

Subject: CTAS County Commission – Follow-Up & Action Items (Meeting 9 Sept 2025)
To: All Commissioners & County Staff
Cc: County Attorney – Fults, Clerk – Ramirez, Budget Committee, Communications Dept.
Date: 10 Sept 2025

Dear Team,

Thank you for a productive session on 9 Sept 2025. Below you will find a concise recap of decisions and action items that need to be completed before the next scheduled meeting (19 Aug 2025).

b Action Items

# Action Item	Owner(s)	Priority	Deadline	Status (to be updated)	Notes / Dependencies
1 Correct the minutes – add Commissioner McCroskey to the Special Committee on Indigent Care list.	Clerk – Ramirez	High	12 Sept 2025 (before next staff distribution)	<input type="checkbox"/>	Updated minutes to be re-circulated to all members.
2 Transfer funds from the Data Processing Reserve Account to the Equipment line & procure a laptop for the County Clerk's office (per Resolution by Commissioner Adkins).	Finance Director – Lee & Procurement Officer – Patel	Medium	30 Sept 2025	<input type="checkbox"/>	Verify budget line availability; obtain at least three vendor quotes.
3 Implement the \$10 Wheel-Tax increase (Resolution adopted).	Tax Assessor – Greene, Communications – Soto, IT – Patel	High	15 Oct 2025 (first day of the next billing cycle)	<input type="checkbox"/>	<ul style="list-style-type: none">• Update tax tables in the billing system.• Draft public notice & FAQ (press release by 5 Oct).• Coordinate with the Treasurer's office for revenue posting. Bring
4 Prepare solid-waste funding recommendations for the Budget Committee meeting.	Budget Committee (Chair Hernandez)	Medium	16 July 2025 – 12 noon (meeting time)	<input type="checkbox"/>	cost-benefit analysis, projected impacts, and any stakeholder input.
5 Organise the Chili Supper at County Elementary School (16 Aug 2025, 6:30 p.m.).	Events Coordinator – Morales & Volunteer Lead – Patel	Medium	10 Aug 2025 (final head-count & catering confirmation)	<input type="checkbox"/>	Secure venue, order food, arrange volunteers, and circulate RSVP reminder (5 Aug).

#	Action Item	Owner(s)	Priority	Deadline	Status (to be updated)	Notes / Dependencies
6	Distribute agenda & supporting documents for the next Commission meeting (19 Aug 2025, 7 p.m.).	Clerk – Ramirez	Medium	5 Aug 2025 (email to all members)	<input type="checkbox"/>	Include minutes from today, budget-committee report, and any new business items.
7	Record the vote tally for the failed litigation-tax amendment (for the official record).	Clerk – Ramirez	Low	12 Sept 2025	<input type="checkbox"/>	Ensure the amendment is noted as “failed – 9-9-1 (not voting)”.
8	Confirm attendance of the Sheriff’s Department representative for any future tax-revenue discussions (as per amendment request).	Commissioner Duckett	Low	30 Sept 2025	<input type="checkbox"/>	Keep on standby should a similar amendment arise.

Points to Remember

Two-Thirds Requirement – A motion for previous question (to cut off debate) must receive a 2/3 majority (as demonstrated by the 17-2 vote). All other ordinary motions require only a simple majority.

Amendments – Must be seconded before any discussion. The amendment to allocate 25 % of litigation-tax proceeds to the Sheriff’s Department was properly seconded and passed (17-2).

Roll-Call Vote – Used for the final decision on the litigation-tax increase; the motion failed (9-9-1). No further action required unless re-introduced.

Public Communication – Any tax change (wheel-tax increase) must be announced at least 10 days before it appears on the next billing cycle, per state transparency rules.

Documentation – All motions, seconds, votes, and amendments must be entered into the official Commission Journal within 48 hours of adjournment.

Upcoming Dates

Date	Event	Time	Location
16 July 2025	Budget Committee – Solid Waste Funding	12:00 p.m.	Commission

Date	Event Recommendations	Time	Location Chamber
16 Aug 2025	Chili Supper – County Elementary School	6:30 p.m.	County Elementary School
19 Aug 2025	CTAS County Commission Regular Meeting	7:00 p.m.	Commission Chamber
30 Sept 2025	Deadline for Laptop procurement & Sheriff liaison confirmation	—	—

Next Steps

Clerk Ramirez: Please confirm completion of items 1, 7, and 6 by the respective deadlines and reply to this thread with “Done” or “In-Progress”.

Finance & Procurement: Begin the vendor-selection process for the laptop and circulate the three quotes by 22 Sept.

Tax Assessor & Communications: Draft the public notice for the wheel-tax increase and share a draft with the Communications Director for review by 5 Oct.

If you have any questions or need clarification on any item, feel free to reply directly to this email or contact me at (555) 123-4567.

Let’s keep the momentum going—thanks again for your dedication!

Best regards,

[Your Name]

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CTAS County Commission

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