEREAS**, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State highway system; and

**WHEREAS**, this agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12;

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

**A G R E E M E N T**

**Article 1. CONTRACT PERIOD**

This agreement becomes effective upon final execution by the State and shall terminate upon completion of the Event or unless terminated or modified as hereinafter provided.

**Article 2. EVENT DESCRIPTION**

The physical description of the limits of the Event, including county names and highway numbers, the number of lanes the highway has and the number of lanes to be used, the proposed schedule of start and stop times and dates at each location, a brief description of the proposed activities involved, approximate number of people attending the Event, the number and types of animals and equipment, planned physical modifications of any man-made or natural features in or adjacent to the right of way involved shall be attached hereto along with a location map and identified as "Exhibit C."

**Article 3. OPERATIONS OF THE EVENT**

**A.** The local government shall assume all costs for the operations associated with the Event, to include but not limited to, plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signing.

**B.** The local government shall submit to the State for review and approval the construction plans, if construction or modifications to the State's right of way is required, the traffic control and signing plans, traffic enforcement plans, and all other plans deemed necessary by the State. The State may require that any traffic control plans of sufficient complexity be signed, sealed and dated by a registered professional engineer. The traffic control plan shall be in accordance with the latest edition of the Texas Manual on Uniform Traffic Control Devices. All temporary traffic control devices used on state highway right of way must be included in the State's Compliant Work Zone Traffic Control Devices List. The State reserves the right to inspect the implementation of the traffic control plan and if it is found to be inadequate, the local government will bring the traffic control into compliance with the originally submitted plan, upon written notice from the State noting the required changes, prior to the event. The State may request changes to the traffic control plan in order to ensure public safety due to changing or unforeseen circumstances regarding the closure.

**C.** The local government will ensure that the appropriate law enforcement agency has reviewed the traffic control for the closures and that the agency has deemed them to be adequate. If the law enforcement agency is unsure as to the adequacy of the traffic control, it will contact the State for consultation no less than 10 workdays prior to the closure.

**D.** The local government will complete all revisions to the traffic control plan as requested by the State within the required timeframe or that the agreement will be terminated upon written notice from the State to the local government. The local government hereby agrees that any failure to cooperate with the State may constitute reckless endangerment of the public and that the Texas Department of Public Safety may be notified of the situation as soon as possible for the appropriate action, and failing to follow the traffic control plan or State instructions may result in a denial of future use of the right of way for three years.

**E.** The local government will not initiate closure prior to 24 hours before the scheduled Event and all barriers and barricades will be removed and the highway reopened to traffic within 24 hours after the completion of the Event.

**F.** The local government will provide adequate enforcement personnel to prevent vehicles from stopping and parking along the main lanes of highway right of way and otherwise prevent interference with the main lane traffic by both vehicles and pedestrians. The local government will prepare a traffic enforcement plan, to be approved by the State in writing at least 48 hours prior to the scheduled Event. Additionally, the local government shall provide to the State a letter of certification from the law enforcement agency that will be providing traffic control for the Event, certifying that they agree with the enforcement plan and will be able to meet its requirements.

**G.** The local government hereby assures the State that there will be appropriate passage allowance for emergency vehicle travel and adequate access for abutting property owners during construction and closure of the highway facility. These allowances and accesses will be included in the local government's traffic control plan.

**H.** The local government will avoid or minimize damage, and will, at its own expense, restore or repair damage occurring outside the State's right of way and restore or repair the State's right of way, including, but not limited to, roadway and drainage structures, signs, overhead signs, pavement markings, traffic signals, power poles and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural and cultural environment in accordance with federal and state law, including landscape and historical features.

#### **Article 4. OWNERSHIP OF DOCUMENTS**

Upon completion or termination of this agreement, all documents prepared by the local government will remain the property of the local government. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

#### **Article 5. TERMINATION**

**A.** This agreement may be terminated by any of the following conditions:

- (1) By mutual written agreement and consent of both parties.
- (2) By the State upon determination that use of the State's right of way is not feasible or is not in the best interest of the State and the traveling public.
- (3) By either party, upon the failure of the other party to fulfill the obligations as set forth herein.
- (4) By satisfactory completion of all services and obligations as set forth herein.

**B.** The termination of this agreement shall extinguish all rights, duties, obligations, and liabilities of the State and local government under this agreement. If the potential termination of this agreement is due to the failure of the local government to fulfill its contractual obligations as set forth herein, the State will notify the local government that possible breach of contract has occurred. The local government must remedy the breach as outlined by the State within ten (10) days from receipt of the State's notification. In the event the local government does not remedy the breach to the satisfaction of the State, the local government shall be liable to the State for the costs of remedying the breach and any additional costs occasioned by the State.

**Article 6. DISPUTES**

Should disputes arise as to the parties' responsibilities or additional work under this agreement, the State's decision shall be final and binding.

**Article 7. RESPONSIBILITIES OF THE PARTIES**

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

**Article 8. INSURANCE**

**A.** Prior to beginning any work upon the State's right of way, the local government and/or its contractors shall furnish to the State a completed "Certificate of Insurance" (TxDOT Form 1560, latest edition) and shall maintain the insurance in full force and effect during the period that the local government and/or its contractors are encroaching upon the State right of way.

**B.** In the event the local government is a self-insured entity, the local government shall provide the State proof of its self-insurance. The local government agrees to pay any and all claims and damages that may occur during the period of this closing of the highway in accordance with the terms of this agreement.

**Article 9. AMENDMENTS**

Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the local government and the State.

**Article 10. COMPLIANCE WITH LAWS**

The local government shall comply with all applicable federal, state and local environmental laws, regulations, ordinances and any conditions or restrictions required by the State to protect the natural environment and cultural resources of the State's right of way.

**Article 11. LEGAL CONSTRUCTION**

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

**Article 12. NOTICES**

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to such party at the following respective addresses:

<b>Local Government:</b>	<b>State:</b>
<u>City of Kaufman</u>	<u>Texas Department of Transportation</u>
<u>Jessie Hanks - City Secretary</u>	<u>Nic Wadlington, P.E. – Area Engineer</u>
<u>P. O. Box 1168</u>	<u>3260 FM 2728</u>
<u>Kaufman, Texas 75142</u>	<u>Kaufman, Texas 75142</u>

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

**Article 13. SOLE AGREEMENT**

This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the within subject matter.

Each party is signing this agreement on the date stated beside that party's signature.

**THE CITY OF KAUFMAN**

Executed on behalf of the local government by:

By \_\_\_\_\_ Date \_\_\_\_\_  
City Official

Typed or Printed Name and Title Mike Holder  
City Manager

**THE STATE OF TEXAS**

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By \_\_\_\_\_ Date \_\_\_\_\_  
District Engineer

## Exhibit A

October 28, 2025

Nic Wadlington, P.E., Area Engineer  
Texas Dept. of Transportation  
3260 FM 2728  
Kaufman, TX 75142

Re: Formal Request for Closure of the Kaufman County Courthouse Square for the Kaufman Christmas on the Square Event on Saturday, December 6, 2025

Dear Mr. Wadlington:

The City of Kaufman is formally requesting permission and/or a permit to close the Kaufman Courthouse Square on Saturday, December 6, 2025, beginning at 9:00 a.m. and ending at 10:00 p.m., for the Kaufman Christmas on the Square Event. On Saturday, December 6, vendors will begin setting up at 9:00 a.m. to include arts/crafts, exhibits, demonstrations, stage performances, etc., and will be utilizing the parking spaces in front of the businesses as well as along the feeder streets leading into the square. The following is a brief description of traffic control measures to be taken:

- The entire square shall be securely barricaded off to through traffic with Kaufman Police Department officers controlling traffic at the intersections of (1) S. Washington Street & W. Mulberry Street and (2) State Highway 243 and S. Jefferson Street.
- A State approved, temporary, electronic, message board shall be placed approximately 500 feet west of the State Highway 243 and U.S. Highway 175 split stating, "SH 243 CLOSED TO TRUCK TRAFFIC DEC. 6 - DETOUR TO SH 34," or more appropriate wording per your request.
- Detour Ahead signs shall be placed 500 feet from each detour location and detour signs with directional arrows shall be placed at each State Highway detour location along with officers from the Kaufman Police Department.

If you have any questions or need more information, please feel free to contact me at (972) 932-2216, ext. #130.

Respectfully,

Jessie Hanks  
City Secretary

Attachments

Agreement No. \_\_\_\_\_

**Exhibit B**  
**Resolution R-33-25**

**Exhibit C**

October 28, 2025

Nic Wadlington, P.E., Area Engineer  
Texas Dept. of Transportation  
3260 FM 2728  
Kaufman, TX 75142

Re: Kaufman Christmas on the Square Parade 2025 - Description of Events

Dear Mr. Wadlington:

The City of Kaufman, along with the Kaufman Chamber of Commerce, will host the Annual Christmas on the Square Event and Parade on the Kaufman Courthouse Square (See attached maps and parade route details). We anticipate +/- 3,000 people to be in attendance at the event.

The event will kick-off with a parade that will begin at approximately 6:00 p.m. on Saturday, December 6, 2025, and is expected to last around two hours. The parade route is attached.

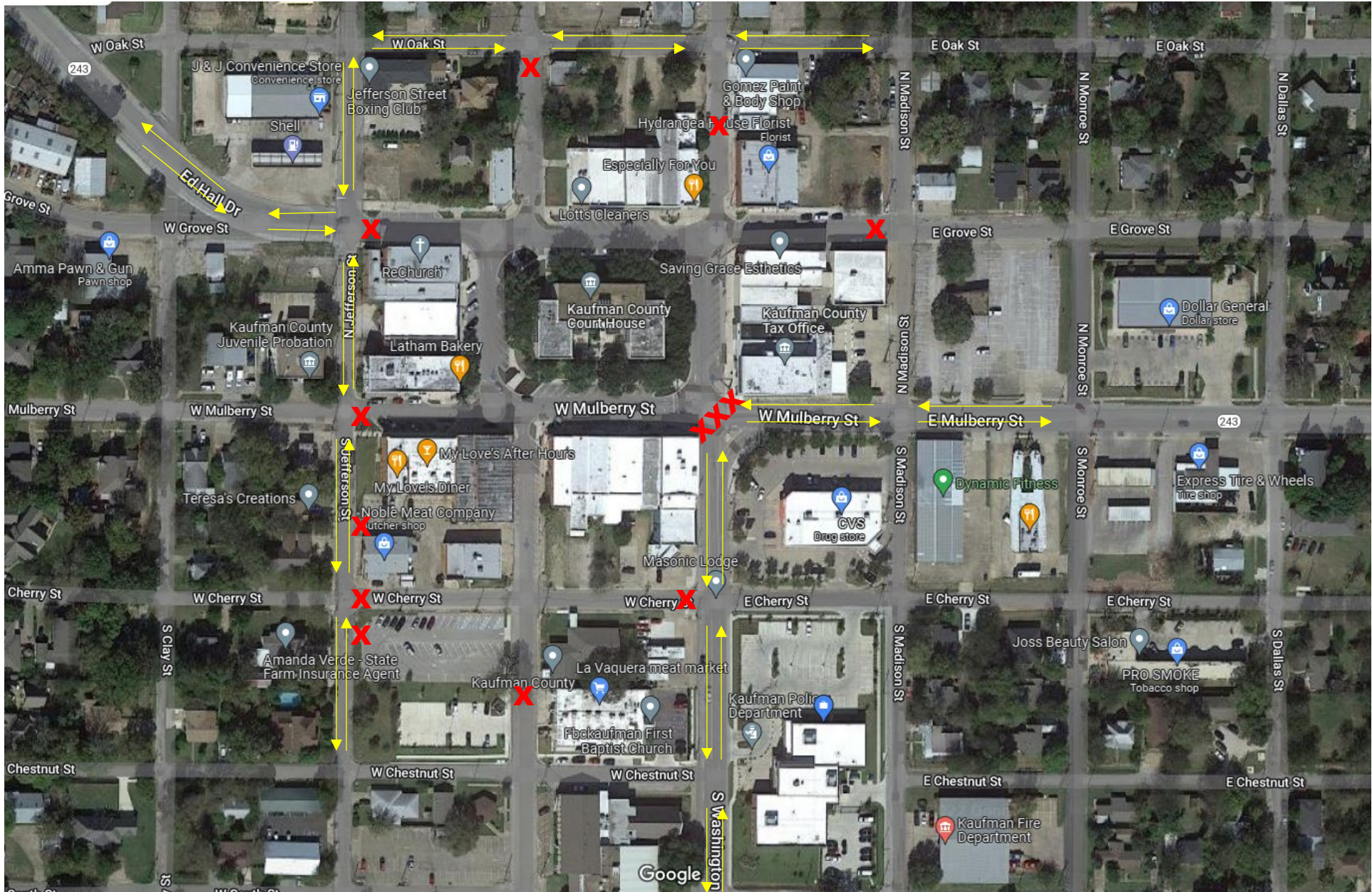
- The Parade will utilize ALL lanes of Business SH-34 (S. Washington St. from US-175 to S. Jefferson St.) during the event.
- The activities on the square will begin setting up around the Square at approximately 9:00 a.m. on Saturday, December 6, 2025. On Saturday, the event will begin at 12:00 p.m. and will last until 8:00 p.m.

If you have any questions or need more information, please feel free to contact me at (972) 932-2216, ext. #130.

Respectfully,

Jessie Hanks  
City Secretary

Attachments





Meeting  
Date: 10/27/2025

Date: 09/30/2025

Item #: 10.

Dept.: Administration

**Consent Agenda**

**SUBJECT:**

Consider and take appropriate action on Resolution R-34-25, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to enter into an agreement with the Texas Department of Transportation to temporarily close portions of SH 243 (one-way traffic operation around the Kaufman County Courthouse), Business SH-34 (S. Washington Street from E. Mulberry St. to US 175) and East Fair Street (Westbound US 175 Frontage road from Bypass-34 to S. Washington St.) on Saturday, December 6, 2025, from 4:30 p.m. until 8:00 p.m. for the purpose of the 2025 Kaufman Christmas on the Square Parade; and providing for an effective date.

**BACKGROUND:**

The City of Kaufman will be hosting the Annual Lighted Christmas Parade on Saturday, December 6, 2025, beginning at 6:00 p.m. The Christmas Tree Lighting will immediately follow at Kaufman City Hall. The parade will begin at Washington Square and will disperse on Grove St. The theme for the parade and event is Winter Wonderland.

Author:  
Jessie Hanks, City Secretary

Reviewed:  
Mike Holder, City Manager

**Cost:**

**Funds Available:**

**Source:**

**Recommendation: Staff recommends approval of Resolution R-34-25 as presented.**

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RESOLUTION R-34-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION TO TEMPORARILY CLOSE PORTIONS OF SH 243, BUSINESS SH 34, AND EAST FAIR STREET ON SATURDAY, DECEMBER 6, 2025, FROM 6:00 P.M. UNTIL 8:00 P.M. FOR THE PURPOSE OF THE KAUFMAN CHRISTMAS ON THE SQUARE PARADE; PROVIDING FOR THE INCORPORATION OF PREMISES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council desires to formally enter into an agreement with the Texas Department of Transportation to temporarily close portions of SH 243 (one-way traffic operation around the Kaufman County Courthouse), Business SH-34 (S. Washington Street from E. Mulberry St. to US 175) and East Fair Street (Westbound US 175 Frontage road from Bypass-34 to S. Washington St.) in Kaufman for the Kaufman Christmas on the Square Parade on Saturday, December 6, 2025, from 6:00 p.m. to 8:00 p.m.; and

**WHEREAS**, the parade will be located within the City of Kaufman's incorporated area; and

**WHEREAS**, the City Council of the City of Kaufman, Texas, has determined that it is in the best interest of the City of Kaufman to enter into an agreement with the Department of Transportation to provide for the temporary closure of certain streets.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS THAT:**

**SECTION 1. Incorporation of Premises.** The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION 2. Agreement Authorized.** The City Council does hereby authorize the City Manager to enter into an agreement with the Texas Department of Transportation for the temporary closure of portions of SH 243 (one-way traffic operation around the Kaufman County Courthouse), Business SH-34 (S. Washington Street from E. Mulberry St. to US 175) and East Fair Street (Westbound US 175 Frontage road from Bypass-34 to S. Washington St.) in Kaufman, Kaufman County, Texas, on Saturday, December 6, 2025, for the Kaufman Christmas on the Square Parade. The Agreement is attached hereto as Exhibit "A" and incorporated herein for all purposes.

**SECTION 3. Effective Date.** This Resolution shall become effective immediately upon its passage and approval.

**PASSED AND APPROVED** on this the 27<sup>th</sup> day of October 2025.

---

**JEFF JORDAN**  
**MAYOR**

**ATTEST:**

---

**JESSIE HANKS**  
**CITY SECRETARY**

**APPROVED AS TO FORM:**

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**M. ANN MONTGOMERY**  
**CITY ATTORNEY**

**EXHIBIT A**



October 27, 2025

Mr. Nic Wadlington, P.E.  
District Engineer  
Texas Department of Transportation  
3260 FM 2728  
Kaufman, Texas 75142

Re: Annual Kaufman Christmas on the Square Event

Dear Mr. Wadlington:

The City of Kaufman hosts the Annual Kaufman Christmas on the Square parade every year.

On behalf of the City of Kaufman, I am requesting approval from the Texas Department of Transportation (TxDOT) to incorporate E. Fair Street (Westbound HWY 175 Frontage Road) and State Highway 34 (Washington Street) as part of the parade route in accordance with 43 T.A.C. § 22.12 (g) (4). The Kaufman Police and Fire Department will close E. Fair St at 4:30 p.m. and will be closed until the final parade entry moves onto S. Washington St. (approximately 9:15 a.m.) The parade will actually be held on **Saturday, December 6**, beginning at **6:00 p.m.** and will last no more than two (2) hours from start to finish. This year, the anticipated parade route will be as follows:

Begin at Kaufman Civic Center located at 607 E Fair Street,  
Travel west on E Fair Street,  
Travel north on Washington Street to the Courthouse Square,  
Travel west on Grove Street, and  
End at Shannon Park on Shannon Street next to the American Legion Post #165.

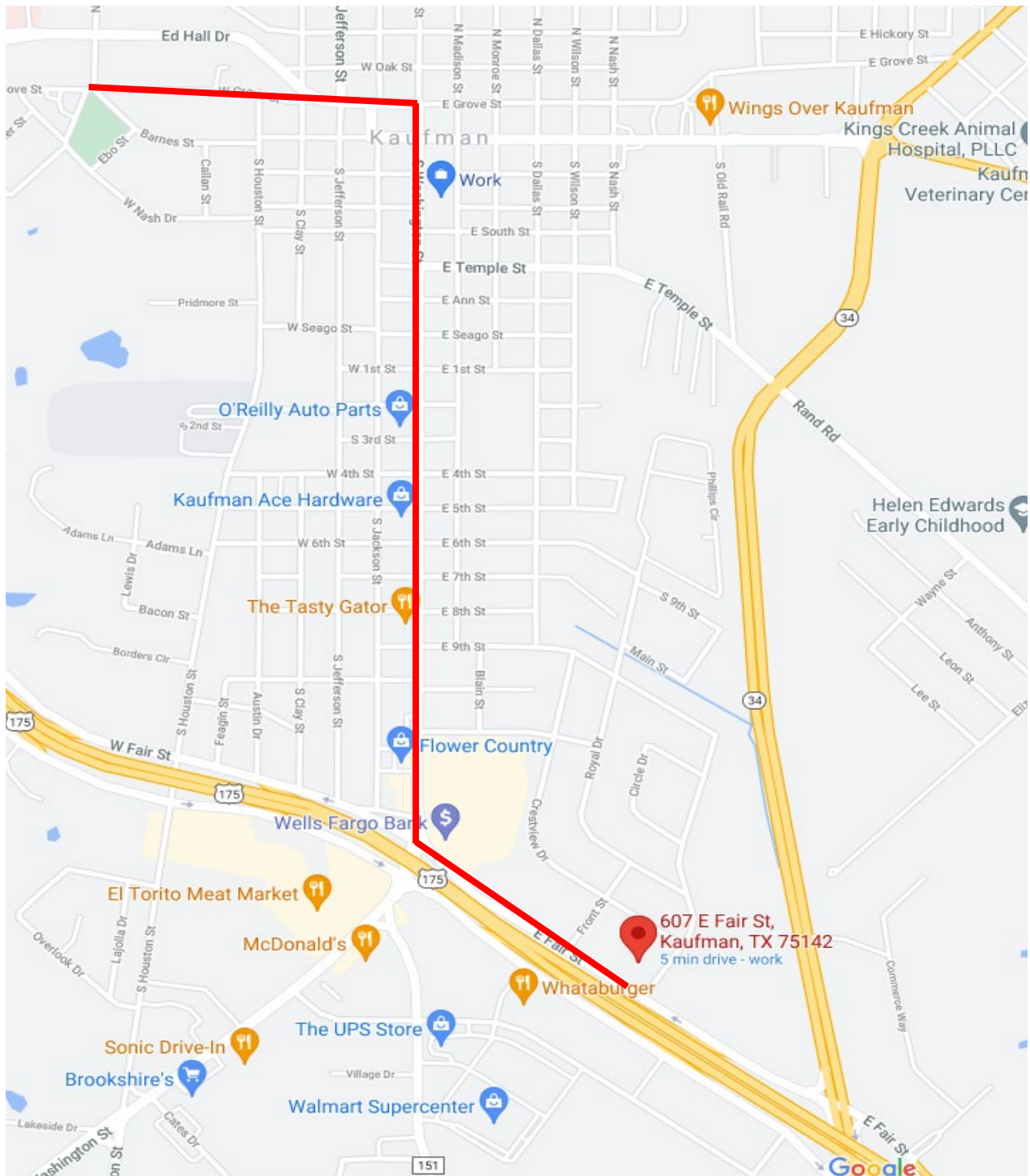
The Kaufman Police Department will be stationed along the parade route to direct traffic as needed. The Police Department will utilize authorized law enforcement personnel for this routine traffic control event and assumes responsibility for traffic control to protect and direct all parties involved.

If you have any questions, please do not hesitate to contact me at the City of Kaufman at (972) 932-2216. I look forward to hearing from you.

Respectfully,

Jessie Hanks  
City Secretary

Enclosures





Meeting  
Date: 10/27/2025

Date: 09/30/2025

Item #: 11.

Dept.: Finance

**Consent Agenda**

**SUBJECT:**

Consider and take appropriate action on an engagement letter with YWRD, P.C. to conduct audit services for the City of Kaufman for the year ended September 30, 2025; and authorize the Mayor or his designee to execute the necessary documents.

**BACKGROUND:**

The City of Kaufman must enter into its annual engagement letter with YWRD, P.C. for Fiscal Year 2025 audit services, as part of a three-year contract. YWRD will conduct an audit of the City's financial component unit, each major fund, the aggregate remaining fund information, and related disclosures comprising the City's basic financial statements for the fiscal year ending September 30, 2025.

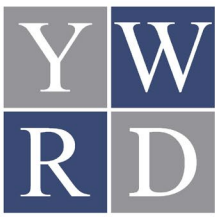
Author:  
Mary Wennerstrom, Finance Director

Reviewed:  
Mike Holder, City Manager

Cost: Funds Available: Source:

**Recommendation: Staff recommends approval of an engagement letter with YWRD, P.C. to conduct audit services for the City of Kaufman for the year ended September 30, 2025; and authorize the Mayor or his designee to execute the necessary documents.**

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



September 8, 2025

To the Honorable Mayor and City Council  
City of Kaufman, Texas

We are pleased to confirm our understanding of the services we are to provide City of Kaufman, Texas for the year ended September 30, 2025.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of City of Kaufman, Texas as of and for the year ended September 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Kaufman, Texas' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Kaufman, Texas' RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule.
- 3) Schedule of Changes in Net Pension Liability and Related Ratios.
- 4) Schedule of Contributions.
- 5) Schedule of Changes in Total OPEB Liability and Related Ratios.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Kaufman, Texas' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Combining and Individual Fund Financial Statements and Schedules.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory Section
- 2) Statistical Section.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- 1) Management override of controls.
- 2) Improper revenue recognition.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Kaufman, Texas' compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

### **Other Services**

We will also assist in preparing the financial statements, budget to accrual conversions, other reconciliations necessary to generate auditable balances, and reconciliations of amounts to supporting

documentation, as needed, of City of Kaufman, Texas in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services, budget to accrual conversion services, other reconciliations necessary to generate auditable balances, and reconciliations of amounts to supporting documentation, as needed, as previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of YWRD, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to various state agencies or their designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of YWRD, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to various state agencies or their designee. The various state agencies or their designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Tracie Wood, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be at our standard hourly rates, currently ranging from \$100 to \$500 plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes sixty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

Honorable Mayor and City Council  
City of Kaufman, Texas  
Page Six

**Reporting**

We will issue a written report upon completion of our audit of City of Kaufman, Texas' financial statements. Our report will be addressed to the Honorable Mayor and City Council of the City of Kaufman, Texas. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to City of Kaufman, Texas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



YWRD, P.C.  
*Certified Public Accountants*

**RESPONSE:**

This letter correctly sets forth the understanding of City of Kaufman, Texas.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Meeting**  
**Date: 10/27/2025**

**Date: 10/08/2025**

**Item #: 12.**

**Dept.: Development**  
**Services**

**PZ Item**

**SUBJECT:**

Conduct a Public Hearing and consider and take appropriate action on a Replat of Snow's Second Addition, Lot 1R, Block B2 being a partial replat of Block B2 of Snow's Second Addition, to create one single-family residential lot. The subject property consists of approximately 0.492 acres, situated in the C.A. Lovejoy Survey, Abstract No. 303, City of Kaufman, Kaufman County, Texas, and is generally located at 1201 S. Houston Street (Parcel IDs 36520 and 36523). (Case No. RP-03-25)

**BACKGROUND:**

See the attached October 7, 2025, Planning and Zoning Commission Report and attachments.

**Author:**  
Martin Mares, Senior Planner

**Reviewed:**  
Mike Holder, City Manager

**Cost:**

**Funds Available:**

**Source:**

**Recommendation: Staff recommends approval of the Replat of Snow's Second Addition Block B2, Lot 1, with the condition that the secondary home, facing Austin Street, shall be demolished prior to recording the plat.**



**Planning and Zoning Commission Report**

**Meeting Date: October 7, 2025**

**SUBJECT** Conduct a public hearing and make a recommendation to City Council regarding a Replat of Snow’s Second Addition, Lot 1R, Block B2 being a partial replat of Block B2 of Snow’s Second Addition, to create one single-family residential lot. The subject property consists of approximately 0.492 acres, situated in the C.A. Lovejoy Survey, Abstract No. 303, City of Kaufman, Kaufman County, Texas, and is generally located at 1201 S. Houston Street (Parcel IDs 36520 and 36523). (Case No. RP-03-25)

**SUMMARY:**

The applicant is requesting approval of a Replat for Snow’s Second Addition to combine two lots into a single lot. The subject property is zoned Single-Family (SF-10) for residential use and currently contains one house on each lot. The applicant intends to combine the lots and demolish the home that fronts Austin Drive. Staff has included language to address concerns about multiple residences on a single-family lot. The condition requires that the home fronting Austin Drive be demolished prior to the recordation of the plat, if approved. This condition is necessary because the lots are located in a single-family residential area, which only allows one primary residence.

<b>Single Family (SF-10)</b>	<b>Required</b>	<b>Provided</b>
Minimum Lot Area	10,000 sf	20,969 sf
Minimum Lot Width	80’	88.78’
Minimum Lot Depth	125’	210.03’

**THOROUGHFARE PLAN:**

The Thoroughfare Plan classifies South Houston Street as a Type D minor collector street with a 60-foot right-of-way. The property owner is dedicating 5 feet of the required right-of-way on this plat. Austin Drive and 5th Street are classified as local streets, each with the required 50-foot right-of-way.

**PROPERTY OWNER RESPONSES:**

The City of Kaufman mailed out notification letters to 27 property owners within 300’ of the subject property. The results are as follows:

- Property owners returned letters in opposition to the request = 0
- Property owners returned the letter in agreement to the request = 1
- Property owners who have not responded = 26

**RECOMMENDATION:**

Staff recommends approval of the Replat of Snow's Second Addition Block B2, Lot 1, with the condition that the secondary home, facing Austin Street, shall be demolished prior to recording the plat.

ATTACHMENTS:



- Location Map
- Exhibit A – Replat
- Exhibit B - Letters

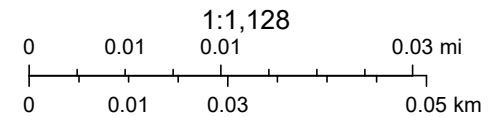
Martin Mares  
Senior Planner  
972-932-2216 ext. 117  
[mmares@kaufmantx.org](mailto:mmares@kaufmantx.org)

# Location Map



9/15/2025, 3:10:02 PM

-  Parcels
-  Abstracts

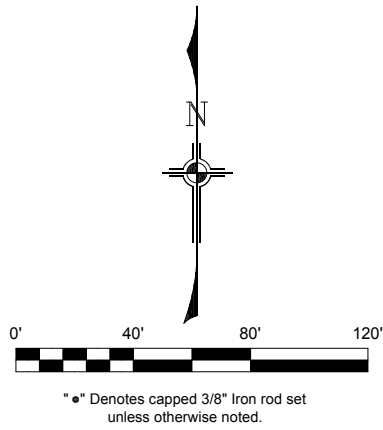


Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

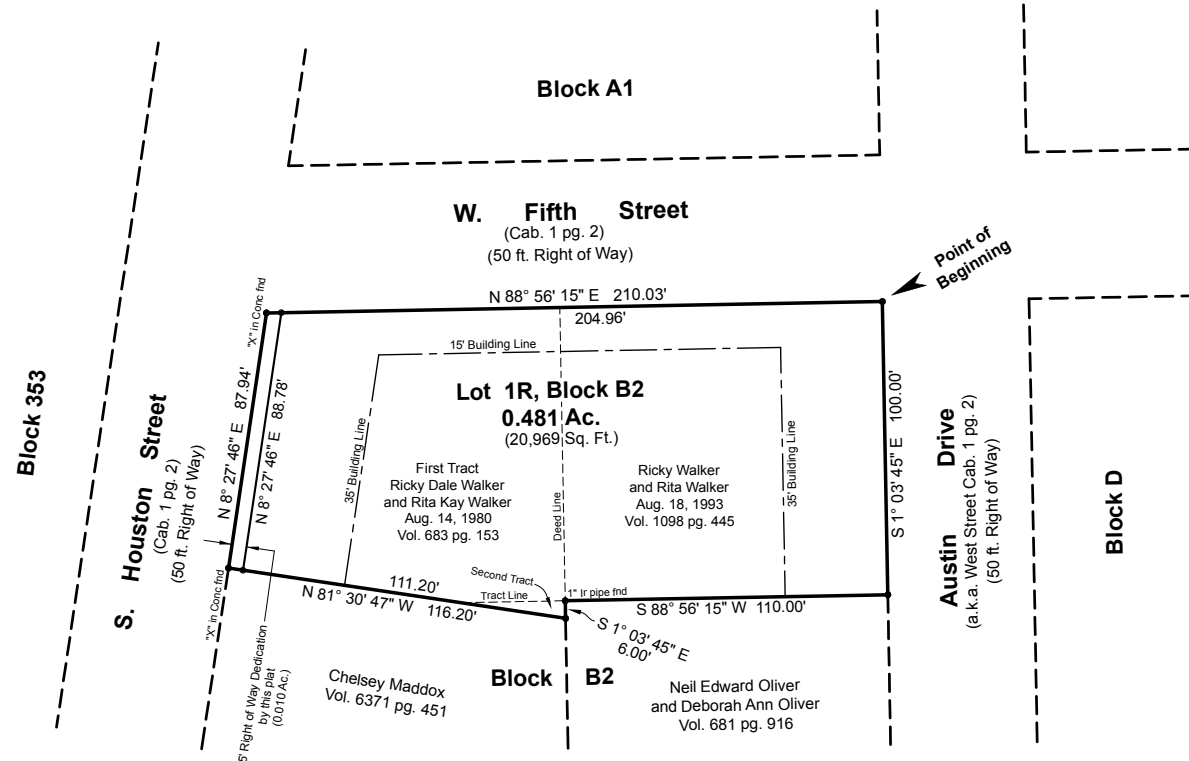
Kaufman County Appraisal District, BIS Consulting - [www.bisconsulting.com](http://www.bisconsulting.com)

Disclaimer: This product is for informational purposes only and has not been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of boundaries.

Cabinet \_\_\_\_\_ Page \_\_\_\_\_



- Notes:**
- All lots comply with the minimum size requirements of the zoning district.
  - This property may be subject to charges related to impact fees and the Applicant should contact the City regarding any applicable fees due.
  - Notice- selling a portion of this addition by metes and bounds is a violation of the City of Kaufman's Subdivision Ordinance and State law and is subject to fines and withholding of utilities and building permits.
  - This plat does not alter or remove existing deed restrictions, if any, on this property.
  - The subject property does not lie within a 100-year flood plain according to Community Panel Nos. 48257C0305D and 48257C0310D, dated July 3, 2012, of the National Flood Insurance Rate Maps for Kaufman County, Texas.
  - The purpose of this Plat is to combine two deeded lots into one platted lot.
  - Bearings are based on the State Plane Coordinate System, Texas North Central Zone (4202), North American Datum of 1983 (NAD 83).
  - No overhead utilities are permitted on the subject property.



STATE OF TEXAS  
COUNTY OF KAUFMAN

All that certain lot, tract or parcel of land situated within the corporate limits of the City of Kaufman, Kaufman County, Texas, part of the C. A. Lovejoy Survey, Abstract No. 303, part of Block B2, as shown on the Revised Map of the City of Kaufman, recorded in Cabinet 1 page 2 of the Plat Records of Kaufman County, Texas, all of that certain First and Second Tract conveyed to Ricky Dale Walker and Rita Kay Walker on August 14, 1980, recorded in Vol. 683 page 153 of the Deed Records of Kaufman County, Texas and all of that certain tract conveyed to Ricky Walker and Rita Walker on August 18, 1993, recorded in Vol. 1098 page 445 of the Deed Records of Kaufman County, Texas, being more completely described as follows, to-wit:

BEGINNING at a capped 3/8" Iron rod set at the Northeast corner of the above mentioned Block B2 and being at the intersection of the South line of W. Fifth Street with the West line of Austin Drive.

THENCE S 1 deg. 03 min. 45 sec. E, with the East line of Block B2 and with the West line of Austin Drive, a distance of 100.00 ft. to a capped 3/8" Iron rod set at the Northeast corner of the Neil Edward Oliver and Deborah Ann Oliver tract, recorded in Vol. 681 page 916 of the Deed Records of Kaufman County, Texas.

THENCE S 88 deg. 56 min. 15 sec. W, with the North line of said Oliver tract, a distance of 110.00 ft. to a 1" Iron pipe found at the Northwest corner of same.

THENCE S 1 deg. 03 min. 45 sec. E, with the West line of said Oliver tract, a distance of 6.00 ft. to a capped 3/8" Iron rod set at the Northeast corner of the Chelsey Maddox tract, recorded in Vol. 6371 page 451 of the Deed Records of Kaufman County, Texas.

THENCE N 81 deg. 30 min. 47 sec. W, with the North line of said Maddox tract, a distance of 116.20 ft. to an "X" in Concrete found at the Northwest corner of same, in the West line of the above mentioned Block B2 and being in the East line of S. Houston Street.

THENCE N 8 deg. 27 min. 46 sec. E, with the East line of S. Houston Street, a distance of 87.94 ft. to an "X" in Concrete found at the intersection of same with the South line of W. Fifth Street and being at the Northwest corner of said Block B2.

THENCE N 88 deg. 56 min. 15 sec. E, with the North line of said Block B2 and with the South line of W. Fifth Street, a distance of 210.03 ft. to the point of beginning, containing 0.491 of an acre of land.

I, Greg Sjerven, Registered Professional Land Surveyor No. 5244, do hereby certify that this plat was prepared from an actual survey made under my personal supervision and that the corner monuments shown thereon were placed in accordance with the Subdivision Regulations of the City of Kaufman, Texas.

GIVEN UNDER MY HAND AND SEAL  
this the 25th day of September, 2025.



GREG SJERVEN, R. P. L. S. NO. 5244

**Certificate of Plat Approval:**

Approved:

\_\_\_\_\_  
Planning and Zoning Commission Chairperson  
City of Kaufman, Texas

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor  
City of Kaufman, Texas

\_\_\_\_\_  
Date

Witness by hand this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Secretary  
City of Kaufman, Texas

PREPARED FOR:  
RICKY WALKER  
AND RITA WALKER  
1201 S. HOUSTON ST.  
KAUFMAN, TX. 75142  
(972-571-1184)  
Email: rwalker4@embarqmail.com

Greg Sjerven  
statewidesurvey@aol.com

**Statewide  
Surveying  
Service**

208 N. Washington St.  
Kaufman, Tx. 75142  
972-962-6481  
Firm No. 10009100



Vicinity Map

**OWNER ACKNOWLEDGEMENT AND DEDICATION:**

That Ricky Walker and Rita Walker, acting herein by and through their duly authorized officers, do hereby dedicate this plat designating the hereinabove described property as Re-Plat of Snow's Second Addition, Lot 1R, Block B2, an addition to the City of Kaufman, Texas, and do hereby dedicate to the public use forever by fee simple title, free and clear of all liens and encumbrances, all streets, thoroughfares, alleys, fire lanes, drive aisles, parking spaces, parks and trails, and to the public use forever Easements for Sidewalks, storm drainage facilities, floodways, water mains, wastewater mains, and other utilities and facilities, and any other property necessary to serve the plat and to implement the requirements of the subdivision regulations and other City codes and do hereby bind ourselves, our heirs, successors and assigns to warrant and to forever defend the title on the land so dedicated. Further, the undersigned covenants and agrees that we shall maintain all Easements and facilities in a state of good repair and functional condition at all times in accordance with City codes and regulations. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over, across the Easements as shown, except that landscape improvements may be installed, if approved by the City of Kaufman. At no point shall any overhead utilities be installed on the subject property. The City of Kaufman and public utility entities shall have the right to access and maintain all respective Easements without the necessity at any time of procuring permission from anyone.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Kaufman, Texas.

WITNESS, my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

BY:

\_\_\_\_\_  
Ricky Walker (Owner)

\_\_\_\_\_  
Rita Walker (Owner)

STATE OF TEXAS  
COUNTY OF KAUFMAN

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Ricky Walker, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL, this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Rita Walker, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL, this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

**" Re-Plat "**

**Snow's Second Addition  
Lot 1R, Block B2**

Being a Re-Plat of part of Block B2 of Snow's Second Addition in the City of Kaufman, Kaufman County, Texas, recorded in Cabinet 1 page 2 of the Plat Records of Kaufman County, Texas

0.491 of an acres situated in the C. A. Lovejoy Survey, Abstract No. 303  
City of Kaufman,  
Kaufman County, Texas  
Right of Way Dedication: 0.010 Ac.  
(1 residential lot)  
(Date: September 25, 2025)

**From:** [Baker, Wesley](#)  
**To:** [Kaufman Planning](#)  
**Subject:** Public Hearing - Ricky Dale & Rita Kay Walker  
**Date:** Tuesday, September 30, 2025 10:45:59 AM

---

To whom it may concern.

I received a notice of public hearing for the above subject neighbors requesting a replat of two properties into one property. Based on the drawings provided for 36520 & 36523 we have no objection to this replat.

I live at 1300 S.. Houston St., Kaufman, Texas 75142.

Respectfully yours,

**Wesley E. Baker | Executive Vice President | DynaTen**  
Office (817) 616-2265 | Cell (682)304-7528  
**24/7 Service Support: (833) 396-2836**  
4375 Diplomacy Road, Fort Worth, Texas 76155



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Date: 9-17-25

RE: Conduct a public hearing and make a recommendation to City Council regarding a replat of Snows Second Addition, Block B2, Lot 1 being a partial replat of Block B2 of the Snows Second Addition, to create one single-family residential lot. The subject property consists of approximately 0.481 acres, situated in the C.A. Lovejoy Survey, Abstract No. 303, City of Kaufman, Kaufman County, Texas, generally located at 1201 S. Houston Street (Parcel IDs 36520 and 36523). (Case No. RP-03-25)

Name: Ray + Anita Hall

Address: 1206 S Houston

City & State: Kaufman

I AM IN FAVOR

I OBJECT

Phone #: 972 978 6435

Email Address: AnitaHall@yachoo.com

COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

Ray + Anita Hall  
NAME PRINTED

Anita Hall  
SIGNATURE



Meeting  
Date: 10/27/2025

Date: 09/30/2025

Item #: 13.

Dept.: Economic  
Development  
Corporation

**Action Item**

**SUBJECT:**

Consider and take appropriate action on Ordinance O-34-25, an ordinance of the City Council of the City of Kaufman, Texas, approving the creation of Agile Cold Storage Reinvestment Zone located at 269 S.H. 34 Bypass, an addition to the City of Kaufman, Texas, according to the plat recorded in Volume 9014, Page 172 (Cabinet 4, Sleeve 517) of the Plat Records of Kaufman County, Texas, being 43.7570 acres, generally located at Rand Road and Highway 34. The site is located within Kaufman CAD Parcel ID #16826.

**BACKGROUND:**

As part of Agile Cold Storage’s decision to locate within the City of Kaufman, a five-year, 50 percent tax abatement on real property was offered to help offset project costs. The City, Kaufman County, and the Community College District each expressed their support for providing this assistance.

To move forward with the abatement, the first step is to establish a reinvestment zone. This designation is required before any abatements can be granted and is separate from a tax increment reinvestment zone (TIRZ). Once the zone is created, other taxing entities that wish to participate may join the City, which will serve as the lead entity throughout the process. After the abatement agreement is fully executed, it will be filed with the appraisal district, which will apply the abatement annually to Agile Cold Storage for the duration of the approved term.

This item simply creates the Agile Cold Storage Reinvestment Zone, which is inclusive of their 43.757 acre site. All reinvestment zones created last for a period of 5 years.

Author:  
Stewart McGregor , Executive Director

Reviewed:  
Mike Holder, City Manager

**Cost:**

**Funds Available:**

**Source:**

**Recommendation: Staff recommends approval of Ordinance O-34-25, approving the creation of Agile Cold Storage Reinvestment Zone located at 269 S.H. 34 Bypass.**

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ORDINANCE NO. 0-34-25**

**AN ORDINANCE DESIGNATING A CERTAIN AREA AS A REINVESTMENT ZONE FOR COMMERCIAL-INDUSTRIAL TAX ABATEMENT IN THE CITY OF KAUFMAN, TEXAS, TO BE KNOWN AS AGILE COLD STORAGE REINVESTMENT ZONE, CITY OF KAUFMAN, TEXAS (THE “ZONE”); PROVIDING FOR THE INCORPORATION OF PREMISES; ESTABLISHING THE BOUNDARIES OF THE ZONE; ESTABLISHING A TERM FOR THE ZONE; PROVIDING FINDINGS AND DETERMINATIONS; PROVIDING SEVERABILITY; PROVIDING FINDINGS REGARDING COMPLIANCE WITH THE OPEN MEETINGS ACT AND NOTICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Kaufman, Texas (the “City”), desires to promote the development or redevelopment of a certain contiguous geographic area within its jurisdiction by the creation of a reinvestment zone for commercial-industrial tax abatement, as authorized by the Property Redevelopment and Tax Abatement Act, as amended (V.T.C.A. Tax Code, Chapter 312); and

**WHEREAS**, the City Council has adopted Resolution No. R-08-24 with the City’s Guidelines and Criteria for Tax Abatements; and

**WHEREAS**, on October 27, 2025, a public hearing before the City Council was held, such date being at least seven (7) days after publication of the notice of such public hearing and the delivery of written notice to the respective presiding officers of each taxing entity which includes within its boundaries real property that is to be included in the proposed reinvestment zone; and

**WHEREAS**, at such public hearing, the City Council invited any interested person to appear and speak for or against the creation of the reinvestment zone and whether all or part of the territory described should be included in the proposed reinvestment zone; and

**WHEREAS**, the proponents of the reinvestment zone offered evidence, both oral and documentary, in favor of all of the foregoing matters relating to the creation of the reinvestment zone and opponents, if any, of the reinvestment zone were afforded the opportunity to appear and to contest the creation of the reinvestment zone; and

**WHEREAS**, based upon evidence and information presented to the City Council, the City Council hereby finds that the improvements sought are feasible and practical and would be a benefit to the land to be included in the reinvestment zone and to the City after expiration of any tax abatement agreement.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS:**

**Section 1. Incorporation of Premises.** That the facts and recitations contained in the preamble of this Ordinance are hereby found and declared to be true and correct, are legislative findings of the City Council and are incorporated as if fully set forth in the body of this Ordinance.

**Section 2. Findings and Determinations.** That the City, after conducting such hearing and having heard such evidence and testimony, has made the following findings and determinations based on the evidence and testimony presented to it:

- a) That the public hearing on designating property within the City as the Agile Cold Storage Reinvestment Zone was properly called, held and conducted and that notices of such hearings were published as required by law and were mailed to the respective presiding officers of the governing bodies of all taxing units overlapping the territory inside the proposed reinvestment zone; and
- b) That the boundaries of the proposed Agile Cold Storage Reinvestment Zone should be the area as described in **“Exhibit A”**, attached hereto; and
- c) That creation of the proposed Agile Cold Storage Reinvestment Zone with boundaries as described in **Exhibit "A”** will result in benefits to the City and to land included therein and that based upon representations of the property owners therein, the improvements sought are feasible and practical; and
- d) The proposed Agile Cold Storage Reinvestment Zone for the Property described in **Exhibit "A”** meets the criteria for the creation of a reinvestment zone as set forth in the Property Redevelopment and Tax Abatement Act, as amended, in that it is reasonably likely as a result of the designation to contribute to the retention or expansion of primary employment or to attract investment in the Zone that would be a benefit to the Property and that would contribute to the economic development of the City.

**Section 3. Zone Created.** That pursuant to the Property Redevelopment and Tax Abatement Act, as amended, the City hereby creates a reinvestment zone for commercial-industrial tax abatement encompassing only the area described by the legal description for the Property, as more specifically described in **Exhibit "A”** attached hereto and incorporated herein, and such reinvestment zone is hereby designated and shall hereafter be referred to as Agile Cold Storage Reinvestment Zone, City of Kaufman, Texas (the “Zone”).

**Section 4. Term.** That the Zone shall take effect immediately and shall remain designated as a commercial-industrial reinvestment zone for a period of five (5) years from such date of designation. Prior to or upon such date of expiration the City Council may renew such designation for additional period(s) not to exceed five (5) years in accordance with the law.

**Section 5. Severability.** That if any section, paragraph, clause or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

**Section 6. Notices/Open Meeting.** That it is hereby found, determined and declared that a sufficient notice of the date, hour, place and subject, of the meeting of the City Council at which this Ordinance was adopted was posted at a place convenient and readily accessible at all times as required by the Texas Open Meetings Act, Texas Government Code, Chapter 551, as amended, and that a public hearing was held prior to the designation of such Zone and that proper notice of the hearing was published in the official newspaper of the City and furthermore, such notice was in fact delivered to the presiding officer of any affected taxing entity as prescribed by the Property Redevelopment and Tax Abatement Act.

**Section 7. Effective Date.** That this Ordinance shall take effect immediately upon its passage in accordance with the law.

**PASSED, APPROVED AND ADOPTED** on this the 27th day of October 2025.

**CITY OF KAUFMAN**

---

**JEFF JORDAN  
MAYOR**

**ATTEST:**

---

**JESSIE HANKS  
CITY SECRETARY**

**APPROVED AS TO FORM:**

---

**M. ANN MONTGOMERY  
CITY ATTORNEY**





Meeting  
Date: 10/27/2025

Date: 09/30/2025

Item #: 14.

Dept.: Economic  
Development  
Corporation

**Resolution**

**SUBJECT:**

Consider and take appropriate action on Resolution R-31-25, a resolution of the City Council of the City of Kaufman, Texas, approving the Amended and Restated Bylaws of the Kaufman Economic Development Corporation (KEDC) to reflect changes to Section 4.13 titled "Board's Relationship with Administrative Department of the City" and Section 5.10.1 titled "Contract for Service; and authorizing the Mayor or his designee to execute necessary documents.

**BACKGROUND:**

**This item was originally posted to the September 22 agenda; however, due to incorrect agenda language, no action was taken at this meeting.**

Approval to issue an RFQ for legal services to begin October 1 was given at the September KEDC board meeting. The bylaws currently state as follows:

***4.13.2 Any request for legal assistance shall be made by the Board or its designee to the City Attorney. The City Attorney may provide such assistance when such services are available.***

In order to allow for a separate EDC Attorney from another firm, the Board needs to update the Bylaws. Below is the recommended language for this section (which was provided by the current KEDC Attorney):

***4.13.2 At the discretion of the KEDC Board of Directors, the Board may utilize legal services provided by the City Attorney or by another attorney or firm licensed to practice law in Texas, and may also utilize any other third party service with which the City has a contract.***

Author:  
Stewart McGregor , Executive Director

Reviewed:  
Mike Holder, City Manager

**Cost:**

**Funds Available:**

**Source:**

**Recommendation: Staff recommends approval of this item.**

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RESOLUTION NO. R-31-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS, APPROVING THE AMENDED AND RESTATED BYLAWS OF THE KAUFMAN ECONOMIC DEVELOPMENT CORPORATION AS SET FORTH IN EXHIBIT “A” HERETO; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR AN AMENDMENT; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on September 15, 2025, the Board of Directors of the Kaufman Economic Development Corporation (“Board”) held the regular meeting of the Kaufman Economic Development Corporation (“KEDC”); and

**WHEREAS**, the Board reviewed the provisions of its Bylaws relative to Section 4.13 entitled “Board’s Relationship with Administrative Department of the City” and Staff proposed amendments to terms governing reimbursements and administrative services provided by the City, and for legal services, and the Board also considered Staff proposed revisions to Section 5.10.1 entitled “Contract for Service”, relative to Board contractual authority; and

**WHEREAS**, having considered the recommendations presented, the Board determined it appropriate to revise its Bylaws in accordance with the requested Staff amendments, and by action of the Board at its September 15, 2025 meeting, the Board voted to approve the Amended and Restated Bylaws of the Kaufman Economic Development Corporation, a copy of which is attached hereto and incorporated herein as **Exhibit “A”** (the “Amended Bylaws”); and

**WHEREAS**, the Board has submitted the Amended Bylaws to the City Council for consideration, and at its October 27, 2025 meeting, the City Council considered the proposed Amended Bylaws has determined it appropriate and necessary to approve the Amended and Restated Bylaws as set forth in **Exhibit “A”**.

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

**SECTION 1. INCORPORATION OF PREMISES.** The above and foregoing premises are true and correct findings of the City Council and are incorporated herein and made a part hereof for all purposes.

**SECTION 2. AMENDMENT – KAUFMAN ECONOMIC DEVELOPMENT CORPORATION BYLAWS.** The City Council has reviewed the proposed amendments to the KEDC Bylaws, finds that the Amended and Restated Bylaws are consistent with the Certificate of Formation, and hereby approves the “Amended and Restated Bylaws of Kaufman Economic Development Corporation” as set forth in **Exhibit “A”** attached hereto and incorporated herein.

**SECTION 3. CUMULATIVE REPEALER.** This Resolution shall be cumulative of all other resolutions of the City Council and shall not repeal any of the provisions of such resolutions except for those instances where there are direct conflicts with the provisions of this Resolution. Resolutions or parts thereof in force and effect at the time this Resolution shall take effect and that are inconsistent with this Resolution are hereby repealed to the extent that they are inconsistent with this Resolution.

**SECTION 4. SEVERABILITY.** If any section, subsection, clause, phrase or provision of this Resolution, or any application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Resolution, or any application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its passage in accordance with applicable law.

**PASSED AND APPROVED** this 27th day of October, 2025.

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**JEFF JORDAN  
MAYOR**

**ATTEST:**

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**JESSIE HANKS  
CITY SECRETARY**

**APPROVED AS TO FORM:**

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**M. ANN MONTGOMERY  
CITY ATTORNEY**

**EXHIBIT "A"**

**AMENDED AND RESTATED BYLAWS OF THE KAUFMAN ECONOMIC  
DEVELOPMENT CORPORATION**

**AMENDED AND RESTATED BYLAWS**

**OF**

**KAUFMAN ECONOMIC DEVELOPMENT CORPORATION  
A NON-PROFIT CORPORATION**

**KAUFMAN, TEXAS**

**SECTION 1  
OFFICES**

**1.1 Registered Office and Registered Agent**

**1.1.1 KAUFMAN ECONOMIC DEVELOPMENT CORPORATION shall have and continuously maintain in the State of Texas, a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act and the Development Corporation Act of 1979, Tex. Rev. C.iv. Stat. Ann. Art. 5190.6, as amended (the “Development Corporation Act”). The Board of Directors may, from time to time, change the registered agent and/or the address of the registered office, provided that such change is appropriately reflected in these Amended and Restated Bylaws and the Certificate of Formation.**

**1.2 Principal Office**

**The principal office of the Corporation in the State of Texas shall be located in the City of Kaufman, Kaufman County, Texas, and it may be, but need not be, identical with the registered office of the Corporation.**

**SECTION 2  
PURPOSES**

**2.1 Purposes**

**The Corporation is a non-profit economic development corporation specifically governed by Section 4A of the Development Corporation Act. The purpose of the Corporation is to promote, assist, and enhance economic development in accordance with the Development Corporation Act and the Certificate of Formation, as amended.**

**SECTION 3  
MEMBERS**

**3.1 Members**

The Corporation shall have no members.

**SECTION 4  
BOARD OF DIRECTORS**

**4.1 Board of Directors**

The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors (the “Board”), appointed by the City Council of the City of Kaufman, Texas (the “City”), and subject to applicable limitations imposed by the Texas Non-Profit Corporation Act, the Development Corporation Act, the Certificate of Formation, as amended, and by these Bylaws. The Board may, by contract, resolution, or otherwise give general or limited or special power and authority to the officers and employees of the Corporation to transact the general business or any special business of the Corporation, and may give power of attorney to agents of the Corporation to transact any special business requiring such authorization.

**4.2 Number and Qualifications**

**4.2.1** The authorized number of Directors of this Board shall be five (5).

**4.2.2** The City Council shall appoint the Directors of the Corporation. The Directors must possess qualifications as determined appropriate by the City Council and in accordance with applicable state law.

**4.2.3** The City Council shall consider an individual’s experience, accomplishments and education background in appointing member to the Board to ensure that the interests and concerns of all segments of the community are considered.

**4.3 General Duties of the Board**

The Board is hereby required to perform the following duties:

**4.3.1** The Board shall develop an overall economic development plan for the City which shall include and set forth intermittent and/or short term goals which the Board deems necessary to accomplish compliance with its overall economic development plan. Such plan shall be approved by the City Council of the City

of Kaufman. The overall development plan developed by the Board shall be one that includes the following elements:

- 4.3.1.1 An economic development strategy to permanently bolster the business climate throughout the City.
  - 4.3.1.2 Strategies to fully utilize the assets of the City which enhance economic development.
  - 4.3.1.3 Identification of strategies to coordinate public, private, military and academic resources to develop and enhance business opportunities for all citizens of Kaufman.
  - 4.3.1.4 Assurance of accountability of all tax monies expended for its implementation of the overall economic development plan.
  - 4.3.1.5 Identification of strategies and provide for implementation of identified strategies for direct economic development as defined in this Section.
  - 4.3.1.6 An annual work plan outlining the activities, tasks, projects and programs to be undertaken by the Board during the upcoming fiscal year. The annual work plan shall be submitted with the annual budget as outlined in Section 7.2 of these Bylaws.
- 4.3.2 The Board shall review and update its overall economic development plan twice each year to ensure that said plan is up to date with the current economic climate and is capable of meeting Kaufman’s current economic development needs.
- 4.3.3 The Board shall expend, in accordance with State law, the tax funds received by it on direct economic development which such expenditures will have a direct benefit to the citizens of Kaufman.
- 4.3.4 As used in this Section, “direct economic development” shall mean the expenditure of such tax funds for programs that directly accomplish or aid in the accomplishment of creating identifiable new jobs, or retaining identifiable existing jobs including job training and/or planning and research activities necessary to promote said job creation. The Corporation’s focus will be primarily in the areas of:
- 4.3.4.1 Business retention and expansion.
  - 4.3.4.2 Formation of new businesses.
  - 4.3.4.3 Business attraction.

**4.3.5 The Corporation shall make reports to the City Council of the City of Kaufman. The Corporation shall discharge this requirement by reporting to the City Council in the following manner:**

**4.3.5.1 The Corporation shall make a detailed report to the City Council once each year. Such report shall include, but not be limited to, the following:**

**4.3.5.1.1 A review of all expenditures made by the Board in connection with its activities involving direct economic development as defined in this Section, together with a report of all other expenditures made by the Board.**

**4.3.5.1.2 A review of the accomplishments of the Board in the area of direct economic development.**

**4.3.5.1.3 The policies and strategies followed by the Board in relation to direct economic development together with any new or proposed changes in said policies and strategies.**

**4.3.5.1.4 The activities of the Board for the budget year addressed in said annual report, together with any proposed change in said activity as said activity or activities relate to direct economic development.**

**4.3.5.1.5 A review of the activities of the Board in areas of endeavor other than direct economic development together with any proposed changes in such activities.**

**4.3.5.1.6 The annual required report shall be made to the City Council no later than December 1 of each year.**

**4.3.5.1.7 The annual report shall be considered by the City Council of its review and acceptance.**

**4.3.5.2 The Board shall be regularly accountable to the City Council for all activities undertaken by it or on its behalf, and shall report on all activities of the Board, whether discharged directly by the Board or by any person, firm, corporation, agency, association or other entity on behalf of the Board. This report shall be made by the Board to the City Council semi-annually with the first report being made by June 1, 1995, and a similar report being made each succeeding six (6) months, but in no event shall a period of time of more than six (6) calendar months be allowed**

to elapse between such reports. The semi-annual report shall include the following:

- 4.3.5.2.1 Accomplishments to date as compared with the overall plan or strategy for direct economic development.
- 4.3.5.2.2 Anticipated short term challenges during the next semi-annual reporting period together with recommendations to meet such short term challenges.
- 4.3.5.2.3 Long term issues to be dealt with over the succeeding twelve (12) month period or longer period of time, together with recommendations to meet such issues with emphases to be placed on direct economic development.
- 4.3.5.2.4 A recap of all budgeted expenditures to date, together with a recap of budgeted funds left unexpended and any commitment made on said unexpended funds. The recap of expenditures shall set forth separately those expenditures made in connection with direct economic development and those expenditures made by the Board in the discharge of its other duties.

#### **4.4 Implied Duties**

The Corporation is authorized to do that which the Board deems desirable to accomplish any of the purposes or duties set out or alluded to in Section 4.3 of these Bylaws and in accordance with State law.

#### **4.5\* Tenure**

The initial terms of office for the directors shall be two (2) Directors with three (3) year terms, two (2) Directors with two (2) year terms, and one (1) Director with a one (1) year term, as designated by the City Council. Members shall be appointed by a simple majority vote of members present of City Council before becoming a member of the Kaufman Economic Development Corporation. All appointments to the Kaufman Economic Development Corporation shall be for a term of three (3), and expiration of terms shall be staggered so that an overlapping of terms occurs. Terms of office of certain members shall expire on the thirty-first day (31) day of August of any given year. Directors are removable by the City Council for cause or at will.

(Amended 4-2012)

#### **4.6 Vacancies**

Any vacancy occurring shall be filled by appointment of the City Council.

## **4.7 Meetings**

- 4.7.1\*** The Board shall meet at least bi-monthly each calendar year being the odd or even months associated therewith, but in no event less than six (6) meetings per calendar year, or a combination thereof, or as necessary to perform such business at a place and time to be determined by the President within the boundaries of the City. All meetings of the Board shall provide notice thereof as provided and set forth in Texas Government Code Chapter 551 (the "Texas Open Meetings Act"). Any member of the Board may request that an item be placed on the agenda by delivering the same in writing to the Secretary of the Board no later than ten (10) days prior to the date of the Board Meeting. The President of the Board shall set regular meeting dates and times at the beginning of his/her term.
- 4.7.2** Notice of any meeting shall be given to the public in accordance with the requirements of the Texas Open Meetings Act. The notice shall contain information regarding the particular time, date, and location of the meeting and the agenda to be considered. All meetings shall be conducted in accordance with the Texas Open Meetings Act.
- 4.7.3** The annual meeting of the Board of Directors shall be the 2<sup>nd</sup> Tuesday in November of each year, at 6:30 p.m.
- 4.7.4** Special Meetings of the Board shall be held whenever called by the President, by a majority of the Directors, by the Mayor of the City, or by a majority of the City Council.
- 4.7.5** The Secretary shall give notice to each Director for any Emergency Meeting (as defined in the Texas Open Meetings Act) in person or telephone, at least two (2) hours before the meeting. Unless otherwise indicated in the notice thereof, any and all matters pertaining to the purposes of the Corporation may be considered and acted upon at a Special Meeting. At any meeting at which every Director shall be present, even though without any individual notice, any matter pertaining to the purpose of the Corporation may be considered and acted upon consistent with applicable law.

## **4.8 Attendance**

Regular attendance of the Board meetings is required of all Directors. The following number of absences may constitute the need for replacement of a Director: Three (3) consecutive absences, or attendance reflecting absences constituting fifty percent (50%) of the meetings over a twelve (12) month period. In the event replacement is indicated, the Director will be counseled

by the President and, subsequently, the President shall submit in writing to the City Secretary the need to replace the Director in question.

#### **4.9 Quorum**

A majority of the appointed Directors shall constitute a quorum for the convening of a meeting and the subsequent transaction of business.

#### **4.10 Compensation**

The duly appointed members of the Board shall serve without compensation, but shall be reimbursed for actual or commensurate cost of travel, lodging and incidental expenses while on official business of the Board in accordance with State law.

#### **4.11 Voting: Action of the Board of Directors**

Directors must be present in order to vote at any meeting. Unless otherwise provided in these Bylaws or in the Certificate of Formation, as amended from time to time, or as required by law, the act of a simple majority of the Directors present at any meeting for which a quorum is present shall be the act of the Board of Directors. In the event that Director is aware of a conflict of interest or potential conflict of interest with regard to any particular vote, the Director shall bring the same to the attention of the meeting and shall abstain from the vote, unless the Board determines that no conflict of interest exists. Any Director may bring to the attention of the meetings of any apparent conflict of interest or potential conflict of interest of any other Director, in which case the Board shall determine whether a true conflict of interest exists before any vote shall be taken regarding that particular matter. The Director as to whom a question of interest has been raised shall refrain from voting with regard to the determination as to whether a true conflict exists. The prohibited acts that apply to local public officials under Texas Local Government Code Chapter 171 shall define those situations in which a conflict of interest exists.

#### **4.12 Boards' Relationship with City Council**

In accordance with State law, the City Council shall require that the Corporation be responsible to it for the proper discharge of its duties assigned in this Section. All policies for program administration shall be submitted for Council approval, and the Board shall administer said programs accordingly. The Board shall determine its policies and direction within the limitation of the duties herein imposed by applicable laws, the Certificate of Formation, as amended from time to time, these Bylaws, contracts entered into with the City, and the budget and fiduciary responsibilities.

#### **4.13 Board's Relationship with Administrative Department of the City**

**4.13.1 Any services provided by administrative departments of the City are permissible with the consent of the City Manager. The City Manager and the KEDC Board, or their designee, may negotiate an annual contract for reimbursement of certain administrative services provided by the City to the KEDC. (Amended 9-2025)**

**4.13.2 At the discretion of the KEDC Board of Directors, the Board may utilize legal services provided by the City Attorney or by another attorney or firm licensed to practice law in the State of Texas, and may also utilize any other third party service with which the City has a contract. (Amended 9-2025)**

### **SECTION 5 OFFICERS**

#### **5.1 Officers**

**The elected officers of the Corporation shall be a President, a Vice President, a Secretary and a Treasurer. The Board may resolve to elect one (1) or more Assistant Secretaries or one (1) or more Assistant Treasurers as it may consider desirable. Such officers shall have the authority and perform the duties of the office as the Board may from time to time prescribe or as the Secretary or Treasurer may from time to time delegate to his or her respective Assistant. Any two (2) or more offices may be held by the same person, except the office of President.**

#### **5.2 Selection of Officers**

**5.2.1 The initial President and Vice President shall be elected by the Board and shall serve a term of one (1) year. On the expiration of the term of office of the original President and Vice President, the Board shall select from among its Directors individuals to hold such office. The term of office of the President and Vice President shall always be for a period of one (1) year; provided, however, that the President and Vice President continue to serve until the election of their successors.**

**5.2.2 The Secretary and Treasurer shall be selected by the Board and shall serve a term of one (1) year; provided, however, that they shall continue to serve until the election of their successors. Elections shall be held at the annual meeting of the Board.**

#### **5.3 Vacancies**

Vacancies in any office which occur by reason of death, resignation, disqualification, removal, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term of that office, in the same manner as other officers are elected to the Board.

#### **5.4 President**

**5.4.1 The President shall be the presiding officer of the Board with the following authority:**

**5.4.1.1 Shall preside over all meetings of the Board.**

**5.4.1.2 Shall have the right to vote on all matters coming before the Board.**

**5.4.1.3 Shall have the authority, upon notice to the members of the Board, to call a special meeting of the Board when in his or her judgment such a meeting is required.**

**5.4.1.4 Shall have the authority to appoint standing committees to aid and assist the Board in its business undertakings or other matters incidental to the operation and functions of the Board.**

**5.4.1.5 Shall have the authority to appoint ad hoc committees which may address issues of a temporary nature of concern or which have a temporary effect on the business of the Board.**

**5.4.2 In addition to the above mentioned duties, the President shall sign with the Secretary of the Board or other designated person any deed, mortgage, bond, contract, or other instrument which the Board has approved and unless the execution of said document has been expressly delegated to some other officer or agent of the Corporation by appropriate Board resolution, by a specific provision of these Bylaws, or by statute. In general, the President shall perform all duties incident to the office, and such other duties as shall be prescribed from time to time by the Board of Directors.**

#### **5.5 Vice President**

**In the absence of the President, or in the event of his or her inability to act, the Vice President shall perform the duties of the President. When so acting, the Vice President shall have all power of and be subject to all the same restrictions as upon the President. The Vice President shall also perform other duties as from time to time may be assigned to him or her by the President.**

## **5.6 Secretary**

**The Secretary shall keep, or cause to be kept, at the registered office a record of the minutes of all meetings of the Board and of any committees of the Board. The Secretary shall also file a copy of said Minutes with the City and the same to be given, in accordance with the provisions of these Bylaws, or as required by the Texas Open Meetings Act or the Texas Open Records Act or other applicable law. The Secretary shall be custodian of the corporate records and seal of the Corporation, and shall keep a register of the mailing address and street address, if different, of each Director.**

## **5.7 Treasurer**

**The Treasurer shall have the charge and custody of and be responsible for all funds and securities of the Corporation. The Treasurer shall receive and give receipt for money due and payable to the Corporation from any source whatsoever, and shall deposit all such monies in the name of the Corporation in such bank, trust corporation, and/or other depositories as shall be specified in accordance with Section 7 of these Bylaws. The Treasurer shall in general, perform all of the duties incident to that office, and such other duties as from time to time may be assigned to him by the President of the Board.**

## **5.8 Assistant Secretaries and Assistant Treasurers**

**The Assistant Secretaries and Assistant Treasurers, if any, shall in general perform such duties as may be assigned to them by the Secretary or the Treasurer, or by the President or the Board of Directors.**

## **5.9\* Employees**

**The Corporation may employ such full or part-time employees as needed to carry out the programs of the Corporation. These employees shall perform those duties as assigned to them by the Board.**

**The Corporation employee (Executive Director) and the successive holders of that office shall serve as the Public Information Coordinator (Officer) for the Kaufman Economic Development Corporation as provided by state law.**

### **5.10.1 Contract for Service**

**The Corporation may, with budgetary or programmatic approval of the City Council, contract with any qualified and appropriate person, association, corporation or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties. However, no such contract shall ever be approved or entered into which seeks or**

attempts to divest the Board of Directors of its discretion and policy-making functions in discharging the duties hereinabove set forth in the Section. (Amended 9-2025)

## SECTION 6 COMMITTEES

### 6.1 Qualifications for Committee Membership

Members of committees shall be appointed by the President and approved by the Board. Committee members need not be members of the Corporation unless required by these Bylaws or Board Resolution.

### 6.2 Standing Committee

The President shall have authority to appoint the following standing committees of the Board and such other committees as the Board may deem appropriate in the future:

**6.2.1 Budget, Finance and Audit Committee:** This committee shall have the responsibility of working on the formation and promotion of the annual budget of the Board. The Committee shall present such budget to the Board and upon approval, shall present, in accordance with these Bylaws, said budget to the City Council. In addition to the preparation of the budget for the Board, the Committee shall monitor all budget expenditures of the Board and keep the Board advised in such matters. The Committee shall further have the responsibility to oversee and work with auditors of the City or outside auditors when audits of the Corporation are being performed.

**6.2.2 Committee for Business Retention and Expansions:** This committee shall keep the Board informed of all development and activities concerning business retention and expansion.

**6.2.3 Committee for New Business Formation:** This committee shall keep the Board informed of all development and activities concerning business attraction and recruitment.

### 6.3 Standing Committee

**6.3.1** The President may determine from time to time that other committees are necessary or appropriate to assist the Board of Directors, and shall designate, subject to Board approval, the members of the respective committees.

**6.3.2 No such committee shall have independent authority to act for or in the stead of the Board of Directors with regard to the following manners: amending, altering, or repealing the Bylaws; electing, appointing, or removing any member of any such committee or any Director of Officer of the Corporation; amending the Certificate of Formation; adopting a plan of merger or adopting a plan of consolidation with another corporation authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Corporation or revoking the proceedings therefore; adopting a plan for the distribution of the assets of the Corporation or amending, altering, or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such committee.**

**6.3.3 The designation and appointment of any such committee and delegation to that committee of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed on it or on him/her by law.**

#### **6.4 Term of Office of Committee Members**

**6.4.1 Each member of a committee shall continue as such until the next annual appointment of the Board of Directors and until his or her successor on the committee is appointed, unless the committee shall be sooner terminated or unless such member has ceased to serve on the Board of Directors, or unless such member be removed from such committee.**

**6.4.2 Any committee member may be removed from committee membership by the President, with Board approval, whenever in their judgment the best interest of the Corporation would be served by such removal.**

#### **6.5 Vacancies on Committees**

**Vacancies in the membership of any committee may be filled in the same manner as provided with regard to the original appointments to that committee.**

#### **6.6 Ex-Officio Members**

**6.6.1 The City Manager or his designee and the Mayor or his designee may attend all meetings of the Board of Directors or Committees, including executive meetings, private or public. These representatives shall not have the power to vote in the meetings they attend. Their attendance shall be for the purpose of ensuring that information about the**

meetings is accurately communicated to the City Council and to satisfy the City Council obligation to control the powers of the Corporation.

- 6.6.2 The City Council may designate two (2) Ex-Officio Members, one of which shall be a Council Member and the other a Kaufman Independent School Board Trustee. The City Council shall consider the recommendation of the School Board in such designation. The Ex-Officio Members may attend all meetings of the Board of Directors or Committees, excluding executive meetings, and shall have the right to take part in any discussion, but shall not have the power to vote.

## SECTION 7 FINANCIAL ADMINISTRATION

### 7.1 Accounting

The Corporation may contract with the City for financial and accounting services. The Corporation's financing and accounting records shall be maintained according to the following guidelines:

### 7.2 Fiscal Year

The fiscal year of the Corporation shall begin October 1 and end on September 30 of the following year.

### 7.3 Budget

A budget for the forthcoming fiscal year shall be submitted to, and approved by, the Board of Directors, and the City Council of the City of Kaufman. In submitting the budget to the City Council, the Board of Directors shall submit the budget on forms prescribed by the City Manager and in accordance with the annual budget preparation schedule as set forth by the City Manager. The budget shall be submitted to the City Manager for inclusion of it in the annual budget presentation to the City Council. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board of Directors and the City Council of the City of Kaufman. The budget shall include funds allocated for approved projects and funds remaining unallocated for use with future projects.

### 7.4 Contracts

As provided in Section 5 above, the President and Secretary shall execute any contracts or other instruments which the Board has approved and authorized to be executed, provided, however, that the Board may by appropriate

resolution authorize any other officer or officers or any other agent or agents to enter into contracts or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority may be confined to specific instances or defined in general terms. When appropriate, the Board may grant a specific or general power of attorney to carry out some action on behalf of the Board, provided, however that no such power of attorney may be granted unless an appropriate resolution of the Board authorizes the same to be done.

#### **7.5 Checks and Drafts**

All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed or bear the facsimile of the President or the Treasurer, or such other person as designated by the Board.

#### **7.6 Deposits**

All funds of the Corporation shall be deposited on a regular basis to the credit of the Corporation in a local bank which shall be federally insured and shall be selected following procedures and requirements for selecting a depository as set forth in Chapter 105 of the Local Government Code.

#### **7.7 Gifts**

The Corporation may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the Corporation.

#### **7.8 Purchasing**

All purchases made and contracts executed by the Corporation shall be made in accordance with the requirements of the Texas Constitution and statutes of the State of Texas.

#### **7.9 Investments**

Temporary and idle funds which are not needed for immediate obligations of the Corporation may be invested in any legal manner provided in Texas Government Code Chapter 2256 (Public Funds Investment Act).

#### **7.10 Bonds**

Any bonds issued by the Corporation shall be issued in accordance with the applicable provisions of the Development Corporation Act.

## **7.11 Uncommitted Funds**

**7.11.1 Any uncommitted funds of the Corporation at the end of the fiscal year shall be considered a part of the Fund Balance.**

**7.11.2 The Undesignated Fund Balance may be committed for any legal purpose provided the Corporation's Board or Directors and the City Council both approve such commitment. This may include the establishment of the Permanent Reserve Fund which shall be accumulated for the purpose of using the interest earnings of such fund to finance the operation of the Corporation.**

## **7.12 Audit**

**An annual financial audit of the Corporation shall be performed by an independent certified public accountant or firm of independent certified public accountants selected by the Board. Such audit shall be performed and the report thereon made available to the Board, as soon as practicable following the end of each fiscal year of the Corporation.**

# **SECTION 8 BOOKS AND RECORDS**

## **8.1 Books and Records**

**The Corporation shall keep correct and complete books and records of all actions of the Corporation, including books and records of account and the minutes of meetings of the Board of Directors and of any committee having any authority of the board and to the City Council. All books and records of the Corporation may be inspected by Directors of the Corporation or his/her agent or attorney at any reasonable time. Any information which may be designated as public information by law shall be open to public inspection at any reasonable time. The Texas Open Records Act and Open Meetings Act shall apply to disclosure of public information. The Board of Directors shall provide for annual financial audit to be performed by a competent independent audit firm.**

## **8.2 Monthly Reports**

**8.2.1 The Corporation shall provide monthly summaries of proposed disbursements of funds for anticipated projects that are scheduled to occur during the following calendar month. The summaries shall include more detailed descriptions of proposed disbursements where these are estimated to exceed \$50,000 for any single expenditure or \$50,000 during the month for any project.**

**8.2.2 If any two (2) Council Members or one (1) Council Member and the Mayor request formal Council consideration, the City Manager shall notify the Director who shall not make the disbursement unless the request for formal action is withdrawn. Upon request for formal Council consideration, no such payment shall be made unless a formal public vote in open City Council session is made to approve the disbursement.**

**SECTION 9  
SEAL**

**9.1 Seal**

**The Board of Directors shall obtain a corporate seal which shall bear the words “Corporate Seal of Kaufman Economic Development Corporation”; the Board may thereafter use the corporate seal and may later alter the seal as necessary without changing the corporate name; but these Bylaws shall not be construed to require the use of the corporate seal.**

**SECTION 10  
PROGRAM**

**10.1 Authorization**

**The Corporation shall carry out its program subject to its Certificate of Formation, as amended (formerly referred to as Articles of Incorporation), these Bylaws and the Development Corporation Act, and such resolutions as the Board may from time to time authorize.**

**10.2 Program**

**The program of the Corporation shall be to assist, stimulate, and enhance economic development in Kaufman, Texas, subject to applicable state and federal law, these Bylaws, and the Certificate of Formation.**

**SECTION 11  
DISSOLUTION**

**11.1 Dissolution**

**11.1.1 On petition of ten percent (10%) or more of the registered voters of the City of Kaufman requesting an election on the dissolution of the Corporation, the City Council shall order an election on the issue. The election must be conducted according to the applicable provision of the Election Code. The ballot for the election shall be printed to provide for voting for or against the proposition:**

**“Dissolution of the Kaufman Economic Development Corporation.”**

**11.1.2 If a majority of voters voting on the issue approve the dissolution, the Corporation shall continue operations only as necessary to pay the principal of and interest on its bonds and to meet obligations incurred before the date of the election and, to the extent practicable, shall dispose of its assets and apply the proceeds to satisfy those obligations. When the last of the obligations is satisfied, any remaining assets of the Corporation shall be transferred to the City and the Corporation is dissolved.**

**SECTION 12  
INDEMNITY**

**12.1 Indemnity**

**12.1.1 The Corporation shall indemnify each and every member of the Board of Directors, its officers, employees, agents, each and every member of the City Council, and each employee of the City, to the fullest extent permitted by law and not otherwise covered by insurance, against any and all actions or omissions that may arise out of the functions and activities of the Corporation. The Corporation shall indemnify each such person who was, is or has been threatened to be made a named defendant or respondent in a proceeding because the person is or was a Board Member, officer, employee, or agent, but only if the determination to indemnify is made in accordance with the provisions of Article 1396-2.22A of the Texas Civil Statutes, as amended.**

**12.1.2 The Corporation further agrees that it shall at all times exercise reasonable precautions on behalf of and be solely responsible for the safety of its officers, agents, employees, licensees, invitees, and other persons, as well as their property, while in the vicinity where activities of the Corporation are being performed. It is expressly understood and agreed that the City shall not be liable or responsible for the negligence of the Corporation including but not limited to its officers, agents, employees, licensees, invitees, and other persons.**

**12.1.3 It is further agreed with respect to the above indemnity, that the City and the Corporation will provide the other prompt and timely notice of any event covered which in any way, directly or indirectly, contingently or otherwise, affects or might affect the Corporation or the City, and the City shall have the right to compromise and defend the same to the extent of its own interests. It is further agreed this indemnity clause shall be an additional remedy to the City and not an exclusive remedy.**

**SECTION 13  
MISCELLANEOUS**

**13.1 Relation to Certificate of Formation**

**These Bylaws are subject to and governed by the Certificate of Formation, as amended (formerly referred to as Articles of Incorporation) and applicable State statutes under which the Corporation is organized.**

**CERTIFICATE**

**This is to certify that the foregoing is a true and correct copy of the Amended and Restated Bylaws of the Corporation and that such Bylaws were duly adopted by the Board of Directors of the Corporation on the date set forth below.**

**Adopted by the Board of Directors on \_\_\_\_\_, 2025.**

**Attest: \_\_\_\_\_  
Secretary of the Corporation  
Ben Brashear**



Meeting  
Date: 10/27/2025

Date: 09/30/2025

Item #: 15.

Dept.: Finance

**Ordinance**

**SUBJECT:**

Consider and take appropriate action on Ordinance O-35-25, an ordinance of the City Council of the City of Kaufman, Texas, amending Appendix A “Fee Schedule” of the City of Kaufman’s Code of Ordinance to amend Article A2.000 “Municipal Court Fees” and Article 1.04 titled “Municipal Court of Record” by amending Sections 1.04.41 and 1.04.42 and adopting Section 1.04.045 titled “Consolidated Security and Technology Fund.”; and providing an effective date.

**BACKGROUND:**

A review of Municipal Court fees revealed inconsistencies with statute. This amendment updates the language to align with state requirements by providing standardized, compliant wording for municipal court fees.

Author:  
Mary Wennerstrom, Finance Director

Reviewed:  
Mike Holder, City Manager

Cost: Funds Available: Source:

Recommendation: Staff recommends approval of Ordinance O-35-25 as presented.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ORDINANCE NO. O-35-25**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS, AMENDING APPENDIX A “FEE SCHEDULE” OF THE CITY OF KAUFMAN’S CODE OF ORDINANCE TO AMEND ARTICLE A2.000 “MUNICIPAL COURT FEES” BY REPEALING SECTION A2.001 ENTITLED “TECHNOLOGY FEE” AND SECTION A2.002 ENTITLED “BUILDING SECURITY FEE” AND ADOPTING A NEW SECTION A2.001, “TECHNOLOGY FEE” AND SECTION A2.002 “COURT SECURITY FEE”; BY ADOPTING A NEW SECTION A2.005 “CONSOLIDATED MUNICIPAL COURT SECURITY AND TECHNOLOGY FEE”; AMENDING ARTICLE 1.04 ENTITLED “MUNICIPAL COURT OF RECORD”; BY REPEALING SECTION 1.04.041, “TECHNOLOGY FUND”, AND SECTION 1.04.042 “BUILDING SECURITY FUND” AND ADOPTING A NEW SECTION 1.04.041, “TECHNOLOGY FUND”, A NEW SECTION 1.04.042, “MUNICIPAL COURT BUILDING SECURITY FUND”; AND, BY ADOPTING A NEW SECTION 1.04.045 “CONSOLIDATED SECURITY AND TECHNOLOGY FUND”; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING AMENDMENTS; PROVIDING A CUMULATIVE REPEALER AND SAVINGS CLAUSE; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Kaufman, Texas (“City”) is a home-rule municipality pursuant to Section 5, Article XI of the Texas Constitution and exercises powers granted by the Texas Constitution and the City’s Charter; and

**WHEREAS**, the City Council of the City of Kaufman, Texas (the “City Council”) established the Kaufman Municipal Court of Record and provided for a Judge and Clerk of such court by adopting Chapter 34, “Courts” of the City of Kaufman’s Code of Ordinances; and

**WHEREAS**, the Kaufman Municipal Court of Record collects certain court costs and fees pursuant to state law; and

**WHEREAS**, through HB No. 1950, the 89<sup>th</sup> (R) Legislature amended Subchapter A, Chapter 102, Code of Criminal Procedure, by adding Article 102.0175 (hereinafter “Article 102.0175”), consolidating two of these funds, Municipal Court Building Security Fund and the Municipal Court Technology Fund into a single fund for cities with less than 100,000 population (hereinafter “Consolidated Fund”).

**WHEREAS**, the Consolidated Fund can be used for the same purposes as the separate accounts: enhancing court security and upgrading court technology, and the consolidation of funds gives the City greater flexibility in managing limited resources while maintaining statutory intent; and

**WHEREAS**, fees collected pursuant to Consolidated Municipal Court Building

Security Fund and the Municipal Court Technology Fund on or after May 29, 2025 must be deposited into the new Consolidated Security and Technology Fund, while monies collected May 28, 2025 or earlier must be deposited into the pre-HB 1950 separate Municipal Court Building Security Fund and the Municipal Court Technology Fund (and subject to the previous usage rules); and

**WHEREAS**, the City Council therefore desires to amend its Code of Ordinances to comply with Article 102.0175, to consolidate the separate building security and technology funds for funds received on or after May 29, 2025; and

**WHEREAS**, the City further finds it necessary to amend Appendix A, Fee Schedule of the Code of Ordinances to provide for the new Consolidated Fees and to adopt fees in accordance with applicable state law and future amendments thereto;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS:**

**Section 1. FINDINGS INCORPORATED.**

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**Section 2. AMENDMENTS.**

**2.01.** "Appendix A "Fee Schedule, Article A2.00 "Municipal Court Fees" Section A2.001, "Technology Fee" is hereby repealed in its entirety and new Section A2.001 "Technology Fee" is hereby adopted to be and read in its entirety as follows, and all other sections and subsections of Article A2.000 not expressly repealed hereby shall remain in full force and effect:

**"§ A2.001. Technology Fee.**

Municipal Court Technology Fee – Assessed in the amount set forth in Texas Local Government Code Section 134.103, as amended, for fees collected, regardless of conviction date, before May 29, 2025."

**2.02.** Appendix A "Fee Schedule", Article A2.00, "Municipal Court Fees" Section A2.002, "Building Security Fee" is hereby repealed in its entirety and new Section A2.002 "Court Security Fee" is hereby adopted to be and read in its entirety as follows, and all other sections and subsections of Article A2.000 not expressly repealed hereby shall remain in full force and effect:

**"§ A2.002. Court Security Fee.**

Municipal Court Security Fee – Assessed in the amount set forth in Texas Local Government Code Section 134.103, as amended, for fees collected, regardless of

conviction date, before May 29, 2025.”

**2.03.** Appendix A “Fee Schedule”, Article A2.00, “Municipal Court Fees” is hereby amended to adopt a new Section A2.005, “Consolidated Municipal Court Security and Technology Fee” to be and read in its entirety as follows, and all other sections and subsections of Article A2.000 not expressly repealed hereby shall remain in full force and effect

**“§ A2.005. Consolidated Municipal Court Building Security and Technology Fee.**

Consolidated Municipal Court Building Security and Technology Fee. Assessed in the amount set forth in Texas Local Government Code Section 134.103, as amended, for fees collected, regardless of conviction date, on or after May 29, 2025.”

**2.04.** Chapter 1, General Provisions, Article 1.04 “Municipal Court of Record”, Division 2 “Fees, Costs and Special Expenses”, Sections 1.04.041(a)(1), 1.04.041 “Technology Fund”, of the Code of Ordinances of the City of Kaufman, Texas, is hereby repealed in its entirety, and a new Section 1.04.041, Technology Fund is hereby adopted to be and read in its entirety as follows with all other sections and subsections of Article 1.04 not expressly amended hereby to remain in full force and effect:

**“§ 1.04.041. Technology Fund.**

(a) The Municipal Court Technology Fund established pursuant to Article 102.0172 of the Code of Criminal Procedure shall remain in effect and applicable fees shall be imposed upon cases for which a conviction was entered prior to May 29, 2025. Funds deposited into the Municipal Court Technology Fund shall remain in that fund and may not be transferred to the Consolidated Municipal Court Building Security and Technology Fee imposed pursuant to Section 1.04.045 of this Article.

(1) The fees collected pursuant to this Section may be maintained in an interest-bearing account in general municipal treasury and shall be a segregated account.

(b) Amount of fee; assessment and collection.

(1) The fee shall be in the amount set forth in the fee schedule in Appendix A of this code, or as otherwise provided by State law.

(2) The fee shall be assessed and collected from the defendant upon conviction for a misdemeanor offense in the municipal court as a cost of court. A defendant is considered convicted if:

(A) A sentence is imposed on the person;

(B) The court defers final disposition of the person's case; or

(C) When otherwise provided by law.

- (3) This section applies to applicable fees collected, regardless of conviction date, before May 29, 2025.
- (4) The clerk of the court shall collect the fee and pay the fee to the municipal treasurer of the city, who shall deposit the fee into the Municipal Court Technology Fund.

(c) Designated use; administration.

- (1) The funds collected hereunder shall be used only to finance the purchase of technological enhancements for the municipal court of the city including those items as specified in the Texas Code of Criminal Procedure, Article 102.0172, as amended.
- (2) The fund shall be administered by or under the direction of the City Council.

**2.05.** Chapter 1, General Provisions, Article 1.04 “Municipal Court of Record”, Division 2 “Fees, Costs and Special Expenses”, Sections 1.04.042) “Municipal Court Building Security Fund”, of the Code of Ordinances of the City of Kaufman, Texas, is hereby repealed in its entirety, and a new Section 1.04.041, Technology Fund is hereby adopted to be and read in its entirety as follows with all other sections and subsections of Article 1.04 not expressly amended hereby to remain in full force and effect:

**“ § 1.04.042. Building Security Fund.**

(a) The Municipal Court Building Security Fund established pursuant to Article 102.017 of the Code of Criminal Procedure shall remain in effect and applicable fees shall be imposed upon cases for which a conviction was entered prior to May 29, 2025. Funds deposited into the Municipal Court Building Security Fund shall remain in that fund and may not be transferred to the Consolidated Municipal Court Building Security and Technology Fee imposed pursuant to Section 1.04.045 of this Article.

- (1) The fees collected pursuant to this Section may be maintained in an interest bearing account in general municipal treasury and shall be a segregated account.

(b) Amount of fee; assessment and collection.

- (1) The fee shall be in the amount set forth in the fee schedule in Appendix A of this code, or as otherwise provided by State law.
- (2) The fee shall be assessed and collected from the defendant upon conviction for a misdemeanor offense in the municipal court as a cost of court. A defendant is considered convicted if:

- (A) A sentence is imposed on the person;
- (B) The court defers final disposition of the person's case; or
- (C) When otherwise provided by law.

(3) This section applies to applicable fees collected, regardless of conviction date, before May 29, 2025.

(4) The clerk of the court shall collect the fee and pay the fee to the municipal treasurer of the city, who shall deposit the fee into the Municipal Court Building Security Fund.

(c) Designated use; administration.

(1) The funds collected hereunder shall be used only for “security personnel, services, and items” related to buildings that house the operations of municipal courts, including those items as specified in the Texas Code of Criminal Procedure, Article 102.017(c), as amended.

(2) The municipal court building security fund shall be administered by or under the direction of the City Council.

**2.06.** Chapter 1, General Provisions, Article 1.04 “Municipal Court of Record”, Division 2 “Fees, Costs and Special Expenses”, of the Code of Ordinances is hereby amended to adopt Section 1.04.045 “Consolidated Municipal Court Building Security and Technology Fund”, to be and read in its entirety as follows with all other sections and subsections of Article 1.04 not expressly amended hereby to remain in full force and effect: to be and read in its entirety as follows:

**“ § 1.04.045. Consolidated Municipal Court Security & Technology Fund; Created**

(a) Established.

The Consolidated Municipal Court Security and Technology fund is hereby established pursuant to Article 102.0175 of the Code of Criminal Procedure, as amended, as a fund in the municipal court treasury, and applicable fees shall be imposed upon cases for which a conviction was entered on or after May 29, 2025. The fund established pursuant to this Section consists of fees allocated to the fund under Section 134.103 of the Texas Local Government Code, as amended.

(1) The fees collected pursuant to this Section may be maintained in an interest-bearing account in general municipal treasury and shall be a segregated account.

(b) Amount of fee; assessment and collection.

(1) The fee shall be in the amount set forth in the fee schedule in Appendix A

of this code, or as otherwise provided by State law.

- (2) The fee shall be assessed and collected from the defendant upon conviction for a misdemeanor offense in the municipal court as a cost of court. A defendant is considered convicted if:
  - (A) A sentence is imposed on the person;
  - (B) The court defers final disposition of the person's case; or
  - (C) When otherwise provided by law.
- (3) This section applies to applicable fees collected, regardless of conviction date, on or after May 29, 2025.
- (4) The clerk of the court shall collect the fee and pay the fee to the municipal treasurer of the city, who shall deposit the fee into the Consolidated Municipal Court Building Security and Technology Fund.

(c) Designated use; administration.

- (1) The funds collected hereunder shall only be used the purpose authorized under:
  - (A) Article 102.017(b) or (c) of the Texas Code of Criminal Procedure, as amended, as designated for use of money in a municipal court building security fund; or
  - (B) Article 102.0172(b) of the Texas Code of Criminal Procedure, as amended, as designated for use of money in a municipal court technology fund.
- (2) The fund created herein shall be administered by or under the direction of the City Council and the Council shall consider the recommendations of the Court Security Committee for purchases for security personnel, services, and items" as that term is defined in Texas Code of Criminal Procedure, Article 102.017, as amended."

**Section 3. SEVERABILITY.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or

section.

**Section 4. REPEALER CLAUSE.** Any provision of any prior ordinance of the City whether codified or uncodified, which are in conflict with any provision of this Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncodified, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

**Section 5. PROPER NOTICE AND MEETING.** It is officially found and determined that the meeting at which this Ordinance was passed was open to the public and that the public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52, Texas Local Government Code.

**Section 6. EFFECTIVE DATE.** This Ordinance shall become effective upon the date of final passage, as noted below or when all applicable publication requirements, if any, are satisfied, in accordance with the City's Code of Ordinances and the laws of the State of Texas.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City Kaufman, Texas, on this the 27th day of October 2025.

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**JEFF JORDAN  
MAYOR**

**ATTEST:**

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**JESSIE HANKS  
CITY SECRETARY**

**APPROVED AS TO FORM:**

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**M. ANN MONTGOMERY  
CITY ATTORNEY**

## DISCUSSION ITEMS REPORT (DIR)

Project Title	Department	Agenda Date	Entered Date	Status/Notes	Strategy Map
Thoroughfare Plan Update	Development Serv	TBD	10/23/2018	Comp Plan	2,5
Bldg Standards Commission Ordinance	Development Serv	9/1/2019	10/23/2018	BSC to review	4
City Lakes Emer Action Plan	Public Works	TBD	8/7/2019		5
Film Friendly Designation	Admin/KEDC	TBD	9/1/2023	Working w/ Chamber of Commerce	2,3
Washington Street Utility Relocation	Admin/PW	TBD	10/1/2019	SUE forwarded to TxDOT	2,5
TPW Grant for City Lake Park	Parks & Rec	TBD	12/10/2019	Construction Underway	4,5
Comprehensive Plan	Admin		8/26/2020	Grant Awarded	2,3,4,5
Street Maintenance Program	Public Works		1/29/2021	Budget Approved, Phase 1 & 2 complete. Start Phase 3.	2,4,5
Storm Drainage Projects	Public Works		1/29/2021	Phase 2 Under Construction	2,4,5
City Lakes Park/Lower Lake Improvements	Admin/PW		9/23/2021	Working on Cost Estimate and Scope	4
Kings Fort Park	PW/Admin		7/27/2022	On hold	3,4,5
Hike & Bike Trail	Admin		7/27/2022	Master Concept Plan & First Segment complete	3,4,5
Arts Council	Admin	TBD	3/15/2023	Public Private Partnership	3,4
Crestview/Royal Reconstruction	Public Works		9/1/2023	Construction Underway	5
Phillip's Drainage	Public Works		9/1/2023	Construction Underway	5
HWY 34 Property	Admin		1/30/2024	Need Demo Quote	4
Impact Fees	Admin		7/16/2024	In Progress	2,4,5
Public Works Facility	Admin		7/16/2024	Working on Site Plan	5
WWTP	PW/Admin		7/16/2024	Schneider IGA approved June 2024	2,4,5
TxDOT Property	Admin/EDC		1/30/2024	City closed on the property and working with developer	2,5
Heritage Park	Admin	TBD	1/23/2025	On Pause	2,3

Discussion Item Report (DIR)  
Completed

DISCUSSION ITEMS REPORT (DIR)  
COMPLETED

Project Title	Project Lead	Agenda Date	Entered Date	Status/Notes	
PID Creation Resolution	Dev Svc/Admin	11/13/2018	10/24/2018	Complete	
TIRZ Creation Ordinance Amendment	Dev Svc/Admin	11/13/2018	10/24/2018	Complete	
TIRZ Project Reprioritization Resolution	Dev Svc/Admin	11/13/2018	10/24/2018	Complete	
Home Improvement Incentive Program	Development Serv	11/13/2018	10/23/2018	Complete	
Budget Book Submission to GFOA	Finance		10/23/2018	Complete	
Interlocal Agreement w/County for PID	Finance		10/30/2018	PID Assessment for Georgetown in 2020	
WWTP Priority Project List	Public Works	11/13/2018	10/23/2018	Mark Hill - Consultant	
2600 Commerce Way Permit Ready	Development Serv	NA	11/6/2018	Complete Permit Issued 11/26/2018	
600 N Nash KC Street Barn Permit Issued	Development Serv	NA	11/6/2018	Complete Finaled 01/04/2019	
Rev Ch 22 & 46 7500SF F Sprinkler Req	Development Serv	01/28/2019 02/25/2019	1/21/2019	Complete 02/25/2019	
Realtor PID Training	Admin	NA		Complete 4/23/2019	
Fee Schedule Update	Development Serv		6/4/2019	Approved by Council	
Bureau Veritas Contract Update	Development Serv		6/4/2019	Approved by Council	
Park Master Plan Update	Parks &Rec	8/5/2019	10/23/2018	Approved by Council	
34/243 Signal Installation	Public Works		10/23/2018	Complete	
HR Coordinator	Admin		12/17/2018	Admin/HR Assistant Full-Time Sept. 30	
Agenda Software Installation/Training	Admin		10/23/2018	Complete	
5 Year CIP	Admin	11/25/2019	11/25/2019	Work Session 12/16/19	
Water & Street Impact Fee Update	Development Serv		6/10/2019	Council approved 12/16/19	
Intern Program	HR	TBD	12/10/2019	Policy to Council 3/30/20	3,5
WWTP Finance Application	Finance	11/13/2018	10/23/2018	GTUA Approval	5
PD/FD Safety Equipment Grant	Public Safety	TBD	3/3/2020	Application Submitted	1
Street Maintenance Priorities	PW/Admin		2/27/2019	List Presented to Council/Incorporated into 5 Year CIP	5
Traffic Signal 1388@34 ByPass	Admin		1/28/2020	Final Construction Underway	1
Solid Waste RFP	Admin	TBD	5/18/2020	Contract Finanlized and Approved	4,5
PD Body Camera Grant	PD	4/27/2020	5/19/2020	Grant not awarded	1,5
Civic Center	Admin	7/22/2019		Accepted 01/25/21	2,3
Phase II - Street Bond	Public Works	10/28/2019	10/23/2018	Accepted 01/25/21	5
TxDOT Turnback	Admin	12/17/2018	11/6/2018	Accepted 01/25/21	2,3,5
City Lakes Park Fence	Public Works		1/26/2021	Complete	
Building Official	Development Serv		12/10/2020	Hired	
54-Acre Development	Development Serv	5/18/2020	10/23/2018	PD to Council 05/18/2020	2,3,4
Building Code Update	Development Serv	10/28/2019	6/4/2019	Approved O-28-19	5
Park Dedication Ordinance	Development Serv	1/25/2021	10/23/2018	PH continued to 2/22/2021	4,5
Police Department Server	PD		1/29/2021	Ordered thru TSM	1,5
Tree Mitigation Ordinance	Development Serv		2/24/2021	Approved	4,5
Kaufman Lake	Admin/PW		1/8/2019	Sold April 2021	2,4,5
Downtown Parking	Admin		1/16/2019	2 Hour Parking Signs going up	2
Fire Engine Replacement	FD	1/25/2021	1/25/2021	Lease Approved	1,5
Greenlight City/EDC Marketing	Admin/EDC		6/16/2020	Greenlight Retainer	1,2

Discussion Item Report (DIR)  
Completed

Kaufman Square Speakers	Admin/PW	TBD	10/22/2019	Installation Complete	2,3
Fire Department 5 Year Plan	FD		8/26/2020	Presented at Council Retreat 4/2021	2,5
TIRZ #2	Admin		8/6/2020	PPFP Approved 082420	2,3,4
Tabor Parkway Expansion	PW/Admin			Complete	2,3,5
IT Services RFP	Admin		1/6/2022	Contract award 2/28/22	1,5
Marlow Development	Development Serv	4/22/2019	10/23/2018	Construction Underway	2
Recodification of City Ordinances	Admin	11/13/2018	10/23/2018	Franklin Review	5
Kaufman Estates	PW/Admin	10/28/2019		No Action	5
Sports Complex Parking Lot Paving	PW/Admin	4/25/2022	4/26/2022	Completed	4
Digital Gateway Signage	Admin	TBD	8/17/2020	Could not get an approved site	2,3
Former Senior Center Demo	Development Serv		11/8/2021	Property sold and closed 12/29/22	4
Sports Complex Football Fields/Lighting/S	PW/Admin		9/23/2022	Complete	3,4
High Speed Internet	Admin			Suddenlink live/CIP installing	2,3,5
COVID - 19	Admin/Public Safety	TBD	3/11/2020	Action Plan in Place	4,5
Splash Pad	Parks &Rec	TBD	10/23/2018	Completed	2,3,4
Body Cameras	PD		2/2/2021	Completed	1,3,5
Shannon Park Updates	Admin/PW	4/26/2021	4/26/2021	Completed	3,4,5
AMI	Admin/PW		4/29/2021	Installation complete	4,5
Website Update	Admin		1/26/2021	Planning Phase- kick off meeting on 1/30/2023	2,3
City Hall Front Plaza	Admin	TBD	5/15/2023	CM Contingency	4,5
Subdivision Ordinance Update	Development Serv	1/27/2020	10/23/2018	Completed	5
North & South Water Tower Rehab	Public Works		1/29/2021	Completed	4,5
Becker-Jiba Water Contract	Admin		1/30/2024	Approved	3,5
Fire Department Facility Improvements	Admin/Public Safety			Drainage improvements completed/Doors Painted	1,2,5
E. 1st North	Public Works		9/1/2023	Complete	5
South Pointe	Development Serv		2/3/2021	City recovered the property	2,3,4
Connector Road	Admin		4/29/2021	County project underway	2,3,5
Northeast Utility Project	Admin/PW		9/17/2021	Phase 1 Constructed	1,2,3,4,5
City Hall Front Plaza	Admin	TBD	5/15/2023	CM Contingency	4,5



**DATE:** October 7, 2025  
**TO:** Kaufman County  
**FROM:** Teresa Elliott; Project Manager  
**RE:** September 2025 Ridership Report

Demand Reponse	September	October	November	December	January	February	March	April	May	June	July	August	YTD
Total Trips	2,293												2,293
Days of Service	21												21
Avg. Daily Trips	109												109
Elderly & Disabled Trips	1,521												1,521
E&D Percentage	66%												66%

Trips By City	September	October	November	December	January	February	March	April	May	June	July	August	YTD
Crandall	42												42
Forney	565												565
Kaufman	266												266
Kemp	132												132
Mabank	14												14
Scurry	8												8
Terrell	733												733

STARNow	September	October	November	December	January	February	March	April	May	June	July	August	YTD
Total Trips	3,047												3,047
Days of Service	21												21
Avg. Daily Trips	145												145
Median Wait Time (mins)	17.46												17.46

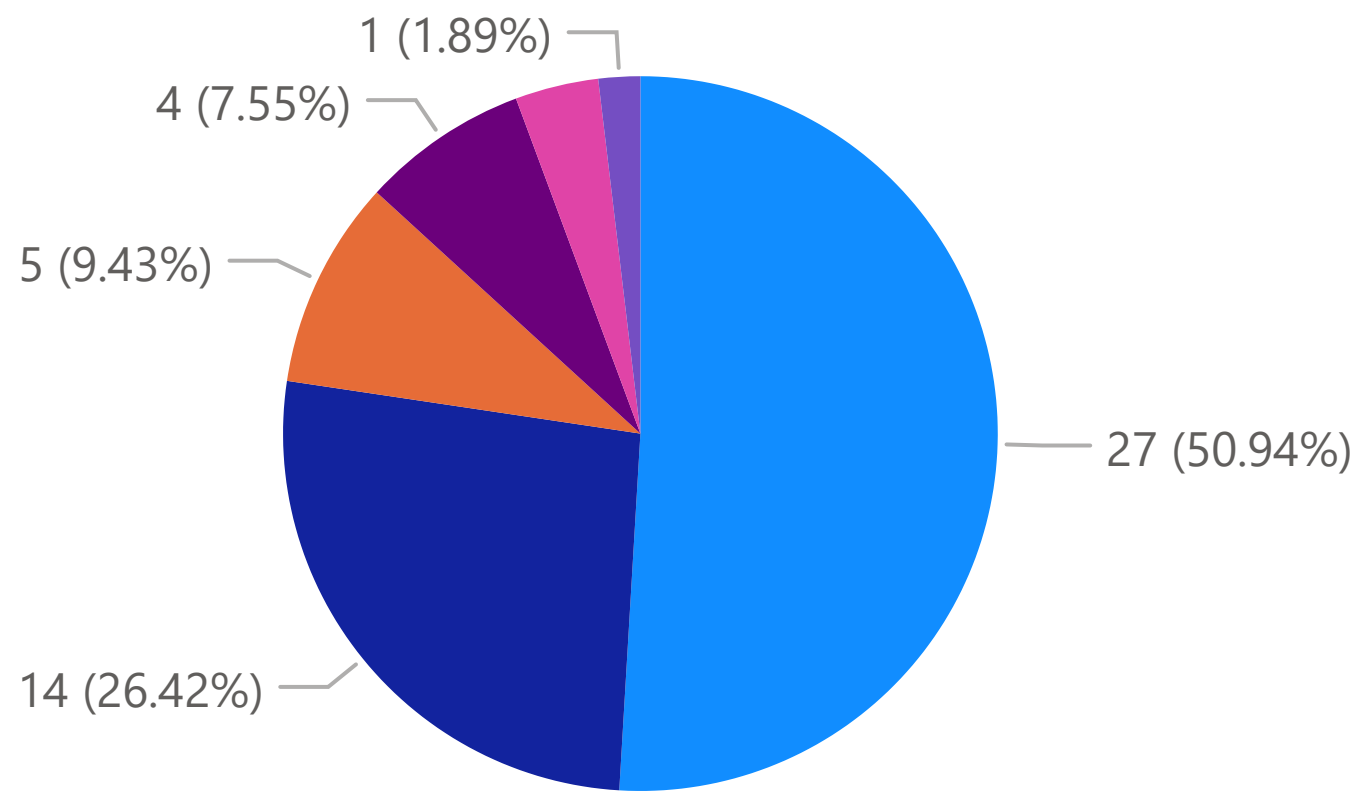
Total Requested Boardings ●	Completed Boardings ●	Avg. Boardings Per Service Hr. ●	Boarding Cancellations ●	Boarding Cancellations (No-Show) ●	Cancellation Percentage ●	Cancellation Percentage (No Show) ●	Total Requests ●	Completed Requests ●
3948	3047	1.93	876	105	22.33 %	2.68 %	3546	2733
No Drivers Available Requests ●	Request Cancellations ●	Request Cancellations (No Show) ●	Avg. # of Requests per Rider ●	Avg. Travel Duration ●	Avg. Travel Distance ●	Mean Wait Time ●	Median Wait Time ●	Bookings from Admin Panel ●
22	791	90	10.22	14.28 min	4.83 mi	23.92 min	17.46 min	39.25 %
Bookings from Rider Mobile App ●	Bookings from Rider Web ●	Flag Down Bookings ●	Bookings from IVR ●	Bookings from AI Voice ●	Bookings from AI Chat ●	Bookings from Open Bookings ●	Avg. # Riders per Request ●	
60.75 %	0 %	0 %	0 %	0 %	0 %	0 %	1.11	

STARNow Trips By City	September	October	November	December	January	February	March	April	May	June	July	August	YTD
Kaufman	115												115
Forney	1,260												1,260
Terrell	1,672												1,672

## City of Kaufman Compliance

Priority ▲	# of Requests	# of Transports	# of Exceptions	Compliance %	Capture Rate
City of Kaufman P1	22	9	2	91%	41%
City of Kaufman P2	108	62	9	92%	57%
City of Kaufman P3	25	15		100%	60%
<b>Total</b>	<b>155</b>	<b>86</b>	<b>11</b>	<b>93%</b>	<b>55%</b>

## Cancel Reason



### Cancel Reason

- AMA Refused Treatment or Transport
- Cancelled by FD - Prior to Arrival
- Cancelled by LE
- Dead at Scene
- False Call/False Alarm
- Converted to Acute

## Dropoff Facilities

Dropoff Fac	Count of Transport	% of Destination ▼
Texas Health Kaufman (KAUF)	60	70%
Baylor Scott & White - Dallas (DBMC)	6	7%
Dallas Regional Medical Center (MDR1)	6	7%
Children's Medical Ctr (DCMC)	5	6%
Non Facility	4	5%
Baylor Scott & White - Lake Pointe Rowlett (ROWL)	2	2%
Medical City Dallas (DMCD)	1	1%
Methodist Dallas Medical Center (DMMC)	1	1%
UT Health - Athens (ATHN)	1	1%
<b>Total</b>	<b>86</b>	<b>100%</b>

## Fractile

Fractile Bin	Count of Transport
	22
1) <5 minutes	48
2) 5 to 10 Minutes	60
3) 10 to 20 minutes	16
4) 20 to 30 minutes	6
5) over 30 minutes	3
<b>Total</b>	<b>155</b>

## Average Response Time

00:08:28

# KAUFMAN FIRE DEPARTMENT

## Monthly Report

September 2025



### FIRE PREVENTION



**8**

Development Plans Reviewed



**35**

Fire Safety Inspections



**6:00**

Average Response Time



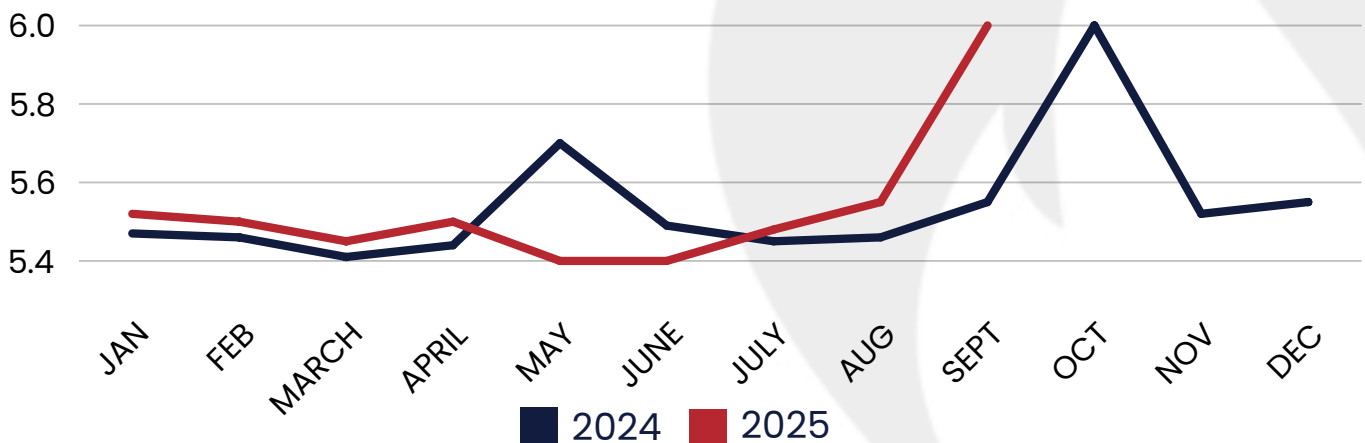
**30**

KIDS AND CITIZENS RECEIVED FIRE PREVENTION PRESENTATIONS

### TRAINING

- Carelite Landing Zone & Medivac OPS class
- PPE Safety and Protocols
- Vehicle Extrication Class

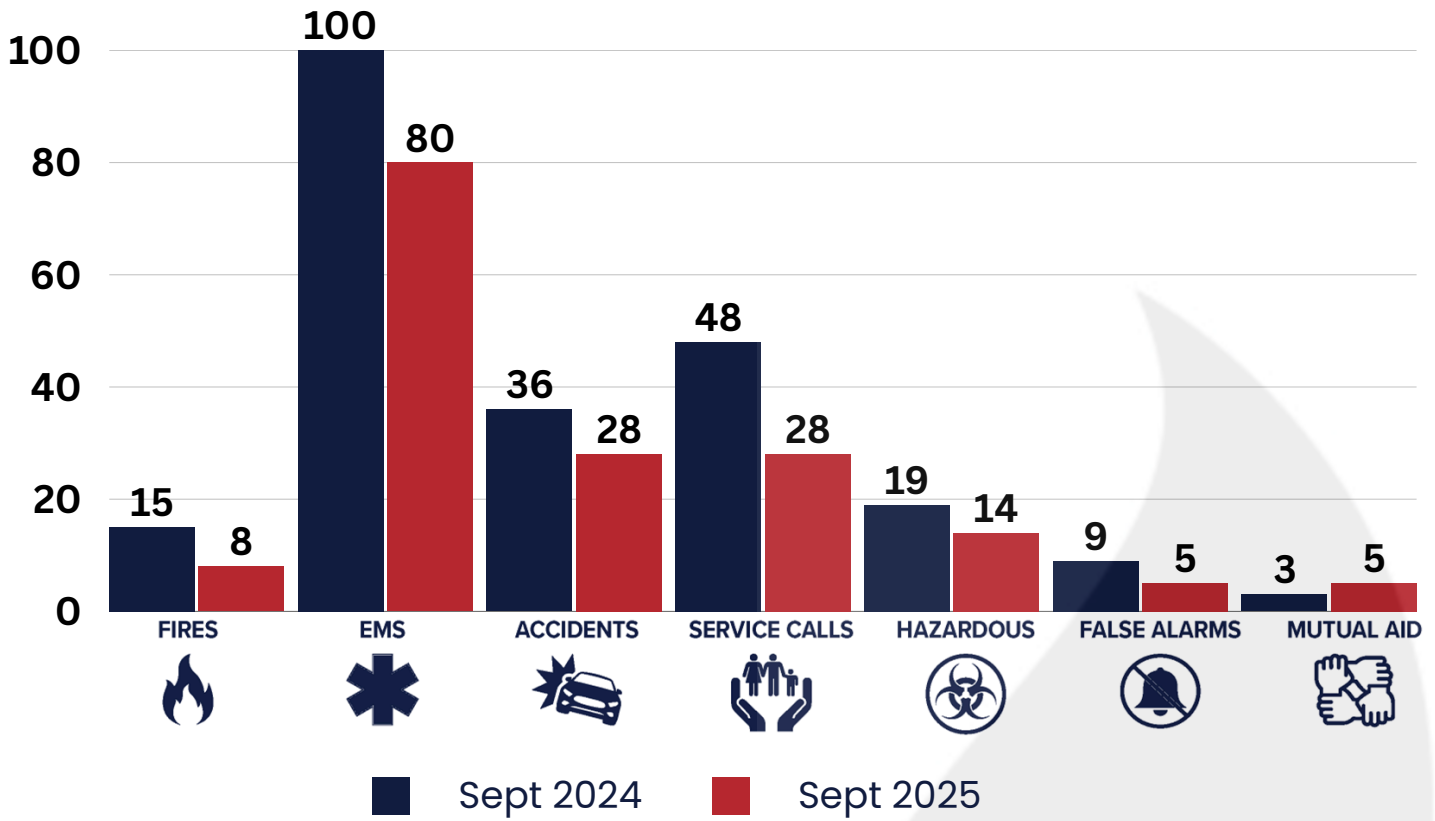
### RESPONSE TIME TREND





# Monthly Report

## Call Volume by Major Category





# KAUFMAN POLICE DEPARTMENT MONTHLY REPORT

## SEPTEMBER 2025



### EVENTS ATTENDED

- Ribbon Cutting at Newly Upgraded City Lake Park.
- Children of Helen Edwards Early Childhood Center welcomed to school by Police, Fire and EMS.
- Kaufman High School First Responder Night.
- Kaufman Police Escorted the 2025 KHS Jubilee Parade.
- Kaufman Police Officers participated in reading to Monday Elementary.
- Kaufman Police Attended the Community Leadership Meeting Luncheon at FBC.

### TRAINING

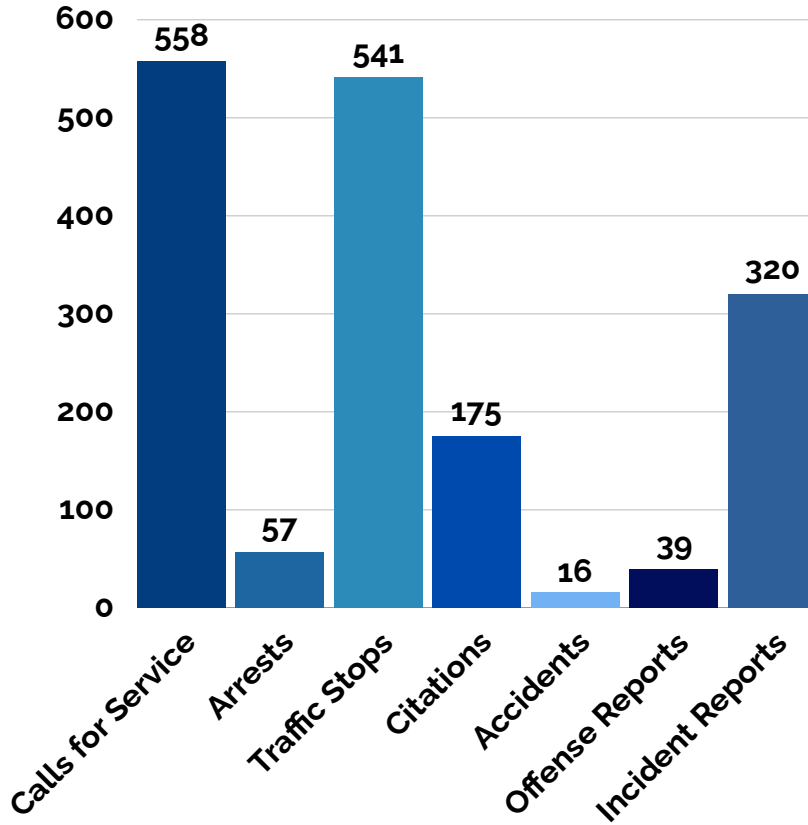
No Training Documented, September begins the new training cycle.





# MONTHLY REPORT

## PATROL DIVISION



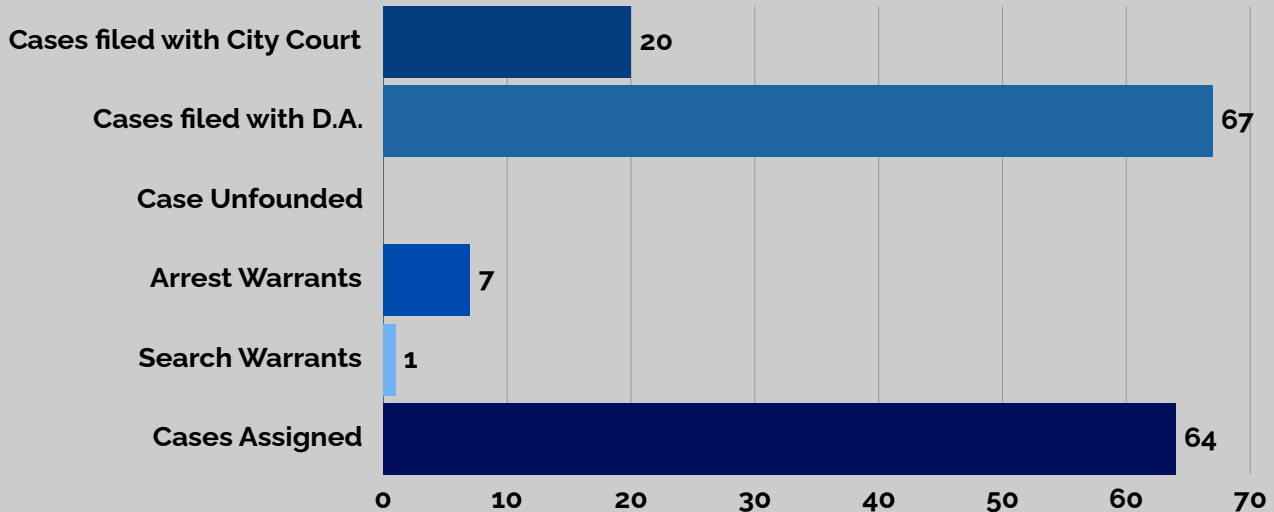
Response Time

4:25

Security Checks

212

## CRIMINAL INVESTIGATION DIVISION





# MONTHLY REPORT

## CODE COMPLIANCE



0  
Total  
Violations



0  
Cases  
Opened/  
First Notice  
Sent



0  
Second  
Notice  
Sent



0  
Cases  
Sent to  
Court



0  
Cases  
Closed

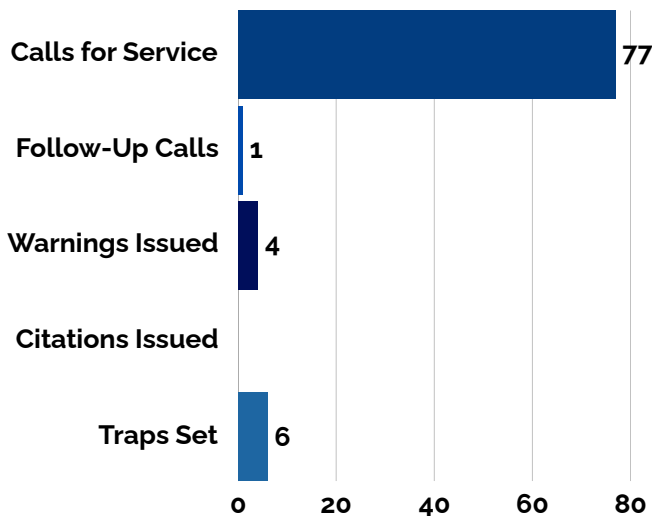


0  
Active  
Cases



## ANIMAL SERVICES

### SUMMARY OF ACTIVITY



### Animals Captured



- On Calls - 24
- On View - 1
- Non-Domestic - 1

### Animals Turned Over



- To Owner - 2
- To Humane Society - 6



Deceased Animals  
Recovered - 4





# MONTHLY REPORT

## Year to Date Comparison Report

01/01/2025 - 09/30/2025

Classification of Offenses	Offenses Reported	Offenses Cleared	Projected Rate/1000	Last YTD Reported	Percent Change
Animal Cruelty, Total	1	1	0.10	0	-
Arson, Total	0	0	0.00	0	-
Assault Offenses, Total	47	40	4.75	64	-26.56%
Aggravated Assault	8	6	0.81	4	100.00%
Intimidation	3	3	0.30	0	-
Simple Assault	36	31	3.64	60	-40.00%
Bribery, Total	0	0	0.00	0	-
Burglary/Breaking and Entering, Total	8	4	0.81	12	-33.33%
Counterfeiting/Forgery, Total	4	3	0.40	2	100.00%
Destruction/Damage/Vandalism of Property, Total	41	11	4.14	17	141.18%
Drug/Narcotic Offenses, Total	193	188	19.50	216	-10.65%
Drug Equipment Violations	71	71	7.17	61	16.39%
Drug/Narcotic Violations	122	117	12.33	155	-21.29%
Embezzlement, Total	2	0	0.20	0	-
Extortion/Blackmail, Total	1	1	0.10	2	-50.00%
Fraud Offenses, Total	12	6	1.21	17	-29.41%
False Pretenses/Swindle/Confidence Game	1	1	0.10	3	-66.67%
Credit Card/Automatic Teller Machine Fraud	3	0	0.30	5	-40.00%
Welfare Fraud	0	0	0.00	0	-
Wire Fraud	0	0	0.00	0	-
Hacking/Computer Invasion	0	0	0.00	0	-
Identity Theft	0	0	0.00	0	-
Impersonation	8	5	0.81	9	-11.11%
Gambling Offenses, Total	1	0	0.10	0	-
Betting/Wagering	0	0	0.00	0	-
Operating/Promoting/Assisting Gambling	1	0	0.10	0	-
Sports Tampering	0	0	0.00	0	-
Gambling Equipment Violations	0	0	0.00	0	-
Homicide Offenses, Total	0	0	0.00	0	-
Murder and Nonnegligent Manslaughter	0	0	0.00	0	-
Negligent Manslaughter	0	0	0.00	0	-
Human Trafficking, Total	0	0	0.00	0	-
Human Trafficking, Commercial Sex Acts	0	0	0.00	0	-
Human Trafficking, Involuntary Servitude	0	0	0.00	0	-
Kidnapping/Abduction, Total	0	0	0.00	0	-
Larceny/Theft Offenses, Total	57	32	5.76	96	-40.63%
Motor Vehicle Theft, Total	3	0	0.30	6	-50.00%
Pornography/Obscene Material, Total	0	0	0.00	2	-100.00%
Prostitution Offenses, Total	0	0	0.00	0	-
Assisting or Promoting Prostitution	0	0	0.00	0	-





# MONTHLY REPORT

## Year to Date Comparison Report

01/01/2025 - 08/31/2025



Classification of Offenses	Offenses Reported	Offenses Cleared	Projected Rate/1000	Last YTD Reported	Percent Change
Prostitution	0	0	0.00	0	-
Purchasing Prostitution	0	0	0.00	0	-
Robbery, Total	1	1	0.10	1	0.00%
Sex Offenses, Total	5	1	0.51	3	66.67%
Fondling	0	0	0.00	1	-100.00%
Rape	5	1	0.51	1	400.00%
Sexual Assault with an Object	0	0	0.00	1	-100.00%
Sodomy	0	0	0.00	0	-
Sex Offenses, Non-Forcible, Total	0	0	0.00	0	-
Statutory Rape	0	0	0.00	0	-
Incest	0	0	0.00	0	-
Stolen Property Offenses, Total	0	0	0.00	3	-100.00%
Weapon Law Violations, Total	9	9	0.91	16	-43.75%
<b>Group A Offense, Total</b>	<b>385</b>	<b>297</b>	<b>38.90</b>	<b>457</b>	<b>-15.75%</b>
<b>Crimes Against Person, Total</b>	<b>52</b>	<b>41</b>	<b>5.25</b>	<b>67</b>	<b>-22.39%</b>
<b>Crimes Against Property, Total</b>	<b>129</b>	<b>58</b>	<b>13.03</b>	<b>156</b>	<b>-17.31%</b>
<b>Crimes Against Society, Total</b>	<b>204</b>	<b>198</b>	<b>20.61</b>	<b>234</b>	<b>-12.82%</b>
<b>Officers Killed or Assaulted YTD</b>	<b>0</b>			<b>0</b>	<b>-</b>





**DEVELOPMENT SERVICES  
MONTHLY BUILDING REPORT  
SEPTEMBER 2025**

	# PERMITS ISSUED	PERMIT FEES	CONSTRUCTION VALUATION
<b><u>NEW RESIDENTIAL</u></b>			
Single Family Dwelling	3	\$6,608.40	\$1,123,525.00
Multi-Family			
<b><u>OTHER RESIDENTIAL</u></b>			
Residential Alteration / Remodel	9	\$1,100.00	\$250,368.00
Residential Addition			
Electrical	1	\$100.00	\$4,000.00
Mechanical	2	\$200.00	\$12,908.41
Plumbing	6	\$700.00	\$20,800.00
Irrigation	2	\$200.00	\$6,000.00
Fence	6	\$600.00	\$13,900.00
Swimming Pool			
Accessory Structures	1	\$144.00	\$1,500.00
Demolition			
<b><u>NEW COMMERCIAL</u></b>			
New Commercial Building	1	\$204.00	\$15,000.00
<b><u>OTHER COMMERCIAL</u></b>			
Commercial Alteration / Remodel	7	\$3,466.24	\$98,078,768.78
Commercial Addition			
Signs	2	\$303.60	\$4,750.13
Electrical	3	\$300.00	\$6,250.00
Mechanical	1	\$2,337.75	\$339,670.00
Plumbing	1	\$100.00	\$250.00
Irrigation	1	\$789.30	\$51,200.00
Demolition			
Swimming Pool			
Fence/Screening Wall	1	\$122.00	\$6,483.59
Certificate Of Occupancy	5	\$500.00	
Temporary Use Permit	3		
<b>TOTALS</b>	<b>55</b>	<b>\$17,775.29</b>	<b>\$99,935,373.91</b>

◀ September		October 2025					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	6	7 <b>Planning &amp; Zoning Meeting</b>  National Night Out	8	9	10	11 Harvest Fest	
12	13 City Hall Closed- Columbus Day	14 <b>KEDC</b>	15	16 <b>Parks &amp; Rec Meeting</b>	17	18	
19	20	21	22	23	24	25 KISD Ed. Foundation Legacy Gala	
26	27 <b>Regular City Council Meeting</b>  KISD KMS Gound Breaking	28	29 TML Conference  KISD Homecoming Pep Rally	30 TML Conference	31 TML Conference  Halloween on Houston		

November 2025						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 <b>Planning &amp; Zoning Meeting</b> Election Day	5	6	7	8
9	10	11 City Hall Closed- Veteran's Day	12 <b>KEDC</b>	13	14	15
16	17 <b>Regular City Council Meeting</b>	18	19 Employee Thanksgiving	20 <b>Parks &amp; Rec Meeting</b>	21	22
23	24	25	26	27 City Hall Closed- Thanksgiving	28 City Hall Closed- Thanksgiving	29
30						

December 2025						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 <b>Planning &amp; Zoning Meeting</b>	3	4	5	6 Christmas on the Square
7	8	9 <b>KEDC</b>	10	11	12	13
14	15 <b>Regular City Council Meeting</b>	16	17 Employee Christmas Banquet	18 <b>Parks &amp; Rec Meeting</b>	19	20
21	22	23	24 City Hall Closed-Christmas	25 City Hall Closed-Christmas	26	27
28	29	30	31			