



**City of Cisco
City Council Agenda Memo
Item IV**

Meeting Date: All
Department: City Council/Citizens
Presented By: Mayor Stephen Forester

Agenda Item:

Citizen/Visitor Comments

Narrative:

City Council has adopted a policy providing guidelines to allow for public comment during Council meetings. Citizens are given the opportunity to give public comment at Regular Council meetings, and Called Council meetings. Comments are limited to five (5) minutes . Because of provisions of the Open Meetings Act, members of the Council are not allowed to respond or take part in any discussion related to the comments made.

Texas Law Requires the following:

~A Council must allow every person who wishes to address the board on an agenda item to do so during or before the board's consideration of the item.

~ A council must allow public comment before or during the board's consideration of agenda items at all open meetings as defined by the OMA;

~A Council may establish reasonable rules for public comments including rules that limit the total time a member of the public can address the Council on a given item

~ A council may not prohibit public criticism of the board, including criticism of any act, omission, policy, procedures, program, or service; and

~ If a council adopts rules limiting the amount of time a member of the public may have to address the board, but does not use simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, then the board must provide at least twice the amount of time for non-English speakers who need a translator.

Impacts (Citizen, Services, Financial, Personnel):

Citizens have the opportunity to directly address the City Council with comments or concerns.

Legal Review: ☐ Y/N or ☒ N/A

Exhibits: None



City of Cisco
City Council Agenda Memo
Item V. MINUTES

Meeting Date: ALL
Department: Administration
Requested By: Administration
Presented By: Tammy Osborne, City Secretary

Agenda Item:

Approve the Minutes of the Meeting Conducted on:

-November 24, 2025

Narrative:

Section 82 of the City's Charter states:

All meetings of the council and all boards or commissions appointed by the council shall be open to the public. Minutes of all such meetings shall be kept and such minutes shall constitute public records...and that the City Secretary shall keep the minutes.

Presented with this item are the minutes from the last meeting(s). Upon approval by the Council, these will become the official public record of the meeting held on that date.

Impacts (Citizen, Services, Financial, Personnel):

Legal Review: ☐ Y/N or ☒ N/A

Exhibits:

Minutes 10/27/25

**THE CITY OF CISCO
CITY COUNCIL REGULAR MEETING
November 24, 2025**

**CISCO, TEXAS §
EASTLAND, COUNTY §**

The City Council of the City of Cisco met in a regular called session at the Cisco Council Chambers in Cisco as scheduled, and notice was posted 72 hours in advance and prior to the meeting.

MEMBERS PRESENT:

MAYOR	STEPHEN FORESTER
COUNCILMEMBER PLACE I	AMANDA ROGERS-BENNETT
COUNCILMEMBER PLACE II	GLENN BOLES
COUNCILMEMBER PLACE III	SHERRIE ANAYA

PERSONNEL PRESENT:

CITY MANAGER	SARAH ADAMS
CITY SECRETARY	TAMMY OSBORNE

PERSONNEL ABSENT:

COUNCILMEMBER PLACE IV	NATHAN BRUNER
COUNCILMEMBER PLACE V	CHRIS JOHNSON
COUNCILMEMBER PLACE VI	TRAVIS TOOF

Guests: Kenneth Preston, Ervin Light, Walter Fairbanks, Tom Bailey

I. MEETING CALLED TO ORDER:

Mayor Forester called the meeting to order at 6:00 p.m.

II. PLEDGES

- A. Pledge of Allegiance
- B. Pledge to the Texas Flag

III. INVOCATION:

Chief Kenneth Preston gave the invocation.

IV. CITIZEN-VISITOR COMMENTS:

Mr. Ervin Light expressed thanks to city employees and first responders.

Chief Preston thanked Mr. Light for his prayers and kind words.

V. APPROVE MINUTES OF THE MEETING CONDUCTED ON:

- **November 10, 2025**

Motion was made by Councilmember Rogers-Bennett to approve the minutes as presented, second was made by Councilmember Anaya. Motion prevailed by the following vote:

Ayes: Councilmembers: Rogers-Bennett, Boles, Anaya, Forester
Nays: None/Motion Carries
Voted: 4 to 0
Absent: Bruner, Johnson, Toof

VI. REPORTS:

- City Manager's Report-Ms. Adams presented the monthly City Manager's report.

VII. THE CITY COUNCIL MAY DISCUSS AND/OR TAKE ACTION ON ANY OF THE FOLLOWING AGENDA ITEMS:

A. Consider and Discuss Cisco Development Corporation Interim Executive Director's Work Schedule.—Tom Bailey

Mr. Bailey explained that he would like to amend his work schedule down to three days per week from five. He said his plan would be to work Monday-Wednesday and his pay would be adjusted commensurate to his fewer hours. He indicated that both of his boards had approved the change. Mayor Forester asked about the process for hiring a full time Executive Director and Mr. Bailey answered that the boards would consider beginning that process.

Motion was made by Councilmember Boles to approve the amended work schedule as presented, second was made by Councilmember Rogers-Bennett. Motion prevailed by the following vote:

Ayes: Councilmembers: Rogers-Bennett, Boles, Anaya, Forester
Nays: None/Motion Carries
Voted: 4 to 0
Absent: Bruner, Johnson, Toof

B. Items of Community Interest.

Mayor Forester told the Council and guests that a free Thanksgiving lunch would be provided at the Conrad Hilton Blvd. on Thanksgiving Day for any wishing to partake. Ms. Rogers-Bennett mentioned the Cisco Senior Nutrition Program Bake Sale would be Tuesday at 9:00 a.m. and reminded all in attendance that the Christmas Parade would be held on December 4, 2025, at 6:30 p.m.

VIII. ADJOURNMENT

Motion was made by Councilmember Boles to adjourn, second made by Councilmember Anaya. Motion passed unanimously and the meeting adjourned at 6:36 p.m.

ATTEST:

Tammy Osborne, City Secretary

Stephen Forester, Mayor

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

105-GENERAL FUND
FINANCIAL SUMMARY

16.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CHARGES FOR SEVICES	1,533,950.00	131,524.43	251,426.71	16.39	1,282,523.29
LEASES, RENTS, ROYALTIES	76,956.00	236.97	811.49	1.05	76,144.51
TAXES, PENALTIES, FORFEITS	4,125,124.00	617,733.07	919,515.77	22.29	3,205,608.23
INTEREST	1,000.00	879.11	1,436.48	143.65	(436.48)
INTERGOVERNMENTAL, GRANTS	579,996.73	22,500.00	28,640.38	4.94	551,356.35
REIMBURSEMENTS	141,907.50	375.00	19,019.52	13.40	122,887.98
OTHER	8,700.00	528.83	2,030.88	23.34	6,669.12
TRANSFERS IN	29,630.00	810.00	810.00	2.73	28,820.00
TOTAL REVENUES	6,497,264.23	774,587.41	1,223,691.23	18.83	5,273,573.00
=====					
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	2,259,424.42	163,562.25	336,120.24	14.88	1,923,304.18
EMERGENCY MANAGEMENT	75,299.00	5,531.94	11,063.88	14.69	64,235.12
POLICE	963,147.10	77,157.32	162,458.80	16.87	800,688.30
ANIMAL CONTROL	63,812.36	4,775.33	8,861.00	13.89	54,951.36
COURT	314,428.29	8,056.76	20,311.93	6.46	294,116.36
FIRE	723,076.83	63,223.99	120,774.44	16.70	602,302.39
STREET	868,576.90	39,021.68	62,417.93	7.19	806,158.97
PARKS	0.00	1,502.85	1,852.14	0.00	(1,852.14)
WILDFIRE MITIGATION	562,996.73	29,752.56	43,629.37	7.75	519,367.36
SANITATION	666,502.60	5,719.02	15,517.57	2.33	650,985.03
TOTAL EXPENDITURES	6,497,264.23	398,303.70	783,007.30	12.05	5,714,256.93
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	376,283.71	440,683.93	(440,683.93)

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

105-GENERAL FUND

16.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CHARGES FOR SEVICES</u>					
105-40300 POOL ADMISSIONS	0.00	0.00	0.00	0.00	0.00
105-40310 POOL CONCESSIONS	0.00	0.00	0.00	0.00	0.00
105-40400 FIRE SERVICE CONTRACT	31,000.00	7,500.00	7,500.00	24.19	23,500.00
105-40500 SANITATION- TAXABLE	750,000.00	67,822.26	138,477.95	18.46	611,522.05
105-40510 SANITATION- NON TAXABLE	0.00	0.00	0.00	0.00	0.00
105-40520 CONVENIENCE STATION FEE	90,000.00	6,686.80	13,480.09	14.98	76,519.91
105-41100 MUNICIPAL COURT FINES	600,000.00	45,971.91	83,603.04	13.93	516,396.96
105-41200 TRUANCY FUNDS	4,000.00	0.00	0.00	0.00	4,000.00
105-41205 COURT BLDG. SECURITY FUND	5,000.00	0.00	0.00	0.00	5,000.00
105-41210 COURT TECHNOLOGY FUND	5,000.00	0.00	0.00	0.00	5,000.00
105-41215 JURY FUNDS	125.00	0.00	0.00	0.00	125.00
105-41300 ALCOHOL BEVERAGE PERMIT	0.00	0.00	0.00	0.00	0.00
105-41499 RECREATIONAL PERMIT	3,500.00	0.00	0.00	0.00	3,500.00
105-41500 PERMITS	19,000.00	609.00	3,271.50	17.22	15,728.50
105-41510 ANIMAL CONTROL FEES	2,800.00	168.50	375.50	13.41	2,424.50
105-41550 BIRTH CERTIFICATES	325.00	46.00	46.00	14.15	279.00
105-41560 DEATH CERTIFICATES	200.00	0.00	25.00	12.50	175.00
105-41600 LANDFILL USER CHARGES	10,000.00	1,650.00	2,500.00	25.00	7,500.00
105-41850 AIR EVAC	13,000.00	1,069.96	2,147.63	16.52	10,852.37
TOTAL CHARGES FOR SEVICES	1,533,950.00	131,524.43	251,426.71	16.39	1,282,523.29
<u>LEASES,RENTS,ROYALTIES</u>					
105-42100 LAKE LOT LEASES	70,000.00	10.00	360.00	0.51	69,640.00
105-42200 OIL & GAS ROYALTIES	3,500.00	226.97	451.49	12.90	3,048.51
105-42300 REAL PROPERTY LEASES	3,456.00	0.00	0.00	0.00	3,456.00
TOTAL LEASES,RENTS,ROYALTIES	76,956.00	236.97	811.49	1.05	76,144.51
<u>TAXES,PENALTIES,FORFEITS</u>					
105-43000 FRANCHISE FEES	175,000.00	12,830.86	22,992.98	13.14	152,007.02
105-43010 DRUG SEIZURE INCOME	0.00	0.00	0.00	0.00	0.00
105-43100 SALES TAX COLLECTIONS	55,000.00	4,744.39	9,738.41	17.71	45,261.59
105-43200 SALESTAX (FROM STATE)	2,042,000.00	193,314.85	398,883.39	19.53	1,643,116.61
105-43201 SALES TAX RECEIVABLE	0.00	0.00	0.00	0.00	0.00
105-43202 MIXED BEVERAGE SALES TAX	12,000.00	751.57	1,690.54	14.09	10,309.46
105-43240 ALCOHOL BEVERAGE PERMITS	3,500.00	0.00	0.00	0.00	3,500.00
105-43250 TX TREASURY - OPIOID ACCT	0.00	0.00	0.00	0.00	0.00
105-43300 MOTEL TAX	42,800.00	5,821.05	11,698.35	27.33	31,101.65
105-43400 AD VALOREM/PERSONAL TAX-CURREN	1,629,824.00	396,760.24	428,068.09	26.26	1,201,755.91
105-43500 AD VALOREM/PERSONAL TAX-DELINQ	150,000.00	3,482.91	46,363.12	30.91	103,636.88
105-43600 PENALTY AND INTEREST	15,000.00	27.20	80.89	0.54	14,919.11
TOTAL TAXES,PENALTIES,FORFEITS	4,125,124.00	617,733.07	919,515.77	22.29	3,205,608.23
<u>INTEREST</u>					
105-44100 INTEREST EARNED	1,000.00	879.11	1,436.48	143.65 (436.48)
TOTAL INTEREST	1,000.00	879.11	1,436.48	143.65 (436.48)

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

105-GENERAL FUND

16.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>INTERGOVERNMENTAL, GRANTS</u>					
105-45000 DONATIONS	2,000.00	0.00	0.00	0.00	2,000.00
105-45006 CARBON FIRE MITIGATION GRANT	0.00	0.00	0.00	0.00	0.00
105-45007 RANGER FIRE MIT. GRANT	0.00	0.00	0.00	0.00	0.00
105-45008 WILDFIRE MITIGATION GRANT	562,996.73	0.00	6,139.38	1.09	556,857.35
105-45009 GRANT - FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00
105-45010 GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
105-45011 GRANT -FIRE DEPARTMENT	0.00	0.00	1.00	0.00 (1.00)
105-45012 STORM SIREN REVENUE	0.00	0.00	0.00	0.00	0.00
105-45015 TX DOT RAMP GRANT	0.00	0.00	0.00	0.00	0.00
105-45017 RESILIENT COMMUNITY GRANT FUND	15,000.00	22,500.00	22,500.00	150.00 (7,500.00)
105-45020 CFD DONATION	0.00	0.00	0.00	0.00	0.00
105-45030 CPD DONATION	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL, GRANTS	579,996.73	22,500.00	28,640.38	4.94	551,356.35
<u>REIMBURSEMENTS</u>					
105-46000 ECONOMIC DEVELOPMENT REIMB.	0.00	0.00	9,968.00	0.00 (9,968.00)
105-46006 EDC Salaries Reimbursement	141,907.50	0.00	8,676.52	6.11	133,230.98
105-46030 CDC REIMB. LEGACY PARK	0.00	0.00	0.00	0.00	0.00
105-46040 CHAMBER OF COMMERCE-REIMB	0.00	0.00	0.00	0.00	0.00
105-46050 ATTORNEY - REIMBURSEMENT	0.00	375.00	375.00	0.00 (375.00)
TOTAL REIMBURSEMENTS	141,907.50	375.00	19,019.52	13.40	122,887.98
<u>OTHER</u>					
105-48000 SALES OF MATERIALS	0.00	0.00	0.00	0.00	0.00
105-48005 SALES OF ASSETS	0.00	0.00	0.00	0.00	0.00
105-48010 SALE OF REAL PROPERTY	0.00	0.00	0.00	0.00	0.00
105-48011 SALE OF REAL PROPERTY	0.00	0.00	0.00	0.00	0.00
105-48015 STANDPIPE SPACE LEASE	4,200.00	350.00	700.00	16.67	3,500.00
105-48020 MISCELLANEOUS REVENUE	4,500.00	178.83	553.73	12.31	3,946.27
105-48030 EASTLAND CO-WORKERS COMP REIMB	0.00	0.00	777.15	0.00 (777.15)
TOTAL OTHER	8,700.00	528.83	2,030.88	23.34	6,669.12
<u>TRANSFERS IN</u>					
105-49730 LOAN FROM UTILITY FUND	0.00	0.00	0.00	0.00	0.00
105-49740 LOAN FROM 1ST FINANCIAL-F. TRK	0.00	0.00	0.00	0.00	0.00
105-4985 REIMBURSEMENT-INSURANCE MONIES	0.00	810.00	810.00	0.00 (810.00)
105-49890 REIMB. FLOOD MONIES - FEMA	0.00	0.00	0.00	0.00	0.00
105-49892 FEMA COVID RELIEF	0.00	0.00	0.00	0.00	0.00
105-49895 TRANSFER FROM UTILITY	0.00	0.00	0.00	0.00	0.00
105-49896 TRANSFER FROM CT SEC FUND BAL	10,800.00	0.00	0.00	0.00	10,800.00
105-49897 TRANSFER FROM ARPA FUNDS	0.00	0.00	0.00	0.00	0.00
105-49898 TRNSF FROM CT. TECHNOLOGY	18,830.00	0.00	0.00	0.00	18,830.00
TOTAL TRANSFERS IN	29,630.00	810.00	810.00	2.73	28,820.00
TOTAL REVENUES	6,497,264.23	774,587.41	1,223,691.23	18.83	5,273,573.00

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

.05-GENERAL FUND
ADMINISTRATION

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PAGES & BENEFITS</u>					
105-5-10-50010 SALARIES AND WAGES	322,041.00	25,205.08	50,492.42	15.68	271,548.58
105-5-10-50020 OVERTIME	0.00	0.00	0.00	0.00	0.00
105-5-10-50025 LONGEVITY	1,025.00	1,220.00	1,220.00	119.02 (195.00)
105-5-10-50030 RETIREMENT GIFT	0.00	0.00	0.00	0.00	0.00
105-5-10-50180 TEXAS MUNICIPAL RETIREMENT SER	20,932.67	945.94	1,558.83	7.45	19,373.84
105-5-10-50200 SOCIAL SECURITY	24,636.14	3,856.44	5,817.42	23.61	18,818.72
105-5-10-50210 UNEMPLOYMENT PAYROLL TAX	210.00	0.00	0.00	0.00	210.00
105-5-10-50220 HEALTH INSURANCE	28,800.00	2,455.37	4,706.79	16.34	24,093.21
105-5-10-50230 WORKERS' COMPENSATION INSURANC	3,500.00	0.00	130.99	3.74	3,369.01
105-5-10-50240 LIFE INSURANCE	5,700.00	88.58	210.33	3.69	5,489.67
TOTAL WAGES & BENEFITS	406,844.81	33,771.41	64,136.78	15.76	342,708.03
<u>SUPPLIES</u>					
105-5-10-51000 POSTAGE	8,500.00	89.55	89.55	1.05	8,410.45
105-5-10-51005 PRINTING & REPRODUCTION	4,500.00	0.00	0.00	0.00	4,500.00
105-5-10-51010 OFFICE SUPPLIES	3,500.00	366.35	815.43	23.30	2,684.57
105-5-10-51020 JANITORIAL SUPPLIES	300.00	0.00	0.00	0.00	300.00
105-5-10-51030 OPERATING SUPPLIES	6,500.00	55.00	435.11	6.69	6,064.89
105-5-10-51080 MOTOR FUEL & OIL	500.00	0.00	0.00	0.00	500.00
105-5-10-51100 ELECTION SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	23,800.00	510.90	1,340.09	5.63	22,459.91
<u>REPAIR & MAINT</u>					
105-5-10-53000 RENTAL/LEASE OF EQUIPMENT	8,000.00	509.51	820.25	10.25	7,179.75
105-5-10-53005 MAINTENANCE OF BUILDINGS	5,000.00	185.00	235.00	4.70	4,765.00
105-5-10-53015 MAINTENANCE OF OFFICE EQUIPMEN	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR & MAINT	13,000.00	694.51	1,055.25	8.12	11,944.75
<u>CAPITAL OUTLAY</u>					
105-5-10-54080 OFFICE EQUIPMENT	1,000.00	1,875.98	1,875.98	187.60 (875.98)
TOTAL CAPITAL OUTLAY	1,000.00	1,875.98	1,875.98	187.60 (875.98)
<u>CONTRACT SERVICES</u>					
105-5-10-55000 AIR EVAC	13,000.00	967.50	967.50	7.44	12,032.50
105-5-10-55015 TAX ATTORNEY FEES & COURT COST	200.00	0.00	0.00	0.00	200.00
105-5-10-55025 ELECTION CLERKS/JUDGES	7,000.00	0.00	7,000.00	100.00	0.00
105-5-10-55030 MUNICODE	1,325.00	0.00	0.00	0.00	1,325.00
105-5-10-55035 GIS SYSTEM	5,280.00	440.00	880.00	16.67	4,400.00
105-5-10-55045 MOTEL TAX CONTRACT	42,800.00	9,368.10	11,698.35	27.33	31,101.65
105-5-10-55055 FEE BASIS- EASTLAND CO. CRISIS	10,200.00	850.00	1,700.00	16.67	8,500.00
105-5-10-55065 ADVERTISING	2,000.00	32.00	368.00	18.40	1,632.00
105-5-10-55075 INCODE SERVICES	6,700.00	0.00	0.00	0.00	6,700.00
105-5-10-55085 COMPUTER SERVICES	4,104.00	460.00	920.00	22.42	3,184.00
105-5-10-55090 ADMIN GRANT SVS (RESILIENT)	15,000.00	0.00	0.00	0.00	15,000.00
105-5-10-55093 DOCUMENTATION FEE - NAVITAS	0.00	99.00	99.00	0.00 (99.00)
105-5-10-55095 CISCO DEVELOPMENT CORPORATION	1,090,271.08	96,657.42	199,441.70	18.29	890,829.38
105-5-10-55100 ROAD RANGER 380 REIMBURSEMENT	38,500.00	3,454.25	3,454.25	8.97	35,045.75

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

105-GENERAL FUND
ADMINISTRATION

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
105-5-10-55105 LIABILITY INSURANCE/BONDS	80,000.00	2,000.76	23,593.06	29.49	56,406.94
105-5-10-55350 LEGAL	30,000.00	5,625.00	5,625.00	18.75	24,375.00
105-5-10-55355 ACCOUNTING	15,500.00	0.00	0.00	0.00	15,500.00
105-5-10-55363 INSPECTIONS	0.00	0.00	0.00	0.00	0.00
105-5-10-55365 CEMETARY	6,000.00	500.00	1,000.00	16.67	5,000.00
105-5-10-55368 MHMR DEPUTY	6,700.00	558.34	1,116.68	16.67	5,583.32
105-5-10-55370 AMBULANCE SERVICE	100,000.00	0.00	0.00	0.00	100,000.00
105-5-10-55375 EASTLAND CO.APP.DIS	66,021.00	0.00	0.00	0.00	66,021.00
105-5-10-55455 SURVEY EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	1,540,601.08	121,012.37	257,863.54	16.74	1,282,737.54
TRAVEL & TRAINING					
105-5-10-56000 DUES	9,000.00	0.00	3,101.59	34.46	5,898.41
105-5-10-56010 SCHOOL TUITION	2,500.00	375.00	375.00	15.00	2,125.00
105-5-10-56030 TRAVEL EXPENSE	1,500.00	199.00	199.00	13.27	1,301.00
TOTAL TRAVEL & TRAINING	13,000.00	574.00	3,675.59	28.27	9,324.41
UTILITIES					
105-5-10-57000 COMMUNICATIONS	56,100.00	4,517.53	5,567.46	9.92	50,532.54
105-5-10-57005 ELECTRICITY	4,500.00	500.37	500.37	11.12	3,999.63
105-5-10-57010 GAS	1,500.00	105.18	105.18	7.01	1,394.82
TOTAL UTILITIES	62,100.00	5,123.08	6,173.01	9.94	55,926.99
TRANSFER OUT					
105-5-10-59001 TRANSFER TO CONTINGENCY FUND	199,078.53	0.00	0.00	0.00	199,078.53
105-5-10-59205 TRANSFER TO UTILITY FUND	0.00	0.00	0.00	0.00	0.00
105-5-10-59305 TRANSFER TO AIRPORT FUND	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFER OUT	199,078.53	0.00	0.00	0.00	199,078.53
TOTAL ADMINISTRATION	2,259,424.42	163,562.25	336,120.24	14.88	1,923,304.18

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025105-GENERAL FUND
EMERGENCY MANAGEMENT

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CONTRACT SERVICES					
105-5-15-55260 CODE RED - EMERGENCY WARNING	5,416.00	0.00	0.00	0.00	5,416.00
105-5-15-55400 WEATHER DTN	1,000.00	0.00	0.00	0.00	1,000.00
105-5-15-55450 STORM SIRENS - GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00
105-5-15-55451 ARP FUND EXPENSES	0.00	0.00	0.00	0.00	0.00
105-5-15-55460 STORM SIRENS MAINTENANCE	2,500.00	0.00	0.00	0.00	2,500.00
105-5-15-55485 DISPATCH	66,383.00	5,531.94	11,063.88	16.67	55,319.12
105-5-15-5550 COVID 19 RESPONSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	75,299.00	5,531.94	11,063.88	14.69	64,235.12
TOTAL EMERGENCY MANAGEMENT					
	75,299.00	5,531.94	11,063.88	14.69	64,235.12

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

05-GENERAL FUND
POLICE

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PAGES & BENEFITS

105-5-20-50010 SALARIES AND WAGES	524,366.70	44,771.92	90,046.55	17.17	434,320.15
105-5-20-50020 OVERTIME	25,000.00	1,692.06	2,787.56	11.15	22,212.44
105-5-20-50025 LONGEVITY	3,135.00	3,230.00	3,230.00	103.03 (95.00)
105-5-20-50030 RETIREMENT GIFT	0.00	0.00	0.00	0.00	0.00
105-5-20-50180 TEXAS MUNICIPAL RETIREMENT SER	35,708.84	2,316.01	3,830.79	10.73	31,878.05
105-5-20-50200 SOCIAL SECURITY	42,026.56	7,009.24	10,455.00	24.88	31,571.56
105-5-20-50210 UNEMPLOYMENT PAYROLL TAX	42.00	0.00	0.00	0.00	42.00
105-5-20-50220 HEALTH INSURANCE	96,000.00	9,532.45	18,432.57	19.20	77,567.43
105-5-20-50230 WORKERS' COMPENSATION INSURANC	16,950.00	0.00	3,783.98	22.32	13,166.02
105-5-20-50240 LIFE INSURANCE EXPENSE	10,000.00	177.36	354.72	3.55	9,645.28
TOTAL WAGES & BENEFITS	753,229.10	68,729.04	132,921.17	17.65	620,307.93

SUPPLIES

105-5-20-51000 POSTAGE	0.00	64.14	64.14	0.00 (64.14)
105-5-20-51005 PRINTING & REPRODUCTION	500.00	36.04	36.04	7.21	463.96
105-5-20-51010 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
105-5-20-51030 OPERATING SUPPLIES	3,500.00	258.20	402.70	11.51	3,097.30
105-5-20-51060 CLOTHING	2,000.00	518.64	518.64	25.93	1,481.36
105-5-20-51070 MINOR TOOLS	0.00	0.00	0.00	0.00	0.00
105-5-20-51080 MOTOR FUEL & OIL	35,000.00	2,975.85	5,803.02	16.58	29,196.98
105-5-20-51105 MEDICAL EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	41,000.00	3,852.87	6,824.54	16.65	34,175.46

REPAIR & MAINT

105-5-20-53000 RENTAL/LEASE - EQUIPMENT	5,000.00	518.87	829.60	16.59	4,170.40
105-5-20-53005 MAINTENANCE - BUILDINGS	2,000.00	50.00	50.00	2.50	1,950.00
105-5-20-53015 MAINTENANCE - OFFICE EQUIPMEN	0.00	0.00	0.00	0.00	0.00
105-5-20-53060 MAINTENANCE - AUTOS	30,000.00	130.30	1,621.97	5.41	28,378.03
105-5-20-53090 MAINTENANCE - RADIO EQUIPMENT	0.00	0.00	0.00	0.00	0.00
105-5-20-53110 MAINTENANCE - OTHER EQUIPMENT	1,150.00	251.83	251.83	21.90	898.17
TOTAL REPAIR & MAINT	38,150.00	951.00	2,753.40	7.22	35,396.60

CAPITAL OUTLAY

105-5-20-54000 GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00
105-5-20-54010 MOTOROLA	26,449.00	0.00	0.00	0.00	26,449.00
105-5-20-54020 PAYMENT ON DURANGO	7,109.00	0.00	0.00	0.00	7,109.00
105-5-20-54050 AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
105-5-20-54055 MARINE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
105-5-20-54060 SECURITY EXPENSE	0.00	0.00	0.00	0.00	0.00
105-5-20-54080 OFFICE EQUIPMENT	4,800.00	0.00	0.00	0.00	4,800.00
105-5-20-54090 POLICE EQUIPMENT	9,300.00	9.50	9,234.30	99.29	65.70
105-5-20-54095 CAR COMPUTERS	9,000.00	0.00	0.00	0.00	9,000.00
TOTAL CAPITAL OUTLAY	56,658.00	9.50	9,234.30	16.30	47,423.70

CONTRACT SERVICES

105-5-20-55040 COURT COSTS	0.00	0.00	0.00	0.00	0.00
105-5-20-55065 ADVERTISING	400.00	96.00	192.00	48.00	208.00

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

05-GENERAL FUND
POLICE

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
105-5-20-55070 CRIMESTAR	400.00	0.00	0.00	0.00	400.00
105-5-20-55080 KOLOGIC SOFTWARE EXPENSE	11,340.00	0.00	0.00	0.00	11,340.00
105-5-20-55085 COMPUTER SERVICES	23,000.00	2,300.00	4,600.00	20.00	18,400.00
105-5-20-55105 LIABILITY INSURANCE/BONDS	19,500.00	0.00	4,665.30	23.92	14,834.70
105-5-20-55112 INSPECTION & CERTIFICATION FEE	0.00	0.00	0.00	0.00	0.00
105-5-20-55125 DRUG SEIZURE EXPENSE	0.00	0.00	0.00	0.00	0.00
105-5-20-55135 PRISONER EXPENSE	0.00	67.00	67.00	0.00	(67.00)
TOTAL CONTRACT SERVICES	54,640.00	2,463.00	9,524.30	17.43	45,115.70
TRAVEL & TRAINING					
105-5-20-56000 DUES	300.00	173.17	173.17	57.72	126.83
105-5-20-56010 SCHOOL TUITION	250.00	114.00	114.00	45.60	136.00
105-5-20-56030 TRAVEL EXPENSE	500.00	0.00	49.18	9.84	450.82
TOTAL TRAVEL & TRAINING	1,050.00	287.17	336.35	32.03	713.65
UTILITIES					
105-5-20-57000 COMMUNICATIONS	8,520.00	568.41	568.41	6.67	7,951.59
105-5-20-57005 ELECTRICITY	7,500.00	196.89	196.89	2.63	7,303.11
105-5-20-57010 GAS	2,400.00	99.44	99.44	4.14	2,300.56
TOTAL UTILITIES	18,420.00	864.74	864.74	4.69	17,555.26
TOTAL POLICE	963,147.10	77,157.32	162,458.80	16.87	800,688.30

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

105-GENERAL FUND

ANIMAL CONTROL

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WAGES & BENEFITS</u>					
105-5-21-50010 SALARIES AND WAGES	35,952.80	2,715.60	5,456.20	15.18	30,496.60
105-5-21-50025 LONGEVITY	160.00	170.00	170.00	106.25 (10.00)
105-5-21-50180 TEXAS MUNICIPAL RETIREMENT SER	2,294.69	139.53	229.83	10.02	2,064.86
105-5-21-50200 SOCIAL SECURITY	2,700.67	415.48	623.22	23.08	2,077.45
105-5-21-50210 UNEMPLOYMENT PAYROLL TAX	4.20	0.00	0.00	0.00	4.20
105-5-21-50220 HEALTH INSURANCE	9,600.00	790.62	1,539.48	16.04	8,060.52
105-5-21-50230 WORKERS' COMPENSATION INSURANC	0.00	0.00	0.00	0.00	0.00
105-5-21-50240 LIFE INSURANCE EXPENSE	700.00	22.17	44.34	6.33	655.66
TOTAL WAGES & BENEFITS	51,412.36	4,253.40	8,063.07	15.68	43,349.29
<u>SUPPLIES</u>					
105-5-21-51010 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
105-5-21-51030 OPERATING SUPPLIES	400.00	0.00	0.00	0.00	400.00
105-5-21-51050 CHEMICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
105-5-21-51060 CLOTHING	100.00	0.00	0.00	0.00	100.00
105-5-21-51070 MINOR TOOLS	0.00	0.00	0.00	0.00	0.00
105-5-21-51080 MOTOR FUEL & OIL	3,000.00	334.29	535.29	17.84	2,464.71
105-5-21-51110 ANIMAL CONTROL SUPPLIES & SVS	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL SUPPLIES	4,500.00	334.29	535.29	11.90	3,964.71
<u>REPAIR & MAINT</u>					
105-5-21-53005 MAINTENANCE - BUILDINGS	2,000.00	75.00	150.00	7.50	1,850.00
105-5-21-53060 MAINTENANCE - AUTOS	3,500.00	0.00	0.00	0.00	3,500.00
TOTAL REPAIR & MAINT	5,500.00	75.00	150.00	2.73	5,350.00
<u>CONTRACT SERVICES</u>					
105-5-21-55112 INSPECTION & CERTIFICATION FEE	0.00	0.00	0.00	0.00	0.00
105-5-21-55450 MEDICAL EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
<u>TRAVEL & TRAINING</u>					
105-5-21-56010 SCHOOL TUITION	0.00	0.00	0.00	0.00	0.00
105-5-21-56030 TRAVEL EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL TRAVEL & TRAINING	0.00	0.00	0.00	0.00	0.00
<u>UTILITIES</u>					
105-5-21-57000 COMMUNICATIONS	1,200.00	112.64	112.64	9.39	1,087.36
105-5-21-57005 ELECTRICITY	1,200.00	0.00	0.00	0.00	1,200.00
TOTAL UTILITIES	2,400.00	112.64	112.64	4.69	2,287.36
TOTAL ANIMAL CONTROL	63,812.36	4,775.33	8,861.00	13.89	54,951.36

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

105-GENERAL FUND
COURT

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
WAGES & BENEFITS					
105-5-25-50010 SALARIES & WAGES	46,214.00	3,555.20	7,110.40	15.39	39,103.60
105-5-25-50025 LONGEVITY	305.00	315.00	315.00	103.28 (10.00)
105-5-25-50180 TEXAS MUNICIPAL RETIREMENT SER	3,003.91	177.76	293.83	9.78	2,710.08
105-5-25-50200 SOCIAL SECURITY	3,535.38	543.96	815.94	23.08	2,719.44
105-5-25-50210 UNEMPLOYMENT PAYROLL TAX	0.00	0.00	0.00	0.00	0.00
105-5-25-50220 HEALTH INSURANCE	9,000.00	790.62	1,539.48	17.11	7,460.52
105-5-25-50230 WORKERS' COMPENSATION INS	0.00	0.00	0.00	0.00	0.00
105-5-25-50240 LIFE INSURANCE EXPENSE	560.00	22.17	44.34	7.92	515.66
TOTAL WAGES & BENEFITS	62,618.29	5,404.71	10,118.99	16.16	52,499.30
SUPPLIES					
105-5-25-51000 POSTAGE	0.00	0.00	0.00	0.00	0.00
105-5-25-51010 OFFICE SUPPLIES	180.00	0.00	0.00	0.00	180.00
TOTAL SUPPLIES	180.00	0.00	0.00	0.00	180.00
REPAIR & MAINT					
105-5-25-53015 MAINTENANCE - OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00
CONTRACT SERVICES					
105-5-25-55040 COURT COSTS	220,000.00	78.40	7,159.29	3.25	212,840.71
105-5-25-55041 MVBA COURT COLLECTIONS	0.00	2,055.02	2,055.02	0.00 (2,055.02)
105-5-25-55050 COURT TECHNOLOGY	18,830.00	0.00	0.00	0.00	18,830.00
105-5-25-55060 COURT SECURITY	10,800.00	0.00	0.00	0.00	10,800.00
105-5-25-55075 INCODE SERVICES	0.00	0.00	0.00	0.00	0.00
105-5-25-55085 COMPUTER SERVICES	0.00	460.00	920.00	0.00 (920.00)
105-5-25-55135 PRISONER EXPENSE	750.00	0.00	0.00	0.00	750.00
TOTAL CONTRACT SERVICES	250,380.00	2,593.42	10,134.31	4.05	240,245.69
TRAVEL & TRAINING					
105-5-25-56010 TRAINING	600.00	0.00	0.00	0.00	600.00
105-5-25-56030 TRAVEL EXPENSE	650.00	0.00	0.00	0.00	650.00
TOTAL TRAVEL & TRAINING	1,250.00	0.00	0.00	0.00	1,250.00
UTILITIES					
105-5-25-57000 COURT COMMUNICATIONS	0.00	58.63	58.63	0.00 (58.63)
TOTAL UTILITIES	0.00	58.63	58.63	0.00 (58.63)
TOTAL COURT	314,428.29	8,056.76	20,311.93	6.46	294,116.36

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

105-GENERAL FUND
FIRE

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WAGES & BENEFITS</u>					
105-5-30-50010 SALARIES AND WAGES	341,980.00	26,260.80	51,995.80	15.20	289,984.20
105-5-30-50020 OVERTIME	10,000.00	1,500.31	3,356.81	33.57	6,643.19
105-5-30-50025 PART-TIME SALARIES & WAGES	40,000.00	4,812.50	11,912.90	29.78	28,087.10
105-5-30-50026 LONGEVITY	1,690.00	1,725.00	1,725.00	102.07 (35.00)
105-5-30-50030 STIPEND EXPENSE	54,750.00	3,450.00	5,700.00	10.41	49,050.00
105-5-30-50035 CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00
105-5-30-50040 RETIREMENT GIFT	0.00	0.00	0.00	0.00	0.00
105-5-30-50180 TEXAS MUNICIPAL RETIREMENT SER	22,878.70	1,320.85	2,070.50	9.05	20,808.20
105-5-30-50190 VOLUNTEER FIREMEN RETIREMENT F	0.00	0.00	0.00	0.00	0.00
105-5-30-50200 SOCIAL SECURITY	29,986.47	4,983.78	7,636.32	25.47	22,350.15
105-5-30-50210 UNEMPLOYMENT PAYROLL TAX	3,500.00	0.00	0.00	0.00	3,500.00
105-5-30-50220 HEALTH INSURANCE	57,600.00	5,492.58	9,236.88	16.04	48,363.12
105-5-30-50230 WORKERS' COMPENSATION INSURANC	10,000.00	0.00	2,765.22	27.65	7,234.78
105-5-30-50240 LIFE INSURANCE EXPENSE	1,000.00	88.68	177.36	17.74	822.64
TOTAL WAGES & BENEFITS	573,385.17	49,634.50	96,576.79	16.84	476,808.38
<u>SUPPLIES</u>					
105-5-30-51000 POSTAGE	0.00	0.00	0.00	0.00	0.00
105-5-30-51003 PRINTING	0.00	0.00	0.00	0.00	0.00
105-5-30-51010 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
105-5-30-51020 JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
105-5-30-51030 OPERATING SUPPLIES	9,500.00	554.57	1,177.67	12.40	8,322.33
105-5-30-51060 CLOTHING	2,500.00	563.98	563.98	22.56	1,936.02
105-5-30-51070 MINOR TOOLS	0.00	0.00	0.00	0.00	0.00
105-5-30-51080 MOTOR FUEL & OIL	12,500.00	1,121.25	2,625.05	21.00	9,874.95
TOTAL SUPPLIES	24,500.00	2,239.80	4,366.70	17.82	20,133.30
<u>UNUSED 520-529</u>					
105-5-30-52200 VOLUNTEER FIREMEN EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL UNUSED 520-529	0.00	0.00	0.00	0.00	0.00
<u>REPAIR & MAINT</u>					
105-5-30-53000 RENTAL/LEASE - EQUIPMENT	1,720.00	4.98	4.98	0.29	1,715.02
105-5-30-53005 MAINTENANCE - BUILDINGS	4,000.00	1,460.00	2,540.00	63.50	1,460.00
105-5-30-53060 MAINTENANCE - AUTOS	5,000.00	2,195.89	2,958.63	59.17	2,041.37
105-5-30-53070 MAINTENANCE - MACHINERY&EQUIP	15,000.00	3,343.71	8,785.57	58.57	6,214.43
105-5-30-53090 MAINTENANCE - RADIO EQUIPMENT	0.00	0.00	0.00	0.00	0.00
105-5-30-53110 MAINTENANCE - OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR & MAINT	25,720.00	7,004.58	14,289.18	55.56	11,430.82
<u>CAPITAL OUTLAY</u>					
105-5-30-54000 GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00
105-5-30-54100 FIRE EQUIPMENT	5,000.00	2,196.00	2,196.00	43.92	2,804.00
105-5-30-54160 FIRE TRUCK	0.00	0.00	0.00	0.00	0.00
105-5-30-54165 FIRE VEHICLE	0.00	0.00	0.00	0.00	0.00
105-5-30-54180 E4 PAYMENT	66,671.66	0.00	0.00	0.00	66,671.66
TOTAL CAPITAL OUTLAY	71,671.66	2,196.00	2,196.00	3.06	69,475.66

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

105-GENERAL FUND
FIRE

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACT SERVICES</u>					
105-5-30-55085 COMPUTER SERVICES	0.00	230.00	460.00	0.00 (460.00)
105-5-30-55112 INSPECTION & CERTIFICATION FEE	0.00	0.00	348.16	0.00 (348.16)
105-5-30-55450 MEDICAL EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	0.00	230.00	808.16	0.00 (808.16)
<u>TRAVEL & TRAINING</u>					
105-5-30-56000 DUES	4,500.00	586.52	1,205.02	26.78	3,294.98
105-5-30-56010 SCHOOL TUITION	0.00	0.00	0.00	0.00	0.00
105-5-30-56030 TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00
TOTAL TRAVEL & TRAINING	5,000.00	586.52	1,205.02	24.10	3,794.98
<u>UTILITIES</u>					
105-5-30-57000 COMMUNICATIONS	12,000.00	873.45	873.45	7.28	11,126.55
105-5-30-57005 ELECTRICITY	6,400.00	358.56	358.56	5.60	6,041.44
105-5-30-57010 GAS	4,400.00	100.58	100.58	2.29	4,299.42
TOTAL UTILITIES	22,800.00	1,332.59	1,332.59	5.84	21,467.41
<u>OTHER</u>					
105-5-30-58000 DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE	723,076.83	63,223.99	120,774.44	16.70	602,302.39

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

05-GENERAL FUND
STREET

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WAGES & BENEFITS</u>					
05-5-40-50010 SALARIES & WAGES	210,638.40	9,871.92	18,812.60	8.93	191,825.80
05-5-40-50020 OVERTIME	10,000.00	1,346.32	2,177.74	21.78	7,822.26
05-5-40-50025 LONGEVITY	780.00	1,530.00	1,530.00	196.15 (750.00)
05-5-40-50030 SEASONAL SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
05-5-40-50035 RETIREMENT GIFT	0.00	0.00	0.00	0.00	0.00
05-5-40-50180 TEXAS MUNICIPAL RETIREMENT SER	14,341.50	466.93	783.03	5.46	13,558.47
05-5-40-50200 SOCIAL SECURITY	16,878.84	1,716.40	2,404.62	14.25	14,474.22
05-5-40-50210 UNEMPLOYMENT PAYROLL TAX	100.00	0.00	0.00	0.00	100.00
05-5-40-50220 HEALTH INSURANCE	57,600.00	3,144.57	5,391.15	9.36	52,208.85
05-5-40-50230 WORKERS' COMPENSATION INSURANC	15,000.00	0.00	4,002.29	26.68	10,997.71
05-5-40-50240 LIFE INSURANCE EXPENSE	5,000.00	66.51	133.02	2.66	4,866.98
TOTAL WAGES & BENEFITS	330,338.74	18,142.65	35,234.45	10.67	295,104.29
<u>SUPPLIES</u>					
05-5-40-51020 JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
05-5-40-51030 OPERATING SUPPLIES	5,500.00	162.38	413.17	7.51	5,086.83
05-5-40-51060 CLOTHING	2,714.92	336.35	470.89	17.34	2,244.03
05-5-40-51070 MINOR TOOLS	18,000.00	284.29	284.29	1.58	17,715.71
05-5-40-51075 STREET SIGNS	5,605.00	4,605.00	4,605.00	82.23	995.00
05-5-40-51080 MOTOR FUEL & OIL	13,300.00	1,534.88	2,638.43	19.84	10,661.57
05-5-40-51090 GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	45,114.92	6,922.90	8,411.78	18.65	36,703.14
<u>REPAIR & MAINT</u>					
05-5-40-53000 RENTAL/LEASE OF EQUIPMENT	900.00	872.10	872.10	96.90	27.90
05-5-40-53005 MAINTENANCE - BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00
05-5-40-53050 MAINTENANCE - STREETS/R.O.W.	200,000.00	654.80	654.80	0.33	199,345.20
05-5-40-53060 MAINTENANCE - AUTOS	10,000.00	154.22	342.68	3.43	9,657.32
05-5-40-53070 MAINTENANCE - MACHINERY&EQUIP	40,000.00	4,939.58	6,717.56	16.79	33,282.44
05-5-40-53080 MAINTENANCE - SHOP EQUIPMENT	0.00	156.81	156.81	0.00 (156.81)
TOTAL REPAIR & MAINT	260,900.00	6,777.51	8,743.95	3.35	252,156.05
<u>CAPITAL OUTLAY</u>					
05-5-40-54030 IMP STREETS	0.00	0.00	0.00	0.00	0.00
05-5-40-54050 AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
05-5-40-54060 MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
05-5-40-54070 SHOP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
05-5-40-54080 PAYMENT ON BELLYDUMP	4,354.24	0.00	0.00	0.00	4,354.24
05-5-40-54200 PAYMENT ON LOADER & GRAPPLE	0.00	0.00	0.00	0.00	0.00
05-5-40-54205 PAYMENT ON SKID STEER	0.00	0.00	0.00	0.00	0.00
05-5-40-54210 PAYMENT ON DURA PATCHER	0.00	0.00	0.00	0.00	0.00
05-5-40-54220 PAYMENT ON GRADER & BLADE	136,619.00	2,619.14	5,238.28	3.83	131,380.72
05-5-40-54230 PAYMENT ON HEATING TANK	0.00	0.00	0.00	0.00	0.00
05-5-40-54240 PAYMENT ON ROLLER	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	140,973.24	2,619.14	5,238.28	3.72	135,734.96

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

105-GENERAL FUND
STREET

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACT SERVICES</u>					
105-5-40-55085 COMPUTER SERVICES	0.00	229.99	459.98	0.00 (459.98)
105-5-40-55160 PRINCIPAL ON LOAN FOR EQUIPMEN	0.00	0.00	0.00	0.00	0.00
105-5-40-55170 INTEREST ON LOAN FOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	0.00	229.99	459.98	0.00 (459.98)
<u>TRAVEL & TRAINING</u>					
105-5-40-56030 TRAVEL EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL TRAVEL & TRAINING	0.00	0.00	0.00	0.00	0.00
<u>UTILITIES</u>					
105-5-40-57000 COMMUNICATIONS	1,250.00	199.85	199.85	15.99	1,050.15
105-5-40-57005 ELECTRICITY	90,000.00	4,129.64	4,129.64	4.59	85,870.36
TOTAL UTILITIES	91,250.00	4,329.49	4,329.49	4.74	86,920.51
<u>OTHER</u>					
105-5-40-58000 DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER	0.00	0.00	0.00	0.00	0.00
TOTAL STREET	868,576.90	39,021.68	62,417.93	7.19	806,158.97

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

05-GENERAL FUND
PARKS

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PAGES & BENEFITS</u>					
05-5-50-50010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
05-5-50-50020 OVERTIME	0.00	0.00	0.00	0.00	0.00
05-5-50-50025 LONGEVITY	0.00	0.00	0.00	0.00	0.00
05-5-50-50030 SEASONAL SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
05-5-50-50040 RETIREMENT GIFT	0.00	0.00	0.00	0.00	0.00
05-5-50-50180 TEXAS MUNICIPAL RETIREMENT SER	0.00	0.00	0.00	0.00	0.00
05-5-50-50200 SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00
05-5-50-50210 UNEMPLOYMENT PAYROLL TAX	0.00	0.00	0.00	0.00	0.00
05-5-50-50220 HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
05-5-50-50230 WORKERS' COMPENSATION INSURANC	0.00	0.00	349.29	0.00 (349.29)
05-5-50-50240 LIFE INSURANCE EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL WAGES & BENEFITS	0.00	0.00	349.29	0.00 (349.29)
<u>SUPPLIES</u>					
05-5-50-51020 JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
05-5-50-51030 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
05-5-50-51040 CONCESSION SUPPLIES	0.00	0.00	0.00	0.00	0.00
05-5-50-51050 CHEMICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
05-5-50-51060 CLOTHING	0.00	0.00	0.00	0.00	0.00
05-5-50-51070 MINOR TOOLS	0.00	0.00	0.00	0.00	0.00
05-5-50-51080 MOTOR FUEL & OIL	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
<u>REPAIR & MAINT</u>					
05-5-50-53070 MAINTENANCE - MACHINERY&EQUIP	0.00	0.00	0.00	0.00	0.00
05-5-50-53150 MAINTENANCE - PARKS	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL OUTLAY</u>					
05-5-50-54060 MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
05-5-50-54110 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<u>UTILITIES</u>					
05-5-50-57005 ELECTRICITY	0.00	1,502.85	1,502.85	0.00 (1,502.85)
TOTAL UTILITIES	0.00	1,502.85	1,502.85	0.00 (1,502.85)
TOTAL PARKS	0.00	1,502.85	1,852.14	0.00 (1,852.14)

105-GENERAL FUND
WILDFIRE MITIGATION

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WAGES & BENEFITS</u>					
105-5-65-50010 SALARIES	78,584.74	10,753.86	21,507.75	27.37	57,076.99
105-5-65-50025 LONGEVITY	1,470.00	535.00	535.00	36.39	935.00
105-5-65-50180 TMRS	5,108.01	598.10	949.21	18.58	4,158.80
105-5-65-50200 SS	6,011.74	1,645.36	1,830.20	30.44	4,181.54
105-5-65-50210 UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
105-5-65-50220 HEALTH INSURANCE	7,900.00	1,657.99	3,904.57	49.42	3,995.43
105-5-65-50230 WORKERS COMP	0.00	0.00	0.00	0.00	0.00
105-5-65-50240 LIFE INSURANCE EXP	100.00	52.54	85.88	85.88	14.12
TOTAL WAGES & BENEFITS	99,174.49	15,242.85	28,812.61	29.05	70,361.88
<u>SUPPLIES</u>					
105-5-65-51030 OPERATING SUPPLIES	2,000.00	3,609.94	3,686.99	184.35 (1,686.99)
105-5-65-51060 CLOTHING	0.00	0.00	0.00	0.00	0.00
105-5-65-51070 MINOR TOOLS	2,900.00	0.00	0.00	0.00	2,900.00
105-5-65-51075 SIGNAGE/SAFETY	1,500.00	0.00	0.00	0.00	1,500.00
105-5-65-51080 MOTOR FUEL / OIL	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL SUPPLIES	7,400.00	3,609.94	3,686.99	49.82	3,713.01
<u>REPAIR & MAINT</u>					
105-5-65-53060 REPAIR & MAINTENANCE-AUTO	0.00	0.00	0.00	0.00	0.00
105-5-65-53070 REPAIR & MAINT/EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00
TOTAL REPAIR & MAINT	2,000.00	0.00	0.00	0.00	2,000.00
<u>CAPITAL OUTLAY</u>					
105-5-65-54060 MACHINERY & EQUIPMENT	112,700.00	0.00	0.00	0.00	112,700.00
TOTAL CAPITAL OUTLAY	112,700.00	0.00	0.00	0.00	112,700.00
<u>CONTRACT SERVICES</u>					
105-5-65-55085 COMPUTER SERVICES	0.00	230.00	460.00	0.00 (460.00)
105-5-65-55090 ADMINISTRATIVE GRANT SVS	330,222.24	10,540.47	10,540.47	3.19	319,681.77
105-5-65-55091 RANGER MITIGATION REIMB.	0.00	0.00	0.00	0.00	0.00
105-5-65-55092 CARBON MITIGATION REIMB.	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	330,222.24	10,770.47	11,000.47	3.33	319,221.77
<u>TRAVEL & TRAINING</u>					
105-5-65-56040 COMMUNITY EDUCATION	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL TRAVEL & TRAINING	10,000.00	0.00	0.00	0.00	10,000.00
<u>UTILITIES</u>					
105-5-65-57000 COMMUNICATIONS	1,500.00	129.30	129.30	8.62	1,370.70
TOTAL UTILITIES	1,500.00	129.30	129.30	8.62	1,370.70
TOTAL WILDFIRE MITIGATION	562,996.73	29,752.56	43,629.37	7.75	519,367.36

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

105-GENERAL FUND
SANITATION

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WAGES & BENEFITS</u>					
105-5-60-50010 SALARIES AND WAGES	10,400.00	800.00	1,600.00	15.38	8,800.00
105-5-60-50025 LONGEVITY	0.00	240.00	240.00	0.00 (240.00)
105-5-60-50180 TEXAS MUNICIPAL RETIREMENT SER	0.00	0.00	0.00	0.00	0.00
105-5-60-50200 SOCIAL SECURITY	795.60	122.40	183.60	23.08	612.00
105-5-60-50210 UNEMPLOYMENT PAYROLL TAX	0.00	0.00	0.00	0.00	0.00
105-5-60-50230 WORKERS' COMPENSATION INSURANC	400.00	0.00	29.11	7.28	370.89
TOTAL WAGES & BENEFITS	11,595.60	1,162.40	2,052.71	17.70	9,542.89
<u>REPAIR & MAINT</u>					
105-5-60-53070 MAINTENANCE OF EQUIPMENT	0.00	798.26	798.26	0.00 (798.26)
TOTAL REPAIR & MAINT	0.00	798.26	798.26	0.00 (798.26)
<u>CONTRACT SERVICES</u>					
105-5-60-55410 PORTABLE TOILET	2,457.00	344.00	344.00	14.00	2,113.00
105-5-60-55415 SANITATION SERVICE	602,000.00 (990.87) (990.87)	0.16-	602,990.87
105-5-60-55420 SALES TAX	50,000.00	4,393.92	13,302.16	26.60	36,697.84
TOTAL CONTRACT SERVICES	654,457.00	3,747.05	12,655.29	1.93	641,801.71
<u>UTILITIES</u>					
105-5-60-57005 ELECTRICITY	450.00	11.31	11.31	2.51	438.69
TOTAL UTILITIES	450.00	11.31	11.31	2.51	438.69
TOTAL SANITATION	666,502.60	5,719.02	15,517.57	2.33	650,985.03
TOTAL EXPENDITURES	6,497,264.23	398,303.70	783,007.30	12.05	5,714,256.93
REVENUES OVER/(UNDER) EXPENDITURES	0.00	376,283.71	440,683.93	(440,683.93)

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

PAGE: 1

205-UTILITY FUND
FINANCIAL SUMMARY

16.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CHARGES FOR SEVICES	2,777,271.56	274,847.11	525,629.39	18.93	2,251,642.17
TAXES, PENALTIES, FORFEITS	60,000.00	3,438.55	9,761.19	16.27	50,238.81
INTEREST	1,500.00	0.00	0.00	0.00	1,500.00
INTERGOVERNMENTAL, GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	0.00	90.25	18.89	0.00	(18.89)
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,838,771.56	278,375.91	535,409.47	18.86	2,303,362.09
<u>EXPENDITURE SUMMARY</u>					
WATER	1,786,478.26	38,688.18	71,674.19	4.01	1,714,804.07
WASTEWATER	351,014.35	9,805.90	18,173.40	5.18	332,840.95
WATER PLANT	593,763.05	45,927.96	78,463.24	13.21	515,299.81
UTILITY BILLING	107,515.90	9,348.18	18,065.73	16.80	89,450.17
TOTAL EXPENDITURES	2,838,771.56	103,770.22	186,376.56	6.57	2,652,395.00
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	174,605.69	349,032.91		(349,032.91)

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

05-UTILITY FUND

16.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CHARGES FOR SERVICES</u>					
05-40100 SEWER FEES	794,605.40	61,481.75	122,937.71	15.47	671,667.69
05-40200 WATER SALES	1,934,666.16	209,199.82	395,064.79	20.42	1,539,601.37
05-41150 WATER CONNECTION FEES	6,000.00	1,803.75	3,138.50	52.31	2,861.50
05-41250 WATER TAPS	6,000.00	0.00	0.00	0.00	6,000.00
05-41300 SEWER TAPS	5,000.00	0.00	0.00	0.00	5,000.00
05-41350 RECONNECTS	2,500.00	0.00	0.00	0.00	2,500.00
05-41500 PERMITS	3,000.00	380.00	496.25	16.54	2,503.75
05-41600 UTILITY BILLING SURCHARGE	25,500.00	1,981.79	3,992.14	15.66	21,507.86
TOTAL CHARGES FOR SERVICES	2,777,271.56	274,847.11	525,629.39	18.93	2,251,642.17
<u>TAXES, PENALTIES, FORFEITS</u>					
05-43050 PENALTIES	60,000.00	3,438.55	9,761.19	16.27	50,238.81
TOTAL TAXES, PENALTIES, FORFEITS	60,000.00	3,438.55	9,761.19	16.27	50,238.81
<u>INTEREST</u>					
05-44100 INTEREST EARNED	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL INTEREST	1,500.00	0.00	0.00	0.00	1,500.00
<u>INTERGOVERNMENTAL, GRANTS</u>					
05-45000 DONATIONS	0.00	0.00	0.00	0.00	0.00
05-45010 GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
05-45020 GRANT REVENUE - FEMA	0.00	0.00	0.00	0.00	0.00
05-45050 CDBG	0.00	0.00	0.00	0.00	0.00
05-45051 TWDB	0.00	0.00	0.00	0.00	0.00
05-45052 FEMA	0.00	0.00	0.00	0.00	0.00
05-45055 FEMA B-PALL MOBILE	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL, GRANTS	0.00	0.00	0.00	0.00	0.00
<u>OTHER</u>					
05-48005 SALES - ASSETS	0.00	0.00	0.00	0.00	0.00
05-48020 MISCELLANEOUS REVENUE	0.00	90.25	18.89	0.00	(18.89)
05-48030 OVER/SHORT ACCOUNT	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER	0.00	90.25	18.89	0.00	(18.89)
<u>TRANSFERS IN</u>					
05-49000 TRANSFER FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00
05-49105 LOAN FROM GENERAL	0.00	0.00	0.00	0.00	0.00
05-49740 LOAN PROCEEDS-GOV CAPITAL	0.00	0.00	0.00	0.00	0.00
05-49750 LOAN -1ST FIN 34110020467	0.00	0.00	0.00	0.00	0.00
05-49890 REIMB-FLOOD MONIES	0.00	0.00	0.00	0.00	0.00
05-49891 REIMBURSEMENT FOR EXPENSES	0.00	0.00	0.00	0.00	0.00
05-49892 REIMB. - SPLASH PAD	0.00	0.00	0.00	0.00	0.00
05-49900 INSURANCE MONEY TML	0.00	0.00	0.00	0.00	0.00
05-49920 CWSRF ESCROW FUNDS	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,838,771.56	278,375.91	535,409.47	18.86	2,303,362.09

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

05-UTILITY FUND

16.67% OF FISCAL YEAR

REVENUES

CURRENT
BUDGET

CURRENT
PERIOD

YEAR TO DATE
ACTUAL

% OF
BUDGET

BUDGET
BALANCE

=====

205-UTILITY FUND
WATER

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

WAGES & BENEFITS

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
205-5-70-50010 SALARIES & WAGES	180,000.00	13,838.66	24,600.39	13.67	155,399.61
205-5-70-50020 OVERTIME	15,000.00	2,417.25	4,372.03	29.15	10,627.97
205-5-70-50025 LONGEVITY	760.00	790.00	790.00	103.95 (30.00)
205-5-70-50030 RETIREMENT GIFT	0.00	0.00	0.00	0.00	0.00
205-5-70-50180 TEXAS MUNICIPAL RETIREMENT SER	12,734.00	635.83	967.57	7.60	11,766.43
205-5-70-50200 SOCIAL SECURITY	14,918.00	2,487.18	3,655.52	24.50	11,262.48
205-5-70-50210 UNEMPLOYMENT PAYROLL TAX	0.00	0.00	0.00	0.00	0.00
205-5-70-50220 HEALTH INSURANCE	38,400.00	3,946.33	6,192.91	16.13	32,207.09
205-5-70-50230 WORKERS' COMPENSATION INSURANC	10,000.00	0.00	2,590.57	25.91	7,409.43
205-5-70-50240 LIFE INSURANCE EXPENSE	6,102.00	113.38	179.89	2.95	5,922.11
TOTAL WAGES & BENEFITS	277,914.00	24,228.63	43,348.88	15.60	234,565.12

SUPPLIES

205-5-70-51020 JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
205-5-70-51030 OPERATING SUPPLIES	800.00	300.52	300.52	37.57	499.48
205-5-70-51050 CHEMICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
205-5-70-51060 CLOTHING	2,900.00	363.15	508.41	17.53	2,391.59
205-5-70-51070 MINOR TOOLS	150.00	0.00	0.00	0.00	150.00
205-5-70-51080 MOTOR FUEL & OIL	6,500.00	442.97	1,005.11	15.46	5,494.89
205-5-70-51090 GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00
205-5-70-51120 WATER METERS & PARTS	3,000.00 (143.26)	3,634.72	121.16 (634.72)
TOTAL SUPPLIES	13,350.00	963.38	5,448.76	40.81	7,901.24

REPAIR & MAINT

205-5-70-53000 RENTAL/LEASE OF EQUIPMENT	1,500.00	0.00	0.00	0.00	1,500.00
205-5-70-53005 MAINTENANCE - BUILDINGS	0.00	0.00	0.00	0.00	0.00
205-5-70-53020 MAINTENANCE - WATER SYSTEMS	180,000.00	7,818.61	8,547.44	4.75	171,452.56
205-5-70-53030 MAINTENANCE - WASTEWATER SYST	0.00	0.00	0.00	0.00	0.00
205-5-70-53050 AUTO EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-70-53060 MAINTENANCE - AUTOS	10,000.00	557.89	557.89	5.58	9,442.11
205-5-70-53070 MAINTENANCE - MACHINERY&EQUIP	5,000.00	605.58	605.58	12.11	4,394.42
205-5-70-53120 MAINTENANCE - WATER METERS	500.00	0.00	0.00	0.00	500.00
205-5-70-53160 SYSTEM UPGRADE	0.00	0.00	0.00	0.00	0.00
205-5-70-53180 CONSTRUCTION - 2009 CAPITAL FU	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR & MAINT	197,000.00	8,982.08	9,710.91	4.93	187,289.09

CAPITAL OUTLAY

205-5-70-54050 AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-70-54060 MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-70-54065 MINI X	0.00	0.00	0.00	0.00	0.00
205-5-70-54070 SHOP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-70-54080 MINI EXCAVATOR PAYMENT	0.00	0.00	0.00	0.00	0.00
205-5-70-54085 VACTRON PAYMENT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

205-UTILITY FUND
WATER

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACT SERVICES</u>					
205-5-70-55010 DEBT SERVICE - INTEREST	74,000.00	0.00	0.00	0.00	74,000.00
205-5-70-55020 DEBT SERVICE- PRINCIPAL 08,14,	264,000.00	0.00	0.00	0.00	264,000.00
205-5-70-55025 DEBT SERVICE - 2018A/1986	219,242.50	0.00	0.00	0.00	219,242.50
205-5-70-55070 DEBT SVS FOR WAT MET CAPSTONE	114,220.51	0.00	0.00	0.00	114,220.51
205-5-70-55080 DEBT SVS ATLAS METER	97,281.75	0.00	0.00	0.00	97,281.75
205-5-70-55085 ADMINISTRATION FEE	0.00	0.00	0.00	0.00	0.00
205-5-70-55090 TRANSFER TO CONTINGENCY FUND	425,309.50	0.00	0.00	0.00	425,309.50
205-5-70-55105 LIABILITY INSURANCE/BONDS	39,000.00	804.34	9,455.89	24.25	29,544.11
205-5-70-55112 INSPECTION & CERTIFICATION FEE	5,000.00	0.00	0.00	0.00	5,000.00
205-5-70-55351 ENGINEERING	0.00	0.00	0.00	0.00	0.00
205-5-70-55355 ACCOUNTING	15,500.00	0.00	0.00	0.00	15,500.00
205-5-70-55360 METER CELLULAR SERVICE	20,000.00	1,651.65	1,651.65	8.26	18,348.35
205-5-70-55450 MEDICAL EXPENSE	0.00	0.00	0.00	0.00	0.00
205-5-70-55455 SURVEY EXPENSE	0.00	0.00	0.00	0.00	0.00
205-5-70-55460 TESTING EXPENSE	1,500.00	859.00	859.00	57.27	641.00
TOTAL CONTRACT SERVICES	1,275,054.26	3,314.99	11,966.54	0.94	1,263,087.72
<u>TRAVEL & TRAINING</u>					
205-5-70-56000 DUES	360.00	0.00	0.00	0.00	360.00
205-5-70-56010 SCHOOL TUITION	2,000.00	0.00	0.00	0.00	2,000.00
205-5-70-56020 CONTINUING EDUCATION	800.00	0.00	0.00	0.00	800.00
205-5-70-56030 TRAVEL EXPENSE	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL TRAVEL & TRAINING	4,160.00	0.00	0.00	0.00	4,160.00
<u>UTILITIES</u>					
205-5-70-57000 COMMUNICATIONS	2,000.00	192.47	192.47	9.62	1,807.53
205-5-70-57005 ELECTRICITY	17,000.00	1,006.63	1,006.63	5.92	15,993.37
205-5-70-57010 GAS	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITIES	19,000.00	1,199.10	1,199.10	6.31	17,800.90
<u>TRANSFER OUT</u>					
205-5-70-59000 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
205-5-70-59010 AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00
205-5-70-59105 LOAN TO GENERAL	0.00	0.00	0.00	0.00	0.00
205-5-70-59110 TRANSFER TO GENERAL	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL WATER	1,786,478.26	38,688.18	71,674.19	4.01	1,714,804.07

205-UTILITY FUND
WASTEWATER

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WAGES & BENEFITS</u>					
205-5-72-50010 SALARIES & WAGES	67,080.00	2,600.00	6,124.00	9.13	60,956.00
205-5-72-50020 OVERTIME	13,000.00	1,048.13	1,925.64	14.81	11,074.36
205-5-72-50025 LONGEVITY	1,135.00	425.00	425.00	37.44	710.00
205-5-72-50030 RETIREMENT GIFT	0.00	0.00	0.00	0.00	0.00
205-5-72-50180 TEXAS MUNICIPAL RETIREMENT SER	5,229.23	220.07	376.44	7.20	4,852.79
205-5-72-50200 SOCIAL SECURITY	6,126.12	558.18	865.24	14.12	5,260.88
205-5-72-50210 UNEMPLOYMENT PAYROLL TAX	0.00	0.00	0.00	0.00	0.00
205-5-72-50220 HEALTH INSURANCE	19,200.00	790.62	1,539.48	8.02	17,660.52
205-5-72-50230 WORKERS' COMPENSATION INSURANC	520.00	0.00	145.54	27.99	374.46
205-5-72-50240 LIFE INSURANCE EXPENSE	5,000.00	22.17	44.34	0.89	4,955.66
TOTAL WAGES & BENEFITS	117,290.35	5,664.17	11,445.68	9.76	105,844.67
<u>SUPPLIES</u>					
205-5-72-51000 POSTAGE	0.00	0.00	0.00	0.00	0.00
205-5-72-51020 JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
205-5-72-51030 OPERATING SUPPLIES	2,500.00	0.00	116.37	4.65	2,383.63
205-5-72-51050 CHEMICAL SUPPLIES	85,000.00	0.00	0.00	0.00	85,000.00
205-5-72-51060 CLOTHING	1,850.00	233.64	331.80	17.94	1,518.20
205-5-72-51070 MINOR TOOLS	100.00	0.00	0.00	0.00	100.00
205-5-72-51080 MOTOR FUEL & OIL	3,200.00	308.42	617.07	19.28	2,582.93
205-5-72-51090 GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	92,650.00	542.06	1,065.24	1.15	91,584.76
<u>REPAIR & MAINT</u>					
205-5-72-53000 RENTAL/LEASE - EQUIPMENT	18,500.00	0.00	0.00	0.00	18,500.00
205-5-72-53003 WW PLANT UPGRADE	0.00	0.00	0.00	0.00	0.00
205-5-72-53005 MAINTENANCE - BUILDINGS	0.00	0.00	0.00	0.00	0.00
205-5-72-53030 MAINTENANCE - WASTEWATER SYST	55,000.00	687.34	687.34	1.25	54,312.66
205-5-72-53060 MAINTENANCE - AUTOS	1,000.00	237.44	237.44	23.74	762.56
205-5-72-53070 MAINTENANCE - MACHINERY&EQUIP	25,000.00	982.10	982.10	3.93	24,017.90
TOTAL REPAIR & MAINT	99,500.00	1,906.88	1,906.88	1.92	97,593.12
<u>CAPITAL OUTLAY</u>					
205-5-72-54060 MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-72-54070 SHOP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-72-54075 SEWER MACHINE PAYMENT	0.00	0.00	0.00	0.00	0.00
205-5-72-54080 SEWER UPGRADE LIFT STATION	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<u>CONTRACT SERVICES</u>					
205-5-72-55105 LIABILITY INSURANCE/BONDS	4,500.00	116.24	1,320.61	29.35	3,179.39
205-5-72-55112 INSPECTION & CERTIFICATION FEE	9,064.00	0.00	0.00	0.00	9,064.00
205-5-72-55351 ENGINEERING	0.00	0.00	0.00	0.00	0.00
205-5-72-55450 MEDICAL EXPENSE	0.00	0.00	0.00	0.00	0.00
205-5-72-55460 TESTING EXPENSE	12,500.00	1,020.00	1,374.00	10.99	11,126.00
TOTAL CONTRACT SERVICES	26,064.00	1,136.24	2,694.61	10.34	23,369.39

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 202505-UTILITY FUND
WASTEWATER

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TRAVEL & TRAINING</u>					
05-5-72-56000 DUES	1,400.00	0.00	0.00	0.00	1,400.00
05-5-72-56010 SCHOOL TUITION	500.00	0.00	405.00	81.00	95.00
05-5-72-56020 CONTINUING EDUCATION	400.00	0.00	0.00	0.00	400.00
05-5-72-56030 TRAVEL EXPENSE	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL TRAVEL & TRAINING	3,300.00	0.00	405.00	12.27	2,895.00
<u>UTILITIES</u>					
05-5-72-57000 COMMUNICATIONS	960.00	90.06	90.06	9.38	869.94
05-5-72-57005 ELECTRICITY	8,850.00	354.27	354.27	4.00	8,495.73
05-5-72-57010 GAS	2,400.00	112.22	211.66	8.82	2,188.34
TOTAL UTILITIES	12,210.00	556.55	655.99	5.37	11,554.01
<u>OTHER</u>					
05-5-72-58000 FINES- TCEQ	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER	0.00	0.00	0.00	0.00	0.00
TOTAL WASTEWATER	351,014.35	9,805.90	18,173.40	5.18	332,840.95

205-UTILITY FUND
WATER PLANT

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

WAGES & BENEFITS

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
205-5-75-50010 SALARIES & WAGES	136,573.00	10,585.60	21,171.20	15.50	115,401.80
205-5-75-50020 OVERTIME	16,000.00	1,568.73	2,831.09	17.69	13,168.91
205-5-75-50025 CONTRACT LABOR	9,000.00	3,333.10	3,333.10	37.03	5,666.90
205-5-75-50026 LONGEVITY	565.00	595.00	595.00	105.31 (30.00)
205-5-75-50030 RETIREMENT GIFT	0.00	0.00	0.00	0.00	0.00
205-5-75-50180 TEXAS MUNICIPAL RETIREMENT SER	9,963.00	592.40	955.55	9.59	9,007.45
205-5-75-50200 SOCIAL SECURITY	11,672.00	1,859.60	2,821.48	24.17	8,850.52
205-5-75-50210 UNEMPLOYMENT PAYROLL TAX	0.00	0.00	0.00	0.00	0.00
205-5-75-50220 HEALTH INSURANCE	28,800.00	2,395.72	4,642.30	16.12	24,157.70
205-5-75-50230 WORKERS' COMPENSATION INSURANC	2,600.00	0.00	727.69	27.99	1,872.31
205-5-75-50240 LIFE INSURANCE EXPENSE	3,400.00	66.51	133.02	3.91	3,266.98
TOTAL WAGES & BENEFITS	218,573.00	20,996.66	37,210.43	17.02	181,362.57

SUPPLIES

205-5-75-51000 POSTAGE	0.00	0.00	0.00	0.00	0.00
205-5-75-51020 JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
205-5-75-51030 OPERATING SUPPLIES	6,000.00	0.00	0.00	0.00	6,000.00
205-5-75-51050 CHEMICAL SUPPLIES	210,000.00	16,893.70	16,893.70	8.04	193,106.30
205-5-75-51060 CLOTHING	2,750.00	339.15	474.81	17.27	2,275.19
205-5-75-51070 MINOR TOOLS	0.00	0.00	0.00	0.00	0.00
205-5-75-51080 MOTOR FUEL & OIL	3,500.00	540.08	856.57	24.47	2,643.43
205-5-75-51090 GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	222,250.00	17,772.93	18,225.08	8.20	204,024.92

REPAIR & MAINT

205-5-75-53000 RENTAL/LEASE OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-75-53005 MAINTENANCE - BUILDINGS	1,500.00	0.00	0.00	0.00	1,500.00
205-5-75-53020 MAINTENANCE - WATER SYSTEMS	2,500.00	536.12	536.12	21.44	1,963.88
205-5-75-53060 MAINTENANCE - AUTOS	1,500.00	0.00	0.00	0.00	1,500.00
205-5-75-53070 MAINTENANCE - MACHINERY&EQUIP	40,000.00	536.12	732.97	1.83	39,267.03
205-5-75-53080 MAINT. WILLIAMSON DAM	0.00	0.00	0.00	0.00	0.00
205-5-75-53090 MAINTENANCE/SPLASH PAD	10,000.00	9.48	9.48	0.09	9,990.52
TOTAL REPAIR & MAINT	55,500.00	1,081.72	1,278.57	2.30	54,221.43

CAPITAL OUTLAY

205-5-75-54050 AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-75-54060 MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-75-54070 SHOP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-75-54075 PALL MOBILE PLANT PAYMENT	0.00	0.00	0.00	0.00	0.00
205-5-75-54080 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-5-75-54130 WATER PLANT UPGRADES	0.00	0.00	0.00	0.00	0.00
205-5-75-54140 HACH s11000 PUMP	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

CONTRACT SERVICES

205-5-75-55085 COMPUTER SERVICES	10,000.00	230.00	460.00	4.60	9,540.00
205-5-75-55105 LIABILITY INSURANCE/BONDS	4,058.05	416.66	4,996.64	123.13 (938.59)

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

05-UTILITY FUND
WATER PLANT

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
05-5-75-55112 INSPECTION & CERTIFICATION FEE	7,000.00	0.00	10,034.58	143.35 (3,034.58)
05-5-75-55350 LEGAL	0.00	0.00	0.00	0.00	0.00
05-5-75-55351 ENGINEERING	0.00	0.00	0.00	0.00	0.00
05-5-75-55455 SURVEY EXPENSE	0.00	0.00	0.00	0.00	0.00
05-5-75-55460 TESTING EXPENSE	14,000.00	778.00	1,048.00	7.49	12,952.00
05-5-75-55500 WATER PLANT SERVICE AGREEMENT	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL CONTRACT SERVICES	38,058.05	1,424.66	16,539.22	43.46	21,518.83
TRAVEL & TRAINING					
05-5-75-56000 DUES	270.00	621.00	621.00	230.00 (351.00)
05-5-75-56010 SCHOOL TUITION	500.00	0.00	405.00	81.00	95.00
05-5-75-56020 CONTINUING EDUCATION	612.00	0.00	0.00	0.00	612.00
05-5-75-56030 TRAVEL EXPENSE	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL TRAVEL & TRAINING	2,382.00	621.00	1,026.00	43.07	1,356.00
UTILITIES					
05-5-75-57000 COMMUNICATIONS	5,000.00	200.88	353.83	7.08	4,646.17
05-5-75-57005 ELECTRICITY	52,000.00	3,830.11	3,830.11	7.37	48,169.89
TOTAL UTILITIES	57,000.00	4,030.99	4,183.94	7.34	52,816.06
OTHER					
05-5-75-58000 FINES- TCEQ	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER	0.00	0.00	0.00	0.00	0.00
TOTAL WATER PLANT	593,763.05	45,927.96	78,463.24	13.21	515,299.81

05-UTILITY FUND
UTILITY BILLING

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

WAGES & BENEFITS

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
05-5-80-50010 SALARIES & WAGES	58,000.00	4,322.18	8,966.98	15.46	49,033.02
05-5-80-50020 OVERTIME	0.00	0.00	0.00	0.00	0.00
05-5-80-50025 LONGEVITY	140.00	160.00	160.00	114.29 (20.00)
05-5-80-50030 RETIREMENT GIFT	0.00	0.00	0.00	0.00	0.00
05-5-80-50180 TEXAS MUNICIPAL RETIREMENT SER	3,938.90	232.24	383.88	9.75	3,555.02
05-5-80-50200 SOCIAL SECURITY	4,437.00	661.28	1,016.60	22.91	3,420.40
05-5-80-50210 UNEMPLOYMENT PAYROLL TAX	0.00	0.00	0.00	0.00	0.00
05-5-80-50220 HEALTH INSURANCE	9,600.00	1,581.24	3,813.62	39.73	5,786.38
05-5-80-50230 WORKERS' COMPENSATION INSURANC	300.00	0.00	29.07	9.69	270.93
05-5-80-50240 LIFE INSURANCE EXPENSE	2,200.00	44.34	88.68	4.03	2,111.32
TOTAL WAGES & BENEFITS	78,615.90	7,001.28	14,458.83	18.39	64,157.07

SUPPLIES

05-5-80-51000 POSTAGE	13,500.00	1,350.00	2,150.00	15.93	11,350.00
05-5-80-51005 PRINTING & REPRODUCTION	2,500.00	486.44	486.44	19.46	2,013.56
05-5-80-51010 OFFICE SUPPLIES	500.00	0.00	0.00	0.00	500.00
05-5-80-51030 OPERATING SUPPLIES	250.00	0.00	0.00	0.00	250.00
TOTAL SUPPLIES	16,750.00	1,836.44	2,636.44	15.74	14,113.56

REPAIR & MAINT

05-5-80-53000 RENTAL/LEASE - EQUIPMENT	0.00	0.00	0.00	0.00	0.00
05-5-80-53015 MAINTENANCE - OFFICE EQUIPMEN	0.00	0.00	0.00	0.00	0.00
05-5-80-53400 JANITORIAL SERVICE	5,200.00	0.00	0.00	0.00	5,200.00
TOTAL REPAIR & MAINT	5,200.00	0.00	0.00	0.00	5,200.00

CAPITAL OUTLAY

05-5-80-54080 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

CONTRACT SERVICES

05-5-80-55040 MVBA COLLECTION FEES	250.00	6.46	6.46	2.58	243.54
05-5-80-55075 INCODE SERVICES	6,700.00	0.00	0.00	0.00	6,700.00
05-5-80-55085 COMPUTER SERVICES	0.00	460.00	920.00	0.00 (920.00)
05-5-80-55480 UTILITY BILLING SERVICE AGREEM	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	6,950.00	466.46	926.46	13.33	6,023.54

UTILITIES

05-5-80-57000 COMMUNICATIONS	0.00	44.00	44.00	0.00 (44.00)
TOTAL UTILITIES	0.00	44.00	44.00	0.00 (44.00)

TRANSFER OUT

05-5-80-59000 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFER OUT	0.00	0.00	0.00	0.00	0.00

TOTAL UTILITY BILLING

107,515.90	9,348.18	18,065.73	16.80	89,450.17
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TOTAL EXPENDITURES

2,838,771.56	103,770.22	186,376.56	6.57	2,652,395.00
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CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

PAGE: 11

05-UTILITY FUND
UTILITY BILLING

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

CURRENT
BUDGETCURRENT
PERIODYEAR TO DATE
ACTUAL% OF
BUDGETBUDGET
BALANCE

REVENUES OVER/ (UNDER) EXPENDITURES

0.00

174,605.69

349,032.91

(349,032.91)

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

005-AIRPORT FUND
FINANCIAL SUMMARY

16.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LEASES, RENTS, ROYALTIES	7,541.54	514.72	1,029.44	13.65	6,512.10
TAXES, PENALTIES, FORFEITS	4,292.22	407.81	467.92	10.90	3,824.30
INTEREST	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL, GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	0.00	0.00	0.00	0.00	0.00
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	11,833.76	922.53	1,497.36	12.65	10,336.40
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
AIRPORT	11,833.76	70.38	363.88	3.07	11,469.88
TOTAL EXPENDITURES	11,833.76	70.38	363.88	3.07	11,469.88
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	852.15	1,133.48	(1,133.48)

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

305-AIRPORT FUND

16.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>LEASES, RENTS, ROYALTIES</u>					
305-42400 HANGAR RENTALS	3,240.00	165.00	330.00	10.19	2,910.00
305-42500 HANGAR 1 GROUND LEASE	4,301.54	349.72	699.44	16.26	3,602.10
TOTAL LEASES, RENTS, ROYALTIES	7,541.54	514.72	1,029.44	13.65	6,512.10
<u>TAXES, PENALTIES, FORFEITS</u>					
305-43000 HANGAR 10 GROUND LEASE	216.02	17.56	35.12	16.26	180.90
305-43500 HANGAR 11 GROUND LEASE	216.02	17.56	35.12	16.26	180.90
305-43600 HANGAR 18	1,838.46	182.18	190.51	10.36	1,647.95
305-43700 HANGAR 19	1,838.46	182.18	190.51	10.36	1,647.95
305-43800 HANGAR 20	0.00	0.00	0.00	0.00	0.00
305-43900 HANGAR 21	183.26	8.33	16.66	9.09	166.60
TOTAL TAXES, PENALTIES, FORFEITS	4,292.22	407.81	467.92	10.90	3,824.30
<u>INTEREST</u>					
305-44100 INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
TOTAL INTEREST	0.00	0.00	0.00	0.00	0.00
<u>INTERGOVERNMENTAL, GRANTS</u>					
305-45010 GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
305-45015 TXDOT RAMP GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL, GRANTS	0.00	0.00	0.00	0.00	0.00
<u>OTHER</u>					
305-48020 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERS IN</u>					
305-49000 TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	11,833.76	922.53	1,497.36	12.65	10,336.40

CITY OF CISCO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2025

05-AIRPORT FUND
AIRPORT

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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REPAIR & MAINT					
05-5-90-53140 MAINTENANCE OF AIRPORT	9,812.76	0.00	0.00	0.00	9,812.76
TOTAL REPAIR & MAINT	9,812.76	0.00	0.00	0.00	9,812.76

CONTRACT SERVICES					
05-5-90-55105 LIABILITY INSURANCE/BONDS	1,021.00	0.00	293.50	28.75	727.50
TOTAL CONTRACT SERVICES	1,021.00	0.00	293.50	28.75	727.50

UTILITIES					
05-5-90-57005 ELECTRICITY	1,000.00	70.38	70.38	7.04	929.62
05-5-90 57010 ENGINEERING	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITIES	1,000.00	70.38	70.38	7.04	929.62

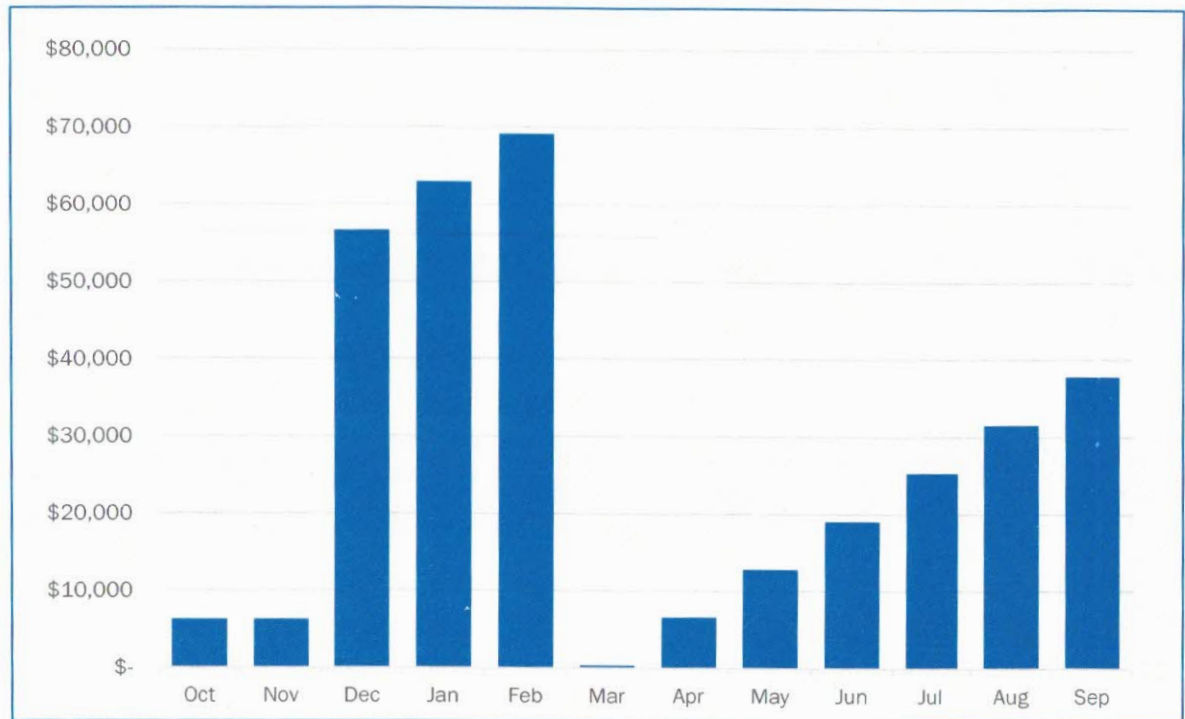
TOTAL AIRPORT	11,833.76	70.38	363.88	3.07	11,469.88
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TOTAL EXPENDITURES	11,833.76	70.38	363.88	3.07	11,469.88
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REVENUES OVER/ (UNDER) EXPENDITURES	0.00	852.15	1,133.48	(1,133.48)
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City of Cisco Series 2008

Month	Cash on hand
October 2025	\$ 6,269.32
November 2025	\$ 6,269.32
December 2025	\$ 56,611.83
January 2026	\$ 62,861.83
February 2026	\$ 69,111.83
March 2026	\$ 361.83
April 2026	\$ 6,611.83
May 2026	\$ 12,861.83
June 2026	\$ 19,111.83
July 2026	\$ 25,361.83
August 2026	\$ 31,611.83
September 2026	\$ 37,861.83



City of Cisco Series 2008

Starting cash on hand

\$ 6,269.32

Starting date

Oct 2025

Cash minimum balance alert

\$ 1.00

Cash on hand (beginning of month)

Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Total
\$ 6,269.32	\$ 6,269.32	\$ 56,611.83	\$ 62,861.83	\$ 69,111.83	\$ 361.83	\$ 6,611.83	\$ 12,861.83	\$ 19,111.83	\$ 25,361.83	\$ 31,611.83	\$ 37,861.83	

Cash receipts

Airport Money	\$ -	\$ 44,000.00											\$ 44,000.00
Property Tax													\$ -
Multi-Fund Transfer		\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 68,750.00
Total cash receipts	\$ -	\$ 50,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 112,750.00
Total cash available	\$ 6,269.32	\$ 56,519.32	\$ 62,861.83	\$ 69,111.83	\$ 75,361.83	\$ 6,611.83	\$ 12,861.83	\$ 19,111.83	\$ 25,361.83	\$ 31,611.83	\$ 37,861.83	\$ 44,111.83	

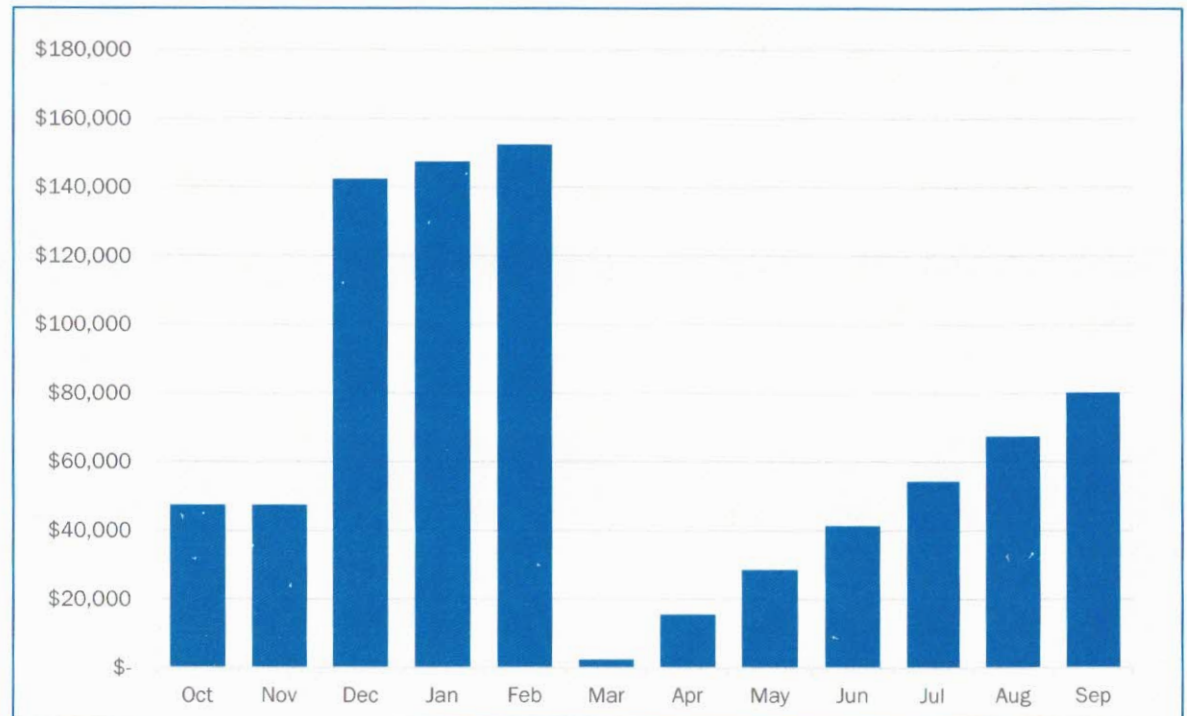
Cash paid out

Principal Pymt	\$ -	\$ -			\$ 75,000.00								\$ 75,000.00
Cash on hand (end of month)	\$ 6,269.32	\$ 56,611.83	\$ 62,861.83	\$ 69,111.83	\$ 361.83	\$ 6,611.83	\$ 12,861.83	\$ 19,111.83	\$ 25,361.83	\$ 31,611.83	\$ 37,861.83	\$ 44,111.83	\$ 372,749.45

City of Cisco

Series 2018A

Month	Cash on hand
October 2025	\$ 47,315.78
November 2025	\$ 47,315.78
December 2025	\$ 142,458.04✓
January 2026	\$ 147,458.04
February 2026	\$ 152,458.04
March 2026	\$ 2,458.04
April 2026	\$ 15,408.04
May 2026	\$ 28,358.04
June 2026	\$ 41,308.04
July 2026	\$ 54,258.04
August 2026	\$ 67,208.04
September 2026	\$ 80,158.04



City of Cisco Series 2018A

Starting cash on hand

\$ 47,315.78

Starting date

Oct 2025

Cash minimum balance alert

\$ 1.00

Cash on hand (beginning of month)

Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Total
\$ 47,315.78	\$ 47,315.78	\$ 142,458.04	\$ 147,458.04	\$ 152,458.04	\$ 2,458.04	\$ 15,408.04	\$ 28,358.04	\$ 41,308.04	\$ 54,258.04	\$ 67,208.04	\$ 80,158.04	

Cash receipts

Airport Money	\$ -	\$ 90,000.00											\$ 90,000.00
Property Tax													\$ -
Multi Fund Transfer		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 12,950.00	\$ 12,950.00	\$ 12,950.00	\$ 12,950.00	\$ 12,950.00	\$ 12,950.00	\$ 12,950.00	\$ 110,650.00
Total cash receipts	\$ -	\$ 95,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 12,950.00	\$ 12,950.00	\$ 12,950.00	\$ 12,950.00	\$ 12,950.00	\$ 12,950.00	\$ 12,950.00	\$ 200,650.00
Total cash available	\$ 47,315.78	\$ 142,315.78	\$ 147,458.04	\$ 152,458.04	\$ 157,458.04	\$ 15,408.04	\$ 28,358.04	\$ 41,308.04	\$ 54,258.04	\$ 67,208.04	\$ 80,158.04	\$ 93,108.04	

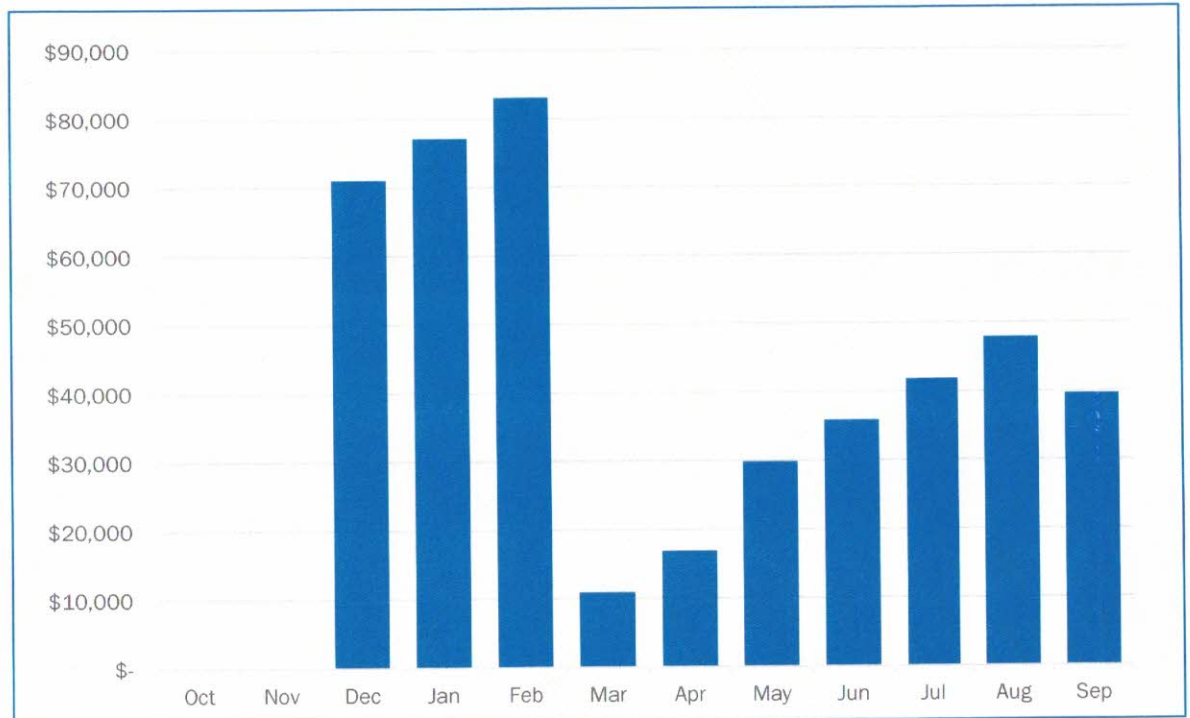
Cash paid out

Principal Fyrm					\$ 155,000.00								\$ 155,000.00
Cash on hand (end of month)	\$ 47,315.78	\$ 142,458.04	\$ 147,458.04	\$ 152,458.04	\$ 2,458.04	\$ 15,408.04	\$ 28,358.04	\$ 41,308.04	\$ 54,258.04	\$ 67,208.04	\$ 80,158.04	\$ 93,108.04	\$ 871,954.22

City of Cisco

Series 2018B

Month	Cash on hand
October 2025	\$ -
November 2025	\$ -
December 2025	\$ 71,046.84 ✓
January 2026	\$ 77,046.84
February 2026	\$ 83,046.84
March 2026	\$ 10,931.84
April 2026	\$ 16,931.84
May 2026	\$ 29,881.84
June 2026	\$ 35,881.84
July 2026	\$ 41,881.84
August 2026	\$ 47,881.84
September 2026	\$ 39,639.34



City of Cisco Series 2018B

Starting cash on hand

\$ -

Starting date

Oct 2025

Cash minimum balance alert

\$ 1.00

Cash on hand (beginning of month)

Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Total
\$ -	\$ -	\$ 71,046.84	\$ 77,046.84	\$ 83,046.84	\$ 10,931.84	\$ 16,931.84	\$ 29,881.84	\$ 35,881.84	\$ 41,881.84	\$ 47,881.84	\$ 39,639.34	

Cash receipts

Airport Money

\$ -

\$ 65,000.00

\$ 65,000.00

Property Tax

\$ -

Multi-Fund Transfer

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 7,700.00

\$ 67,700.00

Total cash receipts

\$ -

\$ 71,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 12,950.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 6,000.00

\$ 7,700.00

\$ 132,700.00

Total cash available

\$ -

\$ 71,000.51

\$ 77,046.84

\$ 83,046.84

\$ 89,046.84

\$ 16,931.84

\$ 29,881.84

\$ 35,881.84

\$ 41,881.84

\$ 47,881.84

\$ 53,881.84

\$ 47,339.34

Cash paid out

Pymt

\$ 78,115.00

\$ 14,242.50

\$ 92,357.50

Cash on hand (end of month)

\$ -

\$ 71,046.84

\$ 77,046.84

\$ 83,046.84

\$ 10,931.84

\$ 16,931.84

\$ 29,881.84

\$ 35,881.84

\$ 41,881.84

\$ 47,881.84

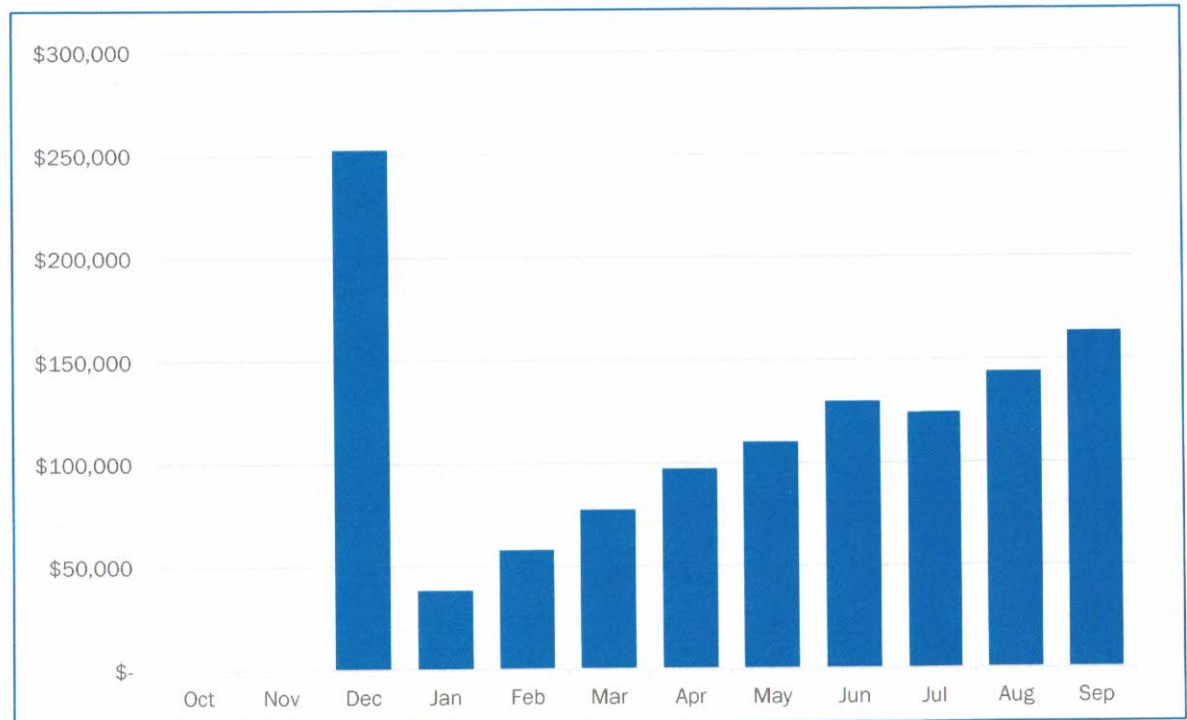
\$ 39,639.34

\$ 47,339.34

\$ 501,510.24

City of Cisco Series 2020

Month	Cash on hand
October 2025	\$ -
November 2025	\$ -
December 2025	\$ 252,591.77 ✓
January 2026	\$ 38,373.18
February 2026	\$ 57,973.18
March 2026	\$ 77,573.18
April 2026	\$ 97,173.18
May 2026	\$ 110,123.18
June 2026	\$ 129,723.18
July 2026	\$ 124,383.18
August 2026	\$ 143,983.18
September 2026	\$ 163,583.18



City of Cisco Series 2020

Starting cash on hand

\$

-

Starting date

Oct 2025

Cash minimum balance alert

\$

1.00

Cash on hand (beginning of month)

Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Total
\$ -	\$ -	\$ 252,591.77	\$ 38,373.18	\$ 57,973.18	\$ 77,573.18	\$ 97,173.18	\$ 110,123.18	\$ 129,723.18	\$ 124,383.18	\$ 143,983.18	\$ 163,583.18	

Cash receipts

Airport Money

\$

-

\$ 253,662.86

Property Tax

Multi-Fund Transfer

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 253,662.86

\$ -

\$ 215,600.00

Total cash receipts

\$

-

\$ 273,262.86

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 12,950.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 19,600.00

\$ 469,262.86

Total cash available

\$

-

\$ 273,262.86

\$ 271,956.18

\$ 57,973.18

\$ 77,573.18

\$ 97,173.18

\$ 110,123.18

\$ 129,723.18

\$ 149,323.18

\$ 143,983.18

\$ 163,583.18

\$ 183,183.18

\$ 183,183.18

Cash paid out

Pymt

\$ 214,940.00

\$ 24,940.00

\$ 239,880.00

Cash on hand (end of month)

\$

-

\$ 252,591.77

\$ 38,373.18

\$ 57,973.18

\$ 77,573.18

\$ 97,173.18

\$ 110,123.18

\$ 129,723.18

\$ 124,383.18

\$ 143,983.18

\$ 163,583.18

\$ 183,183.18

\$ 183,183.18

\$ 1,378,663.57

City of Cisco Fire Truck Pymt

Month	Cash on hand
October 2025	\$ -
November 2025	\$ -
December 2025	\$ 66,717.49 ✓
January 2026	\$ 45.83
February 2026	\$ 5,645.83
March 2026	\$ 11,245.83
April 2026	\$ 16,845.83
May 2026	\$ 29,795.83
June 2026	\$ 35,395.83
July 2026	\$ 16,055.83
August 2026	\$ 21,655.83
September 2026	\$ 27,255.83



City of Cisco Fire Truck Pymt

Starting cash on hand

\$ -

Starting date

Oct 2025

Cash minimum balance alert

\$ 1.00

	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Total
Cash on hand (beginning of month)	\$ -	\$ -	\$ 66,717.49	\$ 45.83	\$ 5,645.83	\$ 11,245.83	\$ 16,845.83	\$ 29,795.83	\$ 35,395.83	\$ 16,055.83	\$ 21,655.83	\$ 27,255.83	

Cash receipts

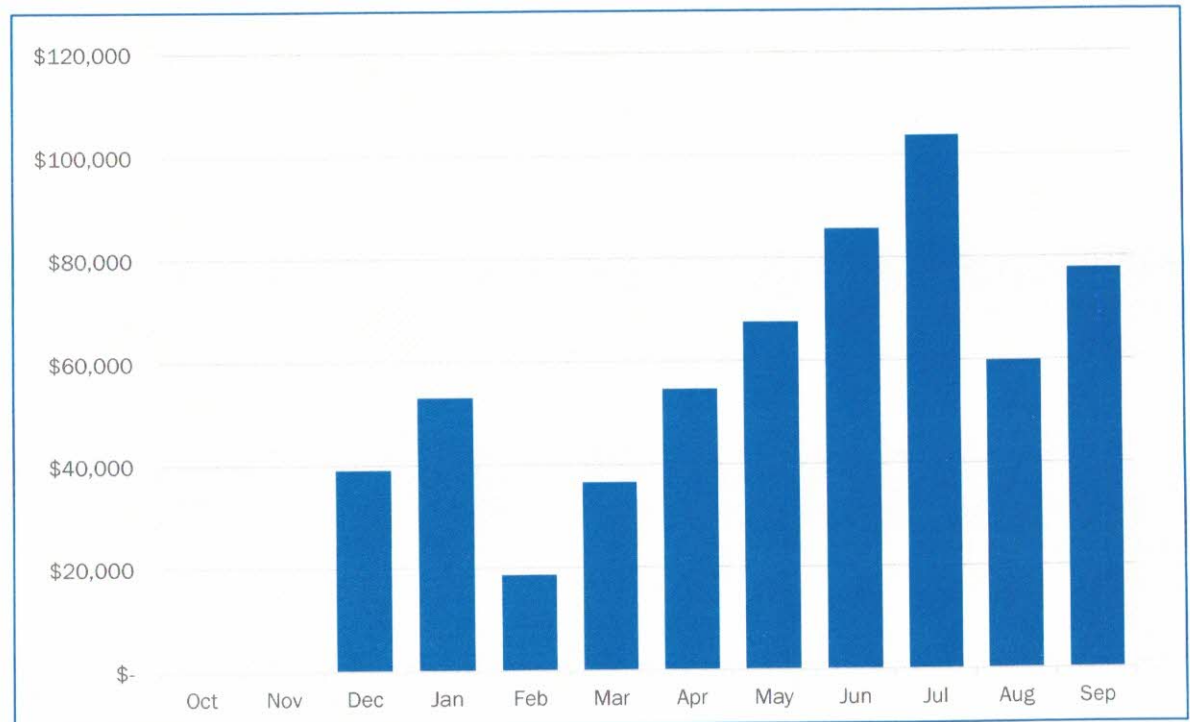
Airport Money	\$ -												\$ -
Property Tax													\$ -
Multi-Fund Transfer			\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 56,000.00
Total cash receipts	\$ -	\$ -	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 12,950.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 56,000.00
Total cash available	\$ -	\$ 66,717.49	\$ 66,717.49	\$ 5,645.83	\$ 11,245.83	\$ 16,845.83	\$ 29,795.83	\$ 35,395.83	\$ 40,995.83	\$ 21,655.83	\$ 27,255.83	\$ 32,855.83	

Cash paid out

Pymt			\$ 66,671.66						\$ 24,940.00				\$ 91,611.66
Cash on hand (end of month)	\$ -	\$ 66,668.66	\$ 45.83	\$ 5,645.83	\$ 11,245.83	\$ 16,845.83	\$ 29,795.83	\$ 35,395.83	\$ 16,055.83	\$ 21,655.83	\$ 27,255.83	\$ 32,855.83	\$ 263,466.96

City of Cisco Meter Pymt

Month	Cash on hand
October 2025	\$ -
November 2025	\$ -
December 2025	\$ 39,138.29 ✓
January 2026	\$ 53,138.29
February 2026	\$ 18,694.22
March 2026	\$ 36,694.22
April 2026	\$ 54,694.22
May 2026	\$ 67,644.22
June 2026	\$ 85,644.22
July 2026	\$ 103,644.22
August 2026	\$ 59,867.78
September 2026	\$ 77,867.78



City of Cisco Meter Pymt

Starting cash on hand

\$

Starting date

Oct 2025

Cash minimum balance alert

\$

1.00

Cash on hand (beginning of month)

Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Total
\$ -	\$ -	\$ 39,138.29	\$ 53,138.29	\$ 18,694.22	\$ 36,694.22	\$ 54,694.22	\$ 67,644.22	\$ 85,644.22	\$ 103,644.22	\$ 50,867.78	\$ 77,867.78	

Cash receipts

Airport Money

\$

-

\$

-

Property Tax

\$

-

Multi Fund Transfer

\$ 14,000.00

\$ 18,000.00

\$ 18,000.00

\$ 18,000.00

\$ 18,000.00

\$ 14,000.00

\$ 18,000.00

\$ 18,000.00

\$ 18,000.00

\$ 18,000.00

\$ 18,000.00

Total cash receipts

\$

-

\$

-

\$ 14,000.00

\$ 18,000.00

\$ 18,000.00

\$ 15,000.00

\$ 12,950.00

\$ 18,000.00

\$ 18,000.00

\$ 18,000.00

\$ 18,000.00

\$ 18,000.00

\$ 176,000.00

Total cash available

\$

-

\$

-

\$ 53,138.29

\$ 71,138.29

\$ 36,694.22

\$ 54,694.22

\$ 67,644.22

\$ 85,644.22

\$ 103,644.22

\$ 121,644.22

\$ 77,867.78

\$ 93,867.78

Cash paid out

Pymt

\$ 52,444.07

\$ 61,776.44

\$ 97,281.75

\$ 211,502.26

Cash on hand (end of month)

\$

-

\$

-

\$ 39,138.29

\$ 53,138.29

\$ 18,694.22

\$ 36,694.22

\$ 54,694.22

\$ 67,644.22

\$ 85,644.22

\$ 103,644.22

\$ 50,867.78

\$ 77,867.78

\$ (1,413.97)

\$

595,613.49

LONG TERM DEBT SERVICE

Purpose	Public Property Finance Contract	Lender	Loan No.	Interest Rate	Last Pymt	Payment Amt	Due Date
Fire Truck	9752	First Financial	31500074146	2.62%	12/8/2031	66,671.66	12/8/25
	Series 2020 - Principal	TIB	Paying Agent	-	12/15/2035	190,000.00	12/15/25
	Series 2020 - Interest	TIB	Paying Agent	2.15%	12/15/2035	24,940.00	12/15/25
New Motor Grader	New Motor Grader	CAT Financial		2.99%	12/20/2025	136,619.00	12/20/25
Capstone Meter Install	9290	First Financial	31500067835	3%	1/15/2031	52,444.07	1/15/26
	Series 2018B - Principal	AMEGY	Paying Agent	-	2/15/2049	64,242.50	2/15/26
				variable			
	Series 2018B- Interst	AMEGY	Paying Agent	0.76% - 2.13%	2/15/2049	13,872.50	2/15/26
	Series 2018A (Interest Free)	AMEGY	Paying Agent	0%	2/15/2049	155,000.00	2/15/26
	Series 2008 (Interest Free)	US Bank	Paying Agent	0%	2/15/2038	75,000.00	2/15/26
Police Car & Belly Dump	10258	First Financial	63500046659	6.70%	4/27/2028	11,463.53	4/27/26
	Series 2020 - Interest	TIB	Paying Agent	2.15%	12/15/2035	20,876.50	6/15/26
Capstone Meter Install	9290	First Financial	31500067835	3%	7/15/2030	61,776.44	7/15/26
Mitigation Line of Credit		First Financial	34000008283	Prime - 1%	2/13/2026	-	NONE
				variable			
	Series 2018B - Interest	AMEGY	Paying Agent	0.76% - 2.13%	2049	14,242.50	8/15/25
New Meters	10430	First Financial	34500018691	6.50%	9/30/2033	63,241.55	9/18/25
New Meter Install	10952	First Financial	34000008150	6.50%	9/30/2033	34,040.20	9/30/25



**City of Cisco
City Council Agenda Memo
Item VII. (A)**

Meeting Date: 12/08/25
Department: Administration
Requested By: Billy & Colleen Smith
Presented By: Tammy Osborne, City Secretary

Agenda Item:

Consider and Discuss Approving Billy and Colleen Smith's Boat Dock Permit Application #BD1.—Billy & Colleen Smith

Narrative:

Chapter 16, Article II, Section 16-25 of the City's Code of Ordinances states:

It shall be unlawful to place or to keep a boat dock in Lake Cisco without having a current lake lot lease from the city or obtaining the following permits: (i) an initial boat installation/improvement permit obtained prior to building, constructing and/or making improvements to a boat dock (the "initial boat dock permit"); and (ii) an annual boat dock permit from the City of Cisco (the "annual boat dock permit"). The issuance of both the initial boat dock permit and the annual boat dock permit shall require the prior approval of the Cisco City Council.

Mr. & Mrs. Smith own Parcels 51168 & 18655 near Williamson Dam. They have existing boat docks at both properties and desire to make updates to the boat docks. The city does not currently have approved Boat Dock Permits for either boat dock. Mr. & Mrs. Smith request approval of both Boat Dock Permit Applications to bring their current boat docks into compliance with city ordinances, and to approve the desired updates.

Impacts (Citizen, Services, Financial, Personnel):

Legal Review: ☐ Y/N or ☒ N/A

Exhibits:

Boat Dock Permit Application for Parcel #18655

Map



DATE: _____

PERMIT NUMBER: BO1

BOAT DOCK PERMIT APPLICATION

A survey of the property and plans/drawings are required to be submitted with the Boat Dock Permit Application. Permits will not be approved without all required documents for plan review.

LOCATION OF DOCK	
Address	600 CR 561, Cisco, TX 76437
Legal Description	11.7 acres 497 SPRR ABST 464 Parcel # 18055
GPS Location of Dock	
Owner	William H. Smith III and Colleen A. Smith
Owner Address	600 CR 561, Cisco, TX 76437
Owner Phone/Email	

CONSTRUCTION INFORMATION	
Class of Work	NA <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Relocate <input type="checkbox"/> Demolition
General Contractor Name	NA
General Contractor Address/Phone Number	NA
Description of Work	NA
Value of Work	\$ NA
Will Boat Dock have Plumbing, Gas, Electrical, or Mechanical?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dock and Electrical In place when property was purchased in 2006

TRADE INFORMATION

If Boat Dock will have plumbing, electricity, and/or HVAC, please provide the following trade information.

<u>Plumber</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>Electrician</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>HVAC</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	

NOTICE

Separate permits are required for electrical, plumbing, gas, and mechanical work. There will also be additional fees for inspections of work. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 1 year at any time after work is commenced. Revised construction plans must be submitted for city review and approval is required for any changes made after the City of Cisco issues a building permit.

PLANS REVIEW

City Council Approval: _____

NOTES

REGULATIONS

Sec. 16-25. - Lake Cisco boat dock rules and regulations.

(a) It shall be unlawful to place or to keep a boat dock in Lake Cisco without having a lake lot lease from the city or obtaining a permit from the City of Cisco. The initial fee for a boat dock permit is \$200.00. The annual permit fee for a boat dock permit for non-lake lot leaseholders will be a per square footage fee as determined by the City Council. Boat dock permits are required to be renewed annually prior to July 1st.

(b) The term boat dock or dock shall also refer to any and all walkways, platforms, buildings, or other attachments to the dock.

(c) All docks must be permanently and clearly marked with the owner's name or lake lot number; visible from the waterside.

(d) All docks shall be securely anchored to the shoreline to minimize drift.

(e) Buoyancy for any boat dock shall be provided by Styrofoam, polystyrene, or a similar flotation material that is encapsulated in an approved rustproof, noncorrosive shell (such as high impact polyethylene). Barrels, drums or other improvised flotation equipment shall not be used in constructing the boat dock.

(f) All boat docks shall be situated as close to the center most portion of the water frontage per lot as possible so as to prevent or minimize encroachment into a neighbor's lake frontage or access to his neighbors' boat dock. All boat docks shall also be situated in such a manner to provide for and allow boat navigation.

(g) No boat dock may extend further than eighty (80) feet into the Lake from the shoreline nor more than one-third of the distance between opposite shorelines of the lake, unless otherwise agreed to in writing by the governing body because of circumstances which make conformance with such limits impossible or impracticable. In narrow sections of the lake where the distance between opposite shorelines is one-hundred and twenty (120) feet or less, a clear channel at least forty (40) feet in width shall be maintained between the proposed boat dock and boat docks on the opposite shoreline.

(h) All docks shall be maintained in good repair. Deteriorated or unusable docks shall be removed from the lake and/or city lake property by the owner.

(i) Responsibility for the safety, structural soundness, and maintenance of docks shall rest entirely with the owner.

(j) Permittee agrees that city employees may enter onto Permittee's property, at reasonable times, for the purpose of inspecting the boat dock.

(k) The City may cancel the lake lot lease agreement, in compliance with the lease, for any boat dock not properly maintained or not meeting the requirements of these rules and regulations. (Ord. No. O-97-1, § 1(Exh. A), 2-25-97)

(l) Violation of this ordinance may result in revocation of the boat dock permit and punishment of a fine not to exceed \$200.00 per day, per violation.

(m) The city shall, after appropriate written notice, have the authority, through its agents and/or representatives, to remove or cause to be removed any offending boat dock. The city shall give the owner of such boat dock to be removed at least 30 days written notice of action to be taken.

Any boat dock removed under the authority of these rules and regulations may, after reasonable notice first being given, be sold by the city to cover expenses incurred. In the event the monies derived from the sale of the boat dock are insufficient to repay the city's expenses, the owner of the boat dock shall be responsible for payment of the balance due to the city.

DOCK MEASUREMENTS

Total length of dock: <u>54</u> ft <u> </u> in (A)	Fill in information below as it applies to your dock(s):				
Distance from shore to 3' of water: <u>12</u> ft (B)	If you have a section that is wider than 6 feet, you must				
Width of main dock: <u>4</u> ft <u> </u> in (C)	report the platform dimensions:				
Width of shoreline property: <u>1189</u> ft (E)	L or T Platform 1 dimensions:	<u>30</u>	(D1)	<u> </u>	(D2)
Total Number of Hoists/Lifts/Slips: <u>1</u>	L or T Platform 2 dimensions:	<u> </u>	(D1)	<u> </u>	(D2)
Total Number of Racks: <u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Number of Mooring Buoys: <u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

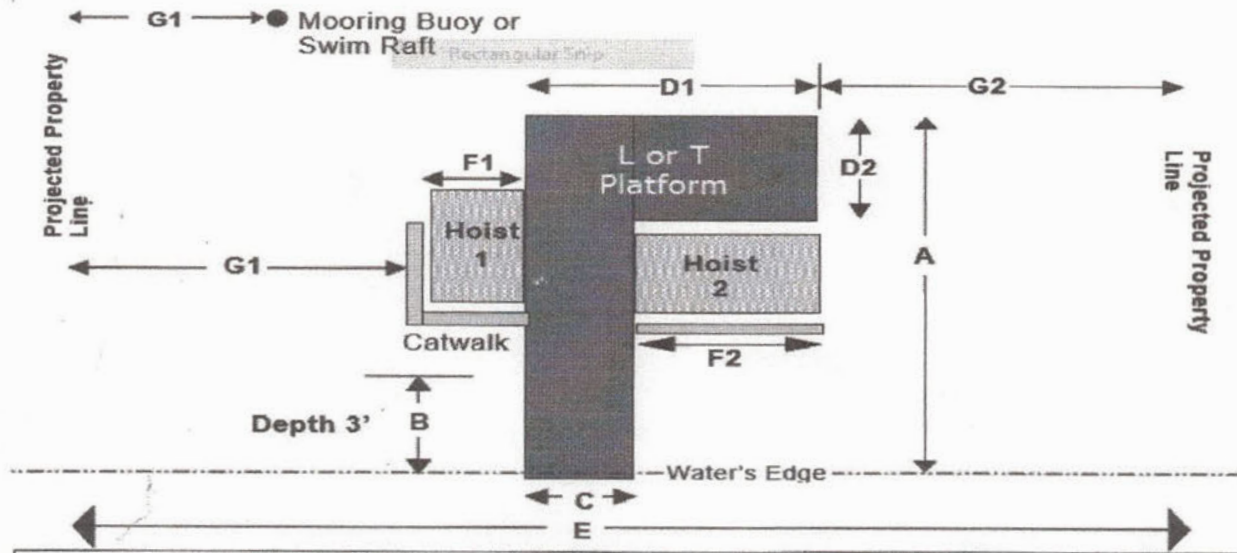
Remember to include any swim raft, swim platform, trampoline or other structure you may have in your permit request.

DOCK PLACEMENT ALONG SHORELINE

Distance from the left edge of my dock/hoist/catwalk/moored vessel, etc. to the projection of the left property line: 339 ft in (G1)

Distance from the right edge of my dock/hoist/catwalk/moored vessel, etc. to the projection of the right property line: 850 ft in (G2)

EXAMPLE



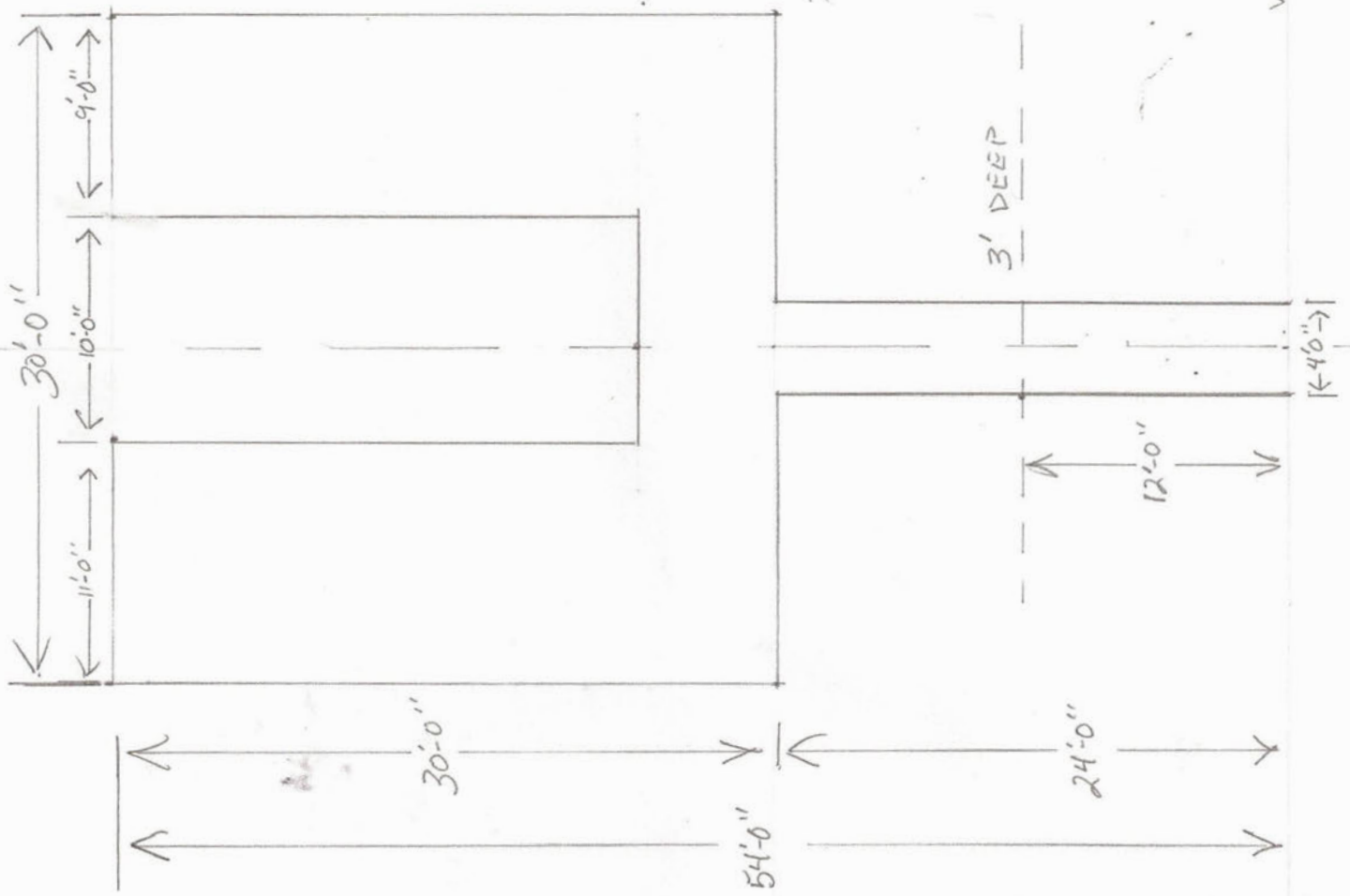
SIGNATURES

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor	NA	Signature of Owner	
Name and Title	NA	Name and Title	William H. Smith III
Date		Date	11-25-25

SUBMITTAL OF PERMITS

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov



1189' of shoreline



An aerial photograph of a coastal region, likely a bay or estuary, with numerous numbered points and blue boundary lines. The points are labeled with numbers in red text, including 58943, 58942, 8642, 8539, 8538, 61346, 62749, 66053, 2714, 62671, 8534, 8662, 62105, 63433, 62106, 8660, 63430, 71910, 62499, 66885, 56538, 71882, 71356, 69841, 8656, 8551, 8554, 69957, 8654, 8549, 8555, 63431, 62323, 8652, 8548, 8557, 71883, 63041, 8650, 8558, 8542, 8649, 8647, 8560, 8644, 8646, 58903, 8543, 8645, 2132, 50204, 51168, 56054, 56751, 18655, 18575, 18827, 68647, 68648, 68649, 68650, 68651, 68652, 68653, 68654. The map shows a mix of green land, blue water, and brownish areas, with a prominent road or canal running vertically through the center.

- Parcel Points  Parcels

1:9,028

0 0.05 0.1 0.2 mi

0 0.1 0.2 0.4 km

Eastland CAD

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**City of Cisco
City Council Agenda Memo
Item VII. (B)**

Meeting Date: 12/08/25
Department: Administration
Requested By: Billy & Colleen Smith
Presented By: Tammy Osborne, City Secretary

Agenda Item:

Consider and Discuss Approving Billy and Colleen Smith's Boat Dock Permit Application #BD2.—Billy & Colleen Smith

Narrative:

Chapter 16, Article II, Section 16-25 of the City's Code of Ordinances states:

It shall be unlawful to place or to keep a boat dock in Lake Cisco without having a current lake lot lease from the city or obtaining the following permits: (i) an initial boat installation/improvement permit obtained prior to building, constructing and/or making improvements to a boat dock (the "initial boat dock permit"); and (ii) an annual boat dock permit from the City of Cisco (the "annual boat dock permit"). The issuance of both the initial boat dock permit and the annual boat dock permit shall require the prior approval of the Cisco City Council.

Mr. & Mrs. Smith own Parcels 51168 & 18655 near Williamson Dam. They have existing boat docks at both properties and desire to make updates to the boat docks. The city does not currently have approved Boat Dock Permits for either boat dock. Mr. & Mrs. Smith request approval of both Boat Dock Permit Applications to bring their current boat docks into compliance with city ordinances, and to approve the desired updates.

Impacts (Citizen, Services, Financial, Personnel):

Legal Review: ☐ Y/N or ☒ N/A

Exhibits:

Boat Dock Permit Application for Parcel #51168

Map



DATE: _____

PERMIT NUMBER: BD2

BOAT DOCK PERMIT APPLICATION

A survey of the property and plans/drawings are required to be submitted with the Boat Dock Permit Application. Permits will not be approved without all required documents for plan review.

LOCATION OF DOCK

Address	608 CR 561 Cisco Tx 76437
Legal Description	497 SPRR Abstract 464 Parsal 18455 51168
GPS Location of Dock	32°26'37"N 98°59'05"W
Owner	Billy Colleen Smith
Owner Address	
Owner Phone/Email	

CONSTRUCTION INFORMATION

Class of Work	<input type="checkbox"/> New <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Relocate <input type="checkbox"/> Demolition
General Contractor Name	Lake View Docks
General Contractor Address/Phone Number	845 Millsap Hwy Mineral Wells Tx 76067 940 452 2569
Description of Work	Extend walkway + replace floats with encapsulated floats
Value of Work	\$ 25,750
Will Boat Dock have Plumbing, Gas, Electrical, or Mechanical?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Electrical is already in place

TRADE INFORMATION

If Boat Dock will have plumbing, electricity, and/or HVAC, please provide the following trade information.

<u>Plumber</u>	Phone	
Address	Fax	
City, State ZIP Code	E-mail	
<u>Electrician</u>	Phone	
Address	Fax	
City, State ZIP Code	E-mail	
<u>HVAC</u>	Phone	
Address	Fax	
City, State ZIP Code	E-mail	

NOTICE

Separate permits are required for electrical, plumbing, gas, and mechanical work. There will also be additional fees for inspections of work. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 1 year at any time after work is commenced. Revised construction plans must be submitted for city review and approval is required for any changes made after the City of Cisco issues a building permit.

PLANS REVIEW

City Council Approval: _____

NOTES

The dock is on the edge of a underwater drop off. The extended walkway is needed to keep the dock from being damaged.

REGULATIONS

Sec. 16-25. - Lake Cisco boat dock rules and regulations.

- (a) It shall be unlawful to place or to keep a boat dock in Lake Cisco without having a lake lot lease from the city or obtaining a permit from the City of Cisco. The initial fee for a boat dock permit is \$200.00. The annual permit fee for a boat dock permit for non-lake lot leaseholders will be a per square footage fee as determined by the City Council. Boat dock permits are required to be renewed annually prior to July 1st.
- (b) The term boat dock or dock shall also refer to any and all walkways, platforms, buildings, or other attachments to the dock.
- (c) All docks must be permanently and clearly marked with the owner's name or lake lot number; visible from the waterside.
- (d) All docks shall be securely anchored to the shoreline to minimize drift.
- (e) Buoyancy for any boat dock shall be provided by Styrofoam, polystyrene, or a similar flotation material that is encapsulated in an approved rustproof, noncorrosive shell (such as high impact polyethylene). Barrels, drums or other improvised flotation equipment shall not be used in constructing the boat dock.
- (f) All boat docks shall be situated as close to the center most portion of the water frontage per lot as possible so as to prevent or minimize encroachment into a neighbor's lake frontage or access to his neighbors' boat dock. All boat docks shall also be situated in such a manner to provide for and allow boat navigation.
- (g) No boat dock may extend further than eighty (80) feet into the Lake from the shoreline nor more than one-third of the distance between opposite shorelines of the lake, unless otherwise agreed to in writing by the governing body because of circumstances which make conformance with such limits impossible or impracticable. In narrow sections of the lake where the distance between opposite shorelines is one-hundred and twenty (120) feet or less, a clear channel at least forty (40) feet in width shall be maintained between the proposed boat dock and boat docks on the opposite shoreline.
- (h) All docks shall be maintained in good repair. Deteriorated or unusable docks shall be removed from the lake and/or city lake property by the owner.
- (i) Responsibility for the safety, structural soundness, and maintenance of docks shall rest entirely with the owner.
- (j) Permittee agrees that city employees may enter onto Permittee's property, at reasonable times, for the purpose of inspecting the boat dock.
- (k) The City may cancel the lake lot lease agreement, in compliance with the lease, for any boat dock not properly maintained or not meeting the requirements of these rules and regulations. (Ord. No. O-97-1, § 1(Exh. A), 2-25-97)
- (l) Violation of this ordinance may result in revocation of the boat dock permit and punishment of a fine not to exceed \$200.00 per day, per violation.
- m) The city shall, after appropriate written notice, have the authority, through its agents and/or representatives, to remove or cause to be removed any offending boat dock. The city shall give the owner of such boat dock to be removed at least 30 days written notice of action to be taken.
- Any boat dock removed under the authority of these rules and regulations may, after reasonable notice first being given, be sold by the city to cover expenses incurred. In the event the monies derived from the sale of the boat dock are insufficient to repay the city's expenses, the owner of the boat dock shall be responsible for payment of the balance due to the city.

Last Updated: 12/2023

Current water depth

DOCK MEASUREMENTS

Total length of dock: 30 ft 0 in (A)

Fill in information below as it applies to your dock(s):

Distance from shore to 3' of water: 5 ft (B)

If you have a section that is wider than 6 feet, you must

Width of main dock: 54 ft ___ in (C)

report the platform dimensions:

Width of shoreline property: ___ ft (E)

L or T Platform 1 dimensions:

(D1)

(D2)

Total Number of Hoists/Lifts/Slips: 2

L or T Platform 2 dimensions:

(D1)

(D2)

Total Number of Racks: ___

Header A

26' X 8'

Total Number of Mooring Buoys: ___

Finger A + B

8' 22'

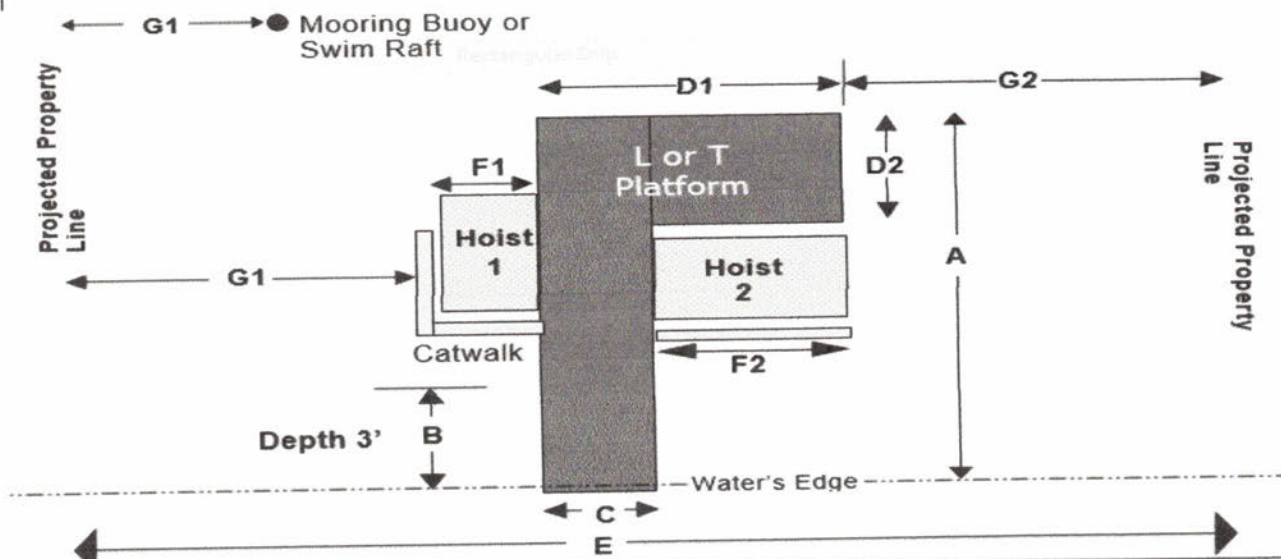
Remember to include any swim raft, swim platform, trampoline or other structure you may have in your permit request.

DOCK PLACEMENT ALONG SHORELINE

Distance from the left edge of my dock/hoist/catwalk/moored vessel, etc. to the projection of the left property line: 92 ft ___ in (G1)

Distance from the right edge of my dock/hoist/catwalk/moored vessel, etc. to the projection of the right property line: 560 ft ___ in (G2)

EXAMPLE



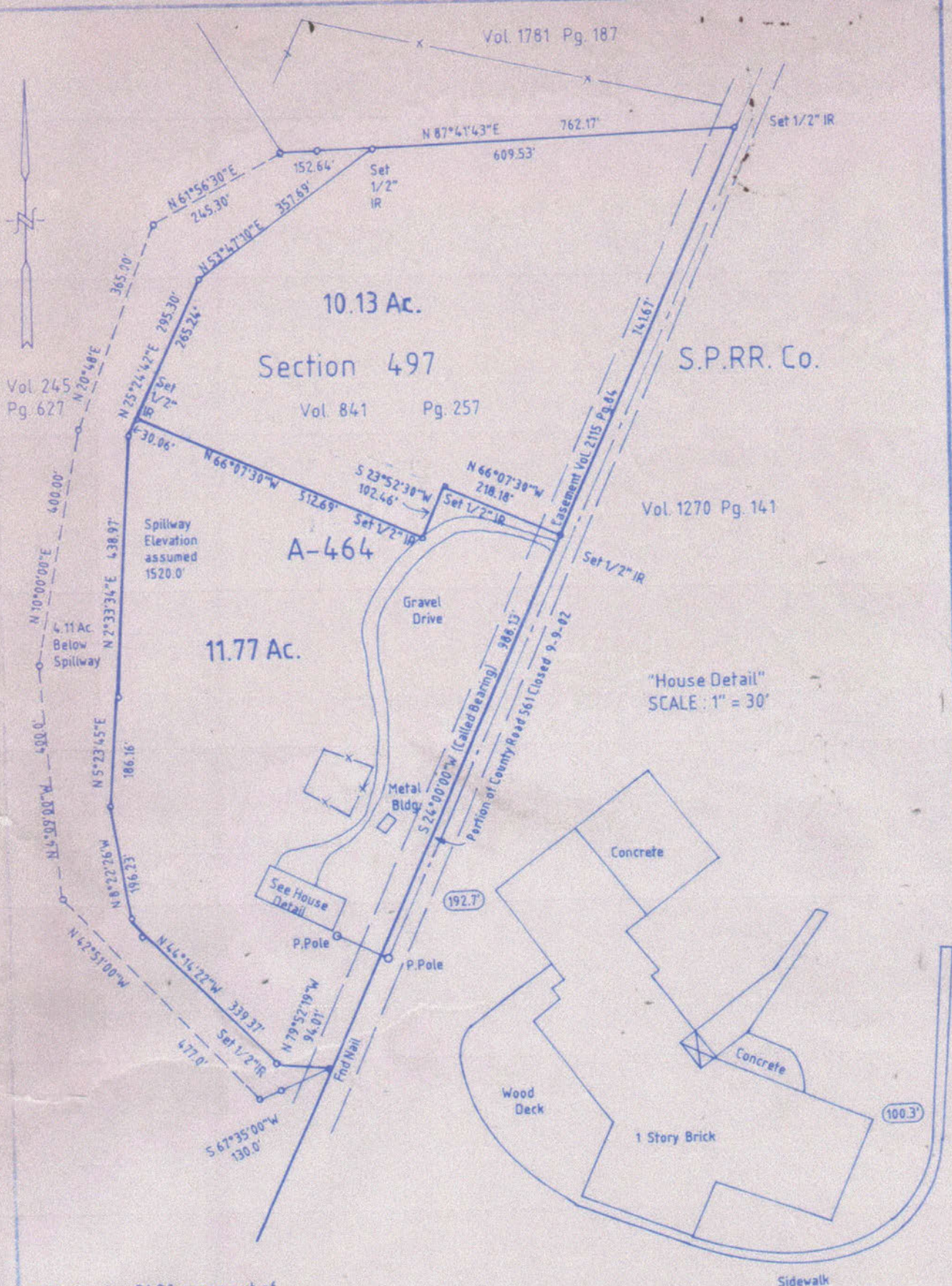
SIGNATURES

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor	<u>Wes Brads</u> 940 452	Signature of Owner	<u>Billy Smith</u>
Name and Title	<u>Owner</u> 2569	Name and Title	<u>Billy Smith</u>
Date	<u>11-24-25</u>	Date	<u>11-25-25</u>

SUBMITTAL OF PERMITS

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov



Plat showing 21.90 acres out of
Section 497, S. P. RR. Co., A-464,
Eastland County, Texas.













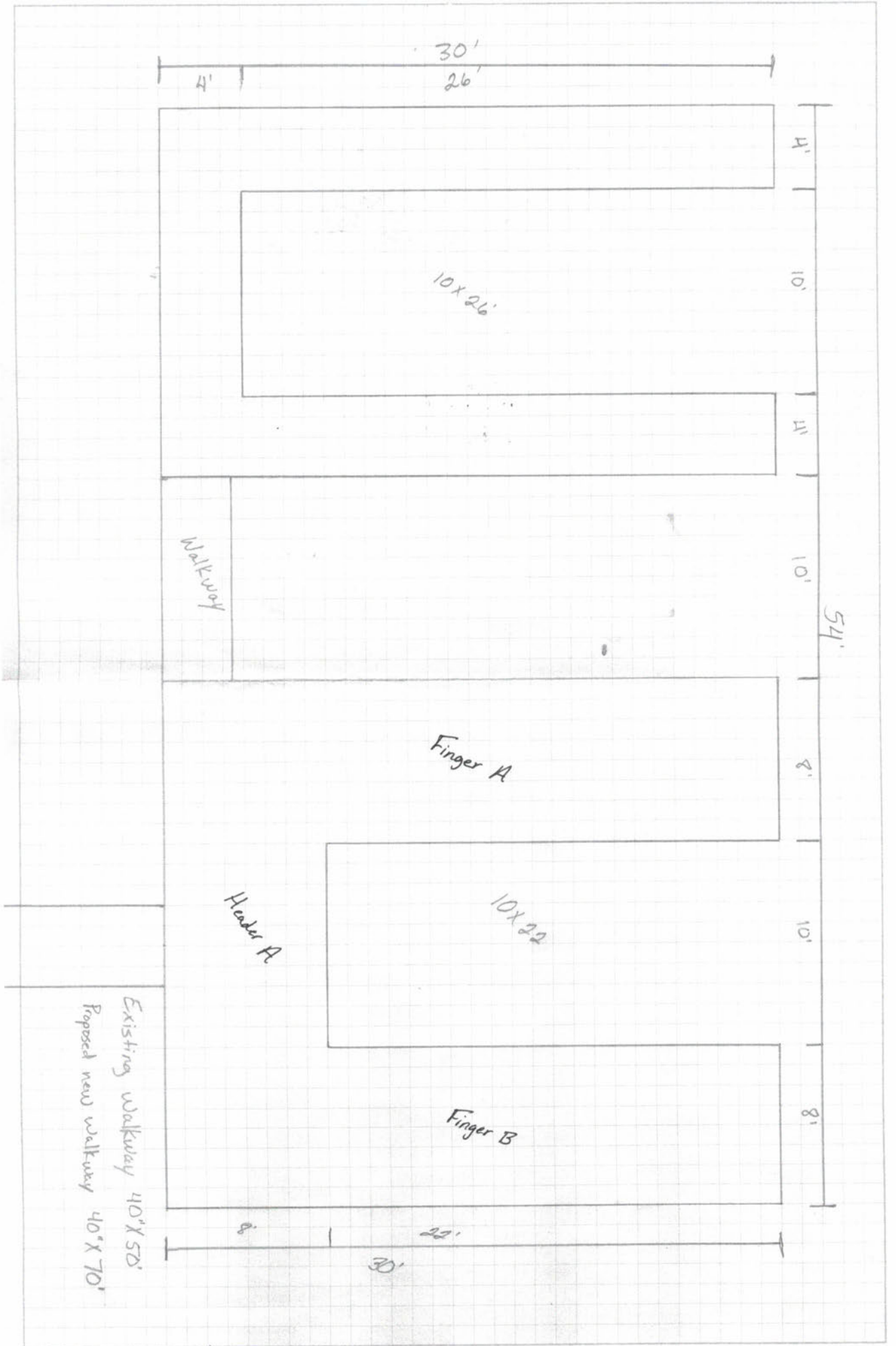














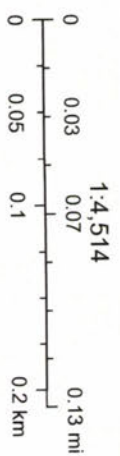
Eastland CAD



12/4/2025, 4:02:26 PM

Parcel Points   Parcels

History Line



Vanlor

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**City of Cisco
City Council Agenda Memo
Item VII. (D)**

Meeting Date: 12/08/25
Department: Administration
Requested By: Sarah Adams, City Manager
Presented By: Sarah Adams, City Manager

Agenda Item:

Consider and Discuss Approval of Personnel Rules and Procedures, 2026 Edition.

Narrative:

The Personnel Rules and Procedures are reviewed annually by the City Manager for updates and/or amendments. After approval by the City Council each year, the new rules and procedures go into effect on January 1st for the current year.

Impacts (Citizen, Services, Financial, Personnel):

Legal Review: ☐ Y/N or ☒ N/A

Exhibits:

2026 Draft Version of Personnel Rules and Procedures

PERSONNEL RULES AND PROCEDURES

Effective as of December 9, 2025



As of 12/4/2025 1:35 PM

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SECTION 1. AUTHORITY AND PURPOSE.

Under the authority granted to the City Manager by Section 42 of the City Charter, the following personnel policies are established. The objectives of these rules and procedures are as follows:

- a. Assure a uniform policy for City Employees, to the extent possible,
- b. To ensure all employees are efficient and competent in their work,
- c. To promote a positive work environment,
- d. To provide equal opportunity for all applicants seeking employment,
- e. To maintain a uniform plan of employment benefits,
- f. To establish a uniform plan to address employee misconduct,
- g. To establish that employment is subject to appropriate behavior, satisfactory work performance, and the City's budget.

SECTION 2. ADMINISTRATION.

The final authority for the administration of these policies is the City Manager, who, at their discretion, may delegate certain responsibilities to Department Heads and/or Supervisors as appropriate. Department Head is defined as the Police Chief, Fire Chief, City Secretary, Director of Public Works, and Director of Finance. Supervisor is defined as Wildfire Mitigation Supervisor, Street Supervisor, Chief Water Plant Operator, and Wastewater Supervisor.

SECTION 3. APPLICABILITY.

These policies apply to all employees of the City of Cisco, except for the City Manager and others in the specific instances as noted.

SECTION 4. POSITIVE ATTITUDE

All city employees are employed to serve the residents of our city. Each employee must strive to treat all residents equally. The attitude and conduct of each City employee should promote goodwill and an agreeable attitude toward the City Administration.

SECTION 5. COMPETENCE

Each employee should have a thorough knowledge of what is required to do their job. They must maintain all professionally required licenses and/or certifications for the duration of their employment. Every employee has a duty to inform their superior if they are aware that they do not have the proper license and/or certification. Further, each employee is responsible for ensuring that their license is current.

SECTION 6. DISCRIMINATION.

No employee or applicant shall be discriminated against based on race, color, sex, national origin, or religious beliefs,

Further, no employee or applicant shall be given an advantage or discriminated against because of political opinions or affiliations, provided that such opinions, affiliations, or beliefs do not advocate the overthrow of City government, State government or the Government of the United States of America by force or violence.

SECTION 7. CITIZENSHIP.

All employees of the City of Cisco shall be legal citizens of the United States of America.

SECTION 8. AGE LIMITS.

No person under the age of 18 shall be hired unless a parent or legal guardian executes a waiver and release.

SECTION 9. RECRUITMENT AND APPOINTMENT.

- a. The City Manager shall examine carefully the personnel needs of each department and determine the most economical use of resources to achieve the department's purpose.
- b. When it is determined that a vacant position should be filled or a new position created, the Department Head will make recommendations to the City Manager as to who is the best qualified.
- c. Active advertising and recruitment efforts such as newspaper advertising, contact with State employment representatives, job fairs and/or other means can be used to reach as wide an audience as possible for qualified candidates.
- d. Application forms will be available at the City Hall and on the City of Cisco website.
- e. All people being considered for a position shall be required to complete an application and submit additional information regarding education, experience, references, and training, as requested.
- f. Each applicant shall:
 - i. Complete an in-person interview.
 - ii. Undergo a physical examination, if required.
 - iii. Complete a written examination or demonstrate skills in the field of employment for which he/she seeks a position, if requested.

- g. People who have been dismissed from employment with the City shall not be considered for reemployment except under extenuating circumstances and only with the approval of the applicable Department Head and the City Manager.
- h. The City Manager makes the final decision on all employment decisions.

SECTION 10. PROBATION PERIOD.

Every person hired shall be required to successfully complete a probation period of 180 days.

- a. The Department Head shall, during the probation period, closely observe and evaluate the work of all newly hired employees.
- b. A new employee may be dismissed at any time during the probation period.

SECTION 11. TRANSFERS.

Transfer of any employee from one department to another shall be made only with the approval of the City Manager. This is not to be interpreted as preventing temporary interdepartmental assignments in times of emergencies, vacation substitutions, or other unusual circumstances.

SECTION 12. CONTINUING EDUCATION

Employees are encouraged to take advantage of opportunities to continue their education, complete additional certifications, and acquire new licenses.

SECTION 13. HOURS OF WORK

The business hours of the City begin at 8:00 am and end at 5:00 pm. This is when City offices and departments are open for business. Work schedules that differ in number of hours and beginning and closing times from the traditional 8-hour workday may be set as required in the operation of certain departments, at the discretion of the Department Head, with the approval of the City Manager.

SECTION 14. PUBLIC WORKS ON-CALL

Employees within the Public Works Department will be required to be on-call after normal business hours as assigned throughout the year. The Public Works Director will assign an on-call rotation wherein 2 employees will be assigned as on-call for a seven (7) day period. The employee serving as first on-call will receive an additional 7 hours of pay per week; the employee serving as second on-call will receive 6 hours of pay per week. These hours are not overtime hours unless the employee is entitled to overtime pay in accordance with the terms of the Fair Labor Standards Act ("FLSA").

SECTION 15. OVERTIME

- a. For Nonexempt Employees not Employed with the Fire Department – Overtime is paid in accordance with the Fair Labor Standards Act for each department. An employee is required to work more than 40 hours in a workweek before they are entitled to overtime compensation. Hourly employees required to work overtime may be paid for overtime hours at 1 ½ times their regular rate of pay. Overtime is to be strictly controlled.
- b. For Employees Employed with the Fire Department – Firefighters required to work overtime may be paid for hours worked at 1 ½ times their regular rate of pay. Overtime is to be strictly controlled.

SECTION 16. COMPENSATORY TIME

Instead of receiving cash payment for overtime worked, a nonexempt employee may be granted compensatory time. Taking compensatory time off from work should be scheduled so as not to unnecessarily interfere with City operations. Approval of Department Head is required.

- a. Same Work Week. The employee shall receive equal time off if the time off is taken within the same work week.
- b. Different Work Week. If the employee is unable to take off during the same work week, the overtime hours worked will be credited to the employee's "compensatory time bank." Compensatory hours are banked at one and one-half (1 ½) times the overtime hours worked.
- c. Maximum Accruals. All departments should encourage employees to maintain minimum balances in their compensatory time banks. Maximum accruals of compensatory time shall be 80 compensatory hours, except full-time firefighters will be allowed a maximum of 120 compensatory hours.
- d. Termination. Upon leaving the service of the City, an employee will be paid for any time remaining in his/her compensatory time bank. Since the

accumulated hours are already recorded at time and a half, the balance will be paid based upon the employee's final hourly rate of pay.

SECTION 16. PART-TIME AND TEMPORARY PERSONNEL.

If necessary part-time or temporary employees may be hired with approval of the City Manager. Such part-time or temporary employees shall be paid at an hourly rate as established by the City Manager; however, such employees shall not be entitled to any employment benefits (i.e., retirement, insurance, sick leave, vacation, longevity pay, etc.).

SECTION 17. VACATION.

Nonexempt Employees not Employed with the Fire Department:

- a. Employees are paid in accordance with the Fair Labor Standards Act. Permanent employees are eligible for annual vacation time. Vacation time will be based on a calendar year.
- b. Employees with less than ten (10) years of service will accrue 80 hours per year, which will be accrued at 3.08 hours per pay period.
- c. Employees with ten (10) or more consecutive years of service will accrue 120 hours per year, which will be accrued at 4.62 hours per pay period.
- d. Employees with twenty (20) or more consecutive years of service will accrue 120 hours per year, which will be accrued at 6.15 hours per pay period.
- e. An employee whose employment with the City is terminated for any reason after January 1 of the year following their date of employment, shall receive a lump sum payment for all accrued unused vacation time.
- f. Any employee on vacation for longer than three (3) consecutive days must leave all city property assigned to them with their Department Head, excluding computers, iPads, or cell phones as needed for city business.
- g. Employees requesting vacation time must fill out a vacation request form and present it for approval to their Department Head and be turned into HR

as soon as it is approved. It must be presented for approval at least two (2) weeks (14 calendar days) in advance.

- h. No vacation hours over the maximum number of hours allowed for employees may be carried into the next calendar year. The maximum number of vacation hours that can be carried into the next calendar year are as follows:
 - i. Employees with 1-9 years of service can carry a maximum of 80 hours of vacation time to the next calendar year.
 - ii. Employees with 10-19 years of service can carry a maximum of 120 hours of vacation time to the next calendar year.
 - iii. Employees with 20 or more years of service can carry a maximum of 160 hours of vacation time to the next calendar year.
- i. On January 1, HR will convert any unused vacation hours over the maximum allowable to sick time. If an employee has maxed out their personal sick time, those days will be considered lost and not eligible for usage.

Nonexempt Fire Department Employees:

- a. Permanent full-time employees are eligible for annual vacation time. Vacation time will be based on a calendar year.
- b. Permanent full-time employees with less than ten (10) years of service will accrue 120 hours per year, which will be accrued at 6.15 hours per pay period.
- c. Permanent full-time employees with twenty (20) or more consecutive years of service will accrue 240 hours per year, which will be accrued at 9.23 hours per pay period.
- d. An employee whose employment with the City is terminated for any reason after January 1 of the year following their date of employment, shall receive a lump sum payment for all accrued unused vacation time.
- e. Employees requesting vacation time must fill out a vacation request form and present it for approval to their Department Head and be turned into HR as soon as it is approved. It must be presented for approval at least two (2) weeks (14 calendar days) in advance.

- f. No vacation hours over the maximum number of hours allowed for employees may be carried into the next calendar year. The maximum number of vacation hours that can be carried into the next calendar year are as follows:
 - iv. Employees with 1-19 years of service can carry a maximum of 120 hours of vacation time to the next calendar year.
 - v. Employees with 20 or more years of service can carry a maximum of 240 hours of vacation time to the next calendar year.
- g. On January 1, HR will convert any unused vacation hours over the maximum allowable to sick time. If an employee has maxed out their personal sick time, those days will be considered lost and not eligible for usage.

Exempt Employees (Salaried Employees):

- a. Vacation time will be based on a calendar year.
- b. Employees with less than ten (10) years of service will accrue 80 hours per year, which will be accrued at 3.08 hours per pay period.
- c. Employees with ten (10) or more consecutive years of service will accrue 120 hours per year, which will be accrued at 4.62 hours per pay period.
- d. Employees with twenty (20) or more consecutive years of service will accrue 120 hours per year, which will be accrued at 6.15 hours per pay period.
- e. An employee whose employment with the City is terminated for any reason after January 1 of the year following their date of employment, shall receive a lump sum payment for all accrued unused vacation time.
- f. No vacation hours over the maximum number of hours allowed for employees may be carried into the next calendar year. The maximum number of vacation hours that can be carried into the next calendar year are as follows:
 - vi. Employees with 1-9 years of service can carry a maximum of 80 hours of vacation time to the next calendar year.
 - vii. Employees with 10-19 years of service can carry a maximum of 120 hours of vacation time to the next calendar year.

- viii. Employees with 20 or more years of service can carry a maximum of 160 hours of vacation time to the next calendar year.
- g. On January 1, HR will convert any unused vacation hours over the maximum allowable to sick time. If an employee has maxed out their personal sick time, those days will be considered lost and not eligible for usage.

SECTION 17. SICK LEAVE

Employees Not Employed with the Fire Department.

- a. Sick leave is paid in accordance with the Fair Labor Standards Act. Employees in permanent, full-time positions will be eligible for 80 hours of sick time per year, which will be accrued at 3.08 hours per pay period.
- b. Sick leave may be used when an employee or a member of the employee's immediate family needs medical, dental or optical care. Immediate family is defined as an employee's spouse, father, mother, child, brother, sister, grandparents, or grandchildren.
- c. Sick leave has no cash value upon termination of service.
- d. Notice of absence due to illness or off-job injury must be conveyed to the employee's Department Head prior to or as soon as possible after the scheduled time for reporting for duty on the first day of such absence, and each day thereafter until the employee returns to work. Failure to comply could result in the employee being placed on leave without pay or other disciplinary action, up to and including termination.
- e. Any employee that is absent three (3) or more days on sick time must present a note from a health professional to claim additional hours of sick time. The City Manager may waive this requirement at their discretion.
- f. The Department Head is responsible for reporting absences due to illness to HR Department in order that proper notation can be made in the employee's records, and if required, appropriate action can be taken regarding insurance claims.

- g. The maximum number of sick hours an employee is allowed to carry into the next calendar year is determined by the number of years of service (calculated from the employee's date of hire for the current consecutive years of service and are based on completed calendar years of employment) multiplied by 40 hours of sick time with a maximum accrued amount of 720 hours.

Fire Department Employees:

- a. Employees in permanent, full-time positions will be eligible for 120 hours per year, which will be accrued at 6.15 hours per pay period.
- b. Sick leave may be used when an employee or a member of the employee's immediate family needs medical, dental or optical examination care. Immediate family is defined as an employee's spouse, father, mother, child, brother, sister, grandparents, or grandchildren.
- c. Sick leave has no cash value upon termination of service.
- d. Notice of absence due to illness or off-job injury must be conveyed to the employee's Department Head prior to or as soon as possible after the scheduled time for reporting for duty on the first day of such absence, and each day thereafter until the employee returns to work. Failure to comply could result in the employee being placed on leave without pay or other disciplinary action, up to and including termination.
- e. The Department Head is responsible for immediately reporting absences due to illness or any other reason to the City Manager and HR Department in order that proper notation can be made to the employee's records, and if required, appropriate action can be taken regarding insurance claims.
- f. The maximum number of sick hours an employee is allowed to carry into the next calendar year is determined by the number of years of service (calculated from the employee's date of hire for the current consecutive years of service and are based on completed calendar years of employment) multiplied by 80 hours of sick time with a maximum accrued amount of 720 hours.

SECTION 18. SPECIAL LEAVES WITH PAY.

The following situations are considered special leave, and the employee will be compensated despite not being present at work:

- a. Jury duty.
- b. All employees entitled to vote at national, state, county, or municipal elections shall be allowed sufficient time off with pay to exercise this privilege.
- c. The City Manager may grant leave with pay and actual or determined expenses to attend professional meetings, short courses or schools.
- d. Funeral leave of three (3) working days may be extended an employee when death occurs to a member of his immediate family – immediate family being defined as an employee's spouse, father, mother, child, brother, sister, grandparents, or grandchildren.

SECTION 19. LEAVE WITHOUT PAY.

Under exceptional circumstances an employee may be granted leave without pay for no more than five (5) working days with the consent and approval of the City Manager.

SECTION 20. ABSENCE WITHOUT LEAVE.

No employee may fail to report for duty for a single day or any part of a day without notifying and obtaining permission from their Department Head. Such absence will result in leave without pay and the employee will be subject to disciplinary action up to and including termination. An unauthorized absence for two (2) working days will automatically be considered by the City as a resignation.

SECTION 21. HOLIDAYS.

The following are designated as official holidays with pay for all full-time employees,

New Year's Day	January 1
Martin Luther King Day	3 rd Monday of January
President's Day	3 rd Monday of February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11th
Thanksgiving	Thursday & Friday in November
Christmas	Christmas Eve, Christmas Day & Day After
Employee's Birthday	Floating holiday (with Department Head approval)

SECTION 22. HOLIDAY COMPENSATION

HOLIDAY COMPENSATION FOR PUBLIC WORKS AND UTILITY BILLING EMPLOYEES

- a) For regular full-time employees a holiday is a period of eight (8) hours, paid at the employee's regular rate of pay. These hours do not count toward the eighty (80) hours needed for overtime compensation.
- b) Regular part-time employees will receive pay for holidays on a pro-rata basis based on a percentage of their normal authorized weekly hours.
- c) Holidays that fall on a Saturday will be observed on the preceding Friday and those that fall on a Sunday will be observed on the following Monday.

HOLIDAY COMPENSATION FOR PEACE OFFICERS

- a) Employees who are scheduled to work on an official City holiday (excluding Christmas Eve and Christmas Day) shall be compensated at one and one-half (1 1/2) times their regular rate for hours worked on those days and will not receive any compensation hours.
- b) Peace Officers who work on Christmas Eve and/or Christmas Day shall be compensated at two times their regular rate for hours worked on those days and will not receive any compensation hours.
- c) Peace Officers called in on an emergency basis to work a holiday for which they are not scheduled to work will be paid for all hours worked on the holiday at one and one-half (1 1/2) times of pay (excluding Christmas Eve and/or Christmas Day where they will be paid at double their regular rate.)
- d) When a holiday and a Peace Officer's regularly scheduled day off occur on the same day, the Peace Officer will be given 8 hours of compensation time

to be used at a later date, but no later than thirty (30) days after the official City holiday occurs unless approved by the Chief of Police.

HOLIDAY COMPENSATION FOR FIRE DEPARTMENT

For full-time firefighters a holiday is a period of twenty-four (24) hours, 12 of which are paid at the employee's 1 ½ times their regular rate and 12 of which are at the employee's regular rate of pay.

HOLIDAY COMPENSATION FOR EXEMPT EMPLOYEES

Holidays that fall on a Saturday will be observed on the preceding Friday and those that fall on a Sunday will be observed on the following Monday.

INELIGIBILITY FOR HOLIDAY PAY

- a) Employees on unpaid leave or sick leave are not eligible for holiday pay.
- b) Non-exempt employees who are absent without authorized leave on the day preceding and/or following a holiday may not receive compensation for the holiday. A Department Head may request a doctor's excuse from an employee for any sick leave utilized.
- c) Temporary/Seasonal employees do not qualify for holiday pay.
- d) An employee on Workers' Compensation leave will not receive holiday pay.

HOLIDAY OCCURRING DURING VACATION LEAVE

A holiday that falls while an employee is on vacation leave will be paid as holiday time in lieu of vacation time.

FLOATING HOLIDAYS

Employees may only use Floating Holidays at the discretion of the Department Head who is responsible for continued departmental operations.

SECTION 22. PROGRESSIVE DISCIPLINE

The City of Cisco's Progressive Discipline policy outlines the steps we will take to address an employee's misconduct. In the appropriate circumstance, an employee will be given a chance to correct their behavior. If appropriate, the City of Cisco will follow the suggested progression:

- a. Verbal Counseling
- b. Written Warning
- c. Employee Suspension/Performance Improvement Plan
- d. Termination

SECTION 23. SUSPENSIONS.

A Department Head, with approval from the City Manager, may suspend an employee without pay for up to five (5) working days. Additionally, an employee may be suspended without pay pending an investigation to determine whether an employee engaged in misconduct. Once the investigation is complete and depending on the outcome an employee may be dismissed, or the suspension may be retracted, and the employee restored to duty.

SECTION 24. TERMINATION/DISMISSALS

The City of Cisco is an at-will employer. Termination or Dismissal of any employee of the City shall be made by the Department Head with the prior knowledge and consent of the City Manager. The following are examples of grounds for dismissal and termination of employment:

- a. Incompetency or inefficiency in performance of duties.
- b. Discourteous, offensive, or abusive, by attitude, language or conduct, to the public or to fellow employees while said employee is in line of duty.
- c. Physical or mental incapacity for performance of their duties.
- d. Conviction of a felony or other crime involving moral turpitude.
- e. Guilty of misappropriation, theft or conversion whether on or off duty.
- f. Excessive absenteeism or tardiness.
- g. Intoxication or drinking intoxicants while on duty, or the use of narcotics.
- h. Failing to make reasonable provisions for payment of just debts.
- i. Causing damage to City property or waste of City supplies through negligence or willful conduct.
- j. Soliciting or accepting for personal use a fee, gift or other valuable thing, when such is given with the expectation of receiving a favor or better treatment than is customary.
- k. Absence without leave or failure to report after leave of absence has expired.
- l. Conduct indicating a lack of good moral character or any other conduct unbecoming to a City employee.
- m. Willful or negligible violation of any official City or departmental rule, regulation, special order or the personnel rules and procedures.
- n. Failing to obey any lawful and reasonable direction given by the Department Head, when such violation or failure to obey may be considered insubordination or serious breach of discipline.
- o. Engaging in outside employment where such employment conflicts with or interferes with the performance of his/her duties for the City.

- p. Engaging in any contract, job, work or service to the City, outside their position of employment by the City or be interested or connected in any way with the sale to the City of any supplies, equipment, material or articles that might be purchased by the City.
- q. Be guilty of any other acts or conduct considered to be equal in gravity to the causes enumerated above.

This list is by no means an exhaustive list and an employee's employment may be terminated for reasons not presented in this section.

SECTION 25. ADDITIONAL WORK SEPARATIONS.

Resignation

An employee leaving the service of the City should submit notice of the resignation to their Department Head at least ten (10) working days prior to their departure. Failure to give such reasonable notice shall be considered grounds for denying future employment with the City.

Layoff

Employees are subject to layoffs, with reasonable time of notice, when layoffs are necessary due to changes in personnel requirements, positions, department organization or other reasons. Two weeks' notice shall be given to permanent employees in the City's service for more than one year.

SECTION 26. GRIEVANCE PROCEDURE.

An employee who has any complaint or grievance regarding a work-connected problem may appeal to their Department Head, then City Manager, in that order. The decision of the City Manager shall be considered final. It is also an employee's prerogative to present his problem to the Equal Opportunity Officer, whose nearest office to Cisco is in Abilene, Texas.

SECTION 27. DRUG AND ALCOHOL USE

While on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment, no employee may use, possess, distribute, sell, or be under the influence of alcohol, inhalants, illegal drugs, including drugs which are legally obtainable but which were not legally obtained, drug

paraphernalia, and prescribed or over-the-counter drugs which are not being used as prescribed or as intended by the manufacturer.

The use of alcohol by an employee during a business lunch is prohibited. Further, an employee on duty or conducting City business, including City-related business entertainment, may not drive his or her own personal vehicle while under the influence of alcohol. No employee in his or her work-related capacity should ever be impaired because of the excessive use of alcohol. Absent specific approval by the City Manager, City employees may not bring alcoholic beverages on City premises, including parking lots adjacent to City work areas, and may not store or transport alcohol in a City-owned or leased vehicle.

Permissive Use of Prescribed and Over-The-Counter Drugs

The legal use of prescribed and over-the-counter drugs is permitted while on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment only if it does not impair an employee's ability to perform the essential functions of the job (or operate the vehicle, property or other equipment) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, or feeling shaky.

Police Department Employees

Certain City Police Department employees may be required to be in possession of alcohol and/or drugs in carrying out their job duties. Such employees will be exempted from certain portions of this policy under certain limited conditions. Additional guidelines may be established by the Police Department operating procedures.

Pre-employment Testing

Drug and alcohol tests will be conducted after a conditional offer of employment is made, but before actually performing work for the first time. These tests may also be required when employees are promoted, demoted or transferred into a job subject to this policy, subject to the City Manager's discretion.

Mandatory Disclosure by Employees.

Employees taking prescription medication and/or over-the-counter medication must report such use to the City Manager if there is a reasonable likelihood the medication will

impair the employee's ability to perform the essential functions of their job (or operate a vehicle, property or other equipment, if applicable) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace.

On-Call Employees

Employees scheduled to be on call are expected to be fit for duty upon reporting to work. Any employee scheduled to be on call, and is called out, is governed by this policy. If an employee is called out for work and is under the influence of any substance such that reporting to work would result in a violation of this policy, the employee must advise the appropriate Department Head on duty. The employee will not be required to report to work.

Mandatory Reporting of Arrests and Convictions.

Employees must notify the City Manager, in writing, of any arrest and/or convictions (including a plea of *nolo contendere*) or deferred adjudication, for a violation occurring off-duty and/or in the workplace no later than twenty-four (24) hours after the arrest and/or conviction.

Post-Accident Testing.

Drug and alcohol tests shall be conducted after accidents in which the employee's performance could have contributed to the accident and for all fatal accidents even if the employee is not cited for a moving traffic violation. Post-accident testing must be conducted as soon as practicable on all employees following an occurrence involving motor vehicle operating on a public road in commerce, as follows:

- a. When the employee is issued a moving traffic violation citation and one or more of the vehicles involved is disabled and must be towed from the scene,
- b. When the employee is issued a moving traffic violation citation and any person involved in the accident is injured to the extent that he/she requires and receives immediate medical treatment away from the scene of the accident, or
- c. In an accident involving a fatality, testing will be performed on anyone who was performing safety sensitive functions with respect to the vehicle.

An employee subject to post-accident testing must remain immediately available for such testing or will be deemed by the City to have refused to test. Nothing in this policy shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident

for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

In post-accident situations, the City may substitute a blood or breath alcohol test for a urine drug test, so long as the test is performed by state or local law enforcement officials using procedures required by their jurisdictions, provided such test results are received directly from the local jurisdiction or the employee. A positive post-accident test administered by law enforcement will result in the same action as a positive post-accident test performed at the City's request.

Post-Accident Alcohol Testing

If alcohol testing cannot be administered within 2 hours of one of the above-mentioned occurrences, a written statement explaining why the alcohol test was not promptly administered must be provided by the City Manager. If alcohol testing cannot be administered within 8 hours after the occurrence, the City will cease attempts to administer an alcohol test and document the reasons the alcohol test was not administered. This report must be documented in the employee's personnel file.

Post-Accident Drug Testing

An employee will be tested for substances including drugs and alcohol as soon as practicable but not later than 32 hours after one of the above listed occurrences. If the employee is not drug tested within 32 hours, a report documenting the reason why will be completed. This report must be documented in the employee's personnel file.

Off-Duty Conduct

The City may take disciplinary action, up to and including termination of employment, if an employee's off-duty use of or involvement with drugs or alcohol is damaging to the City's reputation or business, is inconsistent with the employee's job duties, or when such off-duty use, or involvement adversely affects the employee's job performance. Any employee reporting to work under the influence of any substance including illegal drugs or alcohol may be disciplined, up to and including termination.

Policy Violations.

Violations of this policy will lead to disciplinary action, up to and including immediate termination of employment. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their Department Head or the Director of Human Resources to receive assistance or referrals to appropriate resources in the community.

Refusal to Take Test

Any employee who refuses to be tested, or who attempts to alter or tamper with a sample or any other part of the testing process, will be subject to disciplinary action up to and including termination.

Positive Test

A positive test result is a violation of the City's Drug and Alcohol Use Policy and may result in disciplinary action up to and including termination of employment. Any employee who is terminated for violation of the City's Drug and Alcohol Use Policy is ineligible for future employment with the City.

SECTION 28. SMOKING AND VAPING POLICY

The City of Cisco will maintain smoke-free and vape-free facilities. No smoking or vaping of any kind is permitted in any part of the building or in vehicles owned, leased, or rented by the City of Cisco. Employees may smoke or vape outside of buildings and vehicles. If smoking, dispose of any litter properly in appropriate receptacles. No additional rest periods may be taken for the purpose of smoking or vaping.

SECTION 29. SAFETY RESPONSIBILITIES.

Department Heads are responsible for promoting safety programs and regulations within their departments and providing, insofar as possible, safe surroundings in all places of employment. Department Heads shall instruct their employees in safe work habits and safe handling of equipment.

All Employees need to be on the alert for such hazards as defective electrical equipment, chains or ropes, unguarded machines, belts and pulleys, unsafe ladders, unsafe vehicles, tools and machinery, and other conditions that could jeopardize the safety of any employee and must notify their Department Head. The Department Head shall take immediate steps to correct such conditions.

Employees are required to comply with safety regulations and take all precautionary measures to safeguard themselves, co-workers, and other people. Any breach of safety regulations or unsafe conditions shall be reported to the Department Head immediately.

SECTION 30. CITY EQUIPMENT AND VEHICLES.

City equipment, resources, and property, including but not limited to tools, office supplies, internet access, and facilities, are provided to employees for official City business. Personal use of City equipment is prohibited unless it is approved by the Department Head, or unless it is limited, incidental, and clearly reasonable under the circumstances.

Employees who are on vacation for longer than three (3) consecutive days must leave all city property assigned to them with their Department Head, excluding computers, iPads, or cell phones as needed for city business.

SECTION 31. CARE OF CITY EQUIPMENT AND VEHICLES.

All employees entrusted with the operation of City vehicles and equipment are expected to observe the highest standards of proper operation and care for such equipment. Defects, existing or suspected, should be reported immediately to the Department Head in writing. All motor vehicle accidents involving city-owned property shall be documented and reported immediately to the Department Head. All equipment damage shall be reported within twenty-four (24) hours to the Department Head in writing. All drivers are required to have a valid Texas Drivers or Commercial license. All operators of City-owned equipment shall obey all State and municipal traffic laws and take all safety precautions possible to prevent accidents. There shall be no smoking in City owned, leased or rented vehicles or other property.

SECTION 32. FINANCIAL OBLIGATIONS.

All employees are expected to pay City taxes and satisfy all just debts. Failure to do so reflects poorly against the City.

SECTION 33. APPROPRIATE EMPLOYEE USE OF SOCIAL MEDIA

- a. Employees assigned to maintain City social media sites shall adhere to the principles articulated in this policy. Employees shall not work on departmental social media sites during off-duty hours unless specifically pre-approved to do so.
- b. Consistent with the City's policies on use of the City's telephone and email systems, incidental and occasional personal use of social media is permitted during work hours provided it is very limited in duration and does not have a detrimental effect on employee productivity.
- c. City resources, work time, social media tools, and a City employee's official position shall not be used for personal profit or business interests or to participate in political activity. For example, a building inspector may not use the City's logo (or its likeness), email, or work time to promote a side business.
- d. Personal or business venture social media account names shall not be tied to the City. For example, "CityofCiscoCop" would not be an appropriate personal account name.
- e. If commenting on City business, employees should use a disclaimer which establishes that their comments represent their own opinions and do not represent those of the City of Cisco.
- f. Employees may not attribute personal statements or opinions to the City when engaging in private blogging or postings on social media sites.
- g. Employees, City contract employees, and City volunteers shall not use their City email account or password in conjunction with a personal social networking site.
- h. City employees, contract employees for the City, and City volunteers shall not post images, files, or text depicting City property, equipment, or personnel in any manner that would adversely affect the reputation of the City or any City department.
- i. The following guidelines apply to personal communications using various forms of social media:
 1. Use common sense when using social media sites. Remember that what you write is public, may be public for a long time, and may spread to large audiences. Refrain from posting information that you would not want your Department Head or other employees to read or that you would be embarrassed to see in the newspaper or on television.
 2. The City expects its employees to be truthful, courteous, and respectful toward Department Heads, supervisors, co-workers, citizens, customers,

and other people associated with the City. Employees should not engage in name-calling or personal attacks or other such demeaning behavior.

SECTION 34. CELL PHONE USE

The following are City of Cisco's basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:

- Never use a cell phone while driving;
- Never use a cell phone while operating equipment;
- Do not use cell phones for "surfing" the internet or gaming during work; and
- Do not use cell phones to record confidential information.

SECTION 35. INSURANCE

The City provides, at no cost to the employees, health, vision, and dental insurance to all permanent employees. A life insurance policy is also provided at no cost to the employee.

SECTION 36. WORKER'S COMPENSATION.

The City provides Worker's Compensation insurance which provides coverage for losses or damage suffered by the employee because of an accident during the performance of that employee's job.

Employees shall report, in writing, all possible or suspected on-the-job injuries to their Department Head immediately and to HR within twenty-four (24) hours.

SECTION 37. SOCIAL SECURITY.

All City employees are covered under Social Security.

SECTION 38. RETIREMENT BENEFITS.

The City of Cisco is a member of the Texas Municipal Retirement System, a cooperative organization of Texas towns and cities formed and operating under the provision of House Bill No. 166, Acts of the 51st Texas Legislature (1949), the purpose of which is to provide an adequate and dependable plan for the retirement of employees of Texas municipalities.

All City employees, under the age of fifty-five (55) years at the time of their employment by the City, are required as a condition of their employment, to participate in the City's retirement program.

SECTION 39. POLITICAL ACTIVITY.

No employee, permanent or part-time, shall take an active part in any political campaign relating to an election to a City office, to include soliciting, campaigning, or propagandizing. No political posters or propaganda of any manner (local, state, or national) are to be displayed on any City property in any manner. Violation of this policy will result in disciplinary action, up to and including termination.

SECTION 40. CARRYING OF WEAPONS

No employee shall openly carry any firearm (handgun, long gun, or shotgun), whether they have a license to carry or not, during any time they are at work for the City of Cisco, including but not limited to normal working hours, on call, or special duty. Officers of the Cisco Police Department are exempt from this policy.

SECTION 41. TRAVEL POLICY

AUTHORIZATION REQUIRED

The City Manager may authorize travel leave and expenses for city business outside the city. The City Manager or Department Head shall approve each travel request prior to its occurrence. All travel requests must be submitted on forms provided for that purpose as required by the Finance Director.

VEHICLES:

When available, it is preferred that a city vehicle be used.

City Vehicle: When city vehicles are used, all expenses incidental to the use of such vehicles (parking, gasoline, oil, repairs, etc.) shall be reimbursed. Receipts will be required to be submitted to the Finance Director for reimbursement. Use of city credit cards instead of reimbursement is preferred for transportation expenses incurred in city vehicles.

Personal Vehicle: When employees use their personal vehicles, all travel mileage will be paid in accordance with the Texas State Comptroller's standards including any parking fees.

- a. **Shortest Route:** Mileage will be paid based on the shortest route from the city to the primary travel destination. Alternate routes, which are desirable because of personal affairs of the travel, can be used, but only on the travel's time and with the traveler bearing the additional cost of the alternate route.
- b. **Incidentals:** The payment of mileage includes all costs associated with operating a personal vehicle (oil, gas, repairs, etc.) and no additional

payment will be made for these items. The city will reimburse the required parking costs upon the submission of a valid receipt.

FOOD AND LODGING

Whenever authorized by the City Council or City Manager, an employee representing the city at a function or attending a meeting, training course, and seminar where food and lodging expenses are incurred will be authorized for reimbursement using the rates established by the U.S. General Services Administration and found at www.gsa.gov.

REGISTRATION

The city will be responsible for the cost of registration for meetings, training courses, or seminars. Where applicable, city credit cards should be used for payment of registration fees. If not available, registration fees can be paid with the Finance Director's approval through the normal accounts payable system upon presentation of the registration form.

SECTION 41. SAVING CLAUSE.

The provisions of these rules are declared to be severable and if any rule, section, sentence, clause, phrase, or word of these rules shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining rules, sections, sentences, clauses, phrases, and words of the rules, but they shall remain in effect.

SECTION 42. CHANGE OF RULES.

These Rules and Procedures may be amended or repealed by the City Manager at any time.

SECTION 43. EFFECTIVE DATE.

These Rules and Procedures shall be effective on December 9, 2025, and shall remain in effect unless it is superseded by an updated personnel manual.

Sarah Adams
Cisco City Manager



**City of Cisco
City Council Agenda Memo
Item VII. (E)**

Meeting Date: 12/08/25
Department: Emergency Management
Requested By: Walter Fairbanks, Fire Chief
Presented By: Walter Fairbanks, Fire Chief

Agenda Item:

Consider and Discuss Approval of Memorandum of Understanding (MOU) with the Texas Department of Emergency Management (TDEM).—Chief Walter Fairbanks

Narrative:

The Texas Department of Emergency Management requires that the Emergency Management Coordinator be appointed each year. Currently Chief Walter Fairbanks serves as the Emergency Management Coordinator and the city requests that he be reappointed to the position for the coming year.

Impacts (Citizen, Services, Financial, Personnel):

Legal Review: ☐ Y/N or ☒ N/A

Exhibits:

None