

*Notice of Meeting and Agenda  
December 1, 2015*



*Stephen Brint Carlton, County Judge  
David L. Dubose, Commissioner, Precinct One  
Barry M. Burton, Commissioner, Precinct Two  
John W. Banken, Commissioner, Precinct Three  
Jody E. Crump, Commissioner, Precinct Four*

**NOTICE OF A PUBLIC MEETING AND AGENDA  
OF THE COMMISSIONERS' COURT  
OF ORANGE COUNTY, TEXAS  
DECEMBER 1, 2015**

Notice is hereby given that a **Special Court Session** of the Commissioners Court of Orange County, Texas, will be held on **Tuesday, December 1, 2015 at 2:00 p.m.** in the Commissioners' Courtroom of the Orange County Administration Building, 123 South 6<sup>th</sup> Street, Orange, Texas for the purpose of discussion and possible action on matters brought before the Court.

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***SPECIAL COURT SESSION AGENDA***

*Invocation  
U.S. Pledge  
Texas Pledge*

Approve minutes of the Special Court Session held at 9:00 a.m. on November 16, 2015, as circulated.

Approve minutes of the Special Court Session held at 2:00 p.m. on November 17, 2015, as circulated.

1. Discussion and possible action regarding approval of the monthly reports from the County Treasurer for month ending October 31, 2015 and recording in the Minutes of the Court:
  - a. Approval of Investments in TexPool, Super Investments-General Fund, Treasurer Investments-General Fund, Certificates of Deposits and Government Agencies in the amount of \$1,955.91.

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- b. Approval of Interest Earned to date in the amount of \$2,491.88.
- c. Treasurer's Report of revenues received and disbursed in accordance with the Local Government Code 114.026(d) and affidavit of approval by court. This report will be available on the County's web site for viewing.
- d. Pledged Security Collateral for a total of \$40, 575,370.61, summary as follows:

Wells Fargo Bank	\$30,295,405.70
1 <sup>st</sup> Financial Bank	\$10,279,964.91

(Christy Khoury, County Treasurer)

- 2. Discussion and possible action regarding payment of bills approved by the County Auditor as per attested listings and also specifically as follows:
  - a. \$21,652.83 to U.T.M.B. from the General Fund (001-111-54235) for contract payment due December 2015.

(Mary Johnson, County Auditor)

- 3. Discussion and possible action regarding accepting a check as employer rewards from Texas Association of Counties in the amount of \$1,600.00 for Orange County employees that completed the health assessment and the Sonic Boom's 8-Week Challenge.

(Stephen Brint Carlton, County Judge)

- 4. Discussion and possible action regarding approving a line item transfer:

**COURTHOUSE SECURITY**

From: 047-945-52920 (Electronic Equipment Repair) ..... (\$5821.25)  
To: 047-945-57590 (Equipment Over \$5000) ..... \$5821.25

Purpose: To pay for Network Cabling Services installation of an S2 8-reader system that replaced the GE System at the Orange County Vidor Sub-Courthouse.  
(Stephen Brint Carlton, County Judge)

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**CONTINUE AGENDA FOR TUESDAY, DECEMBER 1, 2015-PAGE THREE**

5. Discussion and possible action regarding approving a line item transfer:

**COURTHOUSE SECURITY**

From: 047-945-52920 (Electronic Equipment Repair) ..... (\$6713.90)  
To: 047-945-57595 (Equipment Under \$5000) ..... \$6713.90

Purpose: Approval to purchase five (5) new OptiPlex 7020 MT Computers at \$1,177.19 each and five (5) new Dell 22 Monitors-P2214H at \$165.59 each which will be used by each of the bailiffs for courthouse security.

(Stephen Brint Carlton, County Judge)

6. Discussion and possible action regarding the appointment of a grievance committee in accordance with Policy 560, Orange County Personnel Policy Manual. The committee shall consist of seven (7) employees appointed for a two (2) year term. Under the terms of the Policy, elected officials, department heads and members of the Orange County Sheriff's Office collective bargaining unit are disqualified from serving on the committee. See, Policy 560, Orange County Personnel Policy Manual.  
(Stephen Brint Carlton, County Judge)

7. Discussion and possible action regarding approving a line item transfer:

**COUNTY COURT AT LAW**

From: 001-111-53830 (Contingency) ..... (\$1124.00)  
To: 001-217-54130 (Contract Maintenance) ..... \$1124.00

Purpose: To pay for the Court Reporter Software Renewal Update and the Annual Copier Maintenance Contract.

(Mandy Rogers, County Court at Law Judge)

8. Discussion and possible action regarding approving a line item transfer:

**JUSTICE OF THE PEACE, PRECINCT ONE**

From: 001-225-54570 (Registration/Seminars & Conferences) .... (\$450.00)  
To: 001-225-54200 (Printing & Binding) ..... \$450.00

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From: 001-225-52730 (Cellular Phone Expense) ..... (\$720.00)  
To: 001-225-52720 (Cellular Phone Allowance/Exp)..... \$720.00

From: 001-225-54551 (Travel/Education) ..... (\$725.00)  
To: 001-225-52100 (Office Supplies) ..... \$600.00  
To: 001-225-52260 (Books & Publications) ..... \$100.00  
To: 001-225-54595 (Dues & Memberships) ..... \$ 25.00

From: 064-241-54551 (Travel/Education) ..... (\$492.00)  
To: 064-241-52721 (Air Cards & Data Plans) ..... \$492.00

Purpose: To provide funds for the remainder of the year.  
(Donna Granger, Court Coordinator, Justice of the Peace, Precinct One)

9. Discussion and possible action regarding approving a line item transfer:

**JUSTICE OF THE PEACE, PRECINCT THREE**

From: 001-111-53830 (Contingency) ..... (\$312.00)  
To: 001-227-54130 (Contract Maintenance)..... \$312.00

Purpose: To provide funds for unforeseen increase in cost of copier maintenance.  
(Joy Simonton, Judge, Justice of the Peace, Precinct Three)

10. Discussion and possible action regarding approving the purchase of three (3) new scanners for Justice of the Peace, Precinct Four at approximately \$850.00 a piece for office staff. This purchase should come from the technology fund.  
(Rodney Price, Justice of the Peace, Precinct Four)
11. Discussion and possible action regarding the certification of the October 2015 Collection Report for the Tax Office as required under PTC 31.10.  
(Lynda Gunstream, Tax Assessor-Collector)
12. Discussion and possible action regarding approval to purchase an ID badge maker. This item will be used to provide ID badges for county employees. Funds will be provided through Homeland Security grant funds and previously appropriated departmental funds. No additional capital outlay funds are required.  
(Ryan Peabody, Emergency Management Coordinator)

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- 13. Discussion and possible action regarding approval to adopt an agreement between the United States Coast Guard and Orange County. This agreement will allow the Coast Guard to use the Orange County Convention and Expo Center as a Continuity of Operations Plan location in the event their current building of MSU Port Arthur is no longer habitable due to natural disaster, fire, flooding or any other unforeseen major incident or natural cause. The Coast Guard shall provide funding for the use of this facility, per this agreement.  
(Ryan Peabody, Emergency Management Coordinator)
  
- 14. Discussion and possible action regarding adopting the Motorola contract regarding the Orange County radio tower construction project, to be located at the Vidor Communication Site adjacent to the Vidor Police Station.  
(Ryan Peabody, Emergency Management Coordinator)
  
- 15. Discussion and possible action regarding applying for and accepting 2015 Homeland Security Funds. These funds are primarily used for communication equipment and no county match is required.  
(Ryan Peabody, Emergency Management Coordinator)
  
- 16. Discussion and possible action regarding approving a line item transfer:

**EMERGENCY MANAGEMENT**

From: 037-823-54950 (Miscellaneous Fees & Services).....(\$9,500.00)  
To: 037-823-57590 (General Machine & Equip)..... \$7,000.00  
To: 037-823-52110 (Public Safety Supplies)..... \$2,500.00

and disregard the transfer request that was previously approved on November 10, 2015 as follows:

From: 001-793-54950 (Miscellaneous Fees & Services).....(\$9,500.00)  
To: 001-793-57590 (General Machine & Equip)..... \$7,000.00  
To: 001-793-52110 (Public Safety Supplies)..... \$2,500.00

Purpose: To put funds in the correct account.  
(Ryan Peabody, Emergency Management Coordinator)

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17. Discussion and possible action regarding approving the division of a 2.06 acre tract of land in the W. M. Manuel Survey into two parts; a 0.67 acre tract and a 1.39 acre tract. This tract of land is adjacent to Morris Road in Precinct Two. (Clark Slacum, P. E. County Engineer)
  
18. Discussion and possible action regarding the Expo Center Director requesting a full-time employee for the Expo Center Department. This employee would be funded from the Hotel/Motel Tax Fund. The classification would be with the option from the Pay Matrix to match the years of service or experience. The employee would be required to set up and take down event equipment, as well as janitorial duties in the Ballroom, Conference Room No. 2, DuPont Room, Warming Kitchen, Commercial Kitchen and all hallways in these designated rental areas. In addition, this employee will maintain the grounds around the Expo Center complex. They will work under the direction of the Event Coordinator and receive County benefits. (Sabrina Gray, Event Coordinator)
  
19. Discussion and possible action on adopting the updated TFER (Texas Food Establishment Rules) in accordance with Chapter 437 of the Texas Health and Safety Code. (Joel D. Ardoin, Environmental Health and Code Compliance).
  
20. Open up Court session for comments from Court and citizens on items which may or may not need to be placed on the following week(s) agenda for consideration. Each person addressing the Court may be limited to three (3) minutes.
  
21. Closed meeting, held pursuant to Tex. Gov. Code Section 551.071, to receive information from legal counsel on a matter covered by the attorney-client privilege. (Douglas E. Manning, Assistant County Attorney)
  
22. Return to open meeting. Take any action necessary based upon discussion in closed meeting. (Douglas E. Manning, Assistant County Attorney)

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23. Discussion and possible action regarding adjourning Commissioners' Court meeting.

***THE MEETING WILL BE OPEN TO THE PUBLIC AT ALL TIMES IN COMPLIANCE WITH THE "OPEN MEETINGS LAW" AS REQUIRED BY V.T.C.A. GOVERNMENT CODE, CHAPTER 551.***

***THIS NOTICE SHALL BE POSTED FOR AT LEAST SEVENTY-TWO (72) HOURS PRECEDING THE SCHEDULED TIME OF SUCH MEETING.***

***THE ORANGE COUNTY COMMISSIONERS' COURT RESERVES THE RIGHT TO CONVENE A CLOSED SESSION WITH RESPECT TO ANY ITEM LISTED ON THE AGENDA WHERE ANY EXCEPTION EXISTS UNDER THE TEXAS OPEN MEETINGS ACT.***

***THE RIGHT TO CONVENE SUCH A CLOSED SESSION SHALL EXIST REGARDLESS OF WHETHER OR NOT THE AGENDA ITEM OR ITEMS EXPRESSLY STATE THAT A CLOSED MEETING WILL BE CONVENED.***

Dated this 25th day of November, 2015.

Posted at 4:00 p.m.

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STEPHEN BRINT CARLTON, COUNTY JUDGE  
ORANGE COUNTY COMMISSIONERS' COURT