

THE STATE OF TEXAS

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COUNTY OF FORT BEND

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ORDER APPOINTING INTERIM PURCHASING AGENT FOR FORT BEND COUNTY, TEXAS,
BY THE PURCHASING BOARD

WHEREAS, in accordance with Section 262.011 of the Texas Local Government Code, the Purchasing Board of Fort Bend County, Texas, is composed of three judges of the district courts in the county and two members of the commissioners court of the county;

WHEREAS, the Purchasing Board finds that it is in the best interest of Fort Bend County to appoint a qualified individual to serve as Interim Purchasing Agent to ensure efficient and effective procurement of goods and services; and

WHEREAS, a vacancy has occurred in the position of Purchasing Agent for Fort Bend County, Texas, due to the previous agent accepting employment with another local government entity; and

WHEREAS, **BROOKE LINDEMANN** has demonstrated the necessary qualifications, experience, and integrity to fulfill the duties of Interim Purchasing Agent;

NOW, THEREFORE, BE IT ORDERED BY THE PURCHASING BOARD OF Fort Bend COUNTY, TEXAS:

Section 1. Appointment. **BROOKE LINDEMANN** is hereby appointed as the Interim Purchasing Agent for Fort Bend County, Texas, effective March 21, 2025.

Section 2. Authority and Duties. The Interim Purchasing Agent shall have the following authority and responsibilities, as defined by Section 262.011 of the Texas Local Government Code:

- A. Purchase all supplies, materials, and equipment required or used, and contract for all repairs to property used, by the county or a subdivision, officer, or employee of the county, except purchases and contracts required by law to be made on competitive bid.
- B. Supervise all purchases made on competitive bid and ensure that all purchased supplies, materials, and equipment are delivered to the proper county officer or department in accordance with the purchase contract.
- C. Cooperate with the Interim Purchasing Agent of a municipality in the county to purchase any item in volume as may be necessary.
- D. File with the county auditor and each member of the Purchasing Board an inventory of all the property on hand and belonging to the county and each subdivision, officer, and employee of the county on July 1 of each year (if applicable).

- E. Transfer county supplies, materials, and equipment from a subdivision, department, officer, or employee of the county that are not needed or used to another subdivision, department, officer, or employee requiring the supplies or materials or the use of the equipment, with the approval of the Commissioners Court, and furnish the County Auditor a list of transferred supplies, materials, and equipment.
- F. Adopt rules and procedures necessary to implement the agent's duties under this section, subject to approval by the Commissioners Court, including rules and procedures for the use of county purchasing cards, ensuring compliance with competitive bidding requirements and other county financial laws.
- G. Comply with any required education courses relating to the duties of the position while appointed.

Section 3. Term. The appointment of **BROOKE LINDEMANN** as Interim Purchasing Agent shall be for a term commencing on March 21, 2025 and ending on NA or until a permanent ~~Interim~~ Purchasing Agent is duly appointed, whichever occurs first.

Section 4. Compensation. The Interim Purchasing Agent shall be compensated in accordance with the salary on file with the Fort Bend County Human Resources Office.

Section 5. Bond. The Interim Purchasing Agent shall furnish a bond in the amount of \$5,000, payable to the county, conditioned on the faithful performance of the duties of the office, as required by law, a copy of which will be recorded in the minutes of Commissioners Court.

Section 6. Supervision. The Interim Purchasing Agent shall report to and be under the supervision of the Purchasing Board.

Section 7. Removal. The Purchasing Board may remove the Interim Purchasing Agent from office.

Section 8. Payment. Purchases made by the county Interim Purchasing Agent shall be paid for by an electronic transfer, check, or warrant drawn by the county auditor on funds in the county treasury in the manner provided by law.

Section 9. Assistants. The county Interim Purchasing Agent may have assistants to aid in the performance of the agent's duties, including individuals authorized to use county purchasing cards, subject to rules and procedures adopted by the Interim Purchasing Agent and approved by the commissioners court.

Section 10. Inventory. The county auditor shall carefully examine the inventory filed by the Interim Purchasing Agent and make an accounting for all property purchased or previously inventoried and not appearing in the inventory.

Section 11. Severability. If any provision of this Order is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

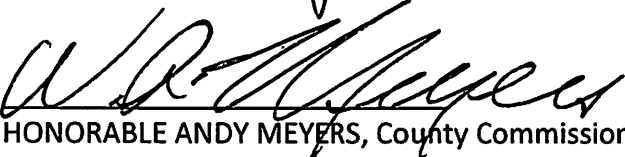
PASSED AND APPROVED this 21 day of March 2025.



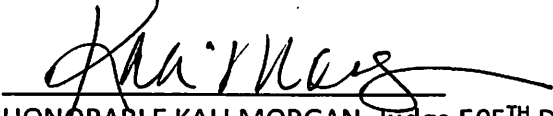
HONORABLE J. CHRISTIAN BECERRA, Judge 434TH District Court
Chairperson, Purchasing Board, Fort Bend County, Texas




HONORABLE KP GEORGE, County Judge
Member, Purchasing Board



HONORABLE ANDY MEYERS, County Commissioner Precinct 3
Member, Purchasing Board



HONORABLE KALI MORGAN, Judge 505TH District Court
Member, Purchasing Board



HONORABLE MONICA RAWLINS, Judge 328TH District Court
Member, Purchasing Board