

Notice of Meeting and Agenda
July 16, 2018

Jeff R. Branick, County Judge
Eddie Arnold, Commissioner, Precinct One
Brent A. Weaver, Commissioner, Precinct Two
Michael S. Sinegal, Commissioner, Precinct Three
Everette "Bo" Alfred, Commissioner, Precinct Four



**NOTICE OF MEETING AND AGENDA
OF COMMISSIONERS' COURT
OF JEFFERSON COUNTY, TEXAS
July 16, 2018**

Notice is hereby given that the Commissioners' Court of Jefferson County, Texas, will meet at **1:30 PM**, on the **16th** day of **July 2018** in the Commissioners' Courtroom, 4th Floor, Jefferson County Courthouse, 1149 Pearl Street, Beaumont, Texas.

Said meeting will be a **Special** meeting for the purpose of transacting the routine business of the County. Persons with disabilities requiring auxiliary aids for services who wish to attend this meeting should contact the County Judge's Office to arrange for assistance.

In addition to the routine business of the County, the subject of said meeting will be the following:

INVOCATION: Everette "Bo" Alfred, Commissioner, Precinct Four

PLEDGE OF ALLEGIANCE: Eddie Arnold, Commissioner, Precinct One

PURCHASING:

- (a) Consider and approve specifications for Request for Proposal (RFP 18-031/JW), Grant Administration and Management Services for Community Development Block Grant (Disaster Recovery Plan) for Jefferson County, pursuant to Chapter 262, Texas Local Government Code, the County Purchasing Act and 2 CFR Sections 200.318 – 326.

[Specifications - Grant Admin & Mgmt for CDBG Disaster Recovery Program \(RFP 18-031 JW\).pdf](#)

- (b) Consider and approve specifications for Invitation for Bids (IFB 18-019/JW), Repair of Hangar No. 2 at Jack Brooks Regional Airport.

[Specifications - Repair of Hangar No. 2 at JBRA \(IFB 18-019 JW\).pdf](#)

- (c) Consider, establish, and approve Selection Review Committee (to include one elected official) to review the responses received for (RFP 18-031/JW), Grant Administration and Management Services for Community Development Block Grant (Disaster Recovery Plan) for Jefferson County; as per CDBG Disaster Program procurement guidelines.

- (d) Consider and approve award, execute, receive and file Acceptance of Offer for (IFB 18-017/YS), Term Contract for Microfilm Supplies for Jefferson County with DecisionOne Corp., Endicott Microfilm, Inc., Western Micrographics & Imaging Systems, and The Windward Group, LLC as shown on Attachment A.

[ATTACHMENT A.pdf](#)

[Acceptance of Offer \(IFB 18-017YS\) - DecisionOne Corp.pdf](#)

[Acceptance of Offer \(IFB 18-017YS\) - Endicott Microfilm, Inc..pdf](#)

[Acceptance of Offer \(IFB 18-017YS\) - Western Micrographics & Imaging Systems.pdf](#)

[Acceptance of Offer \(IFB 18-017YS\) - The Windward Group, LLC.pdf](#)

- (e) Consider and approve, execute, receive and file a contract amendment for (IFB 15-011/JW), Term Contract for Trash and Biomedical Waste Container Service for Jefferson County. This amendment will assign pricing to Stericycle, Inc., as this vendor acquired Excel Medical Waste.

[Assignment from Excel Medical Waste to Stericycle, Inc..pdf](#)

- (f) Consider and approve, and execute Change Order No. 7 for (IFB 17-008/JW), Cheek Phase V – Cheek Community Sewer Improvements (Grinder Pump and Force Main Installation) (TxCDBG No. 7216231) with BDS Constructors, LLC dba MK Constructors for an increase of the number of working days by (19) days due to inclement weather conditions; bringing the total number of working days for this project from (167) days to (186) days. This project is funded by a Texas Community Development Block Grant from The Texas Department of Agriculture.

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[Change Order No. 7 - MK Constructors - Cheek Phase V \(IFB 17-008 JW\).pdf](#)

- (g) Consider and approve, and execute Change Order No. 8 for (IFB 17-008/JW), Cheek Phase V – Cheek Community Sewer Improvements (Grinder Pump and Force Main Installation) (TxCDBG No. 7216231) with BDS Constructors, LLC dba MK Constructors for the correction of (2) two of the (7) seven “Bid Alternate” service location addresses. This change order will also increase the number of working days by (73) days due to inclement weather conditions and administrative delays (for income verification of low to moderate households); bringing the total number of working days for this project from (186) days to (259) days. This project is funded by a Texas Community Development Block Grant from The Texas Department of Agriculture.

[Change Order No. 8 - MK Constructors - Cheek Phase V \(IFB 17-008 JW\).pdf](#)

- (h) Consider and approve, execute, receive and file a professional services agreement (PROF 18-035/DC) with The LaBiche Architectural Group, Inc. for the Construction Observation for Renovations to Jefferson County Health and Adult Probation Building, Port Arthur, Texas in the amount of \$6,200.00.

[\(PROF 18-035 DC\) LaBiche -Construction Observation \(Renovations Health & Adult Probation Bldg\).pdf](#)

- (i) Consider and approve the purchase and installation of a HIPOWER 250kW Diesel, 480/277, 60Hz, 3 phase, w/24 hour fuel tank generator at the Jefferson County New Health Clinic, in the amount of \$218,523.00. Funding is through TDRA- Round I to Disaster Project Now Funded by GLO. This is in accordance with TXMAS Contract 6-560120.

[Quote from Millenium Products - Generator for New Health Clinic.pdf](#)

- (j) Consider and approve disposition of salvage property as authorized by Local Government Code §263.152 (3), for broken or obsolete items.

[Memo - Disposal of Salvage Property 7.11.18.pdf](#)

COUNTY AUDITOR:

- (a) Consider and approve budget transfer - Road & Bridge Pct.4 - additional cost for repairs.

[cc071618 -R&B Pct. 4.pdf](#)

- (b) Consider and approve budget transfer - County Clerk - replacement of computer.

120-1014-414-6002	COMPUTER EQUIPMENT	\$1,505.00	
120-1014-414-4011	EQUIPMENT- MISCELLANEOUS		\$1,305.00
120-1014-414-4058	P.O. BOX RENTAL		\$200.00

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[cc071618 -County Clerk.pdf](#)

- (c) Consider and approve electronic disbursements of \$621.90 to Texas Department of Criminal Justice for July insurance reimbursement.
- (d) Consider and approve amendment to Jefferson County Nationwide 457(b) Plan to allow participants to have two outstanding loans. All other loan elections will stay the same.

[cc071618-Nationwide.pdf](#)

- (e) Regular County Bills - check #448334 through checks #448632.

[0448334_0448632.pdf](#)

COUNTY CLERK:

- (a) Consider and possibly approve, execute, receive and file a Joint Election Agreement and Election Services Contract between Jefferson County and Port-Neches Independent School District for the November 6, 2018 General Election.

[Executed Elections Services Contract.pdf](#)

- (b) Consider and approve downgrade of an Election Warehouse Supervisor position (budget of \$52,914) to a Deputy County Clerk position (budget of \$39,763). Consider and approve increase the annual budget of two Voting Assistant positions by \$2,000 each for a budget of \$41,787 each, increase the annual budget of the Analyst/Programmer position by \$2,000 for a budget of \$66,335, and increase the annual budget of the Election Manager position by \$4,000 for an annual budget of \$71,550. The net effect of these changes will provide an annual savings of \$3,975 including salary and fringe benefits.

- (c) Consider and possibly approve, execute, receive and file a Joint Election Agreement and Election Services Contract between Jefferson County and Hamshire-Fannett Independent School District for the November 6, 2018 General Election

[Jefferson County Joint Election and Services Contract.pdf](#)

COUNTY COMMISSIONERS:

- (a) Consider, possibly approve, authorize the County Judge to execute, receive and file Memorandum of Understanding between Jefferson County and Texas A&M AgriLife Extension Service Pertaining to Information Technology Services.

[MEMORANDUM OF UNDERSTANDING PERTAINING TO INFORMATION TECHNOLOGY SERVICES.pdf](#)

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- (b) Ratify the County Judge's execution of a facility rental agreement with Lamar State College Port Arthur.

[LAMAR STATE COLLEGE PORT ARTHUR FACILITY AND OR RENTAL AGREEMENT.pdf](#)

COUNTY TREASURER:

- (a) Receive and File Investment Schedule for June, 2018, including the year to date total earnings on County funds.

[Investment Report.pdf](#)

ENGINEERING:

- (a) Consider and possibly approve a Final Plat of James Acres, Lots 1-7, 25.948 Acres of land out of the William Carr Survey, located off LaBelle Road in Precinct No. 2. This plat is in the Beaumont ETJ (extra-territorial jurisdiction) and was reviewed by the City of Beaumont Planning & Zoning Commission and has met all of our platting requirements.

[July 16, 2018 - Final Plat of James Acres.pdf](#)

SHERIFF'S DEPARTMENT:

- (a) Consider and possibly approve up to 90 days of medical leave without pay for Danny Moore.

[LETTER FROM SHERIFF STEPHENS 90 DAY EXTENSION DANNY MOORE DEPUTY.pdf](#)

OTHER BUSINESS:

Note: Budget Hearings will be held this week, July 16-20, 2018 (see attached schedule)

Receive reports from Elected Officials and staff on matters of community interest without taking action.

*****DISCUSSION ON ANY OTHER ITEM NOT ON AGENDA WITHOUT TAKING ACTION.**

Jeff R. Branick
County Judge

**BUDGET WORKSHOP SCHEDULE – Revised
2018-2019**

Monday, July 16

9:30 a.m. Budget overview
9:45 a.m. MIS (1025) Helegda
10:00 a.m. County Clerk (1014) Guidry
10:15 a.m. Tax (1011) Getz
10:30 a.m. District Clerk (2031) Smith
10:45 a.m. Health & Welfare I (5074), II (5075), Indigent Health (5079) Walkes

12:00 p.m. thru 1:30 p.m. Break for Lunch

1:30 p.m. Commissioners Court Meeting
2:00 p.m. Airport (7091) Rupp
2:30 p.m. Visitor Center (8040) - Hughes
2:45 p.m. Ford Park

Tuesday, July 17

9:45 a.m. District Attorney (2030) Wortham
10:00 a.m. Sheriff (3059), Crime Lab (3060), Jail (3062) Stephens

12:00 p.m. – 1:30 p.m. – Break for lunch

1:30 p.m. Constable Pct. 1 (3065) White
1:45 p.m. Constable Pct. 2 (3066) Bates
2:00 p.m. Constable Pct. 4 (3068) Werner
2:15 p.m. Constable Pct. 6 (3070) Baker
2:30 p.m. Constable Pct. 7 (3071) Adams
2:45 p.m. Constable Pct. 8 (3072) Collins

Wednesday, July 18

9:15 a.m. 317th District Court (2039) Thorne
9:30 a.m. 60th District Court (2034) Sanderson
9:45 a.m. 136th District Court (2035) Wortham
10:00 a.m. Maintenance – Beaumont (6083) Keller
10:15 a.m. Maintenance – Port Arthur (6084) Bernard
10:30 a.m. Maintenance – Mid-County (6085) Kelly
10:45 a.m. Service Center (8095) – Zurita

12:00 p.m. – 1:30 p.m. – Break for lunch

1:30 p.m. General Services (1024)/Tobacco (125)/Morgue (3080)
Road & Bridge Precincts
Parks
Capital Projects
Discuss all other Departments not scheduled

Page Two:
Continued Budget Hearings

Thursday, July 19

Open

Friday, July 20

Open

The following departments are not scheduled - No capital other than computers or vehicles and no personnel changes requested. MIS will be asked to make recommendation for Computer requests and Service Center will be asked to make recommendation on vehicle requests. Extra help and/or Travel less than \$3,000 increase and only minor changes to other operating line items:

Engineering	Dispute Resolution
Human Resources	Alternative School
County Judge	Juvenile Probation
Treasurer	Juvenile Detention
Voter Registration	Community Supervision
Jury	Mosquito Control
Risk Management	Agriculture
Criminal District Court	Elections Department
58th District Court	Nurse Practitioner
172nd District Court	Child Welfare
252nd District Court	Environmental Control
279th District Court	Emergency Management
	Veterans
County Court at Law I	Court Master
County Court at Law II	Historical Commission
County Court at Law III	JP Pct. 4
JP Pct. 1, Pl 1	JP Pct. 6
JP Pct. 1, Pl 2	JP Pct. 7
JP Pct.2	JP Pct. 8

NOTE: TIMES ARE TENTATIVE. YOU MAY WANT TO COME A FEW MINUTES EARLY IN CASE BUDGET HEARINGS ARE MOVING QUICKLY.

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ADDENDUM TO
NOTICE OF MEETING AND AGENDA
OF COMMISSIONERS' COURT
OF JEFFERSON COUNTY, TEXAS
July 16, 2018

Notice having been heretofore posted of a **Special** to Commissioners' Court of Jefferson County, Texas, on the **16th** day of **July 2018** in the Commissioners' Courtroom, 4th Floor, Jefferson County Courthouse, 1149 Pearl Street, Beaumont, Texas. notice is hereby given of the following additional subject to be considered:

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COUNTY AUDITOR:

- (a) Consider and approve budget transfer – Road & Bridge Pct. 4 – additional cost for repairs.

114-0405-431-4018	ROAD MACHINERY	\$20,000.00	
114-0402-431-1028	LABORERS		\$20,000.00

[cc071618 -R&B Pct. 4.pdf](#)

Jeff R. Branick
County Judge