

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

PLEASE INCLUDE AN EXTRA ORIGINAL FOR CONTRACTS AND AGREEMENTS IF YOU REQUIRE AN ORIGINAL COPY RETURNED FOR YOUR FILES.

The **deadline** for submitting an agenda request with the supporting information is **12:00 noon on the Wednesday immediately preceding Commissioners Court.** This will give ample time for preparation of the agenda.

If you are not representing an organization, board, elected or appointed official, your agenda request must be filed through your respective Commissioner.

***All agreements, contracts and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners Court Agenda.**

Please fill out this form completely:

DATE: July 11, 2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Cheryl Chambers

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Treasurer

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: July 25, 2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

2023-2024 Payroll Schedule

**ELLIS COUNTY GOVERNMENT
2023-2024 PAYROLL SCHEDULE**

PAY DATES		FOR PAY PERIOD	BW01 or BW07 CYCLE	TIME ENTRY DUE**	
October	6	09/17-09/30/2023	20 2023	September 29, 2023	10:00 AM
	20	10/01-10/14/2023	21 2023	October 13, 2023	10:00 AM
November	3	10/15-10/28/2023	22 2023	October 27, 2023	10:00 AM
	17	10/29-11/11/2023	23 2023	* 11/09/23 Thursday	10:00 AM
December	1	11/12-11/25/2023	24 2023	* 11/22/23 Wednesday	10:00 AM
	15	11/26-12/09/2023	25 2023	December 8, 2023	10:00 AM
	*** 29	12/10-12/23/2023	26 2023	December 22, 2023	10:00 AM
January	12	12/24-01/06/2024	1 2024	January 5, 2024	10:00 AM
	26	01/07-01/20/2024	2 2024	January 19, 2024	10:00 AM
February	9	01/21-02/03/2024	3 2024	February 2, 2024	10:00 AM
	23	02/04-02/17/2024	4 2024	February 16, 2024	10:00 AM
March	8	02/18-03/02/2024	5 2024	* 02/29/24 Thursday	10:00 AM
	22	03/03-03/16/2024	6 2024	March 15, 2024	10:00 AM
April	5	03/17-03/30/2024	7 2024	* 03/28/24 Thursday	10:00 AM
	19	03/31-04/13/2024	8 2024	April 12, 2024	10:00 AM
May	3	04/14-04/27/2024	9 2024	April 26, 2024	10:00 AM
	17	04/28-05/11/2024	10 2024	May 10, 2024	10:00 AM
	*** 31	05/12-05/25/2024	11 2024	May 24, 2024	10:00 AM
June	14	05/26-06/08/2024	12 2024	June 7, 2024	10:00 AM
	28	06/09-06/22/2024	13 2024	June 21, 2024	10:00 AM
July	12	06/23-07/06/2024	14 2024	July 5, 2024	10:00 AM
	26	07/07-07/20/2024	15 2024	July 19, 2024	10:00 AM
August	9	07/21-08/03/2024	16 2024	August 2, 2024	10:00 AM
	23	08/04-08/17/2024	17 2024	August 16, 2024	10:00 AM
September	6	08/18-08/31/2024	18 2024	August 30, 2024	10:00 AM
	20	09/01-09/14/2024	19 2024	September 13, 2024	10:00 AM
October	4	09/15-09/28/2024	20 2024	September 27, 2024	10:00 AM
	18	09/29-10/12/2024	21 2024	October 11, 2024	10:00 AM

* Please note change due to Thursday/Friday holidays.

** Any department with employees working the weekends may turn in time entries no later than 9:00 a.m. on the Monday following the end of the pay period.

*** Third check of the month - no deductions other than federal withholding, social security tax, medicare tax and retirement.

Todd Little, County Judge

Attest:

Krystal Valdez, County Clerk

COMMISSIONERS COURT AGENDA REQUEST

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Please fill out this form completely:

DATE: 07.17.23 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Krystal Valdez

PHONE: 972-825-5083 FAX: 972-825-5075

DEPARTMENT OR ASSOCIATION: County Clerk

ADDRESS: 109 S. Jackson St.

PREFERRED DATE TO BE PLACED ON AGENDA: 07.25.23

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):
1. Approval of Commissioners' Court Regular Meeting Minutes from July 11, 2023.

ELLIS COUNTY COMMISSIONERS COURT
OFFICIAL MINUTES – JULY 11, 2023

THE ELLIS COUNTY COMMISSIONERS COURT MET ON TUESDAY, JULY 11, 2023, AT 2:00 P.M., IN THE HISTORIC ELLIS COUNTY COURTHOUSE, COMMISSIONERS COURTROOM (2ND FLOOR) 101 W. MAIN STREET, WAXAHACHIE, TEXAS AT WHICH TIME THE FOLLOWING WAS DISCUSSED AND CONSIDERED, TO-WIT:

MEMBERS PRESENT:

COUNTY JUDGE TODD LITTLE

COUNTY CLERK CHIEF DEPUTY TINA CHAMBERS

PRECINCT 1 COMMISSIONER RANDY STINSON

PRECINCT 2 COMMISSIONER LANE GRAYSON

PRECINCT 3 COMMISSIONER PAUL PERRY

PRECINCT 4 COMMISSIONER KYLE BUTLER

OPENING COURT:

COUNTY JUDGE CALLS MEETING TO ORDER, DECLARES QUORUM AND DECLARES NOTICES LEGALLY POSTED PURSUANT TO OPEN MEETINGS ACT.

MOTION TO OPEN COURT BY COMMISSIONER BUTLER, SECONDED BY COMMISSIONER PERRY, MOTION CARRIED

INVOCATION AND PLEDGE OF ALLEGIANCE. – *COUNTY JUDGE TODD LITTLE*

CONSENT AGENDA: MINUTE ORDER 325.23 (WITHOUT A3)

ADMINISTRATIVE:

A1 APPROVING REGULAR BILLS, PAYROLL AND OFFICER'S REPORTS. – *COUNTY TREASURER CHERYL CHAMBERS*

A2 APPROVING OF COMMISSIONERS' COURT REGULAR MEETING MINUTES FROM JUNE 27, 2023. – *COUNTY CLERK KRYSTAL VALDEZ*

A3 **MOVED TO REGULAR AGENDA BY COUNTY JUDGE**

A4 APPROVING FOR THE COUNTY JUDGE TO SIGN THE MAJOR EVENTS REIMBURSEMENT PROGRAM AGREEMENT WITH THE TEXAS MOTORPLEX FOR THE 2023 TEXAS NHRA FALL NATIONALS STAMPEDE OF SPEED. – *COUNTY JUDGE TODD LITTLE*

A5 ACKNOWLEDGING THE LOCAL PROVIDER PARTICIPATION FUND PAYMENT OF \$4,921,740.20. THESE FUNDS ARE PAID ON BEHALF OF THE LOCAL PARTICIPATING HOSPITALS AND ARE NOT ELLIS COUNTY FUNDS. – *TREASURER CHERYL CHAMBERS*

A6 ACCEPTING OF THE JUSTICE OF THE PEACE, PRECINCT 4 MONTHLY REPORT FOR APRIL 2023, PURSUANT TO LOCAL GOVERNMENT CODE §114.044. – *THE HONORABLE LOUIS PONDER, JP PRECINCT 4*

A7 ACCEPTING OF THE JUSTICE OF THE PEACE, PRECINCT 1 MONTHLY REPORT FOR JUNE 2023, PURSUANT TO LOCAL GOVERNMENT CODE §114.044. – *THE HONORABLE CHRIS MACON, JP PRECINCT 1*

- A8 ACCEPTING OF THE JUSTICE OF THE PEACE, PRECINCT 2 MONTHLY REPORT FOR JUNE 2023, PURSUANT TO LOCAL GOVERNMENT CODE §114.044. – *THE HONORABLE JACKIE MILLER, JR., JP PRECINCT 2*
- A9 APPROVING FOR SHERIFF BRAD NORMAN TO SIGN THE AGREEMENT BETWEEN PFLUGERVILLE POLICE DEPARTMENT AND PARTNERS IN RELATION TO THE PFLUGERVILLE POLICE DEPARTMENT SPILLMAN INSIGHT SYSTEM. THE MOU IS FOR ACCESS TO THE INSIGHT SYSTEM, WHICH IS PART OF THE MOTOROLA RMS SYSTEM. – *SHERIFF BRAD NORMAN*
- A10 APPROVING AND EXECUTING INTERLOCAL AGREEMENTS WITH THE FOLLOWING ELLIS TAXING UNITS:
- CITIES: MILFORD, FERRIS, AND BARDWELL
 - ISD'S: MAYPEARL, AVALON, ENNIS AND WAXAHACHIE
 - ESD: MAYPEARL
 - PID'S: WESTSIDE PRESERVE MIA, WESTSIDE PRESERVE IA#1
- A11 ACCEPTING A TABULATED REPORT OF THE COUNTY'S RECEIPTS AND DISBURSEMENTS OF FUNDS FROM JUNE 17, 2023 – JUNE 30, 2023, PURSUANT TO LGC§114.024 . – *COUNTY AUDITOR JANET MARTIN*
- A12 ACCEPTING OF THE DEPARTMENT OF DEVELOPMENT'S (DoD) MONTHLY REPORT FOR JUNE 2023, PURSUANT TO LOCAL GOVERNMENT CODE §114.044. – *DoD DIRECTOR ALBERTO MARES*

FINANCIAL:

- F1 FY2023 LINE-ITEM TRANSFER – *COUNTY JUDGE TODD LITTLE*
DECREASE 001-0130-508680 (BEHAVIORAL HEALTH OPERATING EXPENDITURES) BY \$208,556.33
INCREASE 001-0140-508660 (COMMUNITY SUPPORT) BY \$208,556.33
- F2 FY2023 LINE-ITEM TRANSFER – *THE HONORABLE JACKIE MILLER, JR., JP PRECINCT #2*
DECREASE 001-0520-506020 (STAFF TRAVEL) BY \$300.00
DECREASE 001-0520-508120 (RADIO) BY \$250.00
INCREASE 001-0520-508740 (DOCKET BOOKS – PRINTING) BY \$550.00
- F3 FY2023 LINE-ITEM TRANSFER – *EMERGENCY MANAGEMENT COORDINATOR MICHAELA SANDEFER*
DECREASE 001-0430-506980 (LAW BOOKS/DUES) BY \$902.00
INCREASE 001-0430-508080 (FUEL) BY \$902.00
- F4 ACCEPTING OF NINE (9) SQUARE BALES OF HAY DONATED TO THE ELLIS COUNTY SHERIFF'S OFFICE BY THE MIDLOTHIAN COMMUNITY DEVELOPMENT CORPORATION FROM THE JULY 4TH PARADE WITH AN ESTIMATED VALUE OF \$90.00. – *SHERIFF BRAD NORMAN*
- F5 APPROVING FOR THE TAX ASSESSOR/COLLECTOR TO DISBURSE PROPERTY TAX REFUNDS IN THE AMOUNT OF \$41,187.36. – *AUDITOR JANET MARTIN*
- F6 ACCEPTING FUNDS FROM SEDGWICK CLAIMS MANAGEMENT FOR THE TOTAL LOSS OF VEHICLE IN THE AMOUNT OF \$55,757.00 AS UNANTICIPATED REVENUE. REQUEST FOR SPECIAL BUDGET OF UNANTICIPATED REVENUE:
INCREASE 068-0145-509271 (ECSO VEHICLE PRINCIPAL) BY \$55,757.00
PURSUANT TO LOCAL GOVERNMENT CODE §111.0108, UNANTICIPATED REVENUE CERTIFIED BY COUNTY AUDITOR. – *AUDITOR JANET MARTIN*
- F7 ACCEPTING OF \$21.00 FROM MOBILE EXPRESS CAPITAL CORP FOR ATM COMMISSIONS AS UNANTICIPATED REVENUE. REQUEST FOR SPECIAL BUDGET OF UNANTICIPATED REVENUE:
INCREASE 001-0140-506940 (EMPLOYEE RECOGNITION) BY \$21.00

PURSUANT TO LOCAL GOVERNMENT CODE §111.0108, UNANTICIPATED REVENUE CERTIFIED BY COUNTY AUDITOR. – AUDITOR JANET MARTIN

MOTION TO APPROVE BY COMMISSIONER PERRY, SECONDED BY COMMISSIONER BUTLER, MOTION CARRIED

MINUTE ORDER 326.23 (A3) APPROVING OF COMMISSIONERS' COURT MEETING DATES FOR FISCAL YEAR 2024 WITH ONE AMENDMENT, MOVING THE TUESDAY, DECEMBER 26TH MEETING TO WEDNESDAY, DECEMBER 27TH DUE TO THE HOLIDAY. – COUNTY JUDGE TODD LITTLE

MOTION TO APPROVE BY COMMISSIONER PERRY, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

REGULAR AGENDA – DISCUSSION, CONSIDERATION AND ACTION:

DEPARTMENT OF DEVELOPMENT

MINUTE ORDER 327.23 (1.1) APPROVING A PLAT OF ACOSTA ACRES. THE PROPERTY CONTAINS ± 4.097 ACRES OF LAND IN THE J. BAKER SURVEY, ABSTRACT NO. 35, AND THE R. MORGAN SURVEY, ABSTRACT NO. 694, LOCATED ON THE SOUTH SIDE OF FM 664, ± 1,670 FEET EAST OF THE INTERSECTION OF FM 664 & HILL ROAD, IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF THE CITY OF FERRIS, ROAD AND BRIDGE PRECINCT NO. 1.

MOTION TO APPROVE BY COMMISSIONER STINSON, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

MINUTE ORDER 328.23 (1.2) APPROVING A PLAT OF BISON MEADOWS. THE PROPERTY CONTAINS ± 111.936 ACRES OF LAND IN THE N. NEWSOME SURVEY, ABSTRACT NO. 801, LOCATED ON THE SOUTH SIDE OF FM 813 ± 1,175 SOUTHWEST OF THE INTERSECTION OF FM 813 AND FALCON RIDGE DRIVE, IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF THE CITY OF WAXAHACHIE, ROAD & BRIDGE PCT. 1.

MOTION TO APPROVE BY COMMISSIONER STINSON, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

MINUTE ORDER 329.23 (1.3) APPROVING A ONE-TIME VARIANCE FOR PARCEL ID NO. 147570 (142 BATCHLER CIRCLE), FROM VOLUME 1, SECTION IV (A)(2)(RESIDENTIAL LOTS) OF THE SUBDIVISION & DEVELOPMENT STANDARDS TO ALLOW ONE (1) LOT WITHOUT MEETING THE MINIMUM PUBLIC ROAD FRONTAGE REQUIREMENT. THE PROPERTY CONTAINS ± 1.95 ACRES OF LAND LOCATED ON THE EAST SIDE OF BATCHLER CIRCLE, ± 1,500 FEET EAST OF THE INTERSECTION OF BATCHLER CIRCLE AND BATCHLER ROAD, IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF THE CITY OF RED OAK, ROAD AND BRIDGE PRECINCT NO. 1, SUBJECT TO THE FOLLOWING CONDITIONS:

1. THE PROPERTY SHALL NOT FURTHER SUBDIVIDE UNLESS IT MEETS THE REQUIREMENTS IN EFFECT AT THAT TIME.

2. ONLY ONE HOUSE AND ONE ACCESSORY BUILDING SHALL BE ALLOWED ON THIS PROPERTY.

MOTION TO APPROVE BY COMMISSIONER STINSON, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

MINUTE ORDER 330.23 (1.4) APPROVING A ONE-TIME VARIANCE FOR PARCEL ID NO. 184605 FROM VOLUME I, SECTION IV (A)(2)(RESIDENTIAL LOTS) OF THE SUBDIVISION & DEVELOPMENT STANDARDS TO ALLOW ONE (1) LOT WITHOUT MEETING THE MINIMUM PUBLIC ROAD FRONTAGE REQUIREMENT. THE PROPERTY CONTAINS ± 41.76 ACRES OF LAND LOCATED NORTH OF SAWMILL ROAD ± 5,635 FEET WEST OF THE INTERSECTION OF SAWMILL ROAD AND JAMES ROAD, FERRIS, ROAD AND BRIDGE PCT. NO. 1, SUBJECT TO THE FOLLOWING CONDITIONS:

1. THIS PROPERTY SHALL NOT FURTHER SUBDIVIDE UNLESS IT MEETS THE REQUIREMENTS IN EFFECT AT THIS TIME.
2. ONLY ONE HOUSE AND ONE ACCESSORY BUILDING SHALL BE ALLOWED ON THIS PROPERTY.
3. AN EXISTING ACCESS EASEMENT SHALL BE SHOWN AT THE TIME OF PERMITTING TO PROVE THAT IT HAS INGRESS AND EGRESS ONTO THE SITE.

MOTION TO APPROVE BY COMMISSIONER STINSON, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

MINUTE ORDER 331.23 (1.5) APPROVING A PLAT OF ANDREW'S ROAD LOT 1, BLOCK A. THE PROPERTY CONTAINS ± 2.05 ACRES OF LAND IN THE R. DE LA PENNA SURVEY, ABSTRACT NO. 3, LOCATED ON THE EAST SIDE OF ANDREW'S ROAD, ± 1,670 FEET SOUTH OF THE INTERSECTION OF ANDREWS ROAD AND OLD JONES ROAD, ENNIS, ROAD AND BRIDGE PRECINCT NO. 1, SUBJECT TO THE FOLLOWING CONDITIONS:

1. ADD BUILDING SETBACK LINES & DRAINAGE AND UTILITY EASEMENTS TO THE LOT.
2. INSERT A MINIMUM 30-FOOT RIGHT-OF-WAY DEDICATION FROM THE CENTERLINE OF ANDREW'S ROAD & UPDATE THE ACREAGE SHOWN ON THE PROPOSED LOT ONCE THE RIGHT-OF-WAY DEDICATION IS ALLOTTED.
3. UPDATE THE COURT SIGNATURE BLOCK AND THE OWNER'S CERTIFICATE TO MATCH THE ONE SHOWN ON THE SAMPLE PLAT.
4. LABEL THE FLOODPLAIN ON THE PLAT AND PROVIDE THE NET ACREAGE OUTSIDE THE FLOODPLAIN.
5. INCLUDE THE OSSF STATEMENT AND SIGNATURE LINE.

MOTION TO APPROVE BY COMMISSIONER STINSON, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

MINUTE ORDER 332.23 (1.6) APPROVING A PLAT OF GREEN LIGHT RANCH. THE PROPERTY CONTAINS ± 9.972 ACRES OF LAND IN THE R. DE LA PENNA SURVEY, ABSTRACT NO. 3, LOCATED ON THE NORTH SIDE OF EAST INDIA ROAD, ± 1,100 FEET EAST OF THE INTERSECTION OF EAST INDIA ROAD AND FM 660, FERRIS, ROAD AND BRIDGE PRECINCT NO. 1.

MOTION TO APPROVE BY COMMISSIONER STINSON, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

MINUTE ORDER 333.23 (1.7) APPROVING A PLAT OF NECK ROAD RANCH. THE PROPERTY CONTAINS ± 2.586 ACRES OF LAND IN THE R. DE LA PENNA SURVEY, ABSTRACT NO. 3, LOCATED ON THE SOUTH SIDE OF NECK ROAD, ± 440 FEET SOUTH OF THE INTERSECTION OF NECK ROAD AND NEWTON ROAD, FERRIS, ROAD AND BRIDGE PRECINCT NO. 1.

MOTION TO APPROVE BY COMMISSIONER STINSON, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

MINUTE ORDER 334.23 (1.8) APPROVING A PLAT OF WILLIAM GRIFFIN ADDITION. THE PROPERTY CONTAINS ± 16.630 ACRES OF LAND IN THE JOHN G. LOVE SURVEY, ABSTRACT NO. 612, LOCATED AT THE NORTHEAST CORNER OF STATE HIGHWAY 34 & BOZEK LANE, ENNIS, ROAD & BRIDGE PCT. NO. 2.

MOTION TO APPROVE BY COMMISSIONER GRAYSON, SECONDED BY COMMISSIONER STINSON, MOTION CARRIED

MINUTE ORDER 335.23 (1.9) APPROVING A PLAT OF TAYLOR-DURAN ESTATES. THE PROPERTY CONTAINS ± 5.919 ACRES OF LAND LOCATED IN THE JOSE A. GAONA SURVEY, ABSTRACT NO. 386, LOCATED ON THE NORTH SIDE OF FM 66, ± 770 FEET EAST OF THE INTERSECTION OF FM 66 AND GREATHOUSE ROAD, IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF THE CITY OF MAYPEARL, ROAD AND BRIDGE PRECINCT NO. 3.

MOTION TO APPROVE BY COMMISSIONER PERRY SECONDED BY COMMISSIONER BUTLER, MOTION CARRIED

MINUTE ORDER 336.23 (1.10) ACCEPTING PERFORMANCE BONDS FOR THE PROPOSED MATTHEWS FARMS, PHASES ONE & TWO (PARCEL ID NO. 188046). THE PROPERTY CONTAINS ± 174.457 ACRES OF LAND IN THE A.T. MILLER SURVEY, ABSTRACT NO. 716, AND THE A. STOCKTON SURVEY, ABSTRACT NO. 1010, LOCATED ON THE SOUTH SIDE OF MARION ROAD, ± 750 FEET WEST OF THE INTERSECTION OF MARION ROAD AND NORRELL ROAD, IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF THE CITY OF MAYPEARL, ROAD & BRIDGE PRECINCT NO. 4.

MOTION TO APPROVE BY COMMISSIONER BUTLER, SECONDED BY COMMISSIONER PERRY, MOTION CARRIED

MINUTE ORDER 337.23 (1.11) ACCEPTING A PERFORMANCE BOND FOR THE PROPOSED BYRUM RANCH, PHASE 1-4 (PARCEL ID NO. 289990). THE PROPERTY CONTAINS ± 397.03 ACRES OF LAND LOCATED ON THE WEST SIDE OF FM 157, ON THE NORTHWEST CORNER OF THE INTERSECTION OF FM 157 AND OZRO ROAD, IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF THE CITIES OF MAYPEARL AND VENUS, ROAD AND BRIDGE PRECINCT NO. 4.

MOTION TO APPROVE BY COMMISSIONER BUTLER, SECONDED BY COMMISSIONER PERRY, MOTION CARRIED

PUBLIC HEARING NO. 1

MOTION TO OPEN P1 BY COMMISSIONER PERRY, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

(P1) A PUBLIC HEARING TO CONSIDER AND ACT UPON A REQUEST TO AMEND THE DEVELOPMENT MASTER FEE SCHEDULE, LAST UPDATED UNDER MINUTE ORDER 379.19. THESE AMENDMENTS ARE PRIMARILY DESIGNED TO UPDATE THE FEES FOR DEVELOPMENT-RELATED ACTIVITIES AND ANY OTHER RELATED ADDITIONS, DELETIONS, AND CHANGES, PROVIDING A CONFLICTS CLAUSE, SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

MOTION TO CLOSE BY COMMISSIONER GRAYSON, SECONDED BY COMMISSIONER PERRY, MOTION CARRIED

MINUTE ORDER 338.23 (1.12) APPROVING A REQUEST TO AMEND THE DEVELOPMENT MASTER FEE SCHEDULE, LAST UPDATED UNDER MINUTE ORDER 379.19. THESE AMENDMENTS ARE PRIMARILY DESIGNED TO UPDATE THE FEES FOR DEVELOPMENT-RELATED ACTIVITIES AND ANY OTHER RELATED ADDITIONS, DELETIONS, AND CHANGES, PROVIDING A CONFLICTS CLAUSE, SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

MOTION TO APPROVE BY COMMISSIONER GRAYSON, SECONDED BY COMMISSIONER PERRY, MOTION CARRIED

PUBLIC HEARING NO. 2

MOTION TO OPEN P2 BY COMMISSIONER PERRY, SECONDED BY COMMISSIONER STINSON, MOTION CARRIED

(P2) A PUBLIC HEARING TO CONSIDER AND ACT UPON A REQUEST TO AMEND THE ELLIS COUNTY QUALITY GROWTH INITIATIVES, VOLUME I, SECTION VIII (RELIEF BY COMMISSIONERS COURT). THESE PROPOSED AMENDMENTS WILL PRIMARILY UPDATE RELIEF DUE TO SUBDIVISION BY GIFT, DEVISE, OR DESCENT AND ADD A NEW SECTION ON UNRECORDED SUBDIVISIONS AND ANY OTHER CHANGES IN RELATED ARTICLES, SECTIONS, AND PARAGRAPHS, AND ANY OTHER RELATED ADDITIONS, DELETIONS, AND CHANGES, PROVIDING A CONFLICTS CLAUSE, SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

MOTION TO CLOSE BY COMMISSIONER GRAYSON, SECONDED BY COMMISSIONER PERRY, MOTION CARRIED

MINUTE ORDER 339.23 (1.13) APPROVING A REQUEST TO AMEND THE ELLIS COUNTY QUALITY GROWTH INITIATIVES, VOLUME I, SECTION VIII (RELIEF BY COMMISSIONERS COURT). THESE PROPOSED AMENDMENTS WILL PRIMARILY UPDATE RELIEF DUE TO SUBDIVISION BY GIFT, DEVISE, OR DESCENT AND ADD A NEW SECTION ON UNRECORDED SUBDIVISIONS AND ANY OTHER CHANGES IN RELATED ARTICLES, SECTIONS, AND PARAGRAPHS, AND ANY OTHER RELATED ADDITIONS, DELETIONS, AND CHANGES, PROVIDING A CONFLICTS CLAUSE, SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

MOTION TO APPROVE BY COMMISSIONER GRAYSON, SECONDED BY COMMISSIONER STINSON, MOTION CARRIED

PURCHASING

MINUTE ORDER 340.23 (2.1) APPROVING TO SURPLUS AND DONATE THE FOLLOWING ITEMS TO THE TEXAS DEPARTMENT OF PUBLIC SAFETY (TXDPS): FIVE (5) OFFICE DESKS, SIX (6) BOOK SHELVES, ONE (1) METAL LOCKER, ONE (1) REFRIGERATOR, THREE (3) PROJECTORS, TEN (10) CHAIRS, ONE (1) BUNN COFFEE MAKER, THREE (3) ROLLING SHELVES/FILES, ONE (1) DESK LIGHT, & ONE (1) METAL ROLLING CART.

MOTION TO APPROVE BY COMMISSIONER GRAYSON, SECONDED BY COMMISSIONER STINSON, MOTION CARRIED

(COURT BREAK 3:03 P.M. – 3:15 P.M.)

ADMINISTRATIVE

MINUTE ORDER 341.23 (3.1) APPROVING OF THE ELLIS COUNTY INVESTMENT POLICY. – *TREASURER CHERYL CHAMBERS*

MOTION TO APPROVE BY COMMISSIONER PERRY, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

MINUTE ORDER 342.23 (3.2) PURSUANT TO LOCAL GOVERNMENT CODE §26.04, APPOINTING TAX ASSESSOR/COLLECTOR RICHARD ROZIER AS THE DESIGNATED OFFICIAL TO CALCULATE THE FISCAL YEAR 2024 TAX RATE. – *COUNTY JUDGE TODD LITTLE*

MOTION TO APPROVE BY COMMISSIONER GRAYSON, SECONDED BY COMMISSIONER BUTLER, MOTION CARRIED

NO ACTION (3.3) DISCUSSION AND POSSIBLE ACTION ON EXCESSIVE TEMPERATURES IN THE COURTS & ADMINISTRATION BUILDING AND HISTORICAL COURTHOUSE. – *PCT. 3 COMMISSIONER PAUL PERRY*

MINUTE ORDER 343.23 (3.4) APPROVING FOR THE COUNTY JUDGE TO SIGN THE LETTER OF ENGAGEMENT WITH PATILLO, BROWN & HILL, LLP TO PERFORM EXTERNAL AUDIT SERVICES FOR THE FISCAL YEAR 2023 ANNUAL AUDIT FOR ELLIS COUNTY. – *AUDITOR JANET MARTIN*

MOTION TO APPROVE BY COMMISSIONER PERRY, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

MINUTE ORDER 344.23 (3.5) APPROVING OF THE COUNTY RETIREE HEALTH & DENTAL COVERAGES TO INCLUDE CONTINUED COST SHARE OF PREMIUMS FOR UNDER 65 & GRANDFATHERED RETIREES, AT THE CURRENT RATE OF 50% OF PREMIUM FOR FY2023-2024. – *HR DIRECTOR THERESA TAYLOR*

MOTION TO APPROVE BY COMMISSIONER GRAYSON, SECONDED BY COMMISSIONER PERRY, MOTION CARRIED

MINUTE ORDER 345.23 (3.6) APPOINTING DR. ANNA TOKER, MD, AS THE LOCAL HEALTH AUTHORITY FOR ELLIS COUNTY, PURSUANT TO TEXAS HEALTH & SAFETY CODE §121.021. – *EMERGENCY MANAGEMENT COORDINATOR MICHAELA SANDEFER*

MOTION TO APPROVE BY COUNTY JUDGE LITTLE, SECONDED BY COMMISSIONER PERRY, MOTION CARRIED

MINUTE ORDER 346.23 (4.2) APPROVING A FINDING ON AGENDA ITEMS 3.8, THAT THE DELIBERATION IN AN OPEN MEETING WOULD HAVE A DETRIMENTAL EFFECT ON THE POSITION OF THE GOVERNMENTAL BODY IN NEGOTIATIONS WITH A THIRD PERSON.

MOTION TO APPROVE BY COMMISSIONER GRAYSON, SECONDED BY COMMISSIONER BUTLER, MOTION CARRIED

RECESS TO EXECUTIVE SESSION **3:52 P.M.**

MOTION TO RECESS BY COMMISSIONER BUTLER, SECONDED BY COMMISSIONER PERRY, MOTION CARRIED

EXECUTIVE SESSION

THE COMMISSIONERS COURT OF ELLIS COUNTY RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED IN THIS AGENDA, IN THE ORDER DEEMED APPROPRIATE, AS AUTHORIZED BY TEXAS GOVERNMENT CODE 551, OR TO SEEK THE ADVICE OF ITS ATTORNEY AND/OR OTHER ATTORNEYS REPRESENTING ELLIS COUNTY ON ANY MATTER IN WHICH THE DUTY OF THE ATTORNEY TO THE COMMISSIONERS COURT UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH TEXAS GOVERNMENT CODE CHAPTER 551 OR AS OTHERWISE MAY BE PERMITTED UNDER 551.

- 4.1 PURSUANT TO TEXAS GOVERNMENT CODE §551.071(2), CONSULTATION WITH LEGAL COUNSEL ON A MATTER IN WHICH THE DUTY OF THE ATTORNEY OF THE GOVERNMENTAL BODY UNDER THE TEXAS RULES OF DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH THIS CHAPTER, AND REGARDING THE ELLIS COUNTY MUSEUM.
- 4.2 PURSUANT TO TEXAS GOVERNMENT CODE 551.072, TO DELIBERATE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY IF THE DELIBERATION IN AN OPEN MEETING WOULD HAVE A DETRIMENTAL EFFECT ON THE POSITION OF THE GOVERNMENTAL BODY IN NEGOTIATIONS WITH A THIRD-PARTY REGARDING PROPERTY OWNED BY THE COUNTY.
- 4.3 PURSUANT TO TEXAS GOVERNMENT CODE §551.071(1), CONSULTATION WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION MATTER CONCERNING TCEQ MATTERS, SPECIFICALLY PENDING TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEMS PERMITS (TPDES) AND PENDING PETITIONS FOR THE CREATION OF MUNICIPAL UTILITY DISTRICTS (MUD'S).
- 4.4 PURSUANT TO TEXAS GOVERNMENT CODE §551.071(1), CONSULTATION WITH LEGAL COUNSEL REGARDING PENDING LITIGATION REGARDING *ELLIS COUNTY V. WALGREENS BOOTS ALLIANCE, INC. ET. AL.*, MDL PRETRIAL CAUSE NO. 2018-63587, IN THE 152ND DISTRICT COURT OF HARRIS COUNTY, TEXAS.

RECONVENED TO REGULAR SESSION 5:17 P.M.

MOTION TO RECONVENE BY COMMISSIONER BUTLER, SECONDED BY COMMISSIONER PERRY, MOTION CARRIED

(TO AGENDA ITEM 3.7)

MINUTE ORDER 347.23 (3.7) APPROVING A 3-YEAR AUTO RENEWABLE CONTRACT FOR FUNDING IN THE AMOUNT OF \$50,000.00 PER YEAR FOR THE ELLIS COUNTY MUSEUM; AUTHORIZING THE LEGAL DEPARTMENT TO NEGOTIATE THE TERMS, AND APPROVING THE COUNTY JUDGE TO SIGN THE FINAL CONTRACT.

MOTION TO APPROVE BY COMMISSIONER STINSON, SECONDED BY COMMISSIONER GRAYSON, MOTION CARRIED

NO ACTION (3.8) DISCUSSION, CONSIDERATION, AND ACTION ON A REQUEST TO GRANT AN ELECTRIC LINE EASEMENT THROUGH COUNTY OWNED PROPERTY (COUNTY FARM – PARCEL 194448). – *ENGINEERING DIRECTOR TED KANTOR*

MINUTE ORDER 348.23 (3.9) AUTHORIZING THE COUNTY JUDGE TO EXECUTE THE SETTLEMENT WITH THE THREE (3) PARTIES (WALGREENS, CVS & WAL-MART) IN THE MATTER OF TEXAS OPIOID MULTI-DISTRICT LITIGATION FOR THE COUNTY IN THE MATTER OF *ELLIS COUNTY V. WALGREENS BOOTS ALLIANCE, INC. ET. AL.* – *COUNTY JUDGE TODD LITTLE*

MOTION TO APPROVE BY COMMISSIONER GRAYSON, SECONDED BY COMMISSIONER BUTLER, MOTION CARRIED

ADJOURNMENT 5:20 P.M.

MOTION TO ADJOURN BY COMMISSIONER STINSON, SECONDED BY COMMISSIONER BUTLER, MOTION CARRIED

THE OFFICIAL MINUTES OF THE ELLIS COUNTY COMMISSIONERS' COURT ON JULY 11, 2023, ARE HEREBY APPROVED.

PRESIDING OFFICER:

TODD LITTLE, COUNTY JUDGE

RANDY STINSON, COMMISSIONER, PCT 1

LANE GRAYSON, COMMISSIONER, PCT 2

PAUL PERRY, COMMISSIONER, PCT 3

KYLE BUTLER, COMMISSIONER, PCT 4

WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE THIS 25TH DAY OF JULY 2023.

KRYSTAL VALDEZ, COUNTY CLERK

COMMISSIONERS' COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 a.m. on the second (2nd) TUESDAY** of each month and **2:00 p.m. on the fourth (4th) TUESDAY** of each month. If that Monday falls on a County holiday, Commissioners' Court will convene on the following Tuesday at 10:00 a.m. The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

IF YOU REQUIRE AN ORIGINAL RETURNED FOR YOUR FILES, PLEASE INCLUDE AN EXTRA ORIGINAL REQUESTING THAT IT BE RETURNED TO YOU.

The **deadline** for submitting an agenda request with the supporting information is the **1st and 3rd Tuesday at 5:00 p.m. of each month.** This will give ample time for preparation of the agenda and circulation for approval.

If you are not representing an organization, board, elected or appointed official your agenda request must be filed through your respective Commissioner.

***All agreements, contracts and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners' Court Agenda.**

Please fill out this form completely:

DATE: 07/10/2023

NAME: Commissioner Randy Stinson

PHONE: 972-825-5330

DEPARTMENT OR ASSOCIATION: Ellis County Commissioner, Pct. 1

ADDRESS: 600 N. Dallas Palmer, Texas 75152

PREFERRED DATE TO BE PLACE ON AGENDA: July 25, 2023

1. DESCRIPTION OF AGENDA REQUEST: Approval of Interlocal work between the County of Ellis Precinct 1 and the Palmer ISD. Ref. interlocal minute order 538.22-A5. Interlocal work includes reclaiming 39,414 sq.ft. of existing surface including earthlok stabilization where necessary for the parking lot south of the field house, and east side of High School parking lot.

- Ellis County Commissioner Pct.1, Randy Stinson

County Attorney Approval

WORK ORDER UNDER INTERLOCAL AGREEMENT

Service Provider: Ellis County Texas

Department to Provide Service: Road and Bridge, Pct. 1

Basis of Authority to Provide Service:

Interlocal Agreement dated _____
Per Commissioner's Court Minute Order No. 538.22-AS

Local Government Requesting Services: PISD

Description of Project to be undertaken: reclaim, resurface parking lots, adding base, Earthlok stabilization

Location of Project to be undertaken:
parking lot south of field house, east side of Highschool

Commissioner Precinct 1, Texas

Department: Road and Bridge Pct. 1

APPROVED in Open Commissioner's Court per Minute Order No. _____

On the _____ day of _____, 2023.

County Judge
Ellis County, Texas

ACCEPTED AND AGREED TO this 10 day of July 2023.

Signature: [Signature]

Title: Director of Maintenance

On Behalf of: Palmer ISD

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2018-2019-Amended-Commissioners-Court-Schedule>). The Commissioners Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

PLEASE INCLUDE AN EXTRA ORIGINAL FOR CONTRACTS AND AGREEMENTS IF YOU REQUIRE AN ORIGINAL COPY RETURNED FOR YOUR FILES.

The **deadline** for submitting an agenda request with the supporting information is **12:00 noon on the Wednesday immediately preceding Commissioners Court.** This will give ample time for preparation of the agenda.

If you are not representing an organization, board, elected or appointed official, your agenda request must be filed through your respective Commissioner.

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Please fill out this form completely:

DATE: 07/07/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Theresa Taylor, Director of Human Resources

PHONE: 972.825.5292 FAX: 972.825.5162

DEPARTMENT OR ASSOCIATION: Human Resources

ADDRESS: 101 W. Main Street, Ste B103, Waxahachie, TX 75165

PREFERRED DATE TO BE PLACED ON AGENDA: 07/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):
Approval to participate in and receive safety equipment through the 2023 TAC RMP Employee Safety Program totaling \$11,867.62 in value for the Road & Bridge / Maintenance Departments and Sheriff's office.

*

County Attorney Approval

COMMISSIONERS COURT AGENDA REQUEST

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Please fill out this form completely:

DATE: July 19, 2023

NAME: Tim Birdwell

PHONE: 972-825-5555 FAX: 972-825-5551

DEPARTMENT OR ASSOCIATION: Ellis County Fire Marshal

ADDRESS: 109 S. Jackson, Suite 265

PREFERRED DATE TO BE PLACE ON AGENDA: July 25, 2023

DESCRIPTION OF AGENDA REQUEST: Consent Agenda Item (as follows)

Approval of Audit Report for the following ESD Board of Directors: Pursuant to 775.082, Texas Health and Safety Code, acceptance of the annual Audit Report of the fiscal accounts and records of the following Emergency Services District in Ellis County. **For ESD#2 Midlothian**

*

County Attorney Approval

COMMISSIONERS COURT AGENDA REQUEST

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Please fill out this form completely:

DATE: 7/13/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y) N)

NAME: Mark Arnold

PHONE: 972-825-5175 FAX: _____

DEPARTMENT OR ASSOCIATION: Texas A&M AgriLife Extension Service, Ellis County

ADDRESS: 701 S I-35 E Waxahachie Texas 75165

PREFERRED DATE TO BE PLACED ON AGENDA: 7/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

****CONSENT AGENDA FINANCIAL****

Acceptance of the Ellis County Ag Extension Monthly Report for June 2023 Pursuant to Local

Government Code 114.044

* _____
County Attorney Approval

EXTENSION ACTIVITY REPORT TO COUNTY COMMISSIONERS COURT

Miles traveled: 2014

Selected major activities since last report:

June 2023

- 6/1 Agent conducted final program for Spring New Landowners meeting series with 15 in attendance. Topics covered included Pond Management, Water Quality and Testing, and program evaluations conducted.
- 6/2 Agents met via zoom with Regional Program Leaders to discuss 4-H Program Planning for 2023-2024.
- 6/5-6/8 Agent attended and assisted 4-H Agent, members, Leaders, and parents as needed at State 4-H Roundup.
- 6/9,10 Agent advised 2 local Purebred Beef Breeders with sire and replacement breeding stock selections.
- 6/13 Agent presented educational and informational program to 45 Ellis Master Gardeners at regular monthly meeting.
- 6/14 Agent and local volunteers attended planning meeting in Waco, for the upcoming Blackland Income Growth (B.I.G.) Conference January 9-10, 2024. Educational programs were planned for Row Crops, Beef and Forage, as well as Horticulture and Land Use.
- 6/15 Agent assisted 2 Ellis County Beef Project families with steer and heifer project selection.
- 6/19-30 Agent conducted State Steer and Heifer Validation for 4-H and FFA Beef Project members. This process ensures proper ownership and care of animals and allows members to participate in upcoming Major Livestock Shows with their projects. Ellis County 4-H and FFA members validated 140 steers and 43 heifers. Of those, 88 steers and 22 heifers were for Ellis County 4-H members.
- 6/22 Agent attended via Zoom Ellis County Emergency Management Planning meeting for upcoming County Emergency Management Fair in September.
- 6/27 Agent conducted annual Summer Crops Tour with 35 area ag commodity producers in attendance. Tour stops in and around Avalon, Bardwell, areas with educational presentations from Dr. Ronnie Schnell-State Grain Cropping Specialist, Dr. Ben McKnight-State Cotton Specialist, and Mr. Tyler Mayes-Area/Regional IPM Agent.

Phone calls, emails, office, site visits as needed and requested.

Major plans for next month

- 7/5 -Complete and submit State Steer /Heifer Validation Materials, Waxahachie TX
- 7/6 -District Record Book Judging, Hillsboro, TX
- 7/8-12 -State TCAAA Agents Convention, Wichita Falls, TX
- 7/16-20 -Oklahoma State University Big 3 Livestock Judging Field Days with 4-H Youth, Statewide, Oklahoma
- 7/24-25 -Steer Show Entry Completion for Fall Stock Shows, Waxahachie, TX
- 7/26 -Monthly TDA Private Applicator Training, Waxahachie, TX
- 7/30-8/2 -Texas A&M Beef Cattle Short course, College Station, TX

Mark Arnold

Name

County Extension Agent – Ag/Natural Resources

Title

Ellis

County

7/5/23

Date

TEXAS A&M AgriLife Extension Service
The Texas A&M University System
MONTHLY SCHEDULE OF TRAVEL

NAME: Mark Arnold

TITLE: County Extension Agent –
Ag/Natural Resources

COUNTY: Ellis

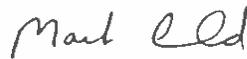
MONTH: 2023

DATE	SCOPE AND DESCRIPTION OF OFFICIAL TRAVEL	MILES TRAVELED	AMOUNT	
			MEALS	LODGING
5-1	Waxahachie-Ferris area-Producer Consult	39		
5-3	Waxahachie-Stephenville-Waxahachie area-In Service Training-ECYE meeting	185		
5-4	Waxahachie-Stephenville-return-In-Service Training	152		
5-5	Ennis/Waxahachie area-“Farm to Table” Event	27		
5-6	Waxahachie-West-Return-District 8 Roundup	87		
5-9	Waxahachie-Bardwell Area-Master Gardener meeting-Winter Grain Program	26		
5-20	Waxahachie-Angus area-Beef Production Educational Program	52		
5-22	Waxahachie Area-Budget Hearings	3		
5-23	Waxahachie Area-Ag Awareness Day-New Landowner Program	18		
5-24	Waxahachie Area-TDA Training	2		
5-25	Waxahachie Area-LAB Meeting-New Landowner Program	6		
5-30	Waxahachie Area-New Landowner Program	2		
5-31	Waxahachie Area-Beef Project Workshop	6		
	TOTAL	605		

Other expenses in field (list)

I hereby certify this is a true and correct report of travel (mileage) and other expenses incurred by me in performance of my official duties for the month shown.

Date: 6/1/2023 Signed:



Making a Difference *in Ellis County*

Texas A&M AgriLife Extension Monthly Report for County Commissioner's Court

Sidney Atchley

County Extension Agent – 4-H & Youth Development

Overview of Program Efforts for June 2023

- 06/01 Prepared 4-H Record Books with 2 youth.
- 06/02 Attended Southeast District 8 County Camp planning meeting. Facilitated District 8 4-H Council interviews. Met with Regional Program Leaders for 4-H Program Review.
- 06/03 Texas Junior Limousin Association State Show- judged photography and ads.
- 06/04 4-H youth attended Healthy Texas Youth Ambassador Training.
- 06/05 Departed for Texas 4-H Roundup with 9 youth.
- 06/06 Texas 4-H Roundup with 9 youth. Prepared for public speaking and livestock judging.
- 06/07 Texas 4-H Roundup with 9 youth. Prepared for contests. 1 youth received San Antonio Livestock Exposition Scholarship in the amount of \$20,000.
- 06/08 Texas 4-H Roundup with 9 youth. Public Speaking and Invitational Livestock Judging Contests. 1 youth selected to serve on 2023-2024 Texas 4-H State Council. 2 youth received Houston Livestock Show & Rodeo Scholarships in the amount of \$20,000 each.
- 06/09 Returned from Texas 4-H Roundup.
- 06/10 Swine Project visit with 2 youth, 1 adult.
- 06/12 District 8 4-H Horse Show with 9 youth, 6 adults.
- 06/13 District 8 4-H Horse Show with 9 youth, 6 adults.
- 06/14 Cattle Validation
- 06/15 Beef Project visit. County Recordbook Contest with 22 books.
- 06/16 Meeting with Ellis County Livestock Show & Rodeo Show Chair. Meeting with Ellis County Juvenile Justice Alternate Education Program. Rabbit project planning meeting with volunteer leader.
- 06/19 Cattle Validation
- 06/20 Cattle Validation
- 06/21 Surge Leadership Camp with 2 youth
- 06/22 Surge Leadership Camp with 2 youth
- 06/23 Surge Leadership Camp with 2 youth. Sorted cattle validation paperwork with ANR coworker.
- 06/24 Prepared 4-H Recordbooks for District 8 4-H Recordbook Contest.
- 06/26 Meeting with Ellis County Juvenile Justice Alternate Education Program. State Fair of Texas Validation for: sheep, goat, and swine.

- 06/27 Meeting with United Way of West Ellis County. Strong Teens Healthy Schools curriculum review. Worked with office staff on Club Chartering.
- 06/28 Cattle Validation. Meeting with Meadows Public Library to plan fall reading programs.
- 06/29 Ellis County 4-H Day Camp with 43 youth and 6 adult volunteers. Cattle Validation.
- 06/30 Cattle Validation. Uploaded validation paperwork with ANR coworker. Assisted youth with set up for the Cowboy Classic Cattle Jackpot.

Major programming highlights for June:

- 3 4-H youth received Texas 4-H Foundation Scholarships in the amount of \$20,000 each.
- 1 4-H youth elected to serve on the 2023-2024 Texas 4-H State Council
- 9 youth competed in state contest
- 37 small livestock species validated for the State Fair of Texas
- 183 head of cattle validated for the 2024 show year.

Major programming efforts and events planned for July:

- D8 4-H Recordbook Judging
- 4-H Summer Camps and 4-H Events
- 2023-2024 program planning

SUMMARY OF EDUCATIONAL CONTACTS FOR JUNE 2023

EDUCATIONAL PROGRAMS:

Programs	20
Participants	641

EDUCATIONAL CONTACTS:

4-H Site Visits	13
Telephone	76
Office Visits	32
E-Mails	48
Email Contacts	2,956

VOLUNTEER EFFORTS

Program	25
Volunteers	120
Contact Hours	

MEDIA OUTREACH

4-H Newsletter Contacts	832
Social Media Posts	18
Social Media Engagement	20,751
Social Media Followers	2,782



Sidney Atchley
CEA 4-HYD, Ellis County

Making a
Difference in Ellis County



Extension Monthly Report for County Commissioners Court

An overview of major programming efforts of Danae Hicks, County Extension Agent for Family and Community Health for the month of June 2023

- 6/1 Strong People, Strong Bodies at Ennis IOOF (**6 Participants**); Health and Wellness with Senior Citizens at Waxahachie Senior Center led by Master Wellness Volunteer (**14 Participants**); Reporting; News Letter Creation
- 6/2 4-H/Youth Development Program Planning Meeting; Social Media Campaign Creation for National Great Outdoors Month
- 6/4 Healthy Texas Youth Ambassador Summit, College Station (**183 Participants**)
- 6/5 Healthy Texas Youth Ambassador Summit, College Station (**183 Participants**); Fitness Foundations at Ennis IOOF (**2 participants**)
- 6/6 Car Seat Inspection (**2 participants**); StrongPeople Strong Bodies at Waxahachie Senior Center (**3 Participants**); Health and Wellness with Senior Citizens at Waxahachie Senior Center led by Master Wellness Volunteer(**18 Participants**)
- 6/7 Preparations for Woof Across Texas Recognition Luncheon at Waxahachie Senior Center; Meeting with Nancy Winn regarding Ellis County Emergency Preparedness Fair
- 6/8 Judging Healthy Life Styles Invitational at 4-H Roundup, College Station; Fitness Foundations at Ennis IOOF (**3 participants**); Health and Wellness with Senior Citizens at Waxahachie Senior Center led by Master Wellness Volunteer (**14 Participants**)
- 6/9 Personal Leave
- 6/12 StrongPeople, Strong Bodies at Ennis Golden Circle (**7 Participants**); StrongPeople Strong Bodies at Ennis IOOF (**7 Participants**)
- 6/13 Woof Across Texas Recognition Luncheon at Waxahachie Senior Center (**22 Participants**); StrongPeople Strong Bodies at Waxahachie Senior Center (**8 Participants**); Health and Wellness with Senior Citizens at Waxahachie Senior Center led by Master Wellness Volunteer (**20 Participants**)
- 6/14 Links to Success Virtual Training; Preparation for Mental Health First Aid Instructor Training
- 6/15 StrongPeople, Strong Bodies at Ennis Golden Circle (**10 Participants**); Fitness Foundations at Ennis IOOF (**6 Participants**); Woof Across Texas Wrap Up Party at Ennis IOOF (**7 Participants**); Health and Wellness with Senior Citizens at Waxahachie Senior Center led by Master Wellness Volunteer (**16 Participants**)
- 6/16 Completed Mental Health Instructor Application; Mental Health First Aid Instructor Course Pre-Work; News Letter Proofing
- 6/19 StrongPeople, Strong Bodies at Ennis IOOF (**7 Participants**); StrongPeople, Strong Bodies Fitness Test Scoring; Preparation for Master Wellness Volunteer Meeting;
- 6/20 Master Wellness Volunteer Meeting (**4 Participants**); StrongPeople, Strong Bodies at Waxahachie Senior Center (**5 Participants**); Health and Wellness with Senior Citizens at Waxahachie Senior Center led by Master Wellness Volunteer (**21 Participants**)
- 6/21 Social Media Post Creation; Program Preparation for Child Passenger Safety
- 6/22 StrongPeople, Strong Bodies at Ennis Golden Circle (**8 Participants**); Fitness Foundations at Ennis IOOF (**6 Participants**); Health and Wellness with Senior Citizens at Waxahachie Senior Center led by Master Wellness Volunteer led by Master Wellness Volunteer (**22 Participants**)
- 6/23 Entering StrongPeople, Strong Bodies Data into online Healthy Texas Portal; Migraine Awareness Month Press Release
- 6/26 StrongPeople, Strong Bodies at Ennis Golden Circle (**8 Participants**); StrongPeople, Strong Bodies at Ennis IOOF (**8 Participants**); 4th of July Safe Driving Press Release

- 6/27 StrongPeople, Strong Bodies at Waxahachie Senior Center (**7 Participants**); Health and Wellness with Senior Citizens at Waxahachie Senior Center led by Master Wellness Volunteer (**18 Participants**); News Letter Creation
- 6/28 Reporting, Updating CV and 2024 Program Planning
- 6/29 StrongPeople, Strong Bodies at Ennis Golden Circle (**8 Participants**); Health and Wellness with Senior Citizens at Waxahachie Senior Center (**21 Participants**); Fitness Foundations at Ennis IOOF (**5 Participants**)
- 6/30 Newsletter Creation; Reporting; Virtual Car Seat Safety Education (**1 Participant**); Car Seat Inspection (**2 Participants**)

Major Programming Efforts and Events Planned for July 2023:

- 7/3 StrongPeople, Strong Bodies at Ennis IOOF (7/13,7/17, 7/24, 7/31)
- 7/6 District 8 Record Book Judging in Hillsboro
Fitness Foundations at Ennis IOOF (7/10, 7/20, 7/27)
- 7/10-12 Youth Mental Health First Aid Instructor Training
- 7/18 Master Wellness Volunteer Meeting
FCH/BLT Program Area Committee Meeting
StrongPeople, Strong Bodies at Waxahachie Senior Center
- 7/24-28 TEA-FCS State Conference, Fredricksburg

Summary of Educational Contacts	
Educational Programs:	
Programs Presented	35
Program Participants	682
Educational Contacts:	
Telephone	9
Site/Office Visits	11
Email	79
Media Outreach:	
News Releases	8
News Article Reach	11,300
Social Media Posts	65
Social Media Reach	361 followers
Volunteer Efforts:	
Volunteer Hours	48.65
Volunteer Contacts	172

Signature:  County: Ellis

Title: County Extension Agent, Family and Community Health Date: 7/1/2023

COMMISSIONERS COURT AGENDA REQUEST

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Please fill out this form completely:

DATE: 07/13/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Mark Arnold

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Ellis County Agrilife Extension Agent

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: 07/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Consent Agenda - FY2023 Budget

Line Item Transfer

DECREASE 001-0050-508030 Furniture/Fixtures by \$300.00

DECREASE 001-0050-507030 Telephone by \$1,000.00

DECREASE 001-0050-508190 Computer Equipment by \$500.00

INCREASE 001-0050-508050 Conference by \$500.00

INCREASE 001-0050-508430 4H Travel by \$1,300.00

COMMISSIONERS COURT AGENDA REQUEST

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Please fill out this form completely:

DATE: 07/13/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Theresa Taylor

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Ellis County Human Resources Director

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: 07/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Consent Agenda - FY2023 Budget

Line Item Transfer

DECREASE 001-0425-508350 Safety/Training by \$154.00

INCREASE 001-0425-508050 Dues by \$154.00

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

PLEASE INCLUDE AN EXTRA ORIGINAL FOR CONTRACTS AND AGREEMENTS IF YOU REQUIRE AN ORIGINAL COPY RETURNED FOR YOUR FILES.

The **deadline** for submitting an agenda request with the supporting information is **12:00 noon on the Wednesday immediately preceding Commissioners Court**. This will give ample time for preparation of the agenda.

If you are not representing an organization, board, elected or appointed official, your agenda request must be filed through your respective Commissioner.

***All agreements, contracts and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners Court Agenda.**

Please fill out this form completely:

DATE: 07/14/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Brad Norman

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Ellis County Sheriff

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: 07/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Consent Agenda - FY2023 Budget

Line Item Transfer

DECREASE 001-001-0010-506940 Employee Recognition by \$351.81

INCREASE 042-0942-400870 Sheriff Forfeiture by \$325.00

INCREASE 001-0010-508850 Sales Tax by \$26.81



ELLIS COUNTY LINE ITEM ADJUSTMENT
FISCAL YEAR 2022-2023

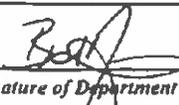
I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2022/2023 Budget as follows:

TRANSFER FROM:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0010-506940	Employee Recognition	\$ 351.81
	TOTAL	\$ 351.81

TRANSFER TO:

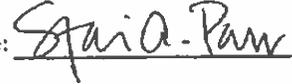
ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
042-0942-400870	Sheriff Forfeiture	\$ 325.00
001-0010-508850	Sales Tax	\$ 26.81
	TOTAL	\$ 351.81

	July 12, 2023 <i>Date Signed</i>	010 / SO <i>Department</i>
<i>Signature of Department Head</i>		

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS _____ DAY OF _____, 2022

_____ County Judge
 _____ Commissioner Precinct #1
 _____ Commissioner Precinct #2
 _____ Commissioner Precinct #3
 _____ Commissioner Precinct #4

Approved by County Auditor's Office: 

LLIS COUNTY SHERIFF'S OFFICE
Memorandum

Brad Norman, Sheriff
Phone (972) 825-4901
Fax (972) 825-4927



300 South Jackson
Waxahachie, TX 75165

Date: July 12, 2023

To: Janet Martin
Ellis County Auditor

From: Debra Brown
Ellis County Sheriff's Office
972-825-4972 voice

RE: Purchase of Duty Weapon for Anthony Golden

Attached is a line item adjustment for the duty weapon for Anthony Golden retirement. Funds are being transferred from the Employee Recognition line to the line the weapon was originally purchased from Sheriff Forfeiture line.

\$351.81 from line item 001-0010-506940

\$325.00 for weapon – line item 042-0942-400870

\$26.81 for taxes – line item 001-0010-508850

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

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***All agreements, contracts and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners Court Agenda.**

Please fill out this form completely:

DATE: 07/14/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Keith Roberts

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Ellis County Maintenance

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: 07/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Consent Agenda - FY2023 Budget

Line Item Transfer

DECREASE 001-0020-507020 Repairs by \$15,000.00

INCREASE 001-0020-507160 Courthouse Repairs by \$15,000.00

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at 2:00 p.m. every other Tuesday (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

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*All agreements, contracts and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners Court Agenda.

Please fill out this form completely:

DATE: 07/19/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Alberto Mares

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Department of Development

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: 07/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Consent Agenda - Budget FY2023

Line item transfer

DECREASE 001-0060-508080 Auto Gas \$2,500

001-0060-507030 Telephone \$ 300

INCREASE 001-0060-508190 Computer Equipment \$2,000

001-0060-508010 Supplies \$500

001-0060-508060 Dues \$300



Clear Form

ELLIS COUNTY LINE ITEM ADJUSTMENT

FISCAL YEAR 2022-23

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to the 2022-2023 Budget as follows:

TRANSFER FROM		
ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0060-508080	Auto Gas	\$2,500.00
001-0060-507030	Telephone	\$300.00
	TOTAL:	\$ 2800.00

TRANSFER TO		
ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0060-508190	Computer Equipment	\$2,000.00
001-0060-508010	Supplies	\$500.00
001-0060-508060	Dues	\$300.00
	TOTAL:	\$ 2800.00

Mark Marks

7/17/2023

Department of Development

Signature

Date

Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS _____ DAY OF _____

COUNTY JUDGE

COMMISSIONER PCT. 1

COMMISSIONER PCT. 2

COMMISSIONER PCT. 3

COMMISSIONER PCT. 4

REVIEWED BY COUNTY AUDITOR'S OFFICE:

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

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Please fill out this form completely:

DATE: 07/19/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Mike Jones

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Constable 4

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: 07/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Consent Agenda - FY2023 Budget

Line Item Transfer

DECREASE	001-0614-508080	Conference	\$1,500
	001-0614-508060	Bonds/Dues	\$ 450
INCREASE	001-0614-508010	Supplies	\$800
	001-0614-508020	Equipment	\$1,950

E. /

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

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Please fill out this form completely:

DATE: 07/19/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Janet S Martin, CPA, CFE

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Ellis County Maintenance

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: 07/25/2023

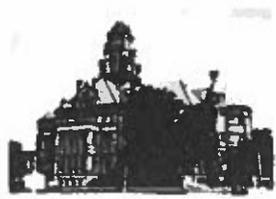
DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Consent Agenda - FY2023 Budget

Request for approval to disburse Property Tax Refunds in the amount of \$22,510.20 by the Ellis County Tax Assessor Collector.



ELLIS COUNTY TAX ASSESSOR AND COLLECTOR



Richard Rozier
Ellis County Tax Assessor/Collector

P.O. Drawer 188
Waxahachie, TX 75168-0188
(972) 825-5150
Fax (972) 825-5151

July 19, 2023

E-Mail: Richard.rozier@co.ellis.tx.us

Request for Approval July 25th, 2023 Commissioner's Court

Refund to be issued	Account #	Refund Amount
✓ Corelogic	263030	✓ \$3,572.75
✓ Melissa House	157953	✓ \$3,966.11
✓ Idaho Housing	288291	✓ \$2,805.33
✓ Colonial Savings	162130	✓ \$3,286.08
✓ Cornerstone Home Lending Inc.	272948	✓ \$2,550.04
✓ John Robert Flournoy	139465	✓ \$6,329.89
Total Refunds:		<u><u>\$22,510.20</u></u>

Rachel Conte Administrator - Property Tax

Todd Little, County Judge

Commission Perry, Pct. 3

Commissioner Stinson, Pct 1

Commissioner Butler, Pct. 4

Commissioner Grayson, Pct 2

Audited 07.19.2023
Jane M. Martin CPA, CFE



RICHARD ROZIER
 Ellis County Tax Assessor - Collector
 P. O. DRAWER 188
 WAXAHACHIE, TEXAS 75168-0188

Phone No.: 972-825-5150
 Fax No.: 972-825-5151

Print Date: 07/03/2023
 Deposit No.: 2022PAYC0001

CORELOGIC
 3001 HACKBERRY
 IRVING, TX 75063

Account Number 263030	
Legal Description of the Property LOT 10 BLK A OAK LEAF ESTATES 1.345 AC 2031 MEADOW VIEW DR 75154	
OWNER: MACK BYRON K & MARTIN KIMBERLY L	

2022 OVERAGE AMOUNT \$3,572.75

70: ELLIS COUNTY, 170: LTRD, 211: RED OAK ISD, 360: CITY OF OAK LEAF, 505: EC ESD #4 RED

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage/title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500.

APPLICATION FOR PROPERTY TAX REFUND

Step 1. Identify the refund recipient. Show information for whom ever will be receiving the refund.	Who should the refund be issued to			
	Name: CORELOGIC			
Step 2. Provide payment information. Please attach copies of cancelled checks or original receipts for all cash payments you made.	Address: 3001 Hackberry Rd Irving,			
	City, State, Zip: TX, 75063			
	Daytime Phone No.: (817)699-9389		E-Mail Address: StMarkham@corelogic.com	
Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage.	Payment made by	Check No.	Date Paid	Amount Paid
	CORELOGIC	250081627	19-DEC-22	\$1633108.65
	TOTAL AMOUNT PAID (sum of the above amounts)			
Step 4. Sign the form. Unsigned applications cannot be processed.	Please check one of the following			
	<input type="checkbox"/> I paid this account in error and I am entitled to the refund.			
	<input checked="" type="checkbox"/> I overpaid this account. Please refund the excess to the address listed in Step 1.			
This payment should have been applied to other tax account(s) and/or year(s) (listed below):				
By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. (If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under the Texas Penal Code, Sec. 37.10.)				
SIGNATURE OF REQUESTOR (REQUIRED)			DATE	
<i>Stephanie Markham-Corelogic</i>			<i>7/12/23</i>	
TAX OFFICE USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____ Date: _____				

This application must be completed, signed, and submitted with supporting documentation to be valid.



RICHARD ROZIER
 Ellis County Tax Assessor - Collector
 P. O. DRAWER 188
 WAXAHACHIE, TEXAS 75168-0188

*CCT-
 211200700*

Phone No.: 972-825-5150
 Fax No.: 972-825-5151

Print Date: 06/29/2023
 Deposit No.: W220217SG

CEDAR CREEK TITLE CO
 435 N GUN BARREL LANE
 GUN BARREL CITY, TX 75156

Account Number 157953	
Legal Description of the Property LOT 8 BLK 10 O T ENNIS 0.075 AC	
105 SW MAIN ST 75119	
OWNER: PETTI DAVID V & HERNANDEZ ERIKA	

2021 OVERAGE AMOUNT \$3,966.11

70: ELLIS COUNTY, 170: LTRD, 203: ENNIS ISD, 325: CITY OF ENNIS

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage/title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500.

APPLICATION FOR PROPERTY TAX REFUND

Step 1. Identify the refund recipient. Show information for whom ever will be receiving the refund.	Who should the refund be issued to:			
	Name: <i>Meissa Houze</i>			
	Address: <i>1206 Palmyra Rd</i>			
	City, State, Zip: <i>Palmer TX 75152</i>			
Daytime Phone No.: <i>469 744-4187</i>		E-Mail Address:		
Step 2. Provide payment information. Please attach copies of cancelled checks or original receipts for all cash payments you made.	Payment made by:	Check No.	Date Paid	Amount Paid
	<i>CedarCreek Title</i>	<i>17237</i>	<i>2/17/22</i>	<i>4239.29</i>
	TOTAL AMOUNT PAID (sum of the above amounts)			
Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage.	Please check one of the following:			
	<input type="checkbox"/>	I paid this account in error and I am entitled to the refund.		
	<input checked="" type="checkbox"/>	I overpaid this account. Please refund the excess to the address listed in Step 1.		
	<input type="checkbox"/>	This payment should have been applied to other tax account(s) and/or year(s) (listed below):		
Step 4. Sign the form. Unsigned applications cannot be processed.	By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. (If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under the Texas Penal Code, Sec. 37.10.)			
	SIGNATURE OF REQUESTOR (REQUIRED)			DATE
	<i>Miki Culum</i>			<i>7/11/23</i>
TAX OFFICE USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____ Date: _____				

This application must be completed, signed, and submitted with supporting documentation to be valid.

81297194



RICHARD ROZIER
Ellis County Tax Assessor - Collector
P. O. DRAWER 188
WAXAHACHIE, TEXAS 75168-0188

Phone No.: 972-825-5150
Fax No.: 972-825-5151

Print Date: 07/06/2023
Deposit No.: 22PAYLER0029

IDAHO HOUSING
565 W MYRTLE
BOISE, ID 83702

Account Number 288291	
Legal Description of the Property LOT 4 BLK C SADDLEBROOK EST PH 2A 01641 AC	
277 SCOUT DR 75165	
OWNER: MICHEL DOROTHY	

2022 OVERAGE AMOUNT \$2,805.33

70: ELLIS COUNTY, 170: LTRD, 212: WAXAHACHIE ISD, 390: CITY OF WAXAHACHIE, 393: WAXAHACHIE PID #1 (SF3)

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage/title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500

APPLICATION FOR PROPERTY TAX REFUND

Step 1. Identify the refund recipient.
Who should the refund be listed to
Show information for whomever will be receiving the refund

Name: Idaho Housing
Address: LERETA, LLC
901 CORPORATE CENTER DR
City, State, Zip: POMONA, CA 91768
Daytime Phone No.: 800-537-3821
E-Mail Address: _____

Step 2. Provide payment information.
Please attach copies of cancelled checks or original receipts for all cash payments you made.

Payment made by	Check No.	Date Paid	Amount Paid
TOTAL AMOUNT PAID (sum of the above amounts)			

Step 3. Provide reason for this refund.
Please list any accounts and/or years that you intended to pay with this overage.

Please check one of the following:

I paid this account in error and I am entitled to the refund.
 I overpaid this account. Please refund the excess to the address listed in Step 1.
 This payment should have been applied to other tax account(s) and/or year(s) (listed below): _____

Step 4. Sign the form.
Unsigned applications cannot be processed

By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. (If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under the Texas Penal Code, Sec. 37.10.)

SIGNATURE OF REQUESTOR (REQUIRED): Melina Martes
DATE: 7-10-23

TAX OFFICE USE ONLY: Approved Denied By: _____ Date: _____

This application must be completed, signed, and submitted with supporting documentation to be valid.



RICHARD ROZIER
 Ellis County Tax Assessor - Collector
 P. O. DRAWER 188
 WAXAHACHIE, TEXAS 75168-0188

Phone No.: 972-825-5150
 Fax No.: 972-825-5151

Print Date: 07/06/2023
 Deposit No.: 22PAYLER0020

49760491

COLONIAL SAVINGS FA
 2626 W FREEWAY BUILDING 8
 FORT WORTH, TX 76102

Account Number
 162130

Legal Description of the Property
 LOT 1 BLK 9 SUNSET NORTH #1 0.302 AC
 1204 SUNDALE ST 75119

OWNER: GARCIA JO & CATALINA SANCHEZ-
 VAZQUEZ, ETA

2022 OVERAGE AMOUNT \$3,286.08

70. ELLIS COUNTY, 170. LTRD, 203; ENNIS ISD, 323; CITY OF ENNIS

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage/title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500.

APPLICATION FOR PROPERTY TAX REFUND

Step 1. Identify the refund recipient. Show information for whomever will be receiving the refund.	Who should the refund be issued to			
	Name:	Colonial Savings		
Step 2. Provide payment information. Please attach copies of cancelled checks or original receipts for all cash payments you made.	Address:	LERETA, LLC 901 CORPORATE CENTER DR POMONA, CA 91768 800-537-3821		
	City, State, Zip:			
	Daytime Phone No.:	E-Mail Address:		
Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage.	Payment made by	Check No.	Due Paid	Amount Paid
	TOTAL AMOUNT PAID (sum of the above amounts)			
Step 4. Sign the form. Unsigned applications cannot be processed.	Please check one of the following			
	<input type="checkbox"/> I paid this account in error and I am entitled to the refund.			
	<input checked="" type="checkbox"/> I overpaid this account. Please refund the excess to the address listed in Step 1.			
<input type="checkbox"/> This payment should have been applied to other tax account(s) and/or year(s) (listed below):				
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SIGNATURE OF REQUESTOR (REQUIRED)			DATE	
Meyra Matus			7-10-23	

TAX OFFICE USE ONLY: Approved Denied By: _____ Date: _____

This application must be completed, signed, and submitted with supporting documentation to be valid.

17179

77780-97144840



RICHARD ROZIER
Ellis County Tax Assessor - Collector
P. O. DRAWER 188
WAXAHACHIE, TEXAS 75168-0188

Phone No.: 972-825-5150
Fax No.: 972-825-5151

Print Date: 07/06/2023
Deposit No.: 22PAYLER0042

CORNERSTONE HOME LENDING INC
DISBURSEMENT UNIT
901 CORPORATE CENTER DR
POMONA, CA 91768

Account Number
272948
Legal Description of the Property
LOT 12 BLK 6 HAWKINS MEADOWS PH 1 17 AC
3614 FLATBUSH AVE 76065

OWNER: TRENT JONATHAN R & HAILEY N

2022 OVERAGE AMOUNT \$2,550.04

70: ELLIS COUNTY, 170 LTRD, 20R; MIDLOTHIAN ISD, 354: CITY OF MIDLOTHIAN

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage/title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500.

APPLICATION FOR PROPERTY TAX REFUND

Step 1. Identify the refund recipient. Show information for whom ever will be receiving the refund	Who should the refund be issued to:			
	Name:	Cornerstone Home Lending - LERETA, LLC 901 CORPORATE CENTER DR POMONA, CA 91768 800-537-3821		
Step 2. Provide payment information. Please attach copies of cancelled checks or original receipts for all cash payments you made.	Address:			
	City, State, Zip:			
	Daytime Phone No.:	E-Mail Address:		
	Payment made by	Check No	Date Paid	Amount Paid
TOTAL AMOUNT PAID (sum of the above amounts)				
Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage.	Please check one of the following:			
	<input type="checkbox"/> I paid this account in error and I am entitled to the refund.			
	<input checked="" type="checkbox"/> I overpaid this account. Please refund the excess to the address listed in Step 1. <input type="checkbox"/> This payment should have been applied to other tax account(s) and/or year(s) (listed below):			
Step 4. Sign the form. Unsigned applications cannot be processed.	By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. (If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under the Texas Penal Code, Sec. 37.10.)			
	SIGNATURE OF REQUESTOR (REQUIRED)		DATE	
Myra M... (Signature)		7-10-23		

TAX OFFICE USE ONLY: Approved Denied By: _____ Date: _____

This application must be completed, signed, and submitted with supporting documentation to be valid.



RICHARD ROZIER
 Ellis County Tax Assessor - Collector
 P. O. DRAWER 188
 WAXAHACHIE, TEXAS 75168-0188

Phone No.: 972-825-5150
 Fax No.: 972-825-5151

Print Date: 06/27/2023
 Deposit No.: W220103TH1

JOHN ROBERT FLOURNOY
 PO BOX 225878
 DALLAS, TX 75222

Account Number 139465	
Legal Description of the Property LOT 3 BLK G OVILLA PARC- REV .506 AC 221 WILLIAMSBURG LN 75154	
OWNER: FLOURNOY JOHN R & PATRICIA	

2021 OVERAGE AMOUNT \$6,329.89

70: ELLIS COUNTY, 170: LTRD, 208: MIDLOTHIAN ISD, 362: CITY OF OVILLA

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage/title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500.

APPLICATION FOR PROPERTY TAX REFUND

Step 1. Identify the refund recipient. Show information for whom ever will be receiving the refund.	Who should the refund be issued to			
	Name: <i>Patricia Flournoy</i>			
	Address: <i>221 Williamsburg Ln</i>			
	City, State, Zip: <i>Ovilla, TX 75154</i>			
Step 2. Provide payment information. Please attach copies of cancelled checks or original receipts for all cash payments you made.	Daytime Phone No.:	E-Mail Address:		
	<i>214-246-8848</i>	<i>pfournoy@probris.me</i>		
	Payment made by	Check No.	Date Paid	Amount Paid
	TOTAL AMOUNT PAID (sum of the above amounts)			
Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage.	Please check one of the following:			
	<input type="checkbox"/>	I paid this account in error and I am entitled to the refund.		
	<input type="checkbox"/>	I overpaid this account. Please refund the excess to the address listed in Step 1.		
Step 4. Sign the form. Unsigned applications cannot be processed.	This payment should have been applied to other tax account(s) and/or year(s) (listed below):			
	By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. (If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under the Texas Penal Code, Sec. 37.10.)			
SIGNATURE OF REQUESTOR (REQUIRED)		DATE		
<i>Patricia Flournoy</i>		<i>7/12/23</i>		
TAX OFFICE USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____ Date: _____				

This application must be completed, signed, and submitted with supporting documentation to be valid.

2221750 20077602 8010046 87231 06 8626377 8198611 87853 1007154.COMM.CM2

pos Deposit no. Unit Seq no. no. type Amount Amount type no. 28888290-DAHO HOUSE



100%

100%

100%

11/20/2018



COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

PLEASE INCLUDE AN EXTRA ORIGINAL FOR CONTRACTS AND AGREEMENTS IF YOU REQUIRE AN ORIGINAL COPY RETURNED FOR YOUR FILES.

The **deadline** for submitting an agenda request with the supporting information is **12:00 noon on the Wednesday immediately preceding Commissioners Court.** This will give ample time for preparation of the agenda.

If you are not representing an organization, board, elected or appointed official, your agenda request must be filed through your respective Commissioner.

*All agreements, contracts and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners Court Agenda.

Please fill out this form completely:

DATE: 07/19/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Janet S Martin, CPA, CFE

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Auditor's Office

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: 07/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Consent Agenda Financial

Accept funds collected from CSCD to the Ellis County Sheriff's Office paid to reimburse expenses as Unanticipated Revenue.

Special Budget Request

Increase 001-0010-506970 Evidence Analysis and Testing



Ellis County Treasurer
 Cheryl Chambers
 101 W. Main Street, Suite 203
 Waxahachie TX 75165
 Phone: (972) 826-5127

Official Receipt
 Receipt Number:
 R2023-01773

Receipt Date:
 07/12/2023

COPY

Received From: ELLIS COUNTY SHERIFF

Comments: 6/30/2023 ECSO RESTITUTION: CAUSES 47714CR; 47715CR; 47699CR; 47716CR; 47718CR

Description	Account #	Amount
ECSO		\$430.00
MISC REIMBURSEMENTS	001-0010-400030	430.00

Check 706434 \$430.00 Total Amount \$430.00
 Total paid \$430.00
 Change \$0.00

Issued By: LHartley *LH* Batch: B07122023-00143

6313	ELLIS COUNTY SHERIFF'S OFFICE		06/30/23	\$430.00
PROBATIONER	CAUSE	REC AMT	CLAIM NO	
ODANIEL, AMANDA	47714CR	\$100.00	AG. REP. # 21-00573	
ODANIEL, AMANDA	47715CR	\$100.00	AG. REP. # 21-00574	
FONTAO, CESAR	47699CR	\$30.00	21-DFW-004399 #21-01588	
ODANIEL, DAVID BRIAN	47716CR	\$100.00	21-DFW-002766 #21-00573	
ODANIEL, DAVID BRIAN	47718CR	\$100.00	21-00574	

001-0010-400030
 Misc Reimb
 07.12.2023 430.00

2023

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE INK AND FOLIO HOLOGRAM

ELLIS COUNTY COMMUNITY SUPERVISION
 & CORRECTIONS DEPARTMENT
 202 CLIFT STREET
 WAXAHACHIE, TX 75165

FIRST FEDERAL BANK
 655-820-2832

706434
 80-112/1113
 47

CHECK NUMBER

DATE	AMOUNT
06/30/23	\$430.00

*****FOUR HUNDRED THIRTY DOLLARS & 0 CTS*****

TO THE ORDER OF: ELLIS COUNTY SHERIFF'S OFFICE
 RESTITUTION
 300 S JACKSON
 WAXAHACHIE, TEXAS 75165

VALID VALID VALID VALID VALID VALID
 AUTHORIZED SIGNATURE

⑈706434⑈ ⑆111301122⑆ ⑆47110083988⑈

CAUSE NO: 47714 CR

THE STATE OF TEXAS

VS.

AMANDA ODANIEL, DAVID
ODANIEL

IN THE
DISTRICT COURT
ELLIS COUNTY, TEXAS

MOTION FOR RESTITUTION

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW THE STATE OF TEXAS, by and through the undersigned Assistant District Attorney, and moves the Court to include in the terms and conditions of probation for this Defendant to pay the following amounts as restitution and reparation:

Total \$1311.25 for forensic analysis of evidence

The above-stated total should be ordered paid as directed by the Court to the following agency:

Ellis County Sheriff's Office
300 South Jackson Street
Waxahatchie, TX 75165
Re: Agency Report No. 21-00573

\$1,311.25 due
\$ 10.00 paid 5/31/23
\$1,301.25 remaining due
\$ 100.00 paid 6/30/23
\$1,201.25 remaining as of 7/11/23

WHEREFORE, the State of Texas requests the Court to Grant this Motion.

Respectfully submitted,

Patrick Wilson
Criminal District Attorney
ELLIS COUNTY, TEXAS

By _____
Assistant District Attorney
State Bar Number _____

CAUSE NO. 47715CR

THE STATE OF TEXAS

IN THE _____

VS.

DISTRICT COURT

AMANDA ODANIEL DAVID
ODANIEL

ELLIS COUNTY, TEXAS

MOTION FOR RESTITUTION

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW THE STATE OF TEXAS, by and through the undersigned Assistant District Attorney, and moves the Court to include in the terms and conditions of probation for this Defendant to pay the following amounts as restitution and reparation:

Total \$680.00 for forensic analysis of evidence

The above-stated total should be ordered paid as directed by the Court to the following agency:

Ellis County Sheriff's Office
300 South Jackson Street

\$ 680.00 due
\$ 180.00 paid 5/31/23

Waxahachie, TX 75165

\$ 500.00 remaining due
\$ 100.00 paid 6/30/23

Re: Agency Report No. 21-00574

\$ 400.00 remaining as of 7/11/23

WHEREFORE, the State of Texas requests the Court to Grant this Motion.

Respectfully submitted,

Ann Montgomery
Criminal District Attorney
ELLIS COUNTY, TEXAS

By _____
Assistant District Attorney

State Bar Number _____

CAUSE NO. 47699CR

THE STATE OF TEXAS

VS.

CESAR FONTAO

IN THE _____

DISTRICT COURT

ELLIS COUNTY, TEXAS

MOTION FOR RESTITUTION

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW THE STATE OF TEXAS, by and through the undersigned Assistant District Attorney, and moves the Court to include in the terms and conditions of probation for this Defendant to pay the following amounts as restitution and reparation:

Total \$240.00 for forensic analysis of evidence

The above-stated total should be ordered paid as directed by the Court to the following agency:

Ellis County Sheriff's Office
300 South Jackson Street

Waxahachie, TX 75165

Re: Agency Report No. 21-01588

\$240.00	
<u>\$ 10.00</u>	paid 3/31/23
\$ 230.00	
<u>\$ 100.00</u>	paid 5/31/23
\$ 130.00	remaining due
<u>\$ 30.00</u>	paid 6/30/23
\$ 100.00	remaining as of 7/11/23

WHEREFORE, the State of Texas requests the Court to Grant this Motion.

Respectfully submitted,

Patrick Wilson
Criminal District Attorney
ELLIS COUNTY, TEXAS

By _____
Assistant District Attorney
State Bar Number _____

CAUSE NO. 47716CR

THE STATE OF TEXAS

VS.

AMANDA ODANIEL DAVID
ODANIEL

IN THE

DISTRICT COURT

ELLIS COUNTY, TEXAS

MOTION FOR RESTITUTION

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW THE STATE OF TEXAS, by and through the undersigned Assistant District Attorney, and moves the Court to include in the terms and conditions of probation for this Defendant to pay the following amounts as restitution and reparation:

Total \$1311.25 for forensic analysis of evidence

The above-stated total should be ordered paid as directed by the Court to the following agency:

Ellis County Sheriff's Office
300 South Jackson Street
Waxahachie, TX 75165

Re: Agency Report No. 21-00523

\$1,311.25	due
A 10.00	paid 5/31/23
<u>\$1,301.25</u>	remaining due
A 100.00	paid 6/30/23
<u>\$1,201.25</u>	remaining as of 7/11/23

WHEREFORE, the State of Texas requests the Court to Grant this Motion.

Respectfully submitted,

Patrick Wilson
Criminal District Attorney
ELLIS COUNTY, TEXAS

By _____
Assistant District Attorney
State Bar Number _____

CAUSE NO. 47718CR

THE STATE OF TEXAS
VS.
AMANDA ODANIEL DAVID
ODANIEL

• IN THE
• DISTRICT COURT
• ELLIS COUNTY, TEXAS

MOTION FOR RESTITUTION

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW THE STATE OF TEXAS, by and through the undersigned Assistant District Attorney, and moves the Court to include in the terms and conditions of probation for this Defendant to pay the following amounts as restitution and reparation:

Total \$680.00 for forensic analysis of evidence

The above-stated total should be ordered paid as directed by the Court to the following agency:

Ellis County Sheriff's Office	\$680.00	due
300 South Jackson Street	\$100.00	paid 3/31/23
	\$580.00	remaining due
Waxahachie, TX 75165	\$100.00	paid 5/11/23
	\$480.00	remaining due
Re: Agency Report No. <u>21-01574</u>	\$100.00	paid 6/30/23
	\$380.00	remaining as of 7/11/23

WHEREFORE, the State of Texas requests the Court to Grant this Motion.

Respectfully submitted,

Ann Montgomery
Criminal District Attorney
ELLIS COUNTY, TEXAS

By _____
Assistant District Attorney
State Bar Number _____

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

PLEASE INCLUDE AN EXTRA ORIGINAL FOR CONTRACTS AND AGREEMENTS IF YOU REQUIRE AN ORIGINAL COPY RETURNED FOR YOUR FILES.

The **deadline** for submitting an agenda request with the supporting information is **12:00 noon on the Wednesday immediately preceding Commissioners Court.** This will give ample time for preparation of the agenda.

If you are not representing an organization, board, elected or appointed official, your agenda request must be filed through your respective Commissioner.

***All agreements, contracts and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners Court Agenda.**

Please fill out this form completely:

DATE: July 12, 2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Cheryl Chambers

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Treasurer

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: July 25, 2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

To discuss and possible approval of Brinks Invoices and/or Brinks contract.



**Department of Development Agenda Items
 Ellis County Commissioners' Court -
 Tuesday, July 25, 2023
 2:00 PM**

REGULAR AGENDA

Agenda Item No. 1.1

Discussion, consideration & action on a replat of India Acres Addition, Tracts 17A1 & 17A2. The property contains ± 6.994 acres of land located on the north side of Ridgewood Drive, ± 1,090 feet west of the intersection of Ridgewood Drive and Rainier Court, in the extraterritorial jurisdiction (ETJ) of the City of Ferris, Road and Bridge Precinct No. 1.

Agenda Item No. 1.2

Discussion, consideration & action on a plat of Moody 2, Lot 1 Block A. The property contains ± 1.139 acres of land located on the south side of Boyce Road, ± 3,300 feet west of the intersection of Boyce Road and Old Boyce Road, in the extraterritorial jurisdiction (ETJ) of the City of Waxahachie, Road and Bridge Precinct No. 1.

Agenda Item No. 1.3

Discussion, consideration & action on a plat of Jimmy's Corner, Lot 1, Block A. The property contains ± 0.9092 acres of land in the Ellis County School Land Survey, Abstract No. 329, located at the southwest corner of State Hwy. 34 and Old Blooming Grove Road, Avalon, Road and Bridge Precinct No. 2.

Agenda Item No. 1.4

Discussion, consideration & action on a plat of Calstep Addition. The property contains ± 5.00 acres of land in the Ellis County School Land Survey, Abstract No. 328, located on the west side of Hwy. 77, ± 1,880 feet northwest of the intersection of Johnston Road and Hwy. 77, in the extraterritorial jurisdiction (ETJ) of the City of Waxahachie, Road and Bridge Precinct No. 3.

Agenda Item No. 1.5

Discussion, consideration & action to release a performance bond and accept maintenance bonds for The Ranch at Stone Hill. The property contains ± 125.00 acres of land, located at the intersection of Greathouse Road and Greathouse Circle, Waxahachie, Road & Bridge Precinct No. 3.

Agenda Item No. 1.6

Discussion, consideration, and action to release a maintenance bond and accept the infrastructure for Bella Vista. The property contains ± 40.730 acres of land, located on the north side of FM 875 ± 1,725 feet west of the intersection of FM 875 and Skinner Road, in the extraterritorial jurisdiction (ETJ) of the City of Midlothian, Road and Bridge Precinct No. 4.

Agenda Item No. 1.7

Discussion, consideration & action on a replat Tanglewood Addition, Lot 2R, Block 1. The property contains ± 4.335 acres of land in the J. Chamblee Survey, Abstract No. 192, located on the north side of East Wyatt Road, ± 775 feet east of the intersection of East Wyatt Road and North Wyatt Road, in the extraterritorial jurisdiction of Midlothian, Road and Bridge Precinct No. 4.

EXECUTIVE SESSION

MUD updates

ELLIS COUNTY COMMISSIONERS' COURT

Report from: Department of Development

Court Date: July 25, 2023



AGENDA ITEM NO. 1.1
Replat | India Acres Add., Tracts 17A1 & 17A2, Pct. No. 1

CASE TYPE:

- Amendment
- Plat**
- Subdivision Bond
- Variance
- Other

IDENTIFYING LANDMARK:

Parcel ID No. 151438, 294641

APPLICANT(s):

Adrian & LaDonda Thompson,
Susan Belknap

ATTACHMENTS:

- 1) Location Map
- 2) Plat

AUTHORED BY:

Sara Garcia
Planning Manager/Asst. Director

APPROVED BY:

Alberto Mares, AICP, DR, CPM
Director of Planning & Development

STAFF RECOMMENDATION:

- Approve, as presented**
- Approve with conditions
(See Final Analysis header)
- Continue/Table request
- Deny request

AGENDA CAPTION:

Discussion, consideration & action on a replat of India Acres Addition, Tracts 17A1 & 17A2. The property contains ± 6.994 acres of land located on the north side of Ridgewood Drive, ± 1,090 feet west of the intersection of Ridgewood Drive and Rainier Court, in the extraterritorial jurisdiction (ETJ) of the City of Ferris, Road and Bridge Precinct No. 1.

EXECUTIVE SUMMARY:

- The applicant wishes to replat the property to create one (1) additional lot for residential use, for a total of two (2) lots. This will also legitimize a previous illegal subdivision of the property.
- The City of Ferris approved this replat on May 15, 2023.
- The Commissioners Court approved the last replat of this property on December 21, 2007. The original final plat of India Acres was approved on December 10, 1982,

THOROUGHFARE PLAN & EXISTING* RIGHT OF WAY DEDICATION INFORMATION:		
NAME & WIDTH	DEDICATION REQUIRED	DEDICATION SHOWN
Ridgewood Dr.	60 ft. from the centerline of the road	None; ± 60 ft. existing right-of-way dedication by original plat
Source:	Ellis County MTP	

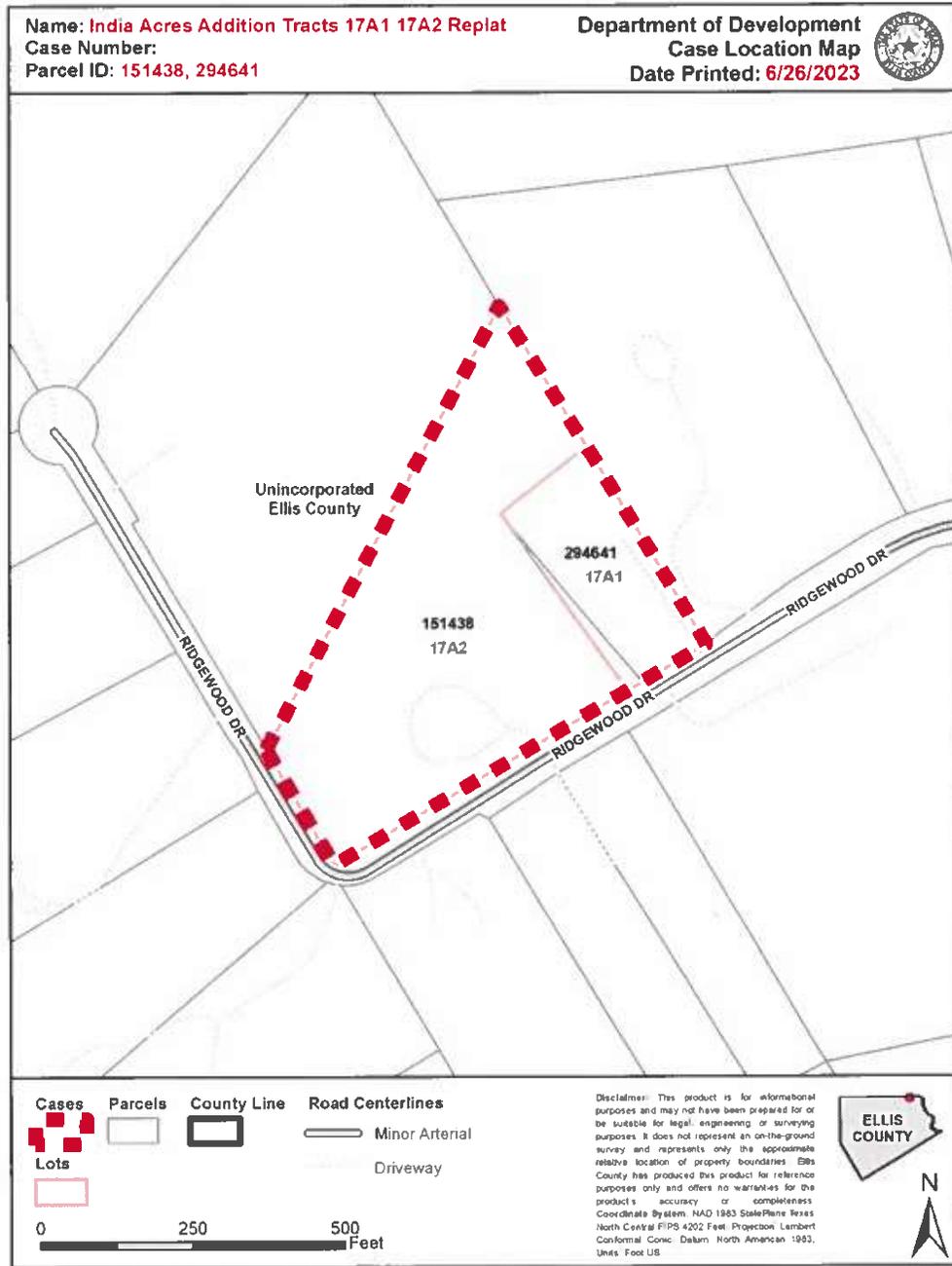
WATER SERVICE:		
PROVIDER	LINE SIZE	DATE AVAILABILITY CONFIRMED
Rockett SUD	2-inch	June 23, 2023

NOTIFICATION REQUIREMENT (if applicable)

TYPE	SENT/ADVERTISED	TOTAL NOTIFIED
Newspaper - Waxahachie Sun	June 21 & 28, 2023 July 12, 2023	N/A
County Website	June 23, 2023	N/A
Certified Mail	June 23, 2023	Fifty (50) residents within the subdivision

FINAL ANALYSIS:

Upon reviewing the proposed plat, staff confirms that this replat application meets the County's current subdivision regulations and recommends **approval** of this plat as presented.



96 598586 32 535326 Author: nick.magnus GIS@co.ellis.tx.us Date Printed: 6/26/2023 G:\GIS\Maps\Templates\Ellis\County Layouts\11 DOD\DOC Case Location.mxd

ELLIS COUNTY COMMISSIONERS' COURT

Report from: Department of Development

Court Date: July 25, 2023



AGENDA ITEM NO. 1.2
Moody 2, Pct. No. 1

CASE TYPE:

- Amendment
- Plat**
- Subdivision Bond
- Variance
- Other

IDENTIFYING LANDMARK:

Parcel ID No. 189308

APPLICANT(s):

Tony Moody

ATTACHMENTS:

- 1) Location Map
- 2) Plat

AUTHORED BY:

Sara Garcia
Planning Manager/Asst. Director

APPROVED BY:

Alberto Mares, AICP, DR, CPM
Director of Planning & Development

STAFF RECOMMENDATION:

- Approve, as presented**
- Approve with conditions
(See Final Analysis header)
- Continue/Table request
- Deny request

AGENDA CAPTION:

Discussion, consideration & action on a plat of Moody 2, Lot 1 Block A.
The property contains ± 1.139 acres of land located on the south side of Boyce Road, ± 3,300 feet west of the intersection of Boyce Road and Old Boyce Road, in the extraterritorial jurisdiction (ETJ) of the City of Waxahachie, Road and Bridge Precinct No. 1.

EXECUTIVE SUMMARY:

- The applicant wishes to plat the property to create one (1) lot for residential use.
- The City of Waxahachie approved this plat on July 11, 2023.

THOROUGHFARE PLAN & EXISTING* RIGHT OF WAY DEDICATION INFORMATION:		
NAME & WIDTH	DEDICATION REQUIRED	DEDICATION SHOWN
Boyce Rd.	40 ft. from the centerline of the road	± 40 ft. right-of-way dedication by this plat
Source:	Ellis County MTP	

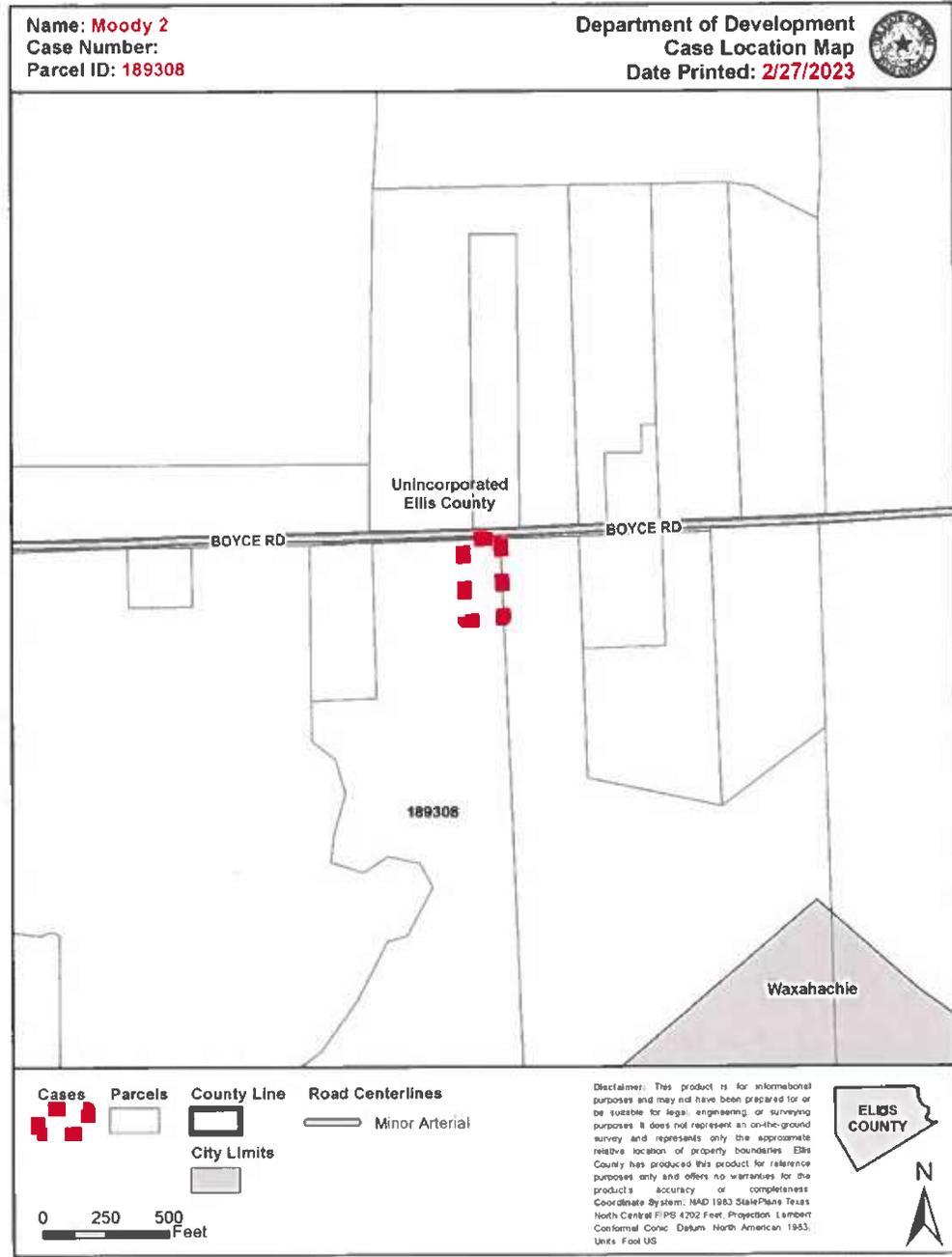
WATER SERVICE:		
PROVIDER	LINE SIZE	DATE AVAILABILITY CONFIRMED
Rockett SUD	1 ½ -inch	March 2, 2023

NOTIFICATION REQUIREMENT (if applicable)

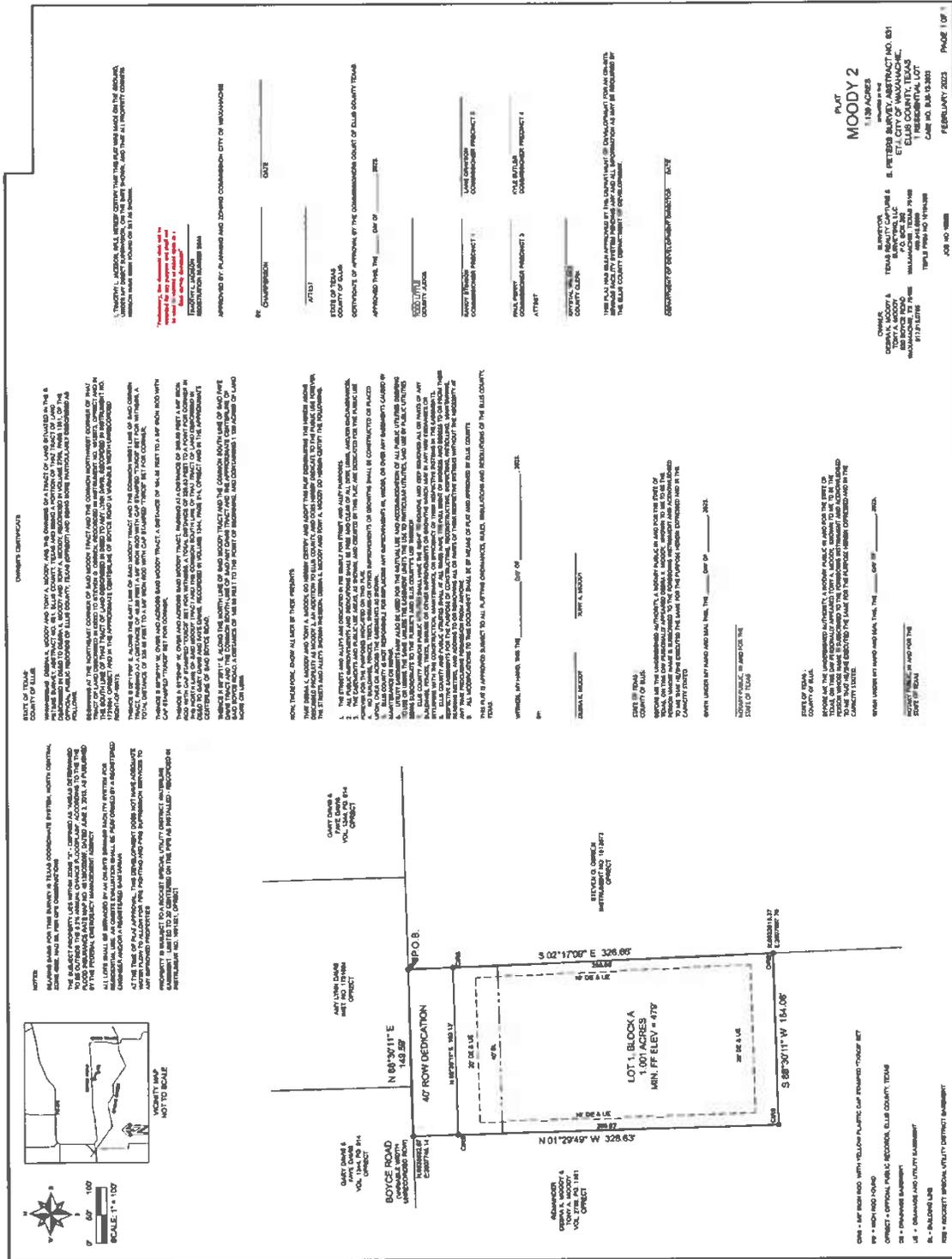
TYPE	SENT/ADVERTISED	TOTAL NOTIFIED
N/A	N/A	N/A

FINAL ANALYSIS:

Upon reviewing the proposed plat, staff confirms that this plat application meets the County's current subdivision regulations and recommends **approval** of this plat as presented.



-98.752464 32.401918 Author: nick.meguire GIS@co.ellis.tx.us Date Printed: 2/27/2023 G:\GIS\MapTemplates\Ellis County Layout\111 DOD\000 Case Location.mxd



STATE OF MISSISSIPPI
 COUNTY OF CLAY
 I, the undersigned, being a duly qualified and authorized officer of the State of Mississippi, do hereby certify that the foregoing is a true and correct copy of the original plat as the same appears on file in the office of the Register of Deeds for the County of Clay, Mississippi, and that the same has been duly recorded in the office of the Register of Deeds for the County of Clay, Mississippi, on this 14th day of February, 2023.

APPROVED BY: _____ DATE: _____
 REGISTER OF DEEDS
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 1
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 2
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 3
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 4
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 5
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 6
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 7
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 8
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 9
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 10
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 11
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 12
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 13
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 14
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 15
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 16
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 17
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 18
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 19
 CLAY COUNTY, MISSISSIPPI

APPROVED BY: _____ DATE: _____
 CLAY COUNTY COMMISSIONER DISTRICT 20
 CLAY COUNTY, MISSISSIPPI

ELLIS COUNTY COMMISSIONERS' COURT

Report from: Department of Development

Court Date: July 25, 2023



AGENDA ITEM NO. 1.3
Jimmy's Corner Lot 1, Block A, Pct. No. 2

CASE TYPE:

- Amendment
- Plat**
- Subdivision Bond
- Variance
- Other

IDENTIFYING LANDMARK:

Parcel ID No. 183046

APPLICANT(s):

Jimmy Brown

ATTACHMENTS:

- 1) Location Map
- 2) Plat

AUTHORED BY:

Sara Garcia
 Planning Manager/Asst. Director

APPROVED BY:

Alberto Mares, AICP, DR, CPM
 Director of Planning & Development

STAFF RECOMMENDATION:

- Approve, as presented**
- Approve with conditions
(See Final Analysis header)
- Continue/Table request
- Deny request

AGENDA CAPTION:

Discussion, consideration & action on a plat of Jimmy's Corner, Lot 1, Block A. The property contains ± 0.9092 acres of land in the Ellis County School Land Survey, Abstract No. 329, located at the southwest corner of State Hwy. 34 and Old Blooming Grove Road, Avalon, Road and Bridge Precinct No. 2.

EXECUTIVE SUMMARY:

- The applicant wishes to plat the property to create one (1) lot for commercial use.
- Avalon Water and Sewer Service Corporation approved one new meter and wastewater tap for this property on June 15, 2023.
- No lot size variance is required as this property has access and is connected to sewer.

THOROUGHFARE PLAN & EXISTING* RIGHT OF WAY DEDICATION INFORMATION:		
NAME & WIDTH	DEDICATION REQUIRED	DEDICATION SHOWN
Old Bloominggrove Road	30 ft. from the centerline of the road	± 25 ft. right-of-way dedication by this plat
Source:	Ellis County MTP	

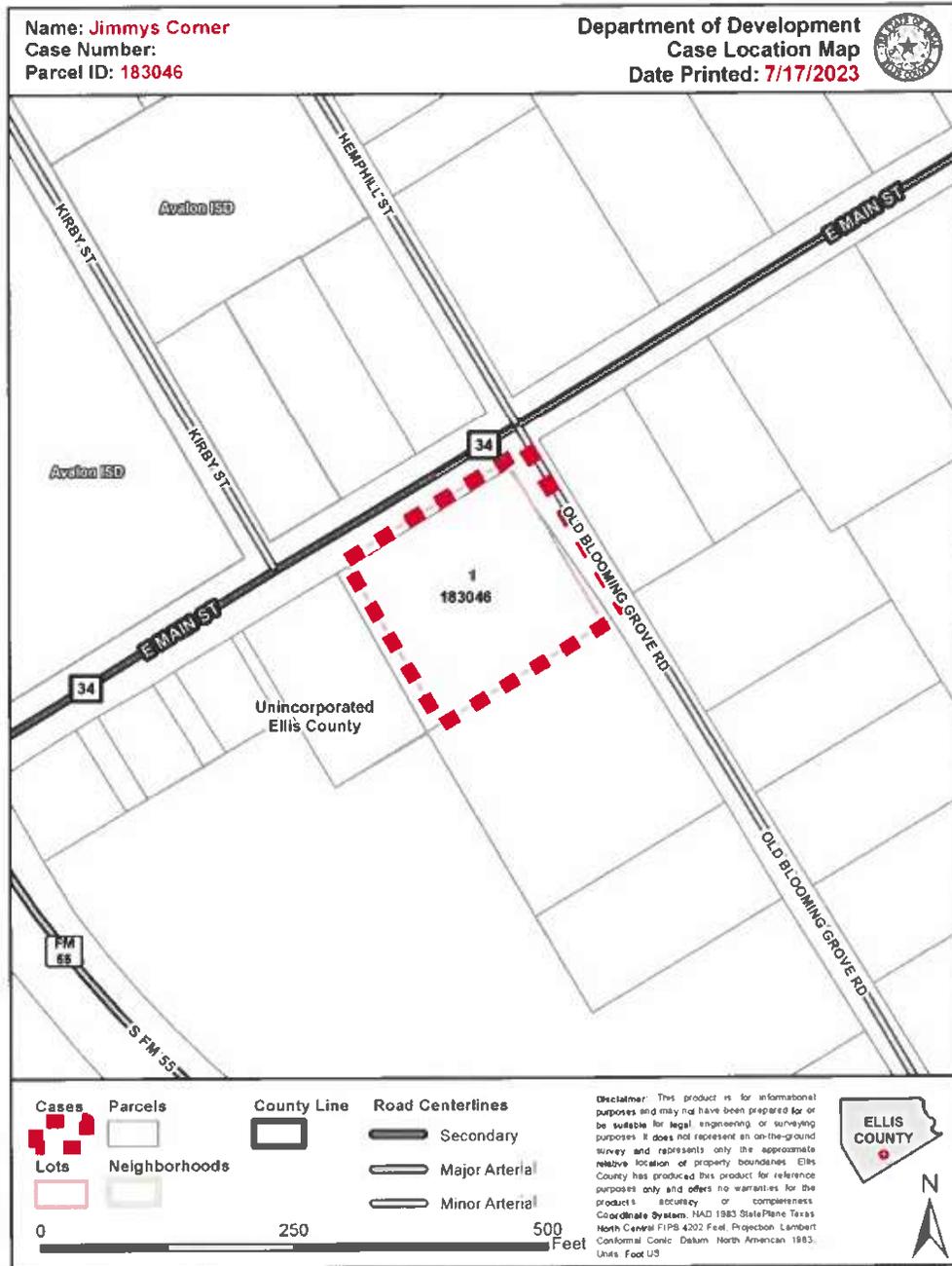
WATER SERVICE:		
PROVIDER	LINE SIZE	DATE AVAILABILITY CONFIRMED
Avalon Water	n/a	June 15, 2023

NOTIFICATION REQUIREMENT (if applicable)

TYPE	SENT/ADVERTISED	TOTAL NOTIFIED
N/A	N/A	N/A

FINAL ANALYSIS:

Upon reviewing the proposed plat, staff confirms that this plat application meets the County's current subdivision regulations and recommends **approval** of this plat as presented.



96 786149 32 205245 Author: rick magnis GIS@co.ellis.tx.us Date Printed: 7/17/2023 G:\GIS\Maps\Templates\Ellis County Layout\111 DOD\000 Case Location.mxd

ELLIS COUNTY COMMISSIONERS' COURT

Report from: *Department of Development*

Court Date: *July 25, 2023*



AGENDA ITEM NO. 1.4
Calstep Addition, Pct. No. 3

CASE TYPE:

- Amendment
- Plat**
- Subdivision Bond
- Variance
- Other

IDENTIFYING LANDMARK:

Parcel ID No. 201217

APPLICANT(s):

Jay Childs, P.E.

ATTACHMENTS:

- 1) Location Map
- 2) Plat

AUTHORED BY:

Sara Garcia
Planning Manager/Asst. Director

APPROVED BY:

Alberto Mares, AICP, DR, CPM
Director of Planning & Development

STAFF RECOMMENDATION:

- Approve, as presented
- Approve with conditions**
(See Final Analysis header)
- Continue/Table request
- Deny request

AGENDA CAPTION:

Discussion, consideration & action on a plat of Calstep Addition. The property contains ± 5.00 acres of land in the Ellis County School Land Survey, Abstract No. 328, located on the west side of Hwy. 77, ± 1,880 feet northwest of the intersection of Johnston Road and Hwy. 77, in the extraterritorial jurisdiction (ETJ) of the City of Waxahachie, Road and Bridge Precinct No. 3.

EXECUTIVE SUMMARY:

- The applicant wishes to plat the property to create one (1) lot for commercial use.
- The City of Waxahachie P&Z Commission will act on this plat at their meeting on July 25, 2023.

THOROUGHFARE PLAN & EXISTING* RIGHT OF WAY DEDICATION INFORMATION:

NAME & WIDTH	DEDICATION REQUIRED	DEDICATION SHOWN
Hwy. 77	60 ft. from the centerline of the road	± 10 ft. right-of-way dedication by this plat
Source:	Ellis County MTP	

WATER SERVICE:

PROVIDER	LINE SIZE	DATE AVAILABILITY CONFIRMED
Nash Forreston WSC	6-inch	March 3, 2023

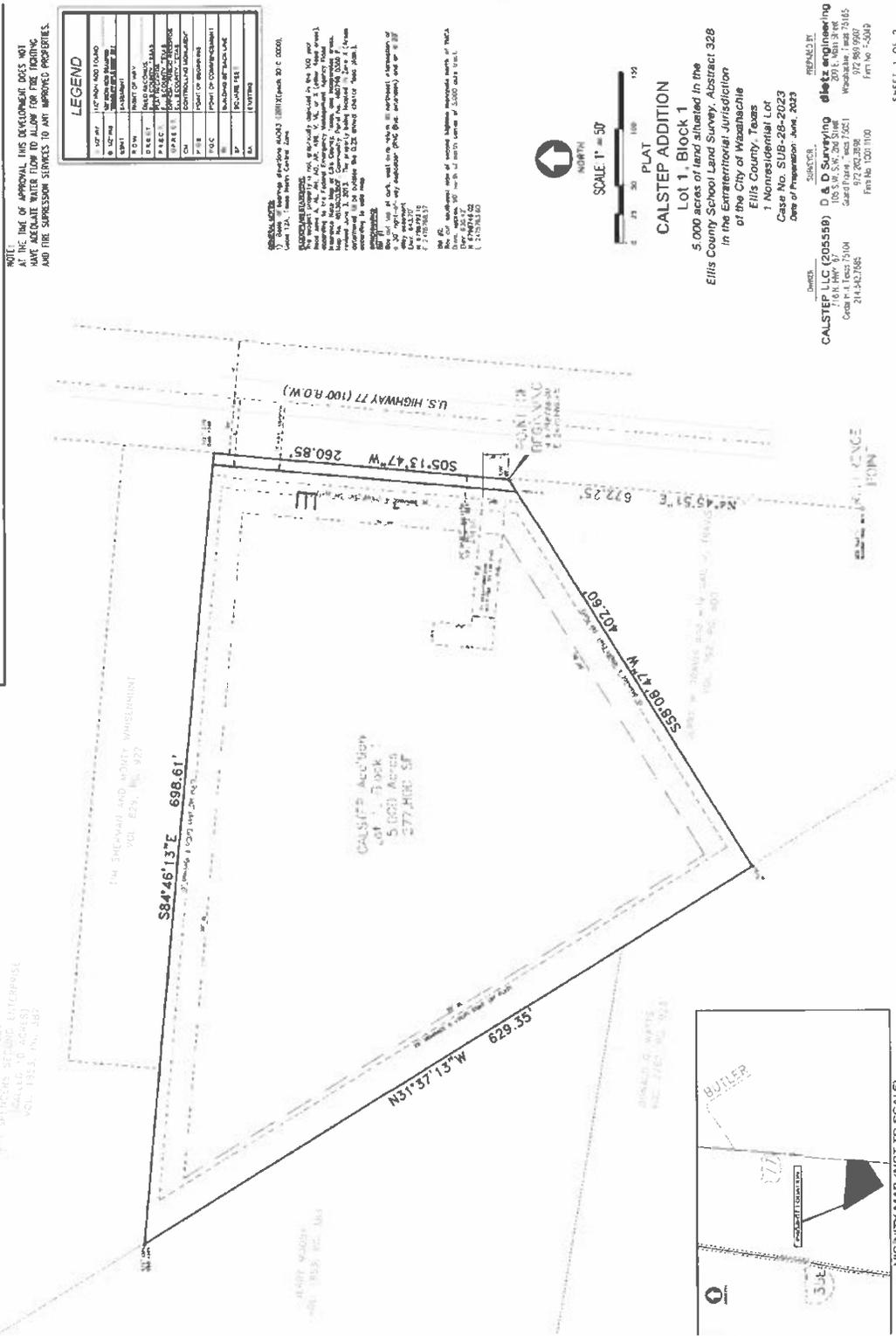
NOTIFICATION REQUIREMENT (if applicable)

TYPE	SENT/ADVERTISED	TOTAL NOTIFIED
N/A	N/A	N/A

FINAL ANALYSIS:

Upon reviewing the proposed plat, staff confirms that this plat application meets the County's current subdivision regulations and recommends **approval** of this plat, subject to the following condition:

1. Approval of this plat by the City of Waxahachie at their meeting on Tuesday, July 25, 2023.



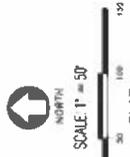
NOTE: AT THE TIME OF APPROVAL THIS DEVELOPMENT DOES NOT MEET THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE SUBSESSOR AGREES TO ANY UNLAWFUL PROPERTIES.

LEGEND

1/4\"/>

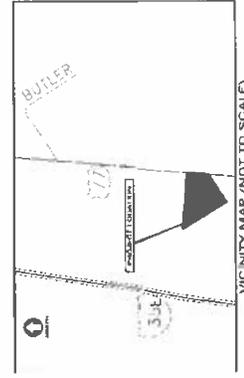
RECORDS:
 1. State of Texas, State Survey 3010 (2008), Lot 13A, Town North Central Zone.

REFERENCES:
 1. Survey 3010 (2008), 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.



CALSTEP ADDITION
Lot 1, Block 1
 5.000 acres of land situated in the
 Ellis County School Land Survey, Abstract 328
 in the Extraterritorial Jurisdiction
 of the City of Wabashville
 Ellis County, Texas
 1 Nonresidential Lot
 Case No. SUB-28-2023
 Date of Preparation: June, 2023

PREPARED BY:
 SURVEYOR
D. A. D. SURVEYING
 103 S. W. 206 Street
 Wabashville, Texas 75165
 972.969.9900
 Fax No. 972.969.9900



ELLIS COUNTY COMMISSIONERS' COURT

Report from: *Department of Development*

Court Date: *July 25, 2023*



AGENDA ITEM NO. 1.5
The Ranch at Stone Hill PB Release, MB Acceptance – Pct. No. 3

CASE TYPE:

- Amendment
- Plat
- Subdivision Bond**
- Variance
- Other

IDENTIFYING LANDMARK:

Parcel ID No. 283990

APPLICANT(s):

Greathouse Road Partners, LLC

ATTACHMENTS:

- 1) Maintenance Bond
- 2) Court Order

AUTHORED BY:

Sara Garcia
Planning Manager/Asst. Director

APPROVED BY:

Alberto Mares, AICP, DR, CPM
Director of Planning & Development

STAFF RECOMMENDATION:

- Approve, as presented**
- Approve with conditions

AGENDA CAPTION:

Discussion, consideration & action to release a performance bond and accept maintenance bonds for the Ranch at Stone Hill. This property contains ± 125.00 acres of land, located at the intersection of Greathouse Road and Greathouse Circle, Waxahachie, Road & Bridge Precinct No. 3.

EXECUTIVE SUMMARY:

- The applicant requests that the County release Performance Bond No. 327559 in the amount of \$2,483,746.07.
- In its place, the following maintenance bonds will replace it upon acceptance.
 - Maintenance Bond No. 333255 in the amount of \$597,422.59 issued by NGM Insurance Co for drainage.
 - Maintenance Bond No. MNT9412506 in the amount of \$819,317.48 issued by Fidelity & Deposit Co. of Maryland for paving.
- The Court approved this plat on October 18, 2022 (Instrument No. 2243943).
- The County accepted the performance bond for The Ranch at Stone at its meeting on July 26, 2022 (Agenda Item No. 1.3).

FINAL ANALYSIS:

Staff recommends that the Commissioners' Court proceed in the manner described below:

- **Approve** this request to **release Performance Bond No. 327559** in the amount of \$2,483,746.07 for The Ranch at Stone Hill, issued by NGM Insurance Company.
- **Approve** this request to **accept Maintenance Bond No. 333255** in the amount of \$97,422.59 issued by NGM Insurance Co for drainage, and
- **Approve** this request to **accept Maintenance Bond No. MNT9412506** in the amount of \$819,317.48 issued by Fidelity and Deposit Co. of Maryland for paving.

Bond #333255

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Circle H Contractors, LP as Principal(s), and the NGM Insurance Company, a corporation existing under the laws of the State of Florida and duly authorized and licensed to do business in the State of Texas as a Surety, are held and firmly bound unto Ellis County Judge Todd Little, or their Successor(s) in office, in the penal sum of Five hundred ninety seven thousand four hundred twenty two & 59/100(USD) (\$597,422.59), for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

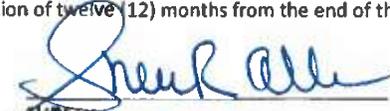
Signed, sealed and dated this 23rd day of September, 2022 .

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas, the above-named Principal(s) did on this 20th day of January, 2020 enter into a contract with Ellis County Judge Todd Little, or their successors in office, for the construction of Storm in the subdivision, The Ranch at Stone Hill, to the satisfaction of the Ellis County Department of Development.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Circle H Contractors, LP shall maintain and make good all defects appearing in the work performed by Circle H Contractors, LP due to faulty workmanship or materials which may develop during the period of twenty (24) months from date of acceptance the date of completion and final acceptance of said work, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, That no claim, suit or action by reason of any default of the Principal shall be brought hereunder after the expiration of twelve (12) months from the end of the maintenance period as herein set forth.

PRINCIPAL(S)


SURETY

PRINTED NAME

Sheri R Allen
PRINTED NAME

TITLE

Attorney-in-Fact
TITLE

**COMMISSIONERS COURT OF ELLIS COUNTY
ORDER NO. _____**

On this, the 25th day of July 2023, the Commissioners' Court of Ellis County, Texas, convened in a regular session of said court on the 2nd Floor of the Ellis County Historic Courthouse located at 101 West Main Street, Waxahachie, Texas, with the following members present to wit:

COUNTY JUDGE:

- Judge Todd Little

COMMISSIONERS:

- Randy Stinson, Commissioner, Pct. 1
- Paul Perry, Commissioner, Pct. 3
- Lane Grayson, Commissioner, Pct. 2
- Kyle Butler, Commissioner, Pct. 4

AND AMONG OTHER PROCEEDINGS, THE FOLLOWING ORDER WAS PASSED AS FOLLOWS:

AN ORDER OF THE COMMISSIONERS' COURT OF ELLIS COUNTY, TEXAS, RELEASING PERFORMANCE BOND NO. 327559 ISSUED BY NGM INSURANCE COMPANY, IN THE AMOUNT OF ONE MILLION, ONE HUNDRED EIGHTY-ONE THOUSAND TWO HUNDRED TWENTY-EIGHT & 82/100 DOLLARS (USD) (\$2,483,746.07) AND ACCEPTING MAINTENANCE BOND NO. 333255 IN THE AMOUNT OF FIVE HUNDRED NINETY-SEVEN THOUSAND FOUR HUNDRED TWENTY-TWO DOLLARS & 59/100, (\$597,422.59) FOR THE MAINTENANCE OF DRAINAGE FOR THE RANCH AT STONE HILL, AND ACCEPTING MAINTENANCE BOND NO. MNT9412506 IN THE AMOUNT OF EIGHT HUNDRED NINETEEN THOUSAND, THREE HUNDRED SEVENTEEN DOLLARS & 48/100, (\$819,317.48) AS MENTIONED IN EXHIBIT A, ROAD AND BRIDGE PRECINCT NO. 3, PROVIDING A CONFLICTS CLAUSE; PROVIDING A SEVERABILITY CLAUSE, AS PRESENTED.

WHEREAS, the Commissioners Court of Ellis County, Texas, adopted the "Ellis County Growth Initiatives, Volume I – Subdivision and Development Standards on March 23, 2021, pursuant to Minute Order 195.21, hereinafter referred to as "Development Regulations"; and,

WHEREAS, "Development Regulations," Section VII (C) (1) states, "After completion and approved by the County, all required infrastructure (i.e., streets, roads, signs, drainage ditches, erosion control measures, and drainage structures/channels, and all other areas to be maintained by the County. etc.) shall be secured by the developer for two (2) years by an approved maintenance bond or irrevocable letter of credit.";

WHEREAS, "Development Regulations," Section VII (C) (4) states, "The amount of the maintenance bond for two (2) years shall be equal to fifty percent (50%) of the construction bond as outlined in Section VII (B) (2)."

WHEREAS, "Development Regulations," Section VII (C) (5) states, "Periodic inspection of all required infrastructure for which maintenance security is held shall be made by Ellis County during the two (2) year period of liability covered by the maintenance bond or letter of credit.."

WHEREAS "Development Regulations," Section VII (C) (6) states, "If maintenance or repairs are required to be made to a road before acceptance of any construction by the Commissioners' Court before acceptance into the County's public road system, the County may elect to accomplish the work and draw the cost against the developer's security and has the option to extend it beyond the required two (2) additional years."

WHEREAS "Development Regulations," Section VII (C) (7) states, "At the end of the two (2) year period, the owner/developer may request to the County Commissioners' Court for acceptance and maintenance of such infrastructure into the County's public road system."

NOW, THEREFORE BE IT ORDAINED BY THE COMMISSIONERS' COURT OF ELLIS COUNTY, TEXAS, THAT:

SECTION 1. RELEASE OF PERFORMANCE BOND

The Commissioners' Court finds that the infrastructure constructed in the Ranch at Stone Hill has been built in accordance with the County's current adopted Development Regulations & the infrastructure has been maintained, thereby satisfying the criteria outlined in Section VII (B) (3) (i) of the adopted Development Regulations. The Commissioners' Court releases Performance Bond No. 327559 in the amount of two million, four hundred eighty-three thousand seven hundred forty-six & 07/100 Dollars (USD) (\$2,483,746.07) issued by NGM Insurance Company for the construction of the Ranch at Stone Hill subdivision.

SECTION 2. ACCEPTANCE OF MAINTENANCE BONDS

The Commissioners' Court accepts Maintenance Bond No. 333255 in the amount of five hundred ninety-seven thousand four hundred ninety-seven & 59/100 dollars (\$597,422.59) issued by NGM Insurance Company for drainage and accept Maintenance Bond No. MNT9412506 in the amount of eight hundred nineteen thousand, three hundred seventeen & 48/100 for paving for the maintenance of the Ranch at Stone Hill subdivision.

SECTION 3. CONFLICTS.

To the extent of any irreconcilable conflict with the provisions of this Order and other orders of Ellis County governing the use and development of the Property and which are not expressly amended by this Order, the provisions of this Order shall be controlling.

SECTION 4. SEVERABILITY CLAUSE

If any section, paragraph, sentence, phrase, or word in this order is held invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this order. Accordingly, the

Commissioners Court hereby declares it would have passed such remaining portions of the Order despite such invalidity, which remaining portions shall remain in force and effect.

SECTION 5. EFFECTIVE DATE.

This Order shall become effective from and after the date of its passage, and it is accordingly so ordained.

PASSED, APPROVED, AND ADOPTED IN OPEN COURT BY THE COMMISSIONERS' COURT OF ELLIS COUNTY, TEXAS, ON THIS THE 25TH DAY OF JULY 2023.

Todd Little, County Judge

Commissioner Randy Stinson, Precinct No. 1

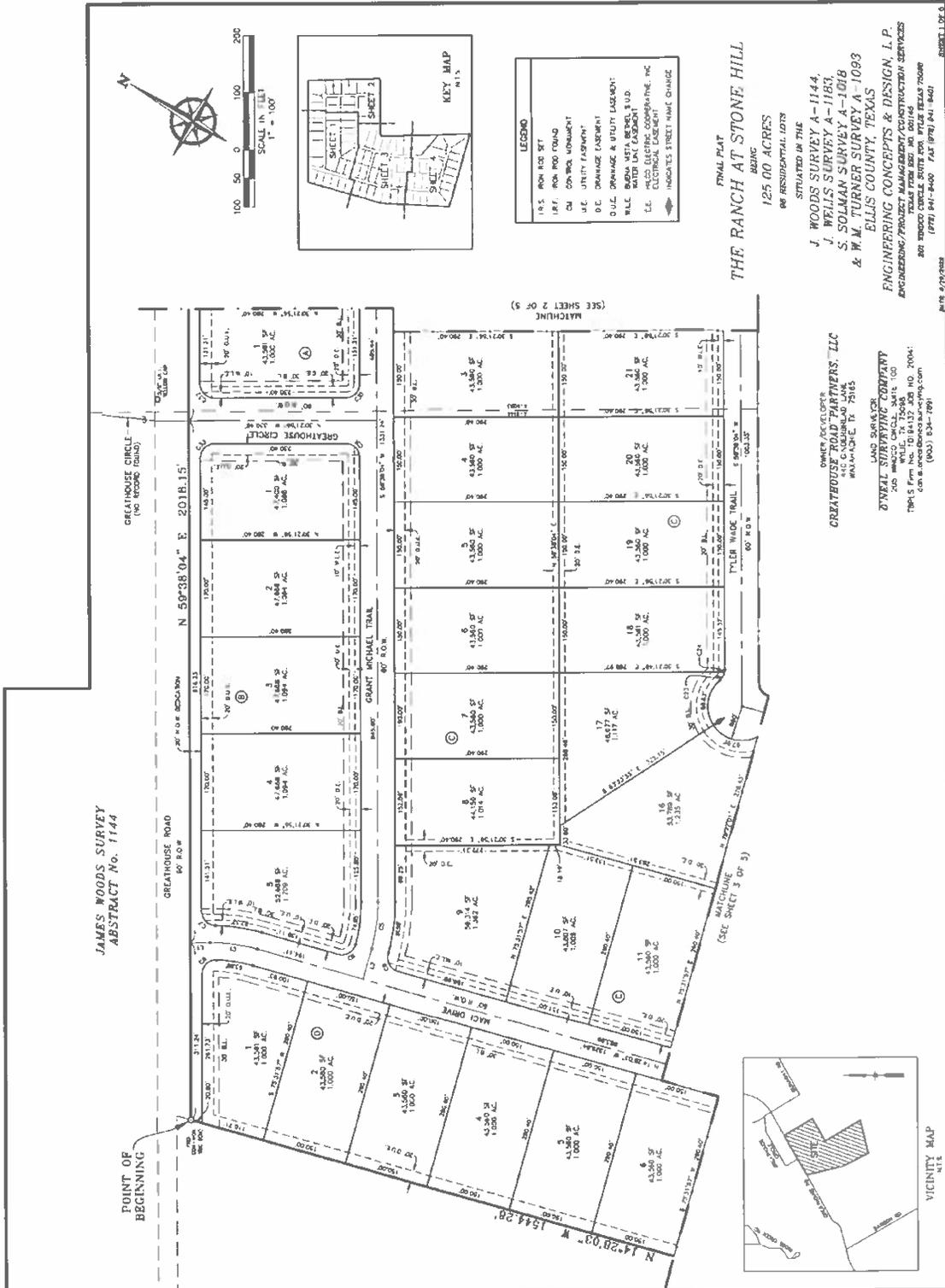
Commissioner Lane Grayson, Precinct No. 2

Commissioner Paul Perry, Precinct No. 3

Commissioner Kyle Butler, Precinct No. 4

ATTEST:

Krystal Valdez, County Clerk



ATTACHMENT NO. 2 – MAINTENANCE BOND NO. 333255

Bond #333255

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Circle H Contractors, LP as Principal(s), and the NGM Insurance Company, a corporation existing under the laws of the State of Florida and duly authorized and licensed to do business in the State of Texas as a Surety, are held and firmly bound unto Ellis County Judge Todd Little, or their Successor(s) in office, in the penal sum of Five hundred ninety seven thousand four hundred twenty two & 59/100(USD) (\$597,422.59), for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

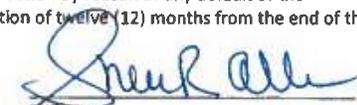
Signed, sealed and dated this 23rd day of September, 2022.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas, the above-named Principal(s) did on this 20th day of January, 2020 enter into a contract with Ellis County Judge Todd Little, or their successors in office, for the construction of Storm in the subdivision, The Ranch at Stone Hill, to the satisfaction of the Ellis County Department of Development.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Circle H Contractors, LP shall maintain and make good all defects appearing in the work performed by Circle H Contractors, LP due to faulty workmanship or materials which may develop during the period of twenty (24) months from date of acceptance the date of completion and final acceptance of said work, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, That no claim, suit or action by reason of any default of the Principal shall be brought hereunder after the expiration of twelve (12) months from the end of the maintenance period as herein set forth.

PRINCIPAL(S)



SURETY

PRINTED NAME

Sheri R Allen

PRINTED NAME

TITLE

Attorney-in-Fact

TITLE

Bond No. MNT9412506

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Glenn Thurman, Inc. as Principal(s), and the Fidelity and Deposit Company of Maryland, a corporation existing under the laws of the State of Illinois and duly authorized and licensed to do business in the State of Texas as a Surety, are held and firmly bound unto Ellis County Judge Todd Little, or their successor(s), in office, the penal sum of Eight Hundred Nineteen Thousand, Three Hundred Seventeen and 48/100 Dollars (USD) (\$ 819,317.48), for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed, sealed and dated this 28th day of September, 2022.

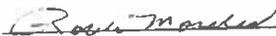
THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas, the above named Principal(s) did on the _____ day of September, 2020 (date of approval of Performance Bond by Commissioners' Court) enter into a contract with Ellis County Judge Todd Little or their successor(s) for the construction of underground utilities, streets, roads, alleys, drainage structures, drainage ditches and channels in the subdivision known as, The Ranch at Stonehill Phase 1 & 2 to the satisfaction of the Ellis County Department of Development.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Glenn Thurman, Inc. shall maintain and make good all defects appearing in the work performed by Glenn Thurman, Inc. due to faulty workmanship or materials which may develop during the period of twenty (24) months from _____, the date of completion and final acceptance of said work, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that no claim, suit, or action by reason of any default of the Principal shall be brought hereunder after the expiration of twelve (12) months from the end of the maintenance period as herein set forth.


SIGNATURE

Glenn Thurman, Inc.
PRINCIPAL(S)


SIGNATURE

Fidelity and Deposit Company of Maryland
SURETY

CHAD SAN JUAN
PRINTED NAME

VICE-PRESIDENT
TITLE

Robbi Morales
PRINTED NAME

Attorney-in-fact
TITLE

SEAL

ELLIS COUNTY COMMISSIONERS' COURT

Report from: Department of Development

Court Date: July 25, 2023



AGENDA ITEM NO. 1.6
Bella Vista MB Release & Accept Infrastructure – Pct. No. 4

CASE TYPE:

- Amendment
- Plat
- Subdivision Bond**
- Variance
- Other

IDENTIFYING LANDMARK:

Bella Vista Subdivision

APPLICANT(s):

AGK Concrete LLC

ATTACHMENTS:

- 1) Location map
- 2) Draft Order with a copy of maintenance bond & plat

AUTHORED BY:

Sara Garcia
Planning Manager/Asst. Director

APPROVED BY:

Alberto Mares, AICP, DR, CPM
Director of Planning & Development

STAFF RECOMMENDATION:

- Approve, as presented**
- Approve with conditions

AGENDA CAPTION:

Discussion, consideration, and action to release a maintenance bond and accept the infrastructure for Bella Vista. The property contains ± 40.730 acres of land, located on the north side of FM 875 ± 1,725 feet west of the intersection of FM 875 & Skinner Road, in the extraterritorial jurisdiction (ETJ) of the City of Midlothian, Road and Bridge Precinct No. 4.

EXECUTIVE SUMMARY:

- The applicant requests that the County release Maintenance Bond No. 330878 issued by NGM Insurance Company in the amount of four hundred eighteen thousand one hundred thirty-three & 70/100 Dollars (\$418,133.70) and accept the associated infrastructure.
- The County inspected the infrastructure in this subdivision & it is built to County standards & meets all the County’s requirements.
- The Commissioners’ Court approved this plat on May 18, 2021, for 31 residential lots and 1 HOA-maintained lot.
- The Commissioners’ Court approved the maintenance bond on May 18, 2021.

FINAL ANALYSIS:

Staff recommends that the Commissioners’ Court proceed in the manner described below:

- 1) **Approve** this request to release the maintenance bond totaling four hundred eighteen thousand one hundred thirty-three & 70/100 Dollars (\$418,133.70), issued by NGM Insurance.
- 2) **Accept** the infrastructure within the Bella Vista Subdivision into the County’s public road system.

Roads located in Bella Vista include:

- Florence Drive (± 1,497 feet)
- Tuscany Lane (± 559 feet)
- Siena Circle (± 1,226 feet)

COMMISSIONERS COURT OF ELLIS COUNTY
ORDER NO. _____

On this, the 25th day of July 2023, the Commissioners' Court of Ellis County, Texas, convened in a regular session of said court on the 2nd Floor of the Ellis County Historic Courthouse located at 101 West Main Street, Waxahachie, Texas, with the following members present, to wit:

COUNTY JUDGE:

- Judge Todd Little

COMMISSIONERS:

- | | |
|--|--|
| <input type="checkbox"/> Randy Stinson, Commissioner, Pct. 1 | <input type="checkbox"/> Paul Perry, Commissioner, Pct. 3 |
| <input type="checkbox"/> Lane Grayson, Commissioner, Pct. 2 | <input type="checkbox"/> Kyle Butler, Commissioner, Pct. 4 |

AND AMONG OTHER PROCEEDINGS, THE FOLLOWING ORDER WAS PASSED AS FOLLOWS:

AN ORDER OF THE COMMISSIONERS' COURT OF ELLIS COUNTY, TEXAS, RELEASING THE MAINTENANCE BOND FOR THE BELLA VISTA SUBDIVISION AND ACCEPTING ITS INFRASTRUCTURE. THE PROPERTY CONTAINS ± 40.730 ACRES OF LAND IN THE HENRY TAYLOR SURVEY, ABSTRACT NO. 1099, LOCATED ON THE NORTH SIDE OF FM 875 ± 1,725 FEET WEST OF THE INTERSECTION OF FM 875 AND SKINNER ROAD, IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF THE CITY OF MIDLOTHIAN, ROAD AND BRIDGE PRECINCT NO. 4., WITH PROPERTY MORE FULLY DESCRIBED IN EXHIBIT "A," PROVIDING A CONFLICTS CLAUSE; PROVIDING A SEVERABILITY CLAUSE, AS PRESENTED.

WHEREAS, the Commissioners Court of Ellis County, Texas, adopted the "Ellis County Growth Initiatives, Volume I – Subdivision and Development Standards on March 23, 2021, pursuant to Minute Order 195.21, hereinafter referred to as "Development Regulations"; and,

WHEREAS, "Volume I –Development Standards," Section VII (C) (7) (i) states, "At the end of the two (2) year period, the owner/developer may request to the County Commissioners' Court for acceptance and maintenance of such infrastructure. The release of any bond shall only be by Order of the Commissioners' Court";

WHEREAS, "Volume I –Development Standards," Section VII (C) (7) (ii) states, "To request a release, the owner shall present a written request to release said bond, including a notarized certificate of completion stating that all bills relating to work covered by the construction bond have been paid.";

WHEREAS, "Volume I –Development Standards," Section VII (C) (7) (iii) states, "The request shall contain a statement by the developer of compliance with these regulations."

NOW, THEREFORE BE IT ORDAINED BY THE COMMISSIONERS' COURT OF ELLIS COUNTY, TEXAS, THAT:

SECTION 1. RELEASE OF MAINTENANCE BOND

The Commissioners' Court finds all infrastructure constructed within the Bella Vista subdivision has been built in accordance with the County's current adopted Development Regulations & the infrastructure has been

maintained, thereby satisfying the criteria outlined in Section VII (C) (5) (6) of the adopted Development Regulations.

SECTION 2. ACCEPTANCE OF INFRASTRUCTURE

The Commissioners' Court accepts the roads and related infrastructure constructed in the Bella Vista subdivision into the County's Road System. Therefore, roads located within this subdivision as described below and within the final plat of the Bella Vista subdivision, as approved by the Commissioners' Court on May 18, 2021:

- Florence Drive (± 1,497 feet)
- Tuscany Lane (± 559 feet)
- Siena Circle (± 1,226 feet)

SECTION 3. CONFLICTS.

To the extent of any irreconcilable conflict with the provisions of this Order and other orders of Ellis County governing the use and development of the Property and which are not expressly amended by this Order, the provisions of this Order shall be controlling.

SECTION 4. SEVERABILITY CLAUSE

If any section, paragraph, sentence, phrase, or word in this order is held invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this order; and the Commissioners Court hereby declares it would have passed such remaining portions of the Order despite such invalidity, which remaining portions shall remain in force and effect.

SECTION 5. EFFECTIVE DATE.

This Order shall become effective from and after the date of its passage, and it is accordingly soordained.

PASSED, APPROVED, AND ADOPTED IN OPEN COURT BY THE COMMISSIONERS' COURT OF ELLIS COUNTY, TEXAS, ON THIS THE 25TH DAY OF JULY 2023.

Todd Little, County Judge

Commissioner Randy Stinson, Precinct No. 1

Commissioner Lane Grayson, Precinct No. 2

Commissioner Paul Perry, Precinct No. 3

Commissioner Kyle Butler, Precinct No. 4

ATTEST:

Krystal Valdez, County Clerk

Bond #330878

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, AGC Custom Homes, Inc as Principal(s), and the NGM Insurance Company, a corporation existing under the laws of the State of Florida and duly authorized and licensed to do business in the State of Texas as a Surety, are held and firmly bound unto Ellis County Judge Todd Little, or their Successor(s) in office, in the penal sum of Four hundred fourteen thousand one hundred thirty three & 70/100 Dollars (USD) (\$414,133.70), for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

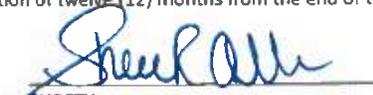
Signed, sealed and dated this 1st day of April, 2021.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas, the above-named Principal(s) did on this 24th day of August, 2020 enter into a contract with Ellis County Judge Todd Little, or their successors in office, for the construction of concrete work, water and storm sewer in the subdivision, Bella Vista, Midlothian, TX, to the satisfaction of the Ellis County Department of Development.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said AGC Custom Homes, Inc shall maintain and make good all defects appearing in the work performed by AGC Custom Homes, Inc due to faulty workmanship or materials which may develop during the period of twenty (24) months from March 31, 2021 the date of completion and final acceptance of said work, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, That no claim, suit or action by reason of any default of the Principal shall be brought hereunder after the expiration of twelve (12) months from the end of the maintenance period as herein set forth.

PRINCIPAL(S)



SURETY

PRINTED NAME

Sheri R Allen

PRINTED NAME

TITLE

Attorney-in-Fact

TITLE

ELLIS COUNTY COMMISSIONERS' COURT

Report from: Department of Development

Court Date: July 25, 2023



AGENDA ITEM NO. 1.7
Replat | Tanglewood Addition, Lot 2R, Block 1, Pct. No. 4

CASE TYPE:

- Amendment
- Plat**
- Subdivision Bond
- Variance
- Other

IDENTIFYING LANDMARK:

1065 E. Wyatt Road
 Parcel ID No. 217840

APPLICANT(s):

Vicente Valdez & Yajaira Gonzalez

ATTACHMENTS:

- 1) Location Map
- 2) Plat

AUTHORED BY:

Sara Garcia
 Planning Manager/Asst. Director

APPROVED BY:

Alberto Mares, AICP, DR, CPM
 Director of Planning & Development

STAFF RECOMMENDATION:

- Approve, as presented**
- Approve with conditions
 (See Final Analysis header)
- Continue/Table request
- Deny request

AGENDA CAPTION:

Discussion, consideration & action on a replat Tanglewood Addition, Lot 2R, Block 1. The property contains ± 4.335 acres of land located on the north side of East Wyatt Road, ± 775 feet east of the intersection of East Wyatt Road and North Wyatt Road, in the extraterritorial jurisdiction (ETJ) of the City of Midlothian, Road and Bridge Precinct No. 4.

EXECUTIVE SUMMARY:

- The applicant wishes to replat the property to legitimize an illegal subdivision of property of one (1) lot for residential use.
- The City of Midlothian approved this replat on June 12, 2023.
- The Commissioners Court approved the original plat of Tanglewood Addition on November 10, 2015.

THOROUGHFARE PLAN & EXISTING* RIGHT OF WAY DEDICATION INFORMATION:		
NAME & WIDTH	DEDICATION REQUIRED	DEDICATION SHOWN
East Wyatt Road	30 ft. from the centerline of the road	± 5 ft. from the centerline of the road; ± 30 ft. ultimate from centerline of road, including ± 25ft. dedication by original plat
Source:	Ellis County MTP	

WATER SERVICE:		
PROVIDER	LINE SIZE	DATE AVAILABILITY CONFIRMED
Mt. Peak SUD	2-inch	May 5, 2023

NOTIFICATION REQUIREMENT (if applicable)

TYPE	SENT/ADVERTISED	TOTAL NOTIFIED
Newspaper - Waxahachie Sun	June 21 & 28, 2023 July 12, 2023	N/A
County Website	June 23, 2023	N/A
Certified Mail	June 23, 2023	Three (3) residents within the subdivision

FINAL ANALYSIS:

Upon reviewing the proposed plat, staff confirms that this replat application meets the County's current subdivision regulations and recommends **approval** of this replat as presented.



47 036567 32 473629 Author: nick.megris GIS@co.ellis.tx.us Date Printed: 6/26/2023 G:\GIS\Maps\Templates\Ellis County Layout\111 DOD\000 Case Location.mxd

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY--2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

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Please fill out this form completely:

DATE: July 13, 2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: E.J. Harbin

PHONE: 972-825-5117 FAX: 972-825-5119

DEPARTMENT OR ASSOCIATION: Purchasing

ADDRESS: 101 W. Main St., Suite 102, Waxahachie, TX 75165

PREFERRED DATE TO BE PLACED ON AGENDA: July 25, 2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Discussion, consideration and approval of a Price Re-Determination for RFB-2019-013 For Pavement Rehabilitation and Resurfacing Services in the amount of 20%. Based on the Consumer Price Index (CPI).

*

County Attorney Approval



A CRH COMPANY

420 Decker Drive, Suite 200
Irving, TX 75062
Phone: (214) 741-3531

June 13th, 2023

County of Ellis
Purchasing
101 W. Main Street, Suite 2023
Waxahachie, Texas 75165

Bid Number RFP-2109-013

RE: Escalation Request

Texas Materials Group, Inc. - TexasBit is respectfully requesting for the below listed price increase go into effect on July 14th, 2023, 30 days after this notice per contract requirements escalation/de-escalation clause. Production Costs have increased in excess of 20%, and due to this we are requesting a 20% increase in contract unit prices. Consumer Price Index for related materials are listed below in support of this increase.

Material	Initial Index (September 2019)	Most Recent Index (April 2023)	Index Code	Difference	Percent Increase
Asphalt Products	329.7	398.32	324121-0	68.62	20.8%
Cement Material	259.8	328.13	13-22	68.33	26.3%

Contract Line Item	Current Price	Proposed 20% Increase Price
Pulverize and Stabilize 24 lbs per Square Yard and 2" Overlay	\$21.99	\$26.39
2" Overlay - Only	\$13.76	\$16.51
Cement Stabilization – 24 lbs per square yard - Only	\$8.23	\$9.88

Thank you,

Texas Materials Group, Inc.

Thad Traverse
Project Manager/Estimator

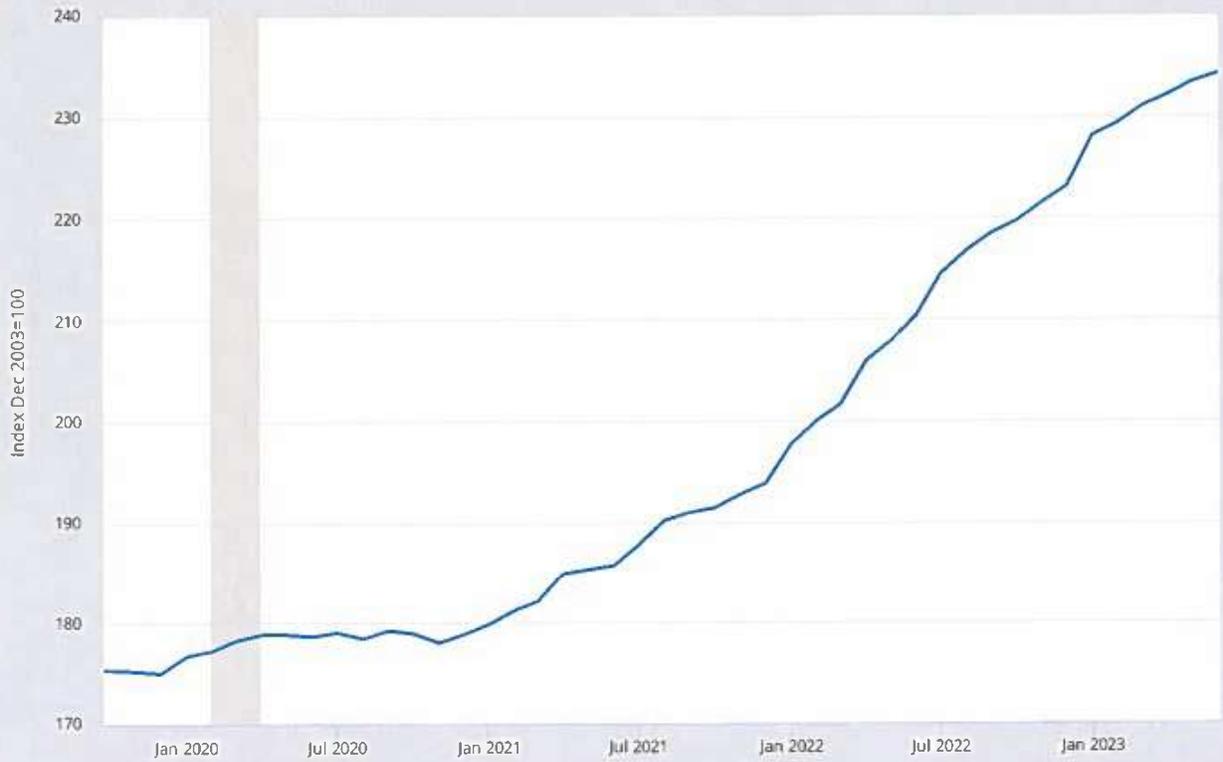
www.texasbit.com



Source: U.S. Bureau of Labor Statistics

fred.stlouisfed.org

FRED — Producer Price Index by Industry: Cement and Concrete Product Manufacturing



Source: U.S. Bureau of Labor Statistics

fred.stlouisfed.org

COMMISSIONERS COURT AGENDA REQUEST

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Please fill out this form completely:

DATE: July 13, 2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: E.J. Harbin

PHONE: 972-825-5117 FAX: 972-825-5119

DEPARTMENT OR ASSOCIATION: Purchasing

ADDRESS: 101 W. Main St., Suite 102, Waxahachie, TX 75165

PREFERRED DATE TO BE PLACED ON AGENDA: July 25, 2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Discussion, consideration and approval of a price re-determination for RFB-2022-012 for Cleveland Asphalt Products based on manufacturing component price increases.

* _____
County Attorney Approval

CLEVELAND ASPHALT PRODUCTS

Emulsions & Cutback Asphalt • RAP Recyclers

July 12, 2023

RE: RFB-2022-012 Emulsified Asphalts

To Whom It May Concern:

Cleveland Asphalt Products appreciates our working relationship with Ellis County. We have supplied quality products that built quality roads. Over the last several months, the asphalt market has had substantial price increases. Cleveland Asphalt Products is asking Ellis County to consider a price increase for us to continue our excellent service of building roads for the community of Ellis County.

Please see the attached documents with regards to the price increase (64-22), which shows the rapid price increase from the point of the last renewal to current market rack pricing.

We hope you understand the reasons behind our request for an increase in price. However, if a price increase is unacceptable, Cleveland Asphalt Products will have to cancel Bid 2022-012 Emulsified Asphalt on August 12, 2023. We hope to continue doing business with Ellis County.

Sincerely,



Clayton Moore
Sales Rep.

CLEVELAND ASPHALT PRODUCTS

Emulsions & Cutback Asphalt • RAP Recyclers

Date: 7/12/2023

PO Box 1449
Shepherd, Texas 77371

Phone: 800-334-0177
Fax: 936-628-6602

Ellis County

 RFB-2022-012

 Emulsified Asphalts

Comments or Special Instructions
All prices based on minimum 5000 gallon load, please call for smaller quantities.
Dilluted material can not be returned for credit.

Product	UOM	2022 Pickup Price	2022 Delivered Price	2023 New Pickup Price	2023 New Delivered Price
CRS-2	Gallon	\$2.05	\$2.26	\$2.40	\$2.61
CRS-2H	Gallon	\$2.05	\$2.26	\$2.40	\$2.61
MS-2	Gallon	\$2.15	\$2.36	\$2.55	\$2.76
RC-250	Gallon	\$3.45	\$3.66	\$4.40	\$4.61
AC-5	Gallon	\$3.05	\$3.26	\$3.90	\$4.11
AC-10	Gallon	\$3.05	\$3.26	\$3.90	\$4.11
MC-30	Gallon	\$3.95	\$4.16	\$4.90	\$5.11
AEP Diluted					
(40%H2O/ 60% Product)	Gallon	\$1.60	\$1.81	\$2.05	\$2.26
(50%H2O/ 50% Product)	Gallon	\$1.50	\$1.71	\$1.95	\$2.16
(60%H2O/ 40% Product)	Gallon	\$1.40	\$1.61	\$1.85	\$2.06


 Clayton Moore



CURRENT ASPHALT PRICING

March 11, 2022

To: Our Valued Asphalt Customers

Effective March 15, 2022 Valero Marketing and Supply Company will change the Daily Rack prices of conventional and polymer modified asphalt cement in Houston, Corpus Christi, and Brownsville. Below you will find updated pricing on individual materials that apply.

Corpus Christi Terminal		Corpus Christi Refinery		Houston		Brownsville	
PG64-22	\$815 / ton	PG64-22	\$815 / ton	PG64-22	\$815 / ton	PG64-22	\$830 / ton
PG70-22S	\$715 / ton	PG70-22S	\$715 / ton	PG70-22S	\$715 / ton	PG76-22S	\$780 / ton
PG76-22S	\$785 / ton	PG76-22S	\$785 / ton	PG76-22S	\$785 / ton		
PG58-28	\$645 / ton	AC-5	\$670 / ton	PG58-28	\$645 / ton		
AC-15P	\$780 / ton	AC-10	\$645 / ton	AC-15P	\$780 / ton		
AC-20XP	\$780 / ton	EMFL	\$655 / ton	AC-20XP	\$780 / ton		
AC-0.6	\$720 / ton			AC-0.6	\$720 / ton		
AC-3	\$675 / ton			AC-10	\$645 / ton		
AC-5	\$670 / ton			RC-250	\$880 / ton		
AC-10	\$645 / ton			AC-5	\$670 / ton		
MC-30	\$940 / ton						
RC-250	\$880 / ton						

**The products listed are subject to availability and daily rack prices may change at any time. We appreciate your business as always, and if you have any questions, please feel free to contact the Valero Marketing Manager for your area.

Houston - Sidney Pujol (225-603-3602) or Brian Damell (469-286-7128)

Corpus Christi / Brownsville – Johnie Goodman (361-442-3909) / Rick Rodgers (361-815-8982)

Thank You

Sidney Pujol
 Sr. Mgr. - Gulf Coast Asphalt Marketing
 225-603-3602 - Phone
 210-370-4455 - Fax
sidney.pujol@valero.com

CC: Kat Crownover - Senior Manager - Asphalt Supply And Trading



February 25, 2022

To: Our Valued Asphalt Customers

Effective March 1, 2022 Valero Marketing and Supply Company will change the Daily Rack prices of conventional and polymer modified asphalt cement in Houston, Corpus Christi, and Brownsville. Below you will find updated pricing on individual materials that apply.

Corpus Christi Terminal		Corpus Christi Refinery		Houston		Brownsville	
PG64-22	\$590 / ton	PG64-22	\$590 / ton	PG64-22	\$590 / ton	PG64-22	\$805 / ton
PG70-22S	\$690 / ton	PG70-22S	\$690 / ton	PG70-22S	\$690 / ton	PG76-22S	\$755 / ton
PG76-22S	\$740 / ton	PG76-22S	\$740 / ton	PG76-22S	\$740 / ton		
PG58-28	\$620 / ton	AC-5	\$645 / ton	PG58-28	\$620 / ton		
AC-15P	\$755 / ton	AC-10	\$620 / ton	AC-15P	\$755 / ton		
AC-20XP	\$755 / ton	EMFL	\$630 / ton	AC-20XP	\$755 / ton		
AC-0.6	\$695 / ton			AC-0.6	\$695 / ton		
AC-3	\$650 / ton			AC-10	\$620 / ton		
AC-5	\$645 / ton			RC-250	\$855 / ton		
AC-10	\$620 / ton			AC-5	\$645 / ton		
MC-30	\$915 / ton						
RC-250	\$855 / ton						

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Houston - Sidney Pujol (225-603-3602) or Brian Darnell (469-286-7128)

Corpus Christi / Brownsville - Johnie Goodman (361-442-3909) / Rick Rodgers (361-815-8982)

Thank You

Sidney Pujol
 Sr. Mgr. - Gulf Coast Asphalt Marketing
 225-603-3602 - Phone
 210-370-4455 - Fax
sidney.pujol@valero.com

CC: Kat Crossover - Senior Manager - Asphalt Supply And Trading



February 11, 2022

To: Our Valued Asphalt Customers

Effective February 15, 2022 Valero Marketing and Supply Company will change the Daily Rack prices of conventional and polymer modified asphalt cement in Houston, Corpus Christi, and Brownsville. Below you will find updated pricing on individual materials that apply.

Corpus Christi Terminal		Corpus Christi Refinery		Houston		Brownsville	
PG64-22	\$540 / ton	PG64-22	\$540 / ton	PG64-22	\$540 / ton	PG64-22	\$555 / ton
PG70-22S	\$640 / ton	PG70-22S	\$640 / ton	PG70-22S	\$640 / ton	PG76-22S	\$705 / ton
PG76-22S	\$690 / ton	PG76-22S	\$690 / ton	PG76-22S	\$690 / ton		
PG58-28	\$570 / ton	AC-5	\$595 / ton	PG58-28	\$570 / ton		
AC-15P	\$705 / ton	AC-10	\$570 / ton	AC-15P	\$705 / ton		
AC-20XP	\$705 / ton	EMFL	\$580 / ton	AC-20XP	\$705 / ton		
AC-0.6	\$645 / ton			AC-0.6	\$645 / ton		
AC-3	\$600 / ton			AC-10	\$570 / ton		
AC-5	\$595 / ton			RC-250	\$805 / ton		
AC-10	\$570 / ton			AC-5	\$595 / ton		
MC-30	\$865 / ton						
RC-250	\$805 / ton						

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Corpus Christi/ Brownsville – Johnie Goodman (361-442-3909) / Rick Rodgers (361-815-8982)

Thank You

Sidney Pujol
 Sr. Mgr. - Gulf Coast Asphalt Marketing
 225-603-3602 - Phone
 210-370-4455 - Fax
sidney.pujol@valero.com

CC: Kat Crowover - Senior Manager - Asphalt Supply And Trading



January 13, 2022

To: Our Valued Asphalt Customers

Effective January 15, 2022 Valero Marketing and Supply Company will change the Daily Rack prices of conventional and polymer modified asphalt cement in Houston, Corpus Christi, and Brownsville. Below you will find updated pricing on individual materials that apply.

Corpus Christi Terminal		Corpus Christi Refinery		Houston		Brownsville	
PG64-22	\$525 / ton	PG64-22	\$525 / ton	PG64-22	\$525 / ton	PG64-22	\$540 / ton
PG70-22S	\$625 / ton	PG70-22S	\$625 / ton	PG70-22S	\$625 / ton	PG76-22S	\$690 / ton
PG76-22S	\$675 / ton	PG76-22S	\$675 / ton	PG76-22S	\$675 / ton		
PG58-28	\$555 / ton	AC-5	\$580 / ton	PG58-28	\$555 / ton		
AC-15P	\$690 / ton	AC-10	\$555 / ton	AC-15P	\$690 / ton		
AC-20XP	\$690 / ton	EMFL	\$565 / ton	AC-20XP	\$690 / ton		
AC-0.6	\$630 / ton			AC-0.6	\$630 / ton		
AC-3	\$585 / ton			AC-10	\$555 / ton		
AC-5	\$580 / ton			RC-250	\$790 / ton		
AC-10	\$555 / ton			AC-5	\$580 / ton		
MC-30	\$850 / ton						
RC-250	\$790 / ton						

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Thank You

Sidney Pujol
Sr. Mgr. - Gulf Coast Asphalt Marketing
 225-603-3602 - Phone
 210-370-4455 - Fax
sidney.pujol@valero.com

CC: Michael Worth – VMSC Executive Director - Asphalt Marketing And Supply



ASPHALT PRICING AT BID DUE DATE

September 28, 2021

To: Our Valued Asphalt Customers

Effective October 1, 2021 Valero Marketing and Supply Company will change the Daily Rack prices of conventional and polymer modified asphalt cement in Houston, Corpus Christi, and Brownsville. Below you will find updated pricing on individual materials that apply.

Corpus Christi Terminal		Corpus Christi Refinery		Houston		Brownsville	
PG64-22	\$450 / ton	PG64-22	\$450 / ton	PG64-22	\$450 / ton	PG64-22	\$465 / ton
PG70-22S	\$550 / ton	PG70-22S	\$550 / ton	PG70-22S	\$550 / ton	PG76-22S	\$615 / ton
PG76-22S	\$600 / ton	PG76-22S	\$600 / ton	PG76-22S	\$600 / ton		
PG58-28	\$480 / ton	AC-5	\$505 / ton	PG58-28	\$480 / ton		
AC-15P	\$615 / ton	AC-10	\$480 / ton	AC-15P	\$615 / ton		
AC-20XP	\$615 / ton	EMFL	\$490 / ton	AC-20XP	\$615 / ton		
AC-0.6	\$555 / ton			AC-0.6	\$555 / ton		
AC-3	\$510 / ton			AC-10	\$480 / ton		
AC-5	\$505 / ton			RC-250	\$715 / ton		
AC-10	\$480 / ton			AC-5	\$505 / ton		
MC-30	\$775 / ton						
RC-250	\$715 / ton						

**The products listed are subject to availability and daily rack prices may change at any time. We appreciate your business as always, and if you have any questions, please feel free to contact the Valero Marketing Manager for your area.

Houston - Sidney Pujol (225-603-3602) or Brian Darnell (469-286-7128)

Corpus Christi/ Brownsville - Johnie Goodman (361-442-3909) / Rick Rodgers (361-815-8982)

Thank You

Sidney Pujol
 Sr. Mgr. - Gulf Coast Asphalt Marketing
 225-603-3602 - Phone
 210-370-4455 - Fax
sidney.pujol@valero.com

CC: Michael Worth - VMSC Executive Director - Asphalt Marketing And Supply

COMMISSIONERS COURT AGENDA REQUEST

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Please fill out this form completely:

DATE: July 13, 2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: E.J. Harbin

PHONE: 972-825-5117 FAX: 972-825-5119

DEPARTMENT OR ASSOCIATION: Purchasing

ADDRESS: 101 W. Main St., Suite 102, Waxahachie, TX 75165

PREFERRED DATE TO BE PLACED ON AGENDA: July 25, 2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Discussion, consideration, and approval to advertise and solicit proposals for Property and Mobile Equipment (Inland Marine) Insurance.

* _____
County Attorney Approval



208 Kimberly Dr
Cleburne, TX 76031
Phone: (817) 556-2299
Fax: (817) 556-2305
www.prairielandsgcd.org

June 21, 2023

VIA: U.S. Postal Service and Email Transmission

The Honorable Todd Little
Ellis County Historic Courthouse
101 W Main Street
Waxahachie, TX 75165

Dear Judge Little:

RE: Appointment to the Prairielands Groundwater Conservation Board of Directors

In accordance with the Prairielands Groundwater Conservation District’s (“District”) Bylaws, “permanent directors shall serve staggered four-year terms, with the term of one director from each of the four counties expiring on August 31 of each odd-numbered year”.

Ellis County Commissioners Court appointee’s, Mr. Maurice Osborn, board term is expiring the end of August. Mr. Osborn is eligible for re-election and has indicated that he is willing to serve another term on the Prairielands Board of Directors. Should you desire to contact Mr. Osborn, the following contact information is provided: Phone: (817) 675-5942; Email: M.Osbornpgcd@gmail.com

For your convenience, the following language is appropriate for an agenda:

Consideration and action to re-appoint director to the Prairielands Groundwater Conservation District Board of Directors for a term of four years to expire August 2027.

Following the Court’s action, please provide written notice of the official appointment to the District for our records. I am happy to discuss should you have any questions.

Sincerely,



Kathy Turner Jones
General Manager

KTJ

cc: Mr. Maurice Osborn, Board Secretary/Treasurer

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2020-2021-Amended-Commissioners-Court-Schedule>). The Commissioners Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

PLEASE INCLUDE AN EXTRA ORIGINAL FOR CONTRACTS AND AGREEMENTS IF YOU REQUIRE AN ORIGINAL COPY RETURNED FOR YOUR FILES.

The **deadline** for submitting an agenda request with the supporting information is **12:00 noon on the Wednesday immediately preceding Commissioners Court.** This will give ample time for preparation of the agenda.

If you are not representing an organization, board, elected or appointed official, your agenda request must be filed through your respective Commissioner.

***All agreements, contracts and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners Court Agenda.**

Please fill out this form completely:

DATE: 7-19-2023 SUPPORTING DOCUMENT(S) ATTACHED? (YES)

NAME: Tim Birdwell

PHONE: 972-825-5555 FAX: 972-825-5551

DEPARTMENT OR ASSOCIATION: Ellis County Fire Marshal

ADDRESS: 109 S. Jackson, Waxahachie Texas 75165

PREFERRED DATE TO BE PLACED ON AGENDA: **July 25, 2023**

DESCRIPTION OF AGENDA REQUEST:

- Consideration and action to enact a Burn Ban Order for Ellis County to become effective immediately.

*

County Attorney Approval

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

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Please fill out this form completely:

DATE: 07/19/2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: Janet S. Martin, CPA, CFE

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: Auditor's Office

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: 07/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):

Discuss the current Ellis County Policy pertaining to sales tax to determine if the policy should be changed or remain the same.

Tex. Tax Code, Title 2:

Sec. 151.309. GOVERNMENTAL ENTITIES. A taxable item sold, leased, or rented to, or stored, used, or consumed by, any of the following governmental entities is exempted from the taxes imposed by this chapter:

- (1) the United States;
- (2) an unincorporated instrumentality of the United States;
- (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States;
- (4) this state;
- (5) a county, city, special district, or other political subdivision of this state; or
- (6) a state, or a governmental unit of a state that borders this state, but only to the extent that the other state or governmental unit exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state.



ELLIS COUNTY, TEXAS

PURCHASING POLICIES AND PROCEDURES MANUAL

Adopted by Commissioners Court, February 7, 2023

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PURCHASING POLICIES AND PROCEDURES

The purpose of this manual is to establish uniform policies and procedures for the procurement of materials and services that are consistent with Vernon's Texas Codes Annotated (Sec. 262.00), a.k.a. Texas Local Government Code, and policies of Ellis County.

262.011

(d) The county purchasing agent shall purchase all supplies, materials, and equipment required or used, and contract for all repairs to property used, by the county or a subdivision, officer, or employee of the county, except purchases and contracts required by law to be made on competitive bid. A person other than the county purchasing agent may not make the purchase of the supplies, materials, or equipment or make the contract for repairs.

(e) The county purchasing agent shall supervise all purchases made on competitive bid and shall see that all purchased supplies, materials, and equipment are delivered to the proper county officer or department in accordance with the purchase contract.

It is the individual responsibility of each employee involved in the procurement process to understand the policies upon which these procedures are based, the meaning, and intent of the procedures themselves.

If there are any questions relative to policy or procedure, or the ability of the employee to respond effectively to the requirements of the procedures, then it is the responsibility of the employee to bring such matters to the attention of their immediate supervisor before any action is taken.

The fundamental purpose of these procedures is not to restrict the effectiveness of the individuals involved in the procurement, but to provide a foundation for effective and consistent practices resulting in a positive and professional relationship between Ellis County and the vendors from whom we are served.

DEFINITIONS

Advertisement or Advertised - A public notice run in a newspaper of general circulation containing information about an invitation for bid or a request for proposal.

Auditor - Ellis County Auditor and his/her designated representatives.

Best Practice - A business process, activity, or operation that is considered outstanding, innovative, or exceptionally creative by a recognized peer group. It may be considered as a leading-edge activity that has been successfully adopted or implemented, and has brought efficiency and effectiveness to an entity. It may result in improved productivity, quality, reduced costs, and increased customer service.

Bidders list - A list of vendors who have signified in writing an interest in submitting bids for particular categories or services.

Change order - A document used in construction contracts that changes the contract by increasing or decreasing the cost or the time for performance or changes the goods or services to be delivered.

Commissioners Court - Ellis County Commissioners Court consisting of the County Judge and four Precinct Commissioners.

Competitive bidding - The formal process of soliciting sealed bids from vendors as governed by Local Government Code §262.023.

Contract - A formal, written agreement executed by the county and a vendor containing the terms and conditions under which the goods or services are to be furnished to the county.

Department - Any county, precinct, district offices, and subdivisions thereof.

Employee - Any county, precinct or district employee elected, appointed, or hired.

Goods - Includes any personal property to be purchased by the county, including equipment, supplies, material, and component or repair parts.

Lease - A contract for the use of personal property for a period of time in return for a specified compensation. All leases must be approved by the Commissioners Court and signed by the County Judge.

Lowest responsible bid - The offer from the responsible bidder who submits the lowest and best bid meeting all requirements of the specifications, terms, and conditions of the invitation for bid. It expressly is understood that the lowest responsible bid includes any related costs to the county in a total cost concept. The term "responsible" refers to the financial and practical ability of the bidder to perform the contract and take into consideration the past performance of the vendor.

Modification/Amendment - A document used to change the terms and/or conditions of a contract.

Pre-bid/proposal conference – A conference conducted by the purchasing office for the benefit of those wishing to submit a bid or proposal for services or supplies required by the county. This is to allow bidders/proposers to ask questions about any proposed contract and the specifications contained therein.

Proprietary information – Information in bids or proposals to which a vendor claims ownership or exclusive rights and which are protected from disclosure in the Texas Open Records Act (Texas Local Government Code, Chapter 551).

Purchase order – A written order issued by the Purchasing Agent, or designee, authorizing the purchasing office to enter into a contract with a vendor to purchase goods or services.

Purchase Requisition – A request by a department to the Purchasing Agent for the purchasing department to enter into a contract with a vendor to purchase particular goods or services.

Purchasing – The act, function, and responsibility for the acquisition of goods and services including construction.

Purchasing Act – As defined in the Texas local Government Code, Chapter 262.

Purchasing Agent – In Ellis County, the Purchasing Agent and/or designee is employed by the Ellis County Commissioners Court.

Request for Offer (RFO) – An RFO provides a method of negotiating prices, terms, and conditions with catalogue vendors. It assumes that negotiation for “best value” will occur with catalogue vendors, instead of making selections for goods and services based on the published prices, terms and conditions in the catalogues.

Request for Proposal (RFP) – A procurement method that emphasizes value over price. The best value might not be the lowest cost. A document requesting an offer be made by a vendor which allows for negotiations after a proposal has been received but before award of the contract for goods and services procured in compliance with TEX, LOC, GOV'T CODE ANN, section 262.0295 or 262.030. All proposals are confidential information and will be open to the public after the award has been made.

Request for Statement of Qualifications (RFSQ) – A document that requests details about the qualifications or professionals whose services must be obtained in compliance with the Professional Services Procurement Act.

Sealed Bid – Competitive bid required to be advertised in a newspaper of general circulation and submitted to the purchasing office in a sealed envelope within the specified time period.

Services – Includes all work or labor performed for the county on an independent contractor basis, including maintenance, construction, manual, clerical, or professional services.

Sole source good or service – A good or service that can be obtained from only one source that is purchased in compliance with TEX, LOC, GOV'T CODE ANN., section 262.024 (a)(7) and (c).

Solicitation – A document, such as a Request for Bid, Request for Proposal, Request for Offers, or Request for Statement of Qualifications, issued by the purchasing office. The document contains the terms and conditions for a contract and seeks (solicits) a bid or proposal for goods or services needed by the County.

Specifications – A concise description of a good or service that the County seeks to buy, including the requirements the vendor must meet in order to be considered for the award. A specification may include requirements for testing, inspection, or preparing any items for delivery, or preparing or installing it for use.

Vendor – One who sells a good or service.

PURCHASING AUTHORITY

Purchasing Laws

It is the policy of Ellis County, acting through its duly appointed Purchasing Agent, to comply fully with all purchasing laws and amendments of the State of Texas.

Authority

Sec. 262.0115. PURCHASING AGENTS IN COUNTIES WITH POPULATION OF MORE THAN 100,000. (a) In a county with a population of more than 100,000, the commissioners court may employ a person to act as county purchasing agent. However, this section does not apply to a county that has appointed a purchasing agent under Section 262.011 and that has not abolished the position as authorized by law.

These policies and procedures are adopted by the County Purchasing Agent and approved by the Commissioners Court acting in its capacity as the governing body of Ellis County, Texas.

Ellis County adopts these policies and procedures under the authority of Texas Local Government Code, Chapter 262.

Effective Date

These policies and procedures are effective February 7, 2023.

PURCHASING POLICY

The Commissioners Court has directed the Purchasing Agent to provide a centralized purchasing structure.

The Purchasing Department - as well as officials, managers and employees will provide to all responsible vendors an equitable and competitive access to County procurement process. Further, County Purchasing will be conducted in a manner that will promote and foster public confidence in the integrity of the County procurement process.

The County Purchasing Policy is to:

- Seek the best quality, best value, lowest priced goods and services available that meet the needs and delivery requirements of Ellis County personnel;
- Provide all responsible vendors and contractors, including HUB, with equitable access to servicing the needs of Ellis County and its personnel through the competitive bidding of goods and services;
- Comply with all state laws that apply to county purchasing and with the policies and procedures in this manual;
- Manage all County assets and inventory so that replacement costs are minimized and Ellis County can account for those assets; and

- Disposal of all surplus, salvage and seized and abandoned property in a manner that provides the most benefit to the taxpayers of the county and complies with the law.

The county purchasing agent shall purchase all supplies, materials, and equipment required or used, and contract for all repairs to property used.

COUNTY PURCHASING ACT

The Purchasing Act applies to all departments: all district, county, precinct officials, employees and subdivisions of all district, county and precinct offices.

The County Purchasing Act provides a general legal and procedural framework that emphasizes price (rather than total cost and value), openness, control, and accountability rather than efficiency. It is the duty of the county's chief procurement official to review and to recommend periodic modifications for improvements that will enhance the efficiency and effectiveness of the procurement function.

In Texas counties there are usually two entities that have the authority to sign procurement documents: the commissioners court as a voting body only, and the county purchasing agent. *The commissioners court must approve all contracts exceeding the statutory limit for supplies, materials, and equipment required or used, and contract for all repairs, the purchasing agent must approve all contracts under the statutory limit.* Program officials typically do not have procurement authority unless specifically authorized by commissioners court under authority of the Purchasing Act or other government code. (section 262.011(d)).

VIOLATIONS OF THE ACT

The following purchasing strategies that are made with the intention of avoiding formal competitive bidding are in violation of the law: (§ 262.023)

- **COMPONENT PURCHASES:** purchasing a series of component parts of an item that normally would be purchased as a whole.
- **SEPARATE PURCHASES:** purchasing goods and services in a series of separate purchases that in normal purchasing practices, would have been purchased in one purchase.
- **SEQUENTIAL PURCHASES:** purchases made over a period of time that in normal purchasing practices would be made as one purchase.

CAUTION: Intentionally separating purchases/invoices to avoid the statutory limit on competitive bidding is a violation of the Purchasing Act. (§262.034)

Any commitment to acquire supplies, materials, and equipment required or used, and contract for all repairs that are not covered by a current contract, available from a co-op or where a discretionary exemption has been granted without an authorized purchase order is prohibited. Anyone obligating an expenditure of funds for supplies, materials, and equipment required or used, and contract for all repairs prior to securing a purchase order may be held personally responsible for the payment or the purchase may be deemed void and returned to the vendor.

Counties must comply with a host of procurement and financial requirements, including federal procurement requirements which flow through to states and localities receiving federal funds (grants).

PROFESSIONAL SERVICES PROCUREMENT ACT

Professional services are defined in the Professional Services Procurement Act as:

1. those within the scope of the practice of accounting, architecture, optometry, medicine, land surveying, professional engineering, or real estate appraiser as defined by the laws of the State of Texas;
2. those performed by any licensed architect, optometrist, physician, surgeon, certified public accountant, land surveyor, professional engineer, or state licensed real estate appraiser in connection with his professional employment or practice.

BEST VALUE PROCUREMENT POLICY

The Texas Legislature added the ability for County's to utilize best value analysis for any type of procurement where it has been determined it is in the best interest of the County. The Request for Proposal (RFP) method is used where the evaluation is made by established weighted evaluation factors.

COOPERATIVE PURCHASING PROGRAM

A local government may participate in a cooperative purchasing program with another local government or a local cooperative organization (§271.102).

A local government that is participating in a cooperative purchasing program may sign an agreement with another participating local government or a local cooperative organization stating that the signing local government will:

1. designate a person to act in all matters relating to the program;
2. make payments provided in the agreement; and
3. be responsible for a vendor's compliance with provisions relating to the quality of items and terms of delivery.

A local government that purchases goods or services under this subchapter satisfies any state law requiring the local government to seek competitive bids for the purchase of the goods or service.

BIDS/PROPOSALS

The purpose of the procedure is to provide guidance for the regulations that apply to purchases of material, equipment, supplies, and services that are required by law to be a competitive sealed bid or request for proposal, V.T.C.A., Local Government Code Sec. 262.023(a).

These regulations and procedures apply to all purchases as follows:

The County as a whole if cost exceeds \$50,000 in the aggregate for a twelve (12) month period.

Construction, maintenance, repair, renovation of a building or materials for a renovation project valued at \$50,000 or more in the aggregate for a twelve (12) month period.

Requisitioning-The requisitioning party must furnish detailed specifications to the Purchasing Department in the form of a requisition, along with the budget authorization and recommended sources of suppliers (vendors), if known by the user.

EXEMPTIONS AND EMERGENCY PURCHASES

Some goods and services can be exempt from competitive procurement process if the commissioners court orders the purchase exempt. Section 262.024 of the Texas Local Government Code lists all the circumstances when exemptions are available for purchases made out of current funds, bond funds, or through time warrants.

If an "EMERGENCY" purchase order is needed, approval must be obtained first. ***Improper planning cannot be considered a true emergency. Care should be taken that emergency purchases do not result from improper planning.***

(C) electric power, gas, water, and other utility services; and (D) captive replacement parts or components for equipment; (11) vehicle and equipment repairs, according to LGC, Sec. 262.024 (C), (D), and (11), to be effective until policy revisions are deemed necessary by Commissioners Court.

QUOTATIONS

The purpose of this procedure is to provide guidance for the regulations that apply to purchase of supplies, materials, and equipment required or used, and contract for all services that are not required by law to be bid.

The general practice of the county shall be to accept the lowest responsible best value bid or price quotation as specified and on *equal* product standards. Vendors operating within Ellis County may be given a 5% local preference when all other criteria are equal.

If the County receives two or more quotes or bids from responsible bidders that are identical in amount, as the lowest and best bid, the County shall select only one bidder by casting lots.

These regulations and procedures apply to all purchases less than \$50,000.00.

- A. From \$0.01 to \$12,500.00 – If the County is purchasing goods or services covered by this policy costing at least \$1.00 but less than \$12,500.00, the county shall obtain one (1) written quote by email, fax, or via internet quotes. Purchasing will notify the requesting department and seek a new quote if vendor is debarred or owes Ellis County taxes. Purchasing will confirm if the goods or services are on annual contract. Purchasing will change vendor/contractor if a contract exists for the requested items. Purchasing verifies the purchase is the “best value” for the County.

- B. From \$12,500.01 to \$49,999.99 – If the County is purchasing goods or services costing at least \$12,500.01 but less than \$49,999.99, the county must solicit vendors/contractors by fax, internet or email to supply the particular goods or services. In the procurement of these goods or services, the county must provide written documentation of the price quoted from *at least two* (2) vendors/contractors. This documentation must be attached to the purchase requisition and a Purchase Order issued prior to the order being placed. Purchasing will notify the requesting department and seek other quotes if the vendor/contractor is debarred or owes Ellis County taxes. Purchasing will confirm if the goods or services are on annual contract. Purchasing will change vendor/contractor if a contract exists for the requested goods or services. Purchasing verifies the purchase is the “best value” for the County.

Items A & B above are subject to audit and these quotes will be written down and the documentation kept by the County. Written quotations from the vendors/contractors must be attached to the purchase requisition and approved by Purchasing prior to the purchase. These documents will become part of the permanent record for retention. Requisitions will be rejected if proper documentation is not attached.

PURCHASE AUTHORIZATION

Each department must furnish the Purchasing Agent with a list, if other than the elected or appointed official, of employees authorized to sign a requisition for purchase. It is the department’s responsibility to insure that all authorized personnel have read and understand the policies and procedures of this manual.

THE REQUISITIONING PROCESS

General

Requisitioning is the formal request for a purchase to be made. It is the first step after the need for goods or services is recognized. The user department's purchase requisition authorizes the purchasing office to enter into a contract with a vendor to purchase goods or services.

A requisition is required for all supplies, materials, and equipment required or used, and contract

for all repairs to property used, by the county or a subdivision, officer, or employee of the county. A person other than the county Purchasing Agent may not make the purchase of the supplies, materials, or equipment or make the contract for repairs (§262.011(d)), (§113.901). Authority to approve requisitions for processing is delegated to the Purchasing Agent. The purpose is threefold: (1) to inform Purchasing of the needs of the requesting department; (2) to identify correctly and clearly the material requested and (3) to ensure funds are budgeted before the purchase is made.

Purchase requisitions should fully describe to the purchasing office what to buy, when it is required, and where the goods are to be delivered or the services to be performed. Counties should establish a system where adequate budget funds are encumbered first and then proceed with the purchase of the requested goods and services. (Requisitions forms located in Harris Innoprise)

After the purchasing office receives a purchase requisition, it determines the appropriate purchasing procedures based on the cost of the purchase, the goods and services to be purchased, the existing contracts for goods and services and other relevant factors.

A requisition must be submitted to the Purchasing Department for purchase of all supplies, materials, and equipment required or used, and contract for all repairs to property used, by the County or a subdivision, officer, or employee of the County, including purchases and contracts required by law to be made by competitive bid. The Purchasing Agent or designee will review and approve all requisitions for budgetary compliance before issuing a purchase order. The issuance of a purchase order will encumber available funds and provide budgetary control.

Items that are currently not bid items/or exempted as discretionary are subject to the purchasing policy. (See quotations section, page 10)

All Ellis County purchases made under this policy must be authorized by the Purchasing Department with a purchase order number prior to any vendor order. Any purchase not following this procedure may be considered void and returned to the vendor.

Requisition Deadlines

The following deadline for has been established for each fiscal year to assist the Purchasing Agent and County Auditor's offices by allowing adequate time to process all of the necessary paperwork, secure bids or quotes and provide for the payment of the majority of expenses prior to September 1st of each year.

- 1) September 1st is the deadline for all purchase requisitions. Requisitions received after this date will not be processed in the current fiscal year unless adequate justification is made to the Purchasing Agent. Repairs and general supplies will be handled as normal to insure efficient operations.

EXPEDITING PURCHASE ORDERS

In order to accomplish prompt receipt of materials as required by the County, the Purchasing Department will:

- A. Review and process requisitions promptly (within two days).
- B. Examine and expedite all orders past due.
- C. Follow up with past due orders via phone and/or email.

INVENTORY & DISPOSITION

Per V.T.C.A., Local Government Code Sec. 262.011(i), "On July 1, of each year, the county purchasing agent shall file with the county auditor and each of the members of the board that appoints the county purchasing agent an inventory of all the property on hand and belonging to the county and each subdivision, officer, and employee of the County".

§ 263.152. Disposition: The Commissioners Court of a county may:

(1) Periodically sell the county's surplus or salvage property by **competitive bid or auction**, except that competitive bidding or an auction is not necessary if the purchaser is another county or a political subdivision within the county that is selling the surplus or salvage property;

When property is determined to be surplus/salvage, is no longer needed, is in unusable or unsafe condition, it shall be disposed of as outlined below.

Items purchased by Federal Funds, Grant Funds or Asset Forfeitures shall be handled in accordance with their respective regulations.

The originating department must follow the following procedure:

- A. Originator must complete an Ellis County Inventory Add/Delete/Transfer Form (page 32) and send form to the Purchasing Department for processing.
- B. Purchasing Agent or designee will inspect the property and will make a determination on the nature of the surplus property.
- C. On the recommendation of the Purchasing Agent, the Commissioners Court, by approval, may declare the property surplus and no longer needed by the county and authorize disposal of the property.
- D. Disposal will be as follows:
 - 1. Inventory tags will be removed (by purchasing prior to auction) and a list will be given to the County Auditor.
 - 2. Purchasing will properly dispose of the said property in accordance with local government code sec. 263.152.

- E. All sales will be handled by the giving of a check or cashier's check. All proceeds will be given to the County and deposited in the Designated Fund with the giving and receiving of receipts thereof.
- F. Trade-Ins, items that are beyond repair, no longer of use, or surplus may be traded-in on more useful like items, with approval of Commissioners' Court.
 - 1. Originator must complete an Ellis County Inventory Form and send the original form to the Purchasing Department for processing.
 - 2. In all cases where property is declared surplus, property shall be removed from County Inventory by the purchasing Department. *Since title to all personal property is vested to Ellis County, no property may be sold, traded, or disposed of without commissioners court action, with the following exceptions:*
 - a. Scrap building materials, unsafe office furniture,
 - b. Parts of equipment that cannot be used or identified. In such cases, the Purchasing Agent shall inspect the personal property and declare them scrap, making a written notation for the record of the nature of the item(s), the reason for scraping, and the date of disposal. Such records shall be kept for at least three years.

VENDOR REGISTRATION

In an effort to provide a fair place for all vendors to do business and to protect our elected officials, Ellis County has a no contact clause during the formal bidding process. It is Ellis County's policy that all vendors interested in doing business with the county *must* first register with the Ellis County Purchasing Agent or designee prior to contacting/meeting with any elected official, department head or employee of Ellis County. Vendor Registration can be done through utilization of **Ionwave** at <https://elliscounty.ionwave.net/> or by contacting the Ellis County Purchasing Department directly.

VENDOR RELATIONS

It is Ellis County's policy to maintain and practice the highest possible standards of business ethics, professional courtesy, and competence in all of our dealings. At all times, applicable laws must be scrupulously observed. In this regard, the following should be observed when dealing with suppliers and/or their representatives:

- A. To accord prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives,
- B. Provide equal opportunity for all suppliers to offer price quotes and products,
- C. Guarantee the confidentiality of all price quotations made by vendors, until awarded,
- D. Remain scrupulously free from obligations to any supplier,

E. Keep informed about sources of supply, current methods, services, and material; encourage their testing of new product samples; and

F. If, for any reason, one vendor is permitted to re-quote, his competitors will be given the same opportunity. Re-quoting should be restricted to an absolute minimum.

The Purchasing Department welcomes any useful and constructive evaluations from departments. This information will be useful for the Purchasing Department to monitor and effectively stimulate vendor activities and performance.

The Vendor Performance Evaluation form is available on page 31 of this policy and in the Purchasing Department.

ETHICAL PRACTICES

Policy

It is the policy of Ellis County that the following ethical principles will govern the conduct of every employee involved directly or indirectly in the County procurement process.

Responsibility to County

Employees will avoid any activities that would compromise or give the perception of compromising the best interest of Ellis County. Employees will not use confidential proprietary information for actual or anticipated personal gain.

Conflict of Interest

Employees will avoid any activity that would create a conflict between personal interests and the interest of Ellis County. Conflicts exist in any relationship where an employee is not acting in the County's best interest and may be acting in their own best interests or the interests of someone associated with them.

Such conflicts of interest would include being involved in any procurement activity in which:

- The employee or any member of the employee's family has any financial interest pertaining to the Ellis County procurement process;
- A business or organization in which the employee, or any member of the employee's family, has a financial interest pertaining to the Ellis County procurement process; or
- Any other person, business, or organization with whom the employee or member of the employee's family is negotiating or has any arrangement concerning prospective employment.

If any such conflicts of interest exist, the employee will immediately notify the Purchasing Agent in writing and will remove himself/herself from the Ellis County procurement process.

Perception

Employees will avoid any appearance of unethical or compromising practices in all relationships, actions, and communications.

Gratuities

Employees will never solicit or accept money, loans, gifts, favors, or anything of value, from present or potential vendors which might influence or appear to influence any purchasing decision. Generally edible goods with a value of \$50.00 or less are acceptable if shared with the entire staff and will not offend the prohibition unless it appears to influence a purchasing decision. If anyone is in doubt whether a transaction complies with this policy, the individual should disclose the transaction to the Purchasing Agent for interpretation.

Subcontractor(s)

It shall be a breach for any payment, gratuity or offer of employment to be made on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Ellis County, or any person associated therewith, as an inducement for the award of a subcontract to order.

Confidential Information

It shall be a breach of ethics for any employee or former employee of Ellis County knowingly to use confidential information for actual or anticipated personal gain or for the actual or anticipated gain of any person.

CREDIT CARD POLICY**PURCHASING CARD POLICY AND PROCEDURES*****Authority:***

Sec. 262.015 (o) allows the Purchasing Agent to establish the credit card rules (subject to Commissioners Court approval) as follows:

Purpose:

The purpose of this policy is to establish procedures for the use of County Credit Cards. This policy is being established in order to provide immediate access to goods and/or services. All Credit Card purchases shall adhere to all purchasing statutes, rules, policies and procedures when using the card. The use of a credit card does not automatically exempt a governmental agency or its officers or its employees from any purchasing requirements of state law.

Cardholders must remember that this is a *payment method only*, and all other purchasing processes, including obtaining a requisition and purchase order first, when needed, applies to these transactions.

Definitions:

Purchasing Card – The Purchasing Card is a commercial credit card for purchases of goods and/or services necessary for official county business. The Purchasing Card may be issued to an individual, permanent full-time employee for purchases by the designated employee only.

Purchasing Card Program Administrator – The County Purchasing Agent will be the single point of contact between Ellis County and the Bank for general oversight of the Purchasing Card Program.

Departmental Purchasing Card Coordinator – An individual or backup approved by the Elected Official or Department Head who is responsible for administration and control of the departmental implementation of the Purchasing Card Policies and Procedures.

Purchasing Cardholders – Full-time, permanent employees that have been designated by the Elected Official or Department Head to be issued a Purchasing Card in their name for use under these policies and procedures.

Bank – The bank selected by the County to provide the Purchasing Card program.

- The Credit Card is provided and utilized to make basic travel registration, and small or spot purchases of business-related goods and services.
- All Credit Card purchases must follow Ellis County's Procurement Policies and appropriate encumbrances must be made prior to the utilization of any credit card purchases to ensure adequate funds are available.
- Ellis County Credit Card purchases should be made only when there are specific situations of need and/or the vendor does not direct bill.

Unauthorized Credit Card Use:

Ellis County may not use a credit card and may not reimburse an officer or employee for use of said credit card for the following:

- A purchase of a personal nature or any other purchase not connected with county business.
- A cash advance.
- Charges for entertainment.
- Purchases made in attempt to bypass the normal purchasing policy.
- A purchase that violates any provision of state law or Ellis County's Procurement Policies and Procedures.
- Under "no" circumstances should an authorized credit card user allow another person to use the county credit cards either by physically having the card in their possession or by giving a card number to another individual or vendor so as to allow someone other than the designated cardholder to use the card.

Any person(s) who makes unauthorized purchases, carelessly uses the card, or fails to turn in the appropriate documentation in a timely manner, will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fee charged by the bank in connection with misuse.

Responsibilities

- Ensure sales tax is not charged at time of purchase.
- Ensure appropriate encumbrances are made with the issuance of a purchase order prior to the utilization of any credit card purchases.
- Personal charges on hotel bills should be paid for at checkout time by the employee and not charged to the county credit card.

Payment

At the end of each billing cycle, all statements, invoices and purchase orders shall be sent to the Purchasing Department for processing within five (5) business days.

To establish a methodology for use and to define the limits of use of County issued purchasing cards provided to certain personnel in order to make purchases of goods and/or services.

Attachments

- Employee Agreement
- Purchasing Log
- Enrollment/Request Form
- Dispute Report

Receiving a Purchasing Card

Elected Officials/Department Heads and managers may propose personnel to be cardholders by contacting the Purchasing Card Coordinator. The Coordinator will issue an employee card request form. Personnel authorized to receive a Purchasing Card must be approved by the appropriate Elected Official/Department Head responsible for the department in which the employee works.

The proposed Cardholder shall be issued a copy of this procedure and shall be required to attend a Purchasing Card training session, sign a Cardholder Enrollment Form and an Employee Agreement. The Agreement (page 26) indicates that the Cardholder understands the procedure and the responsibilities of a Purchasing Card cardholder. The Enrollment Form (page 27-28) contains all information required to properly enter the Cardholder in the Purchasing Card Program. On the Enrollment Form, the Elected Official/Department Head or Approving Supervisor will designate a; single purchase limit, and a 30-day limit based on the following:

Establishment of card limits:

Limitations and Restrictions:

Transaction Limits (Unless otherwise designated)

<u>Cardholder Management</u>	<u>Single Purchase Limit</u>	<u>Limit Per Month</u>
Elected Officials and Department Directors	\$12,500	\$12,500

Supervisory		
Managers and Supervisors	\$5,000	\$5,000
Staff		
All Other Employees	\$1,500	\$1,500

Note: Elected Officials/Department Directors may set limits for their staff Cardholders for any amount up to the single purchase transaction limit. After limit is exceeded, employees must utilize the regular purchase order process, or the Elected Official/Department Director may petition the Purchasing Agent for a temporary increase in transaction limits via email or memo.

Certain staff may be designated a higher limit based on their requirement to make special payments or departmental purchases. The Elected Official/Department Director will outline the need in an email or memo to the Purchasing Agent for attachment to the staff members Enrollment Form.

This policy cannot address every situation. When an unusual situation occurs or a difficult problem arises, the Commissioner's Court may at their discretion, approve exceptions to this Policy at the Elected Official/Department Director's request to the Court.

The Purchasing Card Coordinator and Accounts Payable shall maintain all records of Purchasing Card requests, limits, cardholder transfers and lost/stolen/ destroyed card information.

Authorized Purchasing Card Use

The unique card that the Cardholder receives will have his/her name embossed on it and shall only be used by the Cardholder. No other person is authorized to use that card. The Cardholder may make transactions on behalf of others in their department with the approval of a supervisor authorized to approve such purchases. However, the Cardholder is responsible for all use of his/her card.

Use of the Purchasing Card shall be limited to the following conditions:

A total value of a transaction shall not exceed a Cardholder's single purchase limits. Payment for a purchase shall not be split into multiple transactions to stay within the single purchase limit.

All items purchased "over the counter" must be immediately available at time of Purchasing Card use. Back orders should be avoided if possible.

Transaction volumes must not be exceeded (i.e. # and \$ amount of authorized transactions).

Spending limit must be adhered to. Requests may be made for a temporary increase.

Unauthorized Purchasing Card Use

The Purchasing Card shall not be used for the following:

- Personal purchases or purchases for family members or friends or for identification.
- A single purchase that exceeds the monthly limit or the Cardholder's single purchase limit; unless a higher limit has been agreed in writing with the Elected Official/ Department Head.
- Entertainment expense or meals and travel expenses for non-County related business.
- Cash Advances.
- Alcoholic Beverages.
- Any additional items/services as may be restricted by County policy.

A Cardholder who makes unauthorized purchases or carelessly uses the Purchasing Card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the Bank or other associated costs in connection with the misuse. The Cardholder will also be subject to disciplinary action.

Making a Purchase

Procurement procedures permit a purchase of goods or services up to the card limits, to be made from solicited vendors. All credit card purchases shall adhere to all purchasing statutes, rules, policies and procedures when utilizing the card. It is policy to seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a Purchasing Card purchase the Cardholder will check as many sources of supply as reasonable to the situation to assure best price and delivery. Where possible the Purchasing Department will establish pricing agreements and identify the contract suppliers.

Cardholders will utilize the following "checklist" when making a purchase:

1. Check the Contract Suppliers list provided by Purchasing, to determine if vendors and prices have already been established for the required goods. If not, solicit a number of sources according to policy (page 10). If vendors furnish standing price quotations or catalog prices on a recurring basis, check that the price listed is current.
2. Advise vendor of tax-exempt status and assure that sales taxes is not added to the purchase.
3. Once a vendor is designated and that vendor confirms that the product or service is available which meets the specification and delivery requirements.
4. Confirm that the vendor agrees to accept MasterCard.
5. Submit Requisition to the Purchasing Department, upon competition of the purchase.
6. A Purchase Order will be issued for encumbrance of funds.

7. Direct the vendor to include the following information on the packing list/shipping label:

- Purchase Order;
- Cardholder's name and telephone number;
- Complete delivery address;
- The words "Purchasing Card Purchase"; and
- The vendor's order number.

It is extremely important that all purchases be sent to the cardholder ordering the merchandise, as this will ensure that the documents necessary for record keeping are readily available to the cardholder and available to the Audit Department.

If necessary, advise the individual within your area who receives merchandise of the vendor's name and order number, anticipated delivery date, number of boxes expected, carrier (UPS, Fed Ex, etc.). The receiver must notify the actual Cardholder when delivery is made so that proper documentation is recorded.

Cardholder Record Keeping

Whenever a purchasing card purchase is made, either over the counter, by telephone, or internet documentation shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account. An itemized listing (receipts) of all items purchased shall be forwarded with the Cardholder's monthly statement to the Audit Department Coordinator each month.

When the purchase is made over the counter, the Cardholder shall retain the invoice and "customer" copy of the charge receipt. Prior to signing this slip, the Cardholder is responsible for making sure that the vendor lists the quantity, and fully describes the item(s) on the charge slip. The transaction details may also be added to the cardholder's "Purchasing Log" (if department required).

When making a purchase by telephone, internet or counter the cardholder may also document the transaction on the "Purchasing Log" and retain all shipping documentation. In addition to email confirmations or any other supporting documentation

The Purchasing Log is designed to assist user departments in maintaining reliable information when making card purchases and assists the Cardholder to provide correct information for all payments. The Purchasing Log may include all pertinent information regarding each and every purchase legibly listed and used to assist the Cardholder with monthly account reconciliation.

Review of Monthly Statement

At the end of each billing cycle, the Cardholder shall receive by means of downloading from the issuing website or by requesting a copy from the Audit Department, his/her monthly statement of account that will list the Cardholder's transaction(s) for that period.

The Cardholder shall check each transaction listed against his/her purchasing log, receipts and any shipping documents to verify the monthly statement.

The original sales documents (packing slip, invoice, cash register tape and purchasing card slips, etc.) for all items listed on the monthly statement MUST be neatly attached, in purchasing log sequence, to the statement and Purchasing Log. All receipts shall be taped top and bottom to an 8-1/2" x 11" sheet of paper capable of being scanned through a document scanner for record purposes. This data is critical to enable audit substantiation. If this procedure is not adhered to, the purchasing card will be revoked.

The careful matching of complete support documents to the log and then to the statement is vital to the successful use of this program.

After this review, the Cardholder shall approve the statement, and present this monthly statement to his/her approving supervisor for approval via Harris Innoprise.

The approving supervisor shall check the Cardholder's monthly statement and confirm with the Cardholder the following items as a minimum:

Receipts and shipping documents exist for each purchase.

The goods were received or the services were performed.

The Cardholder has complied with applicable procedures, including this Purchasing Card procedure.

The Approving Supervisor's approval of a Cardholder's monthly statement indicates that the Cardholder was authorized to make those purchases and those purchases were made in accordance with the applicable procedures. The approved document package must be submitted to the Audit Department Coordinator within five (5) days of the original receipt of the statement via Harris Innoprise.

If the Cardholder does not have documentation of a transaction listed on the monthly statement, he/she shall attach a signed explanation that includes a description of the item(s) purchased, date of purchase, vendor's name and reason for lack of supporting documentation.

Purchasing Card Returns – If the wrong item is received, is not satisfactory, or damaged and/or defective, duplicate order, etc., the Cardholder should make contact with the vendor to explain the problem and inquire about return policies.

If the Cardholder is disputing a charge, he/she shall:

- First contact the supplier in an effort to determine a resolution. If that does not correct the issue,

- Complete a dispute Report (page 29) and submit same to the issuing bank Account Manager with a copy of the Dispute Report to the Audit Department Coordinator. Immediate action to resolve a dispute is of extreme importance.
- If an item has been returned and a credit voucher received, the Cardholder shall verify to Audit Department Coordinator that this credit is reflected on the monthly statement. Under no circumstances are Cardholders to accept a cash refund.
- If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be **retained** by the Cardholder until the next monthly statement.
- If items purchased by the use of the purchasing card are found to be unacceptable, the Cardholder is responsible for obtaining replacement or correction of the item as soon as possible. If the vendor has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement, then the purchase of that item will be considered in dispute.

Monthly Account Summaries

Monthly Account Summaries listing all transactions shall be issued by the issuing Account Manager to the appropriate Coordinator and Approving Supervisor. These listings will allow the Approving Supervisors to track their Cardholder's activities and act as a checklist for the Coordinator to anticipate which approved monthly statements are due from which Cardholders.

Departments/offices turning in statements past the five (5) business day period will be considered delinquent. Two (2) or more consecutive delinquent months will be grounds for withdrawing the Purchasing Card from the cardholder.

Card Security

It is the Cardholder's responsibility to safeguard the purchasing card and account number to the same degree that a Cardholder safeguards his/her personal credit information.

The Cardholder must not allow anyone to use his/her account number. A violation of this trust will result in that Cardholder having his/her card withdrawn and disciplinary action may occur.

If the purchasing card is lost or stolen the Cardholder shall immediately notify issuing bank at the number located on the back of your card. Representatives are available 24 hours a day. Cardholder must advise the representative that the call is regarding a MasterCard Purchasing Card. The Purchasing Department is also to be notified immediately.

A new purchasing card shall be promptly issued to the Cardholder after the reported loss or theft.

A purchasing card that is subsequently found by the Cardholder after being reported lost shall be destroyed.

Cardholder Separation

Prior to separation from the County or transfer to another department, the Cardholder shall surrender the Purchasing Card, any current Purchasing Card purchasing logs and supporting documentation to his/her Approving Supervisor. Upon its' receipt, the Approving Supervisor will review, approve and deliver to the Audit Department Coordinator the month-end Purchasing Card statement and the Purchasing Card to the Purchasing Department. Please be aware that the responsibility of the void card remains with the Cardholder/ Department Head until it has been received by the Purchasing Department.

APPENDIX

ELLIS COUNTY

Purchasing Card Cardholder Agreement

Ellis County is pleased to present you with this Purchasing Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect county assets.

I, _____, hereby acknowledge receipt of an Ellis County MasterCard Purchasing Card, No. _____. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the Purchasing Card procedures.

I acknowledge receipt of said Agreement and confirm that I have read and understand the terms and conditions. I understand that Ellis County is liable to the issuing bank and MasterCard for all charges made to this card.

I agree to use this card for Ellis County approved purchases only and agree not to charge personal purchases. I understand that Ellis County will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I authorize Ellis County to deduct from my salary an amount equal to the total of the discrepancy. I also agree to allow Ellis County to collect any amounts owed by me even if Ellis County no longer employs me.

I understand that Ellis County may terminate my right to use this card at any time for any reason. I agree to return the card to Ellis County immediately upon request or upon termination of employment.

Cardholder:

Signature: _____

Date: _____

Printed Name: _____

Location: _____

Approving Officer:

Signature: _____

Date: _____

Printed Name: _____

Phone: _____

ELLIS COUNTY

**Purchasing Card Program
Enrollment Request Form**

This form is to request and enroll in the County's Purchasing Card Program. I understand that if approved, I will be issued a MasterCard in my name to be used for official County business only. As a Cardholder, I understand that I will be required to sign a Purchasing Card Agreement and attend a Purchasing Card training session prior to issuance of a purchasing card.

Card holders Name: _____

Mother's Maiden Name: _____

SSN (last four) Digits: 900-00-_____

DOB: _____

Ellis County Email Address: _____

Department: _____

Department Address: _____

Department Phone #: _____

Department email: _____

Department Elected Official or Director: _____

Immediate Supervisor: _____

Request a single purchase limit of \$_____, not to exceed \$_____ per month. Attached to this form is a list of merchants/product categories/activities to be restricted from purchase by this Cardholder *(to be completed by requesting department)*.

For Purchasing Department Use Only

Card Number: _____ Date Issued: _____

Holder's Initials: _____

Date of Training/Manual Issuance: _____

Coordinator Signature: _____

As Cardholder, my signature acknowledges that I have received the listed purchasing card, training and purchasing card procedures manual.

Date Returned/Cancelled: _____

By: _____

ELLIS COUNTY
Purchasing Card Program
Dispute Report

In accordance with the Ellis County Purchasing Card Program procedures, the listed product/service is in dispute:

Item Ordered:	_____
Date Ordered:	_____
Date Received:	_____
Authorized Amount:	_____
Statement Amount:	_____
Vendor:	_____
Card Number:	_____
Cardholder Name:	_____
Phone Number:	_____
Department:	_____
Department Account:	_____

Reason for Dispute: _____

Actions taken to Remedy: _____

VENDOR PERFORMANCE EVALUATION FORM

The Vendor Performance Evaluation Form can be filled out by any employee of Ellis County to inform the Purchasing Department of vendor performance. This form must be filled out completely and returned to the Purchasing Department as soon as possible after the occurrence. Be specific as possible to describe the occurrence, good or bad. Please photocopy this form and keep a copy for your records.

Date: _____

Employee's Name: _____

Office/Department: _____

Company Name: _____

Sales Representatives Name: _____

Occurrence:

Signature of Employee

Inventory Add/Delete/Transfer

Add (Circle One)	Delete (Circle One)	Transferred
Purchased	Sold	Tag #
Traded	Stolen *attach documentation	From
Seizure award *attach order	Traded	Dept.
Donated	Destroyed	Cost
Constructed	Other (Explain)	To
Previously deleted		Dept.
*Attach copy of invoice		Category

For additions and deletions complete the following

Tag number: _____

Department: _____

Cause/case number: _____

Description: _____

Date: _____

Signed: _____

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

PLEASE INCLUDE AN EXTRA ORIGINAL FOR CONTRACTS AND AGREEMENTS IF YOU REQUIRE AN ORIGINAL COPY RETURNED FOR YOUR FILES.

The **deadline** for submitting an agenda request with the supporting information is **12:00 noon on the Wednesday immediately preceding Commissioners Court.** This will give ample time for preparation of the agenda.

If you are not representing an organization, board, elected or appointed official, your agenda request must be filed through your respective Commissioner.

***All agreements, contracts and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners Court Agenda.**

Please fill out this form completely:

DATE: 07/18/2023 SUPPORTING DOCUMENT(S) ATTACHED? No

NAME: Judge Chris Macon

PHONE: 972-825-5319 FAX: 972-875-6819

DEPARTMENT OR ASSOCIATION: Justice of the Peace Pct #1

ADDRESS: 207 S Sonoma Trl, Ennis, TX 75119

PREFERRED DATE TO BE PLACED ON AGENDA: _____

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):
Per Diem M & IE Increase request on business travel

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court convenes in regular session at **2:00 p.m. every other Tuesday** (for full list of dates, please visit <http://co.ellis.tx.us/DocumentCenter/View/7543/FY-2022-2023-Amended-Commissioners-Court-Schedule>). The Commissioners' Court is located at 101 West Main St., Waxahachie, Texas, on the 2nd floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

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***All agreements, contracts and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners Court Agenda.**

Please fill out this form completely:

DATE: 07/20/2023 SUPPORTING DOCUMENT(S) ATTACHED? No

NAME: Ryan Garrett

PHONE: 972-825-5088 FAX: _____

DEPARTMENT OR ASSOCIATION: Ellis County Judge

ADDRESS: 101 W Main St, Ste 104, Waxahachie, TX 75165

PREFERRED DATE TO BE PLACED ON AGENDA: 7/25/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):
Discussion of FY2024 Departmental Budget Request compilation report regarding staffing, equipment, and capital purchases.

