

A.2

# 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 2<sup>nd</sup> 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: 11.20.23 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: 11.28.23

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

1. Approval of Commissioners' Court Regular Meeting Minutes from November 14, 2023; and correct Agenda Item 2.8 to reflect accurate year of 2024, instead of 2023.

2. Approval of Commissioners' Court Special Meeting Minutes from November 17, 2023.

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ELLIS COUNTY COMMISSIONERS COURT  
OFFICIAL MINUTES – NOVEMBER 14, 2023

THE ELLIS COUNTY COMMISSIONERS COURT MET ON TUESDAY, NOVEMBER 14, 2023, AT 2:00 P.M., IN THE HISTORIC ELLIS COUNTY COURTHOUSE, COMMISSIONERS COURTROOM (2<sup>ND</sup> 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 KRYSTAL VALDEZ

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 PERRY, SECONDED BY COMMISSIONER BUTLER, MOTION CARRIED

INVOCATION AND PLEDGE OF ALLEGIANCE. – *PRECINCT 2 COMMISSIONER LANE GRAYSON*

**CONSENT AGENDA: MINUTE ORDER 512.23**

**ADMINISTRATIVE:**

- A1 APPROVING REGULAR BILLS, PAYROLL AND OFFICER'S REPORTS. – *COUNTY TREASURER CHERYL CHAMBERS*
- A2 APPROVING OF COMMISSIONERS' COURT REGULAR MEETING MINUTES FROM OCTOBER 31, 2023. – *COUNTY CLERK KRYSTAL VALDEZ*
- A3 APPROVING THE ELLIS COUNTY FIRE MARSHAL CHAPTER 59 ASSET FORFEITURE 2023 REPORT. – *COUNTY FIRE MARSHAL TIM BIRDWELL*
- A4 APPROVING OF THE JUSTICE OF THE PEACE, PRECINCT 1 MONTHLY REPORT FOR OCTOBER 2023, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE §114.044. – *PRECINCT 1 JUSTICE OF THE PEACE CHRIS MACON*
- A5 APPROVING OF THE JUSTICE OF THE PEACE, PRECINCT 2 MONTHLY REPORT FOR OCTOBER 2023, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE §114.044. – *PRECINCT 2 JUSTICE OF THE PEACE JACKIE MILLER, JR.*
- A6 APPROVING OF THE JUSTICE OF THE PEACE, PRECINCT 3 MONTHLY REPORT FOR OCTOBER 2023, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE §114.044. – *PRECINCT 3 JUSTICE OF THE PEACE DAN COX*
- A7 APPROVING OF THE JUSTICE OF THE PEACE, PRECINCT 4 MONTHLY REPORT FOR OCTOBER 2023, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE §114.044. – *PRECINCT 4 JUSTICE OF THE PEACE LOUIS PONDER*

- A8 ACCEPTING THE RESIGNATION OF ROBERT CRITTENDEN, VICE PRESIDENT OF EMERGENCY SERVICE DISTRICT #7 (BRISTOL) AND APPROVING TO ACCEPT THE APPLICATION OF RICHARD G. WOODS TO REPLACE VICE PRESIDENT ROBERT CRITTENDEN, WHICH TERM ENDS DECEMBER 2025. – *FIRE MARSHAL TIM BIRDWELL*
- A9 ACCEPTING OF A TABULATED REPORT OF THE COUNTY’S RECEIPTS AND DISBURSEMENTS OF FUNDS FROM OCTOBER 21<sup>ST</sup> – NOVEMBER 3<sup>RD</sup>, 2023, PURSUANT TO LOCAL GOVERNMENT CODE §114.024. – *FIRST ASSISTANT COUNTY AUDITOR STACI PARR*
- A10 APPROVING TO MODIFY AGREEMENT WITH STERICYLE. THIS WILL REDUCE COST BY \$5,744.29 BY REMOVING UNUSED BINS IN VARIOUS COUNTY OFFICES. – *COUNTY JUDGE TODD LITTLE*
- A11 APPROVING OF AN INTERLOCAL AGREEMENT BETWEEN THE NORTH CENTRAL TEXAS EMERGENCY COMMUNICATIONS DISTRICT AND ELLIS COUNTY FOR REGIONAL 9-1-1 SERVICES FOR A TWO-YEAR TERM FROM OCTOBER 1, 2023 – SEPTEMBER 30, 2025. – *COUNTY JUDGE TODD LITTLE*
- A12 APPROVING OF AN INTERLOCAL AGREEMENT BETWEEN THE NORTH CENTRAL TEXAS EMERGENCY COMMUNICATIONS DISTRICT AND ELLIS COUNTY FOR LOCAL ADDRESSING AND GIS SERVICES FOR A TWO-YEAR TERM FROM OCTOBER 1, 2023 – SEPTEMBER 30, 2025. – *COUNTY JUDGE TODD LITTLE*

**FINANCIAL:**

- F1 APPROVING FOR THE TAX COLLECTOR TO DISBURSE PROPERTY TAX REFUNDS IN THE AMOUNT OF \$13,076.03. – *FIRST ASSISTANT COUNTY AUDITOR STACI PARR*
- F2 RATIFYING THE LOCAL PROVIDER PARTICIPATION FUND (LPPF) PAYMENT MADE NOVEMBER 7, 2023 IN AN AMOUNT NOT TO EXCEED \$20,670.59. – *COUNTY TREASURER CHERYL CHAMBERS*
- F3 FY2023 LINE-ITEM TRANSFER – *PRECINCT 4 JUSTICE OF THE PEACE, HONORABLE LOUIS PONDER*  
 DECREASE 001-0540-505020 (SALARIES – FULL TIME) BY \$645.00  
 INCREASE 001-0540-508010 (SUPPLIES) BY \$50.00  
 INCREASE 001-0540-508020 (EQUIPMENT) BY \$360.00  
 INCREASE 001-0540-508680 (CONTRACT SERVICES) BY \$235.00
- F4 FY2024 LINE-ITEM TRANSFER – *PRECINCT 1 COMMISSIONER RANDY STINSON*  
 DECREASE 009-0602-570000 (FM1 – CONTINGENCY) BY \$100,000.00  
 INCREASE 009-0602-509060 (FM1 CULVERTS) BY \$50,000.00  
 INCREASE 009-0602-508580 (FM1 CONTRACT LABOR) BY \$50,000.00
- F5 FY2024 LINE-ITEM TRANSFER – *PRECINCT 3 CONSTABLE CURTIS POLK, JR.*  
 DECREASE 001-0613-509980 (CONTRACT SERVICES – LAW ENF. CAMERAS) BY \$404.67  
 INCREASE 001-0613-508190 (COMPUTER EQUIPMENT) BY \$289.63  
 INCREASE 001-0613-508880 (COMPUTER SOFTWARE) BY \$115.04
- F6 FY2024 LINE-ITEM TRANSFER – *PRECINCT 4 COMMISSIONER KYLE BUTLER*  
 DECREASE 006-0754-570000 (CONTINGENCY-SURPLUS) BY \$65,000.00  
 INCREASE 006-0754-508020 (PURCHASE OF EQUIPMENT) BY \$65,000.00
- F7 FY2024 LINE-ITEM TRANSFER – *I. T. DIRECTOR JOCELYN KING*  
 DECREASE 001-0035-508680 (CONTRACT SERVICES) BY \$600.00  
 INCREASE 001-0035-508880 (COMPUTER SOFTWARE) BY \$600.00
- F8 FY2024 LINE-ITEM TRANSFER – *PRECINCT 2 JUSTICE OF THE PEACE, THE HONORABLE JACKIE MILLER, JR.*  
 DECREASE 001-0520-508010 (SUPPLIES) BY \$1,000.00

DECREASE 001-0520-508730 (MAINT. OFC. EQUIP) BY \$2,000.00  
INCREASE 001-0520-508680 (CONTRACT SERVICES) BY \$3,000.00

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

**REGULAR AGENDA – DISCUSSION, CONSIDERATION AND ACTION:**

**DEPARTMENT OF DEVELOPMENT**

**MINUTE ORDER 513.23** (1.1) RATIFYING STAFF ACTION ON A PLAT OF MULLICAN PLACE RANCHETTES. THE ± 20.00-ACRE SITE IS LOCATED ±3,310 FEET NORTHWEST OF THE INTERSECTION OF FM 660 AND UNION HILL ROAD, SITUATED IN THE R. DE LA PENNA SURVEY, ABSTRACT NO. 3, ENNIS, ROAD AND BRIDGE PRECINCT NO. 1.

PUBLIC PARTICIPATION: ELENA WEBB, DALLAS; GENE ROBINSON, DALLAS

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

**MINUTE ORDER 514.23** (1.2) RATIFYING STAFF ACTION ON A PLAT OF NOBLE FARM LOTS 1 & 2. THE ±10.237-ACRE SITE IS LOCATED ±290 FEET SOUTHEAST OF THE INTERSECTION OF NEWTON ROAD AND CHAPARRAL ROAD, SITUATED IN THE R. DE LA PENNA SURVEY, ABSTRACT NO. 3, FERRIS, ROAD AND BRIDGE PRECINCT NO. 1.

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

**MINUTE ORDER 515.23** (1.3) RATIFYING STAFF ACTION ON A PLAT OF MONTES ESTATES. THE ±3.798-ACRE SITE IS LOCATED ± 885 FEET NORTH OF THE INTERSECTION OF FM 1722 AND SLOVACEK ROAD, SITUATED IN THE C. BOREN SURVEY, ABSTRACT NO. 124, IN THE EXTRATERRITORIAL JURISDICTION OF (ETJ) OF THE CITY OF ENNIS, ROAD AND BRIDGE PRECINCT NO. 2.

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

**MINUTE ORDER 516.23** (1.4) RATIFYING STAFF ACTION ON A PLAT OF SCHILLING ADDITION. THE ± 1.109-ACRE SITE IS LOCATED ± 3,220 FEET EAST OF THE INTERSECTION OF CENTRAL HIGH ROAD AND FM 1183, SITUATED IN THE A. GONZABA SURVEY, ABSTRACT NO. 381, IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF THE CITY OF ENNIS, ROAD AND BRIDGE PRECINCT NO. 2.

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

**MINUTE ORDER 517.23** (1.5) RATIFYING STAFF ACTION ON A PLAT OF CRENSHAW ACRES. THE ±2.57-ACRE SITE IS LOCATED ± 1,330 FEET WEST OF THE INTERSECTION OF BILL LEWIS ROAD AND I-35 SOUTHBOUND, SITUATED IN THE ANDERSON R. MOORE SURVEY, ABSTRACT NO. 690, AND THE JAMES H. JOHNSON SURVEY, ABSTRACT NO. 587, FORRESTON, ROAD AND BRIDGE PRECINCT NO. 3, SUBJECT TO THE FOLLOWING CONDITIONS:

1. PROVIDE AN ADDITIONAL 10 FT. OF RIGHT OF WAY DEDICATION FOR BILL LEWIS ROAD TO COMPLY WITH THE COUNTY'S THOROUGHFARE PLAN.
2. ADD THE OWNER'S CONTACT INFORMATION TO THE PLAT.
3. UPDATE THE COMMISSIONERS' COURT SIGNATURE BLOCK.
4. UPDATE THE NOTARY STATEMENT AND YEAR TO MATCH THE PLAT SIGNATURE BLOCK.
5. PROVIDE A SIGNED AND NOTARIZED TIA WAIVER FORM SIGNED BY EACH OWNER.

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

**MINUTE ORDER 518.23** (1.6) RATIFYING STAFF ACTION ON A PLAT OF HERNANDEZ'S RANCH. THE ±1.277-ACRE SITE IS LOCATED ± 3,630 FEET SOUTH OF THE INTERSECTION OF BLAIR ROAD AND EDNA ROAD, SITUATED IN THE E.C. SCHOOL LAND SURVEY, ABSTRACT NO. 328, WAXAHACHIE, ROAD AND BRIDGE PRECINCT NO. 3.

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

## **PURCHASING**

**MINUTE ORDER 519.23** (2.1) APPROVING TO ADVERTISE AND SOLICIT A REQUEST FOR PROPOSAL FOR VENDING MACHINE SERVICES FOR COUNTY FACILITIES.

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

(TO AGENDA ITEM 2.3)

**MINUTE ORDER 520.23** (2.3) APPROVING TO RENEW OFFICE 365 SOFTWARE LICENSES FOR ALL COUNTY OFFICES AND THE SHERIFF'S OFFICE USING DIR-TSO-4092 WITH SHI GOVERNMENT SOLUTIONS, LLC IN THE AMOUNT OF \$209,328.00.

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

**MINUTE ORDER 521.23** (2.4) APPROVING TO RENEW THE CONTRACT FOR SUPPORT OF INNOPRISE SOFTWARE WITH HARRIS SYSTEMS USA, INC., DBA HARRIS ERP, IN THE AMOUNT OF \$65,989.94.

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

**MINUTE ORDER 522.23** (2.5) APPROVING TO RENEW THE CONTRACT WITH AXON ENTERPRISES, INC., FOR BODY CAMERAS IN THE AMOUNT OF \$22,484.39 WITH AN ANNUAL PAYMENT OF \$4,496.88 PER YEAR, FOR FIVE YEARS, USING BUYBOARD CONTRACT NO. 648-21 FOR THE ELLIS COUNTY FIRE MARSHAL'S OFFICE.

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

**MINUTE ORDER 523.23** (2.6) APPROVING TO PURCHASE A NETWORK MONITORING TOOL IN AN AMOUNT OF \$93,965.88 WITH AN ANNUAL COST OF \$87,887.07, FROM FLAIR DATA USING THE DIR-TSO-4167 COOPERATIVE CONTRACT.

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

**MINUTE ORDER 524.23** (2.7) APPROVING TO DECLARE ONE MITSUBISHI WALL DISPLAY SYSTEM AS SURPLUS TO BE DISPOSED IN ACCORDANCE WITH LOCAL GOVERNMENT CODE 263 FOR EMERGENCY MANAGEMENT.

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

**MINUTE ORDER 525.23** (2.8) APPROVING TO LEASE A 2023 FORD EXPEDITION XLT FROM WAXAHACHIE FORD IN THE AMOUNT OF \$16,000 FOR THE FIRST YEAR, FOR A FOUR (4) YEAR TERM, FOR THE TAX OFFICE.

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

**MINUTE ORDER 526.23** (2.9) AUTHORIZING THE EXEMPTION UNDER LOCAL GOVERNMENT CODE SECTION 262.024 (A)(7) TO PURCHASE EZ STREET PROPRIETARY POLYMER COLD ASPHALT MIX ON AN AS-NEEDED BASIS FROM ATLAS ASPHALT, INCORPORATED, AS THE SOLE SOURCE.

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

**MINUTE ORDER 527.23** (2.10) APPROVING TO PURCHASE EZ STREET PROPRIETARY POLYMER COLD ASPHALT MIX ON AN AS-NEEDED BASIS FROM ATLAS ASPHALT, INCORPORATED UTILIZING THE EXEMPTION GRANTED UNDER LOCAL GOVERNMENT CODE 262.024 (A)(7).

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

**MINUTE ORDER 528.23** (2.11) APPROVING THE PURCHASE OF A 140 JOY MOTOR GRADER IN THE AMOUNT OF \$334,667.72 USING THE SOURCEWELL COOPERATIVE CONTRACT NO. 020223-CAT FROM HOLT CATERPILLAR FOR ROAD & BRIDGE PRECINCT 4.

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

**MINUTE ORDER 529.23** (2.12) APPROVING TO DECLARE ONE CATERPILLAR MOTOR GRADER – MODEL 212 AS SURPLUS TO BE DISPOSED OF IN ACCORDANCE WITH LOCAL GOVERNMENT CODE 263 FOR ROAD & BRIDGE PRECINCT 4.

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

(TO AGENDA ITEM 3.1)

## **ADMINISTRATIVE**

**MINUTE ORDER 530.23** (3.1) AUTHORIZING THE COUNTY JUDGE TO SIGN A CONTRACT WITH HOPE HEALTH FOR CONTINUED INDIGENT HEALTH CARE SERVICES, INCLUDING THE FOLLOWING AMENDMENT TO THE NOTICE SECTION: ADD THE COUNTY JUDGE’S OFFICE AS A COPY RECIPIENT. – *COUNTY JUDGE TODD LITTLE*

MOTION TO APPROVE BY JUDGE LITTLE, SECONDED BY COMMISSIONER BUTLER, MOTION CARRIED

**MINUTE ORDER 531.23** (3.2) SETTING THE HEARING DATE, TIME, AND LOCATION TO CONSIDER THE PETITION TO ESTABLISH EMERGENCY SERVICES DISTRICT #10. – *COUNTY JUDGE TODD LITTLE*

**HEARING DATE, TIME, AND LOCATION:** JUNE 11, 2024 @ 2:00 P.M.  
2<sup>ND</sup> FLOOR COURTROOM OF THE ELLIS COUNTY HISTORIC COURTHOUSE  
101 W. MAIN ST., WAXAHACHIE, TX 75165

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

**MINUTE ORDER 532.23** (3.3) APPROVING A JOINT RESOLUTION FOR THE ELLIS COUNTY REPUBLICAN PARTY CHAIR AND DEMOCRATIC PARTY CHAIR TO ENTER INTO A 2024 JOINT PRIMARY ELECTION SERVICES CONTRACT WITH THE ELLIS COUNTY ELECTION ADMINISTRATOR FOR BOTH THE PRIMARY MARCH 5, 2024 AND PRIMARY RUNOFF MAY 28, 2024 ELECTIONS. – *ELECTIONS ADMINISTRATOR JANA ONYON*

**PUBLIC PARTICIPATION:** PENNY STORY, RED OAK; SHARON COTTON, RED OAK

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

**MINUTE ORDER 533.23** (3.4) APPROVING ADDENDUM 2 TO ANIMAL SHELTER & MAINTENANCE SERVICES CONTRACT WITH SPCA OF TEXAS (MINUTE ORDER 449.20 – NOVEMBER 3, 2020). – *PRECINCT 2 COMMISSIONER LANE GRAYSON*

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

**MINUTE ORDER 534.23** (3.5) APPROVING TO ENTER INTO A NEW LEASE AGREEMENT BETWEEN THE CITY OF WAXAHACHIE, TEXAS (“CIVIC CENTER”) AND ELLIS COUNTY, TEXAS FOR CONTINUED USE OF THE CIVIC CENTER AS AN AUXILIARY COURTHOUSE FOR A PERIOD COMMENCING JANUARY 7, 2025 AND TERMINATING ON DECEMBER 11, 2025; THE AUXILIARY COURTHOUSE WILL BE USED THREE (3) DAYS PER MONTH AT A COST OF \$1,352.00 PER DAY WITH A \$90.00 PER MONTH LINENS FEE; \$4,146.00 PER MONTH, ALL-INCLUSIVE. – *JUDGE JIM CHAPMAN*

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

**RECESS TO EXECUTIVE SESSION** **3:00 P.M.**

MOTION TO RECESS BY COMMISSIONER PERRY, SECONDED BY COMMISSIONER GRAYSON, 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 CHAPTER 551, AND/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 CHAPTER 551.

- 4.1 PURSUANT TO TEXAS GOVERNMENT CODE §551.071(1), CONSULTATION WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION CONCERNING TCEQ MATTERS, SPECIFICALLY PENDING TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEMS PERMITS (TPDES) AND PENDING PETITIONS FOR THE CREATION OF MUNICIPAL UTILITY DISTRICTS (MUDs), OUTSIDE COUNSEL FOR THE COURT WILL BE MEETING REMOTELY USING VIDEO CONFERENCE SOFTWARE.
- 4.2 PURSUANT TO TEXAS GOVERNMENT CODE §551.076(1), TO DELIBERATE REGARDING VEHICLE RENTAL SERVICES FOR THE SHERIFF’S OFFICE FOR SPECIFIC OCCASIONS FOR IMPLEMENTATION OF EMPLOYEE SAFETY.
- 4.3 PURSUANT TO TEXAS GOVERNMENT CODE §551.071(2), CONSULTATION WITH LEGAL COUNSEL ON A MATTER IN WHICH THE DUTY OF THE ATTORNEY TO 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 LEGAL TERMS IN THE GARDA CONTRACT.

**RECONVENED TO REGULAR SESSION** **4:47 P.M.**

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

**MINUTE ORDER 535.23** (2.2) AUTHORIZING TO ADVERTISE AND SOLICIT A REQUEST FOR PROPOSAL FOR VEHICLE RENTAL SERVICES FOR THE SHERIFF'S OFFICE FOR SPECIFIC OCCASIONS FOR IMPLEMENTATION OF EMPLOYEE SAFETY.

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

(To AGENDA ITEM 2.13)

**MINUTE ORDER 536.23** (2.13) APPROVING THE COUNTY JUDGE TO EXECUTE TWO CONTRACTS WITH GARDA CL SOUTHWEST, INC. FOR ARMORED CAR SERVICES, AWARDED OCTOBER 3, 2023 (MINUTE ORDER 454.23).

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

**ADJOURNMENT 4:50 P.M.**

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

THE OFFICIAL MINUTES OF THE ELLIS COUNTY COMMISSIONERS' COURT ON NOVEMBER 14, 2023, ARE HEREBY APPROVED.

PRESIDING OFFICER:

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TODD LITTLE, COUNTY JUDGE

\_\_\_\_\_  
RANDY STINSON, COMMISSIONER, PCT 1

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LANE GRAYSON, COMMISSIONER, PCT 2

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PAUL PERRY, COMMISSIONER, PCT 3

\_\_\_\_\_  
KYLE BUTLER, COMMISSIONER, PCT 4

WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE THIS 28<sup>TH</sup> DAY OF NOVEMBER 2023.

\_\_\_\_\_  
KRYSTAL VALDEZ, COUNTY CLERK

**AGENDA ITEM 2.8 WAS CORRECTED TO REFLECT  
THE ACCURATE YEAR OF 2024, INSTEAD OF 2023,  
BY ORDER OF COMMISSIONERS' COURT ON  
NOVEMBER 28, 2023.**

ELLIS COUNTY COMMISSIONERS COURT  
OFFICIAL MINUTES – NOVEMBER 17, 2023

THE ELLIS COUNTY COMMISSIONERS COURT MET FOR A SPECIAL MEETING ON FRIDAY, NOVEMBER 17, 2023, AT 2:00 P.M., IN THE HISTORIC ELLIS COUNTY COURTHOUSE, COMMISSIONERS COURTROOM (2<sup>ND</sup> 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:** TINA CHAMBERS, CHIEF DEPUTY

**COMMISSIONERS:**

RANDY STINSON, COMMISSIONER, PCT. 1

KYLE BUTLER, COMMISSIONER, PCT. 4

**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, SECOND BY COMMISSIONER STINSON, MOTION CARRIED

**ADMINISTRATIVE:**

**MINUTE ORDER 537.23** (1.1) CANVASSING THE RESULTS OF THE CONSTITUTIONAL AMENDMENT ELECTION HELD ON NOVEMBER 7, 2023 IN ELLIS COUNTY FOR THE PURPOSE OF VOTING TO ADOPT OR REJECT THE 14 PROPOSED CONSTITUTIONAL AMENDMENTS, AS SUBMITTED BY THE 88<sup>TH</sup> LEGISLATURE, REGULAR SESSION, OF THE STATE OF TEXAS AND THE 88<sup>TH</sup> LEGISLATURE, SECOND SPECIAL SESSION, OF THE STATE OF TEXAS. – *ELECTIONS ADMINISTRATOR JANA ONYON*

MOTION TO APPROVE BY COMMISSIONER BUTLER, SECOND BY COMMISSIONER STINSON, MOTION CARRIED

**MINUTE ORDER 538.23** (1.2) CANVASSING THE RESULTS OF THE SPECIAL LOCAL OPTION ELECTION HELD ON NOVEMBER 7, 2023 IN JUSTICE OF THE PEACE PRECINCT 1 WITHIN ELLIS COUNTY, TEXAS FOR THE PURPOSE OF VOTING TO ADOPT OR REJECT LEGALIZING ONE PROPOSITION. – *ELECTIONS ADMINISTRATOR JANA ONYON*

MOTION TO APPROVE BY COMMISSIONER STINSON, SECOND BY COMMISSIONER BUTLER, MOTION CARRIED

**ADJOURNMENT** **2:08 P.M.**

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

THE OFFICIAL MINUTES OF THE ELLIS COUNTY COMMISSIONERS' COURT SPECIAL MEETING ON NOVEMBER 17, 2023, ARE HEREBY APPROVED.

PRESIDING OFFICER:

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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 28<sup>TH</sup> DAY OF NOVEMBER 2023.

\_\_\_\_\_  
KRYSTAL VALDEZ, COUNTY CLERK

# COMMISSIONERS COURT AGENDA REQUEST

4.4

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 2<sup>nd</sup> 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: 11.15.2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y/N)

NAME: DeVonda Spurlock

PHONE: 972-825-5381 FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: Audit

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: \_\_\_\_\_

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

Accept the January 2023 cash audit reports.

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# Ellis County Auditor's Office

Janet S. Martin, CPA, CFE  
County Auditor

Staci Parr  
First Assistant Auditor

## Internal Audit

DeVonda Spurlock, CFE  
Internal Audit Lead

Ryan Garrett  
Assistant Auditor

Wendy Hernandez  
Assistant Auditor

Javier Gonzalez  
Assistant Auditor

Bernadine Mejia  
Assistant Auditor

## Transaction Team

Michelle Mejorado  
Transaction Audit Lead

Martine Hamby  
Assistant Auditor

Barbara Anglen  
Assistant Auditor

Melanie Dowdle  
Assistant Auditor

Date: June 30, 2023

To: Ellis County Departments  
Constable Precinct #1  
Constable Precinct #2  
Constable Precinct #3  
Constable Precinct #4  
County Clerk  
County & District Attorney  
Department of Development  
District Clerk  
Elections

Fire Marshal  
Justice of the Peace Precinct #1  
Justice of the Peace Precinct #2  
Justice of the Peace Precinct #3  
Justice of the Peace Precinct #4  
Law Library  
Sheriff's Office – Bail Bonds  
Sheriff's Office – Revenue  
Ellis County Treasurer  
Juvenile Probation

From: DeVonda Spurlock, CFE  
Assistant Auditor - Internal Audit Lead

Re: Audit of Cash Receipt Deposits

During the month of January 2023, our office performed a random audit of your office's cash receipt deposits that have been made with the Ellis County Treasurer's office per Local Government Code 115.002. The dates that have been audited are randomly selected by an Excel program. We have used the scanned documents from the Treasurer's office along with any Auditor reports to review the receipts for these dates. The following items were noted for the deposit(s) made on the selected dates:

### Constable Precinct #1

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

### Constable Precinct #2

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

### Constable Precinct #3

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.



# Ellis County Auditor's Office

Janet S. Martin, CPA, CFE  
*County Auditor*

Staci Parr  
*First Assistant Auditor*

## **Internal Audit**

DeVonda Spurlock, CFE  
*Internal Audit Lead*

Ryan Garrett  
*Assistant Auditor*

Wendy Hernandez  
*Assistant Auditor*

Javier Gonzalez  
*Assistant Auditor*

Bernadine Mejia  
*Assistant Auditor*

## **Transaction Audit**

Michelle Mejorado  
*Transaction Audit Lead*

Martine Hamby  
*Assistant Auditor*

Barbara Anglen  
*Assistant Auditor*

Melanie Dowdle  
*Assistant Auditor*

## **Constable Precinct #4**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **County Clerk**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **County & District Attorney**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊗ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt. On 1/19/23 receipt R2023-00157 for \$182.52 a delay of 12 days.

## **Department of Development**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **District Clerk**

- ✓ Treasurer's receipt balanced with the total amount of cash, checks, and ACH payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Elections**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.



# Ellis County Auditor's Office

Janet S. Martin, CPA, CFE  
*County Auditor*

Staci Parr  
*First Assistant Auditor*

## **Internal Audit**

DeVonda Spurlock, CFE  
*Internal Audit Lead*

Ryan Garrett  
*Assistant Auditor*

Wendy Hernandez  
*Assistant Auditor*

Javier Gonzalez  
*Assistant Auditor*

Bernadine Mejia  
*Assistant Auditor*

## **Transaction Audit**

Michelle Mejorado  
*Transaction Audit Lead*

Martine Hamby  
*Assistant Auditor*

Barbara Anglen  
*Assistant Auditor*

Melanie Dowdle  
*Assistant Auditor*

## **Fire Marshal**

- ✓ Treasurer's receipt amount balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #1**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #2**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #3**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #4**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Law Library**

- ✓ Treasurer's receipt amount balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.



# Ellis County Auditor's Office

Janet S. Martin, CPA, CFE  
*County Auditor*

Staci Parr  
*First Assistant Auditor*

## **Internal Audit**

DeVonda Spurlock, CFE  
*Internal Audit Lead*

Ryan Garrett  
*Assistant Auditor*

Wendy Hernandez  
*Assistant Auditor*

Javier Gonzalez  
*Assistant Auditor*

Bernadine Mejia  
*Assistant Auditor*

## **Transaction Audit**

Michelle Mejorado  
*Transaction Audit Lead*

Martine Hamby  
*Assistant Auditor*

Barbara Anglen  
*Assistant Auditor*

Melanie Dowdle  
*Assistant Auditor*

✓ Deposits were made to the Treasurer's office promptly.

### **Sheriff's Office – Bail Bonds**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ 1 voided receipts was noted.
- ✓ Deposits were made to the Treasurer's office promptly.

### **Sheriff's Office – Revenue**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

### **Ellis County Treasurer**

- ✓ Treasurer's Deposit Report balanced with the total amount of listed cash receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

### **Juvenile Probation**

- ✓ Treasurer's receipt balanced with the total amount of County funds received by Juvenile Probation.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊙ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.
  - On 1/13/23 receipt R2023-00121 for \$126.00 a delay of 9 days.
  - On 1/19/23 receipt R2023-00166 for \$1,759.00 a delay of 24 days.
  - On 1/19/23 receipt R2023-00167 for \$291.00 a delay of 17 days

Except for offices that have deposits that were made more than 5 days after the earliest receipt, we conclude that receipts collected by the above-listed offices are being handled properly according to the Texas Local Government Code.

If you have any questions regarding this audit, please contact our office.

DeVonda Spurlock, CFE  
Assistant Auditor – Internal Audit Lead

# COMMISSIONERS COURT AGENDA REQUEST

A.5

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 2<sup>nd</sup> floor of the Historic Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

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**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: 11.15.2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y/N)

NAME: DeVonda Spurlock

PHONE: 972-825-5381 FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: Audit

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: \_\_\_\_\_

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

Accept the February 2023 cash audit reports.

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# Ellis County Auditor's Office

Janet S. Martin, CPA, CFE  
County Auditor

Staci Parr  
First Assistant Auditor

## Internal Audit

DeVonda Spurlock, CFE  
Internal Audit Lead

Wendy Hernandez  
Assistant Auditor

Javier Gonzalez  
Assistant Auditor

Vacant  
Assistant Auditor

Bernadine Mejia  
Assistant Auditor

## Transaction Team

Michelle Mejorado  
Transaction Audit Lead

Martine Hamby  
Assistant Auditor

Barbara Anglen  
Assistant Auditor

Melanie Dowdle  
Assistant Auditor

Date: August 23, 2023

To: Ellis County Departments  
Constable Precinct #1  
Constable Precinct #2  
Constable Precinct #3  
Constable Precinct #4  
County Clerk  
County & District Attorney  
Department of Development  
District Clerk  
Elections

Fire Marshal  
Justice of the Peace Precinct #1  
Justice of the Peace Precinct #2  
Justice of the Peace Precinct #3  
Justice of the Peace Precinct #4  
Law Library  
Sheriff's Office – Bail Bonds  
Sheriff's Office – Revenue  
Ellis County Treasurer  
Juvenile Probation

From: Janet Martin, CPA, CFE  
County Auditor

Re: Audit of Cash Receipt Deposits

During the month of February 2023, our office performed a random audit of your office's cash receipt deposits that have been made with the Ellis County Treasurer's office per Local Government Code 115.002. The dates that have been audited are randomly selected by an Excel program. We have used the scanned documents from the Treasurer's office along with any Auditor reports to review the receipts for these dates. The following items were noted for the deposit(s) made on the selected dates:

### Constable Precinct #1

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

### Constable Precinct #2

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

### Constable Precinct #3

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.



# Ellis County Auditor's Office

Janet S. Martin, CPA, CFE  
*County Auditor*

Staci Parr  
*First Assistant Auditor*

## **Internal Audit**

DeVonda Spurlock, CFE  
*Internal Audit Lead*

Wendy Hernandez  
*Assistant Auditor*

Javier Gonzalez  
*Assistant Auditor*

Vacant  
*Assistant Auditor*

Bernadine Mejia  
*Assistant Auditor*

## **Transaction Audit**

Michelle Mejorado  
*Transaction Audit Lead*

Martine Hamby  
*Assistant Auditor*

Barbara Anglen  
*Assistant Auditor*

Melanie Dowdle  
*Assistant Auditor*

## **Constable Precinct #4**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊗ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On February 07, 2023, receipt R2023-00311 for \$90.00 a delay of 6 days.

## **County Clerk**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ Eight (8) voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **County & District Attorney**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊗ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On February 03, 2023, receipt R2023-00275 for \$185.00 a delay of 6 days.  
On February 16, 2023, receipt R2023-00404 for \$32.86 a delay of 12 days.

## **Department of Development**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊗ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On February 03, 2023, receipt R2023-00280 for \$75.00 a delay of 6 days.

## **District Clerk**

- ✓ Treasurer's receipt balanced with the total amount of cash, checks, and ACH payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ Three (3) voided receipts were noted.
- ⊗ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On February 03, 2023, receipt R2023-00275 for \$185.00 a delay of 6 days.



# Ellis County Auditor's Office

Janet S. Martin, CPA,  
CFE  
County Auditor

Staci Parr  
First Assistant Auditor

## Internal Audit

DeVonda Spurlock, CFE  
Internal Audit Lead

Wendy Hernandez  
Assistant Auditor

Javier Gonzalez  
Assistant Auditor

Vacant  
Assistant Auditor

Bernadine Mejia  
Assistant Auditor

## Transaction Audit

Michelle Mejorado  
Transaction Audit Lead

Martine Hamby  
Assistant Auditor

Barbara Anglen  
Assistant Auditor

Melanie Dowdle  
Assistant Auditor

## Elections

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Fire Marshal

- ✓ Treasurer's receipt amount balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊗ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On February 03, 2023, receipt R2023-00161 for \$125.00 a delay of 6 days.

## Justice of the Peace Precinct #1

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊗ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On February 06, 2023, receipt R2023-00304 for \$508.00 a delay of 6 days.

## Justice of the Peace Precinct #2

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ One (1) voided receipt was noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Justice of the Peace Precinct #3

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊗ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On February 07, 2023, receipt R2023-00312 for \$2,262.00 a delay of 9 days.



# Ellis County Auditor's Office

Janet S. Martin, CPA,  
CFE  
County Auditor

Staci Parr  
First Assistant Auditor

## Internal Audit

DeVonda Spurlock, CFE  
Internal Audit Lead

Wendy Hernandez  
Assistant Auditor

Javier Gonzalez  
Assistant Auditor

Vacant  
Assistant Auditor

Bernadine Mejia  
Assistant Auditor

## Transaction Audit

Michelle Mejorado  
Transaction Audit Lead

Martine Hamby  
Assistant Auditor

Barbara Anglen  
Assistant Auditor

Melanie Dowdle  
Assistant Auditor

## Justice of the Peace Precinct #4

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Law Library

- ✓ Treasurer's receipt amount balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊙ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On February 03, 2023, receipt R2023-00278 for \$242.50 a delay of 6 days.

## Sheriff's Office – Bail Bonds

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ One (1) voided receipt was noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Sheriff's Office – Revenue

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊙ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On February 16, 2023, receipt R2023-00412 for \$250.00 a delay of 12 days.

## Ellis County Treasurer

- ✓ Treasurer's Deposit Report balanced with the total amount of listed cash receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Juvenile Probation

- ✓ Treasurer's receipt balanced with the total amount of County funds received by Juvenile Probation.
- ✓ No missing receipts were noted.



# Ellis County Auditor's Office

Janet S. Martin, CPA,  
CFE  
*County Auditor*

Staci Parr  
*First Assistant Auditor*

## **Internal Audit**

DeVonda Spurlock, CFE  
*Internal Audit Lead*

Wendy Hernandez  
*Assistant Auditor*

Javier Gonzalez  
*Assistant Auditor*

Vacant  
*Assistant Auditor*

Bernadine Mejia  
*Assistant Auditor*

## **Transaction Audit**

Michelle Mejorado  
*Transaction Audit Lead*

Martine Hamby  
*Assistant Auditor*

Barbara Anglen  
*Assistant Auditor*

Melanie Dowdle  
*Assistant Auditor*

✓ No voided receipts were noted.

● Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.

On February 09, 2023, receipt R2023-00353 for \$956.70 a delay of 22 days.

On February 22, 2023, receipt R2023-00454 for \$87.00 a delay of 6 days.

Except for offices that have deposits that were made more than 5 days after the earliest receipt, we conclude that receipts collected by the above-listed offices are being handled properly according to the Texas Local Government Code.

If you have any questions regarding this audit, please contact our office.

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Janet S. Martin, CPA, CFE  
County Auditor

# COMMISSIONERS COURT AGENDA REQUEST

A.6

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 2<sup>nd</sup> 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: 11.15.2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y/N)

NAME: Barbara Anglen

PHONE: 972-825-5381 FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: Audit

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: \_\_\_\_\_

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

Accept the March 2023 cash audit reports.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_



# Ellis County Auditor's Office

Open  
County Auditor

Staci Parr, CGFO  
First Assistant Auditor

## Finance

Open  
Assistant Auditor

Open  
Assistant Auditor

## Internal Audit

Barbara Anglen  
Internal Audit Lead

DeVonda Spurlock, CFE  
Assistant Auditor

Wendy Hernandez  
Assistant Auditor

Bernadine Mejia  
Assistant Auditor

## Transaction Audit

Michelle Mejorado  
Transaction Audit Lead

Martine Hamby  
Assistant Auditor

Melanie Dowdle  
Assistant Auditor

Date: September 21, 2023

To: Ellis County Departments

Constable Precinct #1

Constable Precinct #2

Constable Precinct #3

Constable Precinct #4

County Clerk

County & District Attorney

Department of Development

District Clerk

Elections

Fire Marshal

Justice of the Peace Precinct #1

Justice of the Peace Precinct #2

Justice of the Peace Precinct #3

Justice of the Peace Precinct #4

Juvenile Probation

Law Library

Sheriff's Office – Bail Bonds

Sheriff's Office – Revenue

Treasurer

From: Barbara Anglen

Assistant Auditor - Internal Audit Lead

Re: Audit of Cash Receipt Deposits

During the month of March 2023, our office performed a random audit of your office's cash receipt deposits that have been made with the Ellis County Treasurer's office per Local Government Code 115.002. The dates that have been audited are randomly selected by an Excel program. We have used the scanned documents from the Treasurer's office along with any Auditor reports to review the receipts for these dates. The following items were noted for the deposit(s) made on the selected dates:

### Constable Precinct #1

✓ Treasurer's receipt balanced with the total amount of listed receipts.

✓ No missing receipts were noted.

✓ No voided receipts were noted.

✓ Deposits were made to the Treasurer's office promptly.

### Constable Precinct #2

✓ Treasurer's receipt balanced with the total amount of listed receipts.

✓ No missing receipts were noted.

✓ Three (3) voided receipts were noted.

✓ Deposits were made to the Treasurer's office promptly.

### Constable Precinct #3

✓ Treasurer's receipt balanced with the total amount of listed receipts.

✓ No missing receipts were noted.

✓ No voided receipts were noted.

✓ Deposits were made to the Treasurer's office promptly.



# Ellis County Auditor's Office

## **Constable Precinct #4**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **County Clerk**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ Three (3) voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **County & District Attorney**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ One (1) voided receipt was noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Department of Development**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **District Clerk**

- ✓ Treasurer's receipt balanced with the total amount of cash, checks, and ACH payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Elections**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Fire Marshal**

- ✓ Treasurer's receipt amount balanced with the total amount of cash and check payments from the listed receipts.
- One (1) missing receipt was noted.  
On March 23, 2023, receipt R2023-00728 was missing receipt #4357.



# Ellis County Auditor's Office

- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #1**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #2**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ Two (2) voided receipt was noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #3**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ Seven (7) voided receipts were noted.
- ⊙ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On March 29, 2023, receipt R2023-00773 for \$4,106.90 a delay of 8 days.

## **Justice of the Peace Precinct #4**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Juvenile Probation**

- ✓ Treasurer's receipt balanced with the total amount of County funds received by Juvenile Probation.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊙ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On March 07, 2023, receipt R2023-00563 for \$450.00 a delay of 10 days.  
On March 23, 2023, receipt R2023-00713 for \$220.00 a delay of 34 days.  
On March 23, 2023, receipt R2023-00714 for \$90.00 a delay of 17 days.  
On March 23, 2023, receipt R2023-00715 for \$135.00 a delay of 15 days.  
On March 23, 2023, receipt R2023-00716 for \$505.00 a delay of 7 days.



# Ellis County Auditor's Office

## Law Library

- ✓ Treasurer's receipt amount balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Sheriff's Office – Bail Bonds

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Sheriff's Office – Revenue

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊙ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On March 17, 2023, receipt R2023-00680 for \$4,440.00 a delay of 8 days.

## Ellis County Treasurer

- ✓ Treasurer's Deposit Report balanced with the total amount of listed cash receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

Except for offices that have deposits that were made more than 5 days after the earliest receipt, we conclude that receipts collected by the above-listed offices are being handled properly according to the Texas Local Government Code.

If you have any questions regarding this audit, please contact our office.

Barbara Anglen  
Assistant Auditor – Internal Audit Lead

# COMMISSIONERS COURT AGENDA REQUEST

A.7

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 2<sup>nd</sup> 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: 11.15.2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y/N)

NAME: Barbara Anglen

PHONE: 972-825-5381 FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: Audit

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: \_\_\_\_\_

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

Accept the April 2023 cash audit reports.

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# Ellis County Auditor's Office

Open  
County Auditor

Staci Parr, CGFO  
First Assistant Auditor

**Finance**

Open  
Assistant Auditor

Open  
Assistant Auditor

**Internal Audit**

Barbara Anglen  
Internal Audit Lead

DeVonda Spurlock, CFE  
Assistant Auditor

Wendy Hernandez  
Assistant Auditor

Bernadine Mejia  
Assistant Auditor

**Transaction Audit**

Michelle Mejorado  
Transaction Audit Lead

Martine Hamby  
Assistant Auditor

Melanie Dowdle  
Assistant Auditor

Date: October 18, 2023

To: Ellis County Departments

County Clerk  
County & District Attorney  
Department of Development  
District Clerk  
Elections  
Fire Marshal  
Justice of the Peace Precinct #1  
Justice of the Peace Precinct #2

Justice of the Peace Precinct #3  
Justice of the Peace Precinct #4  
Juvenile Probation  
Law Library  
Sheriff's Office – Bail Bonds  
Sheriff's Office – Revenue  
Treasurer

From: Barbara Anglen  
Assistant Auditor - Internal Audit Lead

Re: Audit of Cash Receipt Deposits

During the month of April 2023, our office performed a random audit of your office's cash receipt deposits that have been made with the Ellis County Treasurer's office per Local Government Code 115.002. The dates that have been audited are randomly selected by an Excel program. We have used the scanned documents from the Treasurer's office along with any Auditor reports to review the receipts for these dates. The following items were noted for the deposit(s) made on the selected dates:

**County Clerk**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ Eight (8) voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

**County & District Attorney**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipt was noted.
- ✓ Deposits were made to the Treasurer's office promptly.



# Ellis County Auditor's Office

## Department of Development

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## District Clerk

- ✓ Treasurer's receipt balanced with the total amount of cash, checks, and ACH payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ One (1) voided receipt was noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Elections

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Fire Marshal

- ✓ Treasurer's receipt amount balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ⊙ Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.  
On April 4, 2023, receipt R2023-00836 for \$25.00 a delay of 8 days.

## Justice of the Peace Precinct #1

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ Two (2) voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Justice of the Peace Precinct #2

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.



# Ellis County Auditor's Office

## **Justice of the Peace Precinct #3**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #4**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Juvenile Probation**

- ✓ Treasurer's receipt balanced with the total amount of County funds received by Juvenile Probation.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.
  - On April 13, 2023, receipt R2023-00921 for \$671.00 a delay of 14 days.
  - On April 13, 2023, receipt R2023-00922 for \$210.00 a delay of 8 days.

## **Law Library**

- ✓ Treasurer's receipt amount balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Sheriff's Office – Bail Bonds**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Sheriff's Office – Revenue**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.



# Ellis County Auditor's Office

## Ellis County Treasurer

- ✓ Treasurer's Deposit Report balanced with the total amount of listed cash receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

Except for offices that have deposits that were made more than 5 days after the earliest receipt, we conclude that receipts collected by the above-listed offices are being handled properly according to the Texas Local Government Code.

If you have any questions regarding this audit, please contact our office.

A handwritten signature in red ink, appearing to read "Barbara Anglen".

Barbara Anglen  
Assistant Auditor – Internal Audit Lead

# COMMISSIONERS COURT AGENDA REQUEST

4.8

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 2<sup>nd</sup> 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: 11.15.2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y/N)

NAME: Barbara Anglen

PHONE: 972-825-5381 FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: Audit

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: \_\_\_\_\_

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

Accept the May 2023 cash audit reports.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Ellis County Auditor's Office

Open  
County Auditor

Staci Parr, CGFO  
First Assistant Auditor

**Finance**

Open  
Assistant Auditor

Open  
Assistant Auditor

**Internal Audit**

Barbara Anglen  
Internal Audit Lead

DeVonda Spurlock, CFE  
Assistant Auditor

Wendy Hernandez  
Assistant Auditor

Bernadine Mejia  
Assistant Auditor

**Transaction Audit**

Michelle Meorado  
Transaction Audit Lead

Martine Hamby  
Assistant Auditor

Melanie Dowdle  
Assistant Auditor

Date: November 3, 2023

To: Ellis County Departments  
Constable Precinct #1  
Constable Precinct #2  
Constable Precinct #3  
Constable Precinct #4  
County Clerk  
County & District Attorney  
Department of Development  
District Clerk  
Elections

Fire Marshal  
Justice of the Peace Precinct #1  
Justice of the Peace Precinct #2  
Justice of the Peace Precinct #3  
Justice of the Peace Precinct #4  
Juvenile Probation  
Law Library  
Sheriff's Office – Bail Bonds  
Sheriff's Office – Revenue  
Treasurer

From: Barbara Anglen  
Assistant Auditor - Internal Audit Lead

Re: Audit of Cash Receipt Deposits

During the month of May 2023, our office performed a random audit of your office's cash receipt deposits that have been made with the Ellis County Treasurer's office per Local Government Code 115.002. The dates that have been audited are randomly selected by an Excel program. We have used the scanned documents from the Treasurer's office along with any Auditor reports to review the receipts for these dates. The following items were noted for the deposit(s) made on the selected dates:

**Constable Precinct #1**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

**Constable Precinct #2**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

**Constable Precinct #3**

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.



# Ellis County Auditor's Office

## Constable Precinct #4

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## County Clerk

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
  - On May 2, 2023, receipt R2023-01093 was missing receipt number 955005, however, receipt was found linked within previous deposit receipt batch and placed with file.
  - On May 19, 2023, receipt R2023-01264 the range of receipt numbers didn't match report. LGS report numbers didn't match the breakdown of the list of receipt detailed.
- ✓ Two (2) voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## County & District Attorney

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ One (1) voided receipt was noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Department of Development

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## District Clerk

- ✓ Treasurer's receipt balanced with the total amount of cash, checks, and ACH payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Elections

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.



# Ellis County Auditor's Office

## **Fire Marshal**

- ✓ Treasurer's receipt amount balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #1**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #2**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
  - On May 12, 2023, receipt R2023-01198 the range of receipt numbers were different on daily report compared to the LGS report.
  - On May 19, 2023, receipt R2023-01263 the range of receipt numbers were different on daily report compared to the LGS report.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #3**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Justice of the Peace Precinct #4**

- ✓ Treasurer's receipt balanced with the total amount of cash and check payments from the listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## **Juvenile Probation**

- ✓ Treasurer's receipt balanced with the total amount of County funds received by Juvenile Probation.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.



# Ellis County Auditor's Office

- Deposits were made to the Treasurer's office more than 5 days after the earliest receipt.
  - On May 4, 2023, receipt R2023-01120 for \$10.00 a delay of 26 days.
  - On May 8, 2023, receipt R2023-01151 for \$710.00 a delay of 19 days.
  - On May 25, 2023, receipt R2023-01316 for \$315.00 a delay of 18 days.

## Law Library

- ✓ Treasurer's receipt amount balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Sheriff's Office – Bail Bonds

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Sheriff's Office – Revenue

- ✓ Treasurer's receipt balanced with the total amount of listed receipts.
- ✓ No missing receipts were noted.
- ✓ No voided receipts were noted.
- ✓ Deposits were made to the Treasurer's office promptly.

## Ellis County Treasurer

- ✓ Treasurer's Deposit Report balanced with the total amount of listed cash receipts.
- ✓ No missing receipts were noted.
- ✓ One (1) voided receipt was noted.
- ✓ Deposits were made by the Treasurer's office promptly.

Except for offices that have deposits that were made more than 5 days after the earliest receipt, we conclude that receipts collected by the above-listed offices are being handled properly according to the Texas Local Government Code.

If you have any questions regarding this audit, please contact our office.

Barbara Anglen  
Assistant Auditor – Internal Audit Lead

# COMMISSIONERS COURT AGENDA REQUEST

A.9

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 2<sup>nd</sup> 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: 11/20/2023 SUPPORTING DOCUMENT(S) ATTACHED? ( Y)  N )

NAME: Staci Parr

PHONE: (972) 825-5123 FAX: (972) 825-5124

DEPARTMENT OR ASSOCIATION: First Assistant County Auditor

ADDRESS: 101 W Main St, Waxahachie, TX 75165

PREFERRED DATE TO BE PLACED ON AGENDA: 11/28/2023

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

**\*\*CONSENT AGENDA - FINANCIAL\*\***

Present a tabulated report of the county's receipts and disbursements of funds from

November 4 - November 15, 2023 pursuant to Local Government Code §114.024

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* \_\_\_\_\_  
County Attorney Approval

## Trial Balance for Ellis County

From 11/4/2023 - 11/15/2023

Fund	Name	Opening Balance	Debit	Credit	Closing Balance
1	GENERAL FUND	35,561,458.35	261,458.98	770,823.33	35,052,094.00
2	ROAD IMPROVEMENT FUND	2,009,295.93	174.60	35,361.20	1,974,109.33
3	ROAD/BRIDGE PCT. 1	2,593,317.70	20,182.25	-	2,613,499.95
4	ROAD/BRIDGE PCT. 2	2,136,284.98	20,182.24	-	2,156,467.22
5	ROAD/BRIDGE PCT. 3	1,249,551.15	20,182.22	15,558.39	1,254,174.98
6	ROAD/BRIDGE PCT. 4	2,725,237.07	20,182.21	-	2,745,419.28
7	ADULT PROBATION	1,056,343.82	-	10,506.41	1,045,837.41
8	JUVENILE PROBATION	449,980.24	194,000.00	11,222.05	632,758.19
9	F/M PCT. 1	2,723,837.19	108,439.33	24,067.12	2,808,209.40
10	F/M PCT. 2	688,849.51	1,083.29	44,665.22	645,267.58
11	F/M PCT. 3	472,944.75	709.33	29,661.84	443,992.24
12	F/M PCT. 4	1,330,992.77	840.31	92,087.08	1,239,746.00
13	LATERAL ROAD PCT. 1	438,233.90	-	-	438,233.90
14	COUNTY & DISTRICT CT TECH	45,178.99	72.00	-	45,250.99
15	JUSTICE COURT TECHNOLOGY FUND	223,138.29	207.42	-	223,345.71
16	DC ARCHIVES RECORDS MANAGEMENT	181,344.54	5.00	-	181,349.54
17	JURY	35,584.48	1,756.40	1,136.00	36,204.88
18	PERMANENT IMPROVEMENT	8,332,790.36	2,463.50	39,482.87	8,295,770.99
19	LAW LIBRARY	4,633.58	48,431.56	10,067.19	42,997.95
20	TRUST AND AGENCY FUND	-	-	-	-
21	RECORDS MANAGEMENT	2,336,943.19	10,990.00	7,213.29	2,340,719.90
22	CC ARCHIVES RECORDS MANAGEMENT	1,938,038.14	10,810.00	-	1,948,848.14
23	ROW AVAILABLE	159,505.70	-	-	159,505.70
24	FIRE MARSHAL SPECIAL FUND	191,369.17	925.00	-	192,294.17
26	DISTRICT COURT RECORDS TECH	243,443.95	10.00	-	243,453.95
27	ROAD DISTRICT #1	905,506.39	-	-	905,506.39
28	ROAD DISTRICT #5	16,093.36	-	-	16,093.36
29	ROAD DISTRICT #16	210,127.39	-	-	210,127.39
30	CHECK PROCESSING FEE AC	141,900.76	-	-	141,900.76
31	DRUG FORFEITURE FUND	282,063.60	-	-	282,063.60
32	GEN RECORD MANAGE/PRESE	837,089.49	4,566.96	-	841,656.45
33	COURTHOUSE SECURITY FUN	439,824.39	4,676.66	-	444,501.05
34	COURT REC. PRESERVATION 51.708	177,416.50	745.00	-	178,161.50
36	ELECTIONS ADMIN FEES	40,360.72	-	-	40,360.72
38	SERIES 07 INTEREST & SINKING	576,657.53	1,782.91	-	578,440.44
40	SERIES 07 BOND PROJECT	2,574,086.66	-	52,049.00	2,522,037.66
42	SHERIFF FEDERAL DRUG FORFEITURE	556,868.15	-	-	556,868.15
43	COUNTY CLERK VITALS PRESERVATION	44,266.03	290.00	-	44,556.03
45	ELLIS CO COMM CORRECTIONS	43,638.49	-	-	43,638.49
46	SHERIFF SEIZURE FUND	175,989.51	-	-	175,989.51
47	SHERIFF DRUG FORFEITURE	367,932.82	-	-	367,932.82
48	DISTRICT ATTY DRUG SEIZ	515,455.00	4,690.00	-	520,145.00
50	CIVIL SUPERVISION FEES	239,954.80	-	-	239,954.80
53	COURT FACILITY FEES	123,508.80	3,123.60	-	126,632.40
55	OPIOID SETTLEMENT	99,158.00	-	-	99,158.00
56	CONSTABLE PCT #2 FORFEITURE	1,476.74	-	-	1,476.74
57	CONSTABLE PCT #1 FORFEITURE	181.28	-	-	181.28
61	TRUANCY & PREVENTION	63,468.47	231.32	-	63,699.79
63	AMERICAN RESCUE PLAN	24,654,589.20	-	94,749.40	24,559,839.80
66	JUVENILE JUSTICE ALTERNATIVE EDUC	222,617.94	2,071.53	5,532.58	219,156.89
68	VEHICLE REPLACEMENT FUND	2,392,920.34	-	16,000.00	2,376,920.34
71	TREASURERS HELD PROPERTY	1,421.57	-	-	1,421.57
72	ELLIS COUNTY LEVEE #2	342,253.84	-	-	342,253.84
73	ELLIS COUNTY LEVEE #3	347,730.19	12,207.77	-	359,937.96
74	ELLIS COUNTY LEVEE #4	8,285.94	-	-	8,285.94
75	JUVENILE PROBATION FEES	79,861.65	495.00	-	80,356.65
91	UNCLAIMED PROPERTY	1,800.00	-	-	1,800.00
125	CONSTABLE PCT 1 LOOSE FUNDS	-	-	-	-
126	CONSTABLE PCT 2 LOOSE FUNDS	81,661.27	-	-	81,661.27
127	CONSTABLE PCT 3 LOOSE FUNDS	40,991.45	-	-	40,991.45
128	CONSTABLE PCT 4 LOOSE FUNDS	1,289.49	-	-	1,289.49
129	SHERIFF LOOSE FUNDS	1,203.82	-	-	1,203.82
130	DISTRICT ATTY LOOSE FUNDS	874.36	-	-	874.36
131	LANGUAGE ACCESS FUND	358.98	-	-	358.98
		<b>103,739,182.67</b>	<b>757,986.39</b>	<b>1,260,182.97</b>	<b>103,236,986.09</b>

<b>ELLIS COUNTY COMMISSIONERS COURT</b>		
Court Date: November 28, 2023		
REPORTING DEPARTMENT: DoD		
<b>AGENDA TYPE</b> <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Regular Agenda <input type="checkbox"/> Public Hearing	<b>DoD FINANCIAL REPORT          OCTOBER 2023          CONSENT AGENDA ITEM</b>	

**AGENDA CAPTION:**

Approve the Department of Development’s (DoD) monthly financial report for October 2023, as required by Chapter 114.044 of the Texas Local Government Code.

**EXECUTIVE SUMMARY:**

The County Auditor requested all departments receiving monies to submit a monthly financial report for approval to the Commissioners’ Court as required in Texas Local Government Code, Chapter 114.044. This report satisfies this requirement. Below is an approximate summary of revenues and expenditures for October 2023.

REVENUE ACCOUNT NO.	ACCOUNT NAME	AMOUNT
001-0000-202500	TCEQ Line Item	\$ 640.00
001-0060-400580	PWA (Permits)	\$ 19,925.00
001-0060-400720	Plats (Subdivisions)	\$ 4,982.00*
001-0060-400940	Septic Fees	\$ 39,335.00
001-0060-406080	Misc. Fees	\$ 0.00
001-0921-406260	Recording Fees	\$ 618.00
003-0601-400920	Pct. No. 1 – Subdivision Percentage (Road) Fees	\$ 0.00
004-0652-400920	Pct. No. 2 – Subdivision Percentage (Road) Fees	\$ 0.00
005-0703-400920	Pct. No. 3 – Subdivision Percentage (Road) Fees	\$ 0.00
006-0754-400920	Pct. No. 4 – Subdivision Percentage (Road) Fees	\$ 0.00
076-0976-409760	Subdivision Inspection Fees (Special Fund)	\$ 0.00
<b>REVENUES</b>		<b>\$ 65,500.00</b>

\* \$1,800 accidentally placed in Subdivision Inspection Fees instead of Plats/Subdivisions; working with software vendor to fix.

EXPENSE ACCOUNT NO.	ACCOUNT NAME	AMOUNT
001-0060-506010	Travel Reimbursement	\$ 225.06
001-0060-507030	Telephone	\$ 0.00
001-0060-508010	Supplies	\$ 372.74
001-0060-508020	Equipment	\$ 0.00
001-0060-508050	Conference	\$ 477.91
001-0060-508060	Dues	\$ 1,334.30
001-0060-508080	Auto Gas	\$ 987.13
001-0060-508090	Auto Repairs	\$ 0.00
001-0060-508100	Auto Tires	\$ 0.00
001-0060-508190	Computer	\$ 19.99
001-0060-508210	Uniform	\$ 0.00
001-0060-508680	Contract Services	\$ 285.48
001-0060-508880	Computer Software	\$ 958.33
001-0060-508990	Development Testing	\$ 0.00
076-0976-509978	Subdivision Inspection Fees (Special Fund)	\$ 0.00
<b>EXPENDITURES</b>		<b>\$ 4,660.94</b>

# COMMISSIONERS COURT AGENDA REQUEST

Fl

The Commissioners Court convenes in regular session at **10:00 a.m. on the second (2<sup>nd</sup>) Monday** of each month and **6:00 p.m. on the fourth (4<sup>th</sup>) Monday** 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 2<sup>nd</sup> 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 the **1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 12:00 p.m. of each month.** 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: 11/15/2023

NAME: Cheryl Chambers

PHONE: 972-825-5127 FAX: 972-825-5129

DEPARTMENT OR ASSOCIATION: Treasurer

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACE ON AGENDA: 11/28/2023

DESCRIPTION OF AGENDA REQUEST: **CONSENT AGENDA PLEASE**

2. Ratify the LPPF payment made November 17 , 2023 for \$4,875,254.71

\* \_\_\_\_\_  
County Attorney Approval

# COMMISSIONERS COURT AGENDA REQUEST

F. 2

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 2<sup>nd</sup> 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 P.M. 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: 11/20/2023 SUPPORTING DOCUMENT(S) ATTACHED?  Y  N

NAME: Staci Parr

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: First Assistant County Auditor

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: 11/28/2023

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

**\*\*CONSENT AGENDA - FINANCIAL\*\* (FY2024)**

Accept funds for the reimbursement from Baylor Scott and White in the amount of \$10,012.36 as unanticipated revenue.

**\*\*Special Budget Request\*\***

INCREASE 001-0110-508510 Hospital by \$10,012.36

Pursuant to Texas Local Government Code §111.0108, unanticipated revenue certified by County Auditor.

\*

\_\_\_\_\_  
County Attorney Approval



**Ellis County Treasurer**  
**Cheryl Chambers**  
 101 W. Main Street, Suite 203  
 Waxahachie TX 75165  
 Phone: (972) 825-5127

**Official Receipt**  
 Receipt Number:  
 R2023-02940

Receipt Date  
 11/14/2023

Received From: ELLIS COUNTY INDIGENT HEALTHCARE  
 Comments: 10/30/2023 IHC HOSPITAL REIMBURSEMENT

**COPY**

Description	Account #	Amount
INDIGENT HEALTH RESTITUTION & REIMBURSEMENT		\$10,012.36
HOSPITAL	001-0110-508510	10012.36

<b>Check</b>	<b>\$10,012.36</b>	<b>Total Amount</b>	<b>\$10,012.36</b>
<b>8801321559</b>		<b>Total paid</b>	<b>\$10,012.36</b>
		<b>Change</b>	<b>\$0.00</b>

Issued By: LHartley *ff* Batch: B11142023-00238

ELLIS COUNTY INDIGENT

Invoice#	Date	Gross	Discount	Net Amount
31001346077 1100-BAYLOR MED CTR AT WAXAHACHIE ADM DATE: 03032023 DSC DATE: 03092023 COMMENTS: 502643	10/27/23	10,012.36	0.00	10,012.3
<p>001-0110-508570</p> <p><i>Joni Klein 11/14/23</i></p>		<p>RECEIVED</p> <p>NOV 4 2023</p> <p>ELLIS COUNTY TREASURER</p>		
<b>TOTALS:</b>		<b>10,012.36</b>	<b>0.00</b>	<b>10,012.3</b>

4210660

WARNING: THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND MICROPRINTING. THE BACK OF THIS DOCUMENT HAS AN ARTIFICIAL WATERMARK. HOLD AT AN ANGLE TO VIEW.



**Baylor Scott & White**  
HEALTH  
2401 S. 31<sup>st</sup> St  
MS-AR-M200  
Temple, TX 76508

BANK OF AMERICA, N.A.  
84-1276/811

Check Date  
10/30/2023

Check No.  
8801321559

PAY *Ten Thousand Twelve and 36/100 Dollars*

PAY TO THE ORDER OF  
ELLIS COUNTY INDIGENT  
207 S SONOMA TRAIL  
ENNIS TX 75119

Net Amount  
\$ \*\*\*\*10,012.36

*Peter J. Miller*  
*Gwendolyn M. Stinson*



# COMMISSIONERS COURT AGENDA REQUEST

F.3

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 2<sup>nd</sup> 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 P.M. on the Wednesday immediately preceding Commissioners Court.** This will give ample time for preparation of the agenda.

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**Please fill out this form completely:**

DATE: 11/20/2023 SUPPORTING DOCUMENT(S) ATTACHED?  (Y)  (N)

NAME: Staci Parr

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: First Assistant County Auditor

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: 11/28/2023

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

**\*\*CONSENT AGENDA - FINANCIAL\*\* (FY2024)**

Accept funds for Annual Credit Card Rebate from JP Morgan Chase in the amount of \$13,963.67.

**\*\*Special Budget Request\*\***

INCREASE 001-0140-506940 Employee Recognition by \$13,963.67

Pursuant to Texas Local Government Code §111.0108, unanticipated revenue certified by County Auditor.

\*

\_\_\_\_\_  
County Attorney Approval



**Ellis County Treasurer**  
Cheryl Chambers  
101 W. Main Street, Suite 203  
Waxahachie TX 75165  
Phone: (972) 825-5127

<b>Official Receipt</b>
Receipt Number: R2023-02997
Receipt Date: 11/20/2023

Received From: JPMORGAN CHASE BANK - ANNUAL REBATE  
Comments: SEP 2022 - AUG 2023 ANNUAL CREDIT CARD REBATE

Description	Account #	Amount
DEPOSIT TOTAL		\$13,963.67
MISC REIMBURSEMENTS	001-0010-400030	13963.67

EFT	\$13,963.67	Total Amount	\$13,963.67
		Total paid	\$13,963.67
		Change	\$0.00

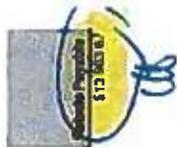
Issued By: LHartley *LHartley* Batch: B11202023-00242

September 2022 - August 2023

Under TPOC Agreement

City	City Name	Org Volume Standard	Org Volume Category 1	Org Volume Category 2	Org Volume Total	Days In Period	Average Payment
10165	ELLIS Cty TEXAS	8754,830.00	8630,800.33	838,771.05	\$1,404,251.47	365	\$385

Standard Rate	Category 1 Rate	Category 2 Rate	Escalator	Standard Release	CAT 1 Rebate	CAT 2 Rebate	Charged/Recovery	Other Payments
1.12%	0.90%	0.15%	0.0000%	\$8,237.85	\$5,877.85	\$38.18	\$0.00	\$0.00



Contract	ORG-Organization	CON Number	CON Description	Start Date	End Date	Relaxed	Unrelaxed	Total	Average
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Sep-22	01-Oct-22	\$46,175.91	\$138,877.06	\$4,303.21	\$1,111.54
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Oct-22	01-Nov-22	\$69,180.78	\$50,185.23	\$1,111.54	\$1,640.15
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Nov-22	01-Dec-22	\$44,687.08	\$31,342.29	\$1,111.54	\$1,133.88
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Dec-22	01-Jan-23	\$38,644.02	\$39,146.49	\$1,111.54	\$1,095.17
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Jan-23	01-Feb-23	\$61,608.32	\$52,540.46	\$1,111.54	\$1,405.21
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Feb-23	01-Mar-23	\$39,587.41	\$30,234.65	\$1,111.54	\$1,305.75
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Mar-23	01-Apr-23	\$52,859.25	\$46,036.38	\$1,111.54	\$49,864.58
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Apr-23	01-May-23	\$94,718.88	\$53,931.66	\$1,111.54	\$1,637.94
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-May-23	01-Jun-23	\$58,352.55	\$78,351.97	\$1,111.54	\$1,637.94
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Jun-23	01-Jul-23	\$78,351.97	\$75,881.71	\$1,111.54	\$478.45
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Jul-23	01-Aug-23	\$987.03	\$2,066.02	\$0.00	\$96.06
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Aug-23	01-Sep-23	\$1,676.68	\$200.48	\$0.00	\$0.00
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Sep-23	01-Oct-23	\$231.96	\$449.22	\$0.00	\$15.00
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Oct-23	01-Nov-23	\$630.00	\$2,506.96	\$0.00	\$0.00
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Nov-23	01-Dec-23	\$2,168.93	\$1,189.88	\$0.00	\$106.08
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Dec-23	01-Jan-24	\$51,537	\$494.90	\$0.00	\$159.58
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Jan-24	01-Feb-24	\$4,803.25	\$674.68	\$0.00	\$32.96
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Feb-24	01-Mar-24	\$1,840.61	\$374.41	\$0.00	\$94.46
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Mar-24	01-Apr-24	\$488.04	\$1,911.94	\$0.00	\$75.46
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Apr-24	01-May-24	\$1,561.11	\$651.08	\$0.00	\$27.96
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-May-24	01-Jun-24	\$2,394.78	\$651.08	\$0.00	\$0.00
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Jun-24	01-Jul-24	\$1,111.54	\$1,111.54	\$0.00	\$0.00
10165	ELLIS Cty TEXAS	[REDACTED]	ELLIS COUNTY TX	01-Jul-24	01-Aug-24	\$11.30	\$11.30	\$0.00	\$0.00

RECEIVED

NOV 2 2023

ELLIS COUNTY TREASURER

**FIRST FINANCIAL BANK** 11/17/2023 8:10 AM  
MEMBER FDIC

GENERAL FUND



**Amount:** \$13,963.67

**Statement Description:** Inbound Wire Transfer JPMORGAN CHASE BANK NA

**Posted Date:** 11/16/2023

**Type:** Credit

**Status:** Posted

tt  
02997

# COMMISSIONERS COURT AGENDA REQUEST

F.4

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 2<sup>nd</sup> 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 P.M. 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: 11/20/2023 SUPPORTING DOCUMENT(S) ATTACHED? ( Y)  N)

NAME: Staci Parr

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: First Assistant County Auditor

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: 11/28/2023

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

**\*\*CONSENT AGENDA - FINANCIAL\*\* (FY2024)**

Accept funds for vending machine commissions from The American Bottling Company in the amount of \$27.00 as unanticipated revenue.

**\*\*Special Budget Request\*\***

INCREASE 001-0140-506940 Employee Recognition by \$27.00

Pursuant to Texas Local Government Code §111.0108, unanticipated revenue certified by County Auditor.

\* \_\_\_\_\_  
County Attorney Approval



**Ellis County Treasurer**  
Cheryl Chambers  
101 W. Main Street, Suite 203  
Waxahachie TX 75165  
Phone: (972) 825-5127

<b>Official Receipt</b>
Receipt Number: R2023-02988
Receipt Date: 11/17/2023

**Received From:** THE AMERICAN BOTTLING COMPANY

**Comments:** 11/16/2023 VENDING COMMISSIONS

Description	Account #	Amount
VENDING COMMISSIONS		\$27.00
VENDING MACHINES	001-0010-409540	27.00

EFT	\$27.00	<b>Total Amount</b>	\$27.00
		<b>Total paid</b>	\$27.00
		<b>Change</b>	\$0.00

**Issued By:** LHartley  **Batch:** B11172023-00241

Invoice Number	Invoice Date	Gross Amount	Discount	Net Amount	PMS Code	Assignment	Text
0051907491	11/13/2023	27.00	0.00	27.00	10	M 3.00 11	0000102012
ELLIS COUNTY ADMIN AND COU 11/13 VENDOR COMMISSIONS							

For inquiries please contact the Accounts Payable Helpline at 1-866-594-3774  
Please email [ACH@dpsg.com](mailto:ACH@dpsg.com) with updates to your address and banking information

## Cheryl Chambers

---

**From:** DONOTReplyEFTRemittance@DPSG.com  
**Sent:** Wednesday, November 15, 2023 9:27 AM  
**To:** Cheryl Chambers  
**Subject:** Remittance Info # 401941, USD 27.00  
**Attachments:** REMITTANCE ADVICE.txt

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From

-----  
American Bottling Company  
-----

Transaction Information:  
-----

Beneficiary: [REDACTED], ELLIS COUNTY TREASURER, WAXAHACHIE, TX

Total Payment:USD 27.00

Payment Initiation Date : 11/15/2023

**\*\*THIS IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY\*\***

**PLEASE CONFIRM RECEIPT OF PAYMENT WITH YOUR FINANCIAL INSTITUTION**

This email is coming from an unmonitored email address. Please do not reply to this email. If you have any inquiries please see contact information within the attachment.

Please email [ACH@dpsg.com](mailto:ACH@dpsg.com) with updates to your address and banking information

-----  
REMITTANCE ADVICE:Please see attached file.

This e-mail (including any attachments) is confidential and may contain privileged information of Keurig Dr Pepper Inc. and/or its subsidiaries ("KDP"). If you are not the intended recipient or receive it in error, you may not use, distribute, disclose or copy any of the information contained within it and it may be unlawful to do so. If you are not the intended recipient, please notify us immediately by returning this e-mail to us at [mailerror@dpsg.com](mailto:mailerror@dpsg.com)<<mailto:mailerror@dpsg.com>> and destroy all copies. Any views expressed by individuals within this e-mail do not necessarily reflect the views of KDP. This e-mail does not constitute a binding offer, acceptance, amendment, waiver or other agreement, unless the intent that an e-mail will constitute such is clearly stated in the body of the email. Recipients are advised to subject this e-mail and attachments to their own virus checking, in keeping with good computing practice. Please note that e-mail received by KDP may be monitored in accordance with applicable law.

**FIRST FINANCIAL BANK** 11/17/2023 8:10 AM  
MEMBER FDIC

GENERAL FUND



Amount: \$27.00

Statement Description: PAYMENTS THE AMERICAN BOT CTX 00000032791517 ISA\*00\* \*00\*  
\*01\*125121751 \*01\*006981815 \*231115\*1940\*U\*00401\*

Posted Date: 11/16/2023

Type: Credit

Status: Posted

#  
02986

# COMMISSIONERS COURT AGENDA REQUEST

F, S

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 2<sup>nd</sup> 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: 11/20/2023 SUPPORTING DOCUMENT(S) ATTACHED?  Y  N

NAME: Staci Parr

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: First Assistant County Auditor

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: 11/28/2023

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

**\*\*CONSENT AGENDA - FINANCIAL\*\* (FY2024)**

Accept funds for the reimbursement from a writ of execution in the amount of \$1,415.33

as unanticipated revenue.

**\*\*Special Budget Request\*\***

INCREASE 001-0612-509999 Payable to Plaintiff by \$1,415.33

Pursuant to Texas Local Government Code §111.0108, unanticipated revenue certified by County Auditor.

\*

\_\_\_\_\_  
County Attorney Approval



**Ellis County Treasurer**  
 Cheryl Chambers  
 101 W. Main Street, Suite 203  
 Waxahachie TX 75185  
 Phone: (972) 825-5127

<b>Official Receipt</b>
Receipt Number: R2023-03004
Receipt Date 11/20/2023

Received From: ELLIS COUNTY CONSTABLE 2 - BORDERS  
 Comments: 11/20/2023 CONSTABLE 2 CITATIONS: 57489

**COPY**

Description	Account #	Amount
ELLIS COUNTY CONSTABLES 1-4		\$1,415.33
FEE CIVIL/SMALL CLAIMS	001-0612-400160	1415.33

Check	\$1,415.33	Total Amount	\$1,415.33
22-025064584		Total paid	\$1,415.33
&		Change	\$0.00
22-025064585			

Issued By: LHartley *LH* Batch: B11202023-00242



\$1,415.33

001-0612-50999

*Cheryl Chambers*  
 11-20-2023

Receipt  
Ellis County Constable's Office Per. 2  
701 S I-35E, Waxahatchie, TX 75165  
(972) 825 5027

Date: 11/20/2023  
Time: 09:31am  
Received of: Kenneth Drisham  
For:

JKJ AUTO PARTS/JONATHAN  
JOHNSON

-VS-

Receipt # 57489  
Case # SC1789\*JP2\*JP2\*1

Amount Paid: 1,415.33  
Payment Type: MO *UG*  
Reference # *[REDACTED]*  
Collected by: Rodney Guthrie

THIS DOCUMENT CONTAINS A TRUE STATEMENT. NUMBERED TO ONE OF

WesternUnionWU WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Denver, Colorado MONEY ORDER  
Payable at Wells Fargo Bank Grand Junction - Davenport, IA, Grand Junction, Colorado

22-025064584

Walmart

\$ *[REDACTED]*

PAY EXACTLY  
PAY TO THE ORDER OF Ellis County Constable

270 Thunder Rd Milford TX 76070

*[Signature]*

*[REDACTED]*

THIS DOCUMENT CONTAINS A TRUE STATEMENT. NUMBERED TO ONE OF

WesternUnionWU WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Denver, Colorado MONEY ORDER  
Payable at Wells Fargo Bank Grand Junction - Davenport, IA, Grand Junction, Colorado

22-025064585

Walmart

\$ *1,415.33*

PAY EXACTLY  
PAY TO THE ORDER OF Ellis County Constable

Kenny Guthrie

*[Signature]*

*[REDACTED]*



**Ellis County Constable's Office Pct. 2  
Constable Casey Borders**

---

**Novembre 20, 2023**

**Re: Cause # [REDACTED]**

[REDACTED]

**Cheryl,**

**Attached are two money orders totaling \$1,415.33. These monies are from the Defendant, Kenneth Grisham, to satisfy the judgement in this cause.**

**Please deposit these money orders, and cause to be created a check in the amount of \$1,415.33 made payable to the Plaintiff, [REDACTED]**

**[REDACTED] Once completed, please advise and our office will pick up the check and mail the proceeds to the Plaintiff and close this cause by returning the Writ of Execution to the Justice of the Peace, Pct.2.**

**Thank you,**

 4201

**Chief Deputy Rodney Guthrie #4201**

RECEIPT

DATE 11/15/23 NO. 7914

[REDACTED]

77 76 79 \$ 1,415.33

FOR Cause # 501789

ACCOUNT	
AMT. OF ACCOUNT	<u>1,415.33</u>
AMT. PAID	<u>1,415.33</u>
BALANCE DUE	<u>0</u>

- CASH
- CHECK
- MONEY ORDER

Money order 645842

64585

BY [Signature]

2002 RECIFORM 61829



**CASEY A. BORDERS**  
Constable  
Precinct 2

---

701 S. I-35 E • Waxahachie, TX 75165 • Office (972) 825-5027 • Fax (972) 825-5029  
E-mail: casey.borders@co.ellis.tx.us • www.co.ellis.tx.us/136/Precinct-Two

10/13/2023



Dear [REDACTED]:

JP2 Court of Ellis County, Texas in Cause Number [REDACTED]  
[REDACTED] issued a judgement in favor of [REDACTED]

The court has issued a WRIT OF EXECUTION directing this office to recover the judgement amount and all other costs awarded by the court. If we are unable to recover the full amount in cash, we are further ordered to seize and sell your assets to satisfy this judgement. The total amount due is \$1,415.33 if payment is made by the due date, 11/19/23. Payment after the due date will incur additional costs.

To avoid seizure of your property, contact me upon receipt of this letter. My phone number is 972-825-5041. Payment should be made in the form of a CASHIERS CHECK OR MONEY ORDER in the amount of \$1,415.33, made payable to ELLIS COUNTY CONSTABLE PCT. 2 for proper disbursement to creditors named in the judgement.

Yours truly,

RODNEY GUTHRIE  
Chief Deputy Constable

4201

Ellis County

\$

- CONSTABLE CASEY BORDERS, Pct 2  
701 S IH-35 East Suite 2  
Waxahachie, Texas 75165

EXECUTION/ORDER OF SALE WORK SHEET

CAUSE NO [REDACTED] E 10/13/2023 COMPLETED BY R. Guthrie  
DEFENDANT [REDACTED] CHECKED BY C. Borders

1	Principal	\$	1,071.14	
2	Interest	\$	20.19	<u>See Worksheet</u>
3	PreJudgment Officer Calculated			
4	Court Calculated	\$	-	
5	Attorney Fees			
6	Misc. Fee or Credit	\$	-	
	<b>Calculated Judgment</b>	\$		<u>1,091.33</u>
7	Court Costs	\$	144.00	
8	Service Fee	\$	175.00	
9	Posting Fee	\$	-	
10	Incurred Cost	\$	-	
11	Issuance Fee	\$	5.00	
12			<b>Total Of Costs</b>	\$ <u>324.00</u>
13			<b>Total Judgment and Costs</b>	\$ <u>1,415.33</u>
14	Amount of Bid	\$	-	
15	Excess From Bid			
16			<b>Amount Collected</b>	\$ <u>-</u>
17	Receipt Number		Date	

Payment Instructions

18 Cashiers check or money order in the amount of \$ -  
should be made payable to Ellis County Constable, Pct. #2 for proper disbursement to creditors named  
in the judgement

### Post Judgment Interest Compounded

	Interest Rate	Judgment Amount	Date From	Date To	Years	Days	Total Interest
1.	8.25%	\$1,071.14	07-19-2023	10-13-2023	0	86	\$ 20 19
2.	5.00%	\$			0	0	#VALUE!
3.	0.00%	\$ -			0	0	\$ -
4.	0.00%	\$ -			0	0	\$ -
5.	0.00%	\$ -			0	0	\$ -
							#VALUE!

### Simple Interest Pre-Judgment & Judgement before 9-2-87

	Interest Rate	Judgment Amount	Per Day Rate	Date From	Date To	No of Days	Total Interest
1.	0%		\$ -			0	\$ -
2.	0%	\$ -	\$ -			0	\$ -
3.	0%	\$ -	\$ -			0	\$ -
4.	0%	\$ -	\$ -			0	\$ -
5.	0%	\$ -	\$ -			0	\$ -
			\$ -				\$ -

# 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 2<sup>nd</sup> 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: 11/20/2023 SUPPORTING DOCUMENT(S) ATTACHED? ( Y / N )

NAME: Krystal Valdez

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: Ellis County Clerk

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: \_\_\_\_\_

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

**\*\*CONSENT AGENDA - FINANCIAL\*\* FY2023**

**LINE ITEM TRANSFER**

**DECREASE 001-0320-508010 Supplies by \$529.48**

**INCREASE 001-0320-508680 Contract Services by \$529.48**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# ELLIS COUNTY LINE ITEM ADJUSTMENT

FISCAL YEAR 2023

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

TRANSFER FROM		
ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0320-508010	Supplies	\$ 529.48
	<b>TOTAL:</b>	<b>\$ 529.48</b>

TRANSFER TO		
ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0320-508680	Contract Services	\$ 529.48
	<b>TOTAL:</b>	<b>\$ 529.48</b>

*Hupree Vandy*  
Signature

11/16/2023  
Date

County Clerk  
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: *Stani A. Pan*

# COMMISSIONERS COURT AGENDA REQUEST

F.7

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 2<sup>nd</sup> 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: 11/20/2023 SUPPORTING DOCUMENT(S) ATTACHED? ( Y / N )

NAME: Randy Stinson

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: Ellis County Commissioner Pct 1

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: 11/28/2023

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

**\*\*CONSENT AGENDA - FINANCIAL\*\* FY2023**

**LINE ITEM TRANSFER**

**DECREASE 009-0602-570000 RB1 Contingency by \$25,000**

**INCREASE 009-0602-509060 RB1 Culverts by \$25,000**

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# COMMISSIONERS COURT AGENDA REQUEST

F.8

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 Commissioner's Court is located at 101 West Main St., Waxahachie, Texas, on the 2<sup>nd</sup> 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: 11/13/23 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: 11/28/23

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

**\*\*CONSENT AGENDA FINANCIAL\*\***

DECREASE 4-H Travel 001-0050-508430 BY \$300.00

INCREASE Telephone 001-0050-507030 BY \$300.00

\* \_\_\_\_\_  
County Attorney Approval



# ELLIS COUNTY LINE ITEM ADJUSTMENT

FISCAL YEAR 2023

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to the FY23 Budget as follows:

TRANSFER FROM		
ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0050-508430	4-H Travel	\$300.00
<b>TOTAL:</b>		<b>\$ 300.00</b>

TRANSFER TO		
ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0050-507030	Telephone	\$300.00
<b>TOTAL:</b>		<b>\$ 300.00</b>

*Mark A. Bell*

Signature: \_\_\_\_\_ Date: 11-13-22 Department: AgriLife Extension

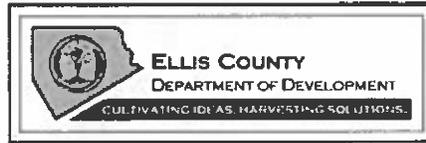
ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COUNTY JUDGE  
 COMMISSIONER PCT. 1  
 COMMISSIONER PCT. 2  
 COMMISSIONER PCT. 3  
 COMMISSIONER PCT. 4

REVIEWED BY COUNTY AUDITOR'S OFFICE: *Stani A. Parr*



1.1-1.6, 4.1

**Department of Development Agenda Items  
Ellis County Commissioners' Court -  
November 28, 2023  
2:00 PM**

**CONSENT AGENDA**

**Approve the Department of Development's (DoD) monthly financial report for October 2023, as required by Chapter 114.044 of the Texas Local Government Code.**

**REGULAR AGENDA**

**Agenda Item No. 1.1**

**Discussion, consideration & action of a plat of Dixon Bunkey Addition, Lots 5BR1 & 5BR2, Block A, being a replat of Lots 5B-5C Mill Creek Revision. The ± 26.014-acre site is located ± 910 feet east of the intersection of Bunkey Lane and White Rock Road, Blooming Grove, Road and Bridge Precinct No. 2.**

**Agenda Item No. 1.2**

**Discussion, consideration & action of a plat of Hamill Estates Lots 5A & 5B, being a replat of Hamill Estates, Lot 5. The ± 3.00-acre site is located ± 485 feet east of the intersection of FM 1181 and Kirkpatrick Road, in the extraterritorial jurisdiction (ETJ) of the City of Ennis, Road and Bridge Precinct No. 2.**

**Agenda Item No. 1.3**

**Discussion, consideration & action of a plat of Meadow Creek Farms Addition No. 2, Lots 10R-A through 10R-E, being a replat of Meadow Creek Farm Addition No. 2, Lot 10. The ± 6.245-acre site is located ± 410 feet south of the intersection of Maloney Road and Feaster Road, Waxahachie, Road and Bridge Precinct No. 2.**

**Agenda Item No. 1.4**

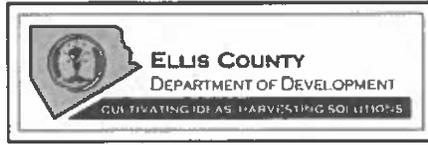
**Discussion, consideration & action to release a maintenance bond and accept infrastructure for Thunder Ridge, Phase One. The ± 16.94-acre site is located at the southwest corner of Old Maypearl Road and North Falling Leaves Drive, Waxahachie, Road & Bridge Precinct No. 3.**

**Agenda Item No. 1.5**

**Discussion, consideration & action to release performance bonds and accept maintenance bonds for Matthews Farms Addition, Phase One & Two. The ±174.457-acre site is located ± 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.**

**Agenda Item No.1.6**

**Discussion, consideration & action of a plat of Koonce Addition, Lots 2R-1 & 2R-2, being a replat of Koonce Addition, Lot 2. The ± 4.833-acre site is located ± 895 feet north of the intersection of Skinner Road and E. FM 875, in the extraterritorial jurisdiction (ETJ) of the City of Midlothian, Road and Bridge Precinct No. 4.**



**EXECUTIVE SESSION**

MUD updates

<b>ELLIS COUNTY COMMISSIONERS COURT</b>		November 28, 2023	
<b>REPORTING DEPARTMENT:</b> <i>Department of Development (DoD)</i>			
<b>AGENDA TYPE</b> <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Regular Agenda <input type="checkbox"/> Public Hearing	<b>Dixon Bunkey Addition Lots 5BR1 &amp; 5BR2, Block A Replat</b> <b>Pct. No. 2</b> <b>AGENDA ITEM NO. 1.1</b>		

**CAPTION:**  
 Discussion, consideration & action of a replat of Dixon Bunkey Addition, Lots 5BR1 & 5BR2, Block A, a replat of Lots 5B-5C Mill Creek Revision. The ± 26.014-acre site is located ± 910 feet east of the intersection of Bunkey Lane and White Rock Road, Blooming Grove, Road and Bridge Precinct No. 2.

**CASE TYPE:**

Bond/Letter of Credit  
 Plat/Plat-related  
 Regulation Amendment  
 Variance Request  
 Misc.

**PARCEL ID OR ADDRESS:**  
 Parcel ID No. 199586

**APPLICANT(s):**  
 Francisco Cuevas

**ATTACHMENTS:**

1) Location Map  
 2) Plat

**STAFF RECOMMENDATION:**

**Approved, as presented**  
 Approved w/ conditions  
*(See Analysis section)*  
 Disapprove

**PROPOSAL & BACKGROUND INFORMATION:**

- The Commissioners Court approved a replat of Mill Creek Revision of Lot 5 on December 13, 1993.
- The applicant wishes to replat the property to readjust the interior lot lines established by a previous plat.

**RIGHT-OF-WAY OR THOROUGHFARE PLAN DEDICATION:**

ROADWAY	CLASSIFICATION	ROW DEDICATED	COMPLIANCE
Bunkey Lane	Minor (80'-100')	30 ft. shown; 10 additional feet needed	No

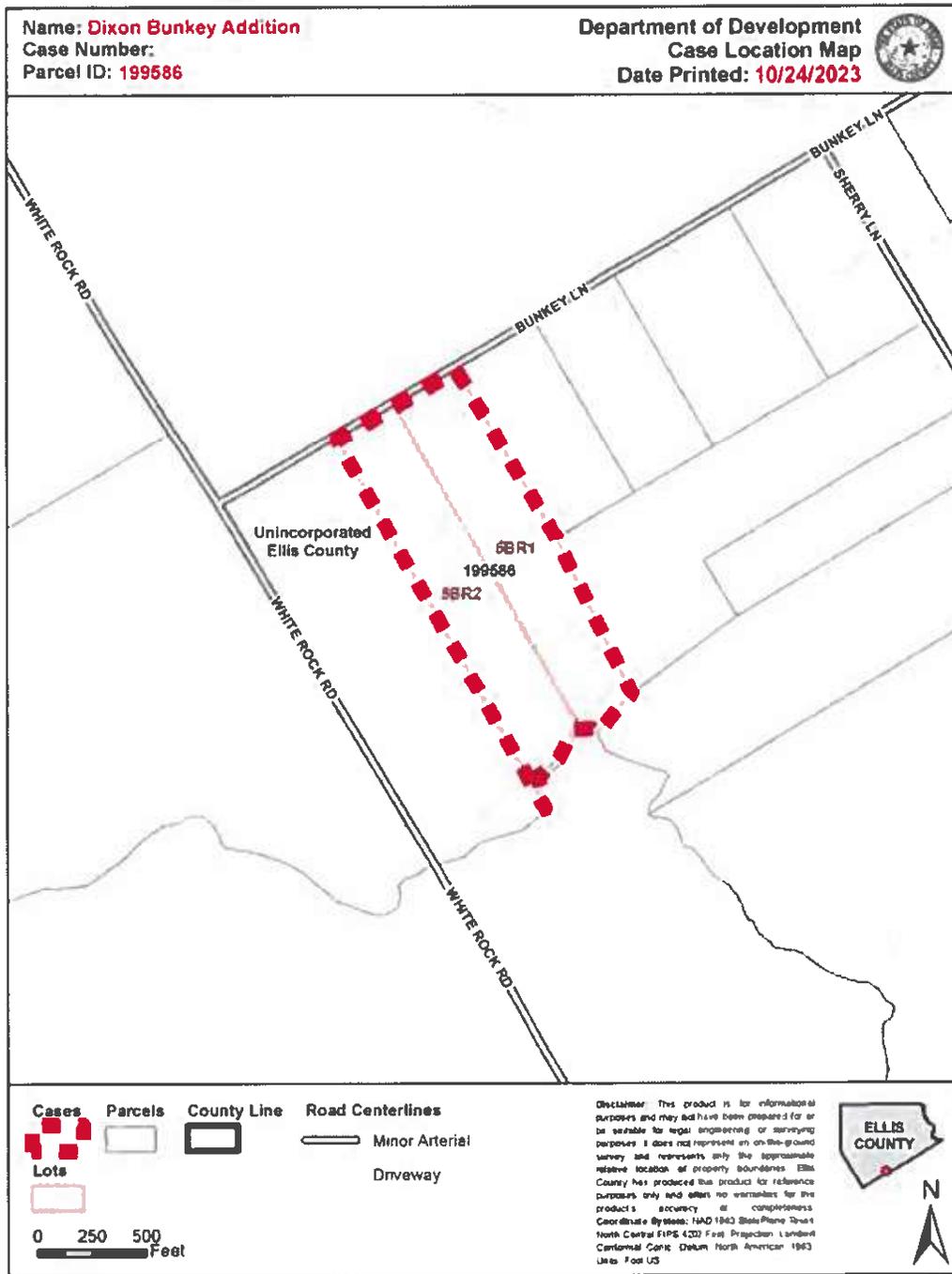
**WATER SOURCE:**

PROVIDER	LINE SIZE	AVAILABILITY CONFIRMED
Avalon	2-inch	10/13/2023

**NOTICE REQUIREMENTS (if applicable):**

NEWSPAPER	WEBSITE	SURROUNDING NOTICE
Waxahachie Sun	10/27/2023	Seventeen (17) certified notices

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



96.778428 32.150956 Author: hca.mcginnis GIS@co.ellis.tx.us Date Printed: 10/24/2023 G:\GIS\Map\Templates\Ellis County Layouts\11 000\000 Case Location.mxd

**STATE OF TEXAS**  
**COUNTY OF TARRANT**

**COMPTON CONTRACT**

**LINE TABLE**

LINE #	BEARING	DISTANCE
1	S 89° 00' 00" W	100.00
2	S 89° 00' 00" W	100.00
3	S 89° 00' 00" W	100.00
4	S 89° 00' 00" W	100.00
5	S 89° 00' 00" W	100.00
6	S 89° 00' 00" W	100.00
7	S 89° 00' 00" W	100.00
8	S 89° 00' 00" W	100.00
9	S 89° 00' 00" W	100.00
10	S 89° 00' 00" W	100.00
11	S 89° 00' 00" W	100.00
12	S 89° 00' 00" W	100.00

**ON-SITE SEWERAGE FACILITY STATEMENT**

This site has been evaluated by the Department of Development of Tarrant County, Texas, and it is determined that the proposed sewerage facility is adequate to serve the proposed development. The sewerage facility consists of a main sewer line and several lateral lines. The sewerage facility is designed to meet the requirements of the Tarrant County Department of Development.

**COMPTON CONTRACT**

**STATE OF TEXAS**  
**COUNTY OF TARRANT**

**DUYON BUNKEY ADDITION**

**LOTS 5-12 & 20-22, BLOCK A**

**RECORD OF THE REPLY OF THE COMPTON CONTRACT**

**WILLIAM F. MAURY SURVEY, ABSTRACT NO. 728**

**BLOOMING GROVE, TEXAS**

**CASE NO. 338 200-3003**

**2 RESIDENTIAL LOTS**

**OCTOBER 2003**

**SHEET 2 OF 2**

**CERTIFICATE OF APPROVAL**

State of Texas  
County of Tarrant

I, the undersigned, do hereby certify that the above described property is in compliance with the requirements of the Tarrant County Department of Development.

Approved this 14th day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Tarrant County Clerk

**GENERAL NOTES**

- Base of Elevation is the State Plane Coordinate System of 1983, Texas North Datum Zone 14N.
- The property is in Zone 14N, according to 1983 Survey Data Map No. 14N-1 (1983).
- The property is in the 0.25 Acreal Section No. 14N-1, Zone 14N, as shown on the 1983 Survey Data Map No. 14N-1 (1983).
- The County and not be responsible for the maintenance of drainage easements or easement area.

**APPROVAL LEGEND**

QUAD # 14N-1E-14N-1E

SECTION # 14N-1E-14N-1E

TOWNSHIP # 14N-1E

RANGE # 14N-1E

COUNTY # 14N-1E

STATE # 14N-1E

ABSTRACT # 14N-1E

SECTION # 14N-1E

TOWNSHIP # 14N-1E

RANGE # 14N-1E

COUNTY # 14N-1E

STATE # 14N-1E

<b>ELLIS COUNTY COMMISSIONERS COURT</b>		November 28, 2023	
<b>REPORTING DEPARTMENT:</b> <i>Department of Development (DoD)</i>			
<b>AGENDA TYPE</b> <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Regular Agenda <input type="checkbox"/> Public Hearing	<b>Hamill Estates Lots 5A &amp; 5B Replat</b> <b>Pct. No. 2</b> <b>AGENDA ITEM NO. 1.2</b>		

**CAPTION:**

Discussion, consideration & action of a plat of Hamill Estates Lots 5A & 5B, being a replat of Hamill Estates, Lot 5. The ± 3.00-acre site is located ± 485 feet east of the intersection of FM 1181 and Kirkpatrick Road, in the extraterritorial jurisdiction (ETJ) of the City of Ennis, Road and Bridge Precinct No. 2.

**CASE TYPE:**

Bond/Letter of Credit  
 Plat/Plat-related  
 Regulation Amendment  
 Variance Request  
 Misc.

**PARCEL ID OR ADDRESS:**  
Parcel ID No. 289721

**APPLICANT(s):**  
Josh & Molly Hamill

**ATTACHMENTS:**

- 1) Location Map
- 2) Plat

**STAFF RECOMMENDATION:**

Approved, as presented  
 **Approved w/ conditions (See Analysis section)**  
 Disapprove

**PROPOSAL & BACKGROUND INFORMATION:**

- The Commissioners Court approved the final plat of Hamill Estates on September 7, 2021.
- The applicant wishes to replat the property to create one (1) additional lot for residential use.

**RIGHT-OF-WAY OR THOROUGHFARE PLAN DEDICATION:**

ROADWAY	CLASSIFICATION	ROW DEDICATED	COMPLIANCE
FM 1181	Minor (80'-100')	90 ft. shown	Yes

**WATER SOURCE:**

PROVIDER	LINE SIZE	AVAILABILITY CONFIRMED
Rice Water	3-inch	9/15/2023

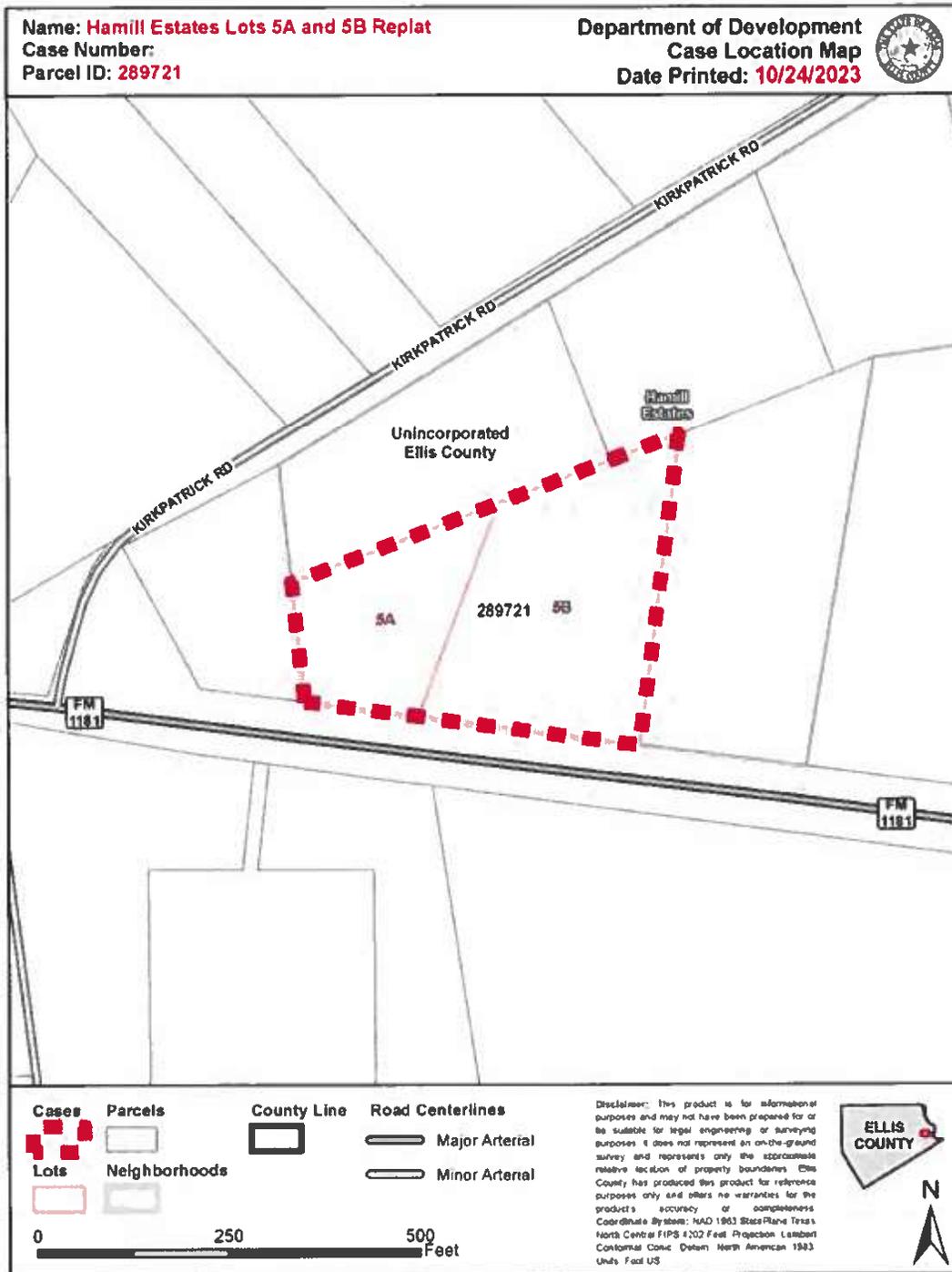
**NOTICE REQUIREMENTS (if applicable):**

NEWSPAPER	WEBSITE	SURROUNDING NOTICE
Waxahachie Sun	10/27/2023	Five (5) certified notices

**ANALYSIS:**

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

- 1) Add the Ennis ETJ to the plat title block.
- 2) Label the driveway easement for Lot 5A or provide a TX Dot permit.







<b>ELLIS COUNTY COMMISSIONERS COURT</b>		November 28, 2023	
<b>REPORTING DEPARTMENT:</b> <i>Department of Development (DoD)</i>			
<b>AGENDA TYPE</b>	<b>Meadow Creek Farms Addition Lots 10R-A – 10R-E Replat Pct. No. 2 AGENDA ITEM NO. 1.3</b>		
<input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Regular Agenda <input type="checkbox"/> Public Hearing			

**CAPTION:**

Discussion, consideration & action of a plat of Meadow Creek Farms Addition No. 2, Lots 10R-A through 10R-E, being a replat of Meadow Creek Farm Addition No. 2, Lot 10. The ± 6.245-acre site is located ± 410 feet south of the intersection of Maloney Road and Feaster Road, Waxahachie, Road and Bridge Precinct No. 2.

**CASE TYPE:**

Bond/Letter of Credit  
 Plat/Plat-related  
 Regulation Amendment  
 Variance Request  
 Misc.

**PARCEL ID OR ADDRESS:**  
Parcel ID No. 152779

**APPLICANT(s):**  
Jan B. Grindele

**ATTACHMENTS:**

1) Location Map  
2) Plat

**STAFF RECOMMENDATION:**

**Approved, as presented**  
 Approved w/ conditions  
*(See Analysis section)*  
 Disapprove

**PROPOSAL & BACKGROUND INFORMATION:**

- The Commissioners Court approved the Meadow Creek Farms Installment No. 2 plat on April 26, 1974.
- The applicant wishes to replat the property to create four (4) additional lots for residential use, for a total of five (5) legal lots of record.

**RIGHT-OF-WAY OR THOROUGHFARE PLAN DEDICATION:**

ROADWAY	CLASSIFICATION	ROW DEDICATED	COMPLIANCE
Maloney Rd., Feaster Rd.	Local (60')	30 ft. shown	Yes

**WATER SOURCE:**

PROVIDER	LINE SIZE	AVAILABILITY CONFIRMED
<b>OTHER:</b>	2-inch	6/20/2023

**NOTICE REQUIREMENTS (if applicable):**

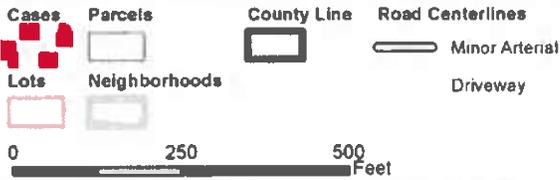
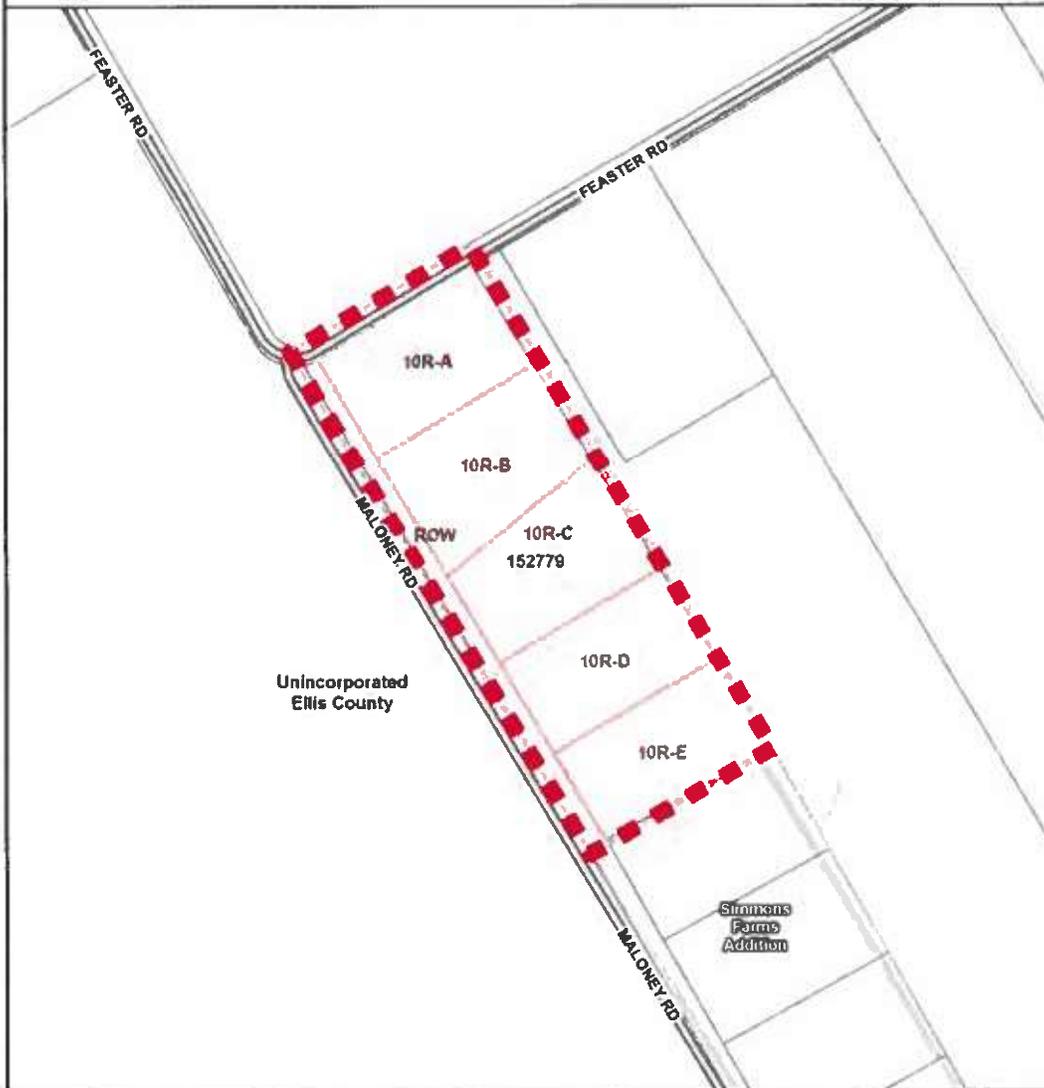
NEWSPAPER	WEBSITE	SURROUNDING NOTICE
Waxahachie Sun	10/27/2023	Ten (10) certified notices

**ANALYSIS:**

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

Name: **Meadow Creek Farms**  
 Case Number:  
 Parcel ID: **152779**

Department of Development  
 Case Location Map  
 Date Printed: **9/6/2023**



Disclaimer: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. Ellis County has produced this product for reference purposes only and offers no warranties for the product's accuracy or completeness. Coordinates by state: NAD 1983 StatePlane Texas North Central FIPS 4202 Feet Projection Lambert Conformal Conic Datum North American 1983 Units Foot US



-96 781991 32 248735 Author: matt.magnie GIS@oc.ells.tx.us Date Printed: 9/6/2023 G:\GIS\Maps\Templates\Ellis County Layouts\11 DODDOD Case Location.mxd



<b>ELLIS COUNTY COMMISSIONERS COURT</b>		November 28, 2023	
<b>REPORTING DEPARTMENT:</b> <i>Department of Development (DoD)</i>			
<b>AGENDA TYPE</b> <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Regular Agenda <input type="checkbox"/> Public Hearing	<b>Thunder Ridge, Phase 1</b> <b>MB Release &amp; Accept Infrastructure</b> <b>Pct. No. 3</b> <b>AGENDA ITEM NO. 1.4</b>		

**CAPTION:**  
**Discussion, consideration, and action to release a maintenance bond and accept infrastructure for Thunder Ridge, Phase One.** The ± 16.94-acre site is located at the southwest corner of Old Maypearl Road and North Falling Leaves Drive, Waxahachie, Road & Bridge Precinct No. 3.

**CASE TYPE:**  
 Bond/Letter of Credit  
 Plat/Plat-related  
 Regulation Amendment  
 Variance Request  
 Misc.

**PARCEL ID OR ADDRESS:**  
 Parcel ID No. 284809

**APPLICANT(s):**  
 Tree Hill Homes, LLC  
 Ivan Brigman

**ATTACHMENTS:**  
 1) Draft Order with a copy of maintenance bond & plat

**STAFF RECOMMENDATION:**  
 **Approved, as presented**  
 Approved w/ conditions  
*(See Analysis section)*

**PROPOSAL & BACKGROUND INFORMATION:**

- The Commissioners’ Court approved the maintenance bond on December 29, 2020.
- The Commissioners’ Court approved this plat on November 16, 2021, for 13 residential lots.
- The applicant requests that the County release Maintenance Bond No. 327359 in the amount of thirty-five thousand four hundred seventy-six dollars (\$35,476.00) 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.

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

- 1) **Approve** this request to release the maintenance bond No. 327359 in the amount of Thirty-Five Thousand Four Hundred Seventy-Six Dollars (\$35,476.00) issued by NGM Insurance Company.
- 2) **Accept** the infrastructure within Thunder Ridge Phase One into the County’s public road system.

Roads located in Thunder Ridge Phase One include:  
 ○ Silo Ct. (± 904 feet)

**COMMISSIONERS COURT OF ELLIS COUNTY**  
**ORDER NO. \_\_\_\_\_**

On this, the 28th day of November 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 THUNDER RIDGE PHASE ONE SUBDIVISION AND ACCEPTING ITS INFRASTRUCTURE. THE PROPERTY CONTAINS ± 16.94 ACRES OF LAND IN THE M.D. BULLION SURVEY, ABSTRACT NO. 164, LOCATED ON THE SOUTHWEST CORNER OF OLD MAYPEARL ROAD AND NORTH FALLING LEAVES DRIVE, WAXAHACHIE, ROAD & 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**, "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 Thunder Ridge Phase One 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 Thunder Ridge Phase One subdivision into the County’s Road System. Therefore, roads located within this subdivision as described below and within the final plat of the Thunder Ridge Phase One subdivision, as approved by the Commissioners’ Court on November 16, 2021:

- o Silo Ct. (± 904 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 so ordained.

**PASSED, APPROVED, AND ADOPTED IN OPEN COURT BY THE COMMISSIONERS’ COURT OF ELLIS COUNTY, TEXAS, ON THIS THE 28TH DAY OF NOVEMBER 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 #327359

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Tree Hill Homes, LLC 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 Thirty five thousand four hundred seventy six & 00/100(USD) (\$35,476.00), 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 21st day of October, 2021.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas, the above-named Principal(s) did on this 21st day of October, 2021 enter into a contract with Ellis County Judge Todd Little, or their successors in office, for the construction of Site Work Drainage Ditches and Pond Construction in the subdivision, Thunder Ridge Phase I, to the satisfaction of the City of Midlothian.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Tree Hill Homes, LLC shall maintain and make good all defects appearing in the work performed by Tree Hill Homes, LLC due to faulty workmanship or materials which may develop during the period of twenty (24) months from 10/21/2021 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.

[Signature]  
PRINCIPAL(S)

[Signature]  
SURETY

IVAN BRIGMAN  
PRINTED NAME

Sheri R Allen  
PRINTED NAME

Owner  
TITLE

Attorney-In-Fact  
TITLE



<b>ELLIS COUNTY COMMISSIONERS COURT</b>		November 28, 2023	
<b>REPORTING DEPARTMENT:</b> <i>Department of Development (DoD)</i>			
<b>AGENDA TYPE</b> <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Regular Agenda <input type="checkbox"/> Public Hearing	<b>Matthew Farms, Phase 1 &amp; 2</b> <b>PB Release &amp; Accept MB</b> <b>Pct. No. 3</b> <b>AGENDA ITEM NO. 1.5</b>		

**CAPTION:**

Discussion, consideration & action to release performance bonds and accept maintenance bonds for Matthews Farms Addition, Phase One & Two. The ±174.457-acre site is located ± 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.

**CASE TYPE:**

- Bond/Letter of Credit
- Plat/Plat-related
- Regulation Amendment
- Variance Request
- Misc.

**PARCEL ID OR ADDRESS:**  
Parcel ID No. 188046

**APPLICANT(s):**  
JST Development, LLC  
Hal Thorne

**ATTACHMENTS:**

- 1) Maintenance Bond
- 2) Draft Order

**STAFF RECOMMENDATION:**

- Approved, as presented**
- Approved w/ conditions  
(See Analysis section)

- PROPOSAL & BACKGROUND INFORMATION:**
- The Court approved the final plat for Matthews Farms Addition, Phase One on September 20, 2022, and the Phase Two final plat on September 19, 2023, for a total of 121 lots.
  - The applicant requests that the County release the following Performance Bonds:
    - Bond No. 1097553 for paving – in the amount of one million six hundred sixty-four thousand seven hundred nineteen dollars & 00/100 (\$1,664,719.00) issued by Hanover Insurance Company.
    - Bond No. S-340009 for drainage – in the amount of three hundred thirty thousand four hundred fifty-seven & 00/100 (\$330,457.00) issued by NGM Insurance Company.
  - In its place, the following maintenance bonds will replace it upon acceptance.
    - Maintenance Bond No. 1097553 in the amount of one million six hundred sixty-four thousand seven hundred nineteen dollars & 00/100 (\$1,664,719.00) issued by Hanover Insurance Co. for paving.
    - Maintenance Bond No. S-340009 for drainage in the amount of one hundred sixty-five thousand, two hundred twenty-eight & 50/100 (\$165,228.50) issued by NGM Insurance Co. for drainage.

**FINAL ANALYSIS:**

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

- **Approve** this request to **release Performance Bonds:**
  - Bond No. 1097553 for paving – in the amount of one million six hundred sixty-four thousand seven hundred nineteen dollars & 00/100 (\$1,664,719.00) issued by Hanover Insurance Company.
  - Bond No. S-340009 for drainage – in the amount of three hundred thirty thousand four hundred fifty-seven & 00/100 (\$330,457.00) issued by NGM Insurance Company.
  
- **Approve** this request to **accept Maintenance Bonds:**
  - Maintenance Bond No. 1097553 in the amount of one million six hundred sixty-four thousand seven hundred nineteen dollars & 00/100 (\$1,664,719.00) issued by Hanover Insurance Co. for paving.
  - Maintenance Bond No. S-340009 for drainage in the amount of one hundred sixty-five thousand, two hundred twenty eight & 50/100 (\$165,228.50) issued by NGM Insurance Co. for drainage.

**COMMISSIONERS COURT OF ELLIS COUNTY**  
**ORDER NO. \_\_\_\_\_**

On this, the 28th day of November 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 PERFORMANCE BOND NO. 1097553 FOR PAVING – IN THE AMOUNT OF ONE MILLION SIX HUNDRED SIXTY-FOUR THOUSAND SEVEN HUNDRED NINETEEN DOLLARS & 00/100 (\$1,664,719.00) ISSUED BY HANOVER INSURANCE COMPANY & BOND NO. S-340009 FOR DRAINAGE – IN THE AMOUNT OF THREE HUNDRED THIRTY THOUSAND FOUR HUNDRED FIFTY-SEVEN & 00/100 (\$330,457.00) ISSUED BY NGM INSURANCE COMPANY AND ACCEPTING MAINTENANCE BONDS FOR THE MATTHEWS FARMS ADDITION PHASE ONE & TWO SUBDIVISION - MAINTENANCE BOND NO. 1097553 IN THE AMOUNT OF ONE MILLION SIX HUNDRED SIXTY-FOUR THOUSAND SEVEN HUNDRED NINETEEN DOLLARS & 00/100 (\$1,664,719.00) ISSUED BY HANOVER INSURANCE CO. FOR PAVING. & MAINTENANCE BOND NO. S-340009 FOR AS MENTIONED IN EXHIBIT A, ROAD AND BRIDGE PRECINCT NO. 4, 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 Matthew Farms, Phase 1 & 2 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 (B) (3) (i) of the adopted Development Regulations. The Commissioners’ Court releases Performance Bond No. 1097553 in the amount of \$1,664,719.00 issued by Hanover Insurance Company for paving & Bond No. S-340009 for drainage in the amount of \$330,457.00 for the construction of the Matthew Farms Addition Phase One & Two Subdivision.

**SECTION 2. ACCEPTANCE OF MAINTENANCE BONDS**

The Commissioners’ Court accepts Maintenance Bond No. 1097553 in the amount of \$1,664,719.00 issued by issued by Hanover Insurance Company for paving & Bond No. S-340009 for drainage in the amount of \$165,228.50 for the construction of the Matthew Farms Addition Phase One & Two 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 28TH DAY OF NOVEMBER 2023.**

\_\_\_\_\_  
Todd Little, County Judge

\_\_\_\_\_  
Commissioner Randy Stinson, Precinct No. 1

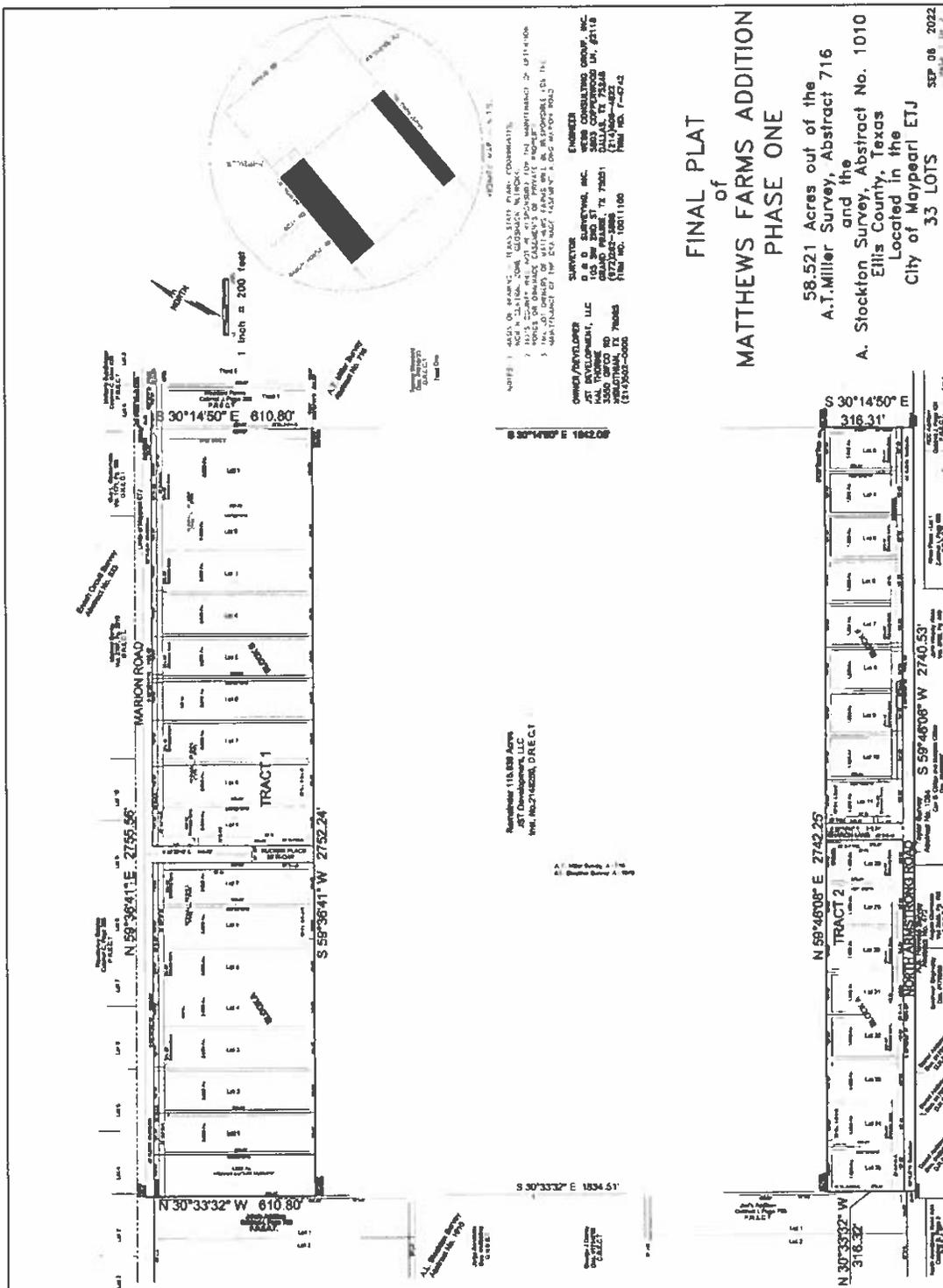
\_\_\_\_\_  
Commissioner Lane Grayson, Precinct No. 2

\_\_\_\_\_  
Commissioner Paul Perry, Precinct No. 3

\_\_\_\_\_  
Commissioner Kyle Butler, Precinct No. 4

**ATTEST:**

\_\_\_\_\_  
Krystal Valdez, County Clerk





**MAINTENANCE BOND**

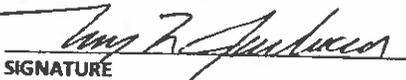
**KNOW ALL MEN BY THESE PRESENTS**, that we, the undersigned, Jackson Construction, Ltd. as Principal(s), and the The Hanover Insurance Company, a corporation existing under the laws of the State of New Hampshire and duly authorized and licensed to do business in the State of Texas as a Surety, are held and firmly bound unto Ellis County Judge Todd Little, or their successor(s), in office, the penal sum of One Million Six Hundred Sixty-Four Thousand Seven Hundred Nineteen & Zero Cents Dollars (USD) (\$1,664,719.00), 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 22nd day of September, 2022.

**THE CONDITION OF THE ABOVE OBLIGATION IS SUCH**, that whereas, the above named Principal(s) did on the 14th day of October, 2021 (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, Matthew Farms Phase One and Two - Construction of Infrastructure to the satisfaction of the Ellis County Department of Development.

**NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH**, that if the said Jackson Construction, Ltd. shall maintain and make good all defects appearing in the work performed by Jackson Construction, Ltd. due to faulty workmanship or materials which may develop during the period of twenty (24) months from September 22, 2022, the date of completion and final acceptance of said work, then this obligation shall be void; otherwise to remain in full force and effect.

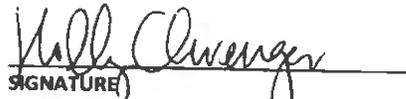
**PROVIDED, HOWEVER**, that no claim, suit, or action by reason of any default of the Principal shall be brought hereunder after the expiration of twelve (12) months from the end of the maintenance period as herein set forth.

  
SIGNATURE

Jackson Construction, Ltd.  
PRINCIPAL(S)

**Troy L. Jackson**  
PRINTED NAME

**President**  
TITLE

  
SIGNATURE

The Hanover Insurance Company  
SURETY

**Holly Clevenger**  
PRINTED NAME

**Attorney-in-Fact**  
TITLE

SEAL

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 One hundred sixty five thousand two hundred twenty eight & 50/100(USD) (\$165,228.50), 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 4th day of May, 2023 .

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas, the above-named Principal(s) did on this 4th day of May, 2023 enter into a contract with Ellis County Judge Todd Little, or their successors in office, for the construction of Storm & Paving in the subdivision, Matthews Farms 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 May 4, 2023 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]  
PRINCIPAL(S)

[Signature]  
SURETY

Brad Owens  
PRINTED NAME

Sheri R Allen  
PRINTED NAME

President of BAWQ, LLC the  
GP for Circle H Contractors, LP  
TITLE

Attorney-in-Fact  
TITLE

<b>ELLIS COUNTY COMMISSIONERS COURT</b>		November 28, 2023	
<b>REPORTING DEPARTMENT:</b> <i>Department of Development (DoD)</i>			
<b>AGENDA TYPE</b>	<b>Koonce Addition Lots 2R-1 &amp; 2R-2 Replat Pct. No. 4 AGENDA ITEM NO. 1.6</b>		
<input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Regular Agenda <input type="checkbox"/> Public Hearing			

**CAPTION:**

Discussion, consideration & action of a plat of Koonce Addition, Lots 2R-1 & 2R-2, being a replat of Koonce Addition, Lot 2. The ± 4.833-acre site is located ± 895 feet north of the intersection of Skinner Road and E. FM 875, in the extraterritorial jurisdiction (ETJ) of the City of Midlothian, Road and Bridge Precinct No. 4.

**CASE TYPE:**

Bond/Letter of Credit  
 Plat/Plat-related  
 Regulation Amendment  
 Variance Request  
 Misc.

**PARCEL ID OR ADDRESS:**  
Parcel ID No. 232399

**APPLICANT(s):**  
Jon & Patricia Knight

**ATTACHMENTS:**

1) Location Map  
2) Plat

**STAFF RECOMMENDATION:**

Approved, as presented  
 **Approved w/ conditions  
(See Analysis section)**  
 Disapprove

**PROPOSAL & BACKGROUND INFORMATION:**

- The Commissioners Court approved the simplified plat of the Koonce Addition on October 25, 2010.
- The applicant wishes to replat the property to create one (1) additional lot for residential use.

**RIGHT-OF-WAY OR THOROUGHFARE PLAN DEDICATION:**

ROADWAY	CLASSIFICATION	ROW DEDICATED	COMPLIANCE
Skinner Rd.	Major (100'-120')	30 ft. shown; add'l 20 ft. needed	No

**WATER SOURCE:**

PROVIDER	LINE SIZE	AVAILABILITY CONFIRMED
Sardis Lone Elm	12-inch	10/6/2023

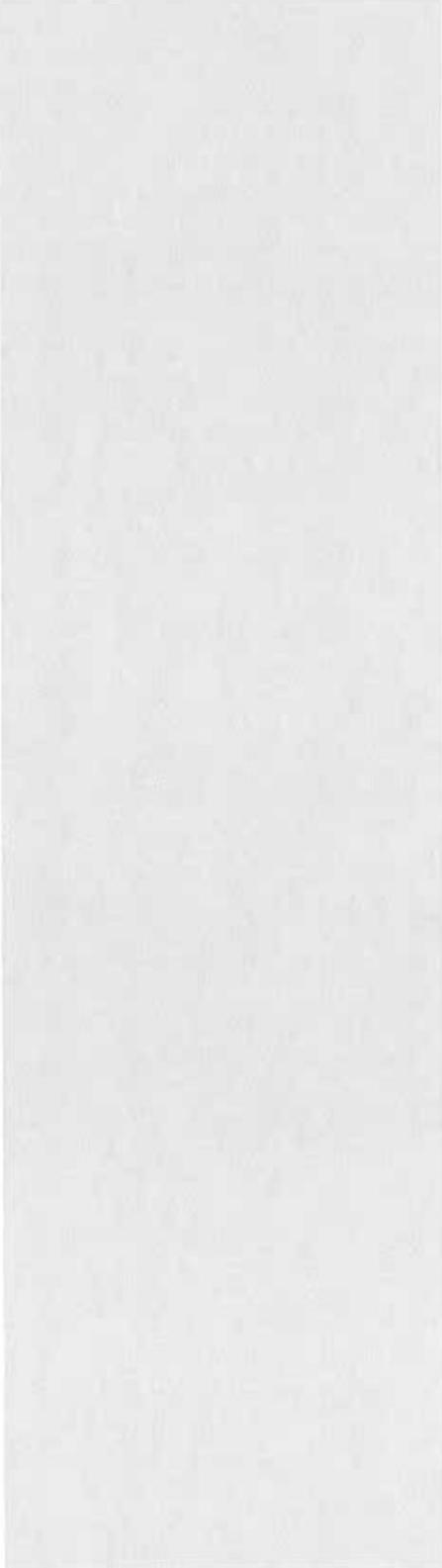
**NOTICE REQUIREMENTS (if applicable):**

NEWSPAPER	WEBSITE	SURROUNDING NOTICE
Waxahachie Sun	10/27/2023	Two (2) certified notices

**ANALYSIS:**

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

1. Label the POB.
2. Label the property to the south on the drawing.
3. Update the building lines & drainage and utility easements.
4. Update the graphic scale to match the written scale.
5. Provide a metes and bounds description of the replat.
6. Update the plat title block to reflect the following:
  - A. Remove "preliminary."
  - B. Add ETJ verbiage.
  - C. Add computed gross acreage and number of lots.

- 
7. Label the two survey benchmarks in accordance with the State Plan Coordinate System (Texas North Central – 4202.)
  8. Update the plat language, specifically the owner's statement and certificate, the court signature block, and the OSSF statement and signature block.
  9. Verify the FEMA floodplain map number provided. New maps were adopted on October 19, 2023.
  10. Provide the volume, page, or deed record number of the ownership deed for this report.
  11. Dedicate 40 ft. of right-of-way from the centerline of the road for Skinner Road. This may cause lost 2R-2 to fall below the one-acre minimum requirement once the ROW is dedicated, so the interior lot line may need to be adjusted to meet the minimum lot size requirement.
  12. Payment of any outstanding application and filing fees.
  13. Approval of the replat by the City of Midlothian.





# COMMISSIONERS COURT AGENDA REQUEST

2.1

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 2<sup>nd</sup> 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: November 15, 2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: E.J. Harbin

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

DEPARTMENT OR ASSOCIATION: PURCHASING

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: November 28, 2023 Consent Agenda

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

Discussion, consideration, and action to approve an Interlocal agreement between the City of Palmer and Ellis County in accordance with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

**STATE OF TEXAS**  
**COUNTY OF ELLIS**

§  
§ **INTERLOCAL COOPERATION AGREEMENT**  
§

This Interlocal Cooperation Agreement ("Agreement") is by and between Ellis County, Texas ("Ellis County"), and the City of Palmer, Texas ("City of Palmer"), acting by and through their authorized officers.

**RECITALS:**

**WHEREAS**, this Agreement is authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code; and

**WHEREAS**, Section 271.102 of the TEX. LOC. GOV'T CODE authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization; and

**WHEREAS**, a local government that purchases goods and services pursuant to a Cooperative Purchasing Program with another local government satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and materials; and

**WHEREAS**, each party has and will on an annual basis obtain competitive bids for the purchase of goods and services; and

**WHEREAS**, the parties desire to enter into a cooperative purchasing program which will allow each party to purchase under goods and services under each other's competitively bid contracts pursuant to Subchapter F, Chapter 271 of the TEX. LOC. GOV'T CODE;

**NOW THEREFORE**, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

**ARTICLE I**  
**PURPOSE**

The purpose of this Agreement is to establish a cooperative purchasing program between the parties, which will allow each party to purchase goods and services under each other's competitively bid contracts pursuant to Subchapter F, Chapter 271 of the TEX. LOC. GOV'T CODE.

**ARTICLE II**  
**TERM**

The term of this Agreement shall be for a period of one (1) year commencing on the last date of execution hereof ("Effective Date"). Thereafter this Agreement shall automatically renew

for successive periods of one (1) year each under the terms and conditions stated herein, unless sooner terminated as provided herein.

### ARTICLE III TERMINATION

Either party may terminate this Agreement by providing thirty (30) days prior written notice to the other party.

### ARTICLE IV PURCHASING

The City Manager or other designee for each party is authorized to act on behalf of the respective party in all matters relating to this cooperative purchasing program. Each party shall make payments to the other party or directly to the vendor under the contract made pursuant to Subchapter F, Chapter 271 of the TEX. LOC. GOV'T CODE. Each party shall be responsible for the respective vendor's compliance with provisions relating to the quality of items and terms of delivery.

### ARTICLE V MISCELLANEOUS

5.1 **Relationship of Parties:** This Agreement is not intended to create, nor should it be construed as creating, a partnership, association, joint venture or trust.

5.2 **Notice:** Any notice required or permitted to be delivered hereunder shall be deemed received when sent in the United States Mail, Postage Prepaid, Certified Mail, Return Receipt Requested, or by hand-delivery or facsimile transmission addressed to the respective party at the address set forth below the signature of the party.

5.3 **Amendment:** This Agreement may be amended by the mutual written agreement of both parties hereto.

5.4 **Severability:** In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

5.5 **Governing Law:** The validity of this Agreement and any of its terms and provisions as well as the rights and duties of the parties, shall be governed by the laws of the State of Texas; and venue for any action concerning this Agreement shall be in the State District Court of Ellis County, Texas.

5.6 **Entire Agreement:** This Agreement represents the entire agreement among the parties with respect to the subject matter covered by this Agreement. There is no other collateral, oral or

written agreement between the parties that in any manner relates to the subject matter of this Agreement.

5.7 **Recitals:** The recitals to this Agreement are incorporated herein.

5.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of whom shall be deemed an original and constitute one and the same instrument.

EXECUTED this \_\_\_ day of \_\_\_\_\_, 2023.

**ELLIS COUNTY, TEXAS**

By: \_\_\_\_\_  
Todd Little, County Judge

**ATTEST:**

By: \_\_\_\_\_  
Krystal C. Valdez, County Clerk

EXECUTED this 19th day of September 2023.

**CITY OF PALMER, TEXAS**

By:  \_\_\_\_\_  
Kenneth Bateman, Mayor  
650 S Dallas St.  
Palmer, Texas 75152

**ATTEST:**   
By: \_\_\_\_\_  
Erin Zaidle, City Secretary

**APPROVED AS TO FORM**  
By:  \_\_\_\_\_  
City Attorney

COMMISSIONERS COURT AGENDA REQUEST

2.2

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 2<sup>nd</sup> 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: November 16, 2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y

/ N)

NAME: EJ Harbin

PHONE: 972-825-5118 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: November 28, 2023

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

**Consideration and action to declare the listed items as surplus to be disposed in accordance with the Local Government Code 263: For Road and Bridge Pct 3.**

Description	Quantity
1993 Mack Dump Truck VIN 1M2AA13Y2PW021170	1



# 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 2<sup>nd</sup> 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.**

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**Please fill out this form completely:**

DATE: November 20, 2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: E.J. Harbin

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

DEPARTMENT OR ASSOCIATION: PURCHASING

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: November 28, 2023

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

Granting an exemption under Section 262.024 (7), Local Government Code, from the bidding requirements of Section 262.023, Local Government Code, for the purchase of an Inmate Classification Software provided by the Northpointe, Inc. dba Equivant for the Ellis County Sheriff's Office.



4450 Belden Village Street NW  
Suite 305  
Canton, OH 44718

Date: 11/16/2023

RE: Sole Source Justification

Dear Chief Terry Ogden,

Per your request, this is to confirm that the Classification software application, known as the Northpointe Suite, is a sole source product manufactured, sold, and distributed by Northpointe, Inc. ("Northpointe"). No division, nor any other company, makes any competing or similar product. There is no available product in the marketplace that serves the same function and purpose.

The product must be purchased from Northpointe at the above address and there are no representatives or agents authorized to sell the product.

The Northpointe Suite, including the COMPAS Risk and Needs Assessment and the Decision Tree logic used for inmate classification, was developed by Northpointe's technical and scientific research division. The Northpointe Suite is proprietary, protected as confidential, and is copyrighted by Northpointe, Inc. This includes all professional services delivery and ongoing Support and Maintenance of the product.

If you desire additional information, please do not hesitate to contact Greg Eash at (574) 747-7460 or visit our website at <https://equivant-corrections.com>.

Sincerely,

A handwritten signature in black ink that reads "Gregory A. Eash".

Greg Eash  
Chief Operating Officer  
equivant Corrections



**NOTARIZED SOLE-SOURCE PURCHASE AFFIDAVIT**

STATE OF TEXAS  
COUNTY OF ELLIS

**KNOW ALL MEN BY THESE PRESENTS THAT:**

Before me, the undersigned authority duly authorized to take acknowledgments and administer oaths, on this day personally appeared Greg Eash, who after being duly sworn on oath stated the following:

My name is Greg Eash. My title is Chief Operating Officer.

I am aware that the Ellis County Purchasing Department is required to comply with competitive bidding requirements of Chapter 262 of the Texas Local Government Code. I am aware that the statutory competitive bidding provisions do not apply to the purchase of an item that can be obtained from only one source. See, Texas Local Government Code section 262.003.

**Sole-source items include:**

Items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies, films, manuscripts, or books, electric power, gas, water, and other utility services, and captive replacement parts or components for equipment.

I have represented to the Purchasing Department of Ellis County, and I hereby warrant that as of the date below, I am the sole-source supplier of the following item: Classification Management Software. I am the sole-source supplier of this item because: we own the copyright to the automated Decision Tree used for inmate classification. I agree that if I ever cease being the sole-source supplier of this item, I shall immediately make a full disclosure in writing to the Ellis County Purchasing Department of all relevant facts and circumstances.

IN WITNESS WHEREOF, the undersigned has executed this Affidavit on the 12<sup>th</sup> day of November, 2023.

[Signature]  
[Signature]

Greg Eash, COO  
[Printed Name] [Title]

SWORN TO AND SUBSCRIBED before me on November 12<sup>th</sup>, 2023, by Greg Eash.  
[Printed Name]

[Signature]  
[Signature] Notary Public

State of Indiana  
My Commission expires on May 12, 2030



STEPHANIE L. BABCOCK, Notary Public  
Noble County, State of Indiana  
Commission Number NP0741152  
My Commission Expires May 12, 2030



## **ELLIS COUNTY PURCHASING DEPARTMENT**

E.J. Harbin, MPA, CPPO  
Purchasing Agent

101 W. Main St., Suite 201  
Waxahachie, TX 75165  
Bus. (972) 825-5117  
Fax (972) 825-5119

November 17, 2023

RE: Sole Source Acknowledgment  
Northpointe Inc. dba Equivant Corrections

The attached request for Sole Source Acknowledgement has been received by the Ellis County Purchasing Department from Brad Norman, Ellis County Sheriff's Office, for the software application used for inmate classification provided by Northpointe Inc. dba Equivant Corrections.

It is the recommendation of the Ellis County Purchasing Department and the Purchasing Agent to approve Northpointe Inc. dba Equivant Corrections as a sole source.

Sincerely,

A handwritten signature in blue ink, appearing to read "E.J. Harbin", is written over a faint, larger version of the same signature.

E.J. Harbin, MPA, CPPO  
Purchasing Agent  
Ellis County



## Sole Source Justification Request

This request is for a:

**Sole Source Item** (goods or services are available from ONLY this supplier due to a unique capability, patent, copyright, secret process, or capability to meet the requirements of the solicitation)

This Sole Source justification requires additional documentation and requirements as listed below. **One of these steps may require placing a public notice for 14 days, in order to allow any possible competitors to come forward with equivalent goods or services.** This step will be completed by the Purchasing Team that supports your office or county department after all required documents have been submitted. In addition, all sole source justifications must be approved in Commissioners Court.

**Required Documentation that must accompany this request before this purchase can be considered** (any missing documentation will result in delays). *Check all included documents:*

- This request form completed and signed.
- A written quote from the supplier, listing the goods, services and pricing.
- Letter of justification from the supplier (on company letterhead and signed by an authorized representative) establishing why they are the only Sole Source provider of the service or item.
- Notarized Sole source affidavit completed by the supplier.
- Signed letter of recommendation from the Elected Official or County Department Head

Requestor Name and County Office / Department: Terry Ogden / Ellis County Sheriff's Office

Requestor Title: Chief Deputy

Requestor Phone Number: 9728254935

Requested Sole Source Supplier:

Company Name: Equivant

Contact Name: Joe Dorsey

Address: 4450 Belden Village St. NW, Suite 305

City: Canton

State: OH

Zip Code: 44718

Phone Number: 3176521381

Email Address: Joe.dorsey@equivant-corrections.com

Website: www.equivant-corrections.com

Is the recommended supplier the manufacturer?  Yes  No

Does the manufacturer sell the item(s) through distributors?  Yes  No

Description of the Product or Service: (if additional space is needed, include a separate page) *Describe the full scope of work, including installation if required, items should include brand, model and part number if applicable.*

**Schedule:** Identify the date items are needed to be delivered, or month work is to be performed. Please be specific and do not use "ASAP".

February 1, ~~2~~  
2023

Estimated Cost: 108,344

**SOLE SOURCE RATIONALE**

**Complete the following checklist:**

**The requested supplier is the only source of required item(s) or service(s) because:**

Check all that apply:

- The required item or service is proprietary to the supplier
- The recommended supplier holds the patent on the requested item(s)
- The recommended supplier is the only supplier capable of performing the requested service
- A specific item is needed
- To be compatible or interchangeable with existing hardware
- As a spare or replacement hardware
- For the repair or modification of existing hardware
- For technical evaluation or testing
  
- Have there been any prior attempts to obtain competitive bids or proposals for the items or services that failed?

If so, please list and describe such attempts:

NO

- There is a substantial risk in selecting another product or service provider.

If so, please describe:

NO

- It is not possible to obtain competitive bids for consideration.

If so, why:

Equivant owns The Copy Fish +

Are there any other companies who can provide the services or needed items?

If so, please list and provide explanation of why they were unable to meet the requirements:

NO

List any other sources, suppliers, products or service providers that you reviewed in your selection process:

N/A

List all research methods that you reviewed in your selection process (i.e.: specific internet searches, trade publications, references, etc.):

N/A

#### ACKNOWLEDGEMENT

I affirm and acknowledge Ellis County's requirements, justification and criteria for Sole Source purchases. I have gathered the required technical information, provided all required documentation, have made a concerted effort to review comparable / equal equipment or services to the best of my ability, and further affirm that there is no conflict of interest in my recommendation of the selected item(s), service(s) or supplier.

I also acknowledge and understand that I may be subject to criminal prosecution for the willful falsification of information in this document. I, by the act of signing or typing my name below, hereby certify under penalty of perjury, under the laws of the State of Texas, the foregoing is true and correct.

Date: 11-3-2023

Signature: 

\* By typing your name, this is equivalent to a legal signature

**NOTE: After a passage of time, an item or service may no longer qualify as a sole source purchase due to other similar items or services becoming available from other suppliers. Thus, all prior sole source determinations must be reapproved by the Ellis County Purchasing Department following completion of a Sole Source Justification Request Process and satisfactory completion of such process must be noted on requisitions and purchase orders.**

# COMMISSIONERS COURT AGENDA REQUEST

2.5

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 2<sup>nd</sup> 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: November 20, 2023 SUPPORTING DOCUMENT(S) ATTACHED? (Y / N)

NAME: E.J. Harbin

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

DEPARTMENT OR ASSOCIATION: PURCHASING

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: November 28, 2023

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

Discussion, consideration, and approval for the purchase of inmate classification software for the Ellis County Sheriff's Office from Northpointe, Inc. dba Equivant using the approved Sole Source Exemption in an amount not-to-exceed \$108,844.00



CourtView Justice Solutions Inc. d/b/a equivalent

## **PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement ("Agreement") is entered into as of the 1st day of February 2024 ("Effective Date") by and between Northpointe, Inc. Inc. d/b/a equivalent, a Delaware corporation, with offices at 1764 Forest Ridge Drive, Suite A, Traverse City, MI 49686 ("equivalent") and Ellis County Sheriff's Office with offices at 300 S. Jackson Street, Waxahachie, TX, 75165 ("CUSTOMER"), and describes the terms and conditions pursuant to which equivalent shall provide professional services to CUSTOMER.

### **1. SCOPE OF SERVICES**

equivalent will perform the professional services ("Services") and deliver the deliverables ("Deliverables") as described in the Scope of Services attached hereto as Exhibit A.

### **2. PLACE OF PERFORMANCE**

Unless otherwise provided in this Agreement, equivalent may perform the Services in whole or in part at equivalent's place of business, CUSTOMER's place of business, and/or such other locations as equivalent selects.

### **3. TERM**

This Agreement shall be effective as of the Effective Date and shall continue in full force and effect until services are completed, or the Agreement has been terminated in accordance with this Agreement, whichever first occurs.

### **4. PRICE AND PAYMENT TERMS**

- a. CUSTOMER will pay equivalent on a "firm fixed price" basis for labor expended and costs and expenses incurred, as described in Exhibit A.
- b. Professional Services quoted are at a firm fixed price, but the extent of services are limited, as specified in the Exhibits. For those items that are limited, actual effort, costs and expenses may be less than or greater than those estimated. CUSTOMER shall have no obligation to pay equivalent more than the estimated price. equivalent shall have no obligation to provide labor or incur costs or expenses having a combined value more than the quoted price, even if the services have not been completed or the deliverables delivered, or the results expected by the customer have not been achieved. The parties may by mutual, written agreement, increase the quoted price. Changes in scope will require a change order to increase the firm fixed price based upon the additional level of effort required.
- c. In addition to paying for labor expended, CUSTOMER shall reimburse equivalent for the cost of all reasonable travel expenses and miscellaneous out-of-pocket expenses incurred in performing the Services.
- d. CUSTOMER shall make payment to equivalent according to the schedule and provisions of Exhibit A equivalent shall have a lien upon and may retain or repossess any and all Deliverables if CUSTOMER does not make full payment to equivalent.

- e. Invoiced amounts are due and payable within 30 days from the date of the invoice.
- f. If CUSTOMER's action or inaction results in non-receipt of payment by equivant for the total amount of an invoice within fifteen (15) days of the due date of such invoice, interest compounded at the rate of one and one half percent (1.5%) per month, or the maximum rate permitted by law if lower, shall thereafter be added to all amounts unpaid and outstanding. If CUSTOMER's action or inaction results in non-receipt of payment by equivant, equivant shall have the right exercisable in equivant's sole discretion, in addition to its other rights and remedies, to cease further performance of the Services hereunder.

## 5. **RESOURCES TO BE PROVIDED BY CUSTOMER**

- a. CUSTOMER will designate qualified CUSTOMER personnel or representatives to consult with equivant on a regular basis in connection with the Services. CUSTOMER will furnish such documentation and other information as is reasonably necessary to perform the Services.
- b. CUSTOMER shall furnish access to CUSTOMER's premises, and appropriate workspace for any equivant personnel working at CUSTOMER's premises, as necessary for performance of those portions of the Services to be performed at CUSTOMER's premises.
- c. CUSTOMER shall provide, maintain, and make available to equivant, at CUSTOMER's expense and in a timely manner, the resources delineated above, and such other additional resources as equivant may from time to time reasonably request in connection with equivant's performance of the Services. Delays in the provision of these resources may result in delays in the performance of the Services, or an increase in the Price.

## 6. **CONFIDENTIALITY**

Concurrently with the execution of this Agreement, the parties shall execute a Non-Disclosure Agreement ("NDA") in the form and content of Exhibit B attached hereto and incorporated by reference. The NDA is independent of this Agreement and shall survive the termination of this Agreement. Nothing in this Agreement or in any such NDA shall be deemed to restrict or prohibit equivant from providing to others services and deliverables the same as or similar to the Services and Deliverables as described in the Agreement.

## 7. **INTELLECTUAL PROPERTY**

- a. As used herein, "Intellectual Property" shall mean inventions (whether or not patentable), works of authorship, trade secrets, techniques, know-how, ideas, concepts, algorithms, and other intellectual property incorporated into any Deliverable whether or not first created or developed by equivant in providing the Services.
- b. CUSTOMER and equivant shall each retain ownership of, and all right, title, and interest in and to, their respective pre-existing Intellectual Property. No license therein, whether express or implied, is granted by this Agreement or as a result of the Services performed hereunder. To the extent the parties wish to grant to the other rights or interests in pre-existing Intellectual Property, separate license agreements on mutually acceptable terms will be executed.

- c. equivant grants to CUSTOMER a royalty-free, paid up, worldwide, perpetual, non-exclusive, non-transferable license to use any equivant Intellectual Property incorporated into any Deliverable, solely for CUSTOMER's use of that Deliverable for its internal business purposes. equivant shall retain ownership of and unrestricted right to use any Intellectual Property derived in any fashion or manner hereunder, including from its pre-existing Intellectual Property. The Services performed and any Deliverables produced pursuant to this Agreement are not "works for hire."

## 8. TAXES

- a. In no event whatsoever shall equivant be liable for sales, use, business, gross receipts or any other tax that may be levied by any State or Federal Government entity against a contractor to such governmental entity other than taxes upon income earned by equivant for the goods and/or services provided pursuant this Agreement. This exclusion of tax liability is also applicable to any goods and/or services that may be provided by equivant under any later amendment hereto regardless of changes in legislation or policy.
- b. In the event a taxing authority conducts an audit of this Agreement and determines that an additional tax should have been imposed on the Services or Deliverables provided by equivant to CUSTOMER (other than those taxes levied on equivant's income), CUSTOMER shall reimburse equivant for any such additional tax, including interest and penalties thereon. Similarly, if a taxing authority determines that a refund of tax is due as it relates to the Services or Deliverables provided by equivant to CUSTOMER (except those taxes relating to equivant's income), equivant shall reimburse CUSTOMER such refund, including any interest paid thereon by the taxing authority.

## 9. TERMINATION FOR DEFAULT

- a. Either party may terminate this Agreement if (i) the other party fails to perform a material obligation of the Agreement and such failure remains uncured for a period of 30 days after receipt of notice from the non-breaching party specifying such failure, or (ii) a party ceases to conduct business, becomes or is declared insolvent or bankrupt, is the subject of any proceeding relating to its liquidation or insolvency which is not dismissed within 90 days or makes an assignment for the benefit of creditors. In addition, equivant may terminate this Agreement effective immediately upon written notice to CUSTOMER if CUSTOMER fails to make any payment in full as and when due hereunder.
- b. Upon termination for whatever reason and regardless of the nature of the default (if any), CUSTOMER agrees to pay equivant in full for all goods and/or services provided to, and accepted by, CUSTOMER under this Agreement and/or any task order hereto as of the effective date of the Agreement within 30 days of the invoice date.

## 10. INDEMNIFICATION

equivant agrees to defend, indemnify, and hold harmless CUSTOMER from and against third party claims, judgments, and awards, as well as the reasonable costs related thereto (hereinafter collectively referred to as "Damages") to the extent such Damages result from the gross negligence or willful acts or omissions of equivant occurring in the performance of

its obligations hereunder; provided, such defense and payments are conditioned on the following: (1) that equivant shall be notified in writing by CUSTOMER within 5 business days following its receipt of any such claim, and (2) that equivant shall have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise. equivant shall not be responsible for any Damages or liability resulting, in whole or in part, from the negligence or willful misconduct of CUSTOMER its employees, consultants or agents.

## 11. LIMITED WARRANTY

- a. equivant warrants that the Services provided under this Agreement shall be performed with that degree of skill and judgment normally exercised by recognized professional firms performing the same or substantially similar services. In the event of any breach of the foregoing warranty, provided CUSTOMER has delivered to equivant timely notice of such breach as hereinafter required, equivant shall, at its own expense, at its discretion either (1) re-perform the non-conforming Services and correct the non-conforming Deliverables to conform to this standard, or (2) refund to CUSTOMER that portion of the Price received by equivant attributable to the non-conforming Services and/or Deliverables. No warranty claim shall be effective unless CUSTOMER has delivered to equivant written notice specifying in detail the non-conformities within 90 days after performance of the non-conforming Services or tender of the non-conforming Deliverables. The remedy set forth in this section 11(a) is the sole and exclusive remedy for breach of the foregoing warranty.
- b. **EQUIVANT SPECIFICALLY DISCLAIMS ANY OTHER EXPRESS OR IMPLIED STANDARDS, GUARANTEES, OR WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, AND ANY WARRANTIES THAT MAY BE ALLEGED TO ARISE AS A RESULT OF CUSTOM OR USAGE, ANY WARRANTY OF ERROR-FREE PERFORMANCE, OR ANY WARRANTY OF THIRD PARTY PRODUCTS, OR FUNCTIONALITY OF THE CUSTOMER'S HARDWARE, SOFTWARE, FIRMWARE, OR COMPUTER SYSTEMS.**
- c. CUSTOMER represents and warrants to equivant that CUSTOMER has the right to use and furnish to equivant for equivant's use in connection with this Agreement any information, specifications, data or Intellectual Property that CUSTOMER has provided or will provide to equivant in order for equivant to perform the Services and to create the Deliverables identified in Exhibit A.

## 12. LIMITATION OF LIABILITY

- a. CUSTOMER hereby agrees that equivant's total liability to CUSTOMER for any and all liabilities, claims or damages arising out of or relating to this Agreement, regardless of cause or the legal theory asserted, including but not limited to breach of contract or warranty, tort, strict liability, statutory liability or otherwise, shall not, in the aggregate, exceed fees paid to equivant during the previous 12-month period. The parties acknowledge and agree to the foregoing liability risk allocation. Any claim by CUSTOMER against equivant relating to this Agreement must be made in writing and presented to equivant within six (6) months after the date on which this Agreement expires or is otherwise terminated.

- b. In no event shall either equivant or CUSTOMER be liable to the other for any punitive, exemplary, special, indirect, incidental or consequential damages, including, but not limited to, lost profits, lost business opportunities, loss of use or equipment down time, and loss of or corruption of data, arising out of or relating to this Agreement, regardless of the legal theory under which such damages are sought, and even if the parties have been advised of the possibility of such damages or loss, and notwithstanding any failure of essential purpose of any limited remedy.

13. **NOTICES**

Any communication or notice permitted under the terms of this Agreement or required by law must be in writing, and will be deemed given and effective: (i) when delivered personally with proof of receipt, (ii) when sent by e-mail, (iii) when delivered by overnight express, or (iv) three (3) days after the postmark date when mailed by certified or registered mail, postage prepaid, return receipt requested and addressed to a party at its address for notices. Each party's address for notices is stated below. Such address may be changed by a notice delivered to the other party in accordance with the provisions of this Section.

**Customer**

[ENTER TITLE]  
[ENTER ENTITY NAME]  
[ENTER MAILING ADDRESS]  
[ENTER MAILING ADDRESS]  
[ENTER MAILING ADDRESS]  
Tel. No. [ENTER]  
Fax No. [ENTER]

**Copy to:**

[ENTER TITLE]  
[ENTER ENTITY NAME]  
[ENTER MAILING ADDRESS]  
[ENTER MAILING ADDRESS]  
[ENTER MAILING ADDRESS]

**equivant**

General Manager  
equivant  
1764 Forest Ridge Drive  
Suite A  
Traverse City, MI 49686  
Tel. No.

**Copy to:**

Contract Manager  
equivant  
4825 Higbee Avenue NW  
Suite 101  
Canton, Ohio 44718

14. **RIGHTS AND REMEDIES NOT EXCLUSIVE**

Unless otherwise expressly provided herein, no right or remedy of a party expressed herein shall be deemed exclusive, but shall be cumulative with, and not in substitution for, any other right or remedy of that party.

15. **SEVERABILITY**

If any term, condition or provision in this Agreement is held to be illegal, invalid or unenforceable, in whole or in part, the parties shall work in good faith to agree such modification that will to the maximum extent possible preserve the original intention of said term, condition, or provision. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.

16. **ASSIGNMENT**

Neither party may sell, assign, transfer, or otherwise convey any of its rights or delegate any of its duties under this Agreement without the prior written consent of the other party, except for the sale of assets, merger, or consolidation.

17. **GOVERNING LAW; VENUE**

This Agreement shall be governed by and construed under the laws of the State of Delaware, without regard to its laws relating to conflict or choice of laws.

18. **INTERPRETATION**

The captions and headings used in this Agreement are solely for the convenience of the parties, and shall not be used in the interpretation of the text of this Agreement. Each party has read and agreed to the specific language of this Agreement; therefore no conflict, ambiguity, or doubtful interpretation shall be construed against the drafter.

19. **DISPUTES**

The parties will seek a fair and prompt negotiated resolution within ten (10) days of the initial notice of the dispute ("Dispute"). If the Dispute has not been resolved after such time, the parties will escalate the issue to more senior levels. If the parties are unable to resolve any dispute at the senior management level, then any controversy, claim or Dispute arising out of or relating to this Agreement shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Before commencing any such arbitration, the parties agree to enter into negotiations to resolve the Dispute. If the parties are unable to resolve the Dispute by good faith negotiation, either party may refer the matter to arbitration. The arbitrator(s) shall be bound to follow the provisions of this Agreement in resolving the Dispute, and may not award any damages excluded by this Agreement. The decision of the arbitrator(s) shall be final and binding on the parties, and any award of the arbitrator(s) may be entered or enforced in any court of competent jurisdiction. The prevailing party will be entitled to recover its reasonable attorneys' fees and costs, in addition to any other relief ordered by the arbitrator(s). Such fees and costs will include those incurred in connection with the enforcement of any resulting judgment or order, and any post judgment order will provide for the right to receive such attorneys' fees and costs. Any request for arbitration of a claim by either party against the other relating to this Agreement must be filed no later than six (6) months after the date on which equivant concludes performance under this Agreement.

Nothing herein shall prevent either party from seeking a preliminary or permanent injunction to preserve the status quo or prevent irreparable harm during the arbitration process.

20. **MULTIPLE COPIES OR COUNTERPARTS OF AGREEMENT**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement shall not be effective until the execution and delivery between each of the parties of at least one set of the counterparts.

21. **FORCE MAJEURE**

Neither party shall be liable for any failure of or delay in performance of its obligations (except for payment obligations) under this Agreement to the extent such failure or delay is due to acts of God, acts of a public enemy, fires, floods, power outages, wars, civil disturbances, epidemics, pandemics, sabotage, terrorism, accidents, insurrections, blockades, embargoes, storms, explosions, labor disputes (whether or not the employees' demands are reasonable and/or within the party's power to satisfy), failure of common carriers, Internet Service Providers, or other communication devices, acts of cyber criminals, terrorists or other criminals, acts of any governmental body (whether civil or military, foreign or domestic), failure or delay of third parties or governmental bodies from whom a party is obtaining or must obtain approvals, authorizations, licenses, franchises or permits, inability to obtain labor, materials, power, equipment, or transportation, or other circumstances beyond its reasonable control (collectively referred to herein as "Force Majeure Occurrences"). Any such delays shall not be a breach of or failure to perform this Agreement or any part thereof and the date on which the obligations hereunder are due to be fulfilled shall be extended for a period equal to the time lost as a result of such delays. Neither party shall be liable to the other for any liability claims, damages, or other loss caused by or resulting from a Force Majeure Occurrence.

22. **RELATIONSHIP OF PARTIES**

equivant is an independent contractor in all respects with regard to this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership, joint venture, agency, or other relationship other than that of contractor and customer.

23. **THIRD PARTY BENEFICIARIES**

This Agreement does not create, and shall not be construed as creating, any rights or interests enforceable by any person not a party to this Agreement.

24. **WAIVER OR MODIFICATION**

Any waiver of the provisions of this Agreement or of a party's rights or remedies under this Agreement must be in writing to be effective. Delay or failure by either party to exercise any right hereunder, or to enforce any provision of this Agreement will not be considered a waiver thereof and will not in any way affect the validity of the whole or any part of this Agreement or prejudice such party's right to take subsequent action. No single waiver will constitute a continuing or subsequent waiver, nor shall a waiver of any one provision of the Agreement be deemed to be a waiver of any other provision.

25. **ENTIRE AGREEMENT; CONFLICTING PROVISIONS**

The Agreement and any schedules and exhibits thereto contain the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior or contemporaneous proposals, discussions, agreements, CUSTOMER issued purchase order or document of like intent or purpose, understandings, commitments, representations of any kind, whether oral or written, relating to the subject matter hereof or the Services to be provided hereunder. It is expressly agreed that if CUSTOMER issues a purchase order or other document for the services provided under this Agreement, such instrument will be deemed for CUSTOMER's internal use only, and no terms, conditions, or provisions contained therein shall have any effect on the rights, duties or obligations of the parties under, or in any way modify this Agreement, regardless of any



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failure by equivant to object to such terms, conditions or provisions. In the event that any provision in any attachment conflicts with any provision of this Agreement, then this Agreement shall be deemed to control, and such conflicting provision to the extent it conflicts shall be deemed removed and replaced with the governing provision herein.

26. **SURVIVAL**

All provisions of this Agreement, which by their nature should survive termination of this Agreement, will so survive.

27. **AUTHORIZATION**

Each of the parties represents and warrants that the Agreement is a valid and binding obligation enforceable against it and that the representative executing the Agreement is duly authorized and empowered to sign the Agreement.

**IN WITNESS WHEREOF**, the parties hereto, intending to be legally bound, have entered into this Agreement as of the Effective Date.

**Northpointe, Inc. d/b/a equivant**

**CUSTOMER**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Eric Tumperi

Name: \_\_\_\_\_

Title: General Manager

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

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

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

EXHIBIT A

Professional Services will be performed pursuant to the following Pricing and Milestone Payment Schedule.

Professional Services will be performed pursuant to the Statement of Work which is attached to this Agreement and incorporated into this Exhibit A.

ANNUAL COSTS (SUBSCRIPTION, MAINTENANCE & SUPPORT, HOSTING, & API TOOLKIT)			
Northpointe Classification Management (priced per bed, unlimited users)	\$75	\$49	\$28,175
Northpointe Custom API	1	\$16,675	\$16,675
Hosting	1	\$10,000	\$10,000
Subtotal, Annual Costs			\$54,850
IMPLEMENTATION SERVICES - FIXED FEE (ONE TIME COST)			
Implementation Costs (including travel expenses)	1	\$53,994	\$53,994
Subtotal, 1-Time Costs			\$53,994
GRAND TOTAL			\$108,844

Milestone No.	Description	Amount
1.0	Project Kickoff	\$7,995
2.0	Software Available in Test Site	\$5,843
3.0	Business Process Review Completed	\$5,452
4.0	Software Configuration Complete	\$7,666
5.0	API testing completed in UAT	\$5,473
6.0	Training Completed	\$8,404
7.0	User Acceptance Testing Completed	\$5,473
8.0	Software available for use in Production Environment	\$7,688
<b>Total</b>		<b>\$53,994</b>

## EXHIBIT B

### NON-DISCLOSURE AGREEMENT

This Nondisclosure Agreement (“NDA”) is entered into as of the 1<sup>st</sup> day of February, 2024 (“Effective Date”) by and between Northpointe, Inc. d/b/a equivant, a Delaware corporation, with offices at 1764 Forest Ridge Drive, Suite A, Traverse City, MI 49686 (“equivant”), and Ellis County Sheriff’s Office with offices at 300 S. Jackson Street, Waxahachie, TX, 75165 (“CUSTOMER”), and describes the terms and conditions pursuant to which equivant and CUSTOMER will share confidential information.

WHEREAS, the parties have entered into a Professional Services Agreement and each party (the “Disclosing Party”) desires to disclose certain confidential and proprietary information to the other party (the “Receiving Party”) in connection therewith.

**NOW, THEREFORE**, in consideration of the mutual terms, conditions and covenants set forth herein, the parties agree as follows:

**1. Confidential Information.** For purposes of this NDA, “Confidential Information” means inventions, ideas, intellectual property, formulae, patterns, compilations, programs, methods, techniques, processes, data, designs, algorithms, source code, object code, research plans, business plans, financial forecasts, business opportunities, agreements, vendor lists, pricing lists, customer lists, personnel lists, financial statements, and similar information, whether written or oral, that derives independent economic value from not being generally known to the public and is the subject of reasonable efforts to maintain its secrecy. Notwithstanding the foregoing, Confidential Information shall not include information that (a) is or becomes generally available to the public other than as a result of disclosure thereof by the Receiving Party, (b) is or becomes available to the Receiving Party on a non-confidential basis from a source (other than the Disclosing Party) which is not prohibited from disclosing such Confidential Information to the Receiving Party by a legal, contractual or fiduciary obligation to the Disclosing Party, or (c) Receiving Party can demonstrate is independently developed by Receiving Party without use, directly or indirectly, of any Confidential Information. Disclosing Party shall designate Confidential Information as such prior to, during or immediately after disclosure. Disclosing Party shall mark any physical materials as Confidential Information and shall identify any oral information as Confidential Information at the time of disclosure. The foregoing notwithstanding, the terms of this NDA also pertain to information not otherwise identified as Confidential Information if Receiving Party otherwise knows or should reasonably be expected to know of its confidential nature.

**2. Restrictions on Use and Disclosure.** Confidential Information furnished directly or indirectly by the Disclosing Party to the Receiving Party or to any directors, officers, employees, agents, attorneys, accountants, advisors, affiliates, and other representatives and potential financing sources of the Receiving Party (collectively, “Representatives”), whether obtained by or furnished to the Receiving Party prior, contemporaneously, or subsequent to the date hereof, shall be kept confidential and shall not, without the Disclosing Party’s express prior written consent, be disclosed by the Receiving Party or its Representatives in any manner whatsoever, in whole or in part, and shall not be used by the Receiving Party or its Representatives other than in connection with the Proposed Transaction. Without limitation of the foregoing, each party agrees that it will not use the Confidential Information independently or with third parties, directly or indirectly, to solicit the business of any person or entity, to provide services to any person or entity, or otherwise to

compete with the Disclosing Party. The obligations of this paragraph shall survive for five (5) years from date that Disclosing Party first discloses such Confidential Information to the Receiving Party.

**3. Standard of Care.** Each party agrees to reveal the Confidential Information only to its Representatives who need to know the Confidential Information for the purpose of the Proposed Transaction, who are informed of the confidential nature of the Confidential Information and who agree to act in accordance with the terms and conditions of this NDA. The Receiving Party shall be responsible for any breach of this NDA by its Representatives. Each party agrees to take all reasonable precautions necessary to safeguard the Confidential Information from disclosure to any person or entity other than its Representatives. The parties agree that no disclosure of Confidential Information under this NDA shall constitute a waiver of any applicable privilege, including but not limited to the privileges pertaining to attorney-client communications and attorney work product. Each party also agrees not to use or disclose any Confidential Information in violation of securities or insider trading laws and to take reasonable steps to ensure compliance by its employees and agents. The Receiving Party shall be responsible for compliance with laws pertaining to the export of the Confidential Information.

**4. Term.** This NDA shall be effective as of the date written in the introductory paragraph hereof and shall continue until the earliest of (a) the termination of the Proposed Transaction, (b) notice of termination by one party to the other, or (c) the one-year anniversary hereof. Any termination or expiration of this NDA shall be subject to the survival provision below.

**5. Records.** Each party to this NDA shall keep a written record of Confidential Information furnished to it by the Disclosing Party and of the location of such Confidential Information. All copies of the Confidential Information shall be returned to the Disclosing Party immediately (a) in the event the Proposed Transaction is not consummated, (b) upon the termination of this NDA, or (c) at any other time upon the Disclosing Party's request.

**6. No Ownership or Warranty.** Nothing contained in this NDA shall be construed as granting any ownership rights, by license or otherwise, in any Confidential Information disclosed by a party. The Receiving Party acknowledges that the Disclosing Party makes no express or implied representation or warranty as to the accuracy or completeness of the Confidential Information, and the Receiving Party agrees that the Disclosing Party shall have no liability hereunder with respect to the Confidential Information, or errors or omissions therein. The Receiving Party agrees that it is not entitled to rely on the accuracy or completeness of the Confidential Information and shall be entitled to rely solely on the representations and warranties, if any, made to it by the Disclosing Party in any final written agreement regarding the Proposed Transaction.

**7. Compelled Disclosure.** Each Party to this NDA acknowledges the competitive value and confidential nature of the Confidential Information and that use of such Confidential Information by Receiving Party or disclosure thereof to any third party could be competitively harmful to the Disclosing Party. In the event the Receiving Party or any party to which it transmits the Confidential Information pursuant to this NDA becomes legally compelled to disclose any of the Confidential Information, the Receiving Party shall provide the Disclosing Party with prompt notice so that the Disclosing Party may seek a protective order or other appropriate remedy. In the event that such protective order or other remedy is not obtained, the Receiving Party shall furnish only that portion of the Confidential Information which it is advised by written opinion of counsel is legally required, and the Receiving Party shall exercise reasonable efforts to obtain reliable assurance that confidential treatment will be accorded the Confidential Information.

**8. Remedies.** Each party to this NDA acknowledges and agrees that, given the nature of the Confidential Information and the competitive damage that would result if the Confidential

Information is used by the Receiving Party other than as is provided for herein or disclosed to any third party, money damages would not be a sufficient remedy for any breach of this NDA, and that, in addition to all other remedies, the aggrieved party shall be entitled to specific performance and injunctive or other equitable relief as a remedy for any such breach. The parties further agree to waive any requirement for the securing or posting of any bond in connection with such remedy.

## **9. Miscellaneous.**

- 9.1. The obligations assumed by the parties pursuant to paragraphs 2, 3, 6, 7, 8, 9.4, 9.8 and 9.9 hereof shall survive the expiration or earlier termination of this NDA.
- 9.2. In the event suit is brought to enforce or interpret any part of this NDA, the prevailing party shall be entitled to recover as an element of the costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the Court.
- 9.3. No provision of this NDA may be waived unless in writing, signed by all of the parties hereto. Waiver of any one provision of this NDA shall not be deemed to be a continuing waiver or a waiver of any other provision. This NDA may be modified or amended only by a written agreement executed by all of the parties hereto.
- 9.4. This NDA shall be governed and construed in accordance with the laws of the State of Delaware, without regard to choice of law principles.
- 9.5. Neither this NDA nor any duties or obligations hereunder shall be assigned or transferred by a party without the prior written approval of the other party, which approval shall not be unreasonably conditioned, withheld, or denied.
- 9.6. All notices under this NDA will be in writing and will be delivered by personal service, facsimile or certified mail, postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant party, which initially shall be the address set forth on the signature page to this NDA. Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a party.
- 9.7. If any provision of this NDA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any manner.
- 9.8. Neither party shall make any public announcement concerning this NDA or any Agreement between the parties without the advance approval of the other party. Notwithstanding the foregoing, if the parties are unable to agree on a mutually acceptable announcement, a party may nevertheless issue a press release if it is advised by counsel that such release is necessary to comply with applicable securities or similar laws.
- 9.9. Each party represents and warrants that the person signing on its behalf has the requisite authority to bind the respective party to the terms and conditions contained herein.
- 9.10. This NDA contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior discussions, representations, and understandings, whether oral or written.



CourtView Justice Solutions Inc. d/b/a equivalent

**IN WITNESS WHEREOF**, the parties have caused this NDA to be duly executed and delivered as of the day and year set forth above.

Northpointe, Inc. d/b/a equivalent

**CUSTOMER**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

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

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

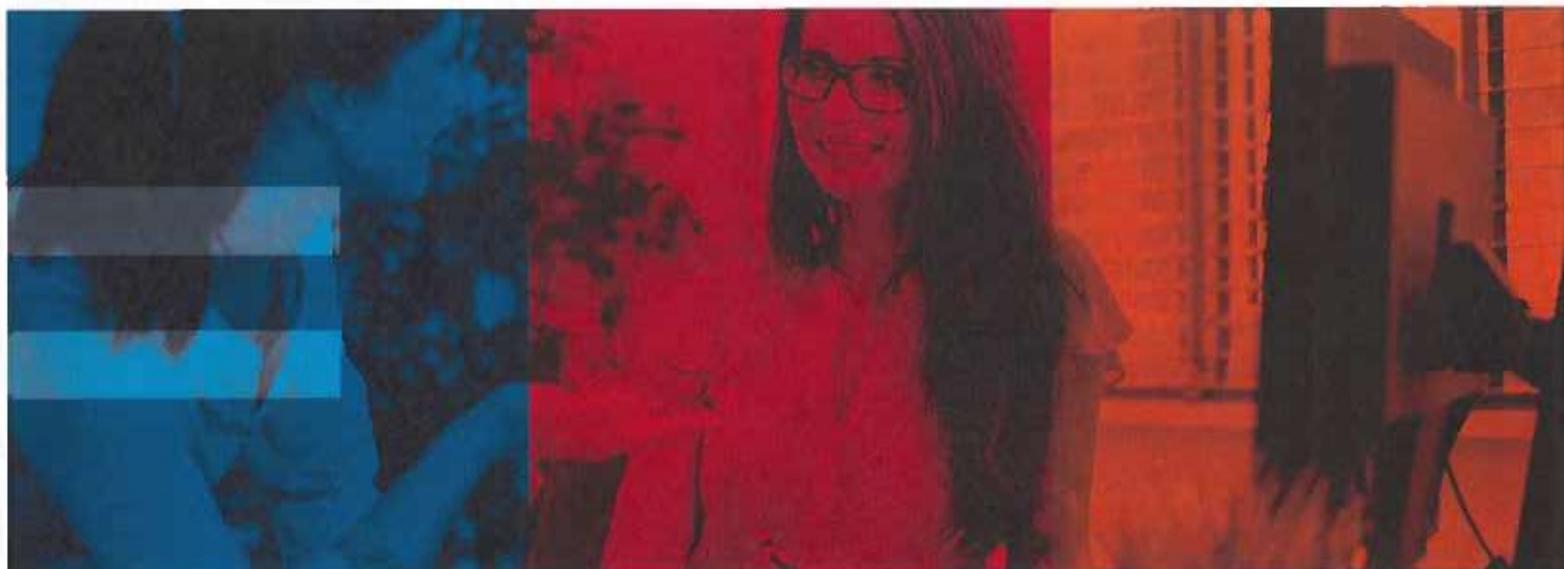


## Statement of Work

Ellis County Sheriff's Office

*Classification Management Implementation*

February 1, 2024



## SECTION 1: Getting Started

equivant is pleased to partner with the Ellis County Sheriff's Office (Agency). This Statement of Work (SOW) identifies the tasks required to implement this project based on the software and services in the approved *Price Proposal* and equivant's understanding of all requirements.

equivant will utilize the total number of hours listed within this Statement of Work as needed for any of the estimated activities included herein. Identified hours in the *Work Breakdown Structure* may be moved between tasks as necessary to complete service delivery.

### **equivant Responsibilities**

Upon execution of the contract, an equivant Project Manager will be assigned. The equivant Operations Division will process the contract and prepare for project launch within two weeks of contract execution, dependent upon equivant service team availability. The equivant Project Manager will coordinate kick-off tasks and assign the equivant project team. Circumstances may necessitate changes to the tasks and/or time estimates, at which time equivant and the Agency will, in good faith, discuss these changes and any potential adjustments in tasks, time or costs per the approved change management process outlined herein.

### **Agency Responsibilities**

The Agency will identify their internal stakeholders and include all management, end user and IT resources necessary to complete the software installation, configuration and training as outlined in this Statement of Work. Upon contract execution, the Agency will prepare for project launch by coordinating all stakeholders, scheduling the project kick-off call with the equivant PM and reviewing the scope in detail.

The Agency will be responsible for contacting and/or securing any third-party resources required to build/test/implement interfaces to systems beyond the boundary of the Northpointe Suite software application; equivant does not schedule or manage these third party resources as part of this project scope.

## SECTION 2: Work Breakdown Structure

### **WBS 1.0 Professional Services - Project Management**

equivant will provide project management services and oversight to execute a project schedule for the project's requirements, including the management of applicable resources. These services will be delivered incrementally over the life of the project.

equivant will provide the following project management services:

- Host a kickoff conference call between the equivalent team and the Agency to review the Services within the Statement of Work and discuss the project timeline.
- Coordination of internal and external project resources and activities to ensure milestones are achieved as planned within the project schedule.
- Coordinate project tasks to minimize implementation time and costs, while taking into consideration resource and time constraints.
- Serve as the main point of contact for the Agency's Project Manager.
- Provide project status updates.

equivant requires that the Agency appoint a Project Manager and identify all required resources that will be assigned on the Agency's Project Team, *including the JMS vendor contact*. The Agency's Project Manager will be responsible for the Agency's personnel resources and deliverables within the project. This team must have the authority to make decisions regarding the scope and details of the project for design and implementation purposes.

### **Change Management Process**

Any change or modification to this SOW and to the functionality or response of the software application will result in a Change Control and will be managed through the Change Management Process. The scope of a project is defined by this Statement of Work. Requests to change the scope of the project by adding or editing requirements will be represented within a specific *Change Control Request* form, regardless of the size or impact of the requested change. Although either party may request a change, documenting the change will be overseen by the equivalent project lead. Joint approval of the *Change Control Request* form is required before work on the change can be scheduled and initiated.

### **Deliverables for Project Management Services**

- Up to 65 hours of Project Management services

## WBS 2.0 Professional Services - Software Installation and Testing

For hosted solutions, equivalent will install the software agreed to within the Software License and Maintenance Agreement. The Agency will ensure that all client machines meet the *Minimum Client Requirements* needed to access and work in the hosted web application. equivalent requires that the Agency configure their network to allow all necessary client machines to communicate with the equivalent Hosted web application over standard internet protocols (HTTP and HTTPS).

equivalent will perform the software installation on the equivalent hosted **UAT** and **Production** servers accordingly:

- The *UAT* application will be installed first, upon acceptance of this Statement of Work. Building and utilizing a UAT server is a project requirement. This test environment will be used by the project teams for *all* service delivery tasks outlined within this Statement of Work.
  - When involved, any third-party vendor must provide access to their own UAT environment as required for testing purposes related to data exchanges of any kind. equivalent will ensure that third party vendors working for the Agency can access the equivalent UAT server as needed for system testing and full interface testing as defined within this Statement of Work.
  - equivalent is not responsible for the setup or configuration of any third-party vendors' systems or network access.
  
- equivalent will duplicate the UAT environment, which will include the Agency's final software configuration setup, in order to create the *Production* application/database in a production environment. This will be accomplished prior to *Go Live* approval from the Agency.

The Agency will provide the required operating software - including licenses, media, and documentation - for all client machines. equivalent will not be responsible for Agency network infrastructure or client machine management.

**Minimum Client Requirements:** Windows 7; or Chrome; Adobe Reader 9, Edge.

**Client Hardware Suggestions:** System hardware should meet or exceed Microsoft minimums for the operating system installed; Graphics card and monitor that will support 1024 by 768 pixels screen resolution.

### equivalent Hosted System Testing

Within each of the hosted environments, equivalent will conduct a test to validate that the software is installed and will verify:

- The application is accessible via approved browser connection
- The ADMIN user can login successfully
- The creation of: (1) Decision Tree;
- The ability to create and print: (1) a classification and (2) an Alternative Screening
- The ability to access the Ad Hoc Report Generator module.

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### Deliverables for Software Installation

- Up to 10 hours for Software Installation:
  - Delivery and Installation of Software Subscription in the UAT and production environment.

## WBS 3.0 Professional Services - Software Configuration

The Northpointe Suite comes with many of the configurable fields pre-populated with common criminal justice default values. The configuration support work included in this Statement of Work provides the Agency with an overview of the configuration options and assists with the key decisions required for Go Live. This includes data elements needed for the set-up of the system such as Agency ID/Location and User Security Groups. Application and security settings are the foundation for the implementation.

Software configuration is primarily the Agency's responsibility.

System administrators will be the audience for this software configuration support, as it addresses system setup, configuration and management. In addition, agency personnel that will be responsible for the ongoing maintenance of the system should be included in all configuration planning.

#### ***Deliverables for Software Configuration Support***

- Up to 28 hours of software configuration
  - 24 hours delivered onsite in one session
  - 4 hours delivered remotely: preparation for onsite work session, and one final follow up configuration meeting to complete setup
- One (1) Classification Configuration Checklist Document
  - delivered remotely

#### **WBS 4.0 Professional Services - Training**

This project will include training deliverables that focus on both software use and Inmate Management practices. User training will be provided for the following software modules:

- Classification
- Ad hoc Report Generator

The equivalent training will:

- Provide one electronic copy of the software training manual for the Classification software training.
- Provide trainees with Classification and Inmate Management training:
  - Introduction of classification into the daily inmate management and administrative operations of the jail.
  - Interpretation of Classification data used to direct housing decisions, eligibility for programs, privileges and early release/community corrections decisions.
  - Discussion on the development of jail crowding management strategies.
  - Draft development and/or review of the Agency's classification policies and procedures.
- Provide trainees with the basic skills in the overall use of the Classification Management software:
  - Guide Interpretation of the classification information.
  - Guide users in navigating Adhoc Report extracts.

The *Inmate Management training* session will include up to 24 participants and will be delivered on (up to 8 hours). This course is designed to provide best practice policies to the Agency and is intended for all jail personnel. This session will be scheduled through the equivalent Project Manager.

The *Classification and Ad Hoc Report Generator software training* provides hands on software navigation and use training for 30 participants maximum. Each training participant must have access to a computer with internet access in order to access the Agency's UAT Classification site for hands-on training

exercises.

**Software training services will not be provided by equivalent until analysis and software configuration activities are complete per this Statement of Work.**

The equivalent training will:

- Provide standard electronic training materials to the Agency for distribution as needed to participants.
- Provide trainees with the basic navigation skills in the Northpointe Suite Classification module.
- Provide trainees with the ability to complete the automated Classification and Reclassification process.
- Guide interpretation of the classification outcome.
- Guide users in navigating the Ad Hoc Report Generator module:
  - Includes building a new report
  - Includes review of the “My Saved Reports” versus software standard reports.

equivalent training materials assume all users are familiar with a Windows environment – the equivalent training will not include any Windows or remedial computer training.

#### ***Deliverables for Training***

- Up to 8 hours of Classification and Inmate Management training
  - One (1) session, delivered onsite
- Up to 16 hours of Classification and Ad Hoc Report software navigation training
  - Two (2) sessions, delivered on consecutive business days onsite
- Up to 8 hours of System Administrator Training
  - Delivered as scheduled by Agency and equivalent Project Managers

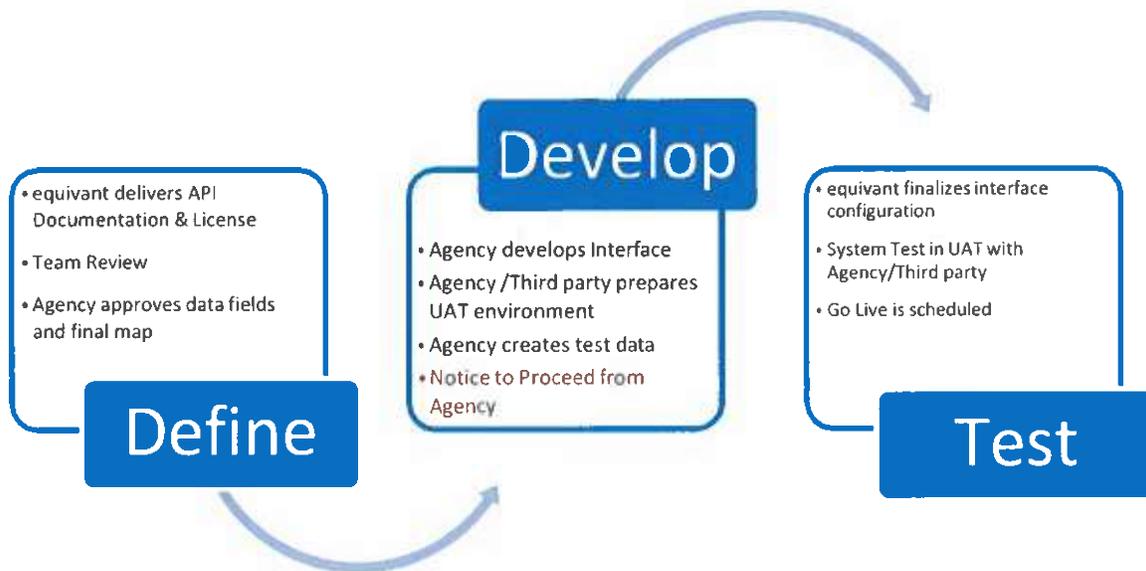
### **WBS 5.0 Professional Services – Technical Services**

#### **Standard Northpointe Suite API Web Service: API Toolkit**

All work effort included for the interface is based upon the Agency’s use of the existing **Northpointe Suite Web Services** for incoming and outgoing data exchange. No development or customization work is included within this scope; the Agency will follow the specifications, schemas, and file formats as defined by equivalent.

Successful implementation of the API Web Services requires the involvement of the Agency’s technical resources and the Agency’s third party vendor. The scope of delivery services for equivalent does not extend beyond the Northpointe Suite system.

If additional fields or services are required by the Agency, equivalent will issue a *Change Control Request* form outlining the additional time and cost associated with the requirement modification. equivalent reserves the right to accept or deny any requested change/s to the existing Northpointe Suite API services.



## DEFINE

equivant will deliver the online API technical specification document which includes field definition and layout.

The Agency and its third party vendor will review the technical specification and initiate data mapping activities in order to verify the fields that equivalent requires. The third party vendor must be involved in the definition stage in order to provide field validation, and final sign off that the interface is passing the necessary data to the Northpointe Suite. equivalent will be available to provide technical consulting related to field definition. All technical consulting will be delivered remotely, as directed by the equivalent Project Manager.

The equivalent Project Manager will schedule a Team Review meeting with the Agency/ third party vendor to review final specification issues (if any).

- Identified issues will be submitted by the Agency to the equivalent Project Manager in writing for review.
- If issues require changes to the existing Northpointe Suite API services, equivalent will review the requested scope change. No changes will be made to any existing API without an approved *Change Control Request* allocating additional time and budget for the work.

Upon resolution of outstanding issues, the Agency will approve the final data map defining all fields to be exchanged between the Northpointe Suite and the third party. This approval will mark the completion of the *Define* phase.

## DEVELOP

The third party vendor will commence development of the API as required to send and receive data to the Northpointe Suite. Development will be done based on the approved data map from the *Define* phase above.

The Agency will work to define and build the test datasets that are required in order to initiate system testing between equivalent and the Agency once the interface has been fully developed.

The Agency will build and configure the UAT environment for testing. This UAT environment will be configured to communicate with the Northpointe Suite system. Upon completion of the UAT environment build, the equivalent and Agency Project Managers will prepare a final schedule for system testing. The equivalent technical lead and the JMS vendor team will be coordinated to execute all system testing.

Once the Agency completes development of their side of the interface, and a UAT environment is functional for testing purposes, the Agency will provide a Notice to Proceed to equivalent.

## **TEST**

Upon receipt of the Notice to Proceed, equivalent will finalize configuration of the Northpointe Suite API web service on the UAT server housing the application.

equivalent technical resources will be assigned by the equivalent Project Manager to execute a system test with the Agency. System testing will commence once both the Agency and the equivalent technical team have confirmed the schedule for testing availability. The Agency will provide technical resources that understand the technical specifications of the interface to work with equivalent in the testing phase.

The Agency will be responsible for validating all test data results during System Testing.

equivalent is not responsible for any interface related development and/or testing activities on the Agency's side of the interface or network. This remains the responsibility of the Agency and is not a part of the contracted services outlined within this Statement of Work. This includes:

1. Interface development on the Agency or third party system.
2. Interface test data creation.
3. System communication through Agency networks and/or firewalls to access the Agency hosted web server/s.

Any delays to the project due to third party constraints or third party system setup or availability are out of the control of equivalent, and *will not affect contractual license terms and conditions* as set forth and agreed upon.

### ***Deliverable for Technical Services***

- Up to 85 hours of technical services for interface activation and testing:
  - equivalent to deliver the Northpointe Suite API Technical documentation
  - equivalent to deliver the Northpointe Suite API subscription
  - equivalent to configure the Northpointe Suite API within the UAT environment
  - equivalent to execute one (2) interface System Tests with the Agency
    - Agency to validate results of successful inputs and outputs per approved API Technical documentation.
    - equivalent will deploy script to move the current population into the Northpointe Suite software prior to the "Go Live"

## **WBS 6.0 Professional Services – User Acceptance Testing Assistance**

The Northpointe Suite application is a COTS solution (commercial off the shelf). In order to ensure that the installed application meets the functional scope as defined by equivalent in its software documentation, the Agency will perform user acceptance testing.

equivalent assumes that the Agency will complete this testing within two (2) business days. equivalent will provide one (1) staff to support for four hours each day during this UAT period.

equivalent will assist you during the UAT period by answering questions regarding functionality or operation, and by investigating reported software application issues and by remediating any validated software defects. The agency will be responsible for managing and conducting the UAT, including the coordination of any third parties other than equivalent if needed.

The agency will develop a user acceptance test plan that will delineate the use cases to be tested, the data to be used in testing each use case, the expected outcome of each test and the pass/fail criterion for each test. The means by which the test cases will be tracked and the outcomes reported will be in a mutually agreeable format.

The fully completed user acceptance test plan must be provided to equivalent prior to the start of user acceptance testing. equivalent will review the test plan and provide feedback to you regarding the scope and sufficiency of the test plan.

During the UAT period, daily stand-up calls will be scheduled at a mutually agreeable time each business day to review the progress of the testing and the status of any open items.

Once you have successfully completed the User Acceptance Test the Software may be deployed to the production environment for production use.

### ***Deliverables for UAT***

- Up to 8 hours of user acceptance testing support (remote)
  - Attendance at Daily Stand-up Call
  - equivalent resource will be available four hours on (2) two consecutive days; remote.

## **WBS 7.0 Professional Services – Go Live Support**

As part of planning and preparing for go-live, equivalent will conduct a planning meeting with the Agency to assess readiness, and discuss go-live and any cut-over activities. The Agency will also receive Customer Care support information and all Agency information will be set up in the equivalent online Portal prior to the Go Live event.

When the Agency commences live operations, equivalent will schedule one (1) staff to provide remote “go live” assistance for the first week (up to five business days) of production use of the Software.

### ***Deliverables for Go Live Support***

- equivalent resource will be available four hours on (2) two consecutive days; remote.

## **Travel Expenses**

All equivalent travel expenses are included in the Fixed Fee project pricing. Travel charges include all related charges for airfare, lodging and transportation, meals and automobile expenses related to onsite Agency trips. If last minute travel change requests are made by the Agency, the Agency will be responsible for reimbursing equivalent for any related change fees or related expenses.

3 onsite trips is included in the scope of this project.

\*\*All on-site trips must be scheduled at least three weeks in advance.

## SECTION 3: Project Pricing

### Pricing Summary

The following table summarizes the Professional Services pricing for this engagement:

ANNUAL COSTS (SUBSCRIPTION, MAINTENANCE & SUPPORT, HOSTING, & API TOOLKIT)			
Northpointe Classification Management (priced per bed; unlimited users)	\$75	\$49	\$28,175
Northpointe Custom API	1	\$16,675	\$16,675
Hosting	1	\$10,000	\$10,000
Subtotal, Annual Costs			\$54,850
IMPLEMENTATION SERVICES - FIXED FEE (ONCE-TIME COST)			
Implementation Costs (including travel expenses)	1	\$53,994	\$53,994
Subtotal, 1-Time Costs			\$53,994
GRAND TOTAL			\$108,844

1. All pricing excludes applicable taxes, which are the responsibility of the Agency.
2. If project is cancelled prior to completion, all effort and travel-related costs expenses through the date of cancellation will be due and payable.

### Payment Milestones

This project is a **fixed fee engagement**. All invoices for services delivered will be issued based upon pre-defined milestones outlined in this section.

Upon milestone completion, equivant will issue an invoice in the amount assigned for the completed milestone. Invoices will be sent to the Agency per equivant's monthly billing cycle. Note that one to many milestones may be billed in one billing cycle.

This project will use the following milestone payment schedule:

Milestone No.	Description	Amount
1.0	Project Kickoff	\$7,995
2.0	Software Available in Test Site	\$5,843
3.0	Business Process Review Completed	\$5,452
4.0	Software Configuration Complete	\$7,666
5.0	API testing completed in UAT	\$5,473
6.0	Training Completed	\$8,404
7.0	User Acceptance Testing Completed	\$5,473
8.0	Software available for use in Production Environment	\$7,688
Total		\$53,994

## SECTION 4: Assumptions

### General Assumptions

1. These services are priced on a fixed fee basis. Travel expenses are included as outlined herein.
2. equivalent's scope of work does not include installation and/or configuration of any computer hardware or peripheral equipment housed within the Agency's environment.
3. Agency will purchase all hardware and software required for implementation based upon equivalent's 'Minimum Client Requirements', including any and all hardware and software needed for client machines.
4. Agency will have all of the necessary and appropriate personnel at the project meetings for the purpose of defining and approving the requirements of the project.
5. Agency is responsible for TCP/IP connectivity from all client workstations to the necessary servers.
6. Agency will appoint a single point of contact for the duration of the project. This person should have project management responsibilities and decision-making authority for the Agency. This person will be the primary point of contact for equivalent's Project Manager.
7. equivalent will provide on-site training to Agency in a classroom environment suitable for training. Agency will be responsible for providing and preparing the training facility to include a computer terminal with internet access for every participant and the presenter, a projector and screen, flip charts and a white board.
8. The training noted in the Scope of Work does NOT certify participants as trainers unless explicitly noted in this SOW. equivalent is the only entity that can certify trainers to train others.
9. This Statement of Work includes specific project parameters related to interfaces, training and implementation. For additional services or customizations *not* expressly included within this Statement of Work, equivalent will issue a Change Control including work/budget estimates to accommodate the additional requirements.
10. This Statement of Work does not include any costs associated with 3rd party vendors or software that may require development to complete the implementation of the work described herein.
11. Agency is responsible for all manual data entry and/or data scrubbing related to production data sets.
12. This Statement of Work is valid for 120 days.

### Project Management and Risk Factor Assumptions

13. The Agency project manager will be responsible for obtaining all required approvals and/or signoffs by Agency related to project deliverables and project progression in a timeframe that is in alignment with the Project Schedule. Delays to this process, as well as any Agency tasks not completed within the Project Schedule timeframe, may be subject to the Change Order Management process. Delays will adversely impact targeted deadlines, and may include increased project fees required to maintain baseline Project Schedule activities.
14. Any scheduled equivalent resource that is unable to proceed with assigned tasks due to an Agency initiated delay (i.e. Lack of approvals, failure to engage JMS vendor, interface development delays, etc.) will be reassigned to other work within the equivalent queue. If equivalent resources are reassigned to other projects, the Agency project will be placed *on hold* until additional resources become available.
15. Agency is fully responsible for all integration efforts not described within this Statement of Work.
16. The Project Schedule is dependent on the Agency's input and is contingent upon the timely attainment of external milestones that are outside the control of equivalent.

17. If Agency approvals are delayed for more than 10 business days for no defined reason, equivalent will consider the project *on hold* and will invoice for services rendered to that time.

### **Infrastructure Assumptions**

18. Access to all working environments must be made available to the project team throughout the project, including technical test and production environments.
19. System, server, and workstation backups are the responsibility of the Agency. This includes the development and execution of all system backups and disaster recovery programs.
20. Agency personnel assume the responsibility for applying software patches to all functional servers and client hardware.
21. Acquisition, installation, testing, support, and tuning of any additional required application software, hardware, DBMS, other software, peripherals and communications infrastructure will be the responsibility of Agency.
22. Agency will be responsible for deploying access to the system and for providing all supporting software, hardware, and connectivity to the servers.

# COMMISSIONERS COURT AGENDA REQUEST

2,6

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 2<sup>nd</sup> 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: November 20, 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 201, Waxahachie, TX 75165

PREFERRED DATE TO BE PLACED ON AGENDA: November 28, 2023

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

Discussion, consideration, and approval to purchase furniture and installation services for the Ellis County Central Building from Tangram Interiors using the Omnia Cooperative Contract Number 2019.001899 for \$1,026,537.02.

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\*  
\_\_\_\_\_  
County Attorney Approval



9200 SORENSEN AVENUE  
 SANTA FE SPRINGS, CA 90670  
 TEL: 562.365.5000  
 FAX: 562.777.9742  
 WWW.TANGRAMINTERIORS.COM

**Quotation 8047**

Quote Date 11/20/23

mm/dd/yy

Customer ELL101

Terms CPO#/50% DEP/NET 30

Account Representative Ashlee Malone

NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

**Quote To**

Accounts Payable  
 Ellis County  
 101 W Main St  
 Waxahachie TX 75165-3709

**Ship To**

Accounts Payable  
 Ellis County  
 101 W Main St  
 Waxahachie TX 75165-3709

**Phone** +1 (972) 825-5394  
 accounts.payable@co.ellis.tx.us

**Phone** +1 (972) 825-5394  
 accounts.payable@co.ellis.tx.us

**Sales Location** TANGRAM DALLAS

Thank you for the opportunity to provide this quote.  
 This quote is valid for 30 days.

All product is made to order. No changes or cancellations after order placement. No returns.  
 As you review your quotation, please be advised that the commercial interiors industry is experiencing disruptive supply chain issues, challenges re:labor availability, and commodity shortages (ex. lumber, steel, resins, microchips, and adhesives).

This could extend the lead times or delivery of your order.

We are proactively bringing this to your attention to keep you informed and to help you make business decisions to adjust your orders or projects as needed.

Client is responsible for proper care and cleaning of products. Please consult your Tangram representative for further information on appropriate cleaning procedures. Products whose materiality or appearance is affected by improper use of cleaning agents will not be covered by manufacturer warranty.

For questions concerning this quote, please contact:  
 Ashlee Malone  
 Sales Executive  
 amalone@tangraminteriors.com  
 512-517-3112

Description	Quantity	Unit Price	Extended Price
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105/106/126/127/128/129 Offices Option 1

2	<b>CRTWDBFR</b> - Tower- Dual Doors,Box/File, Wardrobe Right <b>Size Option:</b> Modular <b>Depth:</b> 24.00000 <b>Width:</b> 24.00000 <b>Height:</b> 66.50000 <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Headset Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)	2	1,376.43	2,752.86
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Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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Description	Quantity	Unit Price	Extended Price
<b>2</b> <b>Keys: Key Plug</b> <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Pull:</b> Ledge <b>Pull Finish:</b> Textured Paint 7207 - BLACK <b>Interior Configuration:</b> Coat Rod STEELCASE <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1 ST/66 5			
<b>3</b> <b>CRTWDBFL - Tower- Dual Doors,Box/File, Wardrobe Left</b> <b>Size Option:</b> Modular <b>Depth:</b> 24.00000 <b>Width:</b> 24.00000 <b>Height:</b> 66.50000 <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Headset Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Keys:</b> Key Plug <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Pull:</b> Ledge <b>Pull Finish:</b> Textured Paint 7207 - BLACK <b>Interior Configuration:</b> Coat Rod STEELCASE <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1 ST/66 5	4	1,376.43	5,505.72
<b>4</b> <b>EAWST - Tackboards</b> <b>Width:</b> 30.00000 <b>Height:</b> 21.50000 <b>Tackboard Finish:</b> Alloy P530 - ASTI <b>Scallop:</b> No Scallop STEELCASE <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1 TB/30/21.5000	1	158.18	158.18
<b>5</b> <b>EAWST - Tackboards</b> <b>Width:</b> 48.00000 <b>Height:</b> 21.50000 <b>Tackboard Finish:</b> Alloy P530 - ASTI <b>Scallop:</b> No Scallop STEELCASE	2	209.51	419.02

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Description	Quantity	Unit Price	Extended Price
<b>5</b> <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1 TB/48/21.5000			
<b>6</b> <b>SLHAD1S - Slim Leg Integrated Storage</b> <b>Width:</b> 60.00000 <b>Depth:</b> 28.00000 <b>Worksurface Thickness:</b> 1.12500 <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Top Grain Direction:</b> Long Grain <b>Top Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD <b>End Panel Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>End Panel Grain Direction:</b> Vertical Grain Direction <b>Panel Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD <b>Shroud Finish:</b> Textured Paint 7207 - BLACK <b>Cable Tray Finish:</b> Textured Paint 7207 - BLACK <b>End Cover Finish:</b> Textured Paint 7207 - BLACK <b>Column Finish:</b> Smooth Paint PG2 0835 - BLACK <b>Controller:</b> Active Touch Controller <b>Modesty Panel:</b> No Modesty Panel <b>Pinch Point:</b> 1 Inch <b>Infeed Location:</b> Inside Shroud <b>Power Configuration:</b> Under Worksurface 4 Outlet <b>Clamp on Power Configuration:</b> Utility Power Only <b>Tamper Resistance:</b> No Tamper Resistance <b>Cord Length:</b> 9 Feet (Chicago) <b>Cord Type:</b> Standard <b>Cord Color:</b> Black STEELCASE <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1 28/60/IS-AT	<b>2</b>	2,172.81	4,345.62
<b>7</b> <b>SLHAD1S - Slim Leg Integrated Storage</b> <b>Width:</b> 66.00000 <b>Depth:</b> 28.00000 <b>Worksurface Thickness:</b> 1.12500 <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Top Grain Direction:</b> Long Grain <b>Top Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD	<b>3</b>	2,193.02	6,579.06

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Description	Quantity	Unit Price	Extended Price
<p><b>7</b>    <b>End Panel Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>End Panel Grain Direction:</b> Vertical Grain Direction  <b>Panel Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD  <b>Shroud Finish:</b> Textured Paint 7207 - BLACK  <b>Cable Tray Finish:</b> Textured Paint 7207 - BLACK  <b>End Cover Finish:</b> Textured Paint 7207 - BLACK  <b>Column Finish:</b> Smooth Paint PG2 0835 - BLACK  <b>Controller:</b> Active Touch Controller  <b>Modesty Panel:</b> No Modesty Panel  <b>Pinch Point:</b> 1 Inch  <b>Infeed Location:</b> Inside Shroud  <b>Power Configuration:</b> Under Worksurface 4 Outlet  <b>Clamp on Power Configuration:</b> Utility Power Only  <b>Tamper Resistance:</b> No Tamper Resistance  <b>Cord Length:</b> 9 Feet (Chicago)  <b>Cord Type:</b> Standard  <b>Cord Color:</b> Black            STEELCASE  <b>Tag For</b>        105/106/126/127/128/129 Offices Option 1                              28/66/IS-AT</p>			
<p><b>8</b>    <b>SLHAD1S - Slim Leg Integrated Storage</b>  <b>Width:</b> 72.00000  <b>Depth:</b> 28.00000  <b>Worksurface Thickness:</b> 1.12500  <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Top Grain Direction:</b> Long Grain  <b>Top Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD  <b>End Panel Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>End Panel Grain Direction:</b> Vertical Grain Direction  <b>Panel Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD  <b>Shroud Finish:</b> Textured Paint 7207 - BLACK  <b>Cable Tray Finish:</b> Textured Paint 7207 - BLACK  <b>End Cover Finish:</b> Textured Paint 7207 - BLACK  <b>Column Finish:</b> Smooth Paint PG2 0835 - BLACK  <b>Controller:</b> Active Touch Controller</p>	1	2,215.58	2,215.58

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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Description	Quantity	Unit Price	Extended Price
<p>8 Modesty Panel: No Modesty Panel            Pinch Point: 1 Inch            Infeed Location: Inside Shroud            Power Configuration: Under Worksurface 4 Outlet            Clamp on Power Configuration: Utility Power Only            Tamper Resistance: No Tamper Resistance            Cord Length: 9 Feet (Chicago)            Cord Type: Standard            Cord Color: Black            STEELCASE            Tag For 105/106/126/127/128/129 Offices Option 1            28/72/IS-AT</p>			
<p>9 E6NM6012 - Panel-Modesty, 60W x 12H            BASIC: 2536 BLACKWOOD (HPL)            BRACKETS: *OPT:BRACKET OPTIONS            HANGING: HANGING BRACKET            BRACKET: BRACKET            STD PNT: *BRACKET:STANDARD PAINT            0835: BLACK            STEELCASE</p>	3	267.14	801.42
<p>10 E6NM5412 - Panel-Modesty, 54W x 12H            BASIC: 2536 BLACKWOOD (HPL)            BRACKETS: *OPT:BRACKET OPTIONS            HANGING: HANGING BRACKET            BRACKET: BRACKET            STD PNT: *BRACKET:STANDARD PAINT            0835: BLACK            STEELCASE</p>	2	236.85	473.70
<p>11 E6NM6612 - Panel-Modesty, 66W x 12H            BASIC: 2536 BLACKWOOD (HPL)            BRACKETS: *OPT:BRACKET OPTIONS            HANGING: HANGING BRACKET            BRACKET: BRACKET            STD PNT: *BRACKET:STANDARD PAINT            0835: BLACK            STEELCASE</p>	1	297.43	297.43

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Description	Quantity	Unit Price	Extended Price
<p>12    <b>SERIF</b> - Serif, Panel, a3 ceramic steel  <b>Height:</b> 47.00000  <b>Width:</b> 47.00000  <b>Surface Finish:</b> Ceramic 7655 - E3 ENVIRONMENTAL CERAMICS  <b>Accented Edge:</b> Non Contrasting  <b>Accented Edge Finish:</b> Ceramic 7655 - E3 ENVIRONMENTAL CERAMICS  <b>Accessory Kit:</b> Basic Kit            STEELCASE  <b>Tag For</b>        105/106/126/127/128/129 Offices Option 1                              SERIF/47/47</p>	3	841.87	2,525.61
<p>13    <b>CRL2H</b> - Lateral 2 High File/File  <b>Size Option:</b> Modular  <b>Depth:</b> 24.00000  <b>Width:</b> 30.00000  <b>Top:</b> With Top  <b>Application:</b> Full  <b>Worksurface Thickness:</b> 1.12500  <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Keys:</b> Key Plug  <b>Counterweight:</b> With Counterweight            STEELCASE  <b>Tag For</b>        105/106/126/127/128/129 Offices Option 1                              LF/30/FF</p>	1	907.30	907.30
<p>14    <b>CRL2H</b> - Lateral 2 High File/File  <b>Size Option:</b> Modular  <b>Depth:</b> 24.00000  <b>Width:</b> 36.00000  <b>Top:</b> With Top  <b>Application:</b> Full  <b>Worksurface Thickness:</b> 1.12500</p>	4	953.74	3,814.96

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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Description	Quantity	Unit Price	Extended Price
<b>14</b> <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Headset Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD <b>Pull:</b> Ledge <b>Pull Finish:</b> Textured Paint 7207 - BLACK <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Keys:</b> Key Plug <b>Counterweight:</b> With Counterweight STEELCASE <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1 LF/36/FF			
<b>15</b> <b>CRDSK - Desk</b> <b>Depth:</b> 24.00000 <b>Width:</b> 60.00000 <b>Support - Right:</b> Full Depth End Panel <b>Support - Left:</b> Full Depth End Panel <b>Modesty Panel:</b> Quarter Height <b>Worksurface Thickness:</b> 1.12500 <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD STEELCASE <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1 24/60	5	409.36	2,046.80
<b>16</b> <b>CRCD2HKSSPR - Credenza-2-High, Kneespace, Single Pedestal</b> Right Hand <b>Size Option:</b> Modular <b>Depth:</b> 24.00000 <b>Width:</b> 72.00000 <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD <b>Worksurface Thickness:</b> 1.12500 <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Headset Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Pull:</b> Ledge	1	1,099.94	1,099.94

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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Description	Quantity	Unit Price	Extended Price
<p>16 <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Keys:</b> Key Plug  <b>Support - Right:</b> File/File Pedestal  <b>Modesty Panel:</b> Full  <b>Grommet Location:</b> No Grommet            STEELCASE  <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1                      24/72</p>			
<p>17 <b>CRBRG - Bridge</b>  <b>Size Option:</b> Modular  <b>Depth:</b> 24.00000  <b>Width:</b> 42.00000  <b>Modesty Panel:</b> Quarter Height  <b>Worksurface Thickness:</b> 1.12500  <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD  <b>Grommet Location:</b> No Grommet            STEELCASE  <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1                      24/42</p>	1	261.44	261.44
<p>18 <b>E6GBP - Back Painted Glass</b>  <b>Frame Finish:</b> Smooth Metallic 4803 - NEAR BLACK METALLIC  <b>Glass Finish:</b> Back-Painted Glass PG6 6589 - MERCURY  <b>Size Option:</b> Parametric  <b>Height:</b> 21.50000  <b>Width:</b> 30.00000            STEELCASE  <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1                      PG/3021</p>	1	814.48	814.48
<p>19 <b>E6GBP - Back Painted Glass</b>  <b>Frame Finish:</b> Smooth Metallic 4803 - NEAR BLACK METALLIC  <b>Glass Finish:</b> Back-Painted Glass PG6 6589 - MERCURY  <b>Size Option:</b> Parametric  <b>Height:</b> 21.50000</p>	2	1,237.70	2,475.40

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Description	Quantity	Unit Price	Extended Price
19 <b>Width:</b> 48.00000 STEELCASE <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1 PG/4821			
20 <b>LOCK9250FR</b> - Lock Cylinder-FR Series, Ember Chrome <b>LOCK:</b> 9250 EMBER CHROME <b>KEYS:</b> SK SPEC 6-FR305 OFFICE 105 4-FR306 OFFICE 106 4-FR307 OFFICE 126 4-FR308 OFFICE 127 7-FR309 OFFICE 128 7-FR310 OFFICE 129 STEELCASE	32	N/C	N/C
21 <b>BOOSTPOWER</b> - AMQ Boost Power Box <b>Finish:</b> Paint F3 - Black AMQSOLUTION	6	160.44	962.64
22 <b>CROH</b> - 15" H Overhead <b>Width:</b> 36.00000 <b>Storage:</b> Personal <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Door Option Type:</b> Hinged Doors <b>Headset Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Keys:</b> Key Plug <b>Attachment Brackets:</b> Wall Mount Brackets STEELCASE <b>Tag For</b> 105/106/126/127/128/129 Offices Option 1 OH/36/15	2	441.18	882.36
23 <b>CROH</b> - 15" H Overhead <b>Width:</b> 60.00000 <b>Storage:</b> Personal <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Door Option Type:</b> Hinged Doors <b>Headset Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Keys:</b> Key Plug <b>Attachment Brackets:</b> Wall Mount Brackets STEELCASE	3	689.29	2,067.87

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Description	Quantity	Unit Price	Extended Price
23 Tag For 105/106/126/127/128/129 Offices Option 1 OH/60/15			
<b>Sub Total</b>			<b>41,407.39</b>
<b>Total</b>			<b>41,407.39</b>
<b>117 Open Office Option 1</b>			
24 USWS - Worksurface-Straight, Laminate, Plastic edge profile <b>Size Option:</b> Parametric <b>Depth:</b> 29.00000 <b>Width:</b> 72.00000 <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Grain Direction:</b> Long Grain <b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD <b>Power Access:</b> No Power Access <b>Scallop:</b> No Scallop <b>Grommet:</b> No Grommet <b>Cord Drop:</b> With Cord Drop <b>Depth with Cord Drop:</b> 28.50000 STEELCASE <b>Tag For</b> 117 Open Office Option 1 30/72	6	215.17	1,291.02
25 USWS - Worksurface-Straight, Laminate, Plastic edge profile <b>Size Option:</b> Parametric <b>Depth:</b> 34.00000 <b>Width:</b> 72.00000 <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Grain Direction:</b> Long Grain <b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD <b>Power Access:</b> No Power Access <b>Scallop:</b> No Scallop <b>Grommet:</b> No Grommet <b>Cord Drop:</b> With Cord Drop <b>Depth with Cord Drop:</b> 33.50000 STEELCASE	2	265.07	530.14
26 TS71272SPW - Window-Single pane, 12H x 72W GLASS: 6500 CLEAR GLASS	8	403.71	3,229.68

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Description	Quantity	Unit Price	Extended Price
26 TRIM: 7238 FIELDSTONE STEELCASE Tag For 117 Open Office Option 1			
27 TS71236SPW - Window-Single pane, 12H x 36W GLASS: 6500 CLEAR GLASS TRIM: 7238 FIELDSTONE STEELCASE	2	277.27	554.54
28 TS71230SPW - Window-Single pane, 12H x 30W GLASS: 6500 CLEAR GLASS TRIM: 7238 FIELDSTONE STEELCASE Tag For 117 Open Office Option 1	6	256.94	1,541.64
29 DSTRAYLG - Tray-Cable Management, Smart straps, 30W STEELCASE Tag For 117 Open Office Option 1 TS	8	62.01	496.08
30 T521328SR - Spring Clip-Top Cap, Thin Trim, Quantity1 STEELCASE Tag For 117 Open Office Option 1	16	2.50	40.00
31 RDS42TAK - Shelf-Personal, Answer / Kick application, 42W BASIC: 7238 FIELDSTONE STEELCASE Tag For 117 Open Office Option 1 SH/42	6	133.83	802.98
32 RDS30TAK - Shelf-Personal, Answer / Kick application, 30W BASIC: 7238 FIELDSTONE STEELCASE Tag For 117 Open Office Option 1 SH/30	4	119.04	476.16
33 TS74SSX - Receptacle-System ground, Line 4, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: ^OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 117 Open Office Option 1	4	23.29	93.16
34 TS73SSX - Receptacle-System ground, Line 3, 3+1 PLASTIC: 6000 BLACK	4	23.29	93.16

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Description	Quantity	Unit Price	Extended Price
<b>34</b> CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 117 Open Office Option 1			
<b>35</b> TS72SSX - Receptacle-System ground, Line 2, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 117 Open Office Option 1	4	23.29	93.16
<b>36</b> TS71SSX - Receptacle-System ground, Line 1, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 117 Open Office Option 1	4	23.29	93.16
<b>37</b> TS76BPX - Power infeed, 3+1, 6L in ft PLASTIC: 6000 BLACK STEELCASE Tag For 117 Open Office Option 1 BPI/6	1	143.44	143.44
<b>38</b> TS74842TK - Panel skin-Tackable acoustical, 48H x 42W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For 117 Open Office Option 1	12	119.41	1,432.92
<b>39</b> TS74836TK - Panel skin-Tackable acoustical, 48H x 36W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For 117 Open Office Option 1	4	109.06	436.24
<b>40</b> TS74830TK - Panel skin-Tackable acoustical, 48H x 30W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION	20	101.30	2,026.00

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Description	Quantity	Unit Price	Extended Price
<b>40</b> STEELCASE Tag For 117 Open Office Option 1			
<b>41</b> TS73672TK - Panel skin-Tackable acoustical, 36H x 72W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: HORIZONTAL APPLICATION ONLY STEELCASE Tag For 117 Open Office Option 1	14	169.32	2,370.48
<b>42</b> TS73636TK - Panel skin-Tackable acoustical, 36H x 36W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE	2	103.89	207.78
<b>43</b> TS73630TK - Panel skin-Tackable acoustical, 36H x 30W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For 117 Open Office Option 1	6	97.23	583.38
<b>44</b> TS73672HS - Panel skin-Hard surface, 36H x 72W SURFACE: 7238 FIELDSTONE STEELCASE Tag For 117 Open Office Option 1	2	143.81	287.62
<b>45</b> TS73636HS - Panel skin-Hard surface, 36H x 36W SURFACE: 7238 FIELDSTONE STEELCASE	2	98.34	196.68
<b>46</b> TS73630HS - Panel skin-Hard surface, 36H x 30W SURFACE: 7238 FIELDSTONE STEELCASE Tag For 117 Open Office Option 1	6	92.79	556.74
<b>47</b> CRL15HBF - Lateral-1.5-High,Box/File Size Option: Modular Depth: 24.00000 Width: 30.00000 Top: With Top Application: Full	4	805.82	3,223.28

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Description	Quantity	Unit Price	Extended Price
<p>47 <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD  <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Keys:</b> Key Plug  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Counterweight:</b> With Counterweight  <b>Worksurface Thickness:</b> 1.12500            STEELCASE  <b>Tag For</b> 117 Open Office Option 1            LF/30/BF</p>			
<p>48 <b>CRL15HBF</b> - Lateral-1.5-High,Box/File  <b>Size Option:</b> Modular  <b>Depth:</b> 24.00000  <b>Width:</b> 36.00000  <b>Top:</b> With Top  <b>Application:</b> Full  <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD  <b>Case Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Keys:</b> Key Plug  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Counterweight:</b> With Counterweight  <b>Worksurface Thickness:</b> 1.12500            STEELCASE  <b>Tag For</b> 117 Open Office Option 1            LF/36/BF</p>	6	846.24	5,077.44
<p>49 <b>TS7PK72X</b> - Kit-Power, 3+1, 72W            STEELCASE  <b>Tag For</b> 117 Open Office Option 1            PK/72</p>	5	173.76	868.80

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Description	Quantity	Unit Price	Extended Price
<b>50</b> TS7PK42X - Kit-Power, 3+1, 42W STEELCASE Tag For 117 Open Office Option 1 PK/42	6	114.98	689.88
<b>51</b> TS7PK36X - Kit-Power, 3+1, 36W STEELCASE Tag For 117 Open Office Option 1 PK/36	2	114.98	229.96
<b>52</b> TS7PK30X - Kit-Power, 3+1, 30W STEELCASE Tag For 117 Open Office Option 1 PK/30	10	114.98	1,149.80
<b>53</b> TS754TTPJ - Junction-T, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 117 Open Office Option 1 T54	9	89.47	805.23
<b>54</b> TS754TLPJ - Junction-L, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 117 Open Office Option 1 L54	4	89.47	357.88
<b>55</b> TS754TIPJ - Junction-In line, Thin, 54H STEELCASE Tag For 117 Open Office Option 1 I54	11	40.67	447.37
<b>56</b> TS754TEPJ - Junction-End of run, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT	11	57.30	630.30

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Description	Quantity	Unit Price	Extended Price
56 <b>7238: FIELDSTONE</b> STEELCASE Tag For      117 Open Office Option 1 E54			
57 <b>TS7SBNJ - Bracket-Junction stabilizer</b> STEELCASE	3	41.78	125.34
58 <b>TS730THF - Frame-Horizontal package, Thin, 30W</b> <b>BASIC: 7238 FIELDSTONE</b> <b>TC OPT: *OPT:TOP CAP OPTIONS</b> <b>STD CAP: STD:Std Top Cap</b> <b>CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> STEELCASE Tag For      117 Open Office Option 1 30/54	16	49.54	792.64
59 <b>TS772THF - Frame, Horizontal package, Thin, 72W</b> <b>BASIC: 7238 FIELDSTONE</b> <b>TC OPT: *OPT:TOP CAP OPTIONS</b> <b>STD CAP: STD:Std Top Cap</b> <b>CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> STEELCASE Tag For      117 Open Office Option 1 72/54	8	108.32	866.56
60 <b>TS742THF - Frame, Horizontal package, Thin, 42W</b> <b>BASIC: 7238 FIELDSTONE</b> <b>TC OPT: *OPT:TOP CAP OPTIONS</b> <b>STD CAP: STD:Std Top Cap</b> <b>CABLEOPT: *OPT:CABLE TRAY OPTION</b>	6	59.89	359.34

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Description	Quantity	Unit Price	Extended Price
<b>60 CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> STEELCASE <b>Tag For</b> 117 Open Office Option 1 42/54			
<b>61 TS736THF - Frame, Horizontal package, Thin, 36W</b> <b>BASIC: 7238 FIELDSTONE</b> <b>TC OPT: *OPT:TOP CAP OPTIONS</b> <b>STD CAP: STD:Std Top Cap</b> <b>CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> STEELCASE <b>Tag For</b> 117 Open Office Option 1 36/54	4	52.13	208.52
<b>62 LOCK9250FR - Lock Cylinder-FR Series, Ember Chrome</b> <b>LOCK: 9250 EMBER CHROME</b> <b>KEYS: SK SPEC</b> 1-FR311 WORKSTATION 1 1-FR312 WORKSTATION 2 1-FR313 WORKSTATION 3 1-FR314 WORKSTATION 4 1-FR315 WORKSTATION 5 1-FR316 WORKSTATION 6 2-FR317 WORKSTATION 7 2-FR318 WORKSTATION 8 STEELCASE	10	N/C	N/C
<b>63 BOOSTPOWER - AMQ Boost Power Box</b> <b>Finish: Paint F3 - Black</b> AMQSOLUTION <b>Tag For</b> 117 Open Office Option 1 PB/2-C	8	160.44	1,283.52
<b>64 ACTVBASES2 - AMQ Activ Pro 2 Base 2 Stage</b> <b>Depth: 30.00000</b>	8	413.70	3,309.60

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Description	Quantity	Unit Price	Extended Price
<b>64</b> <b>Base Finish:</b> Paint F4 - Merle <b>Leg Type:</b> C-Leg <b>Castors or Glides:</b> Glides AMQSOLUTION <b>Tag For</b> 117 Open Office Option 1 APS2-30-C			
<b>Sub Total</b>			38,001.62
<b>Total</b>			<b>38,001.62</b>
<b>120 Open Office Option 1</b>			
<b>65</b> <b>USWS - Worksurface-Straight, Laminate, Plastic edge profile</b> <b>Size Option:</b> Parametric <b>Depth:</b> 29.00000 <b>Width:</b> 72.00000 <b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Grain Direction:</b> Long Grain <b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD <b>Power Access:</b> No Power Access <b>Scallop:</b> No Scallop <b>Grommet:</b> No Grommet <b>Cord Drop:</b> With Cord Drop <b>Depth with Cord Drop:</b> 28.50000 STEELCASE <b>Tag For</b> 120 Open Office Option 1 30/72	4	215.17	860.68
<b>66</b> <b>TS71272SPW - Window-Single pane, 12H x 72W</b> <b>GLASS:</b> 6500 CLEAR GLASS <b>TRIM:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 120 Open Office Option 1	5	403.71	2,018.55
<b>67</b> <b>TS71236SPW - Window-Single pane, 12H x 36W</b> <b>GLASS:</b> 6500 CLEAR GLASS <b>TRIM:</b> 7238 FIELDSTONE STEELCASE	4	277.27	1,109.08
<b>68</b> <b>DSTRAYLG - Tray-Cable Management, Smart straps, 30W</b> STEELCASE	4	62.01	248.04

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Description	Quantity	Unit Price	Extended Price
68 <b>Tag For</b> 120 Open Office Option 1 TS			
69 <b>T521328SR</b> - Spring Clip-Top Cap, Thin Trim, Quantity1 STEELCASE <b>Tag For</b> 120 Open Office Option 1	10	2.50	25.00
70 <b>RDS30TAK</b> - Shelf-Personal, Answer / Kick application, 30W <b>BASIC:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 120 Open Office Option 1 SH/30	8	119.04	952.32
71 <b>TS74SSX</b> - Receptacle-System ground, Line 4, 3+1 <b>PLASTIC:</b> 6000 BLACK <b>CSTMPOPT:</b> *OPT:Controlled Stamp Option <b>NOSTAMP:</b> STD:No Stamp STEELCASE <b>Tag For</b> 120 Open Office Option 1	2	23.29	46.58
72 <b>TS73SSX</b> - Receptacle-System ground, Line 3, 3+1 <b>PLASTIC:</b> 6000 BLACK <b>CSTMPOPT:</b> *OPT:Controlled Stamp Option <b>NOSTAMP:</b> STD:No Stamp STEELCASE <b>Tag For</b> 120 Open Office Option 1	2	23.29	46.58
73 <b>TS72SSX</b> - Receptacle-System ground, Line 2, 3+1 <b>PLASTIC:</b> 6000 BLACK <b>CSTMPOPT:</b> *OPT:Controlled Stamp Option <b>NOSTAMP:</b> STD:No Stamp STEELCASE <b>Tag For</b> 120 Open Office Option 1	2	23.29	46.58
74 <b>TS71SSX</b> - Receptacle-System ground, Line 1, 3+1 <b>PLASTIC:</b> 6000 BLACK <b>CSTMPOPT:</b> *OPT:Controlled Stamp Option <b>NOSTAMP:</b> STD:No Stamp STEELCASE <b>Tag For</b> 120 Open Office Option 1	2	23.29	46.58
75 <b>TS76BPX</b> - Power infeed, 3+1, 6L in ft <b>PLASTIC:</b> 6000 BLACK STEELCASE	1	143.44	143.44

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Description	Quantity	Unit Price	Extended Price
<b>75</b> <b>Tag For</b> 120 Open Office Option 1 BPI/6			
<b>76</b> <b>TS76030TK</b> - Panel skin-Tackable acoustical, 60H x 30W <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> STD:HORIZONTAL APPLICATION STEELCASE <b>Tag For</b> 120 Open Office Option 1	24	120.89	2,901.36
<b>77</b> <b>TS74872TK</b> - Panel skin-Tackable acoustical, 48H x 72W <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> HORIZONTAL APPLICATION ONLY STEELCASE <b>Tag For</b> 120 Open Office Option 1	8	176.35	1,410.80
<b>78</b> <b>TS74836TK</b> - Panel skin-Tackable acoustical, 48H x 36W <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> STD:HORIZONTAL APPLICATION STEELCASE	4	109.06	436.24
<b>79</b> <b>TS74818TK</b> - Panel skin-Tackable acoustical, 48H x 18W <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> STD:HORIZONTAL APPLICATION STEELCASE <b>Tag For</b> 120 Open Office Option 1	3	89.47	268.41
<b>80</b> <b>TS71218TK</b> - Panel skin-Tackable acoustical, 12H x 18W <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> STD:HORIZONTAL APPLICATION STEELCASE <b>Tag For</b> 120 Open Office Option 1	3	41.78	125.34
<b>81</b> <b>TS72472HS</b> - Panel skin-Hard surface, 24H x 72W <b>SURFACE:</b> 7238 FIELDSTONE <b>SURF OPT:</b> *OPT:SURFACE OPTIONS <b>PLAINSTL:</b> STD:PLAIN STEEL SURFACE <b>PWRDATA:</b> POWER/DATA CUTOUTS	4	97.23	388.92

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Description	Quantity	Unit Price	Extended Price
<b>81</b> NO PWR: NO POWER NO DATA: NO DATA STEELCASE Tag For 120 Open Office Option 1			
<b>82</b> TS72436HS - Panel skin-Hard surface, 24H x 36W SURFACE: 7238 FIELDSTONE SURF OPT: *OPT:SURFACE OPTIONS PLAINSTL: STD:PLAIN STEEL SURFACE PWRDATA: POWER/DATA CUTOUTS NO PWR: NO POWER NO DATA: NO DATA STEELCASE Tag For 120 Open Office Option 1	8	67.29	538.32
<b>83</b> TS72418HS - Panel skin-Hard surface, 24H x 18W SURFACE: 7238 FIELDSTONE SURF OPT: *OPT:SURFACE OPTIONS PLAINSTL: STD:PLAIN STEEL SURFACE PWRDATA: POWER/DATA CUTOUTS NO PWR: NO POWER NO DATA: NO DATA STEELCASE Tag For 120 Open Office Option 1	6	53.98	323.88
<b>84</b> TS71218HS - Panel skin-Hard surface, 12H x 18W SURFACE: 7238 FIELDSTONE SURF OPT: *OPT:SURFACE OPTIONS PLAINSTL: STD:PLAIN STEEL SURFACE STEELCASE	3	32.53	97.59
<b>85</b> CRL15HBF - Lateral-1.5-High,Box/File Size Option: Modular Depth: 24.00000 Width: 30.00000 Top: With Top Application: Full Top Surface Finish: Woodgrain HPL 2536 - BLACKWOOD (HPL) Edge Finish: Plastic - PG1 6243 - BLACKWOOD Case Finish: Woodgrain HPL 2536 - BLACKWOOD (HPL)	8	805.82	6,446.56

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Description	Quantity	Unit Price	Extended Price
<b>85</b> <b>Headset Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL) <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Keys:</b> Key Plug <b>Pull:</b> Ledge <b>Pull Finish:</b> Textured Paint 7207 - BLACK <b>Counterweight:</b> With Counterweight <b>Worksurface Thickness:</b> 1.12500 STEELCASE <b>Tag For</b> 120 Open Office Option 1 LF/30/BF			
<b>86</b> <b>TS7PK72X - Kit-Power, 3+1, 72W</b> STEELCASE <b>Tag For</b> 120 Open Office Option 1 PK/72	4	173.76	695.04
<b>87</b> <b>TS7PK30X - Kit-Power, 3+1, 30W</b> STEELCASE <b>Tag For</b> 120 Open Office Option 1 PK/30	12	114.98	1,379.76
<b>88</b> <b>TS766TTPJ - Junction-T, Thin, 66H</b> <b>TRIM:</b> *OPT:TRIM PACKAGE <b>PAINT:</b> PAINTED TRIM PKG <b>UPRIGHT:</b> UPRIGHT <b>TEXT PNT:</b> *UPRIGHT:TEXTURED PAINT <b>7238:</b> FIELDSTONE STEELCASE <b>Tag For</b> 120 Open Office Option 1 T66	5	89.47	447.35
<b>89</b> <b>TS766TLPJ - Junction-L, Thin, 66H</b> <b>TRIM:</b> *OPT:TRIM PACKAGE <b>PAINT:</b> PAINTED TRIM PKG <b>UPRIGHT:</b> UPRIGHT <b>TEXT PNT:</b> *UPRIGHT:TEXTURED PAINT <b>7238:</b> FIELDSTONE STEELCASE <b>Tag For</b> 120 Open Office Option 1 L66	5	89.47	447.35
<b>90</b> <b>TS766TIPJ - Junction-In line, Thin, 66H</b> STEELCASE	8	40.67	325.36

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Description	Quantity	Unit Price	Extended Price
<b>90</b> <b>Tag For</b> 120 Open Office Option 1 I66			
<b>91</b> <b>TS766TEPJ</b> - Junction-End of run, Thin, 66H <b>TRIM:</b> *OPT:TRIM PACKAGE <b>PAINT:</b> PAINTED TRIM PKG <b>UPRIGHT:</b> UPRIGHT <b>TEXT PNT:</b> *UPRIGHT:TEXTURED PAINT <b>7238:</b> FIELDSTONE STEELCASE <b>Tag For</b> 120 Open Office Option 1 E66	7	57.30	401.10
<b>92</b> <b>TS730THF</b> - Frame-Horizontal package, Thin, 30W <b>BASIC:</b> 7238 FIELDSTONE <b>TC OPT:</b> *OPT:TOP CAP OPTIONS <b>STD CAP:</b> STD:Std Top Cap <b>CABLEOPT:</b> *OPT:CABLE TRAY OPTION <b>CBL TRAY:</b> CABLE TRAY <b>BASE OPT:</b> *OPT:BASE TRIM OPTIONS <b>KO BOTH:</b> STD:KNOCKOUT BASE BOTH SIDES <b>TRAY OPT:</b> *OPT:BASE TRAY OPTION <b>BASETRAY:</b> BASE TRAY STEELCASE <b>Tag For</b> 120 Open Office Option 1 30/66	12	49.54	594.48
<b>93</b> <b>TS772THF</b> - Frame, Horizontal package, Thin, 72W <b>BASIC:</b> 7238 FIELDSTONE <b>TC OPT:</b> *OPT:TOP CAP OPTIONS <b>STD CAP:</b> STD:Std Top Cap <b>CABLEOPT:</b> *OPT:CABLE TRAY OPTION <b>CBL TRAY:</b> CABLE TRAY <b>BASE OPT:</b> *OPT:BASE TRIM OPTIONS <b>KO BOTH:</b> STD:KNOCKOUT BASE BOTH SIDES <b>TRAY OPT:</b> *OPT:BASE TRAY OPTION <b>BASETRAY:</b> BASE TRAY STEELCASE <b>Tag For</b> 120 Open Office Option 1 72/66	5	108.32	541.60
<b>94</b> <b>TS736THF</b> - Frame, Horizontal package, Thin, 36W	4	52.13	208.52

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Description	Quantity	Unit Price	Extended Price
<b>94 BASIC: 7238 FIELDSTONE</b> <b>CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> <b>STEELCASE</b> <b>Tag For 120 Open Office Option 1</b> <b>42/66</b>			
<b>95 TS718THF - Frame, Horizontal package, Thin, 18W</b> <b>BASIC: 7238 FIELDSTONE</b> <b>CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>PL BOTH: STD:PLAIN BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> <b>STEELCASE</b>	3	43.62	130.86
<b>96 TSAPDSA6636 - Answer, Door-Sliding, 66H x 36W</b> <b>FRAME: 7238 FIELDSTONE</b> <b>INSERT: 6500 CLEAR GLASS</b> <b>DOOR OPT: *OPT:DOOR OPTIONS</b> <b>L HAND: LEFT HAND</b> <b>LOCK OPT: *OPT:LOCK OPTION</b> <b>NO LOCK: STD:NO LOCK</b> <b>STEELCASE</b> <b>Tag For 120 Open Office Option 1</b> <b>36/75/66L</b>	1	1,488.41	1,488.41
<b>97 TSAPDSA6636 - Answer, Door-Sliding, 66H x 36W</b> <b>FRAME: 7238 FIELDSTONE</b> <b>INSERT: 6500 CLEAR GLASS</b> <b>DOOR OPT: *OPT:DOOR OPTIONS</b> <b>R HAND: RIGHT HAND</b> <b>LOCK OPT: *OPT:LOCK OPTION</b> <b>NO LOCK: STD:NO LOCK</b> <b>STEELCASE</b>	2	1,488.41	2,976.82

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Description	Quantity	Unit Price	Extended Price
<b>98 LOCK9250FR - Lock Cylinder-FR Series, Ember Chrome</b> <b>LOCK: 9250 EMBER CHROME</b> <b>KEYS: SK SPEC</b> 2-FR319 WORKSTATION 1 2-FR320 WORKSTATION 2 2-FR321 WORKSTATION 3 2-FR322 WORKSTATION 4 STEELCASE	8	N/C	N/C
<b>99 BOOSTPOWER - AMQ Boost Power Box</b> <b>Finish: Paint F3 - Black</b> AMQSOLUTIO <b>Tag For</b> 120 Open Office Option 1 PB/2-C	4	160.44	641.76
<b>100 ACTVBASES2 - AMQ Activ Pro 2 Base 2 Stage</b> <b>Depth: 30.00000</b> <b>Base Finish: Paint F4 - Merle</b> <b>Leg Type: C-Leg</b> <b>Castors or Glides: Glides</b> AMQSOLUTIO <b>Tag For</b> 120 Open Office Option 1 APS2-30-C	4	413.70	1,654.80
<b>Sub Total</b>			30,414.06
<b>Total</b>			30,414.06
<b>207 Open Area</b>			
<b>101 TS71272SPW - Window-Single pane, 12H x 72W</b> <b>GLASS: 6500 CLEAR GLASS</b> <b>TRIM: 7238 FIELDSTONE</b> STEELCASE <b>Tag For</b> 207 Open Area	2	403.71	807.42
<b>102 TS71236SPW - Window-Single pane, 12H x 36W</b> <b>GLASS: 6500 CLEAR GLASS</b> <b>TRIM: 7238 FIELDSTONE</b> STEELCASE <b>Tag For</b> 207 Open Area	11	277.27	3,049.97
<b>103 T521328SR - Spring Clip-Top Cap, Thin Trim, Quantity1</b> STEELCASE <b>Tag For</b> 207 Open Area	4	2.50	10.00

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Description	Quantity	Unit Price	Extended Price
104 RDS30TAK - Shelf-Personal, Answer / Kick application, 30W BASIC: 7238 FIELDSTONE STEELCASE Tag For 207 Open Area SH/30	16	119.04	1,904.64
105 TS74SSX - Receptacle-System ground, Line 4, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 207 Open Area	3	23.29	69.87
106 TS73SSX - Receptacle-System ground, Line 3, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 207 Open Area	3	23.29	69.87
107 TS72SSX - Receptacle-System ground, Line 2, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 207 Open Area	5	23.29	116.45
108 TS71SSX - Receptacle-System ground, Line 1, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 207 Open Area	5	23.29	116.45
109 TS76BPX - Power infeed, 3+1, 6L in ft PLASTIC: 6000 BLACK STEELCASE Tag For 207 Open Area BPI/6	2	143.44	286.88
110 TS74872TK - Panel skin-Tackable acoustical, 48H x 72W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION	4	176.35	705.40

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Description	Quantity	Unit Price	Extended Price
110 <b>HORZ: HORIZONTAL APPLICATION ONLY</b> STEELCASE Tag For        207 Open Area			
111 <b>TS74836TK</b> - Panel skin-Tackable acoustical, 48H x 36W <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> STD:HORIZONTAL APPLICATION STEELCASE Tag For        207 Open Area	16	109.06	1,744.96
112 <b>TS74830TK</b> - Panel skin-Tackable acoustical, 48H x 30W <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> STD:HORIZONTAL APPLICATION STEELCASE Tag For        207 Open Area	32	101.30	3,241.60
113 <b>TS73672TK</b> - Panel skin-Tackable acoustical, 36H x 72W <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> HORIZONTAL APPLICATION ONLY STEELCASE Tag For        207 Open Area	4	169.32	677.28
114 <b>TS73636TK</b> - Panel skin-Tackable acoustical, 36H x 36W <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> STD:HORIZONTAL APPLICATION STEELCASE Tag For        207 Open Area	16	103.89	1,662.24
115 <b>TS73636HS</b> - Panel skin-Hard surface, 36H x 36W <b>SURFACE:</b> 7238 FIELDSTONE STEELCASE Tag For        207 Open Area	6	98.34	590.04
116 <b>CRL15HBF</b> - Lateral-1.5-High,Box/File <b>Size Option:</b> Modular <b>Depth:</b> 24.00000 <b>Width:</b> 30.00000 <b>Top:</b> With Top	16	805.82	12,893.12

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Description	Quantity	Unit Price	Extended Price
<b>116 Application: Full</b> <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Keys:</b> Key Plug <b>Pull:</b> Ledge <b>Pull Finish:</b> Textured Paint 7207 - BLACK <b>Counterweight:</b> With Counterweight <b>Worksurface Thickness:</b> 1.12500 STEELCASE <b>Tag For</b> 207 Open Area LF/30/BF			
<b>117 TS7PT36X - Kit-Power, 3+1, Pass through, 36W</b> STEELCASE <b>Tag For</b> 207 Open Area PT	6	92.42	554.52
<b>118 TS7PT30X - Kit-Power, 3+1, Pass through, 30W</b> STEELCASE <b>Tag For</b> 207 Open Area PT	13	92.42	1,201.46
<b>119 TS7PK72X - Kit-Power, 3+1, 72W</b> STEELCASE <b>Tag For</b> 207 Open Area PK/72	4	173.76	695.04
<b>120 TS7PK36X - Kit-Power, 3+1, 36W</b> STEELCASE	2	114.98	229.96
<b>121 TS7PK30X - Kit-Power, 3+1, 30W</b> STEELCASE <b>Tag For</b> 207 Open Area PK/30	1	114.98	114.98
<b>122 TS754WPJ - Junction-Wall start, 54H</b> STEELCASE	3	119.41	358.23
<b>123 TS754TTPJ - Junction-T, Thin, 54H</b> <b>TRIM: *OPT:TRIM PACKAGE</b> <b>PAINT: PAINTED TRIM PKG</b>	8	89.47	715.76

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Description	Quantity	Unit Price	Extended Price
123 UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 207 Open Area T54			
124 TS754TLPJ - Junction-L, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 207 Open Area L54	4	89.47	357.88
125 TS754TIPJ - Junction-In line, Thin, 54H STEELCASE Tag For 207 Open Area I54	16	40.67	650.72
126 TS754TEPJ - Junction-End of run, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 207 Open Area E54	11	57.30	630.30
127 TS7SBNJ - Bracket-Junction stabilizer STEELCASE	3	41.78	125.34
128 TS730THF - Frame-Horizontal package, Thin, 30W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD.KNOCKOUT BASE BOTH SIDES	16	49.54	792.64

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Description	Quantity	Unit Price	Extended Price
<b>128</b> TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 207 Open Area 30/54			
<b>129</b> TS772THF - Frame, Horizontal package, Thin, 72W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 207 Open Area 72/54	4	108.32	433.28
<b>130</b> TS736THF - Frame, Horizontal package, Thin, 36W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 207 Open Area 36/54	19	52.13	990.47
<b>131</b> LOCK9250FR - Lock Cylinder-FR Series, Ember Chrome LOCK: 9250 EMBER CHROME KEYS: SK SPEC 2-FR323 WORKSTATION 1 2-FR324 WORKSTATION 2 2-FR325 WORKSTATION 3 2-FR326 WORKSTATION 4 2-FR327 WORKSTATION 5	16	N/C	N/C

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Description	Quantity	Unit Price	Extended Price
131 2-FR328 WORKSTATION 6 2-FR329 WORKSTATION 7 2-FR330 WORKSTATION 8 STEELCASE			
132 <b>BOOSTPOWER</b> - AMQ Boost Power Box Finish: Paint F3 - Black AMQSOLUTION Tag For 207 Open Area PB/2-C	8	160.44	1,283.52
133 <b>USWS</b> - Worksurface-Straight, Laminate, Plastic edge profile Size Option: Parametric Depth: 34.00000 Width: 72.00000 Top Surface Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Grain Direction: Long Grain Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 33.50000 STEELCASE	8	265.07	2,120.56
134 <b>DSTRAYLG</b> - Tray-Cable Management, Smart straps, 30W STEELCASE	8	62.01	496.08
135 <b>ACTVBASES2</b> - AMQ Activ Pro 2 Base 2 Stage Depth: 30.00000 Base Finish: Paint F4 - Merle Leg Type: C-Leg Castors or Glides: Glides AMQSOLUTION Tag For 207 Open Area 30/72	8	413.70	3,309.60
<b>Sub Total</b>			43,006.53
<b>Total</b>			43,006.53
212/211/220/221/222/223/224/225/226/244/245 Offices Option 1			
136 <b>CRTWDBFR</b> - Tower- Dual Doors,Box/File, Wardrobe Right	2	1,376.43	2,752.86

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Description	Quantity	Unit Price	Extended Price
<p>136    <b>Size Option:</b> Parametric  <b>Depth:</b> 24.00000  <b>Width:</b> 24.00000  <b>Height:</b> 66.50000  <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Keys:</b> Key Plug  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Interior Configuration:</b> Coat Rod            STEELCASE  <b>Tag For</b>        212/211/220/221/222/223/224/225/226/244/245                              Offices Option 1                              ST/66.5</p>			
<p>137    <b>CRTWDBFL - Tower- Dual Doors,Box/File, Wardrobe Left</b>  <b>Size Option:</b> Parametric  <b>Depth:</b> 24.00000  <b>Width:</b> 24.00000  <b>Height:</b> 66.50000  <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Keys:</b> Key Plug  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Interior Configuration:</b> Coat Rod            STEELCASE  <b>Tag For</b>        212/211/220/221/222/223/224/225/226/244/245                              Offices Option 1                              ST/66.5</p>	9	1,376.43	12,387.87
<p>138    <b>EAWST - Tackboards</b>  <b>Width:</b> 30.00000  <b>Height:</b> 21.50000  <b>Tackboard Finish:</b> Alloy P530 - ASTI  <b>Scallop:</b> No Scallop            STEELCASE</p>	1	158.18	158.18

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Description	Quantity	Unit Price	Extended Price
<b>138 Tag For</b> 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 TB/30/21.5000			
<b>139 EAWST - Tackboards</b> <b>Width:</b> 48.00000 <b>Height:</b> 21.50000 <b>Tackboard Finish:</b> Alloy P530 - ASTI <b>Scallop:</b> No Scallop STEELCASE <b>Tag For</b> 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 TB/48/21.5000	<b>8</b>	209.51	1,676.08
<b>140 SLHAD1S - Slim Leg Integrated Storage</b> <b>Width:</b> 60.00000 <b>Depth:</b> 28.00000 <b>Worksurface Thickness:</b> 1.12500 <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Top Grain Direction:</b> Long Grain <b>Top Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>End Panel Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>End Panel Grain Direction:</b> Vertical Grain Direction <b>Panel Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Shroud Finish:</b> Textured Paint 7207 - BLACK <b>Cable Tray Finish:</b> Textured Paint 7207 - BLACK <b>End Cover Finish:</b> Textured Paint 7207 - BLACK <b>Column Finish:</b> Smooth Paint PG2 0835 - BLACK <b>Controller:</b> Active Touch Controller <b>Modesty Panel:</b> No Modesty Panel <b>Pinch Point:</b> 1 Inch <b>Infeed Location:</b> Inside Shroud <b>Power Configuration:</b> Under Worksurface 4 Outlet <b>Clamp on Power Configuration:</b> Utility Power Only <b>Tamper Resistance:</b> No Tamper Resistance <b>Cord Length:</b> 9 Feet (Chicago) <b>Cord Type:</b> Standard <b>Cord Color:</b> Black STEELCASE	<b>2</b>	2,172.81	4,345.62

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Description	Quantity	Unit Price	Extended Price
<b>140 Tag For</b> 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 28/60/IS-AT			
<b>141 SLHAD1S - Slim Leg Integrated Storage</b> <b>Width:</b> 66.00000 <b>Depth:</b> 28.00000 <b>Worksurface Thickness:</b> 1.12500 <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Top Grain Direction:</b> Long Grain <b>Top Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>End Panel Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>End Panel Grain Direction:</b> Vertical Grain Direction <b>Panel Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Shroud Finish:</b> Textured Paint 7207 - BLACK <b>Cable Tray Finish:</b> Textured Paint 7207 - BLACK <b>End Cover Finish:</b> Textured Paint 7207 - BLACK <b>Column Finish:</b> Smooth Paint PG2 0835 - BLACK <b>Controller:</b> Active Touch Controller <b>Modesty Panel:</b> No Modesty Panel <b>Pinch Point:</b> 1 Inch <b>Infeed Location:</b> Inside Shroud <b>Power Configuration:</b> Under Worksurface 4 Outlet <b>Clamp on Power Configuration:</b> Utility Power Only <b>Tamper Resistance:</b> No Tamper Resistance <b>Cord Length:</b> 9 Feet (Chicago) <b>Cord Type:</b> Standard <b>Cord Color:</b> Black STEELCASE <b>Tag For</b> 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 28/66/IS-AT	<b>9</b>	2,193.02	19,737.18
<b>142 E6NM6012 - Panel-Modesty, 60W x 12H</b> <b>BASIC:</b> 2535 VIRGINIA WALNUT (HPL) <b>BRACKETS:</b> *OPT:BRACKET OPTIONS <b>HANGING:</b> HANGING BRACKET <b>BRACKET:</b> BRACKET <b>STD PNT:</b> *BRACKET:STANDARD PAINT	<b>9</b>	267.14	2,404.26

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Description	Quantity	Unit Price	Extended Price
142 0835: BLACK STEELCASE			
143 E6NM5412 - Panel-Modesty, 54W x 12H BASIC: 2535 VIRGINIA WALNUT (HPL) BRACKETS: *OPT:BRACKET OPTIONS HANGING: HANGING BRACKET BRACKET: BRACKET STD PNT: *BRACKET:STANDARD PAINT 0835: BLACK STEELCASE	2	236.85	473.70
144 SERIF - Serif, Panel, a3 ceramic steel Height: 47.00000 Width: 47.00000 Surface Finish: Ceramic 7655 - E3 ENVIRONMENTAL CERAMICS Accented Edge: Non Contrasting Accented Edge Finish: Ceramic 7655 - E3 ENVIRONMENTAL CERAMICS Accessory Kit: Basic Kit STEELCASE Tag For 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 SERIF/47/47	2	841.87	1,683.74
145 CRL2H - Lateral 2 High File/File Size Option: Modular Depth: 24.00000 Width: 30.00000 Top: With Top Application: Full Worksurface Thickness: 1.12500 Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Top Surface Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Lock Finish: Ember Chrome 9250 - EMBER CHROME	1	907.30	907.30

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Description	Quantity	Unit Price	Extended Price
<b>145 Keys: Key Plug</b> <b>Counterweight:</b> With Counterweight STEELCASE <b>Tag For</b> 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 LF/30/FF			
<b>146 CRL2H - Lateral 2 High File/File</b> <b>Size Option:</b> Modular <b>Depth:</b> 24.00000 <b>Width:</b> 36.00000 <b>Top:</b> With Top <b>Application:</b> Full <b>Worksurface Thickness:</b> 1.12500 <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Pull:</b> Ledge <b>Pull Finish:</b> Textured Paint 7207 - BLACK <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Keys:</b> Key Plug <b>Counterweight:</b> With Counterweight STEELCASE <b>Tag For</b> 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 LF/36/FF	10	953.74	9,537.40
<b>147 CRDSK - Desk</b> <b>Depth:</b> 24.00000 <b>Width:</b> 60.00000 <b>Support - Right:</b> Full Depth End Panel <b>Support - Left:</b> Full Depth End Panel <b>Modesty Panel:</b> Quarter Height <b>Worksurface Thickness:</b> 1.12500 <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT	11	409.36	4,502.96

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Description	Quantity	Unit Price	Extended Price
<b>147 STEELCASE</b> <b>Tag For</b> 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 24/60			
<b>148 E6GBP - Back Painted Glass</b> <b>Frame Finish:</b> Smooth Metallic 4803 - NEAR BLACK METALLIC <b>Glass Finish:</b> Back-Painted Glass PG6 6589 - MERCURY <b>Size Option:</b> Parametric <b>Height:</b> 21.50000 <b>Width:</b> 30.00000 STEELCASE <b>Tag For</b> 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 PG/3021	1	814.48	814.48
<b>149 E6GBP - Back Painted Glass</b> <b>Frame Finish:</b> Smooth Metallic 4803 - NEAR BLACK METALLIC <b>Glass Finish:</b> Back-Painted Glass PG6 6589 - MERCURY <b>Size Option:</b> Parametric <b>Height:</b> 21.50000 <b>Width:</b> 48.00000 STEELCASE <b>Tag For</b> 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 PG/4821	8	1,237.70	9,901.60
<b>150 LOCK9250FR - Lock Cylinder-FR Series, Ember Chrome</b> <b>LOCK:</b> 9250 EMBER CHROME <b>KEYS:</b> SK SPEC 7-FR331 OFFICE 245 4-FR332 OFFICE 244 7-FR333 OFFICE 220 7-FR334 OFFICE 221 7-FR335 OFFICE 222 7-FR336 OFFICE 223 7-FR337 OFFICE 224 4-FR338 OFFICE 225 6-FR339 OFFICE 226 7-FR340 OFFICE 212 7-FR341 OFFICE 211 STEELCASE	70	N/C	N/C
<b>151 BOOSTPOWER - AMQ Boost Power Box</b> <b>Finish:</b> Paint F3 - Black	11	160.44	1,764.84

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Description	Quantity	Unit Price	Extended Price
151 AMQSOLUTIONIO			
152 CROH - 15" H Overhead Width: 36.00000 Storage: Personal Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Door Option Type: Hinged Doors Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Lock Finish: Ember Chrome 9250 - EMBER CHROME Keys: Key Plug Attachment Brackets: Wall Mount Brackets STEELCASE Tag For 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 OH/36/15	8	441.18	3,529.44
153 CROH - 15" H Overhead Width: 60.00000 Storage: Personal Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Door Option Type: Hinged Doors Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Lock Finish: Ember Chrome 9250 - EMBER CHROME Keys: Key Plug Attachment Brackets: Wall Mount Brackets STEELCASE Tag For 212/211/220/221/222/223/224/225/226/244/245 Offices Option 1 OH/60/15	9	689.29	6,203.61
<b>Sub Total</b>			82,781.12
<b>Total</b>			82,781.12
<b>213 Engeneering Reception</b>			
154 UTR1648TA - Worksurface-Transaction, Plastic edge, Laminate, Straight, Thin, Answer application, 16D x 48W EDGE: 6242 VIRGINIA WALNUT TOP-SURF: 2535 VIRGINIA WALNUT (HPL) TC OPT: *OPT:TOP CAP OPTIONS STD CAP: Std Top Cap	1	216.64	216.64

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Description	Quantity	Unit Price	Extended Price
<b>154 TOP-CAP: TOP CAP</b> <b>TEXT PNT: *TOP-CAP:TEXTURED PAINT</b> <b>7238: FIELDSTONE</b> STEELCASE <b>Tag For</b> 213 Engeneering Reception 16/48			
<b>155 USWS - Worksurface-Straight, Laminate, Plastic edge profile</b> <b>Size Option: Modular</b> <b>Depth: 24.00000</b> <b>Width: 48.00000</b> <b>Top Surface Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Grain Direction: Long Grain</b> <b>Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT</b> <b>Power Access: No Power Access</b> <b>Scallop: No Scallop</b> <b>Grommet: No Grommet</b> <b>Cord Drop: With Cord Drop</b> <b>Depth with Cord Drop: 23.50000</b> STEELCASE <b>Tag For</b> 213 Engeneering Reception 24/48	1	151.58	151.58
<b>156 TSBUCANT - Cantilever-Universal, Beam application</b> <b>TRIM: 7238 FIELDSTONE</b> STEELCASE	2	61.00	122.00
<b>157 CRTWDBFR - Tower- Dual Doors,Box/File, Wardrobe Right</b> <b>Size Option: Parametric</b> <b>Depth: 24.00000</b> <b>Width: 24.00000</b> <b>Height: 66.50000</b> <b>Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Keys: Key Plug</b> <b>Lock Finish: Ember Chrome 9250 - EMBER CHROME</b> <b>Pull: Ledge</b> <b>Pull Finish: Textured Paint 7207 - BLACK</b> <b>Interior Configuration: Coat Rod</b>	1	1,376.43	1,376.43

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Description	Quantity	Unit Price	Extended Price
157 STEELCASE <b>Tag For</b> 213 Engeneering Reception ST/66			
158 EEAWS - Tackboards <b>Width:</b> 48.00000 <b>Height:</b> 21.50000 <b>Tackboard Finish:</b> Alloy P527 - BUBBLY <b>Scallop:</b> No Scallop STEELCASE <b>Tag For</b> 213 Engeneering Reception TB/48/21.5000	1	209.51	209.51
159 TS72SSX - Receptacle-System ground, Line 2, 3+1 <b>PLASTIC:</b> 6000 BLACK <b>CSTMPOPT:</b> *OPT:Controlled Stamp Option <b>NOSTAMP:</b> STD:No Stamp STEELCASE <b>Tag For</b> 213 Engeneering Reception	1	23.29	23.29
160 TS71SSX - Receptacle-System ground, Line 1, 3+1 <b>PLASTIC:</b> 6000 BLACK <b>CSTMPOPT:</b> *OPT:Controlled Stamp Option <b>NOSTAMP:</b> STD:No Stamp STEELCASE <b>Tag For</b> 213 Engeneering Reception	1	23.29	23.29
161 TS76BPX - Power infeed, 3+1, 6L in ft <b>PLASTIC:</b> 6000 BLACK STEELCASE <b>Tag For</b> 213 Engeneering Reception BPI/6	1	143.44	143.44
162 TS74224TK - Panel skin-Tackable acoustical, 42H x 24W <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> STD:HORIZONTAL APPLICATION STEELCASE <b>Tag For</b> 213 Engeneering Reception	1	92.79	92.79
163 TS73030TK - Panel skin-Tackable acoustical, 30W x 30H <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION	1	85.40	85.40

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Description	Quantity	Unit Price	Extended Price
<b>163</b> <b>HORZ: STD:HORIZONTAL APPLICATION</b> STEELCASE <b>Tag For</b> 213 Engeneering Reception			
<b>164</b> <b>TS73048TK - Panel skin-Tackable acoustical, 30H x 48W</b> <b>SURFACE: P527 BUBBLY</b> <b>FAB DIR: *OPT:FABRIC DIRECTION</b> <b>HORZ: STD:HORIZONTAL APPLICATION</b> STEELCASE <b>Tag For</b> 213 Engeneering Reception	1	114.61	114.61
<b>165</b> <b>TS71224HS - Panel skin-Hard surface, 12H x 24W</b> <b>SURFACE: 7238 FIELDSTONE</b> <b>SURF OPT: *OPT:SURFACE OPTIONS</b> <b>PLAINSTL: STD:PLAIN STEEL SURFACE</b> STEELCASE <b>Tag For</b> 213 Engeneering Reception	1	36.23	36.23
<b>166</b> <b>TS73048HS - Panel skin, Steel surface, 30H x 48W</b> <b>SURFACE: 7238 FIELDSTONE</b> STEELCASE <b>Tag For</b> 213 Engeneering Reception	1	96.86	96.86
<b>167</b> <b>TS73030HS - Panel skin, Steel surface, 30H x 30W</b> <b>SURFACE: 7238 FIELDSTONE</b> STEELCASE <b>Tag For</b> 213 Engeneering Reception	1	77.27	77.27
<b>168</b> <b>TS73024HS - Panel skin, Steel surface, 30H x 24W</b> <b>SURFACE: 7238 FIELDSTONE</b> STEELCASE <b>Tag For</b> 213 Engeneering Reception	1	70.61	70.61
<b>169</b> <b>CROH - 15" H Overhead</b> <b>Width: 36.00000</b> <b>Storage: Personal</b> <b>Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Door Option Type: Hinged Doors</b> <b>Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Lock Finish: Ember Chrome 9250 - EMBER CHROME</b> <b>Keys: Key Plug</b> <b>Attachment Brackets: Wall Mount Brackets</b>	1	441.18	441.18

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Description	Quantity	Unit Price	Extended Price
169 STEELCASE			
170 CROH - 15" H Overhead Width: 60.00000 Storage: Personal Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Door Option Type: Hinged Doors Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Lock Finish: Ember Chrome 9250 - EMBER CHROME Keys: Key Plug Attachment Brackets: Wall Mount Brackets STEELCASE	1	689.29	689.29
171 CRL2H - Lateral 2 High File/File Size Option: Parametric Depth: 24.00000 Width: 36.00000 Top: With Top Application: Full Worksurface Thickness: 1.12500 Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Top Surface Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Lock Finish: Ember Chrome 9250 - EMBER CHROME Keys: Key Plug Counterweight: With Counterweight STEELCASE	1	953.74	953.74
172 TS7PK48X - Kit-Power, 3+1, 48W STEELCASE Tag For 213 Engeneering Reception PK	1	114.98	114.98
173 TS7PK24X - Kit-Power, 3+1, 24W STEELCASE	1	114.98	114.98

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Description	Quantity	Unit Price	Extended Price
173 <b>Tag For</b> 213 Engeneering Reception PK			
174 <b>TS748WPJ</b> - Junction-Wall start, 48H STEELCASE <b>Tag For</b> 213 Engeneering Reception WS48	1	119.41	119.41
175 <b>TS736TLPJ</b> - Junction-L, Thin, 36H <b>TRIM:</b> *OPT:TRIM PACKAGE <b>PAINT:</b> PAINTED TRIM PKG <b>UPRIGHT:</b> UPRIGHT <b>TEXT PNT:</b> *UPRIGHT:TEXTURED PAINT <b>7238:</b> FIELDSTONE STEELCASE <b>Tag For</b> 213 Engeneering Reception L36	1	89.47	89.47
176 <b>TS7Q8TCIJ</b> - Junction-In line, Change of height, Thin, 36 to 48 <b>TRIM:</b> *OPT:TRIM PACKAGE <b>PAINT:</b> PAINTED TRIM PKG <b>UPRIGHT:</b> UPRIGHT <b>TEXT PNT:</b> *UPRIGHT:TEXTURED PAINT <b>7238:</b> FIELDSTONE STEELCASE <b>Tag For</b> 213 Engeneering Reception I36-48	1	105.73	105.73
177 <b>TS736TEPJ</b> - Junction-End of run, Thin, 36H <b>TRIM:</b> *OPT:TRIM PACKAGE <b>PAINT:</b> PAINTED TRIM PKG <b>UPRIGHT:</b> UPRIGHT <b>TEXT PNT:</b> *UPRIGHT:TEXTURED PAINT <b>7238:</b> FIELDSTONE STEELCASE <b>Tag For</b> 213 Engeneering Reception E36	1	57.30	57.30
178 <b>TS730THF</b> - Frame-Horizontal package, Thin, 30W <b>BASIC:</b> 7238 FIELDSTONE <b>TC OPT:</b> *OPT:TOP CAP OPTIONS <b>STD CAP:</b> STD:Std Top Cap <b>CABLEOPT:</b> *OPT:CABLE TRAY OPTION	1	49.54	49.54

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Description	Quantity	Unit Price	Extended Price
178 CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 213 Engeneering Reception 30/36c			
179 TS748THF - Frame, Horizontal package, Thin, 48W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS OMIT CAP: TOP CAP, OMITTED CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 213 Engeneering Reception 48/36c	1	62.85	62.85
180 TS724THF - Frame, Horizontal package, Thin, 24W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 213 Engeneering Reception 24/48c	1	46.21	46.21
181 TS724HFS - Frame, Horizontal package, Stacking, 24W STEELCASE Tag For 213 Engeneering Reception HFS24	1	11.46	11.46

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Description	Quantity	Unit Price	Extended Price
182 CRDSSL - Desk- Shell <b>Size Option:</b> Parametric <b>Depth:</b> 24.00000 <b>Width:</b> 60.00000 <b>Worksurface Thickness:</b> 1.12500 <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Support - Right:</b> Full Depth End Panel <b>Support - Left:</b> Full Depth End Panel <b>Modesty Panel:</b> Quarter Height <b>Grommet Location:</b> Center STEELCASE <b>Tag For</b> 213 Engeneering Reception 24/60	1	426.56	426.56
183 LOCK9250FR - Lock Cylinder-FR Series, Ember Chrome <b>LOCK:</b> 9250 EMBER CHROME <b>KEYS:</b> SK SPEC 7-FR342 ENGINEERING RECEPTION 213 STEELCASE	7	N/C	N/C
184 BOOSTPOWER - AMQ Boost Power Box <b>Finish:</b> Paint F3 - Black AMQSOLUTIO	1	160.44	160.44
185 E6GBP - Back Painted Glass <b>Frame Finish:</b> Smooth Metallic 4803 - NEAR BLACK METALLIC <b>Glass Finish:</b> Back-Painted Glass PG6 6589 - MERCURY <b>Size Option:</b> Parametric <b>Height:</b> 21.50000 <b>Width:</b> 48.00000 STEELCASE <b>Tag For</b> 213 Engeneering Reception PG/4821	1	1,237.70	1,237.70

<b>Sub Total</b>	7,520.79
<b>Total</b>	7,520.79

216 Open Office Option 1

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Description	Quantity	Unit Price	Extended Price
<b>186 TS71296SPW - Window-Single pane, 12H x 96W</b> <b>GLASS:</b> 6500 CLEAR GLASS <b>TRIM:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 216 Open Office Option 1 ST96-12	4	595.59	2,382.36
<b>187 TS71272SPW - Window-Single pane, 12H x 72W</b> <b>GLASS:</b> 6500 CLEAR GLASS <b>TRIM:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 216 Open Office Option 1	2	403.71	807.42
<b>188 TS71236SPW - Window-Single pane, 12H x 36W</b> <b>GLASS:</b> 6500 CLEAR GLASS <b>TRIM:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 216 Open Office Option 1	6	277.27	1,663.62
<b>189 TS796TTC - Top cap, Thin, 96W</b> <b>BASIC:</b> 7238 FIELDSTONE <b>TC OPT:</b> *OPT:TOP CAP OPTIONS <b>STD CAP:</b> STD:Std Top Cap STEELCASE <b>Tag For</b> 216 Open Office Option 1 TC/96	4	40.30	161.20
<b>190 T521328SR - Spring Clip-Top Cap, Thin Trim, Quantity1</b> STEELCASE <b>Tag For</b> 216 Open Office Option 1	12	2.50	30.00
<b>191 RDS30TAK - Shelf-Personal, Answer / Kick application, 30W</b> <b>BASIC:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 216 Open Office Option 1 SH/30	8	119.04	952.32
<b>192 TS74SSX - Receptacle-System ground, Line 4, 3+1</b> <b>PLASTIC:</b> 6000 BLACK <b>CSTMPOPT:</b> *OPT:Controlled Stamp Option <b>NOSTAMP:</b> STD:No Stamp STEELCASE <b>Tag For</b> 216 Open Office Option 1	4	23.29	93.16

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Description	Quantity	Unit Price	Extended Price
<b>193</b> TS73SSX - Receptacle-System ground, Line 3, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 216 Open Office Option 1	4	23.29	93.16
<b>194</b> TS72SSX - Receptacle-System ground, Line 2, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 216 Open Office Option 1	4	23.29	93.16
<b>195</b> TS71SSX - Receptacle-System ground, Line 1, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 216 Open Office Option 1	4	23.29	93.16
<b>196</b> TS76BPX - Power infeed, 3+1, 6L in ft PLASTIC: 6000 BLACK STEELCASE Tag For 216 Open Office Option 1 BPI/6	1	143.44	143.44
<b>197</b> TS73672TK - Panel skin-Tackable acoustical, 36H x 72W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: HORIZONTAL APPLICATION ONLY STEELCASE Tag For 216 Open Office Option 1	4	169.32	677.28
<b>198</b> TS73636TK - Panel skin-Tackable acoustical, 36H x 36W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For 216 Open Office Option 1	12	103.89	1,246.68
<b>199</b> TS73630TK - Panel skin-Tackable acoustical, 36H x 30W SURFACE: P527 BUBBLY	12	97.23	1,166.76

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Description	Quantity	Unit Price	Extended Price
<b>199 FAB DIR: *OPT:FABRIC DIRECTION</b> <b>HORZ: STD:HORIZONTAL APPLICATION</b> STEELCASE <b>Tag For</b> 216 Open Office Option 1			
<b>200 TS73636HS - Panel skin-Hard surface, 36H x 36W</b> <b>SURFACE: 7238 FIELDSTONE</b> STEELCASE <b>Tag For</b> 216 Open Office Option 1	8	98.34	786.72
<b>201 TS73630HS - Panel skin-Hard surface, 36H x 30W</b> <b>SURFACE: 7238 FIELDSTONE</b> STEELCASE <b>Tag For</b> 216 Open Office Option 1	4	92.79	371.16
<b>202 CRL15HBF - Lateral-1.5-High,Box/File</b> <b>Size Option: Modular</b> <b>Depth: 24.00000</b> <b>Width: 30.00000</b> <b>Top: With Top</b> <b>Application: Full</b> <b>Top Surface Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT</b> <b>Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Lock Finish: Ember Chrome 9250 - EMBER CHROME</b> <b>Keys: Key Plug</b> <b>Pull: Ledge</b> <b>Pull Finish: Textured Paint 7207 - BLACK</b> <b>Counterweight: With Counterweight</b> <b>Worksurface Thickness: 1.12500</b> STEELCASE <b>Tag For</b> 216 Open Office Option 1 LF/30/BF	8	805.82	6,446.56
<b>203 TS7PK72X - Kit-Power, 3+1, 72W</b> STEELCASE <b>Tag For</b> 216 Open Office Option 1 PK/72	2	173.76	347.52
<b>204 TS7PK36X - Kit-Power, 3+1, 36W</b>	4	114.98	459.92

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Description	Quantity	Unit Price	Extended Price
<b>204</b> STEELCASE Tag For 216 Open Office Option 1 PK/36			
<b>205</b> TS754TXPJ - Junction-X, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 216 Open Office Option 1 X54	1	89.47	89.47
<b>206</b> TS754TTPJ - Junction-T, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 216 Open Office Option 1 T54	2	89.47	178.94
<b>207</b> TS754TLPJ - Junction-L, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 216 Open Office Option 1 L54	4	89.47	357.88
<b>208</b> TS742TIPJ - Junction-In line, Thin, 42H STEELCASE Tag For 216 Open Office Option 1 I42	8	40.67	325.36
<b>209</b> TS754TEPJ - Junction-End of run, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT	6	57.30	343.80

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Description	Quantity	Unit Price	Extended Price
209 TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 216 Open Office Option 1 E54			
210 TS7SWS - In line support-Spanning window STEELCASE Tag For 216 Open Office Option 1	8	26.62	212.96
211 TS730THF - Frame-Horizontal package, Thin, 30W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS OMIT CAP: TOP CAP, OMITTED CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 216 Open Office Option 1 30/42	8	49.54	396.32
212 TS772THF - Frame, Horizontal package, Thin, 72W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 216 Open Office Option 1 72/54	2	108.32	216.64
213 TS736THF - Frame, Horizontal package, Thin, 36W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS OMIT CAP: TOP CAP, OMITTED	4	52.13	208.52

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Description	Quantity	Unit Price	Extended Price
<b>213 CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> STEELCASE <b>Tag For</b> 216 Open Office Option 1 36/42			
<b>214 TS736THF - Frame, Horizontal package, Thin, 36W</b> <b>BASIC: 7238 FIELDSTONE</b> <b>TC OPT: *OPT:TOP CAP OPTIONS</b> <b>STD CAP: STD:Std Top Cap</b> <b>CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> STEELCASE <b>Tag For</b> 216 Open Office Option 1 36/54	6	52.13	312.78
<b>215 LOCK9250FR - Lock Cylinder-FR Series, Ember Chrome</b> <b>LOCK: 9250 EMBER CHROME</b> <b>KEYS: SK SPEC</b> 2-FR343 WORKSTATION 1 2-FR344 WORKSTATION 2 2-FR345 WORKSTATION 3 2-FR346 WORKSTATION 4 STEELCASE	8	N/C	N/C
<b>216 BOOSTPOWER - AMQ Boost Power Box</b> <b>Finish: Paint F3 - Black</b> AMQSOLUTION <b>Tag For</b> 216 Open Office Option 1 PB/2-C	4	160.44	641.76
<b>217 DSTRAYLG - Tray-Cable Management, Smart straps, 30W</b> STEELCASE	4	62.01	248.04
<b>218 USWS - Worksurface-Straight, Laminate, Plastic edge profile</b>	4	265.07	1,060.28

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Description	Quantity	Unit Price	Extended Price
<b>218</b> <b>Size Option:</b> Parametric <b>Depth:</b> 34.00000 <b>Width:</b> 72.00000 <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Grain Direction:</b> Long Grain <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Power Access:</b> No Power Access <b>Scallop:</b> No Scallop <b>Grommet:</b> No Grommet <b>Cord Drop:</b> With Cord Drop <b>Depth with Cord Drop:</b> 33.50000 STEELCASE			
<b>219</b> <b>ACTVBASES2 - AMQ Activ Pro 2 Base 2 Stage</b> <b>Depth:</b> 30.00000 <b>Base Finish:</b> Paint F4 - Merle <b>Leg Type:</b> C-Leg <b>Castors or Glides:</b> Glides AMQSOLUTION <b>Tag For</b> 216 Open Office Option 1 30/72	4	413.70	1,654.80
<b>Sub Total</b>			24,263.15
<b>Total</b>			24,263.15
<b>236 Admin Option 1</b>			
<b>220</b> <b>TS71272SPW - Window-Single pane, 12H x 72W</b> <b>GLASS:</b> 6500 CLEAR GLASS <b>TRIM:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 236 Admin Option 1 ST72-12	1	403.71	403.71
<b>221</b> <b>TS71236SPW - Window-Single pane, 12H x 36W</b> <b>GLASS:</b> 6500 CLEAR GLASS <b>TRIM:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 236 Admin Option 1	4	277.27	1,109.08
<b>222</b> <b>TS71230SPW - Window-Single pane, 12H x 30W</b> <b>GLASS:</b> 6500 CLEAR GLASS	1	256.94	256.94

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Description	Quantity	Unit Price	Extended Price
<b>222 TRIM: 7238 FIELDSTONE</b> STEELCASE Tag For 236 Admin Option 1			
<b>223 CRTWSABBFR - Tower- Side Access,Box/Box/File, Wardrobe Right</b> Size Option: Modular Depth: 24.00000 Width: 24.00000 Height: 54.12500 Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Keys: Key Plug Lock Finish: Ember Chrome 9250 - EMBER CHROME Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Interior Configuration: Coat Rod STEELCASE Tag For 236 Admin Option 1 ST/54.125	1	1,281.40	1,281.40
<b>224 TS772TTC - Top cap, Thin, 72W</b> BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap STEELCASE Tag For 236 Admin Option 1 TC/72	1	21.44	21.44
<b>225 T521328SR - Spring Clip-Top Cap, Thin Trim, Quantity1</b> STEELCASE Tag For 236 Admin Option 1	2	2.50	5.00
<b>226 RDS30TAK - Shelf-Personal, Answer / Kick application, 30W</b> BASIC: 7238 FIELDSTONE STEELCASE Tag For 236 Admin Option 1 SH/30	10	119.04	1,190.40
<b>227 TS74SSX - Receptacle-System ground, Line 4, 3+1</b> PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp	3	23.29	69.87

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Description	Quantity	Unit Price	Extended Price
227 STEELCASE <b>Tag For</b> 236 Admin Option 1			
228 TS73SSX - Receptacle-System ground, Line 3, 3+1 <b>PLASTIC:</b> 6000 BLACK <b>CSTMPOPT:</b> *OPT:Controlled Stamp Option <b>NOSTAMP:</b> STD:No Stamp STEELCASE <b>Tag For</b> 236 Admin Option 1	3	23.29	69.87
229 TS72SSX - Receptacle-System ground, Line 2, 3+1 <b>PLASTIC:</b> 6000 BLACK <b>CSTMPOPT:</b> *OPT:Controlled Stamp Option <b>NOSTAMP:</b> STD:No Stamp STEELCASE <b>Tag For</b> 236 Admin Option 1	3	23.29	69.87
230 TS71SSX - Receptacle-System ground, Line 1, 3+1 <b>PLASTIC:</b> 6000 BLACK <b>CSTMPOPT:</b> *OPT:Controlled Stamp Option <b>NOSTAMP:</b> STD:No Stamp STEELCASE <b>Tag For</b> 236 Admin Option 1	3	23.29	69.87
231 TS76BPX - Power infeed, 3+1, 6L in ft <b>PLASTIC:</b> 6000 BLACK STEELCASE <b>Tag For</b> 236 Admin Option 1 BPI/6	2	143.44	286.88
232 CRPD2H - Pedestal 2 High <b>Depth:</b> 24.00000 <b>Drawer Config:</b> Box/Box/File <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Pull:</b> Ledge <b>Pull Finish:</b> Textured Paint 7207 - BLACK <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Keys:</b> Key Plug <b>Counterweight:</b> With Counterweight STEELCASE	1	546.96	546.96

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Description	Quantity	Unit Price	Extended Price
232 Tag For 236 Admin Option 1 BBF/16			
233 TS74872TK - Panel skin-Tackable acoustical, 48H x 72W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: HORIZONTAL APPLICATION ONLY STEELCASE Tag For 236 Admin Option 1	8	176.35	1,410.80
234 TS74836TK - Panel skin-Tackable acoustical, 48H x 36W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For 236 Admin Option 1	8	109.06	872.48
235 TS74830TK - Panel skin-Tackable acoustical, 48H x 30W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For 236 Admin Option 1	22	101.30	2,228.60
236 TS74824TK - Panel skin-Tackable acoustical, 48H x 24W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For 236 Admin Option 1	3	94.64	283.92
237 TS73636TK - Panel skin-Tackable acoustical, 36H x 36W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For 236 Admin Option 1	6	103.89	623.34
238 TS73630TK - Panel skin-Tackable acoustical, 36H x 30W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION	1	97.23	97.23

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Description	Quantity	Unit Price	Extended Price
238 STEELCASE Tag For 236 Admin Option 1			
239 TS73636HS - Panel skin-Hard surface, 36H x 36W SURFACE: 7238 FIELDSTONE STEELCASE Tag For 236 Admin Option 1	8	98.34	786.72
240 TS73630HS - Panel skin-Hard surface, 36H x 30W SURFACE: 7238 FIELDSTONE STEELCASE Tag For 236 Admin Option 1	5	92.79	463.95
241 TS73624HS - Panel skin-Hard surface, 36H x 24W SURFACE: 7238 FIELDSTONE STEELCASE Tag For 236 Admin Option 1	1	84.29	84.29
242 TS71236HS - Panel skin-Hard surface, 12H x 36W SURFACE: 7238 FIELDSTONE SURF OPT: *OPT: SURFACE OPTIONS PLAINSTL: STD: PLAIN STEEL SURFACE STEELCASE Tag For 236 Admin Option 1	2	41.78	83.56
243 TS71230HS - Panel skin-Hard surface, 12H x 30W SURFACE: 7238 FIELDSTONE SURF OPT: *OPT: SURFACE OPTIONS PLAINSTL: STD: PLAIN STEEL SURFACE STEELCASE Tag For 236 Admin Option 1	4	40.30	161.20
244 TS71224HS - Panel skin-Hard surface, 12H x 24W SURFACE: 7238 FIELDSTONE SURF OPT: *OPT: SURFACE OPTIONS PLAINSTL: STD: PLAIN STEEL SURFACE STEELCASE Tag For 236 Admin Option 1	1	36.23	36.23
245 CRL15HBF - Lateral-1 5-High, Box/File Size Option: Modular Depth: 24.00000 Width: 30.00000	8	805.82	6,446.56

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Description	Quantity	Unit Price	Extended Price
<p>245 Top: With Top  <b>Application:</b> Full  <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT  <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Keys:</b> Key Plug  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Counterweight:</b> With Counterweight  <b>Worksurface Thickness:</b> 1.12500            STEELCASE  <b>Tag For</b> 236 Admin Option 1            LF/30/BF</p>			
<p>246 CRL2H - Lateral 2 High File/File  <b>Size Option:</b> Modular  <b>Depth:</b> 24.00000  <b>Width:</b> 30.00000  <b>Top:</b> No Top  <b>Application:</b> Full  <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Keys:</b> Key Plug  <b>Counterweight:</b> With Counterweight            STEELCASE  <b>Tag For</b> 236 Admin Option 1            LF/30/FF</p>	1	817.86	817.86
<p>247 TS7PK72X - Kit-Power, 3+1, 72W            STEELCASE  <b>Tag For</b> 236 Admin Option 1            PK/72</p>	4	173.76	695.04
<p>248 TS7PK36X - Kit-Power, 3+1, 36W</p>	2	114.98	229.96

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Description	Quantity	Unit Price	Extended Price
248 STEELCASE Tag For 236 Admin Option 1 PK/36			
249 TS7PK30X - Kit-Power, 3+1, 30W STEELCASE Tag For 236 Admin Option 1 PK/30	3	114.98	344.94
250 TS7PK24X - Kit-Power, 3+1, 24W STEELCASE Tag For 236 Admin Option 1 PK/24	2	114.98	229.96
251 TS754TTPJ - Junction-T, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 236 Admin Option 1 T54	3	89.47	268.41
252 TS754TLPJ - Junction-L, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 236 Admin Option 1 L54	8	89.47	715.76
253 TS754TIPJ - Junction-In line, Thin, 54H STEELCASE Tag For 236 Admin Option 1 I54	14	40.67	569.38
254 TS742TIPJ - Junction-In line, Thin, 42H STEELCASE Tag For 236 Admin Option 1 I42	1	40.67	40.67
255 TS754TEPJ - Junction-End of run, Thin, 54H TRIM: *OPT:TRIM PACKAGE	6	57.30	343.80

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Description	Quantity	Unit Price	Extended Price
<b>255 PAINT: PAINTED TRIM PKG</b> <b>UPRIGHT: UPRIGHT</b> <b>TEXT PNT: *UPRIGHT:TEXTURED PAINT</b> <b>7238: FIELDSTONE</b> STEELCASE <b>Tag For</b> 236 Admin Option 1 E54			
<b>256 TS754WPJ - Junction-Wall start, 54H</b> STEELCASE	1	119.41	119.41
<b>257 TS7SWS - In line support-Spanning window</b> STEELCASE <b>Tag For</b> 236 Admin Option 1	1	26.62	26.62
<b>258 TS7SBNJ - Bracket-Junction stabilizer</b> STEELCASE	2	41.78	83.56
<b>259 TS730THF - Frame-Horizontal package, Thin, 30W</b> <b>BASIC: 7238 FIELDSTONE</b> <b>TC OPT: *OPT:TOP CAP OPTIONS</b> <b>STD CAP: STD:Std Top Cap</b> <b>CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> STEELCASE <b>Tag For</b> 236 Admin Option 1 30/54	14	49.54	693.56
<b>260 TS772THF - Frame, Horizontal package, Thin, 72W</b> <b>BASIC: 7238 FIELDSTONE</b> <b>TC OPT: *OPT:TOP CAP OPTIONS</b> <b>STD CAP: STD:Std Top Cap</b> <b>CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b>	4	108.32	433.28

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Description	Quantity	Unit Price	Extended Price
260 STEELCASE Tag For 236 Admin Option 1 72/54			
261 TS736THF - Frame, Horizontal package, Thin, 36W <b>BASIC:</b> 7238 FIELDSTONE <b>TC OPT:</b> *OPT:TOP CAP OPTIONS <b>OMIT CAP:</b> TOP CAP, OMITTED <b>CABLEOPT:</b> *OPT:CABLE TRAY OPTION <b>CBL TRAY:</b> CABLE TRAY <b>BASE OPT:</b> *OPT:BASE TRIM OPTIONS <b>KO BOTH:</b> STD:KNOCKOUT BASE BOTH SIDES <b>TRAY OPT:</b> *OPT:BASE TRAY OPTION <b>BASETRAY:</b> BASE TRAY STEELCASE Tag For 236 Admin Option 1 36/42	2	52.13	104.26
262 TS736THF - Frame, Horizontal package, Thin, 36W <b>BASIC:</b> 7238 FIELDSTONE <b>TC OPT:</b> *OPT:TOP CAP OPTIONS <b>STD CAP:</b> STD:Std Top Cap <b>CABLEOPT:</b> *OPT:CABLE TRAY OPTION <b>CBL TRAY:</b> CABLE TRAY <b>BASE OPT:</b> *OPT:BASE TRIM OPTIONS <b>KO BOTH:</b> STD:KNOCKOUT BASE BOTH SIDES <b>TRAY OPT:</b> *OPT:BASE TRAY OPTION <b>BASETRAY:</b> BASE TRAY STEELCASE Tag For 236 Admin Option 1 36/54	9	52.13	469.17
263 TS724THF - Frame, Horizontal package, Thin, 24W <b>BASIC:</b> 7238 FIELDSTONE <b>TC OPT:</b> *OPT:TOP CAP OPTIONS <b>STD CAP:</b> STD:Std Top Cap <b>CABLEOPT:</b> *OPT:CABLE TRAY OPTION <b>CBL TRAY:</b> CABLE TRAY <b>BASE OPT:</b> *OPT:BASE TRIM OPTIONS <b>KO BOTH:</b> STD:KNOCKOUT BASE BOTH SIDES <b>TRAY OPT:</b> *OPT:BASE TRAY OPTION	2	46.21	92.42

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Description	Quantity	Unit Price	Extended Price
263 <b>BASETRAY: BASE TRAY</b> <b>STEELCASE</b> <b>Tag For</b> 236 Admin Option 1 24/54			
264 <b>CRCT - Common Top, Worksurface</b> <b>Depth:</b> 24.00000 <b>Width:</b> 90.00000 <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA <b>WALNUT (HPL)</b> <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Worksurface Thickness:</b> 1.12500 <b>Grommet Location:</b> No Grommet <b>STEELCASE</b> <b>Tag For</b> 236 Admin Option 1 CT/24/90	1	257.57	257.57
265 <b>UCANT - Cantilever, On module application, 16W x 13D</b> <b>BASIC: 7238 FIELDSTONE</b> <b>STEELCASE</b> <b>Tag For</b> 236 Admin Option 1 CANT	1	59.89	59.89
266 <b>LOCK9250FR - Lock Cylinder-FR Series, Ember Chrome</b> <b>LOCK: 9250 EMBER CHROME</b> <b>KEYS: SK SPEC</b> 2-FR347 WORKSTATION 1 2-FR348 WORKSTATION 2 2-FR349 WORKSTATION 3 2-FR350 WORKSTATION 4 4-FR351 WORKSTATION 5 (9X8 STATION) <b>STEELCASE</b>	12	N/C	N/C
267 <b>BOOSTPOWER - AMQ Boost Power Box</b> <b>Finish:</b> Paint F3 - Black <b>AMQSOLUTION</b> <b>Tag For</b> 236 Admin Option 1 PB/2-C	5	160.44	802.20
268 <b>USWS - Worksurface-Straight, Laminate, Plastic edge profile</b> <b>Size Option:</b> Parametric <b>Depth:</b> 34.00000 <b>Width:</b> 72.00000 <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA <b>WALNUT (HPL)</b>	4	265.07	1,060.28

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Description	Quantity	Unit Price	Extended Price
268 Grain Direction: Long Grain Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 33.50000 STEELCASE			
269 USWS - Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 30.00000 Width: 72.00000 Top Surface Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Grain Direction: Long Grain Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 29.50000 STEELCASE	1	265.07	265.07
270 DSTRAYLG - Tray-Cable Management, Smart straps, 30W STEELCASE	5	62.01	310.05
271 ACTVBASES2 - AMQ Activ Pro 2 Base 2 Stage Depth: 30.00000 Base Finish: Paint F4 - Merle Leg Type: C-Leg Castors or Glides: Glides AMQSOLUTION Tag For 236 Admin Option 1 30/72	5	413.70	2,068.50
<b>Sub Total</b>			30,061.79
<b>Total</b>			30,061.79
<b>310 Open Office Option 1</b>			
272 TS71272SPW - Window-Single pane, 12H x 72W	4	403.71	1,614.84

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Description	Quantity	Unit Price	Extended Price
272 GLASS: 6500 CLEAR GLASS TRIM: 7238 FIELDSTONE STEELCASE Tag For 310 Open Office Option 1			
273 TS71230SPW - Window-Single pane, 12H x 30W GLASS: 6500 CLEAR GLASS TRIM: 7238 FIELDSTONE STEELCASE Tag For 310 Open Office Option 1	3	256.94	770.82
274 T521328SR - Spring Clip-Top Cap, Thin Trim, Quantity1 STEELCASE Tag For 310 Open Office Option 1	8	2.50	20.00
275 RDS42TAK - Shelf-Personal, Answer / Kick application, 42W BASIC: 7238 FIELDSTONE STEELCASE Tag For 310 Open Office Option 1 SH/42	3	133.83	401.49
276 TS74SSX - Receptacle-System ground, Line 4, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 310 Open Office Option 1	1	23.29	23.29
277 TS73SSX - Receptacle-System ground, Line 3, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 310 Open Office Option 1	1	23.29	23.29
278 TS72SSX - Receptacle-System ground, Line 2, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 310 Open Office Option 1	2	23.29	46.58
279 TS71SSX - Receptacle-System ground, Line 1, 3+1 PLASTIC: 6000 BLACK	2	23.29	46.58

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Description	Quantity	Unit Price	Extended Price
<b>279 CSTMPOPT: *OPT:Controlled Stamp Option</b> <b>NOSTAMP: STD:No Stamp</b> STEELCASE <b>Tag For</b> 310 Open Office Option 1			
<b>280 TS76BPX - Power infeed, 3+1, 6L in ft</b> <b>PLASTIC: 6000 BLACK</b> STEELCASE <b>Tag For</b> 310 Open Office Option 1 BPI/6	1	143.44	143.44
<b>281 TS74842TK - Panel skin-Tackable acoustical, 48H x 42W</b> <b>SURFACE: P527 BUBBLY</b> <b>FAB DIR: *OPT:FABRIC DIRECTION</b> <b>HORZ: STD:HORIZONTAL APPLICATION</b> STEELCASE <b>Tag For</b> 310 Open Office Option 1	6	119.41	716.46
<b>282 TS74830TK - Panel skin-Tackable acoustical, 48H x 30W</b> <b>SURFACE: P527 BUBBLY</b> <b>FAB DIR: *OPT:FABRIC DIRECTION</b> <b>HORZ: STD:HORIZONTAL APPLICATION</b> STEELCASE <b>Tag For</b> 310 Open Office Option 1	6	101.30	607.80
<b>283 TS73672TK - Panel skin-Tackable acoustical, 36H x 72W</b> <b>SURFACE: P527 BUBBLY</b> <b>FAB DIR: *OPT:FABRIC DIRECTION</b> <b>HORZ: HORIZONTAL APPLICATION ONLY</b> STEELCASE <b>Tag For</b> 310 Open Office Option 1	6	169.32	1,015.92
<b>284 TS73630TK - Panel skin-Tackable acoustical, 36H x 30W</b> <b>SURFACE: P527 BUBBLY</b> <b>FAB DIR: *OPT:FABRIC DIRECTION</b> <b>HORZ: STD:HORIZONTAL APPLICATION</b> STEELCASE <b>Tag For</b> 310 Open Office Option 1	3	97.23	291.69
<b>285 TS73672HS - Panel skin-Hard surface, 36H x 72W</b> <b>SURFACE: 7238 FIELDSTONE</b> STEELCASE <b>Tag For</b> 310 Open Office Option 1	2	143.81	287.62

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Description	Quantity	Unit Price	Extended Price
286 <b>TS73630HS</b> - Panel skin-Hard surface, 36H x 30W <b>SURFACE:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 310 Open Office Option 1	3	92.79	278.37
287 <b>CRL15HBF</b> - Lateral-1.5-High,Box/File <b>Size Option:</b> Modular <b>Depth:</b> 24.00000 <b>Width:</b> 36.00000 <b>Top:</b> With Top <b>Application:</b> Full <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Keys:</b> Key Plug <b>Pull:</b> Ledge <b>Pull Finish:</b> Textured Paint 7207 - BLACK <b>Counterweight:</b> With Counterweight <b>Worksurface Thickness:</b> 1.12500 STEELCASE <b>Tag For</b> 310 Open Office Option 1 LF/36/BF	3	846.24	2,538.72
288 <b>TS7PK72X</b> - Kit-Power, 3+1, 72W STEELCASE <b>Tag For</b> 310 Open Office Option 1 PK/72	3	173.76	521.28
289 <b>TS7PK42X</b> - Kit-Power, 3+1, 42W STEELCASE <b>Tag For</b> 310 Open Office Option 1 PK/42	2	114.98	229.96
290 <b>TS7PK30X</b> - Kit-Power, 3+1, 30W STEELCASE <b>Tag For</b> 310 Open Office Option 1 PK/30	3	114.98	344.94
291 <b>TS754TTPJ</b> - Junction-T, Thin, 54H <b>TRIM:</b> *OPT:TRIM PACKAGE	2	89.47	178.94

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Description	Quantity	Unit Price	Extended Price
291 PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 310 Open Office Option 1 T54			
292 TS754TLPJ - Junction-L, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 310 Open Office Option 1 L54	5	89.47	447.35
293 TS754TIPJ - Junction-In line, Thin, 54H STEELCASE Tag For 310 Open Office Option 1 I54	3	40.67	122.01
294 TS754TEPJ - Junction-End of run, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 310 Open Office Option 1 E54	4	57.30	229.20
295 TS7SBNJ - Bracket-Junction stabilizer STEELCASE	1	41.78	41.78
296 TS730THF - Frame-Horizontal package, Thin, 30W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS	6	49.54	297.24

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Description	Quantity	Unit Price	Extended Price
296 KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 310 Open Office Option 1 30/54			
297 TS772THF - Frame, Horizontal package, Thin, 72W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 310 Open Office Option 1 72/54	4	108.32	433.28
298 TS742THF - Frame, Horizontal package, Thin, 42W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 310 Open Office Option 1 42/54	3	59.89	179.67
299 LOCK9250FR - Lock Cylinder-FR Series, Ember Chrome LOCK: 9250 EMBER CHROME KEYS: SK SPEC 1-FR352 WORKSTATION 1 1-FR353 WORKSTATION 2 1-FR354 WORKSTATION 3	3	N/C	N/C

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Description	Quantity	Unit Price	Extended Price
299 STEELCASE			
300 <b>BOOSTPOWER</b> - AMQ Boost Power Box <b>Finish:</b> Paint F3 - Black AMQSOLUTION <b>Tag For</b> 310 Open Office Option 1 PB/2-C	3	160.44	481.32
301 <b>USWS</b> - Worksurface-Straight, Laminate, Plastic edge profile <b>Size Option:</b> Parametric <b>Depth:</b> 29.00000 <b>Width:</b> 72.00000 <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Grain Direction:</b> Long Grain <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Power Access:</b> No Power Access <b>Scallop:</b> No Scallop <b>Grommet:</b> No Grommet <b>Cord Drop:</b> With Cord Drop <b>Depth with Cord Drop:</b> 28.50000 STEELCASE	3	215.17	645.51
302 <b>DSTRAYLG</b> - Tray-Cable Management, Smart straps, 30W STEELCASE	3	62.01	186.03
303 <b>ACTVBASES2</b> - AMQ Activ Pro 2 Base 2 Stage <b>Depth:</b> 30.00000 <b>Base Finish:</b> Paint F4 - Merle <b>Leg Type:</b> C-Leg <b>Castors or Glides:</b> Glides AMQSOLUTION <b>Tag For</b> 310 Open Office Option 1 30/72	3	413.70	1,241.10
<b>Sub Total</b>			14,406.52
<b>Total</b>			14,406.52
311/312/313/314/315/316/317/334/340/339 Offices Option 1			
304 <b>CRTWDBFR</b> - Tower- Dual Doors,Box/File, Wardrobe Right <b>Size Option:</b> Parametric <b>Depth:</b> 24.00000	6	1,376.43	8,258.58

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Description	Quantity	Unit Price	Extended Price
<p>304    <b>Width:</b> 24.00000  <b>Height:</b> 66.50000  <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Keys:</b> Key Plug  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Interior Configuration:</b> Coat Rod  STEELCASE  <b>Tag For</b>     311/312/313/314/315/316/317/334/340/339 Offices                    Option 1                    ST/66.5</p>			
<p>305    <b>CRTWDBFL - Tower- Dual Doors,Box/File, Wardrobe Left</b>  <b>Size Option:</b> Parametric  <b>Depth:</b> 24.00000  <b>Width:</b> 24.00000  <b>Height:</b> 66.50000  <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Keys:</b> Key Plug  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Interior Configuration:</b> Coat Rod  STEELCASE  <b>Tag For</b>     311/312/313/314/315/316/317/334/340/339 Offices                    Option 1                    ST/66.5</p>	4	1,376.43	5,505.72
<p>306    <b>EAWST - Tackboards</b>  <b>Width:</b> 30.00000  <b>Height:</b> 21.50000  <b>Tackboard Finish:</b> Alloy P530 - ASTI  <b>Scallop:</b> No Scallop  STEELCASE  <b>Tag For</b>     311/312/313/314/315/316/317/334/340/339 Offices                    Option 1                    TB/30/21.5000</p>	3	158.18	474.54

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Description	Quantity	Unit Price	Extended Price
<b>307 EEAWSST - Tackboards</b> Width: 36.00000 Height: 21.50000 Tackboard Finish: Alloy P530 - ASTI Scallop: No Scallop STEELCASE Tag For 311/312/313/314/315/316/317/334/340/339 Offices Option 1 TB/36/21.5000	1	174.59	174.59
<b>308 EEAWSST - Tackboards</b> Width: 48.00000 Height: 21.50000 Tackboard Finish: Alloy P530 - ASTI Scallop: No Scallop STEELCASE Tag For 311/312/313/314/315/316/317/334/340/339 Offices Option 1 TB/48/21.5000	1	209.51	209.51
<b>309 SLHAD1S - Slim Leg Integrated Storage</b> Width: 60.00000 Depth: 28.00000 Worksurface Thickness: 1.12500 Top Surface Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Top Grain Direction: Long Grain Top Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT End Panel Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) End Panel Grain Direction: Vertical Grain Direction Panel Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT Shroud Finish: Textured Paint 7207 - BLACK Cable Tray Finish: Textured Paint 7207 - BLACK End Cover Finish: Textured Paint 7207 - BLACK Column Finish: Smooth Paint PG2 0835 - BLACK Controller: Active Touch Controller Modesty Panel: No Modesty Panel Pinch Point: 1 Inch Infeed Location: Inside Shroud Power Configuration: Under Worksurface 4 Outlet	8	2,172.81	17,382.48

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Description	Quantity	Unit Price	Extended Price
<p>309 <b>Clamp on Power Configuration:</b> Utility Power Only  <b>Tamper Resistance:</b> No Tamper Resistance  <b>Cord Length:</b> 9 Feet (Chicago)  <b>Cord Type:</b> Standard  <b>Cord Color:</b> Black            STEELCASE  <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices            Option 1            28/60/IS-AT</p>			
<p>310 <b>SLHAD1S - Slim Leg Integrated Storage</b>  <b>Width:</b> 72.00000  <b>Depth:</b> 28.00000  <b>Worksurface Thickness:</b> 1.12500  <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Top Grain Direction:</b> Long Grain  <b>Top Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT  <b>End Panel Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>End Panel Grain Direction:</b> Vertical Grain Direction  <b>Panel Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT  <b>Shroud Finish:</b> Textured Paint 7207 - BLACK  <b>Cable Tray Finish:</b> Textured Paint 7207 - BLACK  <b>End Cover Finish:</b> Textured Paint 7207 - BLACK  <b>Column Finish:</b> Smooth Paint PG2 0835 - BLACK  <b>Controller:</b> Active Touch Controller  <b>Modesty Panel:</b> No Modesty Panel  <b>Pinch Point:</b> 1 Inch  <b>Infeed Location:</b> Inside Shroud  <b>Power Configuration:</b> Under Worksurface 4 Outlet  <b>Clamp on Power Configuration:</b> Utility Power Only  <b>Tamper Resistance:</b> No Tamper Resistance  <b>Cord Length:</b> 9 Feet (Chicago)  <b>Cord Type:</b> Standard  <b>Cord Color:</b> Black            STEELCASE  <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices            Option 1            28/72/IS-AT</p>	2	2,215.58	4,431.16

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Description	Quantity	Unit Price	Extended Price
311 <b>E6NM6612</b> - Panel-Modesty, 66W x 12H <b>BASIC:</b> 2535 VIRGINIA WALNUT (HPL) <b>BRACKETS:</b> *OPT:BRACKET OPTIONS <b>HANGING:</b> HANGING BRACKET <b>BRACKET:</b> BRACKET <b>STD PNT:</b> *BRACKET:STANDARD PAINT <b>0835:</b> BLACK STEELCASE	2	297.43	594.86
312 <b>E6NM5412</b> - Panel-Modesty, 54W x 12H <b>BASIC:</b> 2535 VIRGINIA WALNUT (HPL) <b>BRACKETS:</b> *OPT:BRACKET OPTIONS <b>HANGING:</b> HANGING BRACKET <b>BRACKET:</b> BRACKET <b>STD PNT:</b> *BRACKET:STANDARD PAINT <b>0835:</b> BLACK STEELCASE	8	236.85	1,894.80
313 <b>SERIF</b> - Serif; Panel, a3 ceramic steel <b>Height:</b> 47.00000 <b>Width:</b> 47.00000 <b>Surface Finish:</b> Ceramic 7655 - E3 ENVIRONMENTAL CERAMICS <b>Accented Edge:</b> Non Contrasting <b>Accented Edge Finish:</b> Ceramic 7655 - E3 ENVIRONMENTAL CERAMICS <b>Accessory Kit:</b> Basic Kit STEELCASE <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices Option 1 SERIF/47/47	4	841.87	3,367.48
314 <b>CRL2H</b> - Lateral 2 High File/File <b>Size Option:</b> Modular <b>Depth:</b> 18.87500 <b>Width:</b> 36.00000 <b>Top:</b> With Top <b>Application:</b> Full <b>Worksurface Thickness:</b> 1.12500 <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT	8	842.80	6,742.40

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Description	Quantity	Unit Price	Extended Price
<p>314 (HPL)  <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Keys:</b> Key Plug  <b>Counterweight:</b> With Counterweight            STEELCASE  <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices                      Option 1                      LF/36/FF</p>			
<p>315 <b>CRL2H - Lateral 2 High File/File</b>  <b>Size Option:</b> Modular  <b>Depth:</b> 24.00000  <b>Width:</b> 36.00000  <b>Top:</b> With Top  <b>Application:</b> Full  <b>Worksurface Thickness:</b> 1.12500  <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Keys:</b> Key Plug  <b>Counterweight:</b> With Counterweight            STEELCASE  <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices                      Option 1                      LF/36/FF</p>	6	953.74	5,722.44
<p>316 <b>CRDSK - Desk</b>  <b>Depth:</b> 24.00000  <b>Width:</b> 60.00000  <b>Support - Right:</b> Full Depth End Panel  <b>Support - Left:</b> Full Depth End Panel</p>	9	409.36	3,684.24

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Description	Quantity	Unit Price	Extended Price
<p>316 <b>Modesty Panel:</b> Quarter Height  <b>Worksurface Thickness:</b> 1.12500  <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT            STEELCASE  <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices            Option 1            24/60</p>			
<p>317 <b>CRCD2HKSSPL - Credenza-2-High, Kneespace, Single Pedestal Left Hand</b>  <b>Size Option:</b> Modular  <b>Depth:</b> 24.00000  <b>Width:</b> 72.00000  <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT  <b>Worksurface Thickness:</b> 1.12500  <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Pull:</b> Ledge  <b>Pull Finish:</b> Textured Paint 7207 - BLACK  <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME  <b>Keys:</b> Key Plug  <b>Support - Left:</b> File/File Pedestal  <b>Modesty Panel:</b> Full  <b>Grommet Location:</b> No Grommet            STEELCASE  <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices            Option 1            24/72</p>	1	1,099.94	1,099.94
<p>318 <b>CRBRG - Bridge</b>  <b>Size Option:</b> Modular  <b>Depth:</b> 24.00000  <b>Width:</b> 48.00000  <b>Modesty Panel:</b> Quarter Height  <b>Worksurface Thickness:</b> 1.12500  <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</p>	1	279.93	279.93

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Description	Quantity	Unit Price	Extended Price
318 <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Grommet Location:</b> No Grommet STEELCASE <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices Option 1 24/48			
319 <b>E6GBP - Back Painted Glass</b> <b>Frame Finish:</b> Smooth Metallic 4803 - NEAR BLACK METALLIC <b>Glass Finish:</b> Back-Painted Glass PG6 6589 - MERCURY <b>Size Option:</b> Parametric <b>Height:</b> 21.50000 <b>Width:</b> 30.00000 STEELCASE <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices Option 1 PG/3021	3	814.48	2,443.44
320 <b>E6GBP - Back Painted Glass</b> <b>Frame Finish:</b> Smooth Metallic 4803 - NEAR BLACK METALLIC <b>Glass Finish:</b> Back-Painted Glass PG6 6589 - MERCURY <b>Size Option:</b> Parametric <b>Height:</b> 21.50000 <b>Width:</b> 36.00000 STEELCASE <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices Option 1 PG/3621	1	954.99	954.99
321 <b>E6GBP - Back Painted Glass</b> <b>Frame Finish:</b> Smooth Metallic 4803 - NEAR BLACK METALLIC <b>Glass Finish:</b> Back-Painted Glass PG6 6589 - MERCURY <b>Size Option:</b> Parametric <b>Height:</b> 21.50000 <b>Width:</b> 48.00000 STEELCASE <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices Option 1 PG/4821	1	1,237.70	1,237.70

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Description	Quantity	Unit Price	Extended Price
<b>322 LOCK9250FR - Lock Cylinder-FR Series, Ember Chrome</b> <b>LOCK: 9250 EMBER CHROME</b> <b>KEYS: SK SPEC</b> 6-FR355 OFFICE 340 6-FR356 OFFICE 339 4-FR357 OFFICE 311 7-FR358 OFFICE 334 5-FR359 OFFICE 312 5-FR360 OFFICE 313 5-FR361 OFFICE 314 6-FR362 OFFICE 315 6-FR363 OFFICE 316 6-FR364 OFFICE 317 STEELCASE	56	N/C	N/C
<b>323 CROH - 15" H Overhead</b> <b>Width: 36.00000</b> <b>Storage: Personal</b> <b>Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Door Option Type: Hinged Doors</b> <b>Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Lock Finish: Ember Chrome 9250 - EMBER CHROME</b> <b>Keys: Key Plug</b> <b>Attachment Brackets: Wall Mount Brackets</b> STEELCASE <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices Option 1 OH/36/15	1	441.18	441.18
<b>324 CROH - 15" H Overhead</b> <b>Width: 60.00000</b> <b>Storage: Personal</b> <b>Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Door Option Type: Hinged Doors</b> <b>Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Lock Finish: Ember Chrome 9250 - EMBER CHROME</b> <b>Keys: Key Plug</b> <b>Attachment Brackets: Wall Mount Brackets</b> STEELCASE <b>Tag For</b> 311/312/313/314/315/316/317/334/340/339 Offices Option 1 OH/60/15	4	689.29	2,757.16

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Description	Quantity	Unit Price	Extended Price
<b>325 CROH - 15" H Overhead</b> Width: 72.00000 Storage: Personal Case Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Door Option Type: Hinged Doors Headset Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Lock Finish: Ember Chrome 9250 - EMBER CHROME Keys: Key Plug Attachment Brackets: Wall Mount Brackets STEELCASE Tag For 311/312/313/314/315/316/317/334/340/339 Offices Option 1 OH/72/15	1	809.26	809.26
<b>Sub Total</b>			68,466.40
<b>Total</b>			68,466.40
<b>333 Open Area Option 1</b>			
<b>326 TS71272SPW - Window-Single pane, 12H x 72W</b> GLASS: 6500 CLEAR GLASS TRIM: 7238 FIELDSTONE STEELCASE Tag For 333 Open Area Option 1	6	403.71	2,422.26
<b>327 TS71230SPW - Window-Single pane, 12H x 30W</b> GLASS: 6500 CLEAR GLASS TRIM: 7238 FIELDSTONE STEELCASE Tag For 333 Open Area Option 1	6	256.94	1,541.64
<b>328 T521328SR - Spring Clip-Top Cap, Thin Trim, Quantity1</b> STEELCASE Tag For 333 Open Area Option 1	12	2.50	30.00
<b>329 RDS42TAK - Shelf-Personal, Answer / Kick application, 42W</b> BASIC: 7238 FIELDSTONE STEELCASE Tag For 333 Open Area Option 1 SH/42	6	133.83	802.98
<b>330 TS74SSX - Receptacle-System ground, Line 4, 3+1</b> PLASTIC: 6000 BLACK	3	23.29	69.87

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Description	Quantity	Unit Price	Extended Price
<b>330</b> CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 333 Open Area Option 1			
<b>331</b> TS73SSX - Receptacle-System ground, Line 3, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 333 Open Area Option 1	3	23.29	69.87
<b>332</b> TS72SSX - Receptacle-System ground, Line 2, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 333 Open Area Option 1	3	23.29	69.87
<b>333</b> TS71SSX - Receptacle-System ground, Line 1, 3+1 PLASTIC: 6000 BLACK CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For 333 Open Area Option 1	3	23.29	69.87
<b>334</b> TS76BPX - Power infeed, 3+1, 6L in ft PLASTIC: 6000 BLACK STEELCASE Tag For 333 Open Area Option 1 BPI/6	2	143.44	286.88
<b>335</b> TS74842TK - Panel skin-Tackable acoustical, 48H x 42W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For 333 Open Area Option 1	8	119.41	955.28
<b>336</b> TS74830TK - Panel skin-Tackable acoustical, 48H x 30W SURFACE: P527 BUBBLY FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION	8	101.30	810.40

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Description	Quantity	Unit Price	Extended Price
<b>336 STEELCASE</b> <b>Tag For</b> 333 Open Area Option 1			
<b>337 TS73672TK - Panel skin-Tackable acoustical, 36H x 72W</b> <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> HORIZONTAL APPLICATION ONLY STEELCASE <b>Tag For</b> 333 Open Area Option 1	9	169.32	1,523.88
<b>338 TS73630TK - Panel skin-Tackable acoustical, 36H x 30W</b> <b>SURFACE:</b> P527 BUBBLY <b>FAB DIR:</b> *OPT:FABRIC DIRECTION <b>HORZ:</b> STD:HORIZONTAL APPLICATION STEELCASE <b>Tag For</b> 333 Open Area Option 1	6	97.23	583.38
<b>339 TS73672HS - Panel skin-Hard surface, 36H x 72W</b> <b>SURFACE:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 333 Open Area Option 1	3	143.81	431.43
<b>340 TS73630HS - Panel skin-Hard surface, 36H x 30W</b> <b>SURFACE:</b> 7238 FIELDSTONE STEELCASE <b>Tag For</b> 333 Open Area Option 1	6	92.79	556.74
<b>341 CRL15HBF - Lateral-1.5-High,Box/File</b> <b>Size Option:</b> Modular <b>Depth:</b> 24.00000 <b>Width:</b> 36.00000 <b>Top:</b> With Top <b>Application:</b> Full <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT <b>Case Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Headset Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) <b>Lock Finish:</b> Ember Chrome 9250 - EMBER CHROME <b>Keys:</b> Key Plug <b>Pull:</b> Ledge	6	846.24	5,077.44

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Description	Quantity	Unit Price	Extended Price
<b>341</b> Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight Worksurface Thickness: 1.12500 STEELCASE Tag For 333 Open Area Option 1 LF/36/BF			
<b>342</b> TS7PK72X - Kit-Power, 3+1, 72W STEELCASE Tag For 333 Open Area Option 1 PK/72	6	173.76	1,042.56
<b>343</b> TS7PK42X - Kit-Power, 3+1, 42W STEELCASE Tag For 333 Open Area Option 1 PK/42	4	114.98	459.92
<b>344</b> TS7PK30X - Kit-Power, 3+1, 30W STEELCASE Tag For 333 Open Area Option 1 PK/30	4	114.98	459.92
<b>345</b> TS754TXPJ - Junction-X, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 333 Open Area Option 1 X54	1	89.47	89.47
<b>346</b> TS754TTPJ - Junction-T, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 333 Open Area Option 1 T54	2	89.47	178.94
<b>347</b> TS754TLPJ - Junction-L, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG	7	89.47	626.29

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Description	Quantity	Unit Price	Extended Price
347 UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 333 Open Area Option 1 L54			
348 TS754TIPJ - Junction-In line, Thin, 54H STEELCASE Tag For 333 Open Area Option 1 I54	4	40.67	162.68
349 TS754TEPJ - Junction-End of run, Thin, 54H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT TEXT PNT: *UPRIGHT:TEXTURED PAINT 7238: FIELDSTONE STEELCASE Tag For 333 Open Area Option 1 E54	6	57.30	343.80
350 TS754WPJ - Junction-Wall start, 54H STEELCASE	2	119.41	238.82
351 TS730THF - Frame-Horizontal package, Thin, 30W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION CBL TRAY: CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For 333 Open Area Option 1 30/54	10	49.54	495.40
352 TS772THF - Frame, Horizontal package, Thin, 72W BASIC: 7238 FIELDSTONE TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap	6	108.32	649.92

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Description	Quantity	Unit Price	Extended Price
<b>352 CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> STEELCASE <b>Tag For</b> 333 Open Area Option 1 72/54			
<b>353 TS742THF - Frame, Horizontal package, Thin, 42W</b> <b>BASIC: 7238 FIELDSTONE</b> <b>TC OPT: *OPT:TOP CAP OPTIONS</b> <b>STD CAP: STD:Std Top Cap</b> <b>CABLEOPT: *OPT:CABLE TRAY OPTION</b> <b>CBL TRAY: CABLE TRAY</b> <b>BASE OPT: *OPT:BASE TRIM OPTIONS</b> <b>KO BOTH: STD:KNOCKOUT BASE BOTH SIDES</b> <b>TRAY OPT: *OPT:BASE TRAY OPTION</b> <b>BASETRAY: BASE TRAY</b> STEELCASE <b>Tag For</b> 333 Open Area Option 1 42/54	4	59.89	239.56
<b>354 LOCK9250FR - Lock Cylinder-FR Series, Ember Chrome</b> <b>LOCK: 9250 EMBER CHROME</b> <b>KEYS: SK SPEC</b> 1-FR365 WORKSTATION 1 1-FR366 WORKSTATION 2 1-FR367 WORKSTATION 3 1-FR368 WORKSTATION 4 1-FR369 WORKSTATION 5 1-FR370 WORKSTATION 6 STEELCASE	6	N/C	N/C
<b>355 BOOSTPOWER - AMQ Boost Power Box</b> <b>Finish: Paint F3 - Black</b> <b>AMQSOLUTION</b> <b>Tag For</b> 333 Open Area Option 1 PB/2-C	6	160.44	962.64
<b>356 USWS - Worksurface-Straight, Laminate, Plastic edge profile</b> <b>Size Option: Parametric</b>	6	215.17	1,291.02

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Description	Quantity	Unit Price	Extended Price
<b>356</b> Depth: 29.00000 Width: 72.00000 Top Surface Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL) Grain Direction: Long Grain Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 28.50000 STEELCASE			
<b>357</b> DSTRAYLG - Tray-Cable Management, Smart straps, 30W STEELCASE	6	62.01	372.06
<b>358</b> ACTVBASES2 - AMQ Activ Pro 2 Base 2 Stage Depth: 30.00000 Base Finish: Paint F4 - Merle Leg Type: C-Leg Castors or Glides: Glides AMQSOLUTION Tag For 333 Open Area Option 1 30/72	6	413.70	2,482.20
<b>Sub Total</b>			25,396.99
<b>Total</b>			25,396.99
<b>Dual Monitor Arm</b>			
<b>359</b> CFINTRODSLIDE - CF Series Intro Dual Monitor Arm Arm Finish: Smooth Paint PG2 0835 - BLACK Bracket Type: Dual C-Clamp STEELCASE Tag For Dual Monitor Arm CFI-D-C	38	279.02	10,602.76
<b>Sub Total</b>			10,602.76
<b>Total</b>			10,602.76
<b>360</b> CFINTRODSLIDE - CF Series Intro Dual Monitor Arm Arm Finish: Smooth Paint PG2 0835 - BLACK Bracket Type: CF Through Mount Dual Bracket STEELCASE	28	279.02	7,812.56

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Description	Quantity	Unit Price	Extended Price
<b>AC-1</b>			
361 EGAN FABRIC TABLESCREEN W/ COM: DESIGNTEX - CLAD CELLIANT - DENIM (EACH)	10	959.06	9,590.63
363 YARDS - COM FABRIC DESIGNTEX - CLAD CELLIANT - DENIM DESIGNTEX	21	55.00	1,155.00
364 FEE - FREIGHT DESIGNTEX	1	225.00	225.00
<b>Sub Total</b>			<b>10,970.63</b>
<b>NON TAXABLE</b>			<b>0.00</b>
<b>Total</b>			<b>10,970.63</b>

<b>C-1</b>			
365 442A30 - Gesture; Chair, Upholstered, Shell back, Adjustable seat depth Upholstery Color Scheme: Non-Contrasting Back Finish: Foundation 5880 - SEAL Sewn Upholstery Type: Sewn Seat Finish: Foundation 5880 - SEAL Color Scheme: BlackBlack Arms Finish: Plastic - PG1 6205 - BLACK Base Finish: Plastic - PG1 6205 - BLACK Frame Finish: Plastic - PG1 6205 - BLACK Shell Finish: Plastic - PG1 6205 - BLACK Arm Type: 360 Arm Arm Cap: Standard Position Lumbar Option: No Lumbar Cylinder Type: Standard Range Base Type: Plastic Base Caster or Glide Type: Hard Casters Packaging: Not Applicable Soil Retardant Option: No Soil Retardant STEELCASE	86	1,005.68	86,488.48
Tag For	C-1		
	GESTURE		
	<b>Qty Description</b>		
	34 FLOOR 1		
	32 FLOOR 2		

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Description	Quantity	Unit Price	Extended Price
365	20	FLOOR 3	
<b>Sub Total</b>			86,488.48
<b>NON TAXABLE</b>			0.00
<b>Total</b>			86,488.48

C-2				
366	1131.FT2.PS.PB.AR0 - Orbix. Wire Rod Chair, Plastic Seat, Plastic Back, Armless <b>Frame Finish:</b> FC15: Chrome Frame <b>Glide Option Selection:</b> G0: No Glides <b>Plastic Shell Color Selection:</b> SC20: Latte <b>Packaging Options:</b> AC: Fully Assembled in Carton SITONIT <b>Tag For</b> C-2	41	104.43	4,281.63
	<b>Qty Description</b>			
	37 FLOOR 1			
	4 FLOOR 2			

<b>Sub Total</b>			4,281.63
<b>NON TAXABLE</b>			0.00
<b>Total</b>			4,281.63

C-3				
367	BU7511E - BOURNE GUEST CHAIR - DUAL TEXTILE SEAT & LOWER BACK: GRADE L2 CORTINA LEATHER DAVENPORT - FOG UPPER BACK FABRIC: GRADE H DESIGNTEX DISTRESSED TEXTURE - MEDIUM GREY (3935-802) WOOD SPECIES: MAPLE WOOD (STANDARD) MAPLE WOOD FINISH: GRAPHITE COORDINATE GLIDES: METAL LEVELING GLIDES (STANDARD) JASPERGROU <b>Tag For</b> C-3A	6	1,037.30	6,223.80
	<b>Qty Description</b>			
	6 FLOOR 1			

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Description	Quantity	Unit Price	Extended Price
<b>Sub Total</b>			6,223.80
<b>NON TAXABLE</b>			0.00
<b>Total</b>			<b>6,223.80</b>

C-4

368 490410U - Move; Chair, Upholstered back, No arms, Glides 51 299.00 15,249.00

**FRAME:** 7239 MIDNIGHT

**SHELL:** 6259 MIDNIGHT(SOLAR BLACK)

**UPHLSTRY:** 59DE GRADED IN PR. GRP. 5

DESIGNTEX FABRICS

Purchaser: VENDOR

Pattern: CLAD CELLIANT -3976

Color: DENIM -403

Direction: VERTICAL

**GLIDES:** \*OPT:GLIDES

**HARD GLD:** STD:HARD GLIDES

STEELCASE

Tag For C-4  
 MOVE

**Qty Description**

- 2 FLOOR 1 - RM 105
- 2 FLOOR 1 - RM 106
- 2 FLOOR 1 - RM 128
- 2 FLOOR 1 - RM 129
- 2 FLOOR 2 - RM 211
- 2 FLOOR 2 - RM 212
- 4 FLOOR 2 - RM 221
- 2 FLOOR 2 - RM 222
- 2 FLOOR 2 - RM 224
- 4 FLOOR 2 - RM 225
- 2 FLOOR 2 - RM 226
- 2 FLOOR 2 - RM 244
- 2 FLOOR 2 - RM 245
- 1 FLOOR 3 - RM 311
- 1 FLOOR 3 - RM 312
- 1 FLOOR 3 - RM 313
- 1 FLOOR 3 - RM 314
- 2 FLOOR 3 - RM 315
- 2 FLOOR 3 - RM 316
- 4 FLOOR 3 - BACK CORNER OFFICE
- 1 FLOOR 3 - RM 334
- 2 FLOOR 3 - RM 339

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Description	Quantity	Unit Price	Extended Price
368	4 FLOOR 3 - RM 340 2 FLOOR 1 - RM 127		
369	YARDS - DESIGNTEX - CLAD CELLIANT - DENIM 3976-403 STCCOM Tag For C-4	38	55.00 2,090.00
<b>Sub Total</b>			17,339.00
NON TAXABLE			0.00
<b>Total</b>			<b>17,339.00</b>
<b>C-5</b>			
370	2223.B1.F.A128 - Wit Task, Highback, Mesh Back, Standard Synchro, Height Adj Arms <b>Seat Depth Adjustment Option Selection:</b> ~: No Seat Depth Adjusment Upgrade <b>Wit Frame Color Options:</b> FC13: Fog Z7: Fog ~: Fog Arm ~: Fog Arm Pad B21: Fog Base S0: Standard Cylinder CS6: Hard Floor and Carpet Casters <b>Wit Mesh Back Colors:</b> MC38: Nickel Woven Striped <b>Fabric or Leather Upholstery Selection:</b> FABRIC: Fabric Grade Selections ~: No Selection FG2: Fabric Grade 2 POP: Pop Standard Color Selection FOG: Pop Fog <b>Packaging Options:</b> KD: Knocked Down SITONIT Tag For C-5	4	342.74 1,370.96
	<u>Qty Description</u> 4 FLOOR 1 - RM 120		

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Description	Quantity	Unit Price	Extended Price
<b>Sub Total</b>			1,370.96
<b>NON TAXABLE</b>			0.00
<b>Total</b>			<b>1,370.96</b>

**C-6**

371	1131.FT2.PS.PB.AR0 - Orbix. Wire Rod Chair, Plastic Seat, Plastic Back, Armless <b>Frame Finish:</b> FC15: Chrome Frame <b>Glide Option Selection:</b> G0: No Glides <b>Plastic Shell Color Selection:</b> SC5: Navy <b>Packaging Options:</b> AC: Fully Assembled in Carton SITONIT <b>Tag For</b> C-6	12	104.43	1,253.16
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**Qty Description**  
 12 FLOOR 1 - BREAKROOM 132

<b>Sub Total</b>	1,253.16
<b>NON TAXABLE</b>	0.00
<b>Total</b>	<b>1,253.16</b>

**C-7**

372	798 - Chord; Chair-High back, Large scale, Pneumatic height adjustable <b>BASESELT:</b> PALM POLISHED ALUMINUM FINISH <b>CASTERS:</b> CHRD HARD CASTERS <b>UPHOLS:</b> 5880 SEAL <b>WELT OPT:</b> *OPT:WELT OPTION <b>NON CONT:</b> STD:NON CONTRASTING <b>FAB BACK:</b> *OPT:ACRYLIC LATEX BACKING <b>NOBACKER:</b> FABRIC BACKER NOT REQUIRED STEELCASE <b>Tag For</b> C-7 CHORD	62	1,242.00	77,004.00
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**Qty Description**  
 6 FLOOR 1 - RM 126  
 10 FLOOR 1 - RM 130

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Description	Quantity	Unit Price	Extended Price
372	8 FLOOR 2 - RM 219		
	8 FLOOR 2 - RM 239		
	20 FLOOR 3 - RM 306		
	10 FLOOR 3 - RM 337		

<b>Sub Total</b>			77,004.00
NON TAXABLE			0.00
<b>Total</b>			<b>77,004.00</b>

C-8

373	<b>BD1RD1CTRSTL</b> - Ready Counter Stool	23	201.56	4,635.88
	<b>COLOR:</b> Navy			
	<b>SKU:</b> RD1-CTRSTL-NV			
	BLUDOTDESI			
	<b>Tag For</b> C-8			
	READY			
	<b>Qty Description</b>			
	5 FLOOR 1 - CORRIDOR 119			
	6 FLOOR 1 - COPY AREA 121			
	4 FLOOR 2 - COFFEE/COPY 210			
	8 FLOOR 3 - WORKROOM 330			

<b>Sub Total</b>			4,635.88
NON TAXABLE			0.00
<b>Total</b>			<b>4,635.88</b>

C-9

374	<b>RLA90T</b> - VIBE 5 1/2" THERMORY FLAT BENCH	2	2,017.65	4,035.30
	FRAME COLOR: TEXTURED SANDSTONE			
	WOOD COLOR: THERMORY			
	ANOVAFURNI			
	<b>Tag For</b> C-9			
	<b>Qty Description</b>			
	2 FLOOR 1 - OPEN AREAS			

<b>Sub Total</b>			4,035.30
NON TAXABLE			0.00
<b>Total</b>			<b>4,035.30</b>

C-10

375	<b>F12351</b> - FINN NU SINGLE SEAT W/ ARMS	4	1,449.46	5,797.84
	WOOD SPECIES: MAPLE WOOD (STANDARD)			
	MAPLE WOOD FINISH: GRAPHITE COORDINATE			
	SEAT FABRIC: GRADE L2			

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Description	Quantity	Unit Price	Extended Price
<b>375</b> CORTINA LEATHER CAPRONE - GLOVE (1-10) BACK FABRIC: GRADE C MOMENTUM TEXTILES INFINITY C-ZERO - DOVE (09212443)  GLIDES: RUBBER CUSHION METAL GLIDES (STANDARD) JASPERGROU Tag For C-10A			
<b>Qty Description</b> <hr/> 4 FLOOR 1 - WAITING AREA 101			
<b>Sub Total</b>			5,797.84
<b>NON TAXABLE</b>			0.00
<b>Total</b>			<b>5,797.84</b>

**T-1**

<b>376</b> VLYRECML - Verlay; Table-Rectangle, Seated height, Metal legs Size Option: Modular Shape Type: Straight Depth: 42.00000 Width: 84.00000 Worksurface Corner Shape: Square Corner Top Surface Finish: Woodgrain HPL 2536 - BLACKWOOD (HPL) Grain Direction: Long Grain Edge Profile: 3MM Plastic Edge Edge Finish: Plastic - PG1 6243 - BLACKWOOD Leg Type: U-Leg Leg Finish: Textured Paint 7239 - MIDNIGHT Leg Insert Finish: Furniture Linoleum C014 - CHARCOAL Grommet: CC Grommet Power Grommet Finish: Textured Paint 7239 - MIDNIGHT Power Grommet Lid Finish: Textured Paint 7239 - MIDNIGHT Grommet Count: 2 Grommets Surface Power: 1 USB Type C, 2 Power Infeed: Hardwire Conduit Length: 72.00000 STEELCASE Tag For T-1 42/84	1	3,847.92	3,847.92
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Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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**Quotation 8047**  
 Page 91 / 105 (cont'd)

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Description	Quantity	Unit Price	Extended Price
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376	<b>Qty Description</b>		
	1 FLOOR 1 - RM 126		

<b>Sub Total</b>			3,847.92
NON TAXABLE			0.00
<b>Total</b>			<b>3,847.92</b>

**T-2**

377	<b>VLYRECML - Verlay; Table-Rectangle, Seated height, Metal legs</b>	1	4,907.35	4,907.35
	<b>Size Option:</b> Modular			
	<b>Shape Type:</b> Straight			
	<b>Depth:</b> 48.00000			
	<b>Width:</b> 144.00000			
	<b>Worksurface Corner Shape:</b> Square Corner			
	<b>Top Surface Finish:</b> Woodgrain HPL 2536 - BLACKWOOD (HPL)			
	<b>Grain Direction:</b> Long Grain			
	<b>Edge Profile:</b> 3MM Plastic Edge			
	<b>Edge Finish:</b> Plastic - PG1 6243 - BLACKWOOD			
	<b>Leg Type:</b> U-Leg			
	<b>Leg Finish:</b> Textured Paint 7239 - MIDNIGHT			
	<b>Leg Insert Finish:</b> Furniture Linoleum C014 - CHARCOAL			
	<b>Grommet:</b> CC Grommet			
	<b>Power Grommet Finish:</b> Textured Paint 7239 - MIDNIGHT			
	<b>Power Grommet Lid Finish:</b> Textured Paint 7239 - MIDNIGHT			
	<b>Grommet Count:</b> 3 Grommets			
	<b>Surface Power:</b> 1 USB Type C, 2 Power			
	<b>Infeed:</b> Hardwire			
	STEELCASE			
	<b>Tag For</b> T-2			
	48/144			

	<b>Qty Description</b>		
	1 FLOOR 1 - RM 130		

<b>Sub Total</b>			4,907.35
NON TAXABLE			0.00
<b>Total</b>			<b>4,907.35</b>

**T-3**

378	<b>COEL3036 - Enea Lottus; Table-Conference, Square, 36W x 30H</b>	3	1,146.50	3,439.50
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**Quotation 8047**  
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Description	Quantity	Unit Price	Extended Price
<b>378 MTLFRAME: 4062 ANTHRACITE GREY TEXTURED</b> <b>TOPSELT: 2883 SEAGULL</b> STEELCASE Tag For T-3 Enea Lottus <u>Qty Description</u> 3 FLOOR 1 - BREAKROOM 132			
<b>Sub Total</b>			<b>3,439.50</b>
<b>NON TAXABLE</b>			<b>0.00</b>
<b>Total</b>			<b>3,439.50</b>

T-4			
<b>379 COSFZWTRD - Montara650; Table-Work Height, Round, 28 1/2H</b> Diameter: 24.00000 Base Finish: Smooth Paint 4180 - GRAPHITE MATTE Top Finish: Woodgrain HPL 2536 - BLACKWOOD (HPL) Edge Finish: Plastic - PG1 6243 - BLACKWOOD Devices: No Device STEELCASE Tag For T-4A 24/28H <u>Qty Description</u> 1 FLOOR 1 - RM 106 1 FLOOR 1 - RM 127	2	767.00	1,534.00
<b>Sub Total</b>			<b>1,534.00</b>
<b>NON TAXABLE</b>			<b>0.00</b>
<b>Total</b>			<b>1,534.00</b>

T-5			
<b>380 COSFZWTRD - Montara650; Table-Work Height, Round, 28 1/2H</b> Diameter: 42.00000 Base Finish: Smooth Paint 4180 - GRAPHITE MATTE Top Finish: Woodgrain HPL 2536 - BLACKWOOD (HPL) Edge Finish: Plastic - PG1 6243 - BLACKWOOD Devices: 1 Power Module Device Configuration: 1 Power   1 USB A   1 USB C Device Finish: Smooth Paint 4180 - GRAPHITE MATTE STEELCASE	1	1,259.50	1,259.50

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**Quotation 8047**  
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NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

Description	Quantity	Unit Price	Extended Price
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380 Tag For T-5  
 42/28H  
 Qty Description  
 1 FLOOR 1 - RM 120

Sub Total			1,259.50
NON TAXABLE			0.00
<b>Total</b>			<b>1,259.50</b>

T-6

381 TRENO - TRENO OCCASIONAL SQUARE TABLE 1 1,266.75 1,266.75  
 30 X 30 X 17H  
 TOP: STUDIO TEAK - 7960K-18  
 BASE: CHARCOAL TEXTURED  
 ERGINTERNA  
 Tag For T-6  
 Qty Description  
 1 FLOOR 1 - WAITING 101

Sub Total			1,266.75
NON TAXABLE			0.00
<b>Total</b>			<b>1,266.75</b>

ST-1

382 RLF18363F - Universal; Lateral file, 3 drawers, Flush steel front, 18D 3 794.06 2,382.18  
 x 36W x 40H  
 BASIC: 7360 MERLE  
 LOCK: 9250 EMBER CHROME  
 KEYS: SK RAND  
 WGHT PKG: \*OPT:COUNTERWEIGHT PKG  
 NO WGHT: NO COUNTERWT PKG  
 STEELCASE  
 Tag For ST-1  
 Qty Description  
 3 FLOOR 1 - COFFEE BAR 102

Sub Total			2,382.18
NON TAXABLE			0.00
<b>Total</b>			<b>2,382.18</b>

C-3B

383 BU7511E - BOURNE GUEST CHAIR - DUAL TEXTILE 14 1,037.30 14,522.20  
 SEAT & LOWER BACK: GRADE L2  
 CORTINA LEATHER

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**Quotation 8047**  
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Description	Quantity	Unit Price	Extended Price
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**383** DAVENPORT - FOG  
 UPPER BACK FABRIC: GRADE H  
 DESIGNTEX  
 DISTRESSED TEXTURE - MEDIUM GREY  
 (3935-802)  
 WOOD SPECIES: MAPLE WOOD (STANDARD)  
 MAPLE WOOD FINISH: VALLEY COORDINATE  
 GLIDES: METAL LEVELING GLIDES (STANDARD)  
 JASPERGROU

Tag For C-3B

**Qty Description**

- 2 FLOOR 2 - RM 220
- 2 FLOOR 2 - RM 221
- 2 FLOOR 2 - RM 223
- 2 FLOOR 2 - RM 225
- 2 FLOOR 2 - RM 245
- 2 FLOOR 3 - BACK CORNER OFFICE
- 2 FLOOR 3 - RM 340

<b>Sub Total</b>	14,522.20
<b>NON TAXABLE</b>	0.00
<b>Total</b>	<b>14,522.20</b>

**C-10B**

**384** F12351 - FINN NU SINGLE SEAT W/ ARMS 5 1,449.46 7,247.30  
 WOOD SPECIES: MAPLE WOOD (STANDARD)  
 MAPLE WOOD FINISH: VALLEY COORDINATE  
 SEAT FABRIC: GRADE L2  
 CORTINA LEATHER  
 CAPRONE - GLOVE (1-10)  
 BACK FABRIC: GRADE C  
 MOMENTUM TEXTILES  
 INFINITY C-ZERO - DOVE (09212443)  
  
 GLIDES: RUBBER CUSHION METAL GLIDES (STANDARD)  
 JASPERGROU

Tag For C-10B

**Qty Description**

- 2 FLOOR 2 - RM 213
- 3 FLOOR 3 - PURCHASING DEPT 307

<b>Sub Total</b>	7,247.30
<b>NON TAXABLE</b>	0.00
<b>Total</b>	<b>7,247.30</b>

**C-15**

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Quotation 8047  
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NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.907.7200

Description	Quantity	Unit Price	Extended Price
<b>385 490410U - Move; Chair, Upholstered back, No arms, Glides</b> <b>FRAME: 7239 MIDNIGHT</b> <b>SHELL: 6259 MIDNIGHT(SOLAR BLACK)</b> <b>UPHLSTRY: 5887 PEBBLE</b> <b>GLIDES: *OPT:GLIDES</b> <b>HARD GLD: STD.HARD GLIDES</b> STEELCASE Tag For C-15	3	258.52	775.56
<b>Qty Description</b> 3 FLOOR 2 - RM 240			

<b>Sub Total</b>	775.56
<b>NON TAXABLE</b>	0.00
<b>Total</b>	775.56

T-4B			
<b>386 COSFZWTRD - Montara650; Table-Work Height, Round, 28 1/2H</b> <b>Diameter: 24.00000</b> <b>Base Finish: Smooth Paint 4138 - GRAPHITE MET GLOSS PAINT</b> <b>Top Finish: Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)</b> <b>Edge Finish: Plastic - PG1 6242 - VIRGINIA WALNUT</b> <b>Devices: No Device</b> STEELCASE Tag For T-4B 24/28H	1	767.00	767.00
<b>Qty Description</b> 1 FLOOR 2 - RM 245			

<b>Sub Total</b>	767.00
<b>NON TAXABLE</b>	0.00
<b>Total</b>	767.00

T-7			
<b>387 VLYRECML - Verlay; Table-Rectangle, Seated height, Metal legs</b> <b>Size Option: Modular</b> <b>Shape Type: Straight</b> <b>Depth: 42.00000</b> <b>Width: 96.00000</b> <b>Worksurface Corner Shape: Square Corner</b> <b>Top Surface Finish: Woodgrain HPL 2535 - VIRGINIA</b>	2	3,983.76	7,967.52

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**Quotation 8047**  
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Description	Quantity	Unit Price	Extended Price
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**387 WALNUT (HPL)**  
**Grain Direction:** Long Grain  
**Edge Profile:** 3MM Plastic Edge  
**Edge Finish:** Plastic - PG1 6242 - VIRGINIA WALNUT  
**Leg Type:** U-Leg  
**Leg Finish:** Textured Paint 7239 - MIDNIGHT  
**Leg Insert Finish:** Furniture Linoleum C014 - CHARCOAL  
**Grommet:** CC Grommet  
**Power Grommet Finish:** Textured Paint 7239 - MIDNIGHT  
**Power Grommet Lid Finish:** Textured Paint 7239 - MIDNIGHT  
**Grommet Count:** 2 Grommets  
**Surface Power:** 1 USB Type C, 2 Power  
**Infeed:** Hardwire  
**Conduit Length:** 144.00000

STEELCASE

**Tag For** T-7  
 42/96

**Qty Description**

1 FLOOR 2 - RM 219  
 1 FLOOR 2 - RM 239

<b>Sub Total</b>	7,967.52
<b>NON TAXABLE</b>	0.00
<b>Total</b>	<b>7,967.52</b>

T-8

<b>388 COSFZWTRD - Montara650; Table-Work Height, Round, 28 1/2H</b>	<b>4</b>	<b>1,135.00</b>	<b>4,540.00</b>
<b>Diameter:</b> 36.00000			
<b>Base Finish:</b> Smooth Paint 4180 - GRAPHITE MATTE			
<b>Top Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)			
<b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT			
<b>Devices:</b> 1 Power Module			
<b>Device Configuration:</b> 1 Power   1 USB A   1 USB C			
<b>Device Finish:</b> Smooth Paint 4180 - GRAPHITE MATTE			
STEELCASE			
<b>Tag For</b>	T-8 36/28H		
<b>Qty Description</b>			
1 FLOOR 2 - RM 221			
1 FLOOR 2 - RM 225			

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**Quotation 8047**  
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NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

Description	Quantity	Unit Price	Extended Price
388	1 FLOOR 3 - BACK CORNER OFFICE		
	1 FLOOR 3 - RM 340		
<b>Sub Total</b>			<b>4,540.00</b>
<b>NON TAXABLE</b>			<b>0.00</b>
<b>Total</b>			<b>4,540.00</b>

T-9			
389	<b>DCRNSV1002424 - LAMINATE DRUM TABLE</b> ADLER SERIES Model: DCRNSL1002424 Size: 24" DIA. X 24"H Shape: ROUND VENEER SPECIES: NEVINS STANDARD VENEER FINISH: GREIGE OAK OPTION PLINTH: PL2 2" BLACK LAMINATE NEVINSINC	1	1,114.88
			1,114.88
<b>Tag For</b>	T-9		
	<b>Qty Description</b>		
	1 FLOOR 2 - RM 213		

<b>Sub Total</b>			<b>1,114.88</b>
<b>NON TAXABLE</b>			<b>0.00</b>
<b>Total</b>			<b>1,114.88</b>

T-13			
390	<b>FLOOR-3648-RT - Floor Mounted Conference Table</b> 36"D x 48"W, Rectangle Basic Price Table Shape: Rectangle Table Size: 36"D x 48"W Top Color: HPL - High Pressure Laminate Laminate Types: Woodgrain Laminates Laminate Colors: Wilson Sap Walnut (8221-38) Edge: Standard Edge Edge Profile: 3mm Vinyl Edge Edge Color: Wilson Sap Walnut (8221-38) Bases Table Height: Standard Height - 29" Base Colors: Black (QuickShip) SPECIALTLL	1	1,249.50
			1,249.50
<b>Tag For</b>	T-13		
	<b>Qty Description</b>		
	1 FLOOR 2 - RM 240		

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**Quotation 8047**  
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NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

Description	Quantity	Unit Price	Extended Price
<b>Sub Total</b>			1,249.50
NON TAXABLE			0.00
<b>Total</b>			<b>1,249.50</b>

**ST-2**

391	<b>EACH - TAB DESIGNER CABINET</b> 67H X 42W X 18.5D FINISH: MEDIUM GREY METALLIC 4 DRAWERS PLUS 1 FULL SHELF R/O ON TOP LOCKING 12H DRAWERS FULL DRAWER RULLS ADJUSTABLE LEVELING GLIDES TABPRODUCT	18	5,155.00	92,790.00
<b>Tag For</b>	ST-2			

**Qty Description**

18 FLOOR 2 - RM 214

<b>Sub Total</b>	92,790.00
NON TAXABLE	0.00
<b>Total</b>	<b>92,790.00</b>

**C-11**

392	<b>STLLNGST2 - Umami; Lounge-Straight, Double</b> Depth: 30.00000 Width: 60.00000 Color Scheme: Monolithic Seat Finish: Foundation 5880 - SEAL Frame Finish: Smooth Metallic 4799 - PLATINUM METALLIC Table: No Table Power: No Power STEELCASE	1	2,304.44	2,304.44
<b>Tag For</b>	C-11 TOGETHER			

**Qty Description**

1 FLOOR 3 - BACK OPEN AREA

393	<b>STLLNGCR1 - Umami; Lounge-Corner, Single</b> Depth: 30.00000 Width: 30.00000 Color Scheme: Monolithic Seat Finish: Foundation 5880 - SEAL Frame Finish: Smooth Metallic 4799 - PLATINUM METALLIC	1	2,035.20	2,035.20
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**Quotation 8047**  
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Description	Quantity	Unit Price	Extended Price
<b>393</b> Power: No Power STEELCASE Tag For C-11 <div style="margin-left: 40px;"> <b>Qty Description</b>  <hr/>           1 FLOOR 3 - BACK OPEN AREA         </div>			
<b>394</b> <b>STLLNGST1</b> - Umami; Lounge-Straight, Single Depth: 30.00000 Width: 30.00000 Color Scheme: Monolithic Seat Finish: Foundation 5880 - SEAL Frame Finish: Smooth Metallic 4799 - PLATINUM METALLIC Power: No Power STEELCASE Tag For C-11 <div style="margin-left: 40px;"> <b>Qty Description</b>  <hr/>           1 FLOOR 3 - BACK OPEN AREA         </div>	1	1,579.40	1,579.40
<b>395</b> <b>STLPLTF1</b> - Umami; Platform-Single Depth: 15.00000 Width: 30.00000 Color Scheme: Monolithic Top Finish: Foundation 5880 - SEAL Frame Finish: Smooth Metallic 4799 - PLATINUM METALLIC Table: No Table Power: No Power STEELCASE Tag For C-11 <div style="margin-left: 40px;"> <b>Qty Description</b>  <hr/>           1 FLOOR 3 - BACK OPEN AREA         </div>	1	854.36	854.36
<b>Sub Total</b>			6,773.40
NON TAXABLE			0.00
<b>Total</b>			<b>6,773.40</b>

**C-12**

<b>396</b> <b>1131.FT2.PS.PB.AR0</b> - Orbix, Wire Rod Chair, Plastic Seat, Plastic Back, Armless Frame Finish: FC15: Chrome Frame Glide Option Selection:	29	104.43	3,028.47
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NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.907.7200

Description	Quantity	Unit Price	Extended Price
<b>396</b> <b>G0: No Glides</b> <b>Plastic Shell Color Selection:</b> <b>SC20: Latte</b> <b>Packaging Options:</b> <b>AC: Fully Assembled in Carton</b> SITONIT <b>Tag For</b> C-12 <div style="margin-left: 100px;"> <b>Qty Description</b>  <hr/>           29 FLOOR 3 - RM 327         </div>			
<b>397</b> <b>1131.FT2.CART.AR0 - Orbix, Stacking Cart for Armless Models</b> SITONIT <b>Tag For</b> C-12 <div style="margin-left: 100px;"> <b>Qty Description</b>  <hr/>           1 FLOOR 3 - RM 327         </div>	1	183.56	183.56
<b>Sub Total</b>			3,212.03
<b>NON TAXABLE</b>			0.00
<b>Total</b>			<b>3,212.03</b>
<b>C-13</b>			
<b>398</b> <b>110141 - Sofy, 33x30x42, Lounge Highback Chair, Multiple Textiles</b> <b>Base:</b> <b>WDL: 4 Leg Wood</b> <b>~VEN: Veneer</b> <b>PCO: Pecan</b> <b>Shell Grade:</b> <b>2: Grade 2 Material</b> <b>OFSA: OFS Allure</b> <b>3128078: Fossil</b> <b>Seat/Back Cushions Grade:</b> <b>L2: Grade L2 Leather</b> <b>CDCH: Cortina Davenport Choice</b> <b>3126089: Fog</b> Sofy Chair OFSSALESCO <b>Tag For</b> C-13 <div style="margin-left: 100px;"> <b>Qty Description</b>  <hr/>           1 FLOOR 3 - WELNESS 326         </div>	1	1,427.16	1,427.16

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**Quotation 8047**  
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NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.907.7200

Description	Quantity	Unit Price	Extended Price								
<b>399 110090 - Sofy, 21.5x21.5x15.75, Ottoman, Multiple Textiles</b> <b>Base:</b> WDL: 4 Leg Wood ~VEN: Veneer PCO: Pecan <b>Top Grade:</b> L2: Grade L2 Leather CDCH: Cortina Davenport Choice 3126089: Fog <b>Bottom Grade:</b> L2: Grade L2 Leather CDCH: Cortina Davenport Choice 3126089: Fog OTTOMAN OFSSALESCO Tag For C-13	1	818.16	818.16								
<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;"><b>Qty Description</b></td> <td colspan="3"></td> </tr> <tr> <td style="text-align: right;">1 FLOOR 3 - WELNESS 326</td> <td colspan="3"></td> </tr> </table>				<b>Qty Description</b>				1 FLOOR 3 - WELNESS 326			
<b>Qty Description</b>											
1 FLOOR 3 - WELNESS 326											
<b>Sub Total</b>			2,245.32								
NON TAXABLE			0.00								
<b>Total</b>			<b>2,245.32</b>								
<b>C-14</b>											
<b>400 POLLYCH5S - Polly Shell</b> 5 star base SEAT: STONE GREY - RAL LEGS: BLACK 7030 Armless NAUGHTONE Tag For C-14	2	496.25	992.50								
<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;"><b>Qty Description</b></td> <td colspan="3"></td> </tr> <tr> <td style="text-align: right;">2 FLOOR 3 - RM 338</td> <td colspan="3"></td> </tr> </table>				<b>Qty Description</b>				2 FLOOR 3 - RM 338			
<b>Qty Description</b>											
2 FLOOR 3 - RM 338											
<b>Sub Total</b>			992.50								
NON TAXABLE			0.00								
<b>Total</b>			<b>992.50</b>								
<b>T-7</b>											
<b>401 VLYRECML - Verlay; Table-Rectangle, Seated height, Metal legs</b> Size Option: Modular	1	4,907.35	4,907.35								

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



9200 SORENSEN AVENUE  
 SANTA FE SPRINGS, CA 90670  
 TEL: 562.365.5000  
 FAX: 562.777.9742  
 WWW.TANGRAMINTERIORS.COM

Quotation 8047  
 Page 102 / 105 (cont'd)

NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.907.7200

Description	Quantity	Unit Price	Extended Price
<p>401 <b>Shape Type:</b> Straight  <b>Depth:</b> 48.00000  <b>Width:</b> 144.00000  <b>Worksurface Corner Shape:</b> Square Corner  <b>Top Surface Finish:</b> Woodgrain HPL 2535 - VIRGINIA WALNUT (HPL)  <b>Grain Direction:</b> Long Grain  <b>Edge Profile:</b> 3MM Plastic Edge  <b>Edge Finish:</b> Plastic - PG1 6242 - VIRGINIA WALNUT  <b>Leg Type:</b> U-Leg  <b>Leg Finish:</b> Textured Paint 7239 - MIDNIGHT  <b>Leg Insert Finish:</b> Furniture Linoleum C014 - CHARCOAL  <b>Grommet:</b> CC Grommet  <b>Power Grommet Finish:</b> Textured Paint 7239 - MIDNIGHT  <b>Power Grommet Lid Finish:</b> Textured Paint 7239 - MIDNIGHT  <b>Grommet Count:</b> 3 Grommets  <b>Surface Power:</b> 1 USB Type C, 2 Power  <b>Infeed:</b> Hardwire            STEELCASE  <b>Tag For</b> T-7                      48/144</p>			
<p><b>Qty Description</b>            1 FLOOR 3 - RM 337</p>			

<b>Sub Total</b>	4,907.35
NON TAXABLE	0.00
<b>Total</b>	<b>4,907.35</b>

T-10

<p>402 <b>CR60264</b> - Rectangle Top 60"D x 264"W, 3-pieces  <b>Finish and Edge:</b>  <b>A:</b> Standard Laminate - 3mm Edge  <b>X:</b> Formica/Wilsonart Non - Premium, Premium            ~: Please specify name and number of special laminate. Apply up  <b>Cable Management:</b>  <b>E:</b> Three Pwr/Data Cut-Outs, Ends Inset 36", Mid Center            Rectangle Top 60"D x 264"W, 3-pieces            A Finish and Edge Standard Laminate - 3mm Edge            **LAMINATE: WILSONART NON-PREMIUM            WILSONART NON-PREMIUM: SAP WALNUT (8221-38)**</p>	1	2,226.70	2,226.70
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Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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**Quotation 8047**  
 Page 103 / 105 (cont'd)

NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.907.7200

Description	Quantity	Unit Price	Extended Price
<b>402</b> E Cable Management Three Pwr/Data Cut-outs, Between Bases ENWORK Tag For T-10 Qty Description 1 FLOOR 3 - RM 306			
<b>403</b> <b>EAB264</b> - Expanse Table Base for 48"- 60"D x 264"W Top Paint: G: Storm (textured paint) Expanse Table Base for 48"- 60"D x 264"W Top ... Paint Skipped Option ENWORK Tag For T-10 Qty Description 1 FLOOR 3 - RM 306	1	15,278.55	15,278.55
<b>404</b> <b>PDE422</b> - Ellora Double, 4 pwr/2 data openings/2 USB A+C, cutout 9.81" x 8.0" Connectivity: 1: Daisy-Chain, Circuit 1 Color Selection: AR: Clear Aluminum w/ Black Interior Ellora Double, 4 pwr/2 data openings/2 USB A+C, cutout 9.81" x 8.0" ... Color Selection Skipped Option \$0.00 1 Connectivity Daisy-Chain, Circuit 1 ENWORK Tag For T-10 Qty Description 3 FLOOR 3 - RM 306	3	653.45	1,960.35
<b>405</b> <b>PDEJUMPXX</b> - Jumper for connecting 2 Ellora, or Alexander Units, pkg of 1 (Length determined by Enwork) Jumper for connecting 2 Ellora and Alexander Units, pkg of 1 (Length determined by Enwork) ENWORK Tag For T-10 Qty Description 2 FLOOR 3 - RM 306	2	61.95	123.90
<b>406</b> <b>A1BPS120</b> - Base Power Infeed for Straight Plug Circuit 1 (only), 20 Amp plug, 120" Infeed Use: -: (for Inset Floor Core)	1	158.20	158.20

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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**Quotation 8047**  
 Page 104 / 105 (cont'd)

NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.907.7200

Description	Quantity	Unit Price	Extended Price
<b>406</b> Base Power Infeed for Straight Plug Circuit 1 (only), ,20 Amp plug, 120" ENWORK Tag For T-10 Qty Description 1 FLOOR 3 - RM 306			

<b>407</b> PDGR - Universal Cable Gripper, 5 openings Universal Cable Gripper, 5 openings ENWORK Tag For T-10 Qty Description 12 FLOOR 3 - RM 306	12	12.60	151.20
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<b>Sub Total</b>	19,898.90
<b>NON TAXABLE</b>	0.00
<b>Total</b>	<b>19,898.90</b>

T-11

<b>408</b> DCRNSV1001824 - LAMINATE DRUM TABLE ADLER SERIES Model: DCRNSV1001824 Size: 18" DIA. X 24"H Shape: ROUND VENEER SPECIES: NEVINS STANDARD VENEER FINISH: GREIGE OAK OPTION PLINTH: PL2 2" BLACK LAMINATE NEVINSINC Tag For T-11 Qty Description 2 FLOOR 3 - PURCHASING 307	2	924.75	1,849.50
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<b>Sub Total</b>	1,849.50
<b>NON TAXABLE</b>	0.00
<b>Total</b>	<b>1,849.50</b>

T-12

<b>409</b> CYRS3060A - Zori 30"D Straight T-Leg Flip Table 60"W Top w/ 3mm Edge <b>Paint Options:</b> G: Storm <b>Laminate:</b> X: Wilsonart/Formica Non - Premium, Premium ~: Please specify name and number of special laminate. Apply up	14	736.75	10,314.50
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Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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 SANTA FE SPRINGS, CA 90670  
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 FAX: 562.777.9742  
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**Quotation 8047**  
 Page 105 / 105 (cont'd)

NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.907.7200

Description	Quantity	Unit Price	Extended Price
<b>409 Routing Holes Option:</b> N: No routing holes in leg <b>Caster Color:</b> B: Black Casters <b>Accent Foot Trim:</b> N: Standard Foot <b>Cable Mgmt:</b> N: No Cable Management ENWORK Tag For T-12			
<b>Qty Description</b> 14 FLOOR 3 - RM 327			
<b>Sub Total</b>			10,314.50
NON TAXABLE			0.00
<b>Total</b>			<b>10,314.50</b>
<b>410 VENDOR FREIGHT (FEE)</b>	1	14,673.00	14,673.00
<b>418 TANGRAM TO RECEIVE, DELIVER AND INSTALL DURING NORMAL BUSINESS HOURS, FREE AND CLEAR ACCESS WITH ELEVATOR USE. NO STAIR CARRY. (FEE)</b>	1	168,517.00	168,517.00
<b>Quotation Totals</b>			
<b>Sub Total</b>			1,026,537.02
NON TAXABLE			0.00
<b>Grand Total</b>			<b>1,026,537.02</b>

End of Quotation

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



11/16/23

Judge Todd Little  
Presiding Officer  
Ellis County Commissioners Court  
101 W Main St.  
Waxahachie, TX 75165

Dear Judge Little:

Funny Car Chaos LLC (FCC) is pleased to confirm that FCC has selected Texas Motorplex located in Ennis, Texas, to host one of the most exciting events in our industry – the 2024 Funny Car Chaos at the Texas Motorplex from April 4-8, 2024.

The 2024 Funny Car Chaos event is a significant event because it is the largest funny car race in the world, uniting teams and racers from across the world for a head-to-head competition of this caliber that occurs only once a year.

There are very few facilities in the entire United States suitable for conducting an FCC event of this magnitude. After reviewing a number of venues interested in hosting the event, including locations in Nebraska, Kansas, Missouri and Louisiana, FCC has selected Texas Motorplex in Ennis, Texas to be the location of the 2024 Funny Car Chaos event.

In addition to our fans from Texas, we look forward to having fans and racers from all over the country join us for this prestigious event in Ennis, Ellis County, Texas and working with you to make this year's event a tremendous success.

We look forward to your support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Graves', with a long horizontal line extending to the right.

Christopher Graves  
*President*

3,2

# 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 2<sup>nd</sup> 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: 11/16/2023 SUPPORTING DOCUMENT(S) ATTACHED? Yes

NAME: Grace Pandithurai

PHONE: 972-825-5226 FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: The Ellis County Sexual Assault Response Team

ADDRESS: 109 S. Jackson, Waxahachie, TX 75165

PREFERRED DATE TO BE PLACED ON AGENDA: 11/28/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):  
Presentation of the 2023 Sexual Assault Response Team protocols and biennial report. Presentation of 2024 plans to assist law enforcement agencies to serve victims of adult sexual assault. Discussion, consideration and approval of additional core members, to include one law enforcement representative from each of the large law enforcement agencies in Ellis County.

Agency Name

Address, Phone Number, email

**NOTICE TO ADULT VICTIMS OF SEXUAL ASSAULT AND RELATED CRIMES**

It is a crime for any person to cause you any physical injury or harm.

Please tell the investigating peace officer if you have been injured or if you feel you are going to be in danger when the officer leaves or later.

**You have the right to:**

Obtain a medical forensic exam within 120 hours of the assault to collect potential evidence and receive preventative medications, even if you decide not to make a police report; and

Anonymously track or receive updates regarding the status and location of each item of evidence collected in your case; and

Have an advocate present during this exam and during an investigative interview with law enforcement; and

Ask the local prosecutor to file a criminal complaint against the person who assaulted you; and

If a defendant is arrested for a crime against you involving sexual assault or abuse, trafficking or stalking, you may request an emergency order of protection be issued by a magistrate; and

Apply to a court for a permanent order to protect you (you should consult a legal aid office, a prosecuting attorney, or a private attorney). You cannot be charged a fee by a court in connection with filing, serving, or entering a protective order.

For example, the court can enter an order that:

- (1) the person not commit further acts of violence;
- (2) the person not threaten, harass, or contact you or a member of your family or household;
- (3) prohibits the person from going near your place of employment, child care facility or school of you or a member of your family.

If you have questions about the status of your case or need assistance, you may contact the (Insert name of agency) crime victim liaison or advocate at \_\_\_\_\_. Your Investigative contact is \_\_\_\_\_ at (insert phone number) \_\_\_\_\_.

If you would like to speak with someone in the prosecuting attorney's office you may reach the victim assistance coordinator, Jamie Morales, at [Jamie.morales@co.ellis.tx.us](mailto:Jamie.morales@co.ellis.tx.us), (972) 825-5046

**Call the following sexual assault program or social service organization if you need assistance or wish to speak with an advocate:**

The Heights, 2230 Bryan Place, Midlothian, TX 76065, 469.672.6494

The Women's Center of Tarrant County, 1723 Hemphill St, Fort Worth, TX 76110, 817-927-2737

The Dallas Rape Crisis Center, 2801 Swiss Ave, Dallas, TX 75204, 972-641-7273

**You may receive a sexual assault forensic exam at the following location(s):**

John Peter Smith Hospital JPS Health Network, 1500 S. MAIN, Fort Worth, TX 76104, (817) 702-7829 ER; (817) 702-7263 SAFE Suite

Parkland Hospital Rape Crisis Center, 5200 Harry Hines Blvd. , Dallas , TX 7523, 214-590-0430

Baylor Scott and White, 3500 Gaston Ave Dallas, TX 75246, 214.820.2505 (ER)

# ELLIS COUNTY

## *ADULT SEXUAL ASSAULT RESPONSE TEAM (SART) PROTOCOL 2023*



This protocol was developed by the Ellis County SART Sexual Assault Response Team and reflects current best practice in community response to adult victim/survivors of sexual assault.

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**SECTION 1:  
ELLIS COUNTY  
SART PROTOCOLS  
INTRODUCTION**

## **OUR PURPOSE**

The Ellis County Sexual Assault Response Team (SART) is a multidisciplinary, system-focused collaboration that brings together various professionals who address adult sexual assault with the goal of improving the local response for victims/survivors. A system-focused response is a long-term comprehensive method for a community to address all aspects of its response to sexual assault, which concentrates on patterns across all disciplines and agencies involved in that response. The purpose of this protocol is to provide written guidelines that help define roles and responsibilities to the agencies responding to disclosures and reports of adult sexual violence. The goal is to outline best practices, optimize the community-wide response to sexual assault victims/survivors, reduce trauma to victims/survivors, encourage participation during the criminal justice process when appropriate, and improve our community's ability to hold perpetrators accountable.

## **TEAM MISSION STATEMENT**

The mission of the Ellis County Sexual Assault Response Team is to promote a collaborative and coordinated multidisciplinary response from agencies and organizations that work with adult sexual assault victims/survivors in Ellis County. Our goal is that this response will foster a community sensitive to the needs of adult sexual assault victims/survivors and hold sexual offenders accountable.

## **ELLIS COUNTY SART - PHILOSOPHIES AND PRINCIPLES**

In our community, victim/survivor-centered means actively listening with compassion, empowering victims/survivors to make informed choices, and respectfully upholding those decisions when appropriate.

We are committed to understanding, recognizing, and increasing responder awareness of the impact that trauma can have on individuals in the community. This philosophy, known as a trauma-informed approach, is based on the understanding that:

- A significant number of people with mental illness have experienced trauma in their lives;
- Trauma may be a factor for many people in distress;
- Past experiences can directly affect how someone responds to trauma; and
- Trauma can impact the victim/survivor emotions and relationships with others.

When providing a trauma-informed response, one should consider how his or her physical presence, stature, posture, volume, tone, smell, and demeanor might come across to the victim/survivor.

To ensure interactions are attentive and mindful, responders should put knowledge in practice by using five guided principles:

- Safety—assuring that physical and emotional safety is first and foremost;
- Trustworthiness—building trust between the law enforcement officer, dispatcher, service provider and the victim/survivor;
- Choices—giving the victim/survivor the ability to make choices regarding the progress of their own case when safe and appropriate to do so;
- Collaboration—working with one another to better serve the victim/survivor’s needs; and
- Empowerment—encouraging the victim/survivor to take control of their response when safe and appropriate to do so.

## **SART MEMBERS AND GUIDELINES**

The Ellis County Commissioners Court is tasked with approving the appointment of core members to the Ellis County SART. Core members are defined by statute. If one of the members is unable to fulfill their duties, the Commissioners Court must fill the vacancy no later than the 30<sup>th</sup> day after the date the vacancy occurs. Approved Core members as of December 2023 are:

- Presiding Officer – Chief Felony Prosecutor Grace Pandithurai, designate for Ann Montgomery, Ellis County and District Attorney;
- Chief Joe Wisner, Waxahachie Police Department, or his designate, Lt. Josh Oliver,
- Sheriff Brad Norman, Ellis County Sheriff’s Office, or his designate, Captain Tommy Hale;
- Dr. Elizabeth Ortiz, Vice President and Chief Nursing Officer, Baylor Scott and White Medical Center at Waxahachie, or her designee;
- Abby Brookshire, victim/survivor advocate;
- Jennifer Salzman, Executive Director of The Heights

### **Suggested additions for 2023:**

- Chief Carl Smith Midlothian Police Department, or his designate, Commander Byron Stewart,

- Chief Garland Wolf, Red Oak Police Department, or his designates Lt. Jason Meeks or Sgt. Cody McKinney,
- Chief Dustin Munn, Ennis Police Department, or his designate Lt. David Williams,

In addition, other members of local law enforcement agencies, crime lab personnel, hospitals that provide SANE services, military professionals, and local college Title IX administrators are invited to attend our regular meetings. SART is limited to professional service providers who are part of investigative agencies across Ellis County, or service providers who play an essential role in the response to sexual assault in Ellis County. This includes staff members from John Peter Smith Hospital (JPS) in Tarrant county, where victims/survivors of sexual assault from Ellis County are currently treated. The presiding officer will send out invitations to the quarterly meetings to the applicable agencies. SART is not open to the general public.

Ellis County SART meets quarterly at the Ellis County Courts Building, Waxahachie Police Department, Baylor Scott and White Hospital, or the Ellis County Sheriff's Office Training Center. Each meeting consists of a review of trends in our community surrounding sexual assault. We will discuss any concerns in the field to better facilitate services and investigations for our victim/survivors. A quarterly meeting may include a training provided by one of the participating agencies on topics that are reflective of the dynamics of sexual assault within Ellis County.

The current protocol will be reviewed biennially to ensure that it represents the most effective systems and procedures to provide services to victim/survivors in our community. This evaluation will include a case evaluation to understand how the protocol was implemented.

Agencies will also receive training twice a year on the best practices outlined in this protocol. In addition, not less than 90 days after the last day of a legislative session, the SART team will review and amend as necessary any protocols, forms, or guidelines adopted by the legislature.

All Ellis County SART members and invited participants sign in and agree to not disclose or disseminate confidential information during the SART meetings. Members and participants are not permitted to record meetings and are prohibited from using their participation for their private gain. The core members will investigate all reported instances of protocol breaches and course of action as a result.

## **Professional Behavior**

Professional and ethical behavior is expected at all times from members and participants. Members and participants shall promote a harmonious work environment by communicating and interacting professionally and respectfully. Members and participants must conduct themselves in such a way as to promote a positive image of Ellis County SART and uphold its mission. Conflicts and disagreements will be handled respectfully with all participants listening to views of others.

## **Review Process for Violations**

Members and participants of the Ellis County SART shall report incidents of possible breaches of protocols or conflicts involving others to the approved core members.

## **Accountability**

This protocol constitutes the standards of ethical business conduct required of all Ellis County SART members and participants. Anyone who fails to comply with this protocol is subject to appropriate action, including termination from participation.

The success of our SART is dependent on the trust and confidence we earn from our agencies, stakeholders, and especially the people we serve. We are committed to conducting our business with integrity.

**SECTION 2:  
CORE ASPECTS OF THE  
COLLABORATIVE RESPONSE**

## **EQUITABLE ACCESS TO SERVICES**

Access to services in the aftermath of sexual violence is the most pressing issue facing many victims/survivors, responders, and communities. A one-size-fits-all approach is harmful to victims/survivors and results in negative case outcomes, as many communities, identities and populations experience differing levels of ability to access services. Processes based on creating equitable access means that services are designed to respond to the needs of individuals as well as groups. Examples include language access, materials that reflect diverse populations or cultural groups, and processes that have options for victims/survivors to get the tailored assistance they need after experiencing sexual violence.

All agencies represented on our SART will work collaboratively to provide access to culturally sensitive, gender inclusive and linguistically available services through the use of language lines and in-person interpretation, trauma-informed providers and outreach literature.

## **RESPONDING TO DISCLOSURES OF SEXUAL VIOLENCE**

Research consistently demonstrates that the first disclosures of sexual violence determines a victim/survivor's healing and recovery path. Disclosure often happens in multiple stages, with victim/survivors providing limited information to determine what type of reaction they will get from the person to whom they disclose. If a victim/survivor experiences negative or judgmental reactions from agency staff members, they are more likely to never disclose again or alter what parts of their experiences they disclose. Victims/survivors, who experience positive and supportive reactions, are more likely to continue to seek services and experience fewer mental and physical health impacts. These positive reactions include empathy, support, active listening, and asking non-judgmental questions.

Responders must handle sexual violence disclosures with understanding and compassion to facilitate better sexual assault case outcomes and increase public safety. All responders, regardless of the nature of their position, can offer positive and supportive reactions without compromising the integrity of their work. As such, our team commits to increasing our effectiveness in responding to disclosures of sexual violence.

## **KNOWN CONTEXTS OF SEXUAL VIOLENCE**

It is our intent and hope that all adult victim/survivors making an outcry of sexual assault in our community be met with trained and prepared first responders that have a plan for getting them care and pursuing justice on their behalf. In order to accomplish this goal, we will train first responders on the importance of trauma-informed responses and victim/survivor-centered practices in an effort to ensure victims/survivors in Ellis County are treated according to best-practice standards for all of our partner disciplines.

Some of the contexts of sexual violence for which responders must have a knowledge-base and potentially specific practices and policies include, but are not limited to:

- Discipline specific practices;
- Trauma-informed approach;
- Brief encounter or acquaintance assaults;
- Spousal or known familial perpetrators;
- Alcohol or drug facilitated assault;
- Helping professional assaults; and
- Sexual exploitation or trafficking.

Ellis County SART will regularly train on these topics at our meetings as well as provide training to agencies in our county when requested. We will review the new information and evidence trends in sexual assault seen in our community so that we can be prepared to meet the needs of our agencies for specific training.

It is our belief that by providing a well-trained first response to a disclosure of sexual assault by a victim/survivor, we can help with services provided to the victim/survivor, better facilitate sexual assault case outcomes, and increase public safety.

## SEXUAL ASSAULT ADVOCACY PROGRAMS

There are two types of advocates—community-based and systems-based. The primary difference between the two is the nature of communications and confidentiality protections. Each type of advocate provides an essential component of support for the victim/survivor. Teams and communities must distinguish between the types of advocacy available and incorporate advocacy that has confidentiality protections in order to provide the best possible services for victims/survivors.

**Systems-based advocates** are advocates that are employed by law enforcement or the County and District Attorney's Office that cannot provide confidential services. A systems-based advocate's records can be subpoenaed, or if a victim/survivor shares certain types of information—such as exculpatory information—the advocates are compelled to share that information with other systems professionals. Systems-based advocates or victim/survivor-witness advocates typically have limited flexibility in being able to accompany a victim/survivor in all parts of the response process or providing long-term or aftercare.

**Community-based advocates** are advocates that belong to organizations that operate independently, provide comprehensive services, and exist outside of any criminal justice agency. Community-based advocacy is typically separated from systems-based advocates in that they are usually the only service providers that can offer confidential services protected by privileged communications statutes.

Inclusion of community-based advocacy from the point of disclosure to any systems professional improves the likelihood that victims/survivors will report their assaults, seek further medical care, and continue in the criminal justice process, all while reducing distress and negative outcomes.

Systems-based advocates do not offer victims/survivors the same types of protections regarding any information shared during disclosure as a community-based advocate. Further, community-based advocacy often can provide an array of assistance to victims/survivors outside of the typical types of assistance systems-based advocates can provide. While each type of advocacy provides important response and support elements, teams and providers that intentionally include community-advocates may see better case outcomes and long-term success.

## **CONFIDENTIALITY**

When identifying information or case details are discussed, a victim/survivor must have previously provided a release of information that is time-bound and specified to a limited discussion or activity. Therefore, the purpose of the Ellis County SART meetings are to focus on the elements of the response rather than individual case details to determine possible improvements in response, educational needs and quality assurance of current agency practices.

Protecting identifying information or case details about a victim/survivor is essential and it is important that the Ellis County SART members understand the limits of information sharing for each and every discipline. Agencies shall maintain confidentiality of records in accordance with state and federal law and their agency operating procedures.

## **PROVIDING FOLLOW-UP AND INFORMATION**

Regardless of outcomes of processes or procedures, service providers can provide better care and support for victims/survivors by providing follow-up, information, or explanations of the case status—even if that update is that the case cannot move forward or that there has been no new information or changes. One of the most important aspects of follow-up and information that leads to positive outcomes is providing clear, concise information. Many victims/survivors express that they do not know what is happening with the status of their cases, whether it is law enforcement investigations, referrals to prosecution, medical forensic kits, or trials. To improve the experiences of victims/survivors, service providers will provide a business card or written information to each victim/survivor with their agency's contact information and instructions for whom to call if they wish for an update on their case or have questions regarding a particular process.

SECTION 3:  
Agency Roles  
and Responsibilities

## **ADVOCACY**

Advocates play a unique role in the community and systems response to sexual violence in that they are the only member of the response whose sole focus is to be a supportive person to the victim/survivor as well as family members of victims/survivors. Advocates offer information, options, and supportive assistance in navigating the healing and justice processes. Advocates can accompany a victim/survivor in nearly all parts of the response—providing support during medical forensic exams, law enforcement interviews, as well as going through the court processes, and providing aftercare. Advocates focus their efforts on validating and supporting a victim/survivor in all his or her choices.

### **Community Based Advocacy –**

Currently Ellis County sexual assault victims/survivors are receiving services from community-based advocacy located in both Dallas and Tarrant County and are typically seen at the Women’s Center of Tarrant County. There are currently no sexual assault advocacy programs in Ellis County. The Heights Ellis County Family Resources is developing protocols and practices to serve sexual assault victims in our community.

#### **The Heights Ellis County Family Resources**

The Heights opened its doors in 2021 in Ellis County, providing virtual services for victims of domestic violence. The Heights center of services is a faith-based organization that embodies the family justice center model. The Heights is committed to working with families suffering from domestic violence, which often includes sexual assault victim/survivors.

#### **The Women’s Center of Tarrant County**

The Women’s Center of Tarrant County opened its doors in 1979 with a Helpline and Employment Program staffed by volunteers. In 1980, the Center adopted a small volunteer rape crisis program, providing crisis intervention to sexual assault victim/survivors at one hospital in the community as well as a 24-hour crisis hotline. Over the next forty years, the Rape Crisis & Victim Services program expanded to include a prevention and education program;

a team of licensed, professional clinical therapists; a full case management staff to assist with crisis intervention, Crime Victim's Compensation and information and referrals; a team of onsite Hospital Advocates stationed in the John Peter Smith (JPS) emergency department; and a legal team comprised of a full-time attorney and paralegal.

Our goal is that a collaborative advocacy response will be provided to victims/survivors from Ellis County from John Peter Smith Sexual Assault Nurse Examiner/Forensic Nurse Examiner (JPS SANE/FNE), Tarrant County Women's Center, and The Heights Ellis County Family Resources.

Rationale: Sexual Assault advocates can provide support, reassurance, crisis intervention, safety planning, and information to sexual assault victims/survivors during the medical, investigative, and judicial process.

Outcome: The sexual assault victim/survivor feels empowered and supported through the medical, investigative, and judicial process.

The primary objective of a sexual assault advocate is to inform, support, and accompany victims/survivors and their families through the aftermath of sexual assault.

Ellis County is committed to a Victim-Centered Approach which means that the needs and interests of victims/survivors are of central concern to system personnel as they respond.

For a sexual assault advocate, this means:

- Advocating on behalf of the sexual assault victim/survivor rights;
- Abstaining from any part of the process that the sexual assault victim/survivor does not want the advocate to attend;
- Giving full consideration to the sexual assault victim/survivor's wants and needs and, when presented with conflicting choices, deferring to the choice of the sexual assault victim/survivor;
- Ensuring the sexual assault victim/survivor has the information and knowledge to enable them (or "him or her") to make informed decisions;

- Respecting the human dignity and the uniqueness of the sexual assault victim/survivor, unrestricted by considerations of ethnic, age, social or economic status, personal attributes, sexual orientation, gender, national origin, veteran, or disability, the nature of the health problems, or religion;
- Maintaining respect for the sexual assault victim/survivor in interdisciplinary communications;
- Working collaboratively with team members to ensure the provision of quality services to the sexual assault victim/survivor; and
- Reinforcing explanations by Sexual Assault Nurse Examiner - SANE/Healthcare provider, law enforcement, prosecution, and professional counselor when appropriate.

The collaborative effort of community-advocates from JPS SANE/FNE, Tarrant County Women's Center, and The Heights Ellis County Family Resources serve as sexual assault advocates by providing:

- crisis interventions;
- 24-hr hotline;
- Safety planning;
- Hospital accompaniment:
  - Providing hospital with updated staff and volunteer list.
  - Providing transportation to and from hospital if needed and when available.
  - Arriving at the hospital within a timely fashion after the call from the hospital or law enforcement.
  - Notifying hospital registration that you have arrived and inquire about the whereabouts of the sexual assault victim/survivor.
  - Explaining to the sexual assault victim/survivor that (s)he has the right to ask any questions (s)he may have at any time before, during or after the exam.
  - Being prepared to answer any of the sexual assault victim/survivor questions regarding the forensic/medical exam;
- Law enforcement accompaniment, after receiving mandated training;
- Court accompaniment;
- Legal referrals;

- Crime Victim Compensation (CVC) support;
- Peer support and/or therapeutic counseling;
- Emergency transportation;
- Emergency shelter when necessary;
- Educating community collaborators regarding role of health care providers;
- Working collaboratively with all community members to communicate best practice on an ongoing basis. Sharing information to assist in the formulation of statistics to allow review of processes for improvement of delivered services;
- Normalizing the feelings of the victim/survivor:
  - Greeting sexual assault victim/survivor and sexual assault victim/survivor family/friends. Identifying yourself and the program you represent and that you are here to offer support and information;
  - Informing the sexual assault victim/survivor that anything (s)he says to the advocate is confidential and will not be repeated to anyone without his/her permission, a court order, or the limits of confidentiality as defined by law;
  - Inquiring if there is anything the sexual assault victim/survivor needs;
  - Offering to contact family or friends;
  - Providing information and emotional support:
    - Reassuring the sexual assault victim/survivor that (s)he is now safe;
    - Providing empathy and support;
    - Validating the sexual assault victim/survivor responses
    - Letting the sexual assault victim/survivor know you are available to listen
    - Discouraging feelings of guilt and self-blame
    - Listening
- Educating and providing information to the victim/survivor and family/friends about what the victim/survivor may be experiencing emotionally and/or physically and what the victim/survivor may still have to go through either emotionally or physically;

- Educating and informing the victim/survivor and family/friends about what procedural events may follow:
  - Informing the family/friend(s) in the waiting room of the progress of the sexual assault victim/survivor exam at the sexual assault victim/survivor request;
  - Providing information and support for the family/friend(s) of the sexual assault victim/survivor;
- Providing support to the victim/survivor during the medical/forensic exams;
- Providing additional support through the criminal justice and/or recovery process;
- Providing information about crime victims' rights;
- Assisting victim/survivors in navigating the medical, criminal justice, and any other systems due to the sexual assault:
  - Informing the sexual assault victim/survivor about services and other relevant community resources;
  - Providing written information to the sexual assault victim/survivor on how to access services, including the 24-hour hotline number;
  - Providing a written copy of victim rights and information regarding crime prevention to the sexual assault victim/survivor;
  - Making arrangements with sexual assault victims/survivors to assist in the completion of the Victim Impact Statement packet;
  - Facilitating access to other services as needed;
  - Ensuring that the sexual assault victim/survivor has clothes when departing this hospital and does not have to leave wearing hospital-issued clothing;
  - Ensuring that the sexual assault victim/survivor leaves the medical facility safely, with family, friends, or law enforcement, including arranging for transportation if needed;
  - Assessing sense of safety at time of discharge and helping to arrange for safe housing if needed.

## **Crisis Response and Facilities**

- The Women's Center's (TWC) crisis hotline and hospital accompaniment response for sexual assault victims/survivors operates 24 hours a day, 7 days a week.
- During business hours (Monday-Friday, 9 am-5 pm), the hotline rings to the office and a member of the Crisis team will answer the line. If there is a request for hospital accompaniment services, a staff member or volunteer advocate will respond to provide the service.
- John Peter Smith (JPS) Hospital is where Ellis County sexual assault victim/survivors are currently being treated.
- An advocate from TWC is offered for every adult sexual assault victim/survivor that is treated at JPS. Once a patient is treated, the TWC advocate and the Heights advocate will work together for a smooth transition.

## **Notifications**

- When a victim/survivor of sexual assault arrives at an area hospital, the emergency department will contact TWC's hotline to notify the agency there is a victim/survivor who requires a forensic exam accompaniment.
- An advocate will arrive onsite within approximately 30 minutes to meet with the victim/survivor.
- The advocate's role is to provide emotional support, information, and crisis intervention, and occasionally serve as a liaison between the victim/survivor, the hospital, and/or law enforcement.
- By victim/survivor request, the advocate may sit in on a law enforcement interview or in the medical exam as the nurse collects evidence. Only trained advocates will attend law enforcement interviews.
- The advocate is also available to support and provide information to any significant others present during the exam.
- The advocate is responsible for ensuring the victim/survivor rights are afforded during the exam and investigative process.
- The standard practice is to accompany the patient from the time the advocate arrives to the victim/survivor's discharge.

- The advocate will collect all needed information and two weeks after the hospital visit, the victim/survivor will receive a check-in call from TWC staff offering support and resources.

Within 72 hours, the advocate will:

- Contact the sexual assault victim/survivor (unless sexual assault victim/survivor has specifically refused services).
- Explain the resources available for supportive services including law enforcement accompaniment, court accompaniment, counseling services, assistance with completing crime victim/survivor's compensation forms, referrals to other agencies, reminding sexual assault victim/survivor to follow-up with medical contacts, and reminding about CVC payments.
- Provide the client with a Victim Impact Statement packet and review when necessary.
- Inquire if there is anything else the advocate can do at the time.

### **Hospital Advocate Program**

- TWC employs three full-time Master-level Hospital Advocates who are stationed onsite at JPS hospital every day of the week, including Saturday and Sunday.
- The full-time Hospital Advocates provide immediate accompaniment, support and case management to sexual assault patients and other patients who have suffered any other type of violent crime.
- Outside full-time Hospital Advocate response hours, field "backup" staff or volunteers provide forensic exam accompaniments to both JPS and the Texas Health facilities.

### **Law Enforcement Accompaniment**

- In an effort to follow trauma-informed investigation techniques, the law dictates that before conducting an investigative interview with an adult victim/survivor, a peace officer is required to offer the presence of a certified sexual assault program advocate, if one is available at that time.
- If one is not immediately available, the officer may use a victim/survivor services or victim/survivor witness council, or a sworn officer that has

completed the Office of the Attorney General (OAG) 40-hour sexual assault program training.

- TWC routinely offers the required OAG training to victim/survivor service professionals in the community to ensure their department is in compliance with the legislation, should there be a circumstance in which TWC is not available to respond to an interview request.
- When a community advocate has been requested during the law enforcement investigation, the advocate will commit to do the following when appropriate for the victim/survivor and the case:
  - Ask the detective what his or her requests are;
  - Ask detective where to meet sexual assault victim/survivor (when initial contact is made by law enforcement agencies);
  - Provide updates on the progress of the case at the request of the sexual assault victim/survivor;
  - Obtain the case number from detective and give it to the victim;
  - Attend follow up interviews;
  - Have sexual assault victim/survivor sign an authorization to obtain/release information, and specify what information can be obtained/released.

### **Court Accompaniment**

- When a community advocate has been requested during the judicial process, the advocate will commit to do the following when appropriate for the victim/survivor and the case:
  - Contact the Ellis County and District Attorney's Victim's Assistance Coordinator. Ask if the prosecutor assigned to the case has any questions;
  - Obtain status updates on the case;
  - Provide District Attorney's office with completed Victim Impact Statement packet or list of incomplete paperwork;
  - Inform the District Attorney's office of the victim/survivor requests.
  - At the request of the sexual assault victim/survivor, provide accompaniment, emotional support, information, and advocacy for the sexual assault victim/survivor.

## 2024 Protocol Plans for Community Advocacy

The Heights is in the process of developing new protocols to be able to offer sexual assault victim services within Ellis County, hopefully to be implemented in 2024. The Heights' staff and approved volunteers would be trained by the Tarrant County Women's Center as certified sexual assault advocates, providing support to victims during the law enforcement meetings and SANE exam.

The Heights' advocate response during law enforcement meetings:

- Upon training, if available, an advocate can be requested to meet with the victim and investigative officer at the local law enforcement agency. Officers can call The Heights' hotline at 469-672-6494 to request advocate assistance.
- If an advocate from The Heights is not available, law enforcement officers should contact their own agency's victim assistance coordinator.
- If it does not conflict with local law enforcement agency policy, and if the privacy of the investigation and the victim is protected, The Heights can provide private office space with recording equipment where law enforcement may conduct interviews with sexual assault victims.

Advocate response to SANE:

- The Heights campus is building a private exam room where a SANE can be completed. Designed to be a **Safe Ready Facility** by the Texas Attorney General's Office, the space will meet the minimum standard of practice by providing, per Health and Safety Code Chapter 323:
  - A dedicated room or a room that can be easily converted to use for the examination. The room should be able to be locked from the inside and have a bathroom and/or shower attached if possible.
  - A quiet comfortable place, out of the public space of the facility, where the patient can wait for the examination to begin.
  - Appropriate equipment available to illuminate body surfaces with alternate light source, to allow accurate identification of the patient's injuries and facilitate the accurate documentation of injuries.
  - Maintaining the confidentiality of the patient and integrity of evidence collected as well as the patient's forensic medical records.
  - Providing the Texas Health and Human Services Information Form

<https://www.hhs.texas.gov/sites/default/files/documents/sa-victim/survivor-safe-info.pdf>

- The Heights is seeking partnership with a local hospital to provide a SANE nurse under the hospital's medical supervision so that a SANE can be provided on campus.
- If a SANE is completed at a different location, an advocate from The Heights can be requested to meet with the victim and SANE nurse. Officers can call The Heights' hotline at 469-672-6494 to request advocate assistance.
- If an advocate from The Heights is not available, law enforcement officers should contact their own agencies victim assistance coordinator.
- In the event that a SANE nurse is not available in Ellis County, the victim should be referred to nearby Metroplex hospitals with a SANE program.

## **LAW ENFORCEMENT**

Law Enforcement provides safety, investigation, and case follow-up for victims/survivors of sexual violence. While there are different types of officers and agencies, the key element that carries across law enforcement is the primary focus on investigating and establishing the elements of a crime. From taking the initial reports to filing the case with the County and District Attorney's Office, law enforcement focuses their efforts on increasing public safety.

Trauma-informed investigation techniques have significantly altered how law enforcement interacts with victims/survivors. The results of these techniques have been positive. Other tools include the use of "soft rooms" that are designed to provide an atmosphere of comfort for victims/survivors. Finally, well-written offense reports provide a solid foundation for successful prosecution of sexual violence.

### **Initial Investigative Response (Patrol/First Responder)**

- Patrol officers and supervisors should be trained on investigative expectations while managing sexual assault calls/scenes.
- Police 911 call-takers should have a script as it relates to Sexual Assault 911 calls, to help maintain safety for the victim/survivor, crime scene security and preservation of evidence, and obtaining initial information for first responders to aid in the identity and location of suspect(s), identity of witnesses, identity of the suspect vehicle, direction of travel if applicable, and maintain confidentiality of victim/survivor.
- A patrol supervisor should be involved in the initial response, to assess the call/situation and ensure proper coordinated response occurs and appropriate notifications are made for any immediate CID investigative response if necessary.

### **Managing the Scene and Victim/ survivor Contact:**

- Locate/secure scene of offense
- Provide any immediate medical intervention if necessary.

- A sexual assault victim/survivor's person and body can be a crime scene. Depending on the nature of offense, discourage the victim/survivor from urinating, drinking, brushing their teeth, and bathing.
- Obtain necessary details from the victim/survivor to establish offense and information to secure/preserve crime scene(s), evidence, and identity of suspects and any witnesses.
- Utilize additional officers or resources to manage the scene(s) and preserve/locate evidence, witnesses, and suspect(s).
- Obtain complete victim/survivor information including alternate contact phone numbers, social media information if available, and/or email address.
- Complete the Ellis County Adult Sexual Assault Packet documenting details of the offense and provide the victim/survivor with the victim/survivor notification sheet. (The Ellis County Sexual Assault packet is for adult victims/survivors only.) If the victim/survivor is an adult and is reporting a delayed offense when they were a child, the Sexual Assault packet does NOT apply. If the victim/survivor chooses to use a pseudonym, use the victim/survivor's initials on this form.
- If the victim/survivor uses a pseudonym per CCP 58.202, the only location the victim/survivor's real name, address, and phone number may be used is on the pseudonym form.
- All police reports including the Ellis County Adult Sexual Assault Packet shall reflect the victim/survivor pseudonym information if the victim/survivor elects to use a pseudonym. The victim/survivor's initials are to be used as the pseudonym. Ensure other officers on the call completing a report or supplement use the victim/survivor's pseudonym information in their report.
- Offer the victim/survivor a sexual assault examination. Within 120 hours, police cannot decline a SANE exam (HB2462, CCP Art 56A.251). But officers cannot force an exam if the victim/survivor declines SANE exam.
- Notify victim/survivors that the SANE exams are performed at no expense to the victim/survivor when referred to JPS by law enforcement.
- Notify the hospital when the officer or victim/survivor is en route. These facilities are the primary locations in Ellis County for sexual assault forensic examinations. The contact number for JPS (817-702-7829)

- If possible, have the victim/survivor bring a change of clothing to the hospital to wear after the exam is completed.
- Officers will be required to complete and sign a Texas Attorney General Authorization form for the sexual assault exam, per HB616, CCP Art., 56A.251(d), while at the hospital. If the victim/survivor uses a pseudonym, use the victim/survivor's initials on this form.
- If the victim/survivor goes to the hospital, the hospital will notify an Ellis County community advocate or the Women's Center Advocate so that a Sexual Assault Program Advocate, if not already present, can respond to the Hospital, per CCP Art 56A.351.
- Obtain a consent for release of medical records from the victim/survivor if the victim/survivor receives medical treatment beyond the sexual assault exam. This medical release form should be included in the Ellis County Adult Sexual Assault packet. The victim/survivor shall use their real name on the consent form, regardless if the victim/survivor used a pseudonym.
- The officer should remain with the victim/survivor at the hospital until the completion of the forensic exam. The purpose of this is to handle any additional information or evidence found during the exam and to ensure the victim/survivor has no additional needs or follow up questions after the exam.
- The police agency's victim assistance advocate should be notified if the victim/survivor does NOT go to the hospital.
- Rape Crisis Counseling information/resources and victim assistance contact information shall be provided to the victim/survivor per CCP Art., 56A.051.
- Collect any victim/survivor clothing of evidentiary value worn at the time of the offense.
- Collect any victim/survivor clothing of evidentiary value worn to the hospital or any other clothing of evidentiary value that the SANE nurse didn't collect. Typically, the SANE nurse will only collect the victim/survivor's panties/underwear and include those items inside the sexual assault kit.
- If a victim/survivor believes they were drugged or had loss of consciousness from a possible drug-facilitated sexual assault, toxicology (blood and urine) should be taken during the sexual assault exam.

- Upon completion of the exam, collect the sexual assault kit, toxicology, and clothing if applicable, as evidence.
- Crime scene will photograph/document the victim/survivor injuries (if applicable).
- The officer will complete an offense report with their police agency, documenting what the victim/survivor reported, witness statements, and the facts and details of their investigation.

### **Processing/Managing the Scene (Offense Location and/or Suspect)**

- Consent to search or a search warrant should be obtained by the Detective (if applicable/necessary) for the crime scene where the offense occurred.
- If necessary, Crime Scene will respond and processes the crime scene(s).
- If possible, all evidence should be photographed or video recorded prior to collecting.
- Document where the evidence was located, who located it, who collected it, and the date and time collected.
- Consider collecting/swabbing bedding - Is suspect known or unknown? Will suspect's DNA already be there legally?
- Collect, document, and photograph any item that would provide evidence the sex was or was NOT consensual (torn clothes, force was used, blood evidence, weapon etc.).
- Locate/secure any additional crime scenes.
- Locate/secure any video evidence. Consider cell phones as evidence and obtain passcode if possible. After gaining consent or a search warrant, photograph messages that may be lost (especially messages from dating websites and other social media such as SnapChat. They are erased if either person blocks the other). DO NOT take victim/survivor's cell phone if evidence can be collected through screenshots, emailing video or photos, or photographs of the phone screen.

- If suspect is arrested, consider an emergency protective order for the victim/survivor per CCP Article 17.292 if requested or necessary/mandatory.
- Depending on the offense, consider if the suspect's clothing worn at the time of offense may be of evidentiary value.
- Depending on the time/details of the offense, consider taking swabs of the suspect if victim/survivor's DNA may be present (example- on the suspect's fingers for digital penetration or penis swabs for penile contact) Use Crime Scene for this if available and, for penis swabs - if possible, use same gender to take swabs and perform it in a controlled environment/private location.
- After obtaining a consent or a search warrant, collect a buccal swab of suspect's DNA/saliva. Record/document consent and collection on body-worn camera (BWC).
- Depending on the details/time of offense, consider whether to collect suspect's fingernail scrapings under exigent circumstances or search warrant.
- Photograph the suspect and any potential injuries.
- Consult with detectives prior to interrogation of suspect. If interrogated, record interrogation on body-worn camera (BWC) under CCP Article 38.22 and document.
- Ensure all witnesses are fully identified and interviewed.
- Canvas area for other witnesses and or evidence. Especially look for potential cameras that might have captured information (Ring cameras, home security, etc).
- Detective should respond to scene if necessary.

### **Investigative Follow-Up CID:**

- Once notified, the police agency has seven (7) calendar days to collect the victim/survivor sexual assault kit from the hospital per Government Code 420.035(b);
- After receiving the victim/survivor sexual assault kit, the police agency has thirty (30) calendar days to submit the kit to an accredited lab for analysis (Government Code 420.042);
- The police agency shall enter the whereabouts of the victim/survivor sexual assault kit in the State's Track-Kit system (Gov Code 420.042) after receiving the sexual assault kit and submitting it to an accredited

lab for analysis;

- If the victim/survivor underwent a SANE exam, obtain copy of the SANE Medical Protocol from the hospital;
- The CID detective will contact and conduct a follow-up interview with the victim/survivor;
- The CID detective shall inform the victim/survivor of their right to have a victim/survivor advocate as defined under Section 420.003 Government Code be present during the investigative follow-up interview, per CCP Art 56A.3515;
- The CID detective will consider whether a sample of the suspect's DNA is necessary for the case/investigation. If the suspect's DNA is necessary, a sample of the suspect's DNA shall be obtained through a search warrant.
- Consider preservation requests if necessary for cell phone records, cell tower records, and/or social media sites pending a search warrant.
- Obtain a consent to search and eliminate any possible consensual partner's DNA that may be present in the victim/survivor sexual assault kit.
- The CID detective shall follow-up on any evidence not previously obtained related to the case.
- If a suspect is unknown to the victim/survivor and/or witnesses, the CID detective shall follow their department's eyewitness identification policy/procedure when presenting photo lineups or live lineups per CCP Article 38.20.
- The CID detective should consider obtaining a voluntary statement from the suspect, prior to arrest when possible, and any witnesses related to the case.
- In an effort to help prove or disprove consent or elements to the offense, the CID detective should consider offering a voluntary polygraph examination to the suspect.
- CID detective will not request or require the victim/survivor to undergo a polygraph examination (CCP Article 15).
- The CID detective will conduct a fair, impartial, and thorough investigation to determine whether there is probable cause to issue an arrest warrant or charge the suspect with the offense.
- The CID detective will document the details of their investigation in a supplement to the original report, ultimately providing a disposition to

the outcome of the investigation/case.

- CID detectives may use the Ellis County and District Attorney's Office prosecutors as a resource in the investigation and consultation of the case if necessary.

**Interagency Information Sharing:**

- For interagency information sharing with local, state and federal law enforcement agencies, the police agency will enter relevant information and details of the sexual assault into the FBI's (VICAP), Violent Criminal Apprehension Program ( Section 420.036 Government Code).

## **HEALTH CARE PROVIDERS**

The role of medical personnel in the response to sexual assault is to provide victims/survivors with critical access to medical and/or psychological services. The goal is to ensure that compassionate and sensitive medical care is provided in a non-judgmental, victim-centered manner. Sexual assault is a trauma, regardless of the presence of physical injuries. Health care providers can help reduce the neurobiological response to trauma by providing trauma-informed care that restores safety, security and control to patients.

It is best practice to have all sexual assault medical forensic examinations performed by a specially trained forensic nurse certified as a sexual assault nurse examiner/forensic nurse examiner (SANE/FNE). Throughout the response, the health professional focuses on the health and well-being of the victim/survivor. The SANE/FNE can uniquely give accurate health information, provide timely medical treatment, informed reporting options, and ensure access to follow up services.

### **The Primary Objectives for the Health Care Provider are to Provide:**

- Treatment for emergent medical conditions before, or concurrently to, addressing forensic issues such as evidence collection.
- Timely patient forensic medical examinations and treatment.
- Access to advocacy services.
- Evidence recognition, preservation and collection as indicated by patient history or examination findings. While evidence collection is important, it is secondary to the health and well-being of the patient.
- Educate community collaborators on the role of the health care provider.
- Work collaboratively with all community members to communicate best practice on an ongoing basis and to share information to assist in the formulation of statistics to allow review of process for improvement of delivered services.

## **Health Care Providers Can Accomplish this by**

- Having on-site nurses in the hospital specialized in the field of forensic nursing
  - If SANE/FNE not on site - reporting to the hospital facility within 1 hour or less
  - If advocate not on site - contacting the Tarrant County Women's Center for advocacy accompaniment at the healthcare facility
- Provide the patient with the mandated Texas Department of Safety and Health Service's "Information Sheet for Sexual Assault Patients" to assist the patient with making informed decisions regarding care during the sexual assault
- Treating the patient as one would any other traumatized patient that is seen in a medical facility and understanding the value and integrity of evidence collection
- Providing assessment, diagnosis and/or treatment of the patient assuring life-threatening injuries are identified and treated
- Providing a medical forensic examination by specially trained medical professional including complete evidence collection and forensic photography
- Providing treatment appropriate to the patient's injuries, including but not limited to prophylaxis for sexually transmitted infections and emergency contraceptive protection.
- Providing HIV testing and access to follow up care and medications

## **The Medical Facility**

Federal Emergency Medical Treatment and Active Labor Act (EMTALA) legislation requires that persons presenting to a hospital emergency department must have a medical screening to determine if an emergent condition exists requiring interventions.

In all patient interactions, it is important to maintain confidentiality of forensic medical information and documentation including but not limited to:

- The Health Insurance Portability and Accountability Act (HIPAA) applies to this patient population
- Policies should be in place regarding the process for Release of Information and obtaining records and/or photographs; the method used to identify the patient in the photographs
- Documentation that photographs exist in the permanent medical record for each patient

Each medical facility designating itself as a **SAFE Ready Facility** by the Texas Attorney General's Office, should meet the minimum standard of practice by providing, per Health and Safety Code Chapter 323:

- A dedicated room or a room that can be easily converted to use for the examination. The room should be able to be locked from the inside and have a bathroom and/or shower attached if possible.
- A quiet comfortable place, out of the public space of the facility, where the patient can wait for the examination to begin. This space can also be used for advocate accompaniment, clinical support staff and law enforcement to speak with and counsel the patient, partner, and/or family
- Appropriate equipment available to illuminate body surfaces with alternate light source, to allow accurate identification of the patient's injuries and facilitate the accurate documentation of injuries.
- Maintaining the confidentiality of the patient and integrity of evidence collected as well as the patient's forensic medical records.
- Providing the Texas Health and Human Services Information Form – <https://www.hhs.texas.gov/sites/default/files/documents/sa-victim/survivor-safe-info.pdf>

### **SAFE Ready Designated Facilities for Adult S/A Exams**

- John Peter Smith Hospital- ( JPS) 1575 S Main St. FTW 76104
  - (817) 702-7829 ER
  - (817) 702-7263 Forensic Department Office
  - Forensic Nurse Examiners available for victim/survivors of s/a acute and non-acute and other violent crimes.
    - On Site: Monday-Friday, Sunday & every other Saturday 10 am -10 pm
    - On Call: 24/7 after hours to respond to the ER for sexual assault exams
    - Call the Forensic Department to schedule non-acute exams
  - Hospital Advocates from the Tarrant County Women's Center
    - On Site: 7 days a week for all victim/survivors of crime
    - On Call: 24/7 after hours to respond to the ER for sexual assault victim/survivors

### **Reporting/Non Reporting Options**

Adult victim/survivors of sexual assault have the option of reporting or not reporting the offense to law enforcement. The sexual assault evidence collection kit (SAEK) does not have to be used for a sexual assault

examination to occur. SAEKs should be used only when indicated.

**REPORTING** – includes reporting the incident to law enforcement in the jurisdiction in which the sexual assault occurred.

- **If the assault occurred within 120 hours** the patient shall have access to all support services at no cost to them including:
  - Health care treatment
  - Sexual assault forensic evidence collection
  - Access to a sexual assault advocate
  - Ability to track sexual assault evidence through various stages of criminal justice process (Texas Government Code §420.034)
- **If the assault occurred greater than 120 hours** patient shall have access to all support services listed above at no cost to them if:
  - based on the circumstances, the law enforcement agency believes a sexual assault exam would further investigation or prosecution or
  - after a medical evaluation by a physician or a sexual assault nurse examiner, the physician or examiner notifies the law enforcement agency a that a sexual assault exam should be conducted (Article 56.251 (c)).

**NON REPORTING** - patient chooses not to report to Law Enforcement and requests a forensic medical examination

- **If the assault occurred within 120 hours** the patient shall have access to all support serves list above as no cost to them
- Responsibility for payment of the medical component of the assessment and examination may rest on the patients, and they are eligible for reimbursement through Crime Victims Compensation
- The patient shall be informed that:
  - Sexual assault evidence will not be processed unless the patient reports the crime to law enforcement (Texas Code of Criminal Procedure §56A.301-56A.309)
  - They have up to five years after the incident to report
  - Responsibility for payment of the medical component of the assessment and examination may rest on the patient and they are eligible for reimbursement through Crime Victims Compensation
- **If the assault occurred greater than 120 hours** - patients shall still have access to

- Health care treatment
- A Health care provider may do STI testing
- Access to a sexual assault advocate
- Referrals for services as needed
- Health care costs not covered by CVC

### **Intake Medical Personnel Triage**

- Patients who report acute sexual assault, or those who are suspected of being acutely sexually assaulted, should have an Emergency Severity Index (ESI) Triage Level 2 (U.S. Department of Health and Human Services, 2012).
- The patient should be seen as soon as possible and triaged to assess for life-or-limb-threatening injuries or psychiatric emergencies. Any life-or-limb-threatening injuries or psychiatric emergencies take precedence over forensic evidence collection.
- Strangulation and head trauma are medical emergencies requiring physician evaluation before or concurrently with the medical forensic examination.
- Once the patient is stable, offer a forensic medical assessment. The medical assessment may take place before or concurrently with forensic sexual assault assessment, depending on facility policy and ensure patient consents to this treatment plan.
- Escort the patient and family, caregiver or support person(s) to a private waiting area.
- Elicit information as privately as possible, regarding:
  - Safety (Is the patient safe? Is the suspect present? Speaking with patient alone is important to obtain accurate information);
  - Pain & Bleeding;
  - Instruct patient to not use restroom, wash, change clothes, smoke, eat, or drink until evaluated by the forensic health care professional. If patients must use restroom, collect the urine, and advise that they do not wipe genitalia until after evidence has been collected;
  - Consider collecting urine if drug/substance-facilitated sexual assault (DFSA) is suspected. Maintain chain of custody of specimens;
  - Does the patient want to report this incident to the police– If so, assist with facilitating a law enforcement request form if not already done.
- Contact sexual assault advocate for a hospital accompaniment if patient consents.
- If not in house at the medical facility, contact forensic health care

professional and notify of patient's arrival.

- Advise patient of expected wait times.

### **The Medical Forensic Examination**

- Consent is an ongoing process and must be obtained to perform a sexual assault medical forensic examination. Patients must have the capacity to consent and consent can be given or withdrawn for any point of the exam.
- The Medical forensic exam has four parts:
  - A detailed history
  - Head to toe physical examination looking for injury
  - Detailed Genital Examination
  - Identification and collection of forensic evidence as indicated by history and examination findings
- The Medical Portion further requires:
  - Formulating a medical and/or nursing diagnosis
  - Formulating a medical and nursing care plan
  - Health care intervention involving of injuries & addressing any medical concerns
  - Reviewing the process to ensure all needs are met and referrals are made
  - Treatment prophylactically for sexually transmitted infections and or pregnancy per the CDC guidelines

### **Sexual Assault Evidence Tracking Program – TRACK-KIT (Texas Government Code 420.034)**

- Requires systems to track the status and location of each item of evidence through various stages of the criminal justice process, allow entities involved in the handling of the evidence to update and track the status and location of evidence, and allow victim/survivors to anonymously track or receive updates on the status of evidence.
  - Participation in the tracking system is required by any entity that collects evidence of sexual assaults or other sex offenses or investigates or prosecutes such offenses.
  - A Health Care Facility or other entity that performs a medical examination to collect evidence of a sexual assault receives signed, written consent to release the evidence the facility or entity shall:
    - Provide the patient with a unique identification number and explain the purpose of tracking evidence – educate patient that only the location of evidence is available and that no results to any type of testing are found in the electronic tracking system.

- Promptly notify any law enforcement agency investigating the offense; and
- **Not later than two business days** after the date the examination is performed, enter the identification number of the evidence collection kit into the statewide electronic tracking system Track-Kit.
- Except as provided by Subsection (c), a law enforcement agency that receives notice from a health care facility or other entity under Subsection (a) shall take possession of the evidence **not later than the seventh day** after the date the law enforcement agency receives notice.
- A law enforcement agency that receives notice from a health care facility or other entity that is located more than 100 miles from the law enforcement agency shall take possession of the evidence **not later than the 14th day** after the date the law enforcement agency receives notice.

#### **Special Considerations:**

- **Mandatory reporting** is required for suspected abuse of the elderly or an adult person with a disability, regardless of the wishes of the patients, their families, or friends.
- It is critical that **adult military-affiliated victim/survivors** receive information about their reporting options from a person knowledgeable of the Department of Defense policy that defines reporting choices to ensure the patients' rights are not violated.

#### **Provision of Emergency Services To Certain Adult Sexual Assault Victim/survivors (Sec. 323.0044, Health and Safety Code)**

- A health care facility shall provide a forensic medical examination and treatment to an adult sexual assault victim/survivor for whom a guardian is appointed under Title 3, Estates Code, without the consent of the victim/survivor's guardian, guardian ad litem, or other legal agent if:
  - the health care facility determines the victim/survivor understands the nature of the forensic medical examination and treatment; and
  - the victim/survivor agrees to receive the forensic medical examination and treatment.
- Subject to Subsection (c), if an adult sexual assault victim/survivor requests a forensic medical examination and treatment and a health

care facility determines the victim/survivor potentially is incapable of consenting to the forensic medical examination and treatment, the health care facility may:

- obtain consent from a relative or caretaker of the victim/survivor on the victim/survivor's behalf; or
  - obtain consent from the victim/survivor's guardian, guardian ad litem, or other legal agent.
- Petition a court with probate jurisdiction in the county in which the facility is located for an emergency order authorizing the forensic medical examination and treatment, in the manner provided by Section 48.208, Human Resources Code.
- If personnel of a health care facility know or have reason to believe that the victim/survivor's relative, caretaker, guardian, guardian ad litem, or other legal agent is a suspect or accomplice in the sexual assault of the victim/survivor, the health care facility may not contact the victim/survivor's relative, caretaker, guardian, guardian ad litem, or other legal agent.
- A health care facility may not provide a forensic medical examination to an adult sexual assault victim/survivor for whom a guardian is appointed under Title 3, Estates Code, if the victim/survivor refuses the examination, regardless of whether the victim/survivor's guardian requests or consents to the examination.

## PROSECUTION

Prosecutors are charged with seeking justice in all cases, including adult sexual assaults. Prosecutors offer explanations of case decisions and preparation for trial, as well as information about the legal system to victim/survivors as well as team members. Members of prosecution teams prioritize seeking justice as well as accountability to the public.

The Ellis County and District Attorney shall employ felony prosecutors to handle the prosecution of sexual assaults presented to the office. A Victim Assistance Coordinator (VAC) will also be provided to each case to ensure all applicable victim/survivor Rights under Chapter 56A are provided to a victims/survivors of Sexual Assault.

Prosecutors accomplish this by:

- Seeking justice;
- Prosecuting the perpetrator when evidence beyond a reasonable doubt exists;
- Providing the victim/survivor with information relevant to the prosecution of the perpetrator;

The victim-centered approach means that the needs and interests of victims/survivors are of central concern to system personnel as they respond. For a prosecutor this means:

- Enhancing cooperation between the prosecutor's office and community organizations that may assist the victim/survivors whenever appropriate;
- Involving victim/survivors choices and options about case disposition whenever appropriate;
- Demonstrating sensitivity by using non-judgmental questions, comments, and body language;
- Establishing and maintaining a contact with area law enforcement commands, crime victim/survivor advocates, Adult Protective Services and community medical/forensic services;
- Facilitating communications within the prosecutor's office and among members of the SART;
- Compiling and maintaining the statistics regarding cases presented to the Ellis County and District Attorney's Office.

- Maintaining respect for the victim/survivor in interdisciplinary communications.

### **Victim Assistance Coordinators**

In accordance with Article 56A.202 of the Texas Code of Criminal Procedure, a Victim Assistance Coordinator (VAC) is responsible for ensuring that a victim/survivor is afforded the rights guaranteed by Subchapter B of the Texas Code of Criminal Procedure. The victim assistance coordinator has completed the sexual assault advocate training, and can be available during work hours when needed. The VAC shall work closely with appropriate law enforcement agencies, prosecuting attorneys, the Board of Pardons and Parole, and the judiciary.

The role of VAC includes, but is not limited to:

Providing victims/survivors with:

- Information regarding crime victim/survivor rights
- Case information and status
- Secure waiting area
- Victim Impact Statements
- Crime Victim Compensation Information
- Protective Order Information
- HIV/STD testing information
- Address Confidentiality assistance
- Counseling Referrals
- Community Resources Referrals
- Integrated Victim Services System assistance and connecting with TDCJ victim services after disposition

Supporting victims/survivors by:

- Explaining criminal justice processes
- Listening and answering questions
- Encouraging and supporting
- Assessing their needs
- Crisis Intervention
- Safety planning
- Assisting with the completion of victim/survivor services paperwork
- Accompanying them to trial and prosecutor meetings
- Intervening with employer/school, and

- Assisting with relocation or housing needs.

## **Case Flow through the Judicial System**

**Intake:** Cases will be presented to the Ellis County and District Attorney's Office by the arresting agency. These cases will be prosecuted vertically with the goal that the prosecutor who intakes the case would keep it through resolution, barring changes in staff or staff responsibilities.

- The intake clerk will inform the felony chief of adult sexual assault cases received in intake.
- The felony chief will quickly review cases at intake and assign cases to trial prosecutors to complete intake.
- Intake on sexual assault cases will be completed in a timely manner. The assigned prosecutor will make decisions as to whether charges will be accepted, rejected, or returned for more information. In addition, if more investigation or additional items are needed from the arresting agency, the prosecutor will reach out to them and request these items.
- Prosecutors will ensure that all public filings, including the complaint, use the victim/survivor initials to protect their identity from the public.
- Prosecutors will contact the victim/survivor before a case is presented to grand jury, and inform the victim of case's progress from intake through a true-bill, no-billed or rejection. Victims and law enforcement agencies will be contacted before a case is rejection, and the prosecutor will explain and document why the case will not proceed to grand jury.

**Case Assignment:** If a case is true bill, the case will be given a cause number.

After a case is indicted, VAC will contact the victim/survivor. In that phone call, VAC will:

- Assess safety of the victim/survivor;
- Introduce self and explain VAC role;
- Provide Case Number;
- Provide Contact info for VAC and prosecutor;
- Verify current address, phone number, email, and alternate contact if number is not correct;
- Explain the general criminal justice process, and refer the victim to his

- or her prosecutor for specific case information;
- Explain victim/survivors' rights, including:
    - Victim Impact Statement (VIS)
    - Crime Victim Compensation (CVC)
    - Safe Waiting Area
    - HIV/STD testing
    - 7B Protective Orders
  - Assess needs for resources, including counseling, shelter, food pantries, clothing, financial assistance and legal services.
  - VAC will send out initial packet which includes all the above information from the phone call in a paper form. VAC will track when a victim/victim/survivor returns the VIS and the request for STD testing.

### **Docket/Pleas:**

- Before first setting, prosecutors will contact the victim/survivor and talk to them about initial plea offers. It will be made clear that all offers will be the prosecutor's decision, but the wishes of the victim/survivor will be considered prior to any offer being made to the defense.
- Victim/survivors will be given information to track setting notices. If a setting involves a potential court hearing the victim/survivor will be told in case they want to attend.
- Victim/survivors will be kept informed of the negotiation process if they remain in contact with the prosecutor with current contact information.
- If a case is set to plea, victim/survivors will be informed of their right to attend and give an allocution.
- VACs will work with the victim/survivor on their allocution and will accompany them to court on the day the case is set.
- A secure location will be provided to the victim/survivor on the day of the plea.

### **Trial:**

- If a case is set for trial, the victim/survivor will be notified with as much notice as possible. Prosecutors will conduct witness meetings with VACs present if possible.
- VACs will provide a secure area for the victim/survivor during trial and will accompany them to court when they testify and when the verdicts are read. VACs will also coordinate with investigator for victim/survivor parking and notes for work/school.
- If a victim/survivor chooses to give an allocution, VACs will help them prepare.

- After verdict, VACs will discuss prison and parole or community supervision outcomes with the victim/survivor.
- If a Defendant is convicted of a listed offense under Article 7B.001 of the Texas Code of Criminal Procedure, VAC's will coordinate with the Ellis County and District Attorney's Protective Order Team to request a 7B- Protective Order if the victim/survivor chooses to not opt out.
- After a case is disposed, a prosecutor will contact the victim and ask if he or she would allow the case to be evaluated during SART. The prosecutor will send the victim an informed consent form. Only if a victim consents will a case be reviewed in SART.

# **Addendum: Applicable Statutes**

## **Code of Criminal Procedure**

Article 7B, Protective Orders

Article 15, Arrest Under Warrant

Article 17.292, Magistrate's Order for Emergency Protection

Article 38.20, Photograph and Live Lineup Identification Procedures

Article 38.22, When Statements May Be Used

Article 56A, Rights of Crime Victims

Subchapter F. Forensic Medical Examination of Sexual Assault Victim Reporting Assault.

Subchapter G. Forensic Medical Examination of Sexual Assault Victim Not Reporting Assault.

Article 58.202, Designation of Pseudonym; Pseudonym Form

## **Government Code**

Section 420, Sexual Assault Prevention

Section 420.034, Statewide Electronic Tracking System

Section 420.036, Duty to Enter Certain Information into Violent Criminal Apprehension Program

Section 420.042, Analysis of Evidence

# ELLIS COUNTY

*ADULT SEXUAL ASSAULT RESPONSE TEAM (SART)*

*Biennial Report*

*November 28, 2023*



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## Executive Summary of Report

On November 29, 2022, the Ellis County SART core membership and protocol were presented to the county commissioners. Since its inception we have had five meetings, including two training seminars. As the year progressed, the mission and purpose of SART spread throughout our law enforcement community and we began to have an increase in law enforcement attendance. We recognize that most law enforcement agencies in Ellis County are understaffed and underfunded yet continue to engage in ensuring the best work and investigations for victims of sexual assault. We realize that our community's biggest challenge is the lack of certified sexual assault advocates available in the county to attend law enforcement victim meetings, along with the inability to provide a sexual assault nurse exam (SANE) within Ellis County. Our goal is to address these needs with community partners, and we hope to have solutions in place for 2024. In the meantime, neighboring county agencies and advocates have volunteered to fill the gap.

The number of sexual assaults that are reported to local law enforcement and then turned into the Ellis County and District Attorney's office is low. However, sexual assaults cannot be measured with the same metric as other crimes. The victims in these cases are adults, and they have a choice as to whether they would like to move forward with a criminal investigation. Over the past two years, 15.8% of the victims who reported a sexual assault to law enforcement chose not to move forward with charges during the report or criminal investigations stage.

\*Note, the numbers reported were to the best of the agencies' abilities. Several cases were still under investigation at the time of the report.

Looking forward, SART would like to:

1. Increase the core membership team to include officers from all large law enforcement agencies in the county;
2. Increase public awareness about adult sexual assault to change the culture of nonreporting;
3. Work with community partners to find volunteers who would serve as certified sexual assault advocates.

## **SART Overview**

### **OUR PURPOSE**

The Ellis County Sexual Assault Response Team (SART) is a multidisciplinary, system-focused collaboration that brings together various professionals who address adult sexual assault with the goal of improving the local response for victims/survivors. A system-focused response is a long-term comprehensive method for a community to address all aspects of its response to sexual assault, which concentrates on patterns across all disciplines and agencies involved in that response. The purpose of this protocol is to provide written guidelines that help define roles and responsibilities to the agencies responding to disclosures and reports of adult sexual violence. The goal is to outline best practices, optimize the community-wide response to sexual assault victims/survivors, reduce trauma to victims/survivors, encourage participation during the criminal justice process when appropriate, and improve our community's ability to hold perpetrators accountable.

### **TEAM MISSION STATEMENT**

The mission of the Ellis County Sexual Assault Response Team is to promote a collaborative and coordinated multidisciplinary response from agencies and organizations that work with adult sexual assault victims/survivors in Ellis County. Our goal is that this response will foster a community sensitive to the needs of adult sexual assault victims/survivors and hold sexual offenders accountable.

### **ELLIS COUNTY SART - PHILOSOPHIES AND PRINCIPLES**

In our community, victim/survivor-centered means actively listening with compassion, empowering victims/survivors to make informed choices, and respectfully upholding those decisions when appropriate.

We are committed to understanding, recognizing, and increasing responder awareness of the impact that trauma can have on individuals in the community. This philosophy, known as a trauma-informed approach, is based on the understanding that:

- A significant number of people with mental illness have experienced trauma in their lives;

- Trauma may be a factor for many people in distress;
- Past experiences can directly affect how someone responds to trauma; and
- Trauma can impact the victim/survivor emotions and relationships with others.

When providing a trauma-informed response, one should consider how his or her physical presence, stature, posture, volume, tone, smell, and demeanor might come across to the victim/survivor.

To ensure interactions are attentive and mindful, responders should put knowledge in practice by using five guided principles:

- Safety—assuring that physical and emotional safety is first and foremost;
- Trustworthiness—building trust between the law enforcement officer, dispatcher, service provider and the victim/survivor;
- Choices—giving the victim/survivor the ability to make choices regarding the progress of their own case when safe and appropriate to do so;
- Collaboration—working with one another to better serve the victim/survivor's needs; and
- Empowerment—encouraging the victim/survivor to take control of their response when safe and appropriate to do so.

## **SART MEMBERS AND GUIDELINES**

The Ellis County Commissioners Court is tasked with approving the appointment of core members to the Ellis County SART. Core members are defined by statute. If one of the members is unable to fulfill their duties, the Commissioners Court must fill the vacancy no later than the 30<sup>th</sup> day after the date the vacancy occurs. Approved Core members as of December 2023 are:

- Presiding Officer – Chief Felony Prosecutor Grace Pandithurai, designate for Ann Montgomery, Ellis County and District Attorney;
- Chief Joe Wisner, Waxahachie Police Department, or his designate, Lt. Josh Oliver,
- Sheriff Brad Norman, Ellis County Sheriff's Office, or his designate, Captain Tommy Hale;

- Dr. Elizabeth Ortiz, Vice President and Chief Nursing Officer, Baylor Scott and White Medical Center at Waxahachie, or her designee;
- Abby Brookshire, victim/survivor advocate;
- Jennifer Salzman, Executive Director of The Heights

**Suggested additions for 2023:**

- Chief Carl Smith Midlothian Police Department, or his designate, Commander Byron Stewart,
- Chief Garland Wolf, Red Oak Police Department, or his designates Lt. Jason Meeks or Sgt. Cody McKinney,
- Chief Dustin Munn, Ennis Police Department, or his designate Lt. David Williams,

In addition, other members of local law enforcement agencies, crime lab personnel, hospitals that provide SANE services, military professionals, and local college Title IX administrators are invited to attend our regular meetings. SART is limited to professional service providers who are part of investigative agencies across Ellis County, or service providers who play an essential role in the response to sexual assault in Ellis County. This includes staff members from John Peter Smith Hospital (JPS) in Tarrant county, where victims/survivors of sexual assault from Ellis County are currently treated. The presiding officer will send out invitations to the quarterly meetings to the applicable agencies. SART is not open to the general public.

Ellis County SART meets quarterly at the Ellis County Courts Building, Waxahachie Police Department, Baylor Scott and White Hospital, or the Ellis County Sheriff's Office Training Center. Each meeting consists of a review of trends in our community surrounding sexual assault. We will discuss any concerns in the field to better facilitate services and investigations for our victim/survivors. A quarterly meeting may include a training provided by one of the participating agencies on topics that are reflective of the dynamics of sexual assault within Ellis County.

The current protocol will be reviewed biennially to ensure that it represents the most effective systems and procedures to provide services to victim/survivors in our community. This evaluation will include a case evaluation to understand how the protocol was implemented.

Agencies will also receive training twice a year on the best practices outlined in this

protocol. In addition, not less than 90 days after the last day of a legislative session, the SART team will review and amend as necessary any protocols, forms, or guidelines adopted by the legislature.

All Ellis County SART members and invited participants sign in and agree to not disclose or disseminate confidential information during the SART meetings. Members and participants are not permitted to record meetings and are prohibited from using their participation for their private gain. The core members will investigate all reported instances of protocol breaches and course of action as a result.

## 2023 SART Activities and Training

In 2023, SART met quarterly on the following dates:

- 2/13/2023 with 17 participants from the Grand Prairie Police Department, Ennis Police Department, Waxahachie Police Department, Ellis County Sheriff's Office, The Heights, Baylor Scott and White Hospital, Ellis County Children's Advocacy Center, and the Ellis County and District Attorney's Office;
- 5/01/2023 training on "Myths Surrounding Adult Sexual Assaults and the SANE;" with 29 participants from the Ennis ISD Police Department, Midlothian Police Department, Red Oak Police Department, Glenn Heights Police Department, Ellis County Constables, Waxahachie Police Department, Ellis County Sheriff's Office, the Ellis County and District Attorney's Office, The Heights, and Baylor Scott and White;
- 7/17/2023 with 15 participants from the Ennis Police Department, Mansfield Police Department, Glenn Heights Police Department, Midlothian Police Department, Venus Police Department, Ferris Police Department, Ellis County Sheriff's Office, Ellis County and District Attorney's Office, Ellis County Children's Advocacy Center, The Heights, and Baylor Scott and White Hospital;
- 9/18/2023 with 6 participants, protocol review with core members only;
- 10/30/2023 training on Understanding Consent; with 60 participants from the Mansfield Police Department, Ellis County Sheriff's Office, Waxahachie Police Department, Midlothian Police Department, Various ISD Police Departments, Glenn Heights Police Department, Ellis County and District Attorney's Office, The Heights and others;
- 11/13/2023 case evaluation, with participants from the Ellis County and District Attorney's Office, Midlothian Police Department, Waxahachie Police Department, Red Oak Police Department, Ellis County Sheriff's Office, The Heights, and Baylor Scott and White Hospital.

## **2023 Trainings**

Our Spring training was led by Connie Housely from JPS, focusing on the myths surrounding adult sexual assaults and the SANE. Some lessons included how it is normal for a SANE not to have evidence of trauma or DNA when a victim has been sexually assaulted. She discussed how factors like the environment, showering, or delay in outcry could limit the possibility of injury and the recovery of forensic evidence.

Our fall training was sponsored by the Midlothian Police Department and the Ellis County and District Attorney's office. Statewide speakers taught about understanding consent as it relates to sexual assault cases, police investigations, trauma-informed interviews, and presenting the case to a jury.

## **What's to Come**

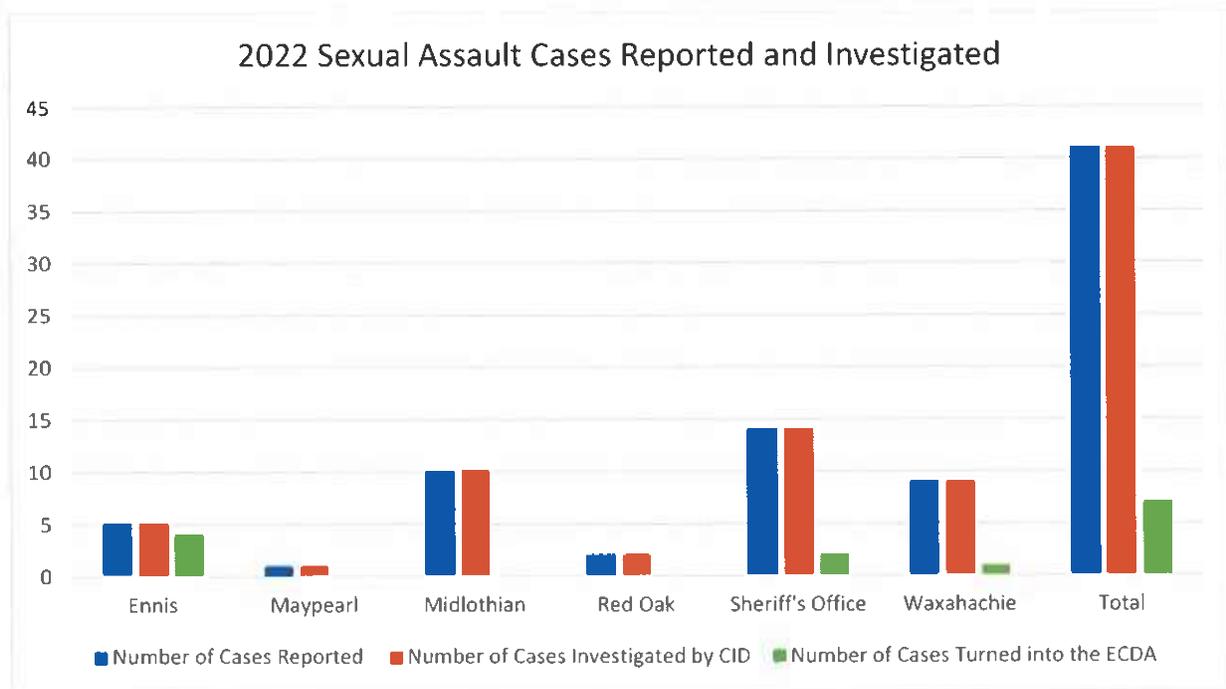
In 2024, SART has scheduled meetings for the following dates:

- 2/05/2024 11:00 a.m. regular meeting
- 5/13/2024 11:30 a.m.-2:30 p.m. training, hosted by law enforcement
- 7/2/2024 11:00 a.m. regular meeting
- 9/19/2024 11:00 a.m. protocol review
- 11/04/2024 11:30-2:30 p.m. training, possibly on mental health or effects of trauma on memory

## SECTION 4: Data and Findings

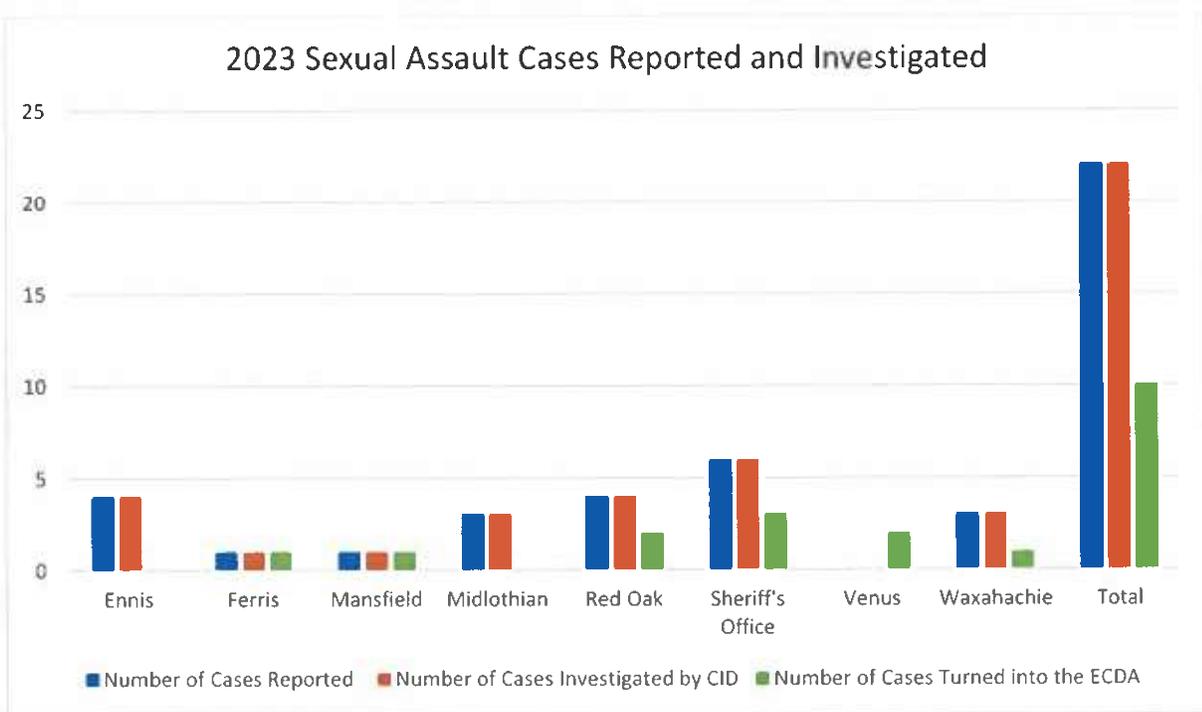
In 2021, the estimated population for Ellis County was 187,984. According to the Center for Disease Control and Prevention, “Over half of women and almost 1 in 3 men have experienced sexual violence involving physical contact during their lifetimes. One in 4 women and about 1 in 26 men have experienced completed or attempted rape. About 1 in 9 men were made to penetrate someone during his lifetime.”

In 2022, 41 cases of sexual assault were reported to law enforcement in Ellis County amongst 6 agencies. Of those 41 cases, all 41 were forwarded to a Criminal Investigations Division and 7 were then forwarded to the Ellis County and District Attorney’s Office for prosecution. During the investigation stage, nine victims chose not to move forward with charges, three cases were suspended by law enforcement, 1 case was cleared by exception, four cases have to status to report, and fourteen cases were unfounded by law enforcement. Two investigations were still open in 2023. JPS completed 7 SANEs for victims from Ellis County.



In addition, the County and District Attorney’s office presented 3 sexual assault cases to the grand jury. Two were indicted, and one was returned as a no-bill. In addition, the office presented one sexual assault case to a jury trial and pled 5 cases.

In 2023, 22 cases of sexual assault were reported in Ellis County amongst 8 agencies. All 22 cases were forwarded to Criminal Investigations Division, and 10 were then forwarded to the Ellis County and District Attorney’s Office for prosecution. One victim chose not to move forward with charges during the criminal investigations phase, two cases had no status, and two cases were determined unfounded by law enforcement. Seven cases are still being investigated. JPS Hospital completed 10 SANEs for victims from Ellis County.



In 2023, the County and District Attorney’s office presented 10 sexual assault cases to the grand jury, six cases were indicted and four were returned as a no bill. One case was rejected, and two cases are pending grand jury. In addition, the grand jury returned a true bill on an indictment for an aggravated sexual assault case that was turned into the office as an aggravated assault. The office presented one sexual assault case to a jury trial and pled 2 cases.

There are currently 7 sexual assault cases set for trial through April of 2024.

# ELLIS COUNTY

*ADULT SEXUAL ASSAULT RESPONSE TEAM (SART)*

*PROTOCOL 2023*



This protocol was developed by the Ellis County SART Sexual Assault Response Team and reflects current best practice in community response to adult victim/survivors of sexual assault.

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**SECTION 1:  
ELLIS COUNTY  
SART PROTOCOLS  
INTRODUCTION**

## **OUR PURPOSE**

The Ellis County Sexual Assault Response Team (SART) is a multidisciplinary, system-focused collaboration that brings together various professionals who address adult sexual assault with the goal of improving the local response for victims/survivors. A system-focused response is a long-term comprehensive method for a community to address all aspects of its response to sexual assault, which concentrates on patterns across all disciplines and agencies involved in that response. The purpose of this protocol is to provide written guidelines that help define roles and responsibilities to the agencies responding to disclosures and reports of adult sexual violence. The goal is to outline best practices, optimize the community-wide response to sexual assault victims/survivors, reduce trauma to victims/survivors, encourage participation during the criminal justice process when appropriate, and improve our community's ability to hold perpetrators accountable.

## **TEAM MISSION STATEMENT**

The mission of the Ellis County Sexual Assault Response Team is to promote a collaborative and coordinated multidisciplinary response from agencies and organizations that work with adult sexual assault victims/survivors in Ellis County. Our goal is that this response will foster a community sensitive to the needs of adult sexual assault victims/survivors and hold sexual offenders accountable.

## **ELLIS COUNTY SART - PHILOSOPHIES AND PRINCIPLES**

In our community, victim/survivor-centered means actively listening with compassion, empowering victims/survivors to make informed choices, and respectfully upholding those decisions when appropriate.

We are committed to understanding, recognizing, and increasing responder awareness of the impact that trauma can have on individuals in the community. This philosophy, known as a trauma-informed approach, is based on the understanding that:

- A significant number of people with mental illness have experienced trauma in their lives;
- Trauma may be a factor for many people in distress;
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- Safety—assuring that physical and emotional safety is first and foremost;
- Trustworthiness—building trust between the law enforcement officer, dispatcher, service provider and the victim/survivor;
- Choices—giving the victim/survivor the ability to make choices regarding the progress of their own case when safe and appropriate to do so;
- Collaboration—working with one another to better serve the victim/survivor’s needs; and
- Empowerment—encouraging the victim/survivor to take control of their response when safe and appropriate to do so.

## **SART MEMBERS AND GUIDELINES**

The Ellis County Commissioners Court is tasked with approving the appointment of core members to the Ellis County SART. Core members are defined by statute. If one of the members is unable to fulfill their duties, the Commissioners Court must fill the vacancy no later than the 30<sup>th</sup> day after the date the vacancy occurs. Approved Core members as of December 2023 are:

- Presiding Officer – Chief Felony Prosecutor Grace Pandithurai, designate for Ann Montgomery, Ellis County and District Attorney;
- Chief Joe Wisner, Waxahachie Police Department, or his designate, Lt. Josh Oliver,
- Sheriff Brad Norman, Ellis County Sheriff’s Office, or his designate, Captain Tommy Hale;
- Dr. Elizabeth Ortiz, Vice President and Chief Nursing Officer, Baylor Scott and White Medical Center at Waxahachie, or her designee;
- Abby Brookshire, victim/survivor advocate;
- Jennifer Salzman, Executive Director of The Heights

### **Suggested additions for 2023:**

- Chief Carl Smith Midlothian Police Department, or his designate, Commander Byron Stewart,

- Chief Garland Wolf, Red Oak Police Department, or his designates Lt. Jason Meeks or Sgt. Cody McKinney,
- Chief Dennis Munn, Ennis Police Department, or his designate Lt. David Williams,

In addition, other members of local law enforcement agencies, crime lab personnel, hospitals that provide SANE services, military professionals, and local college Title IX administrators are invited to attend our regular meetings. SART is limited to professional service providers who are part of investigative agencies across Ellis County, or service providers who play an essential role in the response to sexual assault in Ellis County. This includes staff members from John Peter Smith Hospital (JPS) in Tarrant county, where victims/survivors of sexual assault from Ellis County are currently treated. The presiding officer will send out invitations to the quarterly meetings to the applicable agencies. SART is not open to the general public.

Ellis County SART meets quarterly at the Ellis County Courts Building, Waxahachie Police Department, Baylor Scott and White Hospital, or the Ellis County Sheriff's Office Training Center. Each meeting consists of a review of trends in our community surrounding sexual assault. We will discuss any concerns in the field to better facilitate services and investigations for our victim/survivors. A quarterly meeting may include a training provided by one of the participating agencies on topics that are reflective of the dynamics of sexual assault within Ellis County.

The current protocol will be reviewed biennially to ensure that it represents the most effective systems and procedures to provide services to victim/survivors in our community. This evaluation will include a case evaluation to understand how the protocol was implemented.

Agencies will also receive training twice a year on the best practices outlined in this protocol. In addition, not less than 90 days after the last day of a legislative session, the SART team will review and amend as necessary any protocols, forms, or guidelines adopted by the legislature.

All Ellis County SART members and invited participants sign in and agree to not disclose or disseminate confidential information during the SART meetings. Members and participants are not permitted to record meetings and are prohibited from using their participation for their private gain. The core members will investigate all reported instances of protocol breaches and course of action as a result.

## **Professional Behavior**

Professional and ethical behavior is expected at all times from members and participants. Members and participants shall promote a harmonious work environment by communicating and interacting professionally and respectfully. Members and participants must conduct themselves in such a way as to promote a positive image of Ellis County SART and uphold its mission. Conflicts and disagreements will be handled respectfully with all participants listening to views of others.

## **Review Process for Violations**

Members and participants of the Ellis County SART shall report incidents of possible breaches of protocols or conflicts involving others to the approved core members.

## **Accountability**

This protocol constitutes the standards of ethical business conduct required of all Ellis County SART members and participants. Anyone who fails to comply with this protocol is subject to appropriate action, including termination from participation.

The success of our SART is dependent on the trust and confidence we earn from our agencies, stakeholders, and especially the people we serve. We are committed to conducting our business with integrity.

SECTION 2:  
CORE ASPECTS OF THE  
COLLABORATIVE RESPONSE

## **EQUITABLE ACCESS TO SERVICES**

Access to services in the aftermath of sexual violence is the most pressing issue facing many victims/survivors, responders, and communities. A one-size-fits-all approach is harmful to victims/survivors and results in negative case outcomes, as many communities, identities and populations experience differing levels of ability to access services. Processes based on creating equitable access means that services are designed to respond to the needs of individuals as well as groups. Examples include language access, materials that reflect diverse populations or cultural groups, and processes that have options for victims/survivors to get the tailored assistance they need after experiencing sexual violence.

All agencies represented on our SART will work collaboratively to provide access to culturally sensitive, gender inclusive and linguistically available services through the use of language lines and in-person interpretation, trauma-informed providers and outreach literature.

## **RESPONDING TO DISCLOSURES OF SEXUAL VIOLENCE**

Research consistently demonstrates that the first disclosures of sexual violence determines a victim/survivor's healing and recovery path. Disclosure often happens in multiple stages, with victim/survivors providing limited information to determine what type of reaction they will get from the person to whom they disclose. If a victim/survivor experiences negative or judgmental reactions from agency staff members, they are more likely to never disclose again or alter what parts of their experiences they disclose. Victims/survivors, who experience positive and supportive reactions, are more likely to continue to seek services and experience fewer mental and physical health impacts. These positive reactions include empathy, support, active listening, and asking non-judgmental questions.

Responders must handle sexual violence disclosures with understanding and compassion to facilitate better sexual assault case outcomes and increase public safety. All responders, regardless of the nature of their position, can offer positive and supportive reactions without compromising the integrity of their work. As such, our team commits to increasing our effectiveness in responding to disclosures of sexual violence.

## **KNOWN CONTEXTS OF SEXUAL VIOLENCE**

It is our intent and hope that all adult victim/survivors making an outcry of sexual assault in our community be met with trained and prepared first responders that have a plan for getting them care and pursuing justice on their behalf. In order to accomplish this goal, we will train first responders on the importance of trauma-informed responses and victim/survivor-centered practices in an effort to ensure victims/survivors in Ellis County are treated according to best-practice standards for all of our partner disciplines.

Some of the contexts of sexual violence for which responders must have a knowledge-base and potentially specific practices and policies include, but are not limited to:

- Discipline specific practices;
- Trauma-informed approach;
- Brief encounter or acquaintance assaults;
- Spousal or known familial perpetrators;
- Alcohol or drug facilitated assault;
- Helping professional assaults; and
- Sexual exploitation or trafficking.

Ellis County SART will regularly train on these topics at our meetings as well as provide training to agencies in our county when requested. We will review the new information and evidence trends in sexual assault seen in our community so that we can be prepared to meet the needs of our agencies for specific training.

It is our belief that by providing a well-trained first response to a disclosure of sexual assault by a victim/survivor, we can help with services provided to the victim/survivor, better facilitate sexual assault case outcomes, and increase public safety.

## SEXUAL ASSAULT ADVOCACY PROGRAMS

There are two types of advocates—community-based and systems-based. The primary difference between the two is the nature of communications and confidentiality protections. Each type of advocate provides an essential component of support for the victim/survivor. Teams and communities must distinguish between the types of advocacy available and incorporate advocacy that has confidentiality protections in order to provide the best possible services for victims/survivors.

**Systems-based advocates** are advocates that are employed by law enforcement or the County and District Attorney's Office that cannot provide confidential services. A systems-based advocate's records can be subpoenaed, or if a victim/survivor shares certain types of information—such as exculpatory information—the advocates are compelled to share that information with other systems professionals. Systems-based advocates or victim/survivor-witness advocates typically have limited flexibility in being able to accompany a victim/survivor in all parts of the response process or providing long-term or aftercare.

**Community-based advocates** are advocates that belong to organizations that operate independently, provide comprehensive services, and exist outside of any criminal justice agency. Community-based advocacy is typically separated from systems-based advocates in that they are usually the only service providers that can offer confidential services protected by privileged communications statutes.

Inclusion of community-based advocacy from the point of disclosure to any systems professional improves the likelihood that victims/survivors will report their assaults, seek further medical care, and continue in the criminal justice process, all while reducing distress and negative outcomes.

Systems-based advocates do not offer victims/survivors the same types of protections regarding any information shared during disclosure as a community-based advocate. Further, community-based advocacy often can provide an array of assistance to victims/survivors outside of the typical types of assistance systems-based advocates can provide. While each type of advocacy provides important response and support elements, teams and providers that intentionally include community-advocates may see better case outcomes and long-term success.

## **CONFIDENTIALITY**

When identifying information or case details are discussed, a victim/survivor must have previously provided a release of information that is time-bound and specified to a limited discussion or activity. Therefore, the purpose of the Ellis County SART meetings are to focus on the elements of the response rather than individual case details to determine possible improvements in response, educational needs and quality assurance of current agency practices.

Protecting identifying information or case details about a victim/survivor is essential and it is important that the Ellis County SART members understand the limits of information sharing for each and every discipline. Agencies shall maintain confidentiality of records in accordance with state and federal law and their agency operating procedures.

## **PROVIDING FOLLOW-UP AND INFORMATION**

Regardless of outcomes of processes or procedures, service providers can provide better care and support for victims/survivors by providing follow-up, information, or explanations of the case status—even if that update is that the case cannot move forward or that there has been no new information or changes. One of the most important aspects of follow-up and information that leads to positive outcomes is providing clear, concise information. Many victims/survivors express that they do not know what is happening with the status of their cases, whether it is law enforcement investigations, referrals to prosecution, medical forensic kits, or trials. To improve the experiences of victims/survivors, service providers will provide a business card or written information to each victim/survivor with their agency's contact information and instructions for whom to call if they wish for an update on their case or have questions regarding a particular process.

SECTION 3:  
Agency Roles  
and Responsibilities

## **ADVOCACY**

Advocates play a unique role in the community and systems response to sexual violence in that they are the only member of the response whose sole focus is to be a supportive person to the victim/survivor as well as family members of victims/survivors. Advocates offer information, options, and supportive assistance in navigating the healing and justice processes. Advocates can accompany a victim/survivor in nearly all parts of the response—providing support during medical forensic exams, law enforcement interviews, as well as going through the court processes, and providing aftercare. Advocates focus their efforts on validating and supporting a victim/survivor in all his or her choices.

### **Community Based Advocacy –**

Currently Ellis County sexual assault victims/survivors are receiving services from community-based advocacy located in both Dallas and Tarrant County and are typically seen at the Women’s Center of Tarrant County. There are currently no sexual assault advocacy programs in Ellis County. The Heights Ellis County Family Resources is developing protocols and practices to serve sexual assault victims in our community.

#### **The Heights Ellis County Family Resources**

The Heights opened its doors in 2021 in Ellis County, providing virtual services for victims of domestic violence. The Heights center of services is a faith-based organization that embodies the family justice center model. The Heights is committed to working with families suffering from domestic violence, which often includes sexual assault victim/survivors.

#### **The Women’s Center of Tarrant County**

The Women’s Center of Tarrant County opened its doors in 1979 with a Helpline and Employment Program staffed by volunteers. In 1980, the Center adopted a small volunteer rape crisis program, providing crisis intervention to sexual assault victim/survivors at one hospital in the community as well as a 24-hour crisis hotline. Over the next forty years, the Rape Crisis & Victim Services program expanded to include a prevention and education program;

a team of licensed, professional clinical therapists; a full case management staff to assist with crisis intervention, Crime Victim's Compensation and information and referrals; a team of onsite Hospital Advocates stationed in the John Peter Smith (JPS) emergency department; and a legal team comprised of a full-time attorney and paralegal.

Our goal is that a collaborative advocacy response will be provided to victims/survivors from Ellis County from John Peter Smith Sexual Assault Nurse Examiner/Forensic Nurse Examiner (JPS SANE/FNE), Tarrant County Women's Center, and The Heights Ellis County Family Resources.

Rationale: Sexual Assault advocates can provide support, reassurance, crisis intervention, safety planning, and information to sexual assault victims/survivors during the medical, investigative, and judicial process.

Outcome: The sexual assault victim/survivor feels empowered and supported through the medical, investigative, and judicial process.

The primary objective of a sexual assault advocate is to inform, support, and accompany victims/survivors and their families through the aftermath of sexual assault.

Ellis County is committed to a Victim-Centered Approach which means that the needs and interests of victims/survivors are of central concern to system personnel as they respond.

For a sexual assault advocate, this means:

- Advocating on behalf of the sexual assault victim/survivor rights;
- Abstaining from any part of the process that the sexual assault victim/survivor does not want the advocate to attend;
- Giving full consideration to the sexual assault victim/survivor's wants and needs and, when presented with conflicting choices, deferring to the choice of the sexual assault victim/survivor;
- Ensuring the sexual assault victim/survivor has the information and knowledge to enable them (or "him or her") to make informed decisions;

- Respecting the human dignity and the uniqueness of the sexual assault victim/survivor, unrestricted by considerations of ethnic, age, social or economic status, personal attributes, sexual orientation, gender, national origin, veteran, or disability, the nature of the health problems, or religion;
- Maintaining respect for the sexual assault victim/survivor in interdisciplinary communications;
- Working collaboratively with team members to ensure the provision of quality services to the sexual assault victim/survivor; and
- Reinforcing explanations by Sexual Assault Nurse Examiner - SANE/Healthcare provider, law enforcement, prosecution, and professional counselor when appropriate.

The collaborative effort of community-advocates from JPS SANE/FNE, Tarrant County Women's Center, and The Heights Ellis County Family Resources serve as sexual assault advocates by providing:

- crisis interventions;
- 24-hr hotline;
- Safety planning;
- Hospital accompaniment:
  - Providing hospital with updated staff and volunteer list.
  - Providing transportation to and from hospital if needed and when available.
  - Arriving at the hospital within a timely fashion after the call from the hospital or law enforcement.
  - Notifying hospital registration that you have arrived and inquire about the whereabouts of the sexual assault victim/survivor.
  - Explaining to the sexual assault victim/survivor that (s)he has the right to ask any questions (s)he may have at any time before, during or after the exam.
  - Being prepared to answer any of the sexual assault victim/survivor questions regarding the forensic/medical exam;
- Law enforcement accompaniment, after receiving mandated training;
- Court accompaniment;
- Legal referrals;

- Crime Victim Compensation (CVC) support;
- Peer support and/or therapeutic counseling;
- Emergency transportation;
- Emergency shelter when necessary;
- Educating community collaborators regarding role of health care providers;
- Working collaboratively with all community members to communicate best practice on an ongoing basis. Sharing information to assist in the formulation of statistics to allow review of processes for improvement of delivered services;
- Normalizing the feelings of the victim/survivor:
  - Greeting sexual assault victim/survivor and sexual assault victim/survivor family/friends. Identifying yourself and the program you represent and that you are here to offer support and information;
  - Informing the sexual assault victim/survivor that anything (s)he says to the advocate is confidential and will not be repeated to anyone without his/her permission, a court order, or the limits of confidentiality as defined by law;
  - Inquiring if there is anything the sexual assault victim/survivor needs;
  - Offering to contact family or friends;
  - Providing information and emotional support:
    - Reassuring the sexual assault victim/survivor that (s)he is now safe;
    - Providing empathy and support;
    - Validating the sexual assault victim/survivor responses
    - Letting the sexual assault victim/survivor know you are available to listen
    - Discouraging feelings of guilt and self-blame
    - Listening
- Educating and providing information to the victim/survivor and family/friends about what the victim/survivor may be experiencing emotionally and/or physically and what the victim/survivor may still have to go through either emotionally or physically;

- Educating and informing the victim/survivor and family/friends about what procedural events may follow:
  - Informing the family/friend(s) in the waiting room of the progress of the sexual assault victim/survivor exam at the sexual assault victim/survivor request;
  - Providing information and support for the family/friend(s) of the sexual assault victim/survivor;
- Providing support to the victim/survivor during the medical/forensic exams;
- Providing additional support through the criminal justice and/or recovery process;
- Providing information about crime victims' rights;
- Assisting victim/survivors in navigating the medical, criminal justice, and any other systems due to the sexual assault:
  - Informing the sexual assault victim/survivor about services and other relevant community resources;
  - Providing written information to the sexual assault victim/survivor on how to access services, including the 24-hour hotline number;
  - Providing a written copy of victim rights and information regarding crime prevention to the sexual assault victim/survivor;
  - Making arrangements with sexual assault victims/survivors to assist in the completion of the Victim Impact Statement packet;
  - Facilitating access to other services as needed;
  - Ensuring that the sexual assault victim/survivor has clothes when departing this hospital and does not have to leave wearing hospital-issued clothing;
  - Ensuring that the sexual assault victim/survivor leaves the medical facility safely, with family, friends, or law enforcement, including arranging for transportation if needed;
  - Assessing sense of safety at time of discharge and helping to arrange for safe housing if needed.

## **Crisis Response and Facilities**

- The Women's Center's (TWC) crisis hotline and hospital accompaniment response for sexual assault victims/survivors operates 24 hours a day, 7 days a week.
- During business hours (Monday-Friday, 9 am-5 pm), the hotline rings to the office and a member of the Crisis team will answer the line. If there is a request for hospital accompaniment services, a staff member or volunteer advocate will respond to provide the service.
- John Peter Smith (JPS) Hospital is where Ellis County sexual assault victim/survivors are currently being treated.
- An advocate from TWC is offered for every adult sexual assault victim/survivor that is treated at JPS. Once a patient is treated, the TWC advocate and the Heights advocate will work together for a smooth transition.

## **Notifications**

- When a victim/survivor of sexual assault arrives at an area hospital, the emergency department will contact TWC's hotline to notify the agency there is a victim/survivor who requires a forensic exam accompaniment.
- An advocate will arrive onsite within approximately 30 minutes to meet with the victim/survivor.
- The advocate's role is to provide emotional support, information, and crisis intervention, and occasionally serve as a liaison between the victim/survivor, the hospital, and/or law enforcement.
- By victim/survivor request, the advocate may sit in on a law enforcement interview or in the medical exam as the nurse collects evidence. Only trained advocates will attend law enforcement interviews.
- The advocate is also available to support and provide information to any significant others present during the exam.
- The advocate is responsible for ensuring the victim/survivor rights are afforded during the exam and investigative process.
- The standard practice is to accompany the patient from the time the advocate arrives to the victim/survivor's discharge.

- The advocate will collect all needed information and two weeks after the hospital visit, the victim/survivor will receive a check-in call from TWC staff offering support and resources.

Within 72 hours, the advocate will:

- Contact the sexual assault victim/survivor (unless sexual assault victim/survivor has specifically refused services).
- Explain the resources available for supportive services including law enforcement accompaniment, court accompaniment, counseling services, assistance with completing crime victim/survivor's compensation forms, referrals to other agencies, reminding sexual assault victim/survivor to follow-up with medical contacts, and reminding about CVC payments.
- Provide the client with a Victim Impact Statement packet and review when necessary.
- Inquire if there is anything else the advocate can do at the time.

### **Hospital Advocate Program**

- TWC employs three full-time Master-level Hospital Advocates who are stationed onsite at JPS hospital every day of the week, including Saturday and Sunday.
- The full-time Hospital Advocates provide immediate accompaniment, support and case management to sexual assault patients and other patients who have suffered any other type of violent crime.
- Outside full-time Hospital Advocate response hours, field "backup" staff or volunteers provide forensic exam accompaniments to both JPS and the Texas Health facilities.

### **Law Enforcement Accompaniment**

- In an effort to follow trauma-informed investigation techniques, the law dictates that before conducting an investigative interview with an adult victim/survivor, a peace officer is required to offer the presence of a certified sexual assault program advocate, if one is available at that time.
- If one is not immediately available, the officer may use a victim/survivor services or victim/survivor witness council, or a sworn officer that has

completed the Office of the Attorney General (OAG) 40-hour sexual assault program training.

- TWC routinely offers the required OAG training to victim/survivor service professionals in the community to ensure their department is in compliance with the legislation, should there be a circumstance in which TWC is not available to respond to an interview request.
- When a community advocate has been requested during the law enforcement investigation, the advocate will commit to do the following when appropriate for the victim/survivor and the case:
  - Ask the detective what his or her requests are;
  - Ask detective where to meet sexual assault victim/survivor (when initial contact is made by law enforcement agencies);
  - Provide updates on the progress of the case at the request of the sexual assault victim/survivor;
  - Obtain the case number from detective and give it to the victim;
  - Attend follow up interviews;
  - Have sexual assault victim/survivor sign an authorization to obtain/release information, and specify what information can be obtained/released.

### **Court Accompaniment**

- When a community advocate has been requested during the judicial process, the advocate will commit to do the following when appropriate for the victim/survivor and the case:
  - Contact the Ellis County and District Attorney's Victim's Assistance Coordinator. Ask if the prosecutor assigned to the case has any questions;
  - Obtain status updates on the case;
  - Provide District Attorney's office with completed Victim Impact Statement packet or list of incomplete paperwork;
  - Inform the District Attorney's office of the victim/survivor requests.
  - At the request of the sexual assault victim/survivor, provide accompaniment, emotional support, information, and advocacy for the sexual assault victim/survivor.

## 2024 Protocol Plans for Community Advocacy

The Heights is in the process of developing new protocols to be able to offer sexual assault victim services within Ellis County, hopefully to be implemented in 2024. The Heights' staff and approved volunteers would be trained by the Tarrant County Women's Center as certified sexual assault advocates, providing support to victims during the law enforcement meetings and SANE exam.

The Heights' advocate response during law enforcement meetings:

- Upon training, if available, an advocate can be requested to meet with the victim and investigative officer at the local law enforcement agency. Officers can call The Heights' hotline at 469-672-6494 to request advocate assistance.
- If an advocate from The Heights is not available, law enforcement officers should contact their own agency's victim assistance coordinator.
- If it does not conflict with local law enforcement agency policy, and if the privacy of the investigation and the victim is protected, The Heights can provide private office space with recording equipment where law enforcement may conduct interviews with sexual assault victims.

Advocate response to SANE:

- The Heights campus is building a private exam room where a SANE can be completed. Designed to be a **Safe Ready Facility** by the Texas Attorney General's Office, the space will meet the minimum standard of practice by providing, per Health and Safety Code Chapter 323:
  - A dedicated room or a room that can be easily converted to use for the examination. The room should be able to be locked from the inside and have a bathroom and/or shower attached if possible.
  - A quiet comfortable place, out of the public space of the facility, where the patient can wait for the examination to begin.
  - Appropriate equipment available to illuminate body surfaces with alternate light source, to allow accurate identification of the patient's injuries and facilitate the accurate documentation of injuries.
  - Maintaining the confidentiality of the patient and integrity of evidence collected as well as the patient's forensic medical records.
  - Providing the Texas Health and Human Services Information Form

<https://www.hhs.texas.gov/sites/default/files/documents/sa-victim/survivor-safe-info.pdf>

- The Heights is seeking partnership with a local hospital to provide a SANE

nurse under the hospital's medical supervision so that a SANE can be provided on campus.

- If a SANE is completed at a different location, an advocate from The Heights can be requested to meet with the victim and SANE nurse. Officers can call The Heights' hotline at 469-672-6494 to request advocate assistance.
- If an advocate from The Heights is not available, law enforcement officers should contact their own agencies victim assistance coordinator.
- In the event that a SANE nurse is not available in Ellis County, the victim should be referred to nearby Metroplex hospitals with a SANE program.

## **LAW ENFORCEMENT**

Law Enforcement provides safety, investigation, and case follow-up for victims/survivors of sexual violence. While there are different types of officers and agencies, the key element that carries across law enforcement is the primary focus on investigating and establishing the elements of a crime. From taking the initial reports to filing the case with the County and District Attorney's Office, law enforcement focuses their efforts on increasing public safety.

Trauma-informed investigation techniques have significantly altered how law enforcement interacts with victims/survivors. The results of these techniques have been positive. Other tools include the use of "soft rooms" that are designed to provide an atmosphere of comfort for victims/survivors. Finally, well-written offense reports provide a solid foundation for successful prosecution of sexual violence.

### **Initial Investigative Response (Patrol/First Responder)**

- Patrol officers and supervisors should be trained on investigative expectations while managing sexual assault calls/scenes.
- Police 911 call-takers should have a script as it relates to Sexual Assault 911 calls, to help maintain safety for the victim/survivor, crime scene security and preservation of evidence, and obtaining initial information for first responders to aid in the identity and location of suspect(s), identity of witnesses, identity of the suspect vehicle, direction of travel if applicable, and maintain confidentiality of victim/survivor.
- A patrol supervisor should be involved in the initial response, to assess the call/situation and ensure proper coordinated response occurs and appropriate notifications are made for any immediate CID investigative response if necessary.

### **Managing the Scene and Victim/ survivor Contact:**

- Locate/secure scene of offense
- Provide any immediate medical intervention if necessary.

- A sexual assault victim/survivor's person and body can be a crime scene. Depending on the nature of offense, discourage the victim/survivor from urinating, drinking, brushing their teeth, and bathing.
- Obtain necessary details from the victim/survivor to establish offense and information to secure/preserve crime scene(s), evidence, and identity of suspects and any witnesses.
- Utilize additional officers or resources to manage the scene(s) and preserve/locate evidence, witnesses, and suspect(s).
- Obtain complete victim/survivor information including alternate contact phone numbers, social media information if available, and/or email address.
- Complete the Ellis County Adult Sexual Assault Packet documenting details of the offense and provide the victim/survivor with the victim/survivor notification sheet. (The Ellis County Sexual Assault packet is for adult victims/survivors only.) If the victim/survivor is an adult and is reporting a delayed offense when they were a child, the Sexual Assault packet does NOT apply. If the victim/survivor chooses to use a pseudonym, use the victim/survivor's initials on this form.
- If the victim/survivor uses a pseudonym per CCP 58.202, the only location the victim/survivor's real name, address, and phone number may be used is on the pseudonym form.
- All police reports including the Ellis County Adult Sexual Assault Packet shall reflect the victim/survivor pseudonym information if the victim/survivor elects to use a pseudonym. The victim/survivor's initials are to be used as the pseudonym. Ensure other officers on the call completing a report or supplement use the victim/survivor's pseudonym information in their report.
- Offer the victim/survivor a sexual assault examination. Within 120 hours, police cannot decline a SANE exam (HB2462, CCP Art 56A.251). But officers cannot force an exam if the victim/survivor declines SANE exam.
- Notify victim/survivors that the SANE exams are performed at no expense to the victim/survivor when referred to JPS by law enforcement.
- Notify the hospital when the officer or victim/survivor is en route. These facilities are the primary locations in Ellis County for sexual assault forensic examinations. The contact number for JPS (817-702-7829)

- If possible, have the victim/survivor bring a change of clothing to the hospital to wear after the exam is completed.
- Officers will be required to complete and sign a Texas Attorney General Authorization form for the sexual assault exam, per HB616, CCP Art., 56A.251(d), while at the hospital. If the victim/survivor uses a pseudonym, use the victim/survivor's initials on this form.
- If the victim/survivor goes to the hospital, the hospital will notify an Ellis County community advocate or the Women's Center Advocate so that a Sexual Assault Program Advocate, if not already present, can respond to the Hospital, per CCP Art 56A.351.
- Obtain a consent for release of medical records from the victim/survivor if the victim/survivor receives medical treatment beyond the sexual assault exam. This medical release form should be included in the Ellis County Adult Sexual Assault packet. The victim/survivor shall use their real name on the consent form, regardless if the victim/survivor used a pseudonym.
- The officer should remain with the victim/survivor at the hospital until the completion of the forensic exam. The purpose of this is to handle any additional information or evidence found during the exam and to ensure the victim/survivor has no additional needs or follow up questions after the exam.
- The police agency's victim assistance advocate should be notified if the victim/survivor does NOT go to the hospital.
- Rape Crisis Counseling information/resources and victim assistance contact information shall be provided to the victim/survivor per CCP Art., 56A.051.
- Collect any victim/survivor clothing of evidentiary value worn at the time of the offense.
- Collect any victim/survivor clothing of evidentiary value worn to the hospital or any other clothing of evidentiary value that the SANE nurse didn't collect. Typically, the SANE nurse will only collect the victim/survivor's panties/underwear and include those items inside the sexual assault kit.
- If a victim/survivor believes they were drugged or had loss of consciousness from a possible drug-facilitated sexual assault, toxicology (blood and urine) should be taken during the sexual assault exam.

- Upon completion of the exam, collect the sexual assault kit, toxicology, and clothing if applicable, as evidence.
- Crime scene will photograph/document the victim/survivor injuries (if applicable).
- The officer will complete an offense report with their police agency, documenting what the victim/survivor reported, witness statements, and the facts and details of their investigation.

### **Processing/Managing the Scene (Offense Location and/or Suspect)**

- Consent to search or a search warrant should be obtained by the Detective (if applicable/necessary) for the crime scene where the offense occurred.
- If necessary, Crime Scene will respond and processes the crime scene(s).
- If possible, all evidence should be photographed or video recorded prior to collecting.
- Document where the evidence was located, who located it, who collected it, and the date and time collected.
- Consider collecting/swabbing bedding - Is suspect known or unknown? Will suspect's DNA already be there legally?
- Collect, document, and photograph any item that would provide evidence the sex was or was NOT consensual (torn clothes, force was used, blood evidence, weapon etc.).
- Locate/secure any additional crime scenes.
- Locate/secure any video evidence. Consider cell phones as evidence and obtain passcode if possible. After gaining consent or a search warrant, photograph messages that may be lost (especially messages from dating websites and other social media such as SnapChat. They are erased if either person blocks the other). DO NOT take victim/survivor's cell phone if evidence can be collected through screenshots, emailing video or photos, or photographs of the phone screen.

- If suspect is arrested, consider an emergency protective order for the victim/survivor per CCP Article 17.292 if requested or necessary/mandatory.
- Depending on the offense, consider if the suspect's clothing worn at the time of offense may be of evidentiary value.
- Depending on the time/details of the offense, consider taking swabs of the suspect if victim/survivor's DNA may be present (example- on the suspect's fingers for digital penetration or penis swabs for penile contact) Use Crime Scene for this if available and, for penis swabs - if possible, use same gender to take swabs and perform it in a controlled environment/private location.
- After obtaining a consent or a search warrant, collect a buccal swab of suspect's DNA/saliva. Record/document consent and collection on body-worn camera (BWC).
- Depending on the details/time of offense, consider whether to collect suspect's fingernail scrapings under exigent circumstances or search warrant.
- Photograph the suspect and any potential injuries.
- Consult with detectives prior to interrogation of suspect. If interrogated, record interrogation on body-worn camera (BWC) under CCP Article 38.22 and document.
- Ensure all witnesses are fully identified and interviewed.
- Canvas area for other witnesses and or evidence. Especially look for potential cameras that might have captured information (Ring cameras, home security, etc).
- Detective should respond to scene if necessary.

#### **Investigative Follow-Up CID:**

- Once notified, the police agency has seven (7) calendar days to collect the victim/survivor sexual assault kit from the hospital per Government Code 420.035(b);
- After receiving the victim/survivor sexual assault kit, the police agency has thirty (30) calendar days to submit the kit to an accredited lab for analysis (Government Code 420.042);
- The police agency shall enter the whereabouts of the victim/survivor sexual assault kit in the State's Track-Kit system (Gov Code 420.042)

after receiving the sexual assault kit and submitting it to an accredited lab for analysis;

- If the victim/survivor underwent a SANE exam, obtain copy of the SANE Medical Protocol from the hospital;
- The CID detective will contact and conduct a follow-up interview with the victim/survivor;
- The CID detective shall inform the victim/survivor of their right to have a victim/survivor advocate as defined under Section 420.003 Government Code be present during the investigative follow-up interview, per CCP Art 56A.3515;
- The CID detective will consider whether a sample of the suspect's DNA is necessary for the case/investigation. If the suspect's DNA is necessary, a sample of the suspect's DNA shall be obtained through a search warrant.
- Consider preservation requests if necessary for cell phone records, cell tower records, and/or social media sites pending a search warrant.
- Obtain a consent to search and eliminate any possible consensual partner's DNA that may be present in the victim/survivor sexual assault kit.
- The CID detective shall follow-up on any evidence not previously obtained related to the case.
- If a suspect is unknown to the victim/survivor and/or witnesses, the CID detective shall follow their department's eyewitness identification policy/procedure when presenting photo lineups or live lineups per CCP Article 38.20.
- The CID detective should consider obtaining a voluntary statement from the suspect, prior to arrest when possible, and any witnesses related to the case.
- In an effort to help prove or disprove consent or elements to the offense, the CID detective should consider offering a voluntary polygraph examination to the suspect.
- CID detective will not request or require the victim/survivor to undergo a polygraph examination (CCP Article 15).
- The CID detective will conduct a fair, impartial, and thorough investigation to determine whether there is probable cause to issue an arrest warrant or charge the suspect with the offense.
- The CID detective will document the details of their investigation in a

supplement to the original report, ultimately providing a disposition to the outcome of the investigation/case.

- CID detectives may use the Ellis County and District Attorney's Office prosecutors as a resource in the investigation and consultation of the case if necessary.

**Interagency Information Sharing:**

- For interagency information sharing with local, state and federal law enforcement agencies, the police agency will enter relevant information and details of the sexual assault into the FBI's (VICAP), Violent Criminal Apprehension Program ( Section 420.036 Government Code).

## **HEALTH CARE PROVIDERS**

The role of medical personnel in the response to sexual assault is to provide victims/survivors with critical access to medical and/or psychological services. The goal is to ensure that compassionate and sensitive medical care is provided in a non-judgmental, victim-centered manner. Sexual assault is a trauma, regardless of the presence of physical injuries. Health care providers can help reduce the neurobiological response to trauma by providing trauma-informed care that restores safety, security and control to patients.

It is best practice to have all sexual assault medical forensic examinations performed by a specially trained forensic nurse certified as a sexual assault nurse examiner/forensic nurse examiner (SANE/FNE). Throughout the response, the health professional focuses on the health and well-being of the victim/survivor. The SANE/FNE can uniquely give accurate health information, provide timely medical treatment, informed reporting options, and ensure access to follow up services.

### **The Primary Objectives for the Health Care Provider are to Provide:**

- Treatment for emergent medical conditions before, or concurrently to, addressing forensic issues such as evidence collection.
- Timely patient forensic medical examinations and treatment.
- Access to advocacy services.
- Evidence recognition, preservation and collection as indicated by patient history or examination findings. While evidence collection is important, it is secondary to the health and well-being of the patient.
- Educate community collaborators on the role of the health care provider.
- Work collaboratively with all community members to communicate best practice on an ongoing basis and to share information to assist in the formulation of statistics to allow review of process for improvement of delivered services.

## **Health Care Providers Can Accomplish this by**

- Having on-site nurses in the hospital specialized in the field of forensic nursing
  - If SANE/FNE not on site - reporting to the hospital facility within 1 hour or less
  - If advocate not on site - contacting the Tarrant County Women's Center for advocacy accompaniment at the healthcare facility
- Provide the patient with the mandated Texas Department of Safety and Health Service's "Information Sheet for Sexual Assault Patients" to assist the patient with making informed decisions regarding care during the sexual assault
- Treating the patient as one would any other traumatized patient that is seen in a medical facility and understanding the value and integrity of evidence collection
- Providing assessment, diagnosis and/or treatment of the patient assuring life-threatening injuries are identified and treated
- Providing a medical forensic examination by specially trained medical professional including complete evidence collection and forensic photography
- Providing treatment appropriate to the patient's injuries, including but not limited to prophylaxis for sexually transmitted infections and emergency contraceptive protection.
- Providing HIV testing and access to follow up care and medications

## **The Medical Facility**

Federal Emergency Medical Treatment and Active Labor Act (EMTALA) legislation requires that persons presenting to a hospital emergency department must have a medical screening to determine if an emergent condition exists requiring interventions.

In all patient interactions, it is important to maintain confidentiality of forensic medical information and documentation including but not limited to:

- The Health Insurance Portability and Accountability Act (HIPAA) applies to this patient population
- Policies should be in place regarding the process for Release of Information and obtaining records and/or photographs; the method used to identify the patient in the photographs
- Documentation that photographs exist in the permanent medical record for

each patient. Each medical facility designating itself as a **SAFE Ready Facility** by the Texas Attorney General's Office, should meet the minimum standard of practice by providing, per Health and Safety Code Chapter 323:

- A dedicated room or a room that can be easily converted to use for the examination. The room should be able to be locked from the inside and have a bathroom and/or shower attached if possible.
- A quiet comfortable place, out of the public space of the facility, where the patient can wait for the examination to begin. This space can also be used for advocate accompaniment, clinical support staff and law enforcement to speak with and counsel the patient, partner, and/or family
- Appropriate equipment available to illuminate body surfaces with alternate light source, to allow accurate identification of the patient's injuries and facilitate the accurate documentation of injuries.
- Maintaining the confidentiality of the patient and integrity of evidence collected as well as the patient's forensic medical records.
- Providing the Texas Health and Human Services Information Form – <https://www.hhs.texas.gov/sites/default/files/documents/sa-victim/survivor-safe-info.pdf>

#### **SAFE Ready Designated Facilities for Adult S/A Exams**

- John Peter Smith Hospital- ( JPS) 1575 S Main St. FTW 76104
  - (817) 702-7829 ER
  - (817) 702-7263 Forensic Department Office
  - Forensic Nurse Examiners available for victim/survivors of s/a acute and non-acute and other violent crimes.
    - On Site: Monday-Friday, Sunday & every other Saturday 10 am -10 pm
    - On Call: 24/7 after hours to respond to the ER for sexual assault exams
    - Call the Forensic Department to schedule non-acute exams
  - Hospital Advocates from the Tarrant County Women's Center
    - On Site: 7 days a week for all victim/survivors of crime
    - On Call: 24/7 after hours to respond to the ER for sexual assault victim/survivors

#### **Reporting/Non Reporting Options**

Adult victim/survivors of sexual assault have the option of reporting or not

reporting the offense to law enforcement. The sexual assault evidence collection kit (SAEK) does not have to be used for a sexual assault examination to occur. SAEKs should be used only when indicated.

**REPORTING** – includes reporting the incident to law enforcement in the jurisdiction in which the sexual assault occurred.

- **If the assault occurred within 120 hours** the patient shall have access to all support services at no cost to them including:
  - Health care treatment
  - Sexual assault forensic evidence collection
  - Access to a sexual assault advocate
  - Ability to track sexual assault evidence through various stages of criminal justice process (Texas Government Code §420.034)
  
- **If the assault occurred greater than 120 hours** patient shall have access to all support services listed above at no cost to them if:
  - based on the circumstances, the law enforcement agency believes a sexual assault exam would further investigation or prosecution or
  - after a medical evaluation by a physician or a sexual assault nurse examiner, the physician or examiner notifies the law enforcement agency a that a sexual assault exam should be conducted (Article 56.251 (c)).

**NON REPORTING** - patient chooses not to report to Law Enforcement and requests a forensic medical examination

- **If the assault occurred within 120 hours** the patient shall have access to all support serves list above as no cost to them
- Responsibility for payment of the medical component of the assessment and examination may rest on the patients, and they are eligible for reimbursement through Crime Victims Compensation
- The patient shall be informed that:
  - Sexual assault evidence will not be processed unless the patient reports the crime to law enforcement (Texas Code of Criminal Procedure §56A.301-56A.309)
  - They have up to five years after the incident to report
  - Responsibility for payment of the medical component of the assessment and examination may rest on the patient and they are eligible for reimbursement through Crime Victims

## Compensation

- **If the assault occurred greater than 120 hours** - patients shall still have access to
  - Health care treatment
  - A Health care provider may do STI testing
  - Access to a sexual assault advocate
  - Referrals for services as needed
  - Health care costs not covered by CVC

## Intake Medical Personnel Triage

- Patients who report acute sexual assault, or those who are suspected of being acutely sexually assaulted, should have an Emergency Severity Index (ESI) Triage Level 2 (U.S. Department of Health and Human Services, 2012).
- The patient should be seen as soon as possible and triaged to assess for life-or-limb-threatening injuries or psychiatric emergencies. Any life-or-limb-threatening injuries or psychiatric emergencies take precedence over forensic evidence collection.
- Strangulation and head trauma are medical emergencies requiring physician evaluation before or concurrently with the medical forensic examination.
- Once the patient is stable, offer a forensic medical assessment. The medical assessment may take place before or concurrently with forensic sexual assault assessment, depending on facility policy and ensure patient consents to this treatment plan.
- Escort the patient and family, caregiver or support person(s) to a private waiting area.
- Elicit information as privately as possible, regarding:
  - Safety (Is the patient safe? Is the suspect present? Speaking with patient alone is important to obtain accurate information);
  - Pain & Bleeding;
  - Instruct patient to not use restroom, wash, change clothes, smoke, eat, or drink until evaluated by the forensic health care professional. If patients must use restroom, collect the urine, and advise that they do not wipe genitalia until after evidence has been collected;
  - Consider collecting urine if drug/substance-facilitated sexual assault (DFSA) is suspected. Maintain chain of custody of specimens;
  - Does the patient want to report this incident to the police– If so, assist with facilitating a law enforcement request form if

not already done.

- Contact sexual assault advocate for a hospital accompaniment if patient consents.
- If not in house at the medical facility, contact forensic health care professional and notify of patient's arrival.
- Advise patient of expected wait times.

### **The Medical Forensic Examination**

- Consent is an ongoing process and must be obtained to perform a sexual assault medical forensic examination. Patients must have the capacity to consent and consent can be given or withdrawn for any point of the exam.
- The Medical forensic exam has four parts:
  - A detailed history
  - Head to toe physical examination looking for injury
  - Detailed Genital Examination
  - Identification and collection of forensic evidence as indicated by history and examination findings
- The Medical Portion further requires:
  - Formulating a medical and/or nursing diagnosis
  - Formulating a medical and nursing care plan
  - Health care intervention involving of injuries & addressing any medical concerns
  - Reviewing the process to ensure all needs are met and referrals are made
  - Treatment prophylactically for sexually transmitted infections and or pregnancy per the CDC guidelines

### **Sexual Assault Evidence Tracking Program – TRACK-KIT (Texas Government Code 420.034)**

- Requires systems to track the status and location of each item of evidence through various stages of the criminal justice process, allow entities involved in the handling of the evidence to update and track the status and location of evidence, and allow victim/survivors to anonymously track or receive updates on the status of evidence.
  - Participation in the tracking system is required by any entity that collects evidence of sexual assaults or other sex offenses or investigates or prosecutes such offenses.
  - A Health Care Facility or other entity that performs a medical examination to collect evidence of a sexual assault receives signed, written consent to release the evidence the facility or entity shall:

- Provide the patient with a unique identification number and explain the purpose of tracking evidence – educate patient that only the location of evidence is available and that no results to any type of testing are found in the electronic tracking system.
- Promptly notify any law enforcement agency investigating the offense; and
- **Not later than two business days** after the date the examination is performed, enter the identification number of the evidence collection kit into the statewide electronic tracking system Track-Kit.
- Except as provided by Subsection (c), a law enforcement agency that receives notice from a health care facility or other entity under Subsection (a) shall take possession of the evidence **not later than the seventh day** after the date the law enforcement agency receives notice.
- A law enforcement agency that receives notice from a health care facility or other entity that is located more than 100 miles from the law enforcement agency shall take possession of the evidence **not later than the 14th day** after the date the law enforcement agency receives notice.

#### **Special Considerations:**

- **Mandatory reporting** is required for suspected abuse of the elderly or an adult person with a disability, regardless of the wishes of the patients, their families, or friends.
- It is critical that **adult military-affiliated victim/survivors** receive information about their reporting options from a person knowledgeable of the Department of Defense policy that defines reporting choices to ensure the patients' rights are not violated.

#### **Provision of Emergency Services To Certain Adult Sexual Assault Victim/survivors (Sec. 323.0044, Health and Safety Code)**

- A health care facility shall provide a forensic medical examination and treatment to an adult sexual assault victim/survivor for whom a guardian is appointed under Title 3, Estates Code, without the consent of the victim/survivor's guardian, guardian ad litem, or other legal agent if:
  - the health care facility determines the victim/survivor

understands the nature of the forensic medical examination and treatment; and

- the victim/survivor agrees to receive the forensic medical examination and treatment.

- Subject to Subsection (c), if an adult sexual assault victim/survivor requests a forensic medical examination and treatment and a health care facility determines the victim/survivor potentially is incapable of consenting to the forensic medical examination and treatment, the health care facility may:
  - obtain consent from a relative or caretaker of the victim/survivor on the victim/survivor's behalf; or
  - obtain consent from the victim/survivor's guardian, guardian ad litem, or other legal agent.
- Petition a court with probate jurisdiction in the county in which the facility is located for an emergency order authorizing the forensic medical examination and treatment, in the manner provided by Section 48.208, Human Resources Code.
- If personnel of a health care facility know or have reason to believe that the victim/survivor's relative, caretaker, guardian, guardian ad litem, or other legal agent is a suspect or accomplice in the sexual assault of the victim/survivor, the health care facility may not contact the victim/survivor's relative, caretaker, guardian, guardian ad litem, or other legal agent.
- A health care facility may not provide a forensic medical examination to an adult sexual assault victim/survivor for whom a guardian is appointed under Title 3, Estates Code, if the victim/survivor refuses the examination, regardless of whether the victim/survivor's guardian requests or consents to the examination.

## PROSECUTION

Prosecutors are charged with seeking justice in all cases, including adult sexual assaults. Prosecutors offer explanations of case decisions and preparation for trial, as well as information about the legal system to victim/survivors as well as team members. Members of prosecution teams prioritize seeking justice as well as accountability to the public.

The Ellis County and District Attorney shall employ felony prosecutors to handle the prosecution of sexual assaults presented to the office. A Victim Assistance Coordinator (VAC) will also be provided to each case to ensure all applicable victim/survivor Rights under Chapter 56A are provided to a victims/survivors of Sexual Assault.

Prosecutors accomplish this by:

- Seeking justice;
- Prosecuting the perpetrator when evidence beyond a reasonable doubt exists;
- Providing the victim/survivor with information relevant to the prosecution of the perpetrator;

The victim-centered approach means that the needs and interests of victims/survivors are of central concern to system personnel as they respond. For a prosecutor this means:

- Enhancing cooperation between the prosecutor's office and community organizations that may assist the victim/survivors whenever appropriate;
- Involving victim/survivors choices and options about case disposition whenever appropriate;
- Demonstrating sensitivity by using non-judgmental questions, comments, and body language;
- Establishing and maintaining a contact with area law enforcement commands, crime victim/survivor advocates, Adult Protective Services and community medical/forensic services;
- Facilitating communications within the prosecutor's office and among members of the SART;
- Compiling and maintaining the statistics regarding cases presented to the Ellis County and District Attorney's Office.

- Maintaining respect for the victim/survivor in interdisciplinary communications.

### **Victim Assistance Coordinators**

In accordance with Article 56A.202 of the Texas Code of Criminal Procedure, a Victim Assistance Coordinator (VAC) is responsible for ensuring that a victim/survivor is afforded the rights guaranteed by Subchapter B of the Texas Code of Criminal Procedure. The victim assistance coordinator has completed the sexual assault advocate training, and can be available during work hours when needed. The VAC shall work closely with appropriate law enforcement agencies, prosecuting attorneys, the Board of Pardons and Parole, and the judiciary.

The role of VAC includes, but is not limited to:

Providing victims/survivors with:

- Information regarding crime victim/survivor rights
- Case information and status
- Secure waiting area
- Victim Impact Statements
- Crime Victim Compensation Information
- Protective Order Information
- HIV/STD testing information
- Address Confidentiality assistance
- Counseling Referrals
- Community Resources Referrals
- Integrated Victim Services System assistance and connecting with TDCJ victim services after disposition

Supporting victims/survivors by:

- Explaining criminal justice processes
- Listening and answering questions
- Encouraging and supporting
- Assessing their needs

- Crisis Intervention
- Safety planning
- Assisting with the completion of victim/survivor services paperwork
- Accompanying them to trial and prosecutor meetings
- Intervening with employer/school, and
- Assisting with relocation or housing needs.

## **Case Flow through the Judicial System**

**Intake:** Cases will be presented to the Ellis County and District Attorney's Office by the arresting agency. These cases will be prosecuted vertically with the goal that the prosecutor who intakes the case would keep it through resolution, barring changes in staff or staff responsibilities.

- The intake clerk will inform the felony chief of adult sexual assault cases received in intake.
- The felony chief will quickly review cases at intake and assign cases to trial prosecutors to complete intake.
- Intake on sexual assault cases will be completed in a timely manner. The assigned prosecutor will make decisions as to whether charges will be accepted, rejected, or returned for more information. In addition, if more investigation or additional items are needed from the arresting agency, the prosecutor will reach out to them and request these items.
- Prosecutors will ensure that all public filings, including the complaint, use the victim/survivor initials to protect their identity from the public.
- Prosecutors will contact the victim/survivor before a case is presented to grand jury, and inform the victim of case's progress from intake through a true-bill, no-billed or rejection. Victims and law enforcement agencies will be contacted before a case is rejection, and the prosecutor will explain and document why the case will not proceed

to grand jury.

**Case Assignment:** If a case is true bill, the case will be given a cause number.

After a case is indicted, VAC will contact the victim/survivor. In that phone call, VAC will:

- Assess safety of the victim/survivor;
- Introduce self and explain VAC role;
- Provide Case Number;
- Provide Contact info for VAC and prosecutor;
- Verify current address, phone number, email, and alternate contact if number is not correct;
- Explain the general criminal justice process, and refer the victim to his or her prosecutor for specific case information;
- Explain victim/survivors' rights, including:
  - Victim Impact Statement (VIS)
  - Crime Victim Compensation (CVC)
  - Safe Waiting Area
  - HIV/STD testing
  - 7B Protective Orders
- Assess needs for resources, including counseling, shelter, food pantries, clothing, financial assistance and legal services.
- VAC will send out initial packet which includes all the above information from the phone call in a paper form. VAC will track when a victim/victim/survivor returns the VIS and the request for STD testing.

**Docket/Pleas:**

- Before first setting, prosecutors will contact the victim/survivor and talk to them about initial plea offers. It will be made clear that all offers will be the prosecutor's decision, but the wishes of the victim/survivor will be considered prior to any offer being made to the defense.

- Victim/survivors will be given information to track setting notices. If a setting involves a potential court hearing the victim/survivor will be told in case they want to attend.
- Victim/survivors will be kept informed of the negotiation process if they remain in contact with the prosecutor with current contact information.
- If a case is set to plea, victim/survivors will be informed of their right to attend and give an allocution.
- VACs will work with the victim/survivor on their allocution and will accompany them to court on the day the case is set.
- A secure location will be provided to the victim/survivor on the day of the plea.

**Trial:**

- If a case is set for trial, the victim/survivor will be notified with as much notice as possible. Prosecutors will conduct witness meetings with VACs present if possible.
- VACs will provide a secure area for the victim/survivor during trial and will accompany them to court when they testify and when the verdicts are read. VACs will also coordinate with investigator for victim/survivor parking and notes for work/school.
- If a victim/survivor chooses to give an allocution, VACs will help them prepare.
- After verdict, VACs will discuss prison and parole or community supervision outcomes with the victim/survivor.
- If a Defendant is convicted of a listed offense under Article 7B.001 of the Texas Code of Criminal Procedure, VAC's will coordinate with the Ellis County and District Attorney's Protective Order Team to request a 7B- Protective Order if the victim/survivor chooses to not opt out.
- After a case is disposed, a prosecutor will contact the victim and ask if he or she would allow the case to be evaluated during SART. The prosecutor will send the victim an informed consent form. Only if a victim consents will a case be reviewed in SART.

## **Addendum: Applicable Statutes**

### **Code of Criminal Procedure**

Article 7B,

Protective Orders

Article 15, Arrest

Under Warrant

Article 17.292, Magistrate's Order for Emergency Protection

Article 38.20, Photograph and Live Lineup

Identification Procedures Article 38.22, When

Statements May Be Used

Article 56A, Rights of Crime Victims

Subchapter F. Forensic Medical  
Examination of Sexual Assault Victim  
Reporting Assault.

Subchapter G. Forensic Medical  
Examination of Sexual Assault Victim Not  
Reporting Assault.

Article 58.202, Designation of Pseudonym; Pseudonym Form

### **Government Code**

Section 420, Sexual Assault Prevention

Section 420.034, Statewide Electronic Tracking

System Section 420.036, Duty to Enter Certain

Information into Violent

Criminal Apprehension  
Program Section 420.042,  
Analysis of Evidence

## **Case Review: State vs. Rolando Becks**

### **Selecting Case for Review:**

Most cases indicted during 2022-2023 are still pending. SART chose to evaluate the protocol through the lens of a disposed case to provide privacy for victims and protect their information as their cases are still pending. The victim, "Maria," gave consent for the case to be used in this evaluation. Maria understood that the findings would be published in the Biennial Report and given to the Texas Association Against Sexual Assault (TAASA).

### **Protocol Evaluation Procedures:**

The case was presented to core members by the prosecuting attorney and the lead detective. Core members discussed places in both the investigation and presentation of the case where the protocol would have aided in trauma-informed choices when interacting with Maria. Members also discussed how much of the detective's case management, investigation and presentation followed the SART protocols.

### **Facts of the case:**

In 2020, Maria was hiking on a nature trail in a park in Waxahachie, Texas. She had just picked up coffee, had her headphones in her ears, and was enjoying the trail. She stopped on the trail to take a video to post to Instagram, and then began her walk back to her car. She was tackled from behind and digitally penetrated, while her attacker whispered, "Just take it." Her attacker was startled by a passerby and fled. Maria got up, ran to her car, and called her mother who called 911.

A patrol officer was on scene within minutes because he had just finished a nearby call. He noticed Maria was under extreme stress, and his first order of business was to ease her tension as much as he could. He also stayed with her until she went to a SANE at JPS by ambulance. Maria gave the patrol officer a description of her attacker. Meanwhile, other officers had arrived at the scene and began looking for her attacker, taking witness statements, and trying to locate the crime scene. One officer found a witness who saw a man matching the perpetrator's description run out of the trail and towards nearby hotels. That officer was able to secure surveillance video and identified Rolando Becks as the man who ran out of

the trail.

At the same time, other officers began to walk the trail to find the crime scene. Officers found the spot where Maria dropped her Starbucks cup and noticed that the trail looked disturbed. A crime scene investigator began to collect twigs, the cup, and other pieces of evidence at the scene. The crime scene investigator also took pictures of the scene.

Maria's SANE was completed at JPS. She was in a Safe Ready room, but because of Covid protocols, she was alone. She spent several hours at the hospital and was only able to see her mother at the end of the process. Maria had over 100 cuts on her body and stated it hurt to urinate, which indicated injury.

After the SANE, Maria was taken to the police station. The lead detective did not question her that day, wanting to give her time to rest and remember. She met with the detective three times: two meetings before the suspect was interviewed, and one after the suspect was interviewed. In the third interview, two detectives met with Maria about the defendant's version of events.

Detectives also interviewed the suspect, who claimed it was a drug deal gone bad. Becks said he was a drug dealer and claimed Maria wanted drugs but didn't have any money, so offered her body in exchanged for drugs. When asked if they would find touch DNA from the SANE Kit, Becks alluded that nothing else would be there because it was only fingers.

The case was presented to a jury twice. The first resulted in a hung jury, the second resulting in a guilty verdict and a sentence of 20 years TDCJ, the maximum sentence for the offense. The trial experience was difficult for Maria. Covid caused a delay in the trial schedule for all cases. In addition, as prosecutors left the office, Maria had three different prosecutors who worked on her case.

## **Protocol Review:**

### **1. Advocacy**

This case is a good example of why advocacy for victims is not just important, but essential, in the criminal justice system. Because of Covid, Maria did not have access to an advocate at the hospital or during the time while Covid had halted the judicial system. As a result, when prosecutors began to call Maria, she was scared, anxious, and hesitant to be involved.

Maria would have benefitted from an advocate from day one, not just at the hospital but also during the investigation and Covid-delay.

## **2. Law Enforcement**

### **Initial Response and Victim Contact**

The police department followed many steps in the protocol during this investigation. As soon as the patrol officer was on scene, his first goal was to ensure Maria's safety. Before asking any questions about the offense, he assessed her immediate need and attempted to help calm her anxiety. He offered her a SANE and notified partners as soon as she was on her way. Maria was very distraught and anxious, and the process may have been easier for her with the presence of an advocate.

### **Processing and Managing the Scene**

Officers responded to the trail to photograph and collect evidence. The location of some collected evidence was not photographed before collection. A crime scene detective did not respond to the scene, nor were names or phone numbers collected from other potential witnesses who were enjoying other parts of the park. In hindsight, the crime scene investigation would have been aided if a detective responded to the scene to direct evidence and witness collection.

While officers were responding to the scene of the crime, another officer was canvassing the back of the trail. He obtained a witness statement from a bystander who saw a man matching the description of Maria's attacker run out the back of the trails and towards nearby hotel. The officer went to the hotel and was able to collect surveillance video depicting a man leaving the hotel in the morning and coming back home. The man had been living at the hotel with his girlfriend and children for a few weeks.

### **Investigative Follow up-CID**

The lead detective did go to the scene after it was processed to help look for evidence. Specifically, the witness said the suspect was not wearing a shirt when he left the trail. She also met with the victim after her SANE. Recognizing that Maria had been in the hospital all day, the lead detective did not interview her the day of the assault. Instead, she got a description of the attacker and told Maria to come back on a different day. Maria was interviewed twice by the detective. The first

interview was to get the details Maria could remember and to give Maria a photo line-up. The second time was after the detective spoke with the suspect. In this interview, two detectives confronted Maria about the defendant's version of events. The lead detective believes a trauma-informed interview would have elicited the same information but in a less stressful or confrontational setting for Maria. Maria also would have benefitted from the presence of an advocate during all of her interactions with law enforcement.

The detective issued a Facebook request for information as soon as possible and was able to garner a few leads that lead to positive identification of the suspect. She also obtained a statement from the suspect, where he admitted to the contact and claimed it was consensual. The statement she obtained provided lots of detail which corroborated Maria's account of the assault.

After speaking with Maria, the detective applied for a warrant and arrested the defendant. The case was forwarded to the DA's office for prosecution.

### **3. Health care**

Maria was examined at a SAFE ready designated facility. She did not have access to an advocate due to Covid restrictions; she would have benefitted from one. The nurse completed the exam to the best of her ability but did forget to collect Maria's buccal swab and fingernail clippings. The kit was packaged and processed properly and turned into the lab on time. Her medical needs were immediately assessed by law enforcement and on arrival at the hospital.

### **4. Prosecution**

Vertical prosecution was attempted on this case, but changes in prosecutorial staff meant Maria had three different prosecutors during the life of her case. The case was received in office on November 18, 2020 and was presented to the grand jury for indictment on December 17, 2020. The victim assistance coordinator did send Maria a victim impact statement packet and was a part of most of Maria's meetings with prosecutors and staff. Maria was contacted during and after plea negotiations and when the case was finally set for trial. During both trial, Maria and her family were provided a safe and secure place to wait. In between both trials, prosecutors kept in touch with Maria and her family.

The case ultimately ended in the second trial with a guilty verdict and a sentence of 20 years TDCJ. Maria was also later contacted to give her consent for the case to be used for protocol evaluation.

### **Evaluation Conclusion**

When applied, the protocol can only make the criminal justice process easier for victims. This case is a good example of the why sexual assault advocates are important and essential. The presence of one could have provided Maria with necessary support and help ease the trauma of the criminal justice process. It is also important for crime scene investigators to discuss the plan with detectives to decide what evidence should be collected and how that evidence will be used or tested. Criminal investigation detectives should go to the crime scene of sexual assault cases to help direct evidence collection.

## Conclusion

Ellis County law enforcement professionals and advocacy groups are working together to try and meet the vital needs of sexual assault victims. Law enforcement agencies in this county strive for excellence as they investigate adult sexual assault cases. Yet we realize as a member of the Dallas/Fort Worth Metroplex, many services are provided in Dallas or Tarrant County. This county is in desperate need of local sexual assault advocates to attend law enforcement meetings and the SANE with victims.

The Heights is in the process of selecting volunteers who are willing to serve as advocates and be trained by The Women's Center. It is also seeking partnerships with local hospitals to provide SANEs for victims in Ellis County.

We also understand that the number of sexual assault cases reported in Ellis County is low. Many victims choose not to report because of public distrust, shame, and guilt. SART would like to partner with local law enforcement agencies to start a public awareness campaign and hopefully change the culture of reporting in our county so these victims may receive justice.

SART's biggest impact this year was made in the two training sessions that were hosted. In those sessions information and techniques were shared to various law enforcement agencies. We realize that each city and agency has different resources and personnel. We understand that what works in one agency may not work in another. However, the sharing of ideas allows for creative solutions to problems that limited resources may create.

In the next two years, SART goals include:

1. Training sexual assault advocates and creating a contact list for law enforcement;
2. Creating a contact list of criminal investigation detectives to be shared amongst agencies;
3. Providing In-County SANE in a SAFE Ready facility;
4. Establishing a Sexual Assault Public Awareness Campaign; and
5. Increasing attendance from law enforcement agencies to meetings and trainings.

# COMMISSIONERS COURT AGENDA REQUEST

3.4

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 2<sup>nd</sup> 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.**

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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: November 20, 2023 SUPPORTING DOCUMENT(S) ATTACHED? ( Y / N )

NAME: Cheryl Chambers, Ellis County Treasurer

PHONE: 972-825-5127 FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: Ellis County Treasurer

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: Consent – November 28, 2023

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

**Adding Money Market Mutual Funds language to the Ellis County Investment Policy**

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# ELLIS COUNTY INVESTMENT POLICY

Approved by Commissioners Court November 28, 2023

**Investment Officer**

*Cheryl Chambers*

Ellis County Treasurer

101 W. Main Street, Suite 203

Waxahachie, TX 75165

972-825-5127

cheryl.chambers@co.ellis.tx.us

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Todd Little, County Judge

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Randy Stinson, Commissioner Pct. 1

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Lane Grayson, Commissioner Pct. 2

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Paul Perry, Commissioner Pct. 3

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Kyle Butler, Commissioner Pct. 4

# Ellis County Investment Policy

November 28, 2023

## I. Investment authority and scope of policy

### A: General Statement

This policy serves to satisfy the statutory requirements of Government Code Chapter 2256 to define and adopt a formal investment policy. Resolution to Adopt Investment Policy. This policy will be reviewed and adopted by resolution at least annually according to Section 2256.005 (E)

### B. Funds Included

This investment policy applies to all financial assets of all funds of Ellis County, Texas at the present time and any funds to be created in the future and any other funds held in custody by the Ellis County Treasurer.

### C: County's Investment Officer

In accordance with Government Code Chapter 2256.005 (f) and (g), Cheryl Chambers, Ellis County Treasurer, may invest County funds that are not immediately required to pay obligations of the County.

## II. Investment objectives

### A. General Statement

Funds of the County will be invested in accordance with federal and state laws, this investment policy and applicable written administrative procedures. The County will invest according to investment strategies for each fund as they are hereby adopted as Exhibit B.

### B. Safety and Maintenance of Adequate Liquidity

Ellis County is concerned about the return of its principal; therefore, safety of principal is the primary objective in any investment transaction. The County's investment portfolio must be structured in conformance with an asset/liability plan which provides for liquidity necessary to pay obligations as they become due. The Investment Officer shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon required independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the

Investment Officer shall notify the Commissioner's Court of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available, within two weeks after the loss of the required rating. This language will not limit the ability of the Investment Officer to liquidate the security at an earlier time if he or she feels it a prudent decision to do so.

#### C. Diversification

It will be the policy of Ellis County to diversify its portfolio to minimize the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of investments.

#### D. Yield

It will be the objective of the County to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives, investment strategies for each fund, and state and federal laws governing investment of public funds.

#### E. Maturity

The maximum allowable stated maturity of any individual investment owned by the County is five years. The maximum weighted average maturity of the portfolio is not to exceed three years.

#### F. Quality and Capability of Investment Management

It is the County's policy to provide training required by Government Code 2256, and periodic training in investments for the County Investment Officer through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the County Investment Officer in making investment decisions.

### III. Investment Types

The Ellis County Investment Officer shall use any or all of the following authorized investment instruments consistent with governing law.

**AUTHORIZED INVESTMENTS: OBLIGATIONS OF, OR GUARANTEED BY GOVERNMENTAL ENTITIES.** (a) Except as provided by Subsection (b), the following are authorized investments under this subchapter:

- (1) obligations, of the United States or its agencies and instrumentalities, excluding mortgage-backed securities.
- (2) direct obligations of this state or its agencies and instrumentalities;

(3) collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;

(4) other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities;

(5) obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent; and

(b) The following are not authorized investments under this section:

(1) obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;

(2) obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;

(3) collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and

(4) collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

**AUTHORIZED INVESTMENTS: CERTIFICATES OF DEPOSIT AND SHARE CERTIFICATES.** (a) A certificate of deposit or share certificate is an authorized investment under this subchapter if the certificate is issued by a depository institution that has its main office or a branch office in this state and is:

(1) guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;

(2) secured by obligations that are described by Section 2256.009(a), including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the nature described by Section 2256.009(b); or

(3) secured in any other manner and amount provided by law for deposits of the investing entity.

(b) In addition to the authority to invest funds in certificates of deposit under Subsection (a), an investment in certificates of deposit made in accordance with the following conditions is an authorized investment under this subchapter:

Fully insured or collateralized certificates of deposit from any bank doing business in the State of Texas and under the terms of a written agreement with that bank,

not to exceed two years to stated maturity, to include certificates of deposit purchased through the CDARS program with a Texas bank; FDIC/NCUA insured brokered certificates of deposit securities from a bank in any US state, delivered versus payment to Ellis County's safekeeping agent, not to exceed two years to maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank on [www.2fdic.gov/idasp/main\\_bankfind.asp](http://www.2fdic.gov/idasp/main_bankfind.asp) to assure that the bank is FDIC insured. The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by Ellis County based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officer shall immediately liquidate any brokered CD which places Ellis County above the FDIC insurance level.

**AUTHORIZED INVESTMENTS: MONEY MARKET MUTUAL FUNDS.**

Money Market Mutual Funds registered with and regulated by the Securities and Exchange Commission and fully conforming to Government Code 2256.014, Subsection (a).

**AUTHORIZED INVESTMENTS: COMMERCIAL PAPER.** Commercial paper with a stated maturity not to exceed 270 days, as permitted by Government Code 2256.013. Commercial paper shall not exceed 40% of the County's total investment portfolio at the time of purchase. Commercial paper shall be limited to no more than 5% of the total portfolio in any one issuer.

**AUTHORIZED INVESTMENTS: INVESTMENT POOLS.** (a) An entity may invest its funds and funds under its control through an eligible investment pool if the governing body of the entity by rule, order, ordinance, or resolution, as appropriate, authorizes investment in the particular pool. An investment pool shall invest the funds it receives from entities in authorized investments permitted by this subchapter.

(b) To be eligible to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must furnish to the investment officer or other authorized representative of the entity an offering circular or other similar disclosure instrument that contains, at a minimum, the following information:

- (1) the types of investments in which money is allowed to be invested;
- (2) the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool;
- (3) the maximum stated maturity date any investment security within the portfolio has;
- (4) the objectives of the pool;
- (5) the size of the pool;
- (6) the names of the members of the advisory board of the pool and

the dates their terms expire;

(7) the custodian bank that will safekeep the pool's assets;

(8) whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation;

(9) whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment;

(10) the name and address of the independent auditor of the pool;

(11) the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool; and

(12) the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios.

(c) To maintain eligibility to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must furnish to the investment officer or other authorized representative of the entity:

(1) investment transaction confirmations; and

(2) a monthly report that contains, at a minimum, the following information:

(A) the types and percentage breakdown of securities in which the pool is invested;

(B) the current average dollar-weighted maturity, based on the stated maturity date, of the pool;

(C) the current percentage of the pool's portfolio in investments that have stated maturities of more than one year;

(D) the book value versus the market value of the pool's portfolio, using amortized cost valuation;

(E) the size of the pool;

(F) the number of participants in the pool;

(G) the custodian bank that is safekeeping the assets of the pool;

(H) a listing of daily transaction activity of the entity participating in the pool;

(I) the yield and expense ratio of the pool;

(J) the portfolio managers of the pool; and

(K) any changes or addenda to the offering circular.

(d) An entity by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds.

(e) In this section, "yield" shall be calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940, as promulgated from time to time by the federal Securities and Exchange Commission.

(f) To be eligible to receive funds from and invest funds on behalf of an entity under this chapter, a public funds investment pool created to function as a money market mutual fund must mark its portfolio to market daily, and, to the extent reasonably possible, stabilize at a \$1 net asset value. If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ratio between 0.995 and 1.005.

(g) To be eligible to receive funds from and invest funds on behalf of an entity under this chapter, a public funds investment pool must have an advisory board composed:

(1) equally of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for a public funds investment pool created under Chapter 791 and managed by a state agency; or

(2) of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for other investment pools.

(h) To maintain eligibility to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

**RATING OF CERTAIN INVESTMENT POOLS.** A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service or no lower than investment grade by at least one nationally recognized rating service with a weighted average maturity no greater than 90 days.

#### IV. Investment Responsibility and Control

##### A. Investment Institutions Defined

The Ellis County Investment Officer shall invest County funds with any or all of the following institutions or groups consistent with federal and state law and the current Depository and Sub-Depository Bank contracts.

1. Depository Bank
2. Sub-Depository Bank(s)
3. Other state or national banks domiciled in Texas that are insured by FDIC or its successor
4. State or federal credit unions domiciled in Texas that are insured by FDIC or National Credit Union Share Insurance Fund or its successor

#### B. Qualifications for Broker/Dealers

A written copy of this investment policy shall be presented to any person seeking to sell to the County an authorized investment. The qualified representative of the business organization offering to engage in an investment transaction with the County shall execute a written instrument in a form acceptable to the County and the business organization substantially to the effect that the business organization has:

1. Received and thoroughly reviewed the investment policy of the County; and
2. Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the County and the organization. The County Investment Officer may not buy any securities from a person who has not delivered to the County an instrument in substantially the form provided above according to Government Code Section 2256.005 (I)

C. Investment Advisors: The County may contract from time to time with registered, private investment management firm for investing County funds in accordance with this Investment Policy. The Investment Officer(s) shall be responsible for monitoring the activities of such investment management firm to ensure it compliance with the Investment Policy and to prepare and provide reports to the Commissioners Court on the investments of the funds as required by the Public Funds Investment Act. The investment advisor may act as the investment officer for the County in accordance with this policy.

By adopting this investment policy, the Ellis County Commissioners Court is authorizing the use of the broker/dealers as listed in Exhibit C. If the County chooses to utilize a

registered investment advisor, the compliance files of authorized broker dealers will be maintained by the advisor.

#### D. Standards of Operation

The County Investment Officer shall develop and maintain administrative procedures for the operation of the investment program, consistent with this investment policy.

#### E. Methods to Monitor Market Price

At least two outside sources of pricing information shall be contacted prior to the purchase of securities using public funds. These sources may include but are not limited to the following: competing broker/dealers, printed financial sections of periodicals, internet web sites, and Bloomberg Reports.

#### F. Delivery vs. Payment

It will be the policy of the County to settle all transactions, except investment pool funds and mutual funds, on a Delivery vs. Payment (DVP) method through the Federal Reserve System. By so doing, County funds are not released until the County has received through the Federal Reserve Wire, the securities purchased.

#### G. Audit Control

The Ellis County Commissioner's Court will have an annual financial audit of all County funds by an independent auditing firm as well as an annual compliance audit of management controls on investments and adherence to the County's established investment policies in accordance with Government Code 2256.005 (M).

#### H. Standard of Care

Investments shall be made with judgement and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority: preservation and safety of principal, liquidity and yield. In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the County's control, over which the Officer had responsibility, rather than a consideration as to the prudence of a single investment; and
2. Whether the investment decision was consistent with the written investment policy of the County.

## V. Investment Reporting

### A. Quarterly Report

Not less than quarterly, the Investment Officer shall prepare and submit to the Commissioner's Court a written report of investment transactions for all funds for the preceding reporting period within a reasonable time after the end of the period. This report will be in compliance with Government Code 2256.023

## VI. Investment Collateral and Safekeeping

The Ellis County Treasurer shall insure that all non-invested county funds are fully collateralized or insured by:

Obligations of the U.S. or its agencies and instrumentalities

2. Collateralized mortgage obligations directly issued by a federal agency or instrumentality or the U.S., the underlying security for which is guaranteed by an agency or instrumentality of the U.S, and are not:
  - (a) obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (IO's); or
  - (b) obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest (PO's); or
  - (c) collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; or
  - (d) collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in the market index (inverse floaters).
3. Other obligations the principal and interest of which are unconditionally guaranteed or insured by or backed by the full faith and credit of the State of Texas or the U.S. or their respective agencies and instrumentalities.

All purchased securities shall be held in third-party custodial safekeeping by the County. All certificates of deposit, purchased outside the Depository Bank shall be held in safekeeping by either the County or a County account in a financial institution. All pledged

securities by the Depository Bank shall be held in safekeeping by the County, or a County account in a financial institution, or with the Federal Reserve Bank.

Exhibit B  
**INVESTMENT STRATEGY**

November 28, 2023

All available non-cash funds of Ellis County are invested by matching the maturity of investments with liabilities. Investments are made with the intention of holding to maturity, but with the ability to liquidate should funds be needed at any time. It will be the objective of the County to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives. This strategy is achieved by investing in instruments authorized by the County's investment policy.

Ellis County Pooled Cash Funds:

- General
- Road Improvement Fund
- Road and Bridge
- Farm to Market
- Lateral Road
- County & District Court Tech
- Justice Court Technology
- DC Archives Records Mgt.
- Permanent Improvement
- Law Library
- Records Management
- CC Archives Records Management
- Right of Way Available
- District Clerk Records Tech
- Road District #1
- Road District #5
- Road District #16
- District Attorney Check Processing
- District Attorney Drug Forfeiture
- General Records Manage/Preserv.
- Courthouse Security
- Court Rec. Preservation 51.708
- Election Admin. Fees
- Fire Marshal
- County Clerk Vitals Preservation
- Truancy & Prevention

Other Funds of Ellis County:

- Debt Service
- Adult Probation
- Juvenile Probation
- Jury
- Sheriff Federal Drug Forfeiture
- Sheriff Seizure
- Sheriff Drug Forfeiture
- District Attorney Drug Seizure
- Levee Improvement District #2
- Levee Improvement District #3
- American Rescue Plan

## Exhibit C

### Authorized Brokers

Adopted November 28, 2023

Chapter 2256 of the Texas Statutes provides for the investment of public funds. Section 2256.025 provides that the governing body of an investing entity or the designated investment committee of the entity shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the entity.

In compliance with Section 2256.025 of the Texas Statutes, the County Commissioners of Ellis County have adopted the following list of qualified brokers that are authorized to engage in investment transactions with Ellis County.

Adopted by the County Commissioners of Ellis County this 11th day of July 2023.

Academy Securities	Mizuho Securities
Ameriprise Financial Services	Moreton Capital Markets
Bank of America/Merrill Lynch	Multi-Bank Securities
Barclays Capital Inc.	Oppenheimer
Basis Investment Services	Piper Sandler & Co.
Blaylock Van, LLC	PNC Capital Markets LLC
BMO Capital Markets	Raymond James
BNY Capital Markets	RBC Securities
BOK Financial	Rice Financial
Brean Capital	Robert W. Baird
Cantor Fitzgerald & Co.	Santander US Capital Markets
Castle Oak Securities	Siebert Williams Shank
D.A. Davidson	Stephens Inc.
Daiwa Capital Markets	Stifel Nicolaus
FHN Financial	TD Securities
Financial Northeastern	TRUIST Securities
First Financial Bank	UBS Financial
Goldman Sachs & Co.	UMB Financial Services
Great Pacific	Wells Fargo
Hilltop Securities	
Huntington Bank	<u>Investment Pools</u>
InspereX (formerly InCapital)	LoneStar Investments
Jefferies	TexPool/TexPool Prime
JP Morgan Securities	TexStar
Keybanc Capital Markets	Texas Class
Loop Capital Markets	Texas Range
MarketAxess Corporation	

# COMMISSIONERS COURT AGENDA REQUEST

3,5

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 Commissioner's Court is located at 101 West Main St., Waxahachie, Texas, on the 2<sup>nd</sup> 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.**

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**Please fill out this form completely:**

DATE: November 18, 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: November 28, 2023

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

Consideration of the reappointment of Ellis County Fire Marshal, Tim Birdwell for a 2-year period beginning December 14, 2023 and ending December 14, 2025.

\*  
\_\_\_\_\_  
County Attorney Approval

# COMMISSIONERS COURT AGENDA REQUEST

3,6

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 2<sup>nd</sup> 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: 11/21/2023 SUPPORTING DOCUMENT(S) ATTACHED? Yes

NAME: Ryan Garrett

PHONE: 5088 FAX: \_\_\_\_\_

DEPARTMENT OR ASSOCIATION: Ellis County Judge

ADDRESS: \_\_\_\_\_

PREFERRED DATE TO BE PLACED ON AGENDA: 11/28/2023

DESCRIPTION OF AGENDA REQUEST (please use exact desired wording for agenda):  
Discussion, consideration, and action for the County Judge to sign an agreement with Bluebird Medical Enterprises LLC, dba Allegiance Mobile Health for ambulance services.

(Needs Executive Item)

# 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 2<sup>nd</sup> 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: 11/16/2023 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: 11/28/2023

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

Consideration and possible action to appoint the Ellis County Director of Human Resources - Todd Little

Executive Session -

Pursuant to 551.074 of the Government Code, consultation regarding personnel matters.

Pursuant to 551.074 of the Government Code, consultation to deliberate the appointment and

employment of the Ellis County Director of Human Resources.

\*  
County Attorney Approval