

AGENDA

A regular meeting of the Mayor and City Council of the City of Waxahachie to be held at the Waxahachie Civic Center, 2000 Civic Center Lane, Meeting Rooms A and B, Waxahachie, Texas, on **Monday, March 3, 2025 at 7:00 p.m.**

Council Members: Billie Wallace, Mayor, Council Member Place 4
Chris Wright, Mayor Pro Tem, Council Member Place 3
Tres Atkins, Council Member Place 1
Patrick Souter, Council Member Place 2
Travis Smith, Council Member Place 5

1. Call to Order
2. Invocation
3. Pledge of Allegiance and Texas Pledge of Allegiance
4. **Public Comments:** Persons may address the City Council on any issues. This is the appropriate time for citizens to address the Council on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Council may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code. *Speakers must observe the five (5) minute time limit.*
5. **Consent Agenda**

All matters listed under Item 5, Consent Agenda, are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. Approval of the Consent Agenda authorizes the Mayor/City Manager to execute all matters necessary to implement each item. Any item may be removed from the Consent Agenda for separate discussion and consideration by any member of the City Council.

- a. Minutes of the City Council meeting of February 17, 2025
- b. Minutes of the City Council work session of February 18, 2025
- c. Event application for Eclipse Re-Grand Opening to be held March 22, 2025
- d. Event application for Big Top Shopping Festival in Downtown Waxahachie to be held April 5-6, 2025
- e. Event application for Baylor Scott and White Waxahachie NICU Reunion at Getzendaner Park to be held April 12, 2025
- f. Event application for Junk in the Trunk events in Downtown Waxahachie to be held April 19, 2025 and November 8, 2025
- g. Event application for Gingerbread Trail Car Show at Getzendaner Park to be held June 14, 2025
- h. Event application for Cars in the Park Car Show at Getzendaner Park to be held July 12, 2025
- i. Event application for Waxahachie Fun Run Car Show at Getzendaner Park to be held August 9, 2025
- j. Event application for St. Jude Car Show at Getzendaner Park to be held September 13, 2025
- k. Taxicab Permit request from Silver Bullet Taxi

- l. Downtown Building Improvement Program Grant for 315 S. College Street
 - m. NeoGov Service Agreement renewal
 - n. Ordinance authorizing City Manager to sign certain agreements and contracts
6. **Introduce** Honorary Council Member
 7. **Public Hearing** on a request by Richard Shinpaugh, Ellis County Bail Bond, for a Specific Use Permit (SUP) for a Bail Bond Agency use within a Commercial (C) zoning district located at 104 North Jackson Street (Property ID 170540 - Owner: 201 Main Wax LLC (ZDC-6-2025)
 8. **Consider** proposed Ordinance approving ZDC-6-2025
 9. **Consider** proposed Ordinance cancelling the City Council General Election currently scheduled for May 3, 2025 and declaring Billie Wallace for At-Large Council Member Place 4 and Travis Smith for At-Large Council Member Place 5, elected as Waxahachie City Council Members for a two-year term
 10. **Consider** Engineering Professional Services Agreement for Water Storage Tanks Rehabilitation Project
 11. **Consider** supplemental appropriation for prior year encumbrances
 12. **Consider** annual contract for Sanitary Sewer System Smoke Testing and Manhole Condition Assessment
 13. **Consider** Professional Service Agreement for Waxahachie Impact Fee Program Update
 14. Comments by Mayor, City Council, City Attorney and City Manager
 15. Adjourn

The City Council reserves the right to go into Executive Session as authorized by Section 551.071(2) of the Texas Government Code, for the purpose of seeking confidential legal advice from legal counsel on any agenda item listed herein. This meeting location is wheelchair-accessible. Parking for mobility-impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at 469-309-4006 or (TDD) 1-800-RELAY TX

A regular meeting of the Mayor and City Council of the City of Waxahachie was held at the Waxahachie Civic Center, 2000 Civic Center Lane, Meeting Rooms A and B, Waxahachie, Texas, on Monday, February 17, 2025 at 7:00 p.m.

Council Members Present: Billie Wallace, Mayor, Council Member Place 4
Chris Wright, Mayor Pro Tem, Council Member Place 3
Tres Atkins, Council Member Place 1
Patrick Souter, Council Member Place 2

Council Member Absent: Travis Smith, Council Member Place 5

Others Present: Michael Scott, City Manager
Amber Villarreal, City Secretary

1. Call to Order

Mayor Billie Wallace called the meeting to order.

2. Invocation

3. Pledge of Allegiance and Texas Pledge of Allegiance

Jason Curry, Texas Baptist Home for Children, gave the invocation. Mayor Wallace led the Pledge of Allegiance and the Texas Pledge of Allegiance.

4. Public Comments

None.

5. Consent Agenda

- a. Minutes of the City Council meeting of February 3, 2025
- b. Minutes of the City Council Work Session of February 4, 2025
- c. Event application for Easter Sunrise Service to be held April 20, 2025 at Railyard Park
- d. Event application for Corpus Christi Procession to be held June 22, 2025
- e. Event application for C10s in the Park to be held September 20, 2025 at Getzendaner Park
- f. Event application for C10s in the Park - Party on the Square to be held September 20, 2025 in Downtown Waxahachie
- g. Proposed Ordinance approving a request by Steve Crowe for a Petition for ETJ Release for approximately 7.94 acres, located at 1615 North Oak Branch Road (Property ID 190970 and 190971) – Owner: Steven & Leisha Crowe (ETJ-PTN-235-2024)
- h. Proposed Ordinance approving a request by Michael Strength & Mary Strength, for a Petition for ETJ Release for approximately 95.302 acres, located at 729 FM 876. (Property ID 190453) – Owner: Michael Strength & Mary Strength (ETJ-PTN-8-2025)

- i. Proposed Ordinance approving a request by Fredy Martinez and Sophia Gonzalez, for a Petition for ETJ Release for approximately 2.705 acres, located at 243 Butler Lane (Property ID 296625) – Owner: Fredy Martinez and Sophia Gonzalez (ETJ-PTN-15-2025)
- j. Supplemental appropriation for Ellis County Woman’s Building landscape improvements in the amount of \$34,000 from the WCDC Fund unreserved balance
- k. Consider contract with Fidencio Macedo for the Baseball Outfield Fence Project

ORDINANCE NO. 3599

AN ORDINANCE AUTHORIZING THE RELEASE FROM THE CITY OF WAXAHACHIE’S EXTRATERRITORIAL JURISDICTION OF A 7.94 ACRE TRACT OF LAND, LOCATED AT 1615 NORTH OAK BRANCH ROAD, KNOWN AS A PORTION OF PROPERTY ID 190970 AND 190971, AND ORDERING THE CHANGING OF THE CITY OF WAXAHACHIE’S EXTRATERRITORIAL JURISDICTION BOUNDARY MAP IN ACCORDANCE WITH SAID CHANGE.

ORDINANCE NO. 3600

AN ORDINANCE AUTHORIZING THE RELEASE FROM THE CITY OF WAXAHACHIE’S EXTRATERRITORIAL JURISDICTION OF AN APPROXIMATELY 95.302 ACRE TRACT OF LAND, LOCATED AT 729 FM 876, KNOWN AS PROPERTY ID 190453, AND ORDERING THE CHANGING OF THE CITY OF WAXAHACHIE’S EXTRATERRITORIAL JURISDICTION BOUNDARY MAP IN ACCORDANCE WITH SAID CHANGE.

ORDINANCE NO. 3601

AN ORDINANCE AUTHORIZING THE RELEASE FROM THE CITY OF WAXAHACHIE’S EXTRATERRITORIAL JURISDICTION OF A 2.705 ACRE TRACT OF LAND, LOCATED AT 243 BUTLER LANE KNOWN AS PROPERTY ID 296625, AND ORDERING THE CHANGING OF THE CITY OF WAXAHACHIE’S EXTRATERRITORIAL JURISDICTION BOUNDARY MAP IN ACCORDANCE WITH SAID CHANGE.

Action:

Patrick Souter moved to approve all items on the Consent Agenda, as presented, and authorize the City Manager and/or Mayor to execute all associated documents as necessary. Motion was seconded by Tres Atkins and carried unanimously (4-0).

6. Introduce Honorary Council Member

Council Member Patrick Souter introduced Wally Mendez as the February Honorary Council Member. Mr. Mendez has dedicated over 25 years of service to the City of Waxahachie, contributing to the growth and development of the community. He started his career in the Utilities Department before transitioning to the Parks Department. In 2007, Wally took on the role of a

newly created position aimed at revitalizing and supporting the heart of Waxahachie's downtown area.

Over the years, Wally has played a key role in organizing numerous downtown events, including the Texas Country Reporter Festival and the Cinco de Mayo celebration, for which he is a founding committee member. His efforts have been integral in bringing these vibrant events to life, helping to foster a strong sense of community and pride in the city. Wally was honored with the Chamber of Commerce Leadership Waxahachie Award in 2016 and received the Exemplary Service Award from the Waxahachie Police Department in 2022.

Outside of his work with the city, Wally enjoys spending time with his family and friends. He's an avid golfer, enjoys traveling, and loves watching sports (a faithful three-generation Dallas Cowboys fan).

Wally's dedication to his family, his work, and the City of Waxahachie has made him a respected and cherished member of the community.

7. Recognize Waxahachie Citizens Academy Class of 2025

Alice Jauregui, Director of Communications and Marketing, recognized the Waxahachie Citizens Academy Class of 2025. The goal is to help residents understand the roles and responsibilities of City Council, City staff, and learn more about City of Waxahachie departments, programs, and activities. The Academy includes an introduction to municipal government, an overview of various City departments, and tours of key facilities.

8. Receive "Tourism Friendly Certified Community" Proclamation from the State of Texas

Council Member Souter presented a proclamation recognizing Waxahachie as a "Tourism Friendly Community." Laurie Mosley, Director of the Convention and Visitors Bureau, explained the process that led to Waxahachie receiving the "Tourism Friendly Certified Community" designation from the State of Texas.

The Tourism Friendly Community initiative, launched by the State Tourism Office, aims to support Texas communities in using tourism as a strategy for economic growth. Through the yearlong Tourism Friendly Certified Community Program, participating cities receive resources and guidance to achieve certification. Starting in January 2025, cities completing the process will be designated by the Governor's Office. The program, similar to the Music Friendly Texas and Film Friendly Texas certifications, is open to local governments or non-profits leading tourism efforts. Benefits include fostering tourism relationships, educating leaders, and accessing state resources to support local tourism and economic development.

9. Comments by Mayor, City Council, City Attorney and City Manager

City Manager Michael Scott acknowledged the outstanding efforts of Laurie Mosley, Monica Boyd, and Danielle Guinn, Convention and Visitors Bureau Department, and other local community members who contribute to the tourism in Waxahachie. He expressed gratitude to

Alice Jauregui for her dedication in improving the Waxahachie Citizens Academy program. Additionally, he announced that a City Council Work Session is scheduled for 3:00 p.m. on February 18th.

Honorary Council Member Wally Mendez thanked Council Member Patrick Souter, and City Council, for the opportunity to serve as the February Honorary Council Member.

Council Member Patrick Souter expressed his appreciation to Wally Mendez for his contributions as an Honorary Council Member. He welcomed members of the Waxahachie Citizens Academy in attendance, encouraging more citizens to participate in the program to gain a deeper understanding of the city. Additionally, he extended his gratitude to the CVB team for their efforts in securing the Tourism Friendly Certified Community designation.

Mayor Billie Wallace expressed her sincere gratitude to Wally Mendez for his dedicated service to the City of Waxahachie. She congratulated the participants of the Waxahachie Citizens Academy for their commitment to the community and also recognized the CVB team for their outstanding achievement on earning the "Tourism Friendly Certified Community" designation.

10. Adjourn

There being no further business, the meeting adjourned at 7:29 p.m.

Respectfully submitted,

Amber Villarreal
City Secretary

A Work Session of the Mayor and City Council of the City of Waxahachie was held in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas, on Tuesday, February 18, 2025 at 3:00 p.m.

Council Members Present: Billie Wallace, Mayor, Council Member Place 4
Chris Wright, Mayor Pro Tem, Council Member Place 3
Tres Atkins, Council Member Place 1
Patrick Souter, Council Member Place 2
Travis Smith, Council Member Place 5

Others Present: Michael Scott, City Manager
Albert Lawrence, Deputy City Manager
Amber Villarreal, City Secretary

1. Call to Order

Mayor Billie Wallace called the meeting to order and announced that due to scheduling conflicts, the order of agenda items were adjusted.

5. Discuss Certificate of Convenience and Necessity (CCN) areas

James Gaertner, Executive Director of Public Works and Utilities, reviewed the current Waxahachie CCN area and proposed CCN Decertification areas. He explained staff recommends decertifying two areas, 1697 acres and 731.9 acres, in the Extraterritorial Jurisdiction.

It was the general consensus of City Council to proceed with the process of decertifying the areas recommended by staff.

4. Discuss Arts Council bylaws, structure, and membership criteria

City Manager Michael Scott initiated a discussion with the Council regarding the Arts Council's current bylaws, structure, and membership criteria. Council members explored several topics, including funding distribution, the possibility of making the Arts Council a City Board appointed by the Council, and refining membership and funding criteria. They emphasized balancing tourism support with the preservation aspect of the board's mission.

City Attorney Terry Welch reviewed options for restructuring the Arts Council and inquired about the desired number of members and their duties, with plans to draft an ordinance. The Council expressed interest in including the Mayor or their designee on the board and suggested modeling the structure after the Waxahachie Community Development Corporation. They also considered renaming the board to align with state law on eligible funding.

Laurie Mosley, Convention and Visitors Bureau Director, mentioned that the Texas Hotel and Lodging Association could offer free training on the proper use of funds. The Council further discussed potential revisions to the bylaws and application deadlines.

Ultimately, the Council reached a consensus for Mr. Scott to collaborate with the City Attorney to draft an ordinance for review.

3. Discuss Credit Card processing fees

{Council Member Tres Atkins arrived}

Chad Tustison, Senior Director of Finance, shared that the City currently absorbs approximately \$930,000 in credit card processing fees for payments made to the City. He reviewed payment options and highlighted which methods incur fees for the City. He sought the Council's opinion on discontinuing the practice of absorbing these fees, suggesting that customers could still choose to pay by credit card but would be responsible for the processing fees.

Council Members discussed the potential impacts of this change on citizens and considered the pros and cons. Staff reassured that no-fee payment options would still be available, and customers would be notified in advance of any changes. Additionally, the Council discussed offering bank draft options for utility billing customers to simplify payment setup.

In the end, the Council reached a consensus to stop absorbing credit card processing fees for customers who opt to pay by credit card. Staff will work on proactively informing citizens about the change.

6. Discuss City Charter Revisions

Mr. Scott addressed the Council regarding previous discussions on Charter revisions and sought guidance on how to proceed.

The Council considered presenting the following proposed changes to voters:

- Adding two additional City Council seats, effective in 2027. One of which would be the Mayor who would be an at-large elected position that is contested in a City Council election, with potential amendments to the Mayor's duties in the Charter.
- Implementing 3-year terms for City Council members.
- Staggering election cycles: three Council members elected in one cycle, four in the next, with no election every third cycle.

The Council also explored a pay incentive for candidates to cover time and travel and discussed the complexity of dividing the city into districts or wards. They touched on challenges with Council Places and low voter participation.

Additionally, the process for selecting the Mayor Pro Tem was reviewed, and the consensus was to maintain the current system, allowing the remaining Council members to appoint someone to the position.

The Council's general consensus was to consider a Special Election in May 2026 for proposed Charter amendments. They agreed to hold another Work Session to thoroughly review the current Charter and potential changes and to survey constituents. The Council decided not to alter Charter

language regarding administrative duties, which fall under the City Manager. Mr. Welch will draft ballot language for Council review.

2. Review Budget Calendar

{Break at approximately 5:17 p.m. and reconvened at approximately 5:25 p.m.}

Mr. Tustison introduced Assistant Finance Director Mariana Dunn and presented the Fiscal Year 2025 Budget Calendar. He outlined the budget development process, the City's financial health, and sought input from the City Council on budget priorities and expectations.

Council Members inquired about potential increases to the Homestead Exemption, and Mr. Tustison confirmed that he would present options during the April 15th Budget Work Session.

Mr. Tustison also reviewed the previously identified budget priorities: Quality of Life, Personnel, Public Safety, Growth Management, and Infrastructure. Mr. Scott asked if the Council had any changes to these priorities, and the Council confirmed there were no adjustments.

7. Adjourn

There being no further business, the meeting adjourned at 5:43 p.m.

Respectfully submitted,

Amber Villarreal
City Secretary



(50)

Date submitted 2/4/25

Applicant Information

Applicant name: DUSTIN R. LEEK, MD & VERONICA WILLIAMS

Are you representing the host organization? Yes No

Will you be the on-site point of contact during the event? Yes No

Phone: _____ Cell: _____

Email: _____

Mailing address: 1006 LEGACY RANCH RD., Ste. 104, WAXAHACHIE, TX 75165

Host organization name: ECLIPSE PAIN & RECOVERY | ECLIPSE DIAGNOSTICS

Alternate contact that will be on-site during the event.

On-site contact name: VERONICA WILLIAMS Cell: _____

About the Event

Event name: ECLIPSE RE-GRAND OPENING

Location: LEGACY RANCH DEVELOPMENT - LEGACY RANCH RD

*An event site map is **REQUIRED** to be submitted with your application.*

Anticipated attendance: 500 +/-

Description of event: GRAND OPENING AND HEALTH FAIR INCORPORATING PRIVATE PRACTITIONERS WITHIN WAXAHACHIE. IT WILL HAVE SPECIAL GUEST APPEARANCES, EDUCATION AND ACTIVITIES FOR ALL.

How many times has this event been hosted before?

1st time 2 – 4 times 5 or more times Location: LEGACY RANCH

Choose the best description of the event:

- | | |
|--|---|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Birthday Party / Picnic |
| <input type="checkbox"/> Movie Screening | <input type="checkbox"/> Charitable / Fundraising |
| <input type="checkbox"/> Parade | <input checked="" type="checkbox"/> Community / Neighborhood |
| <input type="checkbox"/> Private Event | <input type="checkbox"/> Concert / Live Performance |
| <input type="checkbox"/> Run / Walk | <input checked="" type="checkbox"/> Other: <u>GRAND OPENING</u> |



Event activities include (check all that apply):

- Amusement rides / Inflatables
- Animals / Petting Zoo
- Announcement / Speeches
- Information / Literature Distribution
- DJ / Recorded Music
- Food – sampled, served, or sold
- Products / Services – given away, sampled, or sold
- Live music
- Street closure
- Other:

The event is:

- Private
- Free & open to the general public
- Entry by participation or registration fee
- Entry by admission fee or ticket

Admission information, if applicable:

Include entry or participant fees, ticket prices, donations, and / or fees based on activity.

Event timeline:

	Date(s)	Start Time:	End Time:
Event Date	03/22/2025	11:00AM CST	17:00 PM CST
Event Set-up	03/21/2025	17:00 PM CST	11:00 AM CST
Event Breakdown	03/22/2025	17:00 PM CST	21:00 PM CST

Run / Walk:

Please provide the start time for each distance (if applicable)

_____ 1 mile _____ 5K _____ Other distance

Please indicate your expected attendance: _____

Number of participants:

- 1-99
- 100-199
- 200-299
- 300+

Provide route on attached site map.



Food / Beverage:

Will the event offer food/beverages? Yes No

Will event require any food preparation on-site? Yes No

Will alcohol be served/sold? Yes No

[Sample Downtown Event/Festival Boundary Map](#)

[Code of Ordinances Ch. 4 Sec. 4-7 Alcohol at approved festivals and events](#)

If alcohol is served/sold, a licensed peace officer(s) must be onsite throughout the event's operation and outside the perimeter to provide security. Events require one officer with an additional officer per 100 guests. Ex.: <100 attendees would require one officer, 100<200 attendees would require two officers, 200<300 attendees would require three officers, etc.

Police / Security Services:

Personnel needs (indicate all that apply) Request for services is not a guarantee that staff/volunteers will be available.

Event staff How many: 15 +/- Date(s) & time(s): 03/21 17:00 - 03/22 21:00

Volunteers How many: 50+/- Date(s) & time(s): 03/22 10:00 - 03/22 21:00

Private security How many: _____ Date(s) & time(s): _____

Company name: _____

Contact name and number: _____

Off duty police How many: _____ Date(s) & time(s): _____

Have you made arrangements with the police? Yes No

If no, you will be provided the information on how to make arrangements.

If yes, please provide following information for the person that you made the arrangements with:

Contact name: _____ Phone number: _____

Street Closures:

Does the event propose closing, blocking, or using City streets and/or parking lots? Yes No

If yes, please list all streets, intersections, and parking lots that apply: LEGACY RANCH RD

Street closings to begin on date: 03/22/25 Start time: 8:00 AM End time: 22:00

Will any businesses be impacted by the proposed road closure? Yes No

Traffic Safety Equipment:

Does your event require traffic cones or barricades? Yes No

If yes, indicate the type of equipment and how many will be used (estimated):

Traffic Cones How many: 60 Barricades How many: 15

Other: _____

Where should equipment be dropped off & picked up? LEGACY RANCH RD



When will the traffic equipment be set-up?
When will the traffic equipment be removed?
Are you requesting the use of City traffic equipment?

Date: 03/22/25 Time: 08:00 AM CST
Date: 03/22/25 Time: 22:00 PM CST
Yes No

Availability is not guaranteed

Streets cannot be blocked without prior approval.

Temporary Tents & Structures:

Will the event have a tent(s) larger than 10' x 20'? Yes No

List the # of tents & sizes:

Indicate locations on attached required site map.

Electrical Services:

How will electrical services be supplied? Generator Franchise Utilities Both

List contractor / supplier: _____

Explain services in detail: _____

Insurance

All events taking place on City of Waxahachie property must provide a certificate of liability insurance and endorsement page. The City of Waxahachie must be listed as an "Additional Insured" in the amount of \$1 million on both pages. Please list the date of the event and location on this certificate and submit at least one month before the event. The City of Waxahachie reserves the right to increase the insurance limits based on the nature and degree of risks to the public.

If you have questions regarding City insurance coverage, please inquire with City of Waxahachie staff after submitting your event application.

Hold Harmless Clause

Applicant / organization shall assume all risks incident to or in connection with the approved activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the approved activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City, it's officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly out of or in connection with the approved activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents, and employees. Due to Covid-19, I also understand approval of my event is subject to the then current necessary precautions resulting from Covid case trends as well as any change in accordance with federal, state of local orders. Furthermore, by signing this application, applicant hereby agrees to waive any and all claims that applicant may have against the City, it's officers, agents, employees, and representatives arising out of or in connection with the revocation or cancellation of an event permit.

Signature

02/03/2025

Date

Contract Agreement

Applicant / organization has thoroughly read, understands, and agrees to all conditions listed on this application.

Signature

02/03/2025

Date



ECLIPSE
DIAGNOSTICS
AN INTEGRITY DIAGNOSTIC GROUP LLC



ECLIPSE
PAIN AND RECOVERY

ECLIPSE GRAND OPENING | HEALTH FAIR

1006 Legacy Ranch Rd, Waxahachie, TX 75165

DATE & TIME:

March 22, 2025 | 11AM - 5PM

CONTACT:

Veronica Williams

(972)951-2129

veronica@ecxray.com

Bonner, Jami

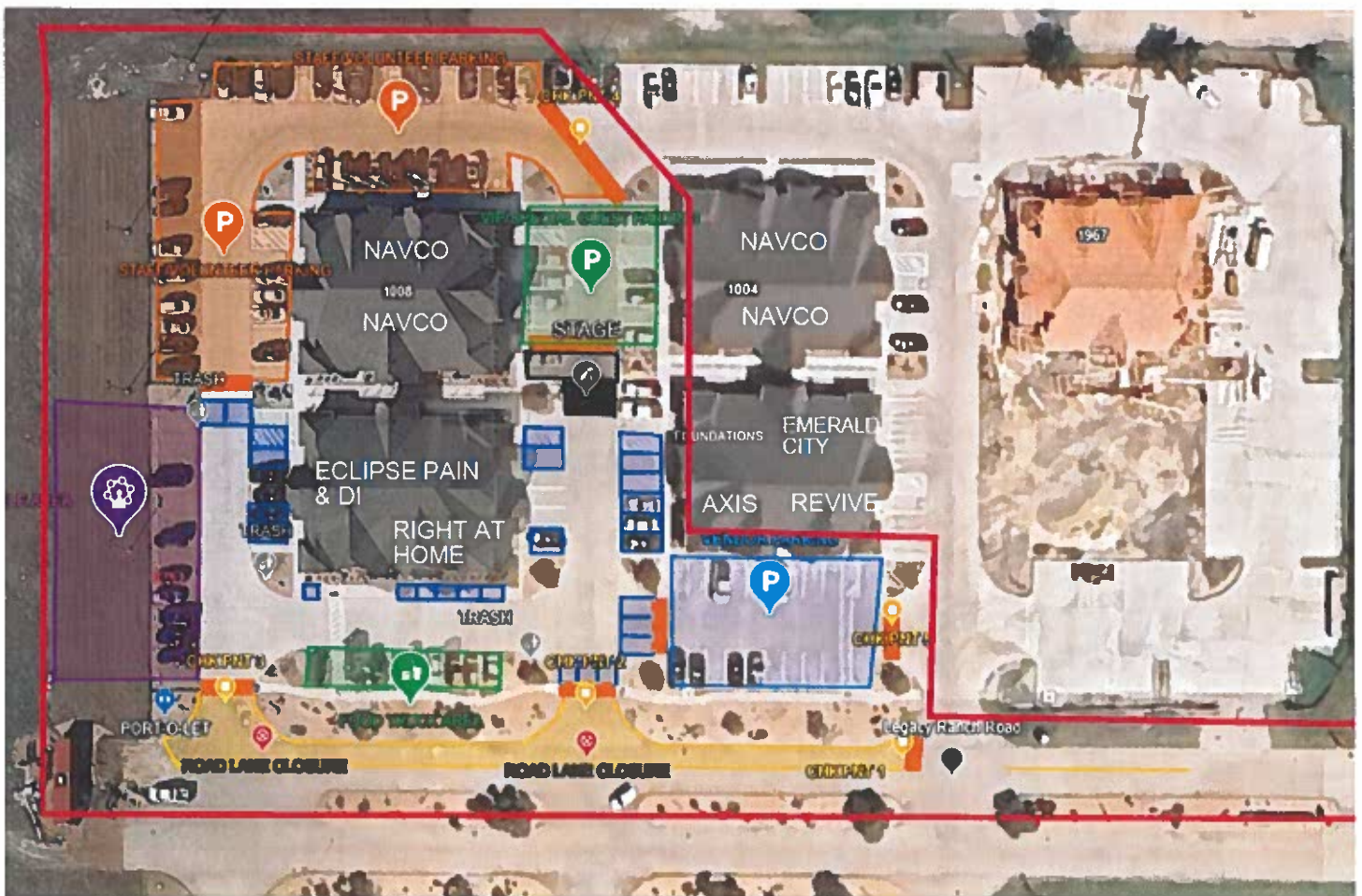
From: Veronica Williams <info@ecxray.com>
Sent: Wednesday, February 12, 2025 6:46 PM
To: Bonner, Jami
Subject: RE: Special Event Permit Application for Eclipse Grand Opening | Health Fair
Attachments: 2025_0212_ECLIPSE_GRAND_OPENING_TENANT_LETTER.pdf

Good evening,

I have attached a copy of the signed Tenant Approval Letter with signatures from all but one neighboring tenant (Foundations Therapy). This remaining business is closed on Fridays, Saturdays, and Sundays and will not be affected by the event in any way. However, due to their schedule, we were unable to obtain their signature today, but we are continuing to make efforts to secure it.

Additionally, I have included a screenshot to confirm Foundation Therapy's business details for your reference. In the meantime, I'd like to inquire whether the signatures we have gathered so far will be sufficient to proceed with the permit approval while we continue our efforts to obtain the last one.

Please let me know if this will suffice or if any further action is needed on our end. I appreciate your time and assistance in this process!



Bonner, Jami

From: Veronica Williams <info@ecxray.com>
Sent: Wednesday, February 5, 2025 4:42 PM
To: Bonner, Jami
Subject: RE: Special Event Permit Application for Eclipse Grand Opening | Health Fair

Thank you for reaching out! I truly appreciate your help in ensuring everything runs smoothly.

Just to clarify, we are **not** planning to completely close Legacy Ranch Road. Our intent is to keep one side open for ingress while only diverting traffic from the inside lane closest to the event. Is this the closure you're referring to, or are there additional concerns regarding the parking lot as well?

We want to be as mindful as possible of all affected businesses and are happy to adjust as needed.

With that said, all the businesses within the parking lot closures are closed during weekend hours and will not be affected. Please let me know your thoughts.

Warm Regards,

Veronica Williams

X-Ray Department

Eclipse Diagnostics | Ellis County Diagnostic Group, LLC



P: 214.699.4798 | F: 469.309.6180
1006 Legacy Ranch Rd | Suite 100 | Waxahachie, TX 75165
www.ecxray.com

From: Bonner, Jami <jami.bonner@waxahachie.com>
Sent: Wednesday, February 5, 2025 4:28 PM
To: Veronica Williams <info@ecxray.com>
Subject: RE: Special Event Permit Application for Eclipse Grand Opening | Health Fair

Hello Veronica,

The requested street closure will affect several businesses, as it serves as the sole access to the business park. Have you had a chance to discuss this with the affected businesses? Would you consider keeping Legacy Ranch Road open while limiting access to the driveways off that road? Please provide letters of support from all businesses impacted by the event. Thank you.

We value your feedback! Please take a moment to complete our [customer satisfaction survey!](#)


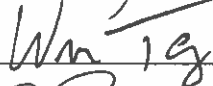
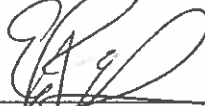


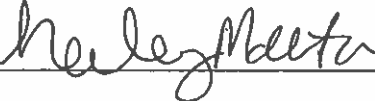
February 12, 2025

To Whom It May Concern,

We, the undersigned tenants of Legacy Ranch Development, acknowledge and approve the temporary closures and adjustments that will take place during the **Eclipse Grand Opening & Health Fair on Saturday, March 22, 2025 at 1006 Legacy Ranch Rd., Waxahachie, TX.**

We understand that the event will include community activities, vendor booths, entertainment, and necessary logistical adjustments, including potential road or parking access modifications. We support this initiative and acknowledge that all reasonable efforts will be made to minimize any disruption to regular operations.

By signing below, we confirm our acknowledgment and approval of these temporary changes.

BUSINESS	REPRESENTATIVE NAME	SIGNATURE	DATE
FOUNDATIONS THERAPY - 1002 LEGACY RANCH RD, STE 100B	Shirley Shropshire		2-20-25
AXIS SURVEYING - 1002 LEGACY RANCH RD, STE 100A	Wm Toy		2/21/25
REVIVE AESTHETICS & WELLNESS - 1002 LEGACY RANCH RD, STE 102	Esperanza Roby Davis		2/12/25
EMERALD CITY THERAPIES - 1002 LEGACY RANCH RD, STE 104	Kathy Jaramillo		2/12/25
RIGHT AT HOME - 1006 LEGACY RANCH RD, STE 102	BRITANY GARITE		2/12/25
NAVCO - 1008 LEGACY RANCH RD 1004 LEGACY RANCH RD	Haley McCutchen		2/12/25



(5d)

Date submitted 8/7/23

Applicant Information

Applicant name: Macy Thompson

Are you representing the host organization? Yes No

Will you be the on-site point of contact during the event? Yes No

Phone: _____ Cell: _____

Email: _____

Mailing address: 3915 W. Davis ST, STE 130-184, Conroe TX 77304

Host organization name: Big Top Entertainment LLC

Alternate contact that will be on-site during the event.

On-site contact name: David Adams Cell: _____

About the Event

Event name: Big Top Shopping Festival

Date: 4/05/2025-4/06/2025

Location: Downtown Waxahachie

*An event site map is **REQUIRED** to be submitted with your application.*

Anticipated attendance: Similar to Texas County Reporter Festival

Description of event: _____

	Date(s)	Start Time:	End Time:
Event Date	4/05/2025-4/06/2025	9:00	17:00
Event Set-up	4/04/2025	7:00	23:00
Event Breakdown	4/06/2025	17:00	22:00

How many times has this event been hosted before?

1st time 2 – 4 times 5 or more times Location: Downtown Waxahachie



Choose the best description of the event:

- Festival
- Birthday Party / Picnic
- Movie Screening
- Charitable / Fundraising
- Parade
- Community / Neighborhood
- Private Event
- Concert / Live Performance
- Run / Walk
- Other:

Event activities include (check all that apply):

- Amusement rides / Inflatables
- Food – sampled, served, or sold
- Animals / Petting Zoo
- Products / Services – given away, sampled, or sold
- Announcement / Speeches
- Live music
- Information / Literature Distribution
- Street closure
- DJ / Recorded Music
- Other:

The event is:

- Private
- Free & open to the general public
- Entry by participation or registration fee
- Entry by admission fee or ticket

Admission information, if applicable:

Include entry or participant fees, ticket prices, donations, and / or fees based on activity.

Free admission

Run / Walk:

Please provide the start time for each distance (if applicable)

_____ 1 mile _____ 5K _____ Other distance

Please indicate your expected attendance:

Number of participants:

- 1-99
- 100-199
- 200-299
- 300+

Provide route on attached site map.



Food / Beverage:

Will the event offer food/beverages? Yes No

Will event require any food preparation on-site? Yes No

Will alcohol be served/sold? Yes No

Code of Ordinances Ch. 4 Sec. 4-7 Alcohol at approved festivals and events

If alcohol is served/sold, a licensed peace officer(s) must be onsite throughout the event's operation and outside the perimeter to provide security. Events require one officer with an additional officer per 100 guests. Ex.: <100 attendees would require one officer, 100<200 attendees would require two officers, 200<300 attendees would require three officers, etc.

Police / Security Services:

Personnel needs (indicate all that apply) **Request for services is not a guarantee that staff/volunteers will be available.**

Event staff	How many: <u>2</u>	Date(s) & time(s): <u>4/05-4/06 9:00-17:00</u>
Volunteers	How many: <u>4</u>	Date(s) & time(s): <u>TBD</u>
Private security	How many: <u>0</u>	Date(s) & time(s): <u>n/a</u>
Company name:	<u>n/a</u>	

Contact name and number: _____

Off duty police How many: TBD-similar to TCR Date(s) & time(s): TBD

Have you made arrangements with the police? Yes No

If no, you will be provided the information on how to make arrangements.

If yes, please provide following information for the person that you made the arrangements with:

Contact name: _____ Phone number: _____

Street Closures:

Does the event propose closing, blocking, or using City streets and/or parking lots? Yes No

If yes, please list all streets, intersections, and parking lots that apply: _____

Yes, similar to Texas Country Reporter Festival

Street closings to begin on date: 4/04/2025 Start time: TBD End time: TBD

Will any businesses be impacted by the proposed road closure? Yes No

City Equipment:

Are you requesting the use of City equipment? Yes No

Availability is not guaranteed

Streets cannot be blocked without prior approval.

If yes, indicate the type of equipment and how many will be used (estimated):

Traffic Cones How many: Similar to TCR Barricades How many: Similar TCR



Other: Need pricing for similar to Texas County Reporter Festival

Where should equipment be dropped off & picked up?

When will the equipment be set-up?

Date: TBD

Time: _____

When will the equipment be removed?

Date: TBD

Time: _____

Temporary Tents & Structures:

Will the event have a tent(s) larger than 10' x 20'?

Yes

No

List the # of tents & sizes:

Indicate locations on attached required site map.

Electrical Services:

How will electrical services be supplied?

Generator

Franchise Utilities

Both

List contractor / supplier:

Jackery brought by BTE,

Explain services in detail:

All exhibitors are responsible for their own power supply.

Insurance

All events taking place on City of Waxahachie property must provide a certificate of liability insurance and **endorsement page**. The **City of Waxahachie** must be listed as an **"Additional Insured"** in the amount of **\$1 million** on both pages. Please list the date of the event and location on this certificate and submit at least **one month** before the event. The City of Waxahachie reserves the right to increase the insurance limits based on the nature and degree of risks to the public.

If you have questions regarding City insurance coverage, please inquire with City of Waxahachie staff after submitting your event application.

Hold Harmless Clause

Applicant / organization shall assume all risks incident to or in connection with the approved activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the approved activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City, it's officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly out of or in connection with the approved activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents, and employees. Due to Covid-19, I also understand approval of my event is subject to the then current necessary precautions resulting from Covid case trends as well as any change in accordance with federal, state of local orders. Furthermore, by signing this application, applicant hereby agrees to waive any and all claims that applicant may have against the City, its officers, agents, employees, and representatives arising out of or in connection with the revocation or cancellation of an event permit.

Signature

Date

Contract Agreement

Applicant / organization has thoroughly read, understands, and agrees to all conditions listed on this application.

Signature

Date

Email completed Special Events Application and site map to Jami Bonner at Jami.Bonner@waxahachie.com.

MAIN STREET

MAIN STREET

JACKSON ST.

JACKSON ST.

FRANKLIN ST.

COLLEGE

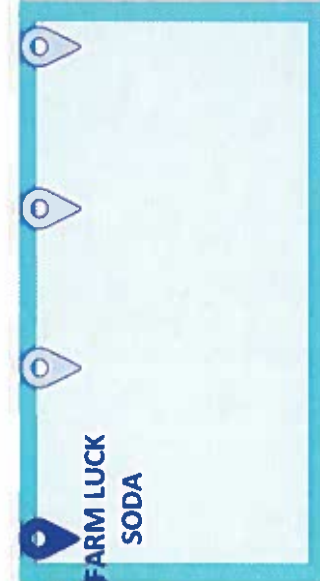
ROGERS ST.

ROGERS ST.



DA	01	02	03	04	05	06	07	08	09	10	11	12	13	14
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AA	01	02	03	04	05	06	07	08	09	10	11	12	13	14
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

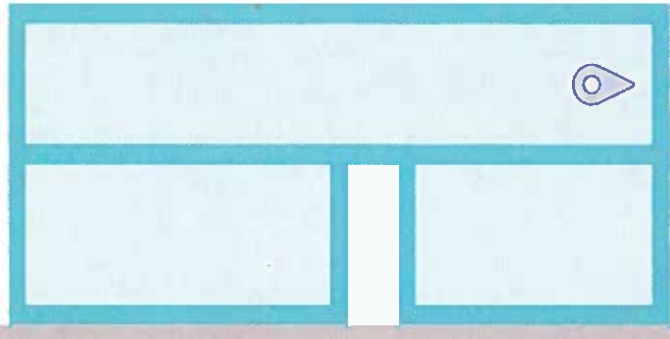


CB	20	21	22	23	24
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AB	01	02	03	04	05	06	07	08	09	10
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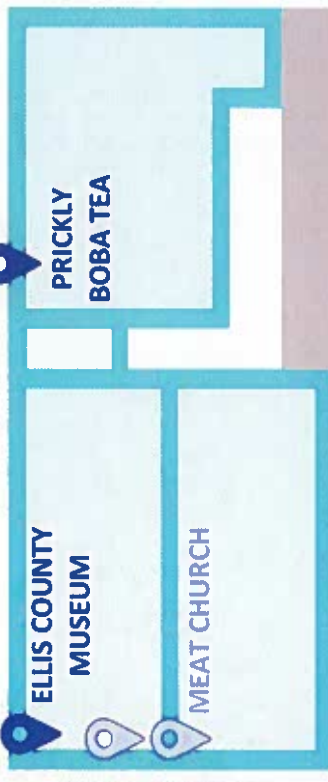


DA	20	22	23
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AA	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
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A



DB	20	22	23
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AB	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
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DB	30	31	32	33	34	35	36
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D



DB	30	31	32	33	34	35	36
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CA	30	31	32	33	34	35
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C

CB	35
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DA	33
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November 6, 2024

Waxahachie City Council
P.O. Box 757
Waxahachie, Texas 75168

Re: Big Top Entertainment

Dear Council Members:

Please let this letter serve as support from the Waxahachie Downtown Merchants Association for the Big Top Entertainment Event to shut down streets as outlined in their submitted event application.

On November 6, 2024, during a regularly scheduled member meeting, the Association voted unanimously to approve the motion supporting this event and all necessary street closures pertaining to it. The association understands the significant impact a street closure has on downtown businesses and has taken this into consideration during the discussion and approval for support of this event.

This discussion and vote have been recorded in our meeting minutes and can be made available upon request.

A handwritten signature in black ink, appearing to read "Jordan Molina".

Jordan Molina
President - WDMA

Bonner, Jami

From: Bonner, Jami
Sent: Friday, September 6, 2024 12:14 PM
To: Macy Thompson
Cc: Tuley, Eleana; Villarreal, Amber
Subject: RE: BTE X DOWNTOWN WAXAHACHIE 2025

Thank you, Macy. I will share your application with staff and let you know if I receive any requests for a clarification.

Please see below for further conditions of approval:

- Letters of support from the Waxahachie Downtown Merchants Association and any space the applicant wishes to utilize that affect privately owned property (ex: privately owned parking lots). It may be beneficial to meet with Eleana Tuley, Director of Downtown Development, to locate properties and contact information. Please secure the letters as soon as possible. The WDMA Board will need to vote before providing the letter.
 - Eleana' contact information: eleana.tuley@waxahachie.com or (469) 309-4111
- A safety plan will be required by Thomas Griffin, Emergency Management Coordinator.
 - Thomas' contact information: John.griffith@waxahachie.com or (469) 309-4417
- If approved by City Council, setup cannot begin until 5:00 pm on Friday, April 4th.
- If approved by City Council, the applicant will be responsible for barricades, cones, traffic control, portable toilets, off duty policy, etc.

Let me know if you have any questions. Thank you.

We value your feedback! Please take a moment to complete our [customer satisfaction survey!](#)

Jami Bonner, TRMC
Assistant City Secretary
City of Waxahachie
Direct (469) 309-4005 | Fax (469) 309-4003 | PO Box 757, Waxahachie, Texas 75168
www.waxahachie.com

We have temporarily relocated to the Charles Beatty Municipal Services Building at 408 S. Rogers St. (across from City Hall)

From: Macy Thompson <Macy@bigtop.show>
Sent: Friday, September 6, 2024 11:02 AM
To: Bonner, Jami <jami.bonner@waxahachie.com>; Tuley, Eleana <eleana.tuley@waxahachie.com>
Subject: Re: BTE X DOWNTOWN WAXAHACHIE 2025

Good Afternoon,

I have attached a revised as we have expanded and added a few booths. The Event will be held on:

Rodgers Street- Between Main Street and Jefferson Street

(5e)



City of Waxahachie
City Secretary's Office

Special Event Application

Date submitted 2/19/2025

Applicant Information

Applicant name: Jaclyn Wilson for Baylor Scott & White Waxahachie

Are you representing the host organization? Yes No

Will you be the on-site point of contact during the event? Yes No

Phone: _____ Cell: _____

Email: _____

Mailing address: 2400 N. I-35E WAXAHACHIE, TX 75145

Host organization name: Baylor Scott & White Waxahachie

Alternate contact that will be on-site during the event.

On-site contact name: Jennifer Notestine Cell: _____

About the Event

Event name: BSWMCW NICU Reunion

Location: Getzenlander Memorial Park

An event site map is **REQUIRED** to be submitted with your application. - area around large pavillion

Anticipated attendance: 150-200 people

Description of event: Reunion for our past NICU babies and their families

How many times has this event been hosted before?

1st time 2-4 times 5 or more times Location: _____

Choose the best description of the event:

- | | |
|---|---|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Birthday Party / Picnic |
| <input type="checkbox"/> Movie Screening | <input type="checkbox"/> Charitable / Fundraising |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Community / Neighborhood |
| <input checked="" type="checkbox"/> Private Event | <input type="checkbox"/> Concert / Live Performance |
| <input type="checkbox"/> Run / Walk | <input type="checkbox"/> Other: _____ |



Event activities include (check all that apply):

- Amusement rides / Inflatables
- Animals / Petting Zoo
- Announcement / Speeches
- Information / Literature Distribution
- DJ / Recorded Music
- Food – sampled, served, or sold
- Products / Services – given away, sampled, or sold
- Live music
- Street closure
- Other:

The event is:

- Private
- Free & open to the general public
- Entry by participation or registration fee
- Entry by admission fee or ticket

Admission information, if applicable:

Include entry or participant fees, ticket prices, donations, and / or fees based on activity.

N/A

Event timeline:

	Date(s)	Start Time:	End Time:
Event Date	4/12/25	10:00 am	12:00 pm
Event Set-up	4/12/25	8:00 am	10:00 am
Event Breakdown	4/12/25	12:00 pm	1:00 pm

Run / Walk:

Please provide the start time for each distance (if applicable)

N/A

1 mile

5K

Other distance

Please indicate your expected attendance:

Number of participants:

- 1-99
- 100-199
- 200-299
- 300+

Provide route on attached site map.



Food / Beverage:

Will the event offer food/beverages? Yes No

Will event require any food preparation on-site? Yes No

Will alcohol be served/sold? Yes No

[Sample Downtown Event/Festival Boundary Map](#)

[Code of Ordinances Ch. 4 Sec. 4-7 Alcohol at approved festivals and events](#)

If alcohol is served/sold, a licensed peace officer(s) must be onsite throughout the event's operation and outside the perimeter to provide security. Events require one officer with an additional officer per 100 guests. Ex.: <100 attendees would require one officer, 100<200 attendees would require two officers, 200<300 attendees would require three officers, etc.

Police / Security Services:

Personnel needs (indicate all that apply) Request for services is not a guarantee that staff/volunteers will be available. *N/A*

Event staff How many: _____ Date(s) & time(s): _____

Volunteers How many: _____ Date(s) & time(s): _____

Private security How many: _____ Date(s) & time(s): _____

Company name: _____

Contact name and number: _____

Off duty police How many: _____ Date(s) & time(s): _____

Have you made arrangements with the police? Yes No

If no, you will be provided the information on how to make arrangements.

If yes, please provide following information for the person that you made the arrangements with:

Contact name: _____ Phone number: _____

Street Closures:

Does the event propose closing, blocking, or using City streets and/or parking lots? Yes No

If yes, please list all streets, intersections, and parking lots that apply: _____

Street closings to begin on date: _____ Start time: _____ End time: _____

Will any businesses be impacted by the proposed road closure? Yes No

Traffic Safety Equipment:

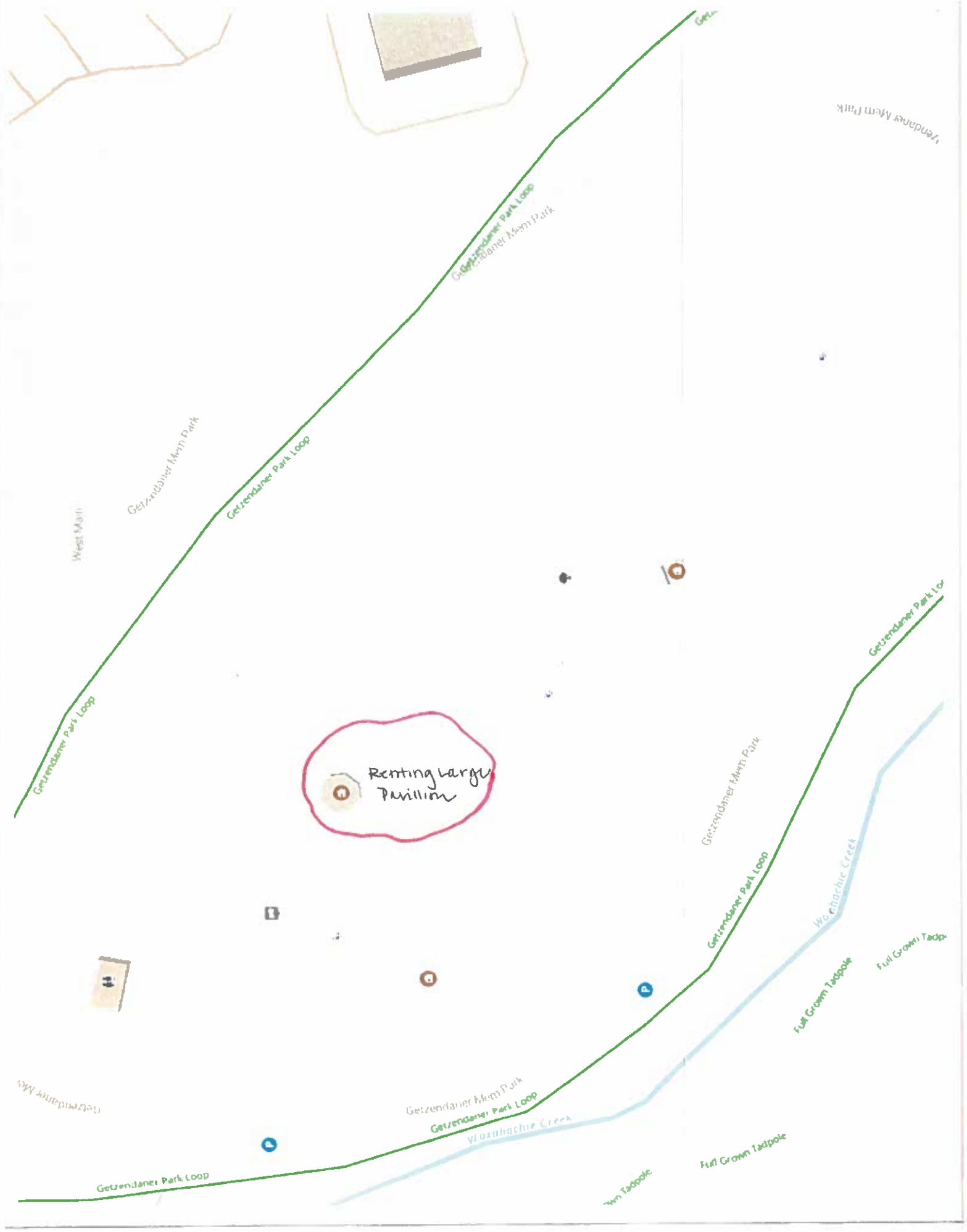
Does your event require traffic cones or barricades? Yes No

If yes, indicate the type of equipment and how many will be used (estimated):

Traffic Cones How many: _____ Barricades How many: _____

Other: _____

Where should equipment be dropped off & picked up?



Getzendaner Mem Park

Getzendaner Park Loop
Getzendaner Mem Park

Getzendaner Mem Park

Getzendaner Park Loop

West Main

Getzendaner Park Loop

Renting Large Pavilion

Getzendaner Mem Park

Getzendaner Park Loop

Getzendaner Park Loop

Wacharhie Creek

Full Grown Tadpole

Full Grown Tadpole

Getzendaner Mem Park
Getzendaner Park Loop

Wacharhie Creek

Getzendaner Park Loop

Two Tadpole

Full Grown Tadpole

Getzendaner Mem Park

(5f)



City of Waxahachie
City Secretary's Office

Special Event Application

Date submitted 2/12/25

Applicant Information

Applicant name: Amy Waters

Are you representing the host organization? Yes No

Will you be the on-site point of contact during the event? Yes No

Phone: _____ Cell: _____

Email: _____

Mailing address: 308 S. College St., Waxahachie TX 75165

Host organization name: Waxahachie Downtown Merchants Association

Alternate contact that will be on-site during the event.

On-site contact name: Leon Talent Cell: _____

About the Event

Event name: Junk in the Trunk

Location: 100 Block of E. Franklin, 100 Block of S. College

*An event site map is **REQUIRED** to be submitted with your application.*

Anticipated attendance: 300-400

Description of event: Antiques/crafts vendor market

How many times has this event been hosted before?

1st time 2 - 4 times 5 or more times Location: Same

Choose the best description of the event:

- | | |
|--|--|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Birthday Party / Picnic |
| <input type="checkbox"/> Movie Screening | <input type="checkbox"/> Charitable / Fundraising |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Community / Neighborhood |
| <input type="checkbox"/> Private Event | <input type="checkbox"/> Concert / Live Performance |
| <input type="checkbox"/> Run / Walk | <input checked="" type="checkbox"/> Other: Vendor market |



Event activities include (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Amusement rides / Inflatables | <input checked="" type="checkbox"/> Food -- sampled, served, or sold |
| <input type="checkbox"/> Animals / Petting Zoo | <input checked="" type="checkbox"/> Products / Services -- given away, sampled, or sold |
| <input type="checkbox"/> Announcement / Speeches | <input type="checkbox"/> Live music |
| <input type="checkbox"/> Information / Literature Distribution | <input type="checkbox"/> Street closure |
| <input type="checkbox"/> DJ / Recorded Music | <input type="checkbox"/> Other: |

The event is:

- | | |
|--|--|
| <input type="radio"/> Private | <input checked="" type="radio"/> Free & open to the general public |
| <input type="radio"/> Entry by participation or registration fee | <input type="radio"/> Entry by admission fee or ticket |

Admission information, if applicable:

Include entry or participant fees, ticket prices, donations, and / or fees based on activity.

Event timeline:

	Date(s)	Start Time:	End Time:
Event Date	4/19, _____, 11/8	9:00 am	5:00 pm
Event Set-up	4/19, _____, 11/8	6:30am	9:00 am
Event Breakdown	4/19, _____, 11/8	5:00 pm	5:30 pm

Run / Walk:

Please provide the start time for each distance (if applicable)

_____ 1 mile _____ 5K _____ Other distance

Please indicate your expected attendance: _____

Number of participants:

- | | |
|---------|-----------------------|
| 1-99 | <input type="radio"/> |
| 100-199 | <input type="radio"/> |
| 200-299 | <input type="radio"/> |
| 300+ | <input type="radio"/> |

Provide route on attached site map.



Food / Beverage:

Will the event offer food/beverages? Yes No

Will event require any food preparation on-site? Yes No

Will alcohol be served/sold? Yes No

Sample Downtown Event/Festival Boundary Map

Code of Ordinances Ch. 4 Sec. 4-7 Alcohol at approved festivals and events

If alcohol is served/sold, a licensed peace officer(s) must be onsite throughout the event's operation and outside the perimeter to provide security. Events require one officer with an additional officer per 100 guests. Ex.: <100 attendees would require one officer, 100<200 attendees would require two officers, 200<300 attendees would require three officers, etc.

Police / Security Services:

Personnel needs (indicate all that apply) Request for services is not a guarantee that staff/volunteers will be available.

Event staff How many: _____ Date(s) & time(s): _____

Volunteers How many: _____ Date(s) & time(s): _____

Private security How many: _____ Date(s) & time(s): _____

Company name: _____

Contact name and number: _____

Off duty police How many: _____ Date(s) & time(s): _____

Have you made arrangements with the police? Yes No

If no, you will be provided the information on how to make arrangements.

If yes, please provide following information for the person that you made the arrangements with:

Contact name: _____ Phone number: _____

Street Closures:

Does the event propose closing, blocking, or using City streets and/or parking lots? Yes No

If yes, please list all streets, intersections, and parking lots that apply: 100 block of S. College,
100 block of E. Franklin

Street closings to begin on date: 4/19, 9/20, 11/8 Start time: 6:00 am End time: 6:00 pm

Will any businesses be impacted by the proposed road closure? Yes No

Traffic Safety Equipment:

Does your event require traffic cones or barricades? Yes No

If yes, indicate the type of equipment and how many will be used (estimated):

Traffic Cones How many: 0 Barricades How many: 4

Other: _____

Where should equipment be dropped off & picked up? Pocket park



When will the traffic equipment be set-up?

Date: 4/19, 11/8 Time: 6:00 am

When will the traffic equipment be removed?

Date: 4/19, 11/8 Time: 6:00 pm

Are you requesting the use of City traffic equipment?

Yes No

Availability is not guaranteed

Streets cannot be blocked without prior approval.

Temporary Tents & Structures:

Will the event have a tent(s) larger than 10' x 20'?

Yes No

List the # of tents & sizes:

Indicate locations on attached required site map.

Electrical Services:

How will electrical services be supplied?

Generator Franchise Utilities Both

List contractor / supplier:

N/A

Explain services in detail:

Insurance

All events taking place on City of Waxahachie property must provide a certificate of liability insurance and endorsement page. The City of Waxahachie must be listed as an "Additional Insured" in the amount of \$1 million on both pages. Please list the date of the event and location on this certificate and submit at least one month before the event. The City of Waxahachie reserves the right to increase the insurance limits based on the nature and degree of risks to the public.

If you have questions regarding City insurance coverage, please inquire with City of Waxahachie staff after submitting your event application.

Hold Harmless Clause

Applicant / organization shall assume all risks incident to or in connection with the approved activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the approved activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City, it's officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly out of or in connection with the approved activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents, and employees. Due to Covid-19, I also understand approval of my event is subject to the then current necessary precautions resulting from Covid case trends as well as any change in accordance with federal, state of local orders. Furthermore, by signing this application, applicant hereby agrees to waive any and all claims that applicant may have against the City, it's officers, agents, employees, and representatives arising out of or in connection with the revocation or cancellation of an event permit.

Angie Waters

Signature

2/18/25

Date

Contract Agreement

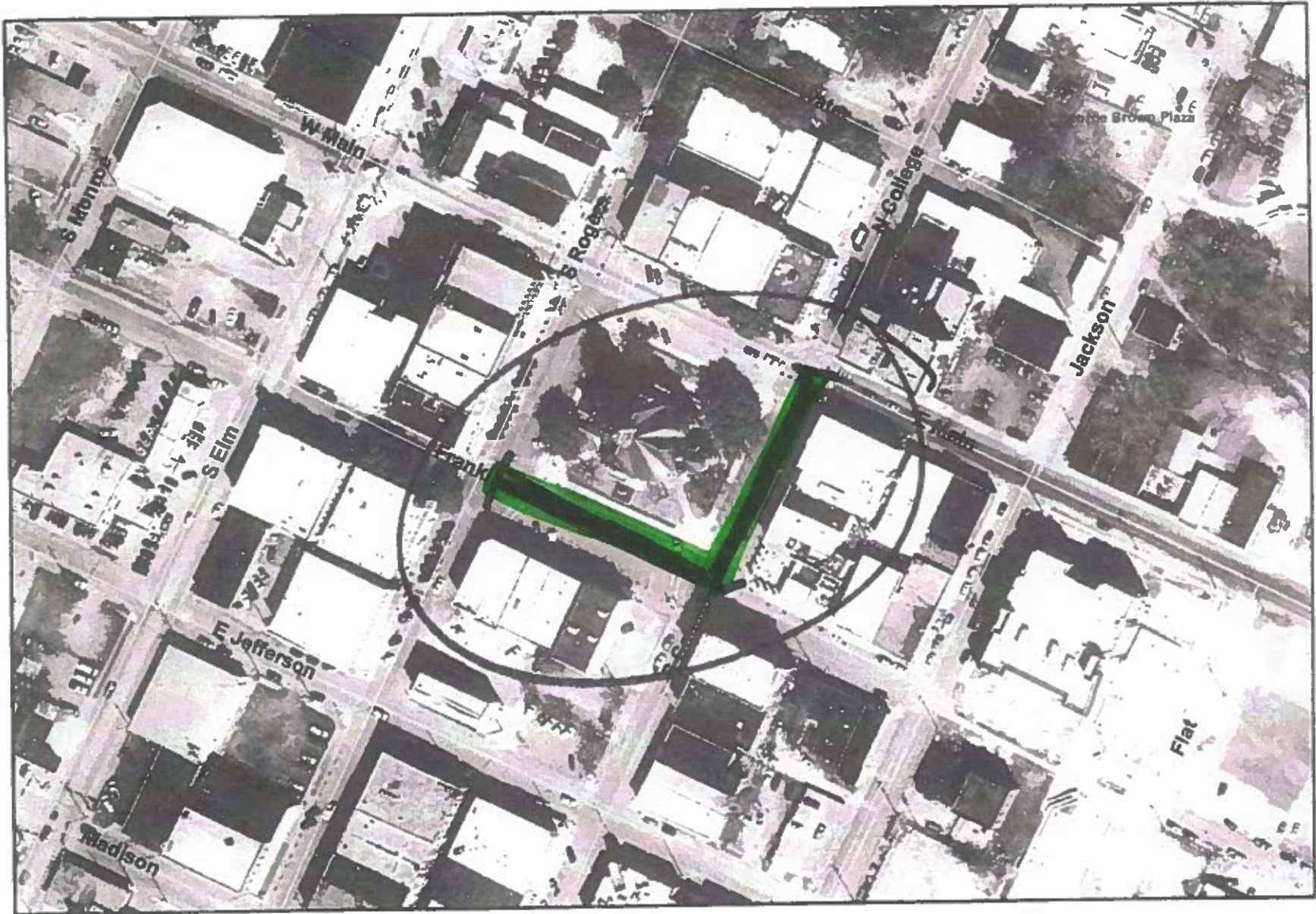
Applicant / organization has thoroughly read, understands, and agrees to all conditions listed on this application.

Angie Waters

Signature

2/18/25

Date





(59)

City of Waxahachie
City Secretary's Office

Special Event Application

Date submitted 2/5/25

Applicant Information

Applicant name: Robert Timothy Rowlette

Are you representing the host organization? Yes No

Will you be the on-site point of contact during the event? Yes No

Phone: _____ Cell: _____

Email: _____

Mailing address: 5220 Crystal Springs Dr., Midlothian, TX 76065

Host organization name: Midlothian Classic Wheels

Alternate contact that will be on-site during the event.

On-site contact name: Cheryl Rowlette Cell: _____

About the Event

Event name: Gingerbread Trail Car Show

Location: Getzendaner Park In And Around Main Pavillion

*An event site map is **REQUIRED** to be submitted with your application.*

Anticipated attendance: 250 People and 75 Cars/Trucks

Description of event: Annual Car and Truck Show That Benefits A Local

Charity

How many times has this event been hosted before?

1st time 2 – 4 times 5 or more times Location: Getzendaner Park

Choose the best description of the event:

- Festival
- Birthday Party / Picnic
- Movie Screening
- Charitable / Fundraising
- Parade
- Community / Neighborhood
- Private Event
- Concert / Live Performance
- Run / Walk
- Other: _____



Event activities include (check all that apply):

- Amusement rides / Inflatables
- Food – sampled, served, or sold
- Animals / Petting Zoo
- Products / Services – given away, sampled, or sold
- Announcement / Speeches
- Live music
- Information / Literature Distribution
- Street closure
- DJ / Recorded Music
- Other:

The event is:

- Private
- Free & open to the general public
- Entry by participation or registration fee
- Entry by admission fee or ticket

Admission information, if applicable:

Include entry or participant fees, ticket prices, donations, and / or fees based on activity.

\$20 Entry Fee For Participants, Free And Open To General Public

Event timeline:

	Date(s)	Start Time:	End Time:
Event Date	6/14/2025	9:00 a.m.	2:00 p.m.
Event Set-up	6/14/2025	7:15 a.m.	9:00 a.m.
Event Breakdown	6/14/2025	2:00 p.m.	2:30 p.m.

Run / Walk:

Please provide the start time for each distance (if applicable)

_____ 1 mile _____ 5K _____ Other distance

Please indicate your expected attendance: _____

Number of participants:

- 1-99
- 100-199
- 200-299
- 300+

Provide route on attached site map.



When will the traffic equipment be set-up?

Date: _____ Time: _____

When will the traffic equipment be removed?

Date: _____ Time: _____

Are you requesting the use of City traffic equipment?

Yes No

Availability is not guaranteed

Streets cannot be blocked without prior approval.

Temporary Tents & Structures:

Will the event have a tent(s) larger than 10' x 20'?

Yes No

List the # of tents & sizes:

Indicate locations on attached required site map.

Electrical Services:

How will electrical services be supplied?

Generator Franchise Utilities Both

List contractor / supplier:

Explain services in detail: Will be using existing 110v outlets in the main pavillion.

Insurance

All events taking place on City of Waxahachie property must provide a certificate of liability insurance and endorsement page. The City of Waxahachie must be listed as an "Additional Insured" in the amount of \$1 million on both pages. Please list the date of the event and location on this certificate and submit at least one month before the event. The City of Waxahachie reserves the right to increase the insurance limits based on the nature and degree of risks to the public.

If you have questions regarding City insurance coverage, please inquire with City of Waxahachie staff after submitting your event application.

Hold Harmless Clause

Applicant / organization shall assume all risks incident to or in connection with the approved activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the approved activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City, it's officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly out of or in connection with the approved activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents, and employees. Due to Covid-19, I also understand approval of my event is subject to the then current necessary precautions resulting from Covid case trends as well as any change in accordance with federal, state of local orders. Furthermore, by signing this application, applicant hereby agrees to waive any and all claims that applicant may have against the City, it's officers, agents, employees, and representatives arising out of or in connection with the revocation or cancellation of an event permit.

[Signature]

Signature

2/5/2025

Date

Contract Agreement

Applicant / organization has thoroughly read, understands, and agrees to all conditions listed on this application.

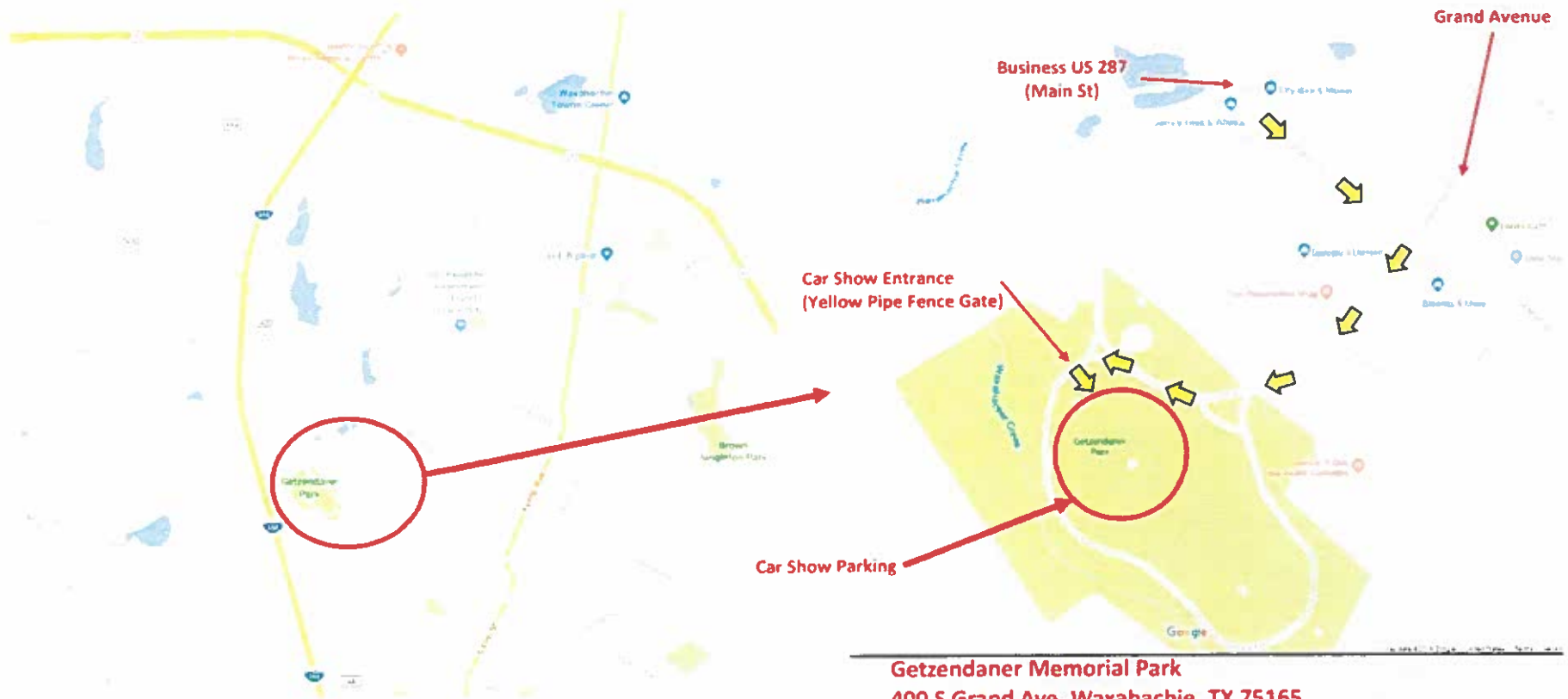
[Signature]

Signature

2/5/2025

Date

Midlothian Classic Wheels Car Show Map



Getzendaner Memorial Park
400 S Grand Ave, Waxahachie, TX 75165

Setup Will Start At 7:15 a.m.
Gates Will Open For Entrants Around 8:30 a.m.
Show Is Over at 2:00 p.m.



(5h)

City of Waxahachie
City Secretary's Office

Special Event Application

Date submitted 2/5/25

Applicant Information

Applicant name: Robert Timothy Rowlette

Are you representing the host organization? Yes No

Will you be the on-site point of contact during the event? Yes No

Phone: _____ Cell: _____

Email: _____

Mailing address: 5220 Crystal Springs Dr., Midlothian, TX 76065

Host organization name: Midlothian Classic Wheels

Alternate contact that will be on-site during the event.

On-site contact name: Cheryl Rowlette Cell: _____

About the Event

Event name: Cars in the Park Car Show

Location: Getzendaner Park In And Around Main Pavillion

*An event site map is **REQUIRED** to be submitted with your application.*

Anticipated attendance: 250 People and 75 Cars/Trucks

Description of event: Annual Car and Truck Show That Benefits A Local

Charity

How many times has this event been hosted before?

1st time 2 - 4 times 5 or more times Location: Getzendaner Park

Choose the best description of the event:

- Festival
- Birthday Party / Picnic
- Movie Screening
- Charitable / Fundraising
- Parade
- Community / Neighborhood
- Private Event
- Concert / Live Performance
- Run / Walk
- Other: _____



Event activities include (check all that apply):

- Amusement rides / Inflatables
- Food – sampled, served, or sold
- Animals / Petting Zoo
- Products / Services – given away, sampled, or sold
- Announcement / Speeches
- Live music
- Information / Literature Distribution
- Street closure
- DJ / Recorded Music
- Other:

The event is:

- Private
- Free & open to the general public
- Entry by participation or registration fee
- Entry by admission fee or ticket

Admission information, if applicable:

Include entry or participant fees, ticket prices, donations, and / or fees based on activity.

\$20 Entry Fee For Participants, Free And Open To General Public

Event timeline:

	Date(s)	Start Time:	End Time:
Event Date	7/12/2025	9:00 a.m.	2:00 p.m.
Event Set-up	7/12/2025	7:15 a.m.	9:00 a.m.
Event Breakdown	7/12/2025	2:00 p.m.	2:30 p.m.

Run / Walk:

Please provide the start time for each distance (if applicable)

_____ 1 mile _____ 5K _____ Other distance

Please indicate your expected attendance: _____

Number of participants:

- 1-99
- 100-199
- 200-299
- 300+

Provide route on attached site map.



When will the traffic equipment be set-up?

Date: _____ Time: _____

When will the traffic equipment be removed?

Date: _____ Time: _____

Are you requesting the use of City traffic equipment?

Yes No

Availability is not guaranteed

Streets cannot be blocked without prior approval.

Temporary Tents & Structures:

Will the event have a tent(s) larger than 10' x 20'?

Yes No

List the # of tents & sizes:

Indicate locations on attached required site map.

Electrical Services:

How will electrical services be supplied?

Generator Franchise Utilities Both

List contractor / supplier:

Explain services in detail:

Will be using existing 110v outlets in the main pavillion.

Insurance

All events taking place on City of Waxahachie property must provide a certificate of liability insurance and endorsement page. The City of Waxahachie must be listed as an "Additional Insured" in the amount of \$1 million on both pages. Please list the date of the event and location on this certificate and submit at least one month before the event. The City of Waxahachie reserves the right to increase the insurance limits based on the nature and degree of risks to the public.

If you have questions regarding City insurance coverage, please inquire with City of Waxahachie staff after submitting your event application.

Hold Harmless Clause

Applicant / organization shall assume all risks incident to or in connection with the approved activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the approved activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City, it's officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly out of or in connection with the approved activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents, and employees. Due to Covid-19, I also understand approval of my event is subject to the then current necessary precautions resulting from Covid case trends as well as any change in accordance with federal, state of local orders. Furthermore, by signing this application, applicant hereby agrees to waive any and all claims that applicant may have against the City, it's officers, agents, employees, and representatives arising out of or in connection with the revocation or cancellation of an event permit.

[Handwritten Signature]

Signature

2/5/2025

Date

Contract Agreement

Applicant / organization has thoroughly read, understands, and agrees to all conditions listed on this application.

[Handwritten Signature]

Signature

2/5/2025

Date

(52)



Date submitted 2/5/25

Applicant Information

Applicant name: Robert Timothy Rowlette

Are you representing the host organization? Yes No

Will you be the on-site point of contact during the event? Yes No

Phone: _____ Cell: _____

Email: _____

Mailing address: 5220 Crystal Springs Dr., Midlothian, TX 76065

Host organization name: Midlothian Classic Wheels

Alternate contact that will be on-site during the event.

On-site contact name: Cheryl Rowlette Cell: _____

About the Event

Event name: Waxahachie Fun Run Car Show

Location: Getzendaner Park In And Around Main Pavillion

An event site map is **REQUIRED** to be submitted with your application.

Anticipated attendance: 250 People and 75 Cars/Trucks

Description of event: Annual Car and Truck Show That Benefits A Local Charity

How many times has this event been hosted before?

1st time 2 - 4 times 5 or more times Location: Getzendaner Park

Choose the best description of the event:

- Festival
- Birthday Party / Picnic
- Movie Screening
- Charitable / Fundraising
- Parade
- Community / Neighborhood
- Private Event
- Concert / Live Performance
- Run / Walk
- Other: _____



Event activities include (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Amusement rides / Inflatables | <input checked="" type="checkbox"/> Food – sampled, served, or sold |
| <input type="checkbox"/> Animals / Petting Zoo | <input type="checkbox"/> Products / Services – given away, sampled, or sold |
| <input checked="" type="checkbox"/> Announcement / Speeches | <input type="checkbox"/> Live music |
| <input type="checkbox"/> Information / Literature Distribution | <input type="checkbox"/> Street closure |
| <input checked="" type="checkbox"/> DJ / Recorded Music | <input type="checkbox"/> Other: |

The event is:

- | | |
|---|---|
| <input type="radio"/> Private | <input type="radio"/> Free & open to the general public |
| <input checked="" type="radio"/> Entry by participation or registration fee | <input type="radio"/> Entry by admission fee or ticket |

Admission information, if applicable:

Include entry or participant fees, ticket prices, donations, and / or fees based on activity.

\$20 Entry Fee For Participants, Free And Open To General Public

Event timeline:

	Date(s)	Start Time:	End Time:
Event Date	8/9/2025	9:00 a.m.	2:00 p.m.
Event Set-up	8/9/2025	7:15 a.m.	9:00 a.m.
Event Breakdown	8/9/2025	2:00 p.m.	2:30 p.m.

Run / Walk:

Please provide the start time for each distance (if applicable)

_____ 1 mile _____ 5K _____ Other distance

Please indicate your expected attendance: _____

Number of participants:

- 1-99
- 100-199
- 200-299
- 300+

Provide route on attached site map.



When will the traffic equipment be set-up?

Date: _____ Time: _____

When will the traffic equipment be removed?

Date: _____ Time: _____

Are you requesting the use of City traffic equipment?

Yes No

Availability is not guaranteed

Streets cannot be blocked without prior approval.

Temporary Tents & Structures:

Will the event have a tent(s) larger than 10' x 20'?

Yes No

List the # of tents & sizes:

Indicate locations on attached required site map.

Electrical Services:

How will electrical services be supplied?

Generator Franchise Utilities Both

List contractor / supplier:

Explain services in detail:

Will be using existing 110v outlets in the main pavillion.

Insurance

All events taking place on City of Waxahachie property must provide a certificate of liability insurance and endorsement page. The City of Waxahachie must be listed as an "Additional Insured" in the amount of \$1 million on both pages. Please list the date of the event and location on this certificate and submit at least one month before the event. The City of Waxahachie reserves the right to increase the insurance limits based on the nature and degree of risks to the public.

If you have questions regarding City insurance coverage, please inquire with City of Waxahachie staff after submitting your event application.

Hold Harmless Clause

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[Handwritten Signature]

Signature

2/5/2025

Date

Contract Agreement

Applicant / organization has thoroughly read, understands, and agrees to all conditions listed on this application.

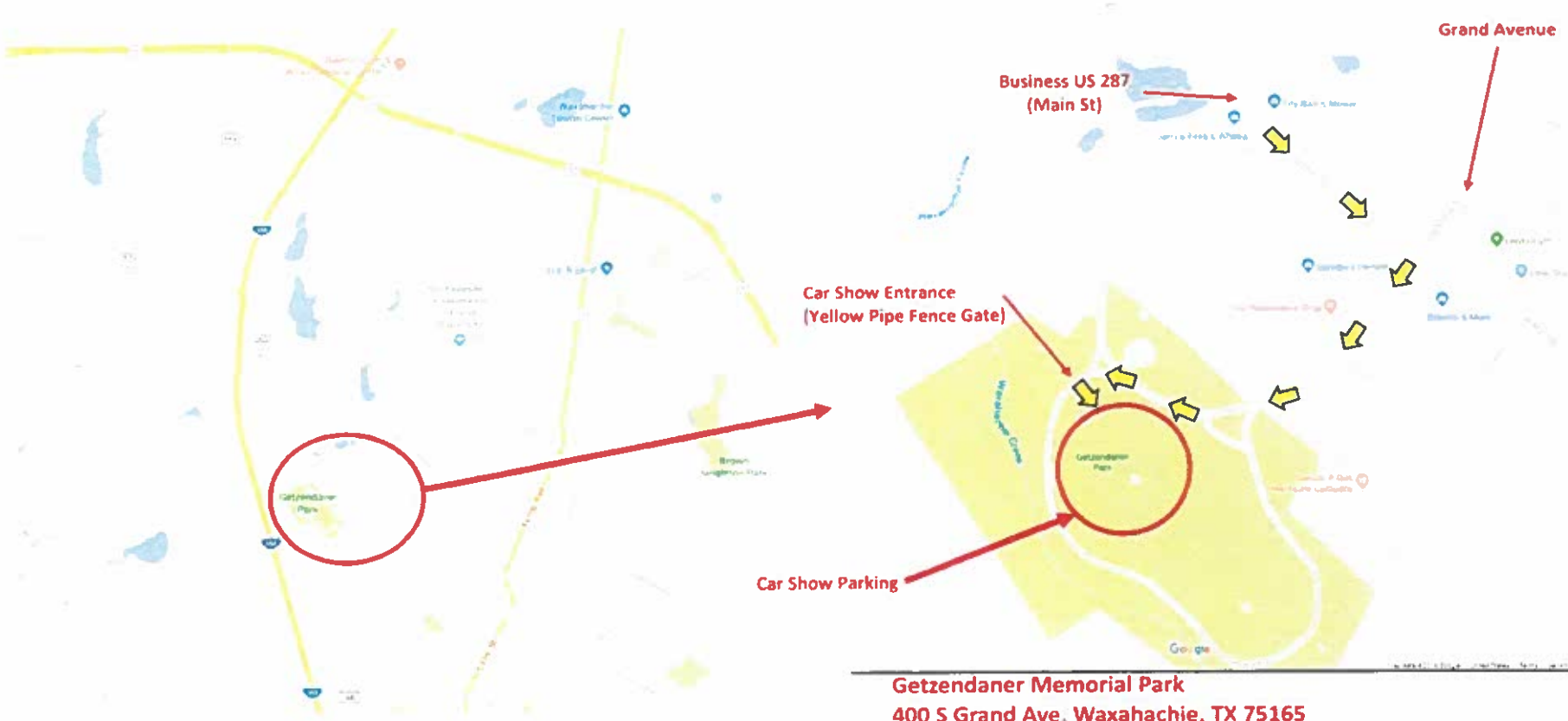
[Handwritten Signature]

Signature

2/5/2025

Date

Midlothian Classic Wheels Car Show Map



Getzendaner Memorial Park
400 S Grand Ave, Waxahachie, TX 75165

Setup Will Start At 7:15 a.m.
Gates Will Open For Entrants Around 8:30 a.m.
Show Is Over at 2:00 p.m.



(5)

Date submitted 2/5/25

Applicant Information

Applicant name: Robert Timothy Rowlette

Are you representing the host organization? Yes No

Will you be the on-site point of contact during the event? Yes No

Phone: 972-723-5177 Cell: --

Email: _____

Mailing address: 5220 Crystal Springs Dr., Midlothian, TX 76065

Host organization name: Midlothian Classic Wheels

Alternate contact that will be on-site during the event.

On-site contact name: Cheryl Rowlette Cell: _____

About the Event

Event name: St. Jude Car Show

Location: Getzendaner Park In And Around Main Pavillion

*An event site map is **REQUIRED** to be submitted with your application.*

Anticipated attendance: 250 People and 75 Cars/Trucks

Description of event: Annual Car and Truck Show That Benefits A Local Charity

How many times has this event been hosted before?

1st time 2 – 4 times 5 or more times Location: Getzendaner Park

Choose the best description of the event:

- | | |
|---------------------------------------|---|
| <input type="radio"/> Festival | <input type="radio"/> Birthday Party / Picnic |
| <input type="radio"/> Movie Screening | <input checked="" type="radio"/> Charitable / Fundraising |
| <input type="radio"/> Parade | <input type="radio"/> Community / Neighborhood |
| <input type="radio"/> Private Event | <input type="radio"/> Concert / Live Performance |
| <input type="radio"/> Run / Walk | <input type="radio"/> Other: _____ |



Event activities include (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Amusement rides / Inflatables | <input checked="" type="checkbox"/> Food – sampled, served, or sold |
| <input type="checkbox"/> Animals / Petting Zoo | <input type="checkbox"/> Products / Services – given away, sampled, or sold |
| <input checked="" type="checkbox"/> Announcement / Speeches | <input type="checkbox"/> Live music |
| <input type="checkbox"/> Information / Literature Distribution | <input type="checkbox"/> Street closure |
| <input checked="" type="checkbox"/> DJ / Recorded Music | <input type="checkbox"/> Other: |

The event is:

- | | |
|---|---|
| <input type="radio"/> Private | <input type="radio"/> Free & open to the general public |
| <input checked="" type="radio"/> Entry by participation or registration fee | <input type="radio"/> Entry by admission fee or ticket |

Admission information, if applicable:

Include entry or participant fees, ticket prices, donations, and / or fees based on activity.

\$20 Entry Fee For Participants, Free And Open To General Public

Event timeline:

	Date(s)	Start Time:	End Time:
Event Date	9/13/2025	9:00 a.m.	2:00 p.m.
Event Set-up	9/13/2025	7:15 a.m.	9:00 a.m.
Event Breakdown	9/13/2025	2:00 p.m.	2:30 p.m.

Run / Walk:

Please provide the start time for each distance (if applicable)

_____ 1 mile _____ 5K _____ Other distance

Please indicate your expected attendance: _____

Number of participants:

- 1-99
- 100-199
- 200-299
- 300+

Provide route on attached site map.



Food / Beverage:

Will the event offer food/beverages? Yes No

Will event require any food preparation on-site? Yes No

Will alcohol be served/sold? Yes No

Code of Ordinances Ch. 4 Sec. 4-7 Alcohol at approved festivals and events

if alcohol is served/sold, a licensed peace officer(s) must be onsite throughout the event's operation and outside the perimeter to provide security. Events require one officer with an additional officer per 100 guests. Ex.: <100 attendees would require one officer, 100<200 attendees would require two officers, 200<300 attendees would require three officers, etc.

Police / Security Services:

Personnel needs (indicate all that apply) Request for services is not a guarantee that staff/volunteers will be available.

Event staff How many: 0 Date(s) & time(s): _____

Volunteers How many: 0 Date(s) & time(s): _____

Private security How many: 0 Date(s) & time(s): _____

Company name: _____

Contact name and number: _____

Off duty police How many: 0 Date(s) & time(s): _____

Have you made arrangements with the police? Yes No

If no, please contact Sgt. Brian Fuller at bfuller@waxahachiepd.org to make arrangements.

If yes, please provide following information for the person that you made the arrangements with:

Contact name: _____ Phone number: _____

Street Closures:

Does the event propose closing, blocking, or using City streets and/or parking lots? Yes No

If yes, please list all streets, intersections, and parking lots that apply: _____

Street closings to begin on date: _____ Start time: _____ End time: _____

Will any businesses be impacted by the proposed road closure? Yes No

Traffic Safety Equipment:

Does your event require traffic cones or barricades? Yes No

If yes, indicate the type of equipment and how many will be used (estimated):

Traffic Cones How many: _____ Barricades How many: _____

Other: _____

Where should equipment be dropped off & picked up? _____



When will the traffic equipment be set-up?

Date: _____ Time: _____

When will the traffic equipment be removed?

Date: _____ Time: _____

Are you requesting the use of City traffic equipment?

Yes No

Availability is not guaranteed

Streets cannot be blocked without prior approval.

Temporary Tents & Structures:

Will the event have a tent(s) larger than 10' x 20'?

Yes No

List the # of tents & sizes:

Indicate locations on attached required site map.

Electrical Services:

How will electrical services be supplied?

Generator Franchise Utilities Both

List contractor / supplier:

Explain services in detail:

Will be using existing 110v outlets in the main pavillion.

Insurance

All events taking place on City of Waxahachie property must provide a certificate of liability insurance and endorsement page. The City of Waxahachie must be listed as an "Additional Insured" in the amount of \$1 million on both pages. Please list the date of the event and location on this certificate and submit at least one month before the event. The City of Waxahachie reserves the right to increase the insurance limits based on the nature and degree of risks to the public.

If you have questions regarding City insurance coverage, please inquire with City of Waxahachie staff after submitting your event application.

Hold Harmless Clause

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[Handwritten Signature]

Signature

2/5/2025

Date

Contract Agreement

Applicant / organization has thoroughly read, understands, and agrees to all conditions listed on this application.

[Handwritten Signature]

Signature

2/5/2025

Date

Midlothian Classic Wheels Car Show Map



Getzendaner Memorial Park
400 S Grand Ave, Waxahachie, TX 75165

Setup Will Start At 7:15 a.m.
Gates Will Open For Entrants Around 8:30 a.m.
Show Is Over at 2:00 p.m.

(5K)



Memorandum

To: Honorable Mayor and City Council

From: Amber Villarreal, City Secretary

Thru: Michael Scott, City Manager

Date: March 3, 2025

Re: Consider approval of Taxicab Permit for Silver Bullet Taxi

Recommended Motion: "I move to approve a Taxicab permit for Silver Bullet Taxi as presented."

Item Description: On March 3, 2025, a request for approval of a Taxicab permit for Silver Bullet Taxi will be presented to City Council.

Item Summary: Charles Pinkstaff, Silver Bullet Taxi, filed an application for taxicab service in Waxahachie for one vehicle. The city's current taxicab regulations cover the following items related to the operation, ownership, and licensing of taxicabs. Taxicabs must meet state inspection standards, be operated by licensed owners, and be in good mechanical condition. Businesses must obtain a permit, provide vehicle details, and pay a \$50 fee per vehicle. Permits are non-transferable and subject to cancellation for violations. Operators must maintain liability insurance, with minimum coverage for injury, death, and property damage. Insurers must notify the City of any policy changes, and failure to keep insurance active will result in permit revocation.

Recommendation: Staff recommends approval of the Taxi Cab permit and issuance of the license, contingent upon payment of the required fee, submission of a valid commercial insurance policy, and successful vehicle inspection by the Police Department.



Memorandum

To: Honorable Mayor and City Council
From: Eleana Tuley, Downtown Redevelopment & Historic Preservation Manager
Thru: Michael Scott, City Manager
Date: March 3, 2025
Re: Consider Downtown Building Improvement Program Grant

Motion: "I move to approve a Downtown Building Improvement Program Grant in the amount of \$13,307.50 from the Tax Increment Reinvestment Zone (TIRZ) Fund for the improvements at 315 S. Rogers Street, and authorize the City Manager to execute all documents as necessary."

Item Description: Consider authorizing a Downtown Building Improvement Program (DBIP) Grant from the TIRZ fund for \$13,307.50 to pay for half the cost of replacing the awning at 315 S. Rogers Street.

Item Summary: The property owner, Sheila Hood (Bird Nest Real Estate LLC), requested a 50 percent match for the awning replacement at 315 S. Rogers Street through the Downtown Building Improvement Program (DBIP). The DBIP Grant offers a 50/50 match up to \$50,000 for qualifying improvements. The total awning replacement is \$26,615.00 and the applicant requested \$13,307.50 to cover half of the cost to replace the awning. The structural integrity of the awning is severely compromised due to natural wear and aging over the years. The applicant also applied and received a \$5,000 façade grant from Historic Waxahachie Incorporated (HWI) to assist with the awning replacement.

Under the DBIP grant program, applicants that have secured the HWI façade grant, can have the DBIP grant approved administratively without taking the grant application to the TIRZ Board; however, Council approval is still required.

Fiscal Impact: The DBIP grant for \$13,307.50 will be funded by the TIRZ Fund, account 217-000-58945 Downtown Grant Program. The TIRZ Fund has sufficient capacity to fund the grant request.

(5m)



Memorandum

To: Honorable Mayor and City Council
 From: Lindsey Mearns, Senior Director of Human Resources & Civil Service
 Thru: Michael Scott, City Manager *MS*
 Date: March 3, 2025
 Re: NeoGov Service Agreement Renewal

Recommended Motion: "I move to approve a three-year service agreement with NeoGov for Human Resources software services and authorize the City Manager to execute all documents as necessary."

Item Description: Consider approving a three-year service agreement with NeoGov for human resources software services including applicant tracking, job advertisements, performance and learning management, and employee onboarding.

Item Summary: Since 2018, the City of Waxahachie has utilized NeoGov for various human resources software services including applicant tracking, job advertisements, performance and learning management, and employee onboarding. NeoGov notified the City of the need for an updated service agreement prior to the next renewal term beginning on March 9, 2025. The City negotiated the updated service agreement with a three-year term to ensure continued service and potential cost savings. The annual fees associated with the three-year term are as follows:

Term	NeoGov Annual Subscription
March 9, 2025 – March 8, 2026	\$55,062.86
March 9, 2026 – March 8, 2027	\$58,893.41
March 9, 2027 – March 8, 2028	\$62,608.07

Fiscal Impact: This is a budgeted item that was approved in the FY2025 budget and funds are available.



Memorandum

To: Honorable Mayor and City Council
From: Albert Lawrence, Deputy City Manager
Thru: Michael Scott, City Manager 
Date: March 3, 2025
Re: Consider Ordinance Authorizing City Manager to Sign Certain Agreements and Contracts

Recommended Motion: "I move to approve an ordinance amending Article VIII of Chapter 2 of the City of Waxahachie Code of Ordinances by adding a new Section 2-132 authorizing the City Manager to sign certain agreements and contracts not exceeding \$100,000.

Item Description: Consider an ordinance amending Article VIII of Chapter 2 of the City of Waxahachie Code of Ordinances by adding a new Section 2-132 authorizing the City Manager to sign certain agreements, grants and contracts not exceeding \$100,000 without prior approval of City Council.

Item Summary: At the request of Councilman Travis Smith, the City Attorney drafted an ordinance increasing the City Manager's signatory limit. The ordinance will authorize the City Manager to approve certain agreements, contracts, grants and change orders up to and including \$100,000 without first obtaining City Council approval. However, the funds must have been previously allocated in the City's annual budget and available for the purpose of the contract. The City Manager may delegate this signatory authority or approval to any Deputy or Assistant City Manager as necessary.

The intent of this ordinance is to promote operational efficiencies and expedite the execution of certain contracts to avoid project delays.

Fiscal Impact: This ordinance will have no budgetary impact.

CITY OF WAXAHACHIE, TEXAS

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WAXAHACHIE, TEXAS, AMENDING ARTICLE VIII, "PURCHASING PROCEDURE," OF CHAPTER 2, "ADMINISTRATION," OF THE OF CITY OF WAXAHACHIE CODE OF ORDINANCES BY ADDING A NEW SECTION 2-132, "AUTHORITY OF CITY MANAGER TO EXECUTE CERTAIN AGREEMENTS AND CONTRACTS," AUTHORIZING THE CITY MANAGER TO SIGN CERTAIN AGREEMENTS AND CONTRACTS NOT EXCEEDING \$100,000, AS FURTHER DEFINED HEREIN; AUTHORIZING ANY DEPUTY OR ASSISTANT CITY MANAGER TO SIGN DOCUMENTS REFERENCED HEREIN; MAKING FINDINGS; PROVIDING CUMULATIVE/REPEALER CLAUSES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the City of Waxahachie, Texas ("City"), is a home-rule municipality under the laws of the State of Texas and is duly incorporated; and

WHEREAS, Article VIII of Chapter 2 of the Code of Ordinances addresses the threshold amounts for the requirement of bids; however, said Article does not specify the authority of the City Manager to execute certain agreements and contracts; and

WHEREAS, it is the intent of the City Council to authorize the City Manager to sign, after authorization by the Council, all contracts entered into by the City, subject to the terms of this Ordinance; and

WHEREAS, it further is the intent of the City Council to authorize City Manager to approve change orders, subject to the terms of this Ordinance; and

WHEREAS, the City Council desires to amend said Article VIII of Chapter 2 of the Code of Ordinances to authorize the City Manager to approve certain agreements, contract and change orders up to and including \$100,000, as further defined herein; and

WHEREAS, the City Council has determined that the City Manager should be authorized to execute documents in accordance with the amendments to the Code as set forth below; and

WHEREAS, due to the growth of the City, the increase in the number of employees of the City, the increase in the number of contracts and agreements that the City is required to consider, approve and execute, and the delay occasionally experienced in the prompt execution of contracts and agreements, the City Council deems it prudent and advisable that the City Manager's signatory authority be increased to \$100,000.00 and that the City Manager should be authorized to delegate such authority to any Deputy or Assistant City Manager.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WAXAHACHIE, TEXAS, THAT:

SECTION 1

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2

From and after the effective date of this Ordinance, Article VIII, "Purchasing Procedure," of Chapter 2, "Administration," of the Code of Ordinances is hereby amended by adding a new Section 2-132, "Authority of City Manager to Execute Certain Agreements and Contracts," to read as follows:

"ARTICLE VIII. PURCHASING PROCEDURE

* * *

Sec. 2-132. Authority of City Manager to execute certain agreements, contracts and grant applications.

(a) *Authority of City Manager to sign contracts.* The City Manager shall have authority to sign all contracts not to exceed \$100,000.00 without first obtaining City Council approval of each such contract to the extent only that funds have previously been allocated in the City's annual budget and are available for the purpose of said contract, and further provided that City Council approval of said contract is not otherwise required by law.

(b) *Authority of City Manager to approve change orders.* The City Manager shall have authority relative to public improvements or purchases subject to the competitive sealed bidding and competitive sealed proposal requirements of V.T.C.A., Local Government Code, ch. 252, as amended, to approve change orders involving an increase or decrease in the amount of \$100,000.00 or less, without approval of the City Council.

(c) *Authority to sign interlocal agreements.* The City Manager shall have the authority to sign any and all interlocal agreements between the City and any governmental entity authorized to enter into such interlocal agreements, pursuant to V.T.C.A. Government Code, ch. 791, as amended, without first obtaining City Council approval of such interlocal agreement. The City Manager's authority to sign such interlocal agreements is limited to those interlocal agreements that do not require any expenditure in excess of \$100,000.00.

(d) *Authority of City Manager to sign grant applications.* The City Manager shall have authority to sign grant applications, and related documentation, for prospective grants of less than \$100,000.00 without first obtaining City Council approval of each such grant. For prospective grants of \$100,000.00 or more, the City Manager may sign grant applications, and related documentation, and thereafter seek ratification of the grant application, and related documentation, by the City Council.

(e) *City Manager delegation of authority.* The City Manager may delegate any signatory or approval authority referenced in this section to any Deputy or Assistant City Manager.”

SECTION 3

This Ordinance shall be cumulative of all other ordinances of the City of Waxahachie and shall not repeal any of the provisions of such ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance.

SECTION 4

If any section, article, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 5

This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and City Charter in such cases provide.

DULY PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF WAXAHACHIE, TEXAS, ON THIS 3RD DAY OF MARCH, 2025.

Billie Wallace, Mayor

ATTEST:

Amber Villarreal, City Secretary

(7)

Planning & Zoning Department

Zoning Staff Report



Case: ZDC-6-2025

MEETING DATE(S)

Planning & Zoning Commission: February 25, 2025
City Council: March 3, 2025

CAPTION

Public Hearing on a request by Richard Shinpaugh, Ellis County Bail Bond, for a **Specific Use Permit (SUP)** for a **Bail Bond Agency use** within a Commercial (C) zoning district located at 104 North Jackson Street (Property ID 170540) - Owner: 201 Main Wax LLC (ZDC-6-2025)

RECOMMENDED MOTION

"I move to approve ZDC-6-2025, a Specific Use Permit (SUP) for a Bail Bond Agency use, subject to the conditions the staff report, authorizing the Mayor and/or City Manager to execute all documents accordingly."

ACTION SINCE INITIAL STAFF REPORT

At the Planning and Zoning Commission meeting held on February 25, 2025, the Commission voted 6-0 to recommend approval of case number ZDC-6-2025, subject to the conditions of the staff report.

APPLICANT REQUEST

The Applicant is requesting a Specific Use Permit (SUP) for a Bail Bond Agency.

CASE INFORMATION

Applicant: Richard Shinpaugh, Ellis County Bail Bonds
Property Owner(s): 201 Main Wax LLC
Site Acreage: 0.28 acres
Current Zoning: Commercial (C) District with a SUP for a Bail Bond Agency valid for two years from approval date of June 19, 2023
Requested Zoning: Commercial (C) District with a SUP for a Bail Bond Agency

SUBJECT PROPERTY

General Location: 104 North Jackson Street
Parcel ID Number(s): 170540
Existing Use: Multi-tenant retail building
Development History: A SUP (ZDC-58-2023) was approved for Ellis County Bail Bonds at 104 N Jackson Street on June 19, 2023

Adjoining Zoning & Uses:

Direction	Zoning	Current Use
North	C	Undeveloped Land
East	C	Multi-tenant Retail Building
South	PD-CA	Ellis County Court Building
West	CA	Surface Parking Lot and Rogers Hotel

Future Land Use Plan:

Downtown Placetype

Comprehensive Plan:

It is most appropriate to think of the Downtown placetype as a modification of the mixed-use neighborhood placetype. Waxahachie benefits from an attractive historic core and this placetype serves to preserve and allow for incremental improvement of that area. The core of Downtown is ripe for quality vertical mixed-use development. New single family homes are generally discouraged here as denser housing types are desired in downtown to provide more patrons to support the abundance of local businesses downtown. Attached and stacked housing is appropriate, since the downtown core is predominantly developed; denser housing will most likely occur on the fringes or edges of downtown. Active rooftops, sidewalk cafes, and parklets are an opportunity to further activate the downtown core.

Thoroughfare Plan:

The primary access to the subject property is from North Jackson Street and E Main Street (100' right-of-way). Right-of-way dedication is not required from the subject property.

Site Image:



PLANNING ANALYSIS

An application for a specific use permit (SUP) for a Bail Bond Agency, called Ellis County Bail Bonds, has been submitted for 104 North Jackson Street. The agency was previously located at 309 S. Jackson Street for over 30 years until its lease ended on June 1, 2023, due to a change in ownership of the building. The owner of Ellis County Bail Bonds, Richard Shinpaugh, is now requesting approval of a SUP to operate at 104 North Jackson Street, permanently.

Mr. Shinpaugh has been operating a bail bond agency at the subject property since the approval of the SUP (ZDC-58-2023) on June 19, 2023. One of the conditions of the prior SUP approval is that Mr. Shinpaugh is allowed to operate a bail bond agency at the subject property for a maximum of two (2) years. This time limitation was added to the SUP due to Mr. Shinpaugh's intention to build a new office for his bail bond agency at 216 S Jackson Street. Since approval of the two-year SUP for 104 N Jackson Street, Mr. Shinpaugh has received SUP (ZDC-112-2023) approval for a Bail Bond Agency and Site Plan (SP-106-2023) approval for a new two-story building located at 216 S Jackson Street. The approved Site Plan includes a 4,000 square foot building with multiple professional office suites. Mr. Shinpaugh has since decided not to move his bail bond agency to his new building and is requesting a SUP for bail bond agency use at the subject property.

The subject property is surrounded by retail and commercial establishments. If the bail bond agency is approved, it will be located across the street from the Ellis County Administration Building and diagonally opposite from several multi-tenant retail and professional office buildings. The rear of the property is next to Rogers Spring Branch Creek, which acts as a natural buffer between the bail bond agency and the properties north of the creek. Although the property on the north side of the creek is zoned for single-family use (SF-2), the nearest existing residential homes are located along Kaufman Street. Staff recommends approval of the specific use permit since the bail bond agency will remain compatible and in harmony with surrounding land uses.

PUBLIC NOTIFICATIONS

To comply with State law contained in Local Government Code Chapter 211 and the City's public hearing notice requirements, 22 notices were mailed to property owners within 200 feet of the request. In addition, a notice was published in the Waxahachie Sun, and a sign was visibly posted at the property. Staff has received one (1) letter in support and no letters in opposition for the SUP request.

RECOMMENDATION

Based on the details provided in this Staff Report and the present status of the documents associated with the request, the Planning Department recommends approval of the SUP request with the conditions listed below.

Conditions:

1. A bail bond agency is limited to 104 North Jackson Street as shown in Exhibit A. A bail bond agency shall not be permitted anywhere else in the multi-tenant building at 201 E. Main Street.
2. Permission to operate a bail bond agency use is only granted to "Ellis County Bail Bonds" managed and operated by "Richard Shinpaugh." Approval to operate a bail bond agency use at 104 N Jackson Street will not transfer to another bail bond agency business or owner for "Ellis County Bail Bonds."
3. The hours of operation for "Ellis County Bail Bonds" are limited to 8:00 am to 12:00 am, seven days a week.
4. The property owner shall obtain all necessary permits from the City of Waxahachie Building & Community Services Department prior to construction on the subject property.
5. Any proposed exterior building signage shall require approval by the Heritage Preservation Commission and a building permit from the Building and Community Services Department.

ATTACHED EXHIBITS

1. Public Notification Responses
2. Letter from Business Owner (Ellis County Bail Bonds)
3. Photo of Storefront
4. SUP Ordinance
5. Exhibit A – Location Map

STAFF CONTACT INFORMATION

Prepared by:

Oanh Vu

Senior Planner

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Reviewed by:

Trenton Robertson, AICP

Senior Director of Planning

trenton.robertson@waxahachie.com



City of Waxahachie, Texas
Notice of Public Hearing
Case Number: **ZDC-6-2025**



201 MAIN WAX LLC
6982 WALLING LN
DALLAS, TX 75231

The Waxahachie Planning & Zoning Commission will hold a Public Hearing on Tuesday, February 25, 2025 at 7:00 p.m. and the Waxahachie City Council will hold a Public Hearing on Monday, March 3, 2025 at 7:00 p.m. in Meeting Rooms A & B at the Waxahachie Civic Center, 2000 Civic Center Ln, Waxahachie, Texas to consider the following:

Request by Richard Shinpaugh, Ellis County Bail Bond, for a Specific Use Permit (SUP) for a Bail Bond Agency use within a Commercial (C) zoning district located at 104 North Jackson Street (Property ID 170540) - Owner: 201 Main Wax LLC (ZDC-6-2025)

You received this notice because your property is within the area of notification as required by law. As an interested party you are welcome to make your views known by attending the hearings. If you cannot attend the hearings, you may express your views by filling in and returning the bottom portion of this notice. Please contact the Planning Department at (469) 309-4290 or via email: Planning@Waxahachie.com for additional information on this request.

Case Number: **ZDC-6-2025**

City Reference: 170540

Your response to this notification is optional. If you choose to respond, please return this form by 5:00 P.M. on **February 19, 2025** to ensure inclusion in the Agenda Packet. Forms can be e-mailed to Planning@Waxahachie.com or you may drop off/mail your form to City of Waxahachie, Attention: Planning, 408 South Rogers Street, Waxahachie, TX 75165.

SUPPORT

OPPOSE

Comments: We support the SUP requested because of the location's proximity to the Ellis County Jail and Court House. There was a bail bond company at 201 E Main Street until 2017 (see attached photo). 104 N Jackson is a logical location for a business that helps folks when they need it. In addition, Ellis Co. Bail Bonds has actively participated in making improvements to their corner of downtown.

William L. Bell
Signature

02-17-2025
Date

William L. Bell, Managing Member
Printed Name and Title

201 E Main St, Waxahachie TX 75165
Address



CITY OF WAXAHACHIE - PROPERTY OWNER NOTIFICATION
ZDC-6-2025 - SPECIFIC USE PERMIT - BAIL BONDS
104 N JACKSON ST - PON MAP



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. This product has been produced by the City of Waxahachie for the sole purpose of geographic reference. No warranty is made by the City of Waxahachie regarding specific accuracy or completeness.



Ellis County Bailbond Business Plan

The Problem

In Texas, individuals who are arrested face the choice between remaining in jail until their case is resolved or paying a sum of money to the courts known as bail. Bail is paid to the courts in the required form of cash, and is returned at the conclusion of the case, regardless of whether a person is found innocent or guilty.

For the individual arrested, it is obviously preferable to pay bail to secure their release. Being free on bail allows them to maintain employment and housing, and to care for their family, while those who remain in jail, even for a day, are at risk of losing their job, their ability to pay rent or mortgage payments, and, for single parents, custody of their children.

Most Americans maintain very low rates of savings and would be hard-pressed to come up with their bail amount in cash: 62% of Americans have less than \$1,000 available to them in savings, and 20% of Americans have no savings whatsoever [1]. Not surprisingly, then, low-income individuals who are arrested are particularly impacted by the bail system. Without the savings necessary to pay bail, which can run as high as \$25,000 for a misdemeanor [2], these individuals often face the difficult choice between taking on a predatory loan (e.g., a payday loan, which typically carries an APR of 400% or more [3]) to make bail, or remaining in jail until their case is resolved.

In lieu of paying bail themselves, individuals may turn to Ellis County Bailbond Company, who will in turn pay the bail in exchange for a percentage of the bail amount.

Our Solution

Ellis County Bailbond continues to exist to offer low-rate bail to arrested individuals. In addition to providing bail and we ensure that those released on bail are provided with an understanding of their legal process, and help to make sure all appearances in court are met until the case and/or cases are resolved.

Our Business Model

Our business model of the bail process is based upon on using Corporate Insurance Companies backing all our bonds. Ellis County is governed by a Bailbond board which controls licensing and rules established by the board. Our company consist of 3 employees with the training and knowledge of the bailbond business. We have over 40 years combined experience in this industry.

Our Team

- [1] Rick Shinpaugh (owner) over 40 years experience in the bail industry. Licensed Agent with Lexington National Insurance Corporation and Financial Casualty Insurance Company. Member of the Professional Bondsmen of Texas, Serving Member of Ellis County Bailbond Board, and Licensed Private Investigator. Serving Ellis County with professional bonding services for many prior years.
- [2] Harvey Munoz (Manager) - over 20 years experience as a Licensed Bondsman and Manager of Operations
- [3] Shannon Hoggard - Over 8 years as File clerk and Licensed Bondsman
- [4] Amy Fincher – Court/file clerk and Licensed Bondsman

Summary

Our goal is to continue to provide a professional service to our community. Giving individuals a way to help family members and friends if the need arises for a bail bond . Our staff will go over and beyond to make this process as stress free and informed as possible.

Richard Shinpaugh
703 E. Marvin
Waxahachie, TX 75165
214-477-7305

2-20-2025

City of Waxahachie:

I, Richard Shinpaugh, understand that if the new requested SUP (ZDC-6-2025) for 104 N. Jackson St, Waxahachie, TX is approved and issued, then I request that the previously approved SUP (ZDC-112-2023) to be revoked. I am aware that I will have to apply for a new SUP application for a bail bond agency located at 216 S. Jackson St. in the future.


Richard Shinpaugh

Subscribed and sworn before me this 20 day of February, 2025.



Notary Public *Michelle Venissat*
Expiration 06-22-2026



ELLIS COUNTY BAIL BONDS

104 N. Jackson St.

**ELLIS
COUNTY
BAIL
BONDS**
972-937-8938

**ELLIS
COUNTY
BAIL
BONDS**
972-937-8938



(8)

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING A SPECIFIC USE PERMIT (SUP) TO ALLOW A BAIL BOND AGENCY USE (ELLIS COUNTY BAIL BONDS) WITHIN A COMMERCIAL DISTRICT (C) AT 104 NORTH JACKSON STREET IN THE CITY OF WAXAHACHIE, ELLIS COUNTY, TEXAS, BEING 0.28 ACRES KNOWN AS PROPERTY ID 170540, AND ORDERING THE CHANGING OF THE ZONING MAP THEREOF IN ACCORDANCE WITH SAID CHANGE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WAXAHACHIE, TEXAS:

WHEREAS, the City Council of the City of Waxahachie having adopted a zoning ordinance and map showing the classification of the property located within the city limits of said City; and

WHEREAS, a proper application for an SUP has been made in accordance with the zoning ordinances in the City of Waxahachie and said application has been assigned case number ZDC-6-2025. Said application having been referred to the Planning and Zoning (P&Z) Commission was recommended by the P&Z Commission for approval and the issuance thereof; and

WHEREAS, proper notification has been published for the time and in the manner as prescribed by the city ordinance of the City of Waxahachie for a public hearing thereon; and

WHEREAS, a proper hearing was held as required by law and the City Council having heard all arguments for and against said SUP;

NOW, THEREFORE, this property is rezoned from C to C, with an SUP in order to allow a Bail Bond Agency use on the following property: Property ID 170540, which is shown on the Location Map (Exhibit A).

SPECIFIC USE PERMIT

Purpose and Intent

The purpose of this ordinance is to provide the appropriate restrictions and development controls that ensure this Specific Use Permit is compatible with the surrounding development and zoning and to also ensure that the development complies with the City's Comprehensive Plan and the Zoning Ordinance.

Specific Use Permit

FOR THE OPERATION OF A SPECIFIC USE PERMIT FOR A BAIL BOND AGENCY USE (ELLIS COUNTY BAIL BONDS) IN THE COMMERCIAL (C) DISTRICT; the following standards and conditions are hereby established as part of this ordinance:

1. A bail bond agency is limited to 104 North Jackson Street as shown in Exhibit A. A bail bond agency shall not be permitted anywhere else in the multi-tenant building at 201 E. Main Street.
2. Permission to operate a bail bond agency use is only granted to “Ellis County Bail Bonds” managed and operated by “Richard Shinpaugh.” Approval to operate a bail bond agency use at 104 North Jackson Street will not transfer to another bail bond agency business or owner for “Ellis County Bail Bonds.”
3. The hours of operation for “Ellis County Bail Bonds” are limited to Monday through Sunday 8:00 am to 12:00 am.
4. Exterior building signage shall require approval by the Heritage Preservation Commission and a building permit from the Building and Community Services Department.
5. The subject property shall comply with the City of Waxahachie Municipal Code and Zoning Ordinance when any zoning, land use requirement, or restriction is not addressed or disclosed in this ordinance.
6. The development shall maintain compliance with all Federal, State and Local regulations; including, but not necessarily limited to, all applicable standards and regulations of the City of Waxahachie Municipal Code and City of Waxahachie Zoning Ordinance.
7. City Council shall have the right to review the Specific Use Permit at any point, necessary.

Compliance

1. It shall be unlawful for the owner, manager, or any person in charge of a business or other establishment to violate the conditions imposed by the City Council when a Specific Use Permit is granted, and the violation of those conditions could result in a citation being issued by the appropriate enforcement officers of the City of Waxahachie.
2. Furthermore, by this Ordinance, if the business (Ellis County Bail Bonds) covered by this Specific Use Permit ceases to operate on the premises, a new Specific Use Permit shall be required to re-establish the use.

3. This Specific Use Permit shall not run with the land and therefore may not be transferred from owner to owner.
4. The Certificate of Occupancy shall note the existence of this Specific Use Permit by its number and title.

An emergency is declared to exist in that needed and approved improvements will be unnecessarily delayed if this ordinance is not effective upon passage and this ordinance is to be effective upon passage.

The zoning map of the City of Waxahachie is hereby authorized and directed to be demarked in accordance therewith.

PASSED, APPROVED AND ADOPTED on this 3rd day of March, 2025.

MAYOR

ATTEST:

City Secretary



EXHIBIT A - LOCATION MAP

ZDC-6-2025 (SUP)

(9)



Memorandum

To: Honorable Mayor and City Council

From: Amber Villarreal, City Secretary

Thru: Michael Scott, City Manager

Date: March 3, 2025

Re: Consider proposed Ordinance cancelling the May 3, 2025 General Election

Recommended Motion: "I move to approve an Ordinance cancelling the May 3, 2025 General Election, as presented."

Item Description: On March 3, 2025, an Ordinance cancelling the May 3, 2025 General Election will be presented to Council for consideration.

Item Summary: The candidate filing deadline for the May 3, 2025, Waxahachie General Election has passed, with only one candidate filing for each of the At-Large Council Member positions: Place 4 and Place 5. Billie Wallace filed for Place 4 and Travis Smith filed for Place 5. Since both candidates are unopposed, the proposed Ordinance has been drafted cancelling the election and declaring Billie Wallace and Travis Smith elected to their respective positions for a two-year term. The ordinance also calls for the issuance of Certificates of Election to both candidates and requires posting the Order of Cancellation at the designated polling places on the originally scheduled election day.

Recommendation: Staff recommends approving the proposed Ordinance cancelling the May 3, 2025 General Election.

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY) CERTIFICACIÓN DE
CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

**To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante**

**As the authority responsible for having the official ballot prepared, I hereby certify that
the following candidates are unopposed for election to office for the election scheduled to
be held on May 3, 2025.**

**Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente
certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en
la elección que se llevará a cabo el 3 de Mayo 2025.**

**List offices and names of candidates:
Lista de cargos y nombres de los candidatos:**

Office(s) Cargo(s)	Candidate(s) Candidato(s)
At-Large Council Member Place 4	Billie Wallace
At-Large Council Member Place 5	Travis Smith

Amber Villarreal

Signature (Firma)

Amber Villarreal

Printed name (Nombre en letra de molde)

City Secretary

Title (Puesto)

February 19, 2025

Date of signing (Fecha de firma)

(Seal) (sello)



*See reverse side for instructions
(Instrucciones en el reverso)*

ORDINANCE NO. _____

AN ORDINANCE CANCELLING THE CITY COUNCIL GENERAL ELECTION CURRENTLY SCHEDULED FOR MAY 3, 2025 AND DECLARING BILLIE WALLACE FOR AT-LARGE COUNCIL MEMBER PLACE 4 AND TRAVIS SMITH FOR AT-LARGE COUNCIL MEMBER PLACE 5, ELECTED AS WAXAHACHIE CITY COUNCIL MEMBERS FOR A TWO-YEAR TERM, DECLARING AN EMERGENCY AND SETTING AN EFFECTIVE DATE.

WHEREAS, a Waxahachie City Council election is currently slated for Saturday, May 3, 2025; and

WHEREAS, the Waxahachie City Secretary has certified in writing that Billie Wallace is the only candidate for At-Large Council Member Place 4 and Travis Smith is the only candidate for At-Large Council Member Place 5 and thus unopposed; and

WHEREAS, the Election Code provides for the cancellation of an election and the declaration of the unopposed candidates as elected to office; and

WHEREAS, it is desired to not incur public expense by conducting an unopposed election.

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

The City Council general election slated for Saturday, May 3, 2025, is hereby cancelled and that Billie Wallace is declared elected to the office of Waxahachie At-Large Council Member Place 4 and Travis Smith is declared elected to the office of Waxahachie At-Large Council Member Place 5 for a two-year term, that a certificate of election be issued to Billie Wallace and Travis Smith, and that a copy of this ordinance be posted on election day at each polling place that would have been used in the election.

An emergency is declared so that this ordinance may become effective to cancel the election prior to the slated election date and this ordinance shall become effective immediately upon passage.

PASSED, APPROVED AND ADOPTED on this 3rd day of March, 2025.

MAYOR

ATTEST:

City Secretary

ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN

The City of Waxahachie hereby cancels the election scheduled to be held on May 3, 2025 in accordance with Section 2.053(a) of the Texas Election Code. The following candidates have been certified as unopposed and are hereby elected as follows:

El ciudad de Waxahachie por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 3 de Mayo 2025 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidate (Candidato)	Office Sought (Cargo al que presenta candidatura)
Billie Wallace	At-Large Council Member Place 4
Travis Smith	At-Large Council Member Place 5

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.



Mayor (Alcalde)



City Secretary (Secretaria Municipal)

(seal) (sello)

3/3/2025

Date of adoption (Fecha de adopción)





Memorandum

To: Honorable Mayor and City Council

From: Kumar Gali, Senior Director of Utilities

Thru: Michael Scott, City Manager

Date: March 3, 2025

Re: Consider Engineering Professional Services Agreement for Water Storage Tanks Rehabilitation Project

Motion: "I move to approve a professional services agreement with Coastal Windforce Inc. (dba Windforce) for the rehabilitation of the Highland Avenue Elevated Storage Tank and the Grand Avenue Ground Water Storage Tank, in the amount of \$170,000, and authorize the City Manager to execute all necessary documents."

Item Description: Consider approval of a professional services agreement with Coastal Windforce Inc. (dba Windforce) in the amount of \$170,000, for the rehabilitation of the Highland Avenue Elevated Storage Tank and the Grand Avenue Ground Water Storage Tank.

Item Summary: Structural inspections and rehabilitation is required every 20 years to ensure that the storage tanks infrastructure meets regulatory compliance requirements. The last rehabilitation for these tanks were performed in 2005. This professional services agreement includes design, construction plan preparation, bidding, and construction administration services to rehabilitate the tanks.

Fiscal Impact: The Highland Avenue Elevated Storage Tank and the Grand Avenue Ground Water Storage Tank rehabilitation professional services agreement is \$170,000, which is funded from the 2024 Water Bond Sale.



Memorandum

To: Honorable Mayor and City Council

From: Kumar Gali, Senior Director of Utilities

Thru: Michael Scott, City Manager

Date: March 3, 2025

Re: Consider Supplemental Appropriation for Prior Year Encumbrances

Motion: "I move to approve a total supplemental appropriation of \$1,515,957, from the unreserved fund balances of the Water Fund, Sokoll Fund, and Wastewater Fund to account for prior year encumbrances, and to authorize the City Manager to execute all necessary documents."

Item Description: This supplemental appropriation carries forward funding for projects that were budgeted in FY 2024, but not expensed by the close of the fiscal year due to the timing of the projects. As a result, a supplemental appropriation is necessary to carry over unspent funds from the prior year that were moved to the appropriate fund balances and amend the FY 2025 budget to reflect these anticipated expenses in the current fiscal year.

Item Summary: Multiple FY 2024 projects that were encumbered are still in progress in FY 2025 due to equipment delays, and because of design/construction projects that span beyond the fiscal year. The unspent funds from FY 2024 were moved to the unreserve fund balance. To address this, a supplemental appropriation from the Water Fund, Sokoll Fund and Wastewater Fund unreserved fund balance is proposed to replenish funding for the remainder of the fiscal year.

The amount remaining necessary to complete the projects at the Sokoll Water Treatment Plant is \$1,304,121. The amount remaining to complete projects at

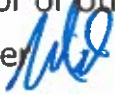
the Howard Water Treatment Plant is \$166,346. The amount remaining to complete the project at the Howard Road Wastewater Treatment Plant is \$45,490. The total amount remaining for all these projects is \$1,515,957.

Fiscal Impact: No additional funding is requested to complete FY 2024 projects. Funding for these items were budgeted in the prior year but were not expensed. Any unspent funds lapsed at year-end and were accounted for in the appropriate unreserved fund balances. The unreserved fund balances in the Water Fund, Sokoll Fund, Wastewater Fund have sufficient capacity to accommodate this \$1,515,957 supplemental appropriation request.

(12)



Memorandum

To: Honorable Mayor and City Council
From: Kumar Gali, Senior Director of Utilities
Thru: Michael Scott, City Manager 
Date: March 3, 2025
Re: Consider Contract for Sanitary Sewer System Smoke Testing and Manhole Condition Assessment

Motion: "I move to approve a contract with Insituform Technologies, LLC for the sanitary sewer smoke testing and manhole condition assessments in the amount of \$107,535, and authorize the City Manager to execute all the necessary documents."

Item Description: Consider approval of a contract with Insituform Technologies in the amount of \$107,535 for the sanitary sewer smoke testing and manhole condition assessments at various locations in the City.

Item Summary: Since 2014, the Utilities Department has systematically conducted annual smoke testing of the sanitary sewer infrastructure as a cost-effective and efficient method to identify sources of inflow and infiltration of storm water into the sewer system. Staff recommends engaging Insituform Technologies to conduct tests on approximately 38,500 linear feet of sanitary sewer lines, and to inspect and evaluate 190 manholes near the Downtown area.

Fiscal Impact: The annual smoking testing and manhole condition assessment is an approved budgeted expense included in the Utility Department's FY-2025 Operations and Maintenance Budget.



City of Waxahachie Smoke Test PHX



Date: 1/8/2024

- Phase X Smoke Testing
- Sewer Lines: 38,121.4 ft
- Manholes: 190



720

(13)



Memorandum

To: Honorable Mayor and City Council
From: Justin Stoker, P.E., CFM, Director of Public Works & Engineering
Thru: Michael Scott, City Manager *ms*
Date: March 3, 2025
Re: Consider Professional Service Agreement for Waxahachie Impact Fee Program Update

Recommended Motion: "I move to approve a professional services agreement with Freese and Nichols, Inc. to be funded through water, sewer and roadway impact fees in an amount not to exceed \$205,000 for the Waxahachie Impact fee Program Update, and authorize the City Manager to execute all necessary documents."

Item Description: Consider approval of the professional services agreement with Freese and Nichols, Inc. for engineering services associated with the Waxahachie Impact Fee Program Update.

Item Summary: The City of Waxahachie last approved the Impact Fee Program on December 7, 2020. State law requires an update of the impact fee program every five years. Therefore, the program is due for an update and staff would like to utilize Freese and Nichols to perform the update due to their extensive knowledge and experience with our roadway, water and sewer systems. Freese & Nichols plans to complete their analysis, report, and present to council the updated Water, Sewer and Roadway Impact Fees for approval by December 2025.

Fiscal Impact: The \$205,500 contract with Freese and Nichols will be funded from Water, Sewer and Roadway Impact Fees. There are sufficient impact fee funds available to cover the expense.