

**SPECIAL, 9/26/2016 1:30:00 PM**

BE IT REMEMBERED that on September 26, 2016, there was begun and holden a SPECIAL session of the Commissioners Court of Jefferson County, Texas, with the following members and officers present and participating except those absent as indicated:

Honorable Jeff Branick, County Judge (ABSENT)

Commissioner Eddie Arnold, Commissioner Pct. No. 1

Commissioner Brent Weaver, Commissioner Pct. No. 2

Commissioner Michael Sinegal, Commissioner Pct. No. 3

Commissioner Everette D. Alfred, Commissioner Pct. No. 4

Honorable G. Mitch Woods, Sheriff

Honorable Carolyn L. Guidry , County Clerk

When the following proceedings were had and orders made, to-wit:

*Notice of Meeting and Agenda and Minutes*  
*September 26, 2016*

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  
September 26, 2016**

Notice is hereby given that the Commissioners' Court of Jefferson County, Texas, will meet at **1:30 PM**, on the **26th** day of **September 2016** at its regular meeting place in the Commissioners' Courtroom, 4th Floor, Jefferson County Courthouse, 1149 Pearl Street, Beaumont, Texas.

Said meeting will be a **Special** 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: Michael S. Sinegal, Commissioner, Precinct Three**

**PLEDGE OF ALLEGIANCE: Eddie Arnold, Commissioner, Precinct One**

## **PURCHASING:**

1. Consider and approve specifications for (RFP 16-032/JW), Grant Administration and Management Services for Community Development Block Grant Program Phase V.

**SEE ATTACHMENTS ON PAGES 10 - 55**

**Motion by: Commissioner Sinegal**

**Second by: Commissioner Weaver**

**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

2. Consider and approve specifications for (RFQ 16-033/JW), Engineering Services for Community Development Block Grant Program Phase V.

**SEE ATTACHMENTS ON PAGES 56 - 82**

**Motion by: Commissioner Sinegal**

**Second by: Commissioner Weaver**

**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

3. Consider and approve the Purchasing Agent to appoint Evaluation Committees for RFP 16-032/JW and RFQ 16-033/JW or allow each member of the Commissioners' Court to appoint members to evaluate and score responses.

**Motion by: Commissioner Sinegal**

**Second by: Commissioner Weaver**

**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

4. Discuss and award (RFP 16-011/JW), Management of the Ford Park Entertainment Complex for Jefferson County.

**Action: TABLED**

## **ADDENDUMS**

*Notice of Meeting and Agenda and Minutes*  
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5. Consider and approve, receive and file an extension of the “notice of intention to extend or terminate current agreement” deadline date with SMG for the Management of the Ford Park Entertainment Complex, extending the deadline from October 1, 2016 to October 14, 2016.

**SEE ATTACHMENTS ON PAGES 83 - 83**

**Motion by: Commissioner Arnold**  
**Second by: Commissioner Weaver**  
**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**  
**Action: APPROVED**

**COMMUNITY SUPERVISION:**

6. Consider and possibly adopt a Resolution recognizing Rick De La Torre, for 20 years of dedicated service to the Jefferson County Adult Probation Department and to the citizens of Jefferson County and wishing him well in his retirement.

**SEE ATTACHMENTS ON PAGES 84 - 84**

**Motion by: Commissioner Sinegal**  
**Second by: Commissioner Weaver**  
**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**  
**Action: APPROVED**

**COUNTY AIRPORT:**

7. Consider and possible approve Lace Grace and Gears to use a parking lot, known as Hangar 7 parking lot, for registration and staging of female motorcycle riders in an attempt to set a World Record for the largest number of women riders in one location.

**Motion by: Commissioner Weaver**  
**Second by: Commissioner Sinegal**  
**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**  
**Action: APPROVED**

**COUNTY AUDITOR:**

8. Consider and approve budget transfer - Dispute Resolution Center - additional cost for supplies.

120-2060-412-3078	OFFICE SUPPLIES	\$600.00	
120-2060-412-4052	POSTAGE		\$600.00

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**SEE ATTACHMENTS ON PAGES 85 - 85**

**Motion by: Commissioner Weaver  
Second by: Commissioner Sinegal  
In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred  
Action: APPROVED**

9. Consider and approve budget transfer - Veterans Service - additional cost for travel.

120-8096-419-5062	TRAVEL EXPENSE	\$460.00	
120-8096-419-1005	EXTRA HELP		\$460.00

**SEE ATTACHMENTS ON PAGES 86 - 86**

**Motion by: Commissioner Weaver  
Second by: Commissioner Sinegal  
In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred  
Action: APPROVED**

10. Consider and approve budget transfer - Road& Bridge Pct.4 - transfer funding for repairs to Road grader.

114-0000-491-8006	CAPITAL PROJECTS FND #311	\$5,982.00	
114-0405-431-4018	ROAD MACHINERY		\$5,982.00

**SEE ATTACHMENTS ON PAGES 87 - 87**

**Motion by: Commissioner Weaver  
Second by: Commissioner Sinegal  
In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred  
Action: APPROVED**

11. Consider and approve budget amendment – Service Center – transfer funding for replacement of motor pool vehicle.

120-0000-491-8006	CAPITAL PROJECTS FND #311	\$14,474.00	
120-8095-417-6007	AUTOMOBILES		\$14,474.00

**SEE ATTACHMENTS ON PAGES 88 - 88**

**Motion by: Commissioner Weaver  
Second by: Commissioner Sinegal  
In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred  
Action: APPROVED**

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12. Consider and approve renewal of Title IV-E Child Welfare and Legal Services contacts with the Texas Department of Family and Protective Services. Renewal dates are 10/01/2016 to 09/30/2017.

**SEE ATTACHMENTS ON PAGES 89 - 111**

**Motion by: Commissioner Weaver  
Second by: Commissioner Sinegal  
In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred  
Action: APPROVED**

13. Consider and approve Resolution for 2017 Indigent Defense Formula Grant Application.

**SEE ATTACHMENTS ON PAGES 112 - 112**

**Motion by: Commissioner Weaver  
Second by: Commissioner Sinegal  
In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred  
Action: APPROVED**

14. Regular County Bills - check #425204 through checks #425471.

**SEE ATTACHMENTS ON PAGES 113 - 122**

**Motion by: Commissioner Weaver  
Second by: Commissioner Sinegal  
In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred  
Action: APPROVED**

**COUNTY COMMISSIONERS:**

15. Consider, possibly approve, authorize the County Judge to execute and receive and file Property Tax Agreement between Jefferson County and ExxonMobil Oil Corporation regarding the ExxonMobil "BLADE" project at the ExxonMobil Beaumont Refinery pursuant to Sec. 312.401, Texas Tax Code.

**SEE ATTACHMENTS ON PAGES 123 - 168**

**Motion by: Commissioner Arnold  
Second by: Commissioner Weaver  
In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Alfred  
Opposed: Commissioner Sinegal  
Action: APPROVED**

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16. Consider possibly approve and authorize the County Judge to execute a Consent for Demolition to allow the City of Beaumont to demolish an unsafe structure at 3335 Westmoreland St, Beaumont, Texas.

**SEE ATTACHMENTS ON PAGES 169 - 171**

**Motion by: Commissioner Arnold**

**Second by: Commissioner Weaver**

**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Alfred**

**Abstained: Commissioner Sinegal**

**Action: APPROVED**

17. Consider and approve order to adopt tax rate at .365 cents per \$100 valuation. Tax rate is .339295 for maintenance and operations and .025705 for debt service.

**SEE ATTACHMENTS ON PAGES 172 - 172**

**Motion by: Commissioner Arnold**

**Second by: Commissioner Weaver**

**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

18. Conduct public hearing on proposed 2016-2017 Jefferson County Budget.

**Comments by County Clerk Carolyn Guidry**

**Action: NONE**

19. Adopt the 2016-2017 budget.

**SEE ATTACHMENTS ON PAGES 173 - 296**

**Motion by: Commissioner Weaver**

**Second by: Commissioner Alfred**

**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

## **ENGINEERING:**

20. Consider and possibly approve the Final Plat of 117.2 acres of land known as Tract 13-B-1. Property is located in Precinct No. 2 off of FM Highway 3514.

**SEE ATTACHMENTS ON PAGES 297 - 297**

**Motion by: Commissioner Weaver**

**Second by: Commissioner Sinegal**

**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

## **RISK MANAGEMENT:**

21. Consider and possibly approve annual renewal of Commercial Automobile Insurance Coverage with National Indemnity Company, effective September 22, 2016, for the Pct. 8 Absent Student Assistance Project, for \$15,436.00. The cost will be reimbursed by Port Arthur Independent School District.

**SEE ATTACHMENTS ON PAGES 298 - 300**

**Motion by: Commissioner Sinegal**

**Second by: Commissioner Weaver**

**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

## **SHERIFF'S DEPARTMENT:**

22. Consider and possible adopt a Resolution recognizing Daren R Cassidy, for 31 years of dedicated service as a Major in Corrections at the Jefferson County Correctional Facility for the Jefferson County Sheriff's Office and to the citizens of Jefferson County and wishing him well in his retirement.

**SEE ATTACHMENTS ON PAGES 301 - 302**

**Motion by: Commissioner Arnold**

**Second by: Commissioner Sinegal**

**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

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23. Consider and possible adopt a Resolution recognizing Cathy S. Werner, for 22 years and 9 months of dedicated service as a Peace Officer in the Internal Affairs Division of the Jefferson County Sheriff's Office and to the citizens of Jefferson County and wishing her well in her retirement.

**SEE ATTACHMENTS ON PAGES 303 - 304**

**Motion by: Commissioner Arnold**

**Second by: Commissioner Sinegal**

**In favor: Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

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**Jeff R. Branick**  
**County Judge**



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
*Deborah L. Clark, Purchasing Agent*

1149 Pearl Street, 1<sup>st</sup> Floor, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

**LEGAL NOTICE**  
**Advertisement for Request for Proposal**

**September 26, 2016**

The County of Jefferson, Texas has received funding for a Texas Community Development Block Grant from Texas Department of Agriculture - Office of Rural Affairs (TDA) for sewer improvements. Accordingly, the County is seeking to contract with a qualified Professional Administrator or Service Provider (individual/firm) to administer the contract.

Specifications for this Request for Proposal may be obtained from the Jefferson County website at <http://co.jefferson.tx.us/Purchasing/main.htm>.

Proposals are to be sealed and addressed to the Purchasing Agent with the proposal number and name marked on the outside of the envelope or box. Offerors shall forward an original and four (4) hard copies of their proposal to the address shown below. Late proposals will be rejected as non-responsive. Proposals will be publicly opened and only the firm name will be read aloud in the Jefferson County Commissioners' Courtroom at the time and date below. Proposals shall be opened in a manner that avoids disclosure of the contents to competing offerors and maintains the confidentiality of the proposals during negotiations. Proposals will be open for public inspection after the award of the contract, except for trade secrets and confidential information. Offerors are invited to attend the sealed proposal opening.

**PROPOSAL NAME:** Grant Administration and Management Services  
for Community Development Block Grant Program Phase V

**PROPOSAL NO:** RFP 16-032/JW

**DUE DATE/TIME:** 11:00 am CDT, Tuesday, October 18, 2016

**MAIL OR DELIVER TO:** Jefferson County Purchasing Department  
1149 Pearl Street, 1<sup>st</sup> Floor  
Beaumont, Texas 77701

Any questions relating to these requirements should be directed to Jamey West, Assistant Purchasing Agent at 409-835-8593 or [jwest@co.jefferson.tx.us](mailto:jwest@co.jefferson.tx.us).

Jefferson County reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals. Individuals requiring special accommodations are requested to contact our office at 409-835-8593 to make arrangements no later than seven (7) calendar days prior to the submittal deadline. Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of Jefferson County.

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this proposal.

**Respondents are strongly encouraged to carefully read the entire invitation.**

Deborah L. Clark, Purchasing Agent  
Jefferson County, Texas

Publish: Beaumont Enterprise & Port Arthur News – September 28<sup>th</sup> & October 5<sup>th</sup>, 2016

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## Proposal Submittal Checklist

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The Offeror's attention is especially called to the items listed below, which must be submitted in full as part of the proposal.

Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this Request for Proposal (RFP) may cause for rejection of the proposal.

Offeror shall check each box indicating compliance.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PACKAGE**

- Cover sheet identifying the contract/project being proposed, the name and address of the Offeror, the date of the proposal, and the email address, telephone, and facsimile numbers of Offeror.
- An acknowledgment and/or response to each section of the proposal.
- Form of business (e.g., corporation, sole proprietorship, partnership); if corporation the date and state of incorporation.
- Identification of three (3) entities for which the Offeror is providing or has provided Grant Administration and Management Services of the type requested, including the name, position, and telephone number of a contact person at each entity.
- Identification of all legal claims, demands, contracts terminated or lawsuits filed, threatened, or pending against the Offeror and/or its principal/officers for the last three (3) years, as well as identification of any administrative actions or warnings taken or issued by any federal, state, or local governmental agency to Offeror and/or its principals/officers with regard to the provision of the same or similar service as covered by this RFP, or the payment of moneys under the terms of any agreement(s) relating to such services.
- Offeror must submit one (1) original and four (4) exact duplicate, numbered hard copies of the proposal.

Offeror is responsible for including within their response to this RFP, (1) one original completed copy of this bid specifications packet and four (4) hard copies to include at a minimum all pages requiring completion and/or marked with instructions to be returned with response and any other documentation requested within these specifications no later than 11:00 am CDT, Tuesday, October 18, 2016, to the Jefferson County Purchasing Department, 1149 Pearl Street, 1st Floor, Beaumont, TX 77701.

Each Offeror shall ensure that required parts of the response are completed with accuracy and submitted as per the requirements within this specifications packet, including any addenda.

**PLEASE READ THE "PROPOSAL SUBMITTAL CHECKLIST" INCLUDED IN THIS PACKAGE.**

Company	Telephone Number
Address	Fax Number
Authorized Representative (Please print)	Title
Authorized Signature	Date

## 1. Introduction to Offerors

This Request for Proposal (RFP) is to receive proposals from qualified professional administration/management firms/consultants to assist the County in the overall management of its recent Texas Community Development block Grant (TxCDBG) award from the Texas Department of Agriculture – Office of Rural Affairs (TDA) for a sewer improvement project.

The following items are provided as general information and specifications as required by the Jefferson County Purchasing Department.

### 1.1 Vendor Instructions

**Read the document carefully. Follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you have a clear understanding of the proposal.**

General Requirements apply to all advertised requests for proposals; however, these may be superseded, whole or in part, by the **Scope of Services, Guidelines and Specifications, Requested Responses and Information, or other data contained herein.** Be sure your proposal package is complete.

### 1.2 Governing Law

Offeror is advised that these requirements shall be fully governed by the laws of the State of Texas and that Jefferson County may request and rely on advice, decisions, and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.

### 1.3 Ambiguity, Conflict, or other errors in the RFP

If Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror shall immediately notify the County of such error in writing and request modification or clarification of the document. Modifications will be made by issuing Addenda. Written notice will be given to all parties who have been furnished with the RFP without divulging the source of the request for the same. If the Offeror fails to notify the County prior to the date and time fixed for submission of proposals of an error or ambiguity in the RFP known to Offeror, or an error or ambiguity that reasonably should have been known to Offeror, then Offeror shall not be entitled to compensation or additional time by reason of the error or ambiguity or its later resolution.

The County may also modify the RFP, no later than 48 hours prior to the date and time fixed for submission of proposals, by issuance of an Addendum to all parties who have received the RFP. All addenda will be numbered consecutively, beginning with 1.

### 1.4 Notification of Most Current Address

Firms in receipt of this RFP shall notify Deborah L. Clark, Jefferson, Purchasing Agent, of any address changes, contact person changes, and/or telephone number changes no later than 48 hours prior to the date and time fixed for submission of proposals.

### 1.5 Proposal Preparation Cost

Cost for developing proposals is entirely the responsibility of Offerors and shall not be charged to Jefferson County.

## **1.6 Signature of Proposal**

A transmittal letter, which shall be considered an integral part of the proposal, shall be signed by an individual who is authorized to bind the Offeror contractually. If the Offeror is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

If the Offeror is a partnership, the true name of the firm shall be provided with the signature of the partner or partners authorized to sign.

If the Offeror is an individual, that individual shall sign. If signature is by an agent, other than an officer of a corporation or a member of a partnership, a power of attorney or equivalent document must be submitted to the Jefferson County Purchasing Department prior to the submission of the proposal or with the proposal.

## **1.7 Economy of Presentation**

Proposals shall not contain promotional or display materials, except as they may directly answer in whole or in part questions contained in the RFP. Such exhibits shall be clearly marked with the applicable reference number of the question in the RFP. Proposals must address the technical requirements as specified in the RFP. All questions posed by the RFP must be answered concisely and clearly. Proposals that do not address each criterion may be rejected and not considered.

## **1.8 Proposal Obligation**

The contents of the proposal and any clarification thereof submitted by the selected Offeror shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

## **1.9 Incorporation by Reference and Precedence**

This Agreement is derived from (1) the RFP, written clarifications to the RFP and County's response to questions; (2) the Contractor's Best and Final Offer, and (3) the Contractor's response to the RFP.

In the event of a dispute under this Agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) Amendments to the Agreement in reverse chronological order; (2) the Agreement, including the Scope of Work; (3) the Contractor's Best and Final Offer; (4) the RFP, including attachments thereto and written responses to questions and written clarifications; and (5) the Contractors response to the RFP.

## **1.10 Governing Forms**

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Jefferson County's interpretation shall govern.

## **1.11 Implied Requirements**

Products and services not specifically mentioned in the RFP, but which are necessary to provide the functional capabilities described by the Offeror, shall be included in the proposal.

## 1.12 Compliance with RFP Specifications

It is intended that this RFP describe the requirements and the response format in sufficient detail to secure comparable proposals. Failure to comply with all provisions of the RFP may result in disqualification.

### 1.13 Vendor Registration: SAM (System for Award Management)

Vendors doing business with Jefferson County are required to be registered with The System for Award Management (SAM), with an “active” status.

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from the SAM website at: <https://www.sam.gov>

**Offerors are strongly encouraged to review their firm’s SAM (System for Award Management) status prior to Proposal Submission.**

### 1.14 Awarded Vendor(s): Submission of FORM 1295 (Texas Ethics Commission)

As of January 1, 2016, per House Bill 1295, the Texas Ethics Commission (TEC) requires **all awarded vendors** to complete a Certificate of Interested Parties (FORM 1295) at time of notification of award. **Awarded Vendors** must visit the TEC website link below, enter the required information on Form 1295, and print a copy of the completed form. The form will include a certification of filing that will contain a unique certification number.

**At the time of award, the Jefferson County Purchasing Department will submit a request to the Awarded Vendor to both:**

1. Submit FORM 1295 online via the Texas Ethics Commission website link below.
2. Submit a printed copy of FORM 1295, signed by an Authorized Agent of the Awarded Vendor and notarized to the Jefferson County Purchasing Department.

**FORM 1295, Completion Instructions, and Login Instructions are available via the Texas Ethics Commission Website at:** [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

### 1.15 Evaluation

Jefferson County reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the County’s judgment as to the appropriateness of an award to the best evaluated Offeror. This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider’s proposal, may also be noted and made part of the evaluation file. Jefferson County shall have sole responsibility for determining a reliable source. Jefferson County reserves the right to conduct written and/or oral discussions/interviews after the proposal opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award is in the best interest of Jefferson County.

### **1.16 Withdrawal of Proposal**

The Offeror may withdraw its proposal by submitting a written request over the signature of an authorized individual, as described in paragraph 1.6, to the Purchasing Department any time prior to the submission deadline. The Offeror may thereafter submit a new proposal prior to the deadline. Modification or withdrawal of the proposal in any manner, oral or written, will not be considered if submitted after the deadline.

### **1.17 Emergency/Declared Disaster Requirements**

In the event of an emergency or if Jefferson County is declared a disaster area, by the County, State, or Federal Government, this Acceptance of Offer may be subjected to unusual usage. Contractor shall service the county during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing as specified in this Acceptance of Offer shall apply to serving the County's needs regardless of the circumstances. If Contractor is unable to supply the services under the terms of the Acceptance of Offer, then Contractor shall provide proof of such disruption and a copy of the invoice from Contractor's supplier(s). Additional profit margin as a result of supplying services during an emergency or declared disaster shall not be permitted. In the event that additional equipment, supplies, and materials are required during the declared disaster, additional shipping, handling and drayage fees may apply.

### **1.18 Minority-Women Business Enterprise Participation**

It is the desire of Jefferson County to increase the participation of Minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the County does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

### **1.19 Award**

Jefferson County reserves the right to award this contract on the basis of the **Best Offer** in accordance with the laws of Texas, to waive any formality or irregularity, to make award to more than one Offeror, and/or to reject any or all proposals. In the event the highest dollar Offeror meeting specifications is not awarded a contract, the Offeror may appear before Commissioners' Court and present evidence concerning his responsibility.

### **1.20 Ownership of Proposal**

All proposals become the property of Jefferson County and will not be returned to Offerors.

### **1.21 Disqualification of Offeror**

Upon signing this proposal document, a contractor offering to sell supplies, materials, services, or equipment to Jefferson County certifies that the Offeror has not violated the antitrust laws of this state codified in Section 15.01, et seq, Business & Commerce Code, or the Federal Antitrust Laws, and has not communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if the County believes that collusion exists among the Offerors.

### **1.22 Contractual Development**

The contents of the RFP and the selected proposal will become an integral part of the contract, but may be modified by provisions of the contract as negotiated. Therefore, the Offeror must be amenable to inclusion in a contract of any information provided (in writing) either in response to this RFP or subsequently during the selection process.

### 1.23 Assignment

The selected vendor may not assign, sell, or otherwise transfer this contract without written permission of the Jefferson County Commissioners' Court.

### 1.24 Contract Obligation

Jefferson County Commissioners' Court must award the contract, and the County Judge or other person authorized by Jefferson County Commissioners' Court must sign the contract before it becomes binding on Jefferson County or the Offeror. **Department heads are not authorized to sign agreements for Jefferson County.** Binding agreements shall remain in effect until all products and/or services covered by this proposal have been satisfactorily delivered and accepted.

### 1.25 Termination

Jefferson County reserves the right to terminate the contract for default if the awarded vendor breached any of the terms therein, including warranties of Offeror, or if the bidder becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies Jefferson County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all other requirements to Jefferson County's satisfaction, and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days' written notice to either party unless otherwise specified.

### 1.26 Non-Discrimination

The successful offeror will be required to comply with the Americans With Disabilities Act and with all provisions of federal, state, county and local (if any) laws and regulations to ensure that no employee or applicant for employment is discriminated against because of race, color, religion, sex, age, handicap or national origin.

### 1.27 Conflict of Interest

The agreement entered into pursuant to this RFP will contain the Contractor's warranty that, except for bona-fide employees or selling agents maintained by the Contractor for the purpose of securing business, no person or selling agency has been employed or retained to solicit this contract upon an agreement or understanding for commission, percentage or contingency.

Further, the contractor will warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with this RFP or contract and none has been promised contingent upon the award of contract. And, will still further warrant that to its knowledge and best belief, no one being paid under the agreement between the County and the contractor, is engaged in any activities which would constitute a conflict of interest with respect to the purposes of said agreement.

### 1.28 Waiver of Subrogation

Offeror and Offeror's insurance carrier waive any and all rights whatsoever with regard to subrogation against Jefferson County as an indirect party to any suit arising out of personal or property damages resulting from the Offeror's performance under this agreement.

**1.29 Acknowledgment of Insurance Requirements**

By signing its proposal, Offeror acknowledges that it has read and understands the insurance requirements (Pages 10–12) for this proposal. Offeror also understands that evidence of required insurance must be submitted within fifteen (15) working days following notification of acceptance of its offer; otherwise, Jefferson County may rescind its acceptance of the Offeror's proposal. The insurance requirements are part of this package.

### 1.30 Insurance Requirements

The contractor (including any and all subcontractors as defined in Section 1.35.1.3 below) shall, at all times during the term of this contract, maintain insurance coverages with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability.

All policies of insurance shall waive all rights of subrogation against the County, its officers, employees and agents.

**Contractor shall furnish Jefferson County with Certificate of Insurance naming Jefferson County as additional insured.**

Contractor must furnish a Certificates of Insurance showing the following **minimum coverage** by insurance company(s) acceptable to the Jefferson County Purchasing Department.

TYPE OF INSURANCE	MINIMUM INSURANCE COVERAGE
<b>30-day written notice of cancellation, non-renewal, material change or termination required on all certificates</b>	<b>Bodily Injury and Property Damage</b> Per Occurrence Aggregate
COMMERCIAL GENERAL LIABILITY including: 1. Premises - Operations 2. Products/ Completed Operations 3. Contractual Liability 4. Independent Contractors 5. Broad Form Property Damage 6. Personal Injury 7. Advertising Injury 8. Pollution (where applicable) 9. Fire Legal Liability 10. Medical Payments Coverage	<u>\$1,000,000 COMBINED SINGLE LIMIT</u>
AUTOMOBILE LIABILITY----OWNED, NON-OWNED, HIRED, BORROWED OR RENTED	<u>\$1,000,000 COMBINED SINGLE LIMIT</u>
WORKERS COMPENSATION INSURANCE	<u>WHICH COMPLIES WITH THE TEXAS WORKER'S COMPENSATION ACT</u>
EMPLOYERS LIABILITY INSURANCE	\$ 500,000
PROPERTY INSURANCE COVERAGE	<u>Each Contractor is responsible for insuring their own property and all interest in that property</u>
PROFESSIONAL LIABILITY--- ERRORS & OMISSIONS COVERAGE (Where Applicable)	<u>\$1,000,000 PER OCCURRENCE</u> <u>\$2,000,000 POLICY AGGREGATE</u>  <b>If coverage is written on a Claims-Made Basis, the Retro-Active Date must be prior to the Contract Date; and must extended for a minimum of two years following the completion of the contract.</b>

In the event of accidents of any kind, the Contractor must furnish the Jefferson County Purchasing Department with copies of all reports of any accident immediately, but no more than five (5) days of the accident.

## II. ADDITIONAL REQUIREMENTS

- A. The Contractor must obtain worker's compensation coverage through a licensed insurance company obtained in accordance with Texas law. The contract for coverage must be written on a policy and with endorsements approved by the Texas Department of Insurance. The coverage provided must be in an amount sufficient to assure that all workers' compensation obligations incurred by the Contractor will be promptly met.
- B. Certificate of Insurance:
- \* The **County of Jefferson** must be named as an **additional insured** on the liability coverage and a **blanket waiver of subrogation** is required on all applicable Policies – **applicable endorsements MUST accompany the Certificate of Insurance.**
  - \* At a minimum, the carrier must be rated by A.M. Best with an A-VII or better.

### Section 1.31 Workers' Compensation Insurance

#### 1.31.1 Definitions:

- 1.31.1.1 **Certificate of coverage ("Certificate")** – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement, DWC-81, DWC-82, DWC-83, or DWC-84 showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.
- 1.31.1.2 **Duration of the project** – Includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.
- 1.31.1.3 **Persons providing services on the project ("subcontractor") in article 406.096** – Includes all persons or entities performing all or part of the services under the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractor, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" includes, without limitation, providing, hauling or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.
- 1.31.2 The Contractor shall provide coverage, based on proper reporting of classification code and payroll amounts and filing any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.
- 1.31.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract – refer to Section 1.30 above.
- 1.31.4 If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.
- 1.35.5 The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- 1.31.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
  - 1.31.5.2 No later than seven (7) days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.

- 1.31.6 The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.
- 1.31.7 The Contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- 1.31.8 The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Department of Workers' Compensation, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- 1.31.9 The Contractor shall contractually require each person with whom it contracts to provide services on a project to:
- 1.31.9.1 Provide coverage, based on reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all its employees providing services on the project, for the duration of the project.
  - 1.31.9.2 Provide to the Contractor, prior to that person beginning work on the project a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project.
  - 1.31.9.3 Provide the Contractor, prior to the end of coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
  - 1.31.9.4 Obtain from each person with whom it contracts, and provide to the Contractor:
    - 1.31.9.4.1 A certificate of coverage, prior to the other person beginning work on the project; and
    - 1.31.9.4.2 the coverage period, if the coverage period shown on the current certificate of a new certificate of coverage showing extension of coverage, prior to the end of coverage ends during the duration of the project.
  - 1.31.9.5 Retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter.
  - 1.31.9.6 Notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
  - 1.31.9.7 Contractually require each person with whom it contracts to perform as required by paragraphs 1.31.1 – 1.31.7., with the certificates of coverage to be provided to the person for whom they are providing services.
- 1.31.10 By signing this contract or providing or causing to be provided a certificate of coverage, the Contractor is representing to the governmental entity that all employees of the contractor who will provide services of the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
- 1.31.11 The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor which entitles the governmental entity to declare the contract void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

### 1.32 Delivery of Proposals

All proposals are to be delivered by 11:00 am CDT, Tuesday, October 18, 2016 to:

**Jefferson County Purchasing Department  
Attention: Deborah L. Clark, Purchasing Agent  
1149 Pearl Street, 1<sup>st</sup> Floor  
Beaumont, Texas 77701**

**Courthouse Security:** Offerors are advised that all visitors to the Courthouse must pass through Security. Offerors planning to hand deliver bids must allow time to get through Security, as a delay in entering the Courthouse will not be accepted as an excuse for late submittal. Mondays and Tuesdays are particularly heavy days. Offerors are strongly urged to plan accordingly.

#### **County Holidays – 2016:**

January 1	Friday	New Year's Day
January 18	Monday	Martin Luther King, Jr. Day
February 15	Monday	President's Day
March 25	Friday	Good Friday
May 30	Monday	Memorial Day
July 4	Monday	Independence Day
September 5	Monday	Labor Day
November 11	Friday	Veterans Day
November 24 & 25	Thursday & Friday	Thanksgiving
December 23 & 26	Friday & Monday	Christmas

Jefferson County will not accept any proposals received after the stated time and date, and shall return such proposals unopened to the Offeror.

Jefferson County will not accept any responsibility for proposals being delivered by third party carriers.

**Proposals shall be tightly sealed in an opaque envelope or box and plainly marked with the Proposal Number, Proposal Name, Proposal Due Date, and the Offeror's Name and Address; and shall be addressed to the Purchasing Agent.**

Offeror must submit one (1) original and four (4) exact duplicate, numbered hard copies of the proposal.

Offeror is responsible for including within their response to this RFP, (1) one original completed copy of this bid specifications packet and four (4) hard copies to include at a minimum all pages requiring completion and/or marked with instructions to be returned with response and any other documentation requested within these specifications no later than 11:00 am CDT, Tuesday, October 18, 2016, to the Jefferson County Purchasing Department, 1149 Pearl Street, 1st Floor, Beaumont, TX 77701.

Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Offerors will be read aloud.

### 1.33 Proposal Submissions During Time of Inclement Weather, Disaster, or Emergency

In case of inclement weather or any other unforeseen event causing the County to close for business on the date of a bid/proposal/statement of qualifications submission deadline, the bid closing will automatically be postponed until the next business day that County offices are open to the public. Should inclement weather conditions or any other unforeseen event cause delays in courier service operations, the County may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the county of their interest in the project should these conditions impact their ability to submit a bid/proposal/statement of qualifications submission before the stated deadline. The County reserves the right to make the final judgement call to extend any deadline.

Should an emergency or unanticipated event interrupt normal County processes, and bid/proposal/statement of qualifications submissions cannot be received by the Jefferson County Purchasing Department's office by the exact time specified in the RFP and urgent County requirements preclude amendment to the RFP, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first business day on which normal County processes resume.

### 1.34 Questions

Questions may be emailed to Jamey West, Assistant Purchasing Agent at: [jwest@co.jefferson.tx.us](mailto:jwest@co.jefferson.tx.us)

### 1.35 Tentative Schedule of Events

September 26, 2016	Issuance of Request for Proposal
October 18, 2016	Deadline Submission (late proposals will not be considered)
October 20, 2016	Proposals distributed to Evaluation Committee
Week of October 25, 2016	Evaluation Committee Convenes to Tabulate Scoring and Determines Short List
Week of November 1, 2016	Conduct Interview/Best and Final Offer/Short List
November 7, 2016	Recommendation for Award

**Please note:**

**The above schedule of events is *tentative* in nature. Dates listed are subject to change.**

## **2. Response Format**

### **2.1 Introduction**

Each proposal submitted in response to this RFP must be organized to correspond with those numbered sections of this RFP that require a response. Failure to arrange the proposal as requested may result in the disqualification of the proposal. Conciseness and clarity of content are emphasized and encouraged. Vague and general proposals will be considered non-responsive, and will result in disqualification. The response must be complete. Failure to provide the required information may result in the disqualification of the proposal. All pages of the proposal must be numbered and the proposal must contain an organized, paginated table of contents corresponding to the sections and pages of the proposal.

### **2.2 Organization of Proposal Contents**

Each proposal must be organized in the manner described below.

- a. Transmittal Letter
- b. Executive Summary
- c. Table of Contents
- d. Offeror Identifying Information
- e. Offeror Personnel and Organization
- f. Project Requirements
- g. Cost Proposal
- h. Other information that may be helpful in the evaluation

### **2.3 Transmittal Letter**

The Offeror must submit a transmittal letter that identifies the entity submitting the proposal, and includes a commitment by that entity to provide the services required by the County. The transmittal letter must state that the proposal is valid for ninety (90) days from the deadline for delivery of proposals to the County. Any proposal containing a term of less than ninety (90) days for acceptance will be rejected as non-responsive.

The transmittal letter must be signed by a person legally authorized to bind the Offeror to the representations in the response. In the case of a joint proposal, each party must sign the transmittal letter. The Offeror also must indicate, in its transmittal letter, why it believes that it is the most qualified Offeror to provide the services described in this RFP.

The transmittal letter must include a statement of acceptance of the terms and conditions of the contract resulting from this RFP. If Offeror takes exception to any of the proposed terms and conditions stated in this RFP, those exceptions must be noted in the transmittal letter. However, Offeror must realize that failure to accept the terms specified in this proposal may result in disqualification of the proposal.

The transmittal letter must include a statement of acceptance of the Standards of Performance for the contract resulting from this RFP.

## **2.4 Executive Summary**

The Offeror must provide an executive summary of its proposal that asserts that the Offeror is providing in its response all of the requirements of this RFP. The executive summary must not exceed three (3) pages, and must represent a full and concise summary of the contents of the proposal. The executive summary must not include any information concerning the cost of the proposal. The Offeror must identify any services that are provided beyond those specifically requested. If the Offeror is providing services that do not meet the specific requirements of this RFP, but in the opinion of the Offeror are equivalent or superior to those specifically requested, any such differences must be noted in the executive summary. However, the Offeror must realize that failure to provide the services specifically required may result in disqualification of the proposal.

## **2.5 Table of Contents**

Each proposal must be submitted with a table of contents that clearly identifies and denotes the location of each title and subtitle of the proposal. Additionally, the table of contents must clearly identify and denote the location of all enclosures of the proposal. The table of contents must follow the RFP's structure as much as is practical.

## **2.6 Offeror Identifying Information**

Offerors must provide the following identifying information:

- a. Name and address of business entity submitting the proposal;
- b. Type of business entity (i.e., corporation, partnership);
- c. Place of incorporation, if applicable;
- d. Name and location of major offices and other facilities that relate to the Offeror's performance under the terms of this RFP;
- e. Name, address, business and fax number of the Offeror's principal contact person regarding all contractual matters relating to this RFP;
- f. The Offeror's Federal Employer Identification Number, Jefferson County Vendor Number and Jefferson County Business License Number, if any;
- g. Full name and address for each member, partner, and employee of the Offeror (and any subcontractors) who will perform service's on this project; and
- h. A statement regarding the financial stability of the Offeror, including the ability of the Offeror to perform the functions required by this RFP and to provide those services represented by the Offeror in its response.

## **2.7 Conflict of Interest**

Each Offeror must disclose any existing or potential conflict of interest relative to the performance of the requirements of this RFP. Examples of potential conflicts may include an existing business or personal relationship between the Offeror, its principal, or any affiliate or subcontractor, with the County or any other entity or person involved in any way in the project that is the subject of this RFP. Similarly, any personal or business relationship between the Offeror, the principals, or any affiliate or subcontractor, with any employee of the County or its

suppliers must be disclosed. Any such relationship that might be perceived or represented as a conflict must be disclosed. Failure to disclose any such relationship or reveal personal

relationships with state employees may be cause for contract termination. The County will decide if an actual or perceived conflict should result in proposal disqualification.

Each Offeror must reveal any past or existing relationship between the Offeror, its principal, employees, or any affiliate or subcontractor, with any county agency, entity, county employee, or other person in anyway involved in the county's procurement and/or contracting processes. It shall be the sole prerogative of the County to determine if such relationship constitutes a conflict of interest.

By submitting a proposal in response to this RFP, all Offerors affirm that they have not given, nor intend to give, at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement.

**FAILURE BY OFFEROR TO INCLUDE ALL LISTED ITEMS  
MAY RESULT IN THE REJECTION OF ITS PROPOSAL.**

### 3. Proposal Submittal

The Proposal is due no later than 11:00 am CDT, Tuesday, October 18, 2016 and shall include the following:

- Cover sheet identifying the contract/project being proposed, the name and address of Offeror, the date of the proposal, and the telephone and facsimile numbers of Offeror.
- An acknowledgment and/or response to each section of the proposal.
- Form of business (e.g., corporation, sole proprietorship, partnership); if corporation the date and state of incorporation.
- Identification of three (3) entities for which the Offeror is providing or has provided grant administration and management services of the type requested, including the name, position, and telephone number of a contact person at each entity.
- Identification of all legal claims, demands, contracts terminated or lawsuits filed, threatened, or pending against the Offeror and/or its principal/officers for the last three (3) years, as well as identification of any administrative actions or warnings taken or issued by any federal, state, or local governmental agency to Offeror and/or its principals/officers with regard to the provision of the same or similar service as covered by this RFP, or the payment of moneys under the terms of any agreement(s) relating to such services.
- Offeror must submit one (1) original and four (4) exact duplicate, numbered hard copies of the proposal.

Offeror is responsible for submitting (1) one original completed copy of this bid specifications packet in its entirety (all pages of this packet), and four (4) hard copies to include at a minimum all pages requiring completion and/or marked with instructions to be returned with response and any other documentation requested within these specifications, to be delivered to:

Jefferson County Purchasing Department  
Attention: Deborah L. Clark, Purchasing Agent  
1149 Pearl Street, 1<sup>st</sup> Floor  
Beaumont, TX 77701  
Attention:

- Explanations, exceptions, comments, etc., pertaining to the specific sections of the specifications. All comments shall be listed and numbered in order of the respective article of the specification.

## 4. Background

Jefferson County is seeking to enter into a professional services contract with a competent professional administration/management firm/consultant to assist the County in the overall management of its recent Texas Community Development Block Grant (TxCDBG) award from the Texas Department of Agriculture – Office of Rural Affairs (TDA) for a sewer improvements project as described below.

### Cheek Community/Shady Lane Road Sewer Improvements

Residents in the unincorporated community of Cheek, located in Jefferson County, do not have access to public sewer service and rely upon failing septic systems, resulting in a threat to public health. Additionally, residents in an unincorporated area of Jefferson County on Shady Lane Road, do not have access to public sewer service and rely upon failing septic systems, resulting in a threat to public health.

The Contractor certifies that activity(ies) carried out under this contract will meet the National Objective of benefitting low and moderate income (LMI) persons with at least 51% of the beneficiaries qualifying as LMI.

#### Rehabilitation: Single Unit Sewer Service

Contractor shall provide first-time sewer access to residents in the unincorporated community of Cheek. Contractor shall install twelve (12) grinder pumps, twelve (12) sewer yard service lines, mitigate all existing septic systems, and all associated appurtenances. TxCDBG funds shall not fund a yard service line on private property to a household that does not qualify as LMI. Residents will be serviced by the West Jefferson County Municipal Water District. Construction shall take place on Brooks Road, Faith Road, Landry Lane, Boyt Road, Phillips Street, Lawhon Road, Moonglow Road, Martel Street.

These activities shall benefit twenty-seven (27) persons, of which twenty-seven (27) or one hundred percent (100%) are of low-to-moderate income.

#### Sewer Improvements

Contractor shall provide first-time sewer access to residents on Shady Lane. Contract shall install approximately four thousand five hundred ninety-five linear feet (4,595 lf) of three-inch (3") to four-inch (4") force main, boring, manholes, pavement repair, and all associated appurtenances. Residents will be served by the West Jefferson County Municipal Water District. Construction shall take place on Shady Lane Road, from East Lane and Main Lane.

These activities shall benefit sixty-eight (68) persons, of which fifty-seven (57) or eighty-four percent (84%) are of low-to-moderate income.

#### Rehabilitation: Single-Unit Sewer

Contractor shall provide first-time sewer access to residents on Shady Lane. Contractor shall install six (6) grinder pumps, six (6) sewer yard service lines, mitigate all existing septic systems, and all associated appurtenances. TxCDBG funds shall not fund a yard service line on private property to a household that does not qualify as LMI. Residents shall be served by the West Jefferson County Municipal Water District. Construction shall take place on Shady Lane.

These activities shall benefit fifteen (15) persons, of which fifteen (15) or one-hundred percent (100 %) are of low-to-moderate income.

Total budget: \$302,500.00

## 5. Scope of Work

The professional administration/management firm/consultant contracted under this RFP shall provide contract-related management services to the County including but not limited to the following areas:

- Project Management
- Financial Management
- Environmental Review
- Real Property Acquisition/ URA
- Construction Management
- Fair Housing/Equal Opportunity
- Housing rehabilitation/affordable housing (if applicable)
- Audit/Contract Close-out Assistance

## 6. Statement of Qualifications

The County is seeking to contract with a competent professional administration/management firm/consultant that has had experience in grants/contracts administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:

- Related experience in managing federally-funded local public works construction projects
- Related Experience / Background with specific project type
- Certified Administrator of TxCDBG Program by TDA
- Consultant/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM).

As such, please provide within your proposal a list of referrals from past local government clients, as well as resumes of all employees who will or may be assigned to provide technical assistance to the city/county on this project if your firm is awarded this management services contract.

## 7. Proposed Cost of Services

Please provide your cost proposal to accomplish the scope of work by category outlined above and for any additional activities required. The proposed budget must include all costs that are necessary to successfully complete this project. Please note that the Jefferson County will not use lowest/best bid as the sole basis for entering into this contract.

*If the cost of proposed professional administration services will exceed \$ 50,000, then profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the bidder must disclose and certify in its proposal the percentage of profit being used.*

## 8. Evaluation Criteria

The proposal received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	30
Work Performance	30
Capacity to Perform	20
Proposed Cost	20
<b>Total</b>	<b>100</b>

## **9. Deadline for Submission**

Proposals must be received no later than 11:00 am CDT, Tuesday, October 18, 2016, at the following address:

Jefferson County Purchasing Department  
Attention: Deborah L. Clark, Purchasing Agent  
1149 Pearl Street, 1<sup>st</sup> Floor  
Beaumont, TX 77701  
Attention:

## Non-Disclosure Agreement

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In consideration of Jefferson County retaining the services of a consultant and because of the sensitivity of certain information which may come under the care and control of Consultant, both parties agree that all information regarding the County or any selected County agency subject to this Contract; or gathered, produced, or derived from this project (Confidential Information) must remain confidential subject to release only by permission of the County, and more specifically agree as follows:

Media releases pertaining to this RFP and/or any resulting contract, or the services to which they relate, will not be made without the prior written consent of the County, and then only in accordance with explicit written instructions from the County. The disclosure of the contents of proposals prior to the award of a contract under this RFP, or any other violation of this section, may result in disqualification.

1. The Information may be used by Consultant only to assist Consultant in connection with its engagement with the County.
2. Consultant will not, at any time, use the Information in any fashion, form, or manner except in its capacity as independent consultant to the County.
3. Consultant agrees to maintain the confidentiality of any and all deliverables resulting from this Contract in the same manner that it protects the confidentiality of its own proprietary products of like kind.
4. The Information may not be copied or reproduced without the County's written consent.
5. All materials made available to Consultant, including copies thereof, must be returned to County upon the first to occur of; (a) completion of the project, or (b) request by the County.
6. The foregoing must not prohibit or limit Consultant use of the information (including, but not limited to, ideas, concepts, know-how, techniques and methodologies) (a) previously known to it, (b) independently developed by it, (c) acquired by it from a third party, or (d) which is or becomes part of the public domain through no breach to Consultant of this agreement.
7. This agreement shall become effective as of the date Information is first made available to Consultant and must survive the contract and be a continuing requirement.
8. The breach of this Nondisclosure Agreement by Consultant shall entitle the County to immediately terminate the Agreement upon written notice to Contractor for such breach. The parties acknowledge that the measure of damages in the event of a breach of this Nondisclosure Agreement may be difficult or impossible to calculate, depending on the nature of the breach. Regardless of whether the County elects to terminate the Agreement upon the breach hereof, the County may require Consultant to pay to the County the sum of \$1,000 for each breach as liquidated damages. This amount is not intended to be in the nature of a penalty, but is intended to be a reasonable estimate of the amount of damages to the County in the event of a breach hereof by Consultant. Comptroller does not waive any right to seek additional relief, either equitable or otherwise, concerning any breach of this Agreement.

[Printed Name of Consultant]

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Offeror Must Complete and Return This Page With Offer.**

## Vendor References

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Please list at least three (3) companies or governmental agencies where the same or similar products and/or services as contained in this specification package were recently provided.

*THIS FORM MUST BE RETURNED WITH YOUR BID.*

### REFERENCE ONE

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

### REFERENCE TWO

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

### REFERENCE THREE

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

**Offeror Must Complete and Return This Page With Offer.**

## Signature Page

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As permitted under Article 4413 (32c) V.A.C.S., other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e., piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Jefferson County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract.

Would bidder be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions?..... **Yes**  **No**

This bid shall remain in effect for ninety (90) days from bid opening and shall be exclusive of federal excise and state and local sales tax (exempt).

The undersigned agrees, if this bid is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Invitation for Bid, Conditions of Bidding, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the bidder nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to bid or not to bid thereon.

\_\_\_\_\_  
Bidder (Entity Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street & Mailing Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

**Offeror Must Complete and Return This Page With Offer.**

## Conflict of Interest Questionnaire

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor doing business with local governmental entity		<b>FORM CIQ</b>
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>  Date Received	
<b>1</b> Name of vendor who has a business relationship with local governmental entity.		
<b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.  (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
<b>3</b> Name of local government officer about whom the information in this section is being disclosed.		
_____ Name of Officer		
This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.		
A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
D. Describe each employment or business and family relationship with the local government officer named in this section.		
<b>4</b>		
_____ Signature of vendor doing business with the governmental entity		_____ Date

Adopted 8/7/2015

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## Local Government Officer Conflicts Disclosure Statement - OFFICE USE ONLY

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT		FORM CIS
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>		<b>OFFICE USE ONLY</b>
<b>1</b>	<b>Name of Local Government Officer</b>	Date Received
<b>2</b>	<b>Office Held</b>	
<b>3</b>	<b>Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b>	
<b>4</b>	<b>Description of the nature and extent of employment or other business relationship with vendor named in item 3</b>	
<b>5</b>	<p><b>List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<b>6</b>	<p><b>AFFIDAVIT</b></p> <p style="text-align: center;">I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Local Government Officer</p> <p>AFFIX NOTARY STAMP / SEAL ABOVE</p> <p>Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.</p> <p>_____ Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath</p>	

Adopted 8/7/2015

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## Good Faith Effort (GFE)

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### DETERMINATION CHECKLIST

***This information must be submitted with your bid.***

**Instructions:** In order to determine if a “Good Faith Effort” was made in soliciting HUBs for subcontracting opportunities, the following checklist and supporting documentation shall be completed by the Prime Contractor/Consultant, and returned with the Prime Contractor/ Consultant’s bid. This list contains the **minimum** efforts that should be put forth by the Prime Contractor/Consultant when attempting to achieve or exceed the goals of HUB Subcontractor participation. The Prime Contractor/Consultant may extend his/her efforts in soliciting HUB Subcontractor participation beyond what is listed below.

#### Did the Prime Contractor/Consultant . . .

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 1. To the extent practical, and consistent with standard and prudent industry standards, divide the contract work into the smallest feasible portions, to allow for maximum HUB Subcontractor participation?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 2. <b>Notify</b> in writing a reasonable number of HUBs, allowing sufficient time for effective participation of the planned work to be subcontracted?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 3. <b>Provide</b> HUBs that were genuinely interested in bidding on a subcontractor, adequate information regarding the project (i.e., plans, specifications, scope of work, bonding and insurance requirements, and a point of contact within the Prime Contractor/Consultant’s organization)? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 4. <b>Negotiate</b> in good faith with interested HUBs, and not reject bids from HUBs that qualify as lowest and responsive bidders?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 5. <b>Document</b> reasons HUBs were rejected? Was a written rejection notice, including the reason for rejection, provided to the rejected HUBs?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 6. If Prime Contractor/Consultant has zero (0) HUB participation, <b>please explain the reasons why.</b>  |

**If “No” was selected, please explain and include any pertinent documentation with your bid.  
If necessary, please use a separate sheet to answer the above questions.**

---

Printed Name of Authorized  
Representative

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Signature

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Title

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Date

**Offeror Must Complete and Return This Page With Offer.**











## Residence Certification/Tax Form

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Jefferson County requests Resident Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

- (3) "Nonresident bidder" refers to a person who is not a resident.
  
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that \_\_\_\_\_ [company name] is a Resident Bidder of Texas as defined in Government Code §2252.001.

I certify that \_\_\_\_\_ [company name] is a Nonresident Bidder as defined in Government Code §2252.001 and our principal place of business is \_\_\_\_\_ (city and state).

Taxpayer Identification Number (T.I.N.):	
Company Name submitting bid/proposal:	
Mailing address:	
If you are an individual, list the names and addresses of any partnership of which you are a general partner:	

**Property:** List all taxable property owned by you or above partnerships in Jefferson County.

Jefferson County Tax Acct. No.*	Property address or location**

\* This is the property amount identification number assigned by the Jefferson County Appraisal District.  
 \*\* For real property, specify the property address or legal description. For business property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored as a warehouse or other location.

**Offeror Must Complete and Return This Page With Offer.**

### Bid Affidavit

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. Bidder further certifies and agrees to furnish any and/or all commodities upon which prices are extended at the price offered, and upon the conditions contained in the specifications and the Notice to Bidders.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, a Notary Public in and for the State of \_\_\_\_\_,

on this day personally appeared \_\_\_\_\_, who  
(name)

after being by me duly sworn, did depose and say:

"I, \_\_\_\_\_ am a duly authorized officer of/agent  
(name)  
for \_\_\_\_\_ and have been duly authorized to execute the  
(name of firm)  
foregoing on behalf of the said \_\_\_\_\_.  
(name of firm)

I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of services/commodities bid on, or to influence any person or persons to bid or not to bid thereon."

Name and address of bidder: \_\_\_\_\_

Fax: \_\_\_\_\_ Telephone# \_\_\_\_\_

by: \_\_\_\_\_ Title: \_\_\_\_\_  
(print name)

Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me by the above-named \_\_\_\_\_ on

this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public in and for  
the State of \_\_\_\_\_

**Offeror Must Complete and Return This Page With Offer.**

# Sample Contract

## MANAGEMENT/ADMINISTRATION SERVICES

### PART I AGREEMENT

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, by and between the COUNTY OF Jefferson, hereinafter called the "County", acting herein by \_\_\_\_\_ hereunto duly authorized, and \_\_\_\_\_ hereinafter called "the Contractor", acting herein by \_\_\_\_\_.

**WITNESSETH THAT:**

WHEREAS, the County of Jefferson desires to implement Phase V Sewer Improvements under the general direction of the Texas Community Development Block Grant (hereinafter called "TxCDBG") Program; and Whereas the County desires to engage \_\_\_\_\_ to render certain professional administrative services in connection with this TxCDBG Project, Contract Number \_\_\_\_\_.

NOW THEREFORE, the parties do mutually agree as follows:

1. Definitions:

Throughout this document:

- a. "Agreement" refers to the contract between a city or county and a professional or administrative services Contractor to assist with the administration, construction, engineering or implementation of all or any portion of a community development block grant from the Texas Department of Agriculture.
- b. "Contractor" refers to a professional or administrative services Contractor engaged to assist a County with the administration, construction, engineering or implementation of all or a portion of a community development block grant from the Texas Department of Agriculture.
- c. "Parties" refer to the Contractor and the County.

2. Scope of Services

The Contractor will perform the services set out in Part II, Scope of Services.

3. Time of Performance - The services of the Contractor shall commence on \_\_\_\_\_. In any event, all of the services required and performed hereunder shall be completed no later than \_\_\_\_\_.

4. Local Program Liaison - For purposes of this Contract, the [*Jefferson County Representative*] or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Contractor. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

5. Access to Information - The County, the Texas Department of Agriculture (TDA), the Texas State Auditor's Office, the Comptroller General of the United States, or any successor agency or representative, shall have access to any books, documents, papers and records relating to the Contractor's agreement with the County or the administration, construction, engineering or implementation of the TxCDBG award between TDA and County.

6. Compensation and Method of Payment - The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$\_\_\_\_\_. Payment to the Contractor shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Agreement

7. Indemnification – The Contractor shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the County and its agency members from and against any and all claims, costs, suits, and damages, including attorneys’ fees, arising out of the Contractor’s performance or nonperformance of the activities, services or subject matter called for in this agreement or in connection with the management and administration of the TxCDBG contract, and shall assume full responsibility for payments of Federal, State and local taxes on contributions imposed or required under the Social Security, worker's compensation and income tax laws.

8. Miscellaneous Provisions

- a. This Agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Jefferson County, Texas.
- b. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
- c. In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
- e. This Agreement may be amended by mutual agreement of the parties hereto and a writing to be attached to and incorporated into this Agreement.

9. Extent of Agreement

This Agreement, which includes Parts I-IV, [*and if applicable*, including the following exhibits/attachments:   ] represents the entire and integrated agreement between the County and the Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by authorized representatives of both County and Contractor.

IN WITNESSETH WHEREOF, the parties have executed this Agreement by causing the same to be signed on the day and year first above written.

BY: \_\_\_\_\_  
 Jeff R. Branick  
 \_\_\_\_\_  
 (Printed Name)  
 \_\_\_\_\_  
 Jefferson County Judge

BY: \_\_\_\_\_  
 (Contractor’s Authorized Representative)  
 \_\_\_\_\_  
 (Printed Name)  
 \_\_\_\_\_  
 (Title)

## PART II SCOPE OF SERVICES

The Contractor shall provide the following scope of services: (*choose contracted services*)

### A. Project Management

1. Develop a recordkeeping system consistent with program guidelines, including the establishment of a filing system.
2. Maintenance of filing system.
3. Provide general advice and technical assistance to the County personnel on implementation of project and regulatory matters.
4. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by the TxCDBG regulations.
5. Furnish County with necessary forms and procedures required for implementation of project.
6. Assist the County in meeting all special condition requirements that may be stipulated in the contract between the County and TDA.
7. Prepare and submit to TDA documentation necessary for amending the TxCDBG contract.
8. Conduct re-assessment of environmental clearance for any program amendments.
9. Prepare and submit quarterly reports (progress and minority hiring).
10. Prepare Financial Information Report or County.
11. Establish procedures to document expenditures associated with local administration of the project.
12. Provide guidance and assistance to County regarding acquisition of property:
  - Submit required reports concerning acquisition activities to TDA;
  - Establish a separate acquisition file for each parcel of real property acquired;
  - Determine necessary method(s) for acquiring real property;
  - Prepare correspondence to the property owners for the County's signature to acquire the property or to secure an easement; and
  - Assist the County in negotiation with property owner(s).
13. Maintain TxCDBG Property Management register for any property/equipment purchased or leased.
14. Serve as liaison for the County during any monitoring visit by staff representatives from either TDA or the U.S. Department of Housing and Urban Development (HUD).

### B. Financial Management

1. Assist the County in proving its ability to manage the grant funds to the state's audit division.
2. Assist the County in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals and ledgers.
3. Assist the County in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TDA.
4. Prepare all fund drawdowns on behalf of the County in order to ensure orderly, timely payments to all contracting parties within the allotted time period.
5. Review invoices received for payment and file back-up documentation.
6. Provide general advice and technical assistance to County personnel on implementation of project and regulatory matters.
7. Assist the County in establishing procedures to handle the use of any TxCDBG program income.

### C. Environmental Review

1. Prepare environmental assessment.
2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.
3. Document consideration of any public comments.
4. Prepare any required re-assessment of environmental assessment.
5. Prepare Request for Release of Funds and certifications to be sent to TDA

D. Acquisition

1. Prepare required acquisition reports(s).
2. Obtain documentation of ownership for County-owned property and/or Right of Way (ROWs).
3. Maintain a separate file for each parcel of real property acquired.
4. Determine necessary method(s) for acquiring real property.
5. Prepare correspondence with property owners.
6. Assist County in negotiations with property owner(s).
7. Prepare required acquisition reports and submit to TDA.

E. Construction Management

1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable).
  - Assist County in determining whether and/or what TxCDBG contract activities will be carried out in whole or in part via force account labor.
  - Assist County in determining whether or not it will be necessary to hire temporary employees to specifically carry out TxCDBG contract activities.
  - Assist County in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.
2. Assist County in documenting compliance with all federal and state requirements related to equal employment opportunity.
3. Assist County in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.
4. Provide assistance to or act as local labor standards officer. Notify TDA in writing of name, address, and phone number of appointed labor standards compliance officer.
5. Request wage rates from TDA.
6. Provide sample TxCDBG contract documents to engineer.
7. Advertise for bids.
8. Make ten-day call to TDA.
9. Verify construction contractor eligibility with TDA.
10. Review construction contract.
11. Conduct pre-construction conference and prepare minutes.
12. Submit any reports of additional classification and rates to TDA.
13. Issue Notice of Start of Construction to TDA.
14. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.
15. Process change orders approved by County and the project engineer and submit to TDA prior to execution with the construction contractor.
16. Obtain Certificate of Construction Completion/Final Wage Compliance Report and submit to TDA.
17. Provide general advice and technical assistance to County personnel on implementation of project and regulatory matters.

F. Fair Housing / Equal Opportunity

1. Assist the County in developing, implementing and documenting new activities to affirmatively further fair housing during the contract period.
2. Maintain documentation of all project beneficiaries by ethnicity and gender.
3. Assist with the development and administration of the Citizen Participation Plan per 24 CFR Part 91, including grievance procedures.
4. Assist with Section 3 requirements per 24 CFR Part 135.
5. Prepare all Section 504 requirements per 24 CFR Part 8.
6. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.
7. Ensure adoption of Excessive Force provision per 24 CFR Part 91.
8. Ensure the adequate publication of required notices.

G. Relocation

1. Prepare and submit local relocation guidelines to TDA for approval.
2. Assist County in identifying individuals to be relocated and prepare appropriate notices.
3. Interview relocatees and identify assistance needs.
4. Maintain a relocation record for each individual/family.
5. Provide education/assistance to relocatees.
6. Inventory local available housing resources and maintain a referral list.
7. Issue appropriate notices to relocatees.
8. Ensure that all payments are made in a timely manner.

H. Rehabilitation of Private Property

1. Prepare and submit local rehabilitation guidelines to TDA for approval.
2. Assist County in establishing escrow account and obtaining TDA approval.
3. Develop outreach and necessary application processing/verification forms.
4. Screen applicants.
5. Prepare work write-ups and cost estimates.
6. Issue Notice to Proceed to construction contractor(s).
7. Conduct interim/final inspections, process final contract documents, and maintain a record of beneficiaries.
8. Maintain client files following TDA requirements.

I. Audit / Close-out Procedures

1. Prepare the final Project Completion Report, including the General Report, Recipient Beneficiary Report, Final Financial Interest Report, and any required documentation regarding citizen participation/equal rights/fair housing and Certificate of Completion.
2. Assist County in resolving any monitoring and audit findings.
3. Assist County in resolving any third party claims.
4. Provide auditor with TxCDBG audit guidelin

**PART III  
PAYMENT SCHEDULE**

County shall reimburse (Contractor) for management/administrative services provided for completion of the following project milestones per the following percentages of the maximum contract amount:

<b>Milestone / Task</b>	<b>% of Contract Fee</b>
• Establishment of Recordkeeping System	5%
• Completion of Environmental/Special Conditions Clearance	15%
• Completion of all Acquisition Activities	10%
• Completion of the Bid/Contract Award Process	15%
• Labor Standards Compliance/Completion of Construction	15%
• Comply with EEO / Fair Housing Requirements	10%
• Program and Financial Management	20%
• Filing of all Required Close-out Information	10%
Total	100%

**NOTE:** Percentages of payment listed here are guidelines based on management services typically provided. The payment schedule should be tied directly to the actual Scope of Work identified in Part II - Administrative Scope of Services. Localities may also opt to reimburse Professional Services Contracts on an hourly basis.

## PART IV TERMS AND CONDITIONS

1. Termination for Cause. If the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor violates any of the covenants, conditions, agreements, or stipulations of this Agreement, the County shall have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Contractor pursuant to this Agreement shall, at the option of the County, be turned over to the County and become the property of the County. In the event of termination for cause, the Contractor shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of contract by the Contractor, and the County may set-off the damages it incurred as a result of the Contractor's breach of contract from any amounts it might otherwise owe the Contractor.

2. Termination for Convenience of the County. The County may terminate this Agreement at any time by giving at least ten (10) days' notice in writing to the Contractor. If this Contract is terminated for convenience, the County will pay the Contractor for actual services rendered up to the termination date, based on the charges for time, labor, expenses and other items specified in the Agreement.
3. Changes. The County may, from time to time, request changes in the services the Contractor will perform under this Agreement. Such changes, including any increase or decrease in the amount of the Contractor's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Agreement.
4. Resolution of Program Non-Compliance and Disallowed Costs. In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. *[This section may also provide for the qualifications of the mediator(s), the locale of meetings, time limits, or any other item of concern to the parties.]* If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.

5. Personnel.
  - a. The Contractor represents that he/she/it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the County.
  - b. All of the services required hereunder will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
  - c. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the County. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.
  
6. Assignability. The Contractor shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the County thereto; Provided, however, that claims for money by the Contractor from the County under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the County.
  
7. Reports and Information. The Contractor, at such times and in such forms as the County may require, shall furnish the County such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.
  
8. Records and Audits. The Contractor shall insure that the County maintains fiscal records and supporting documentation for all expenditures of funds made under this contract in a manner that conforms to 2 CFR 200.300-.309, 24 CFR 570.490, and this Agreement. Such records must include data on the racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the funds provided under this Agreement. County shall retain such records, and any supporting documentation, for the greater of three years from closeout of the Agreement or the period required by other applicable laws and regulations.
  
9. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Contractor under this contract are confidential and the Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the County.
  
10. Copyright. No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Contractor.
  
11. Compliance with Local Laws. The Contractor shall comply with all applicable laws, ordinances and codes of the State and local governments, and the Contractor shall save the County harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
  
12. Conflicts of interest.
  - a. Governing Body. No member of the governing body of the County and no other officer, employee, or agent of the County, who exercises any functions or responsibilities in connection with administration, construction, engineering, or implementation of the TxCDBG award between TDA and the County shall have any personal financial interest, direct or indirect, in the Contractor or this Agreement; and the Contractor shall take appropriate steps to assure compliance.
  - b. Other Local Public Officials. No other public official who exercises any functions or responsibilities in connection with the planning and carrying out of administration, construction, engineering or

Implementation of the TxCDBG award between TDA and the County shall have any personal financial interest, direct or indirect, in the Contractor or this Agreement; and the Contractor shall take appropriate steps to assure compliance.

- c. Contractor and Employees. The Contractor warrants and represents that it has no conflict of interest associated with the TxCDBG award between TDA and the County or this Agreement. The Contractor further warrants and represents that it shall not acquire an interest, direct or indirect, in any geographic area that may benefit from the TxCDBG award between TDA and the County or in any business, entity, organization or person that may benefit from the award. The Contractor further agrees that it will not employ an individual with a conflict of interest as described herein.
13. Debarment and Suspension (Executive Orders 12549 and 12689). The Contractor certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235). The term “principal” for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Contractor. The Contractor understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, “Debarment and Suspension.”

#### **Federal Civil Rights Compliance.**

14. Equal Opportunity Clause (applicable to contracts and subcontracts over \$10,000).

During the performance of this contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c. The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee’s essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor’s legal duty to furnish information.

- d. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - e. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
  - f. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
  - g. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
  - h. The Contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
15. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
16. Section 109 of the Housing and Community Development Act of 1974. The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
17. Section 504 Rehabilitation Act of 1973, as amended. The Contractor agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.
18. Age Discrimination Act of 1975. The Contractor shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

*[If this Contract is greater than \$100,000, include the following Section 3 language:]*

19. Economic Opportunities for Section 3 Residents and Section 3 Business Concerns.

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The Contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
*Deborah L. Clark, Purchasing Agent*

1149 Pearl Street, 1<sup>st</sup> Floor, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

**September 26, 2016**

**Request for Statements of Qualification (RFQ 16-033/JW)  
 Engineering Services for Community Development Block Grant Program Phase V**

Dear Vendors:

The County of Jefferson, Texas has received funding for a Texas Community Development Block Grant from Texas Department of Agriculture Office of Rural Affairs (TDA) for sewer improvements. Qualified firms or individuals are invited to submit a statement of qualifications in accordance with the attached document, (RFQ 16-033/JW), Engineering Services Community Development Block Grant Program Phase V. Jefferson County is requesting statements of qualifications from qualified firms that are registered to practice in the State of Texas to carry out the approved activities.

All interested individuals and firms shall obtain a "Request for Qualifications" packet from the Jefferson County Purchasing web site at <http://co.jefferson.tx.us/Purchasing/main.htm>.

All responses shall be submitted with an original and four (4) hard copies, to the Jefferson County Purchasing Agent, 1149 Pearl Street, 1<sup>st</sup> Floor, Beaumont, Texas 77701, no later than 11:00 am CDT, October 18, 2016. Responses will be publicly opened and the names of responding firms will be read aloud in the Jefferson County Commissioners' Courtroom at the time and date below.

**All responses shall be submitted to the Jefferson County Purchasing Agent in a sealed envelope marked:**

<b>Request NAME:</b>	<b>Engineering Services for Community Development Block Grant Program Phase V</b>
<b>Request NO:</b>	<b>RFQ 16-033/JW</b>
<b>DUE DATE/TIME:</b>	<b>11:00 am CDT, Tuesday, October 18, 2016</b>
<b>MAIL OR DELIVER TO:</b>	<b>Jefferson County Purchasing Department 1149 Pearl Street, 1<sup>st</sup> Floor Beaumont, Texas 77701</b>

Jefferson County reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals. Individuals requiring special accommodations are requested to contact our office at 409-835-8593 to make arrangements no later than seven (7) calendar days prior to the submittal deadline. Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of Jefferson County.

Any questions relating to these requirements should be directed to Jamey West, Assistant Purchasing Agent at 409-835-8593 or [jwest@co.jefferson.tx.us](mailto:jwest@co.jefferson.tx.us).

Sincerely,

Deborah L. Clark, Purchasing Agent  
 Jefferson County, Texas

Publish: Beaumont Enterprise & Port Arthur News – September 28<sup>th</sup> & October 5, 2016

# Request for Statements of Qualification (RFQ 16-033/JW)

## Engineering Services for Community Development Block Grant Program Phase V

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Jefferson County, Texas is seeking to enter into an engineering services contract with a state-registered engineer for the Community Development Block Grant Program Phase V. The following outlines this request for statements of qualification.

### 1. Scope of Work

The engineering contract will encompass all project-related engineering services to the County, including but not limited to the following:

- Preliminary and Final Design Plans and Specifications
- Preparation of the Bid Packets
- Conduct all Field Testing and Inspections (Interim and Final)
- Other Special Services to Accomplish Sewer Improvements as described within this RFQ

Please specify actual tasks to be performed under each of these categories. The project will involve sewer improvements, as described in the below project description:

#### Cheek Community/Shady Lane Road Sewer Improvements

Residents in the unincorporated community of Cheek, located in Jefferson County, do not have access to public sewer service and rely upon failing septic systems, resulting in a threat to public health. Additionally, residents in an unincorporated area of Jefferson County on Shady Lane Road, do not have access to public sewer service and rely upon failing septic systems, resulting in a threat to public health.

The Contractor certifies that activity(ies) carried out under this contract will meet the National Objective of benefitting low and moderate income (LMI) persons with at least 51% of the beneficiaries qualifying as LMI.

#### Rehabilitation: Single Unit Sewer Service

Contractor shall provide first-time sewer access to residents in the unincorporated community of Cheek. Contractor shall install twelve (12) grinder pumps, twelve (12) sewer yard service lines, mitigate all existing septic systems, and all associated appurtenances. TxCDBG funds shall not fund a yard service line on private property to a household that does not qualify as LMI. Residents will be serviced by the West Jefferson County Municipal Water District. Construction shall take place on Brooks Road, Faith Road, Landry Lane, Boyt Road, Phillips Street, Lawhon Road, Moonglow Road, Martel Street.

These activities shall benefit twenty-seven (27) persons, of which twenty-seven (27) or one hundred percent (100%) are of low-to-moderate income.

#### Sewer Improvements

Contractor shall provide first-time sewer access to residents on Shady Lane. Contract shall install approximately four thousand five hundred ninety-five linear feet (4,595 lf) of three-inch (3") to four-inch (4") force main, boring, manholes, pavement repair, and all associated appurtenances. Residents will be served by the West Jefferson County Municipal Water District. Construction shall take place on Shady Lane Road, from East Lane and Main Lane.

These activities shall benefit sixty-eight (68) persons, of which fifty-seven (57) or eighty-four percent (84%) are of low-to-moderate income.

Rehabilitation: Single-Unit Sewer

Contractor shall provide first-time sewer access to residents on Shady Lane. Contractor shall install six (6) grinder pumps, six (6) sewer yard service lines, mitigate all existing septic systems, and all associated appurtenances. TxCDBG funds shall not fund a yard service line on private property to a household that does not qualify as LMI. Residents shall be served by the West Jefferson County Municipal Water District. Construction shall take place on Shady Lane.

These activities shall benefit fifteen (15) persons, of which fifteen (15) or one-hundred percent (100 %) are of low-to-moderate income.

Total budget: \$302,500.00

## 2. Statement of Qualifications

The County is seeking to contract with a competent engineering firm registered to practice in the State of Texas that has had experience in the following areas:

- Municipal construction including but not limited to waterworks, projects;
- Registered and in good standing as a professional engineer per the Texas Engineering Practice Act
- Federally-funded construction projects; and
- Projects located in this general region of the state

As such, please provide within your proposal a list of past client local governments, as well as resumes of all engineers who will or may be assigned to this project if you receive the engineering services contract award.

Also, please provide a copy of your current certificate of insurance meeting the requirements as stated in Section 6 and Section 7 (Pages 5-7).

## 3. Evaluation Criteria

The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	25
Capacity to Perform	<u>15</u>
<b>Total</b>	<b>100</b>

For this RFQ, Respondent's qualifications will be evaluated and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.

- For costs of architectural/engineering (A/E) professional services that will exceed \$50,000, negotiations, including profit as a percentage of the price of the contract, must occur after the initial selection of the engineer or architect as price cannot be used as a selection factor. (See 2 CFR 200.320(d)(5) and Texas Government Code § 2254.004) Upon the initial selection of the Respondent based on its demonstrated competence and qualifications to perform such services, the Respondent must disclose and certify the percentage of profit as a separate element of the price of the contract during its negotiations with the Grant Recipient to determine fair and reasonable compensation.

#### 4. Deadline for Submission

Statements of Qualification must be received no later than 11:00 am CDT, Tuesday, October 18, 2016.

Responses are to be sealed and addressed to the Purchasing Agent with the RFQ number and title included on the outside of the envelope or box.

One original and four (4) hard copies, of the qualifications statements shall be mailed or delivered to:

Jefferson County Purchasing Department  
 1149 Pearl Street, 1<sup>st</sup> Floor  
 Beaumont, TX 77701  
 Attention: Deborah L. Clark, Jefferson County Purchasing Agent

Jefferson County will not accept any submissions received after the stated time and date, and shall return such submissions unopened to the Offeror.

Jefferson County will not accept any responsibility for submissions being delivered by third party carriers.

Responses will be opened publicly in a manner to avoid public disclosure of contents/however only the names of Offerors will be read aloud.

Courthouse Security: Respondents are advised that all visitors to the Courthouse must pass through Security. Bidders planning to hand deliver bids must allow time to get through Security, as a delay in entering the Courthouse will not be accepted as an excuse for late submittal. Mondays and Tuesdays are particularly heavy days. Bidders are strongly urged to plan accordingly.

#### **County Holidays – 2016:**

January 1	Friday	New Year's Day
January 18	Monday	Martin Luther King, Jr. Day
February 15	Monday	President's Day
March 25	Friday	Good Friday
May 30	Monday	Memorial Day
July 4	Monday	Independence Day
September 5	Monday	Labor Day
November 11	Friday	Veterans Day
November 24 & 25	Thursday & Friday	Thanksgiving
December 23 & 26	Friday & Monday	Christmas

#### **Submissions During Time of Inclement Weather, Disaster, or Emergency**

In case of inclement weather or any other unforeseen event causing the County to close for business on the date of a bid/proposal/statement of qualifications submission deadline, the bid closing will automatically be postponed until the next business day that County offices are open to the public. Should inclement weather conditions or any other unforeseen event cause delays in courier service operations, the County may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the county of their interest in the project should these conditions impact their ability to submit a bid/proposal/statement of qualifications submission before the stated deadline. The County reserves the right to make the final judgement call to extend any deadline.

Should an emergency or unanticipated event interrupt normal County processes, and bid/proposal/statement of qualifications submissions cannot be received by the Jefferson County Purchasing Department's office by the exact time specified in the IFB and urgent County requirements preclude amendment to the IFB, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first business day on which normal County processes resume.

## **5. Laws and Regulations**

The Engineering Firm awarded services under this RFQ must comply with all laws, ordinances, and rules and regulations which govern the work specified in this contract.

## 6. Insurance Requirements

The contractor (including any and all subcontractors as defined in Section 7.1.3 below) shall, at all times during the term of this contract, maintain insurance coverages with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability.

All policies of insurance shall waive all rights of subrogation against the County, its officers, employees and agents.

**Contractor shall furnish Jefferson County with Certificate of Insurance naming Jefferson County as additional insured.**

Contractor must furnish a Certificates of Insurance showing the following **minimum coverage** by insurance company(s) acceptable to the Jefferson County Purchasing Department.

TYPE OF INSURANCE	MINIMUM INSURANCE COVERAGE
<b>30-day written notice of cancellation, non-renewal, material change or termination required on all certificates</b>	<b>Bodily Injury and Property Damage</b> Per Occurrence Aggregate
COMMERCIAL GENERAL LIABILITY including:  1. Premises - Operations 2. Products/ Completed Operations 3. Contractual Liability 4. Independent Contractors 5. Broad Form Property Damage 6. Personal Injury 7. Advertising Injury 8. Pollution (where applicable) 9. Fire Legal Liability 10. Medical Payments Coverage	<u>\$1,000,000 COMBINED SINGLE LIMIT</u>
AUTOMOBILE LIABILITY----OWNED, NON-OWNED, HIRED, BORROWED OR RENTED	<u>\$1,000,000 COMBINED SINGLE LIMIT</u>
WORKERS COMPENSATION INSURANCE	<u>WHICH COMPLIES WITH THE TEXAS WORKER'S COMPENSATION ACT</u>
EMPLOYERS LIABILITY INSURANCE	\$ 500,000
PROPERTY INSURANCE COVERAGE	<u>Each Contractor is responsible for insuring their own property and all interest in that property</u>
PROFESSIONAL LIABILITY--- ERRORS & OMISSIONS COVERAGE (Where Applicable)	<u>\$1,000,000 PER OCCURRENCE</u> <u>\$2,000,000 POLICY AGGREGATE</u>  <b>If coverage is written on a Claims-Made Basis, the Retro-Active Date must be prior to the Contract Date; and must extended for a minimum of two years following the completion of the contract.</b>

In the event of accidents of any kind, the Contractor must furnish the Jefferson County Purchasing Department with copies of all reports of any accident immediately, but no more than five (5) days of the accident.

## II. ADDITIONAL REQUIREMENTS

- A. The Contractor must obtain worker's compensation coverage through a licensed insurance company obtained in accordance with Texas law. The contract for coverage must be written on a policy and with endorsements approved by the Texas Department of Insurance. The coverage provided must be in an amount sufficient to assure that all workers' compensation obligations incurred by the Contractor will be promptly met.
- B. Certificate of Insurance:
- \* The **County of Jefferson** must be named as an **additional insured** on the liability coverage and a **blanket waiver of subrogation** is required on all applicable Policies – **applicable endorsements MUST accompany the Certificate of Insurance.**
  - \* At a minimum, the carrier must be rated by A.M. Best with an A-VII or better.

### Section 7. Workers' Compensation Insurance

#### 7.1 Definitions:

- 7.1.1 **Certificate of coverage ("Certificate")** – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement, DWC-81, DWC-82, DWC-83, or DWC-84 showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.
- 7.1.2 **Duration of the project** – Includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.
- 7.1.3 **Persons providing services on the project ("subcontractor") in article 406.096** – Includes all persons or entities performing all or part of the services under the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractor, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" includes, without limitation, providing, hauling or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.
- 7.2 The Contractor shall provide coverage, based on proper reporting of classification code and payroll amounts and filing any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.
- 7.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract – refer to Section 6 above.
- 7.4 If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.
- 7.5 The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- 7.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
- 7.5.2 No later than seven (7) days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.
- 7.6 The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.

- 7.7 The Contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- 7.8 The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Department of Workers' Compensation, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- 7.9 The Contractor shall contractually require each person with whom it contracts to provide services on a project to:
- 7.9.1 Provide coverage, based on reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all its employees providing services on the project, for the duration of the project.
  - 7.9.2 Provide to the Contractor, prior to that person beginning work on the project a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project.
  - 7.9.3 Provide the Contractor, prior to the end of coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
  - 7.9.4 Obtain from each person with whom it contracts, and provide to the Contractor:
    - 7.9.4.1 A certificate of coverage, prior to the other person beginning work on the project; and
    - 7.9.4.2 the coverage period, if the coverage period shown on the current certificate of a new certificate of coverage showing extension of coverage, prior to the end of coverage ends during the duration of the project.
  - 7.9.5 Retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter.
  - 7.9.6 Notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
  - 7.9.7 Contractually require each person with whom it contracts to perform as required by paragraphs 7.1 – 7.7., with the certificates of coverage to be provided to the person for whom they are providing services.
- 7.10 By signing this contract or providing or causing to be provided a certificate of coverage, the Contractor is representing to the governmental entity that all employees of the contractor who will provide services of the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
- 7.11 The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor which entitles the governmental entity to declare the contract void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

## **Section 8. Additional Information**

Respondents shall provide a listing of all current litigation(s), outstanding judgements and liens affecting the firm.

## Section 9. Terms and Conditions

1. Jefferson County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
2. Any agreement or contract resulting from this RFQ shall be on forms approved by Jefferson County and shall contain, at minimum, applicable provisions of this document. Jefferson County reserves the right to reject any agreement that does not conform to this document and any County requirements and contracts.
3. The Engineering Firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
4. No reports, information, or data given to or prepared by the Engineering Firm under contract shall be made available to any individual or organization by the Engineering Firm without the prior written approval of the County.

### 5. Vendor Registration: SAM (System for Award Management).

Vendors doing business with Jefferson County are **required** to be registered with The System for Award Management (SAM), with an "active" status. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site.

Entities may register at no cost directly from the SAM website at: <https://www.sam.gov>

**Respondents are strongly encouraged to review their firm's SAM (System for Award Management) status prior to Qualifications Submission.**

### 6. Awarded Vendor(s): Submission of FORM 1295 (Texas Ethics Commission)

As of January 1, 2016, per House Bill 1295, the Texas Ethics Commission (TEC) requires **all awarded vendors** to complete a Certificate of Interested Parties (FORM 1295) at time of notification of award. **Awarded Vendors** (for contracts under this RFQ) must visit the TEC website link below, enter the required information on Form 1295, and print a copy of the completed form. The form will include a certification of filing that will contain a unique certification number.

**At the time of award, the Jefferson County Purchasing Department will submit a request to the Awarded Vendor (for a contract under this RFQ) to both:**

1. Submit FORM 1295 online via the Texas Ethics Commission website link below.
2. Submit a printed copy of FORM 1295, signed by an Authorized Agent of the Awarded Vendor and notarized to the Jefferson County Purchasing Department.

**FORM 1295, Completion Instructions, and Login Instructions are available via the Texas Ethics Commission Website** at: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

### 7. Minority-Women Business Enterprise Participation

It is the desire of Jefferson County to increase the participation of Minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the County does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

## Vendor References

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Please list at least three (3) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.

***THIS FORM MUST BE RETURNED WITH YOUR BID.***

<b>REFERENCE ONE</b>
----------------------

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

<b>REFERENCE TWO</b>
----------------------

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

<b>REFERENCE THREE</b>
------------------------

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

**Respondent Shall Return Completed Form with Offer.**

## Signature Page

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By submitting a response to this solicitation, the undersigned certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal/qualifications submission and time of award, the undersigned will notify the Jefferson County Purchasing Agent. Failure to do so may result in terminating a contract for default.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the bidder nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to bid or not to bid thereon.

Firm (Entity Name)	Signature
Street & Mailing Address	Print Name
City, State & Zip	Date Signed
Telephone Number	Fax Number
E-mail Address	

**Respondent Shall Return Completed Form with Offer.**

## Respondent's Certification

---

I have carefully examined the Request for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Qualifications.

I hereby propose to furnish the goods or services specified in the Request for Qualifications. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service: no officer, employee or agent of Jefferson County or any other Respondent is interested in said proposal: and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
NAME OF BUSINESS

BY:

Sworn to and subscribed before me  
this \_\_\_\_\_ day of  
\_\_\_\_\_, 2016

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME & TITLE, TYPED OR PRINTED

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
MAILING ADDRESS

State of \_\_\_\_\_

\_\_\_\_\_  
CITY, STATE, ZIP CODE

My Commission Expires: \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
TELEPHONE NUMBER

**Respondent Shall Return Completed Form with Offer.**

# Sample Contract

## ENGINEERING SERVICES

### PART I

#### AGREEMENT

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, by and between the COUNTY OF \_\_\_\_\_, hereinafter called the "County", acting herein by \_\_\_\_\_ hereunto duly authorized, and \_\_\_\_\_ hereinafter called "Firm," acting herein by \_\_\_\_\_.

#### WITNESSETH THAT:

WHEREAS, the County of Jefferson desires to implement Phase V Sewer Improvements under the general direction of the Texas Community Development Block Grant (hereinafter called "TxCDBG") Program of the Texas Department of Agriculture (TDA); and Whereas the County desires to engage \_\_\_\_\_ to render certain engineering services in connection with the TxCDBG Project, Contract Number \_\_\_\_\_.

NOW THEREFORE, the parties do mutually agree as follows:

1. Definitions:

Throughout this document:

- a. "Agreement" refers to this contract between the County and the Firm to assist with the [administration, construction, and engineering] of all or any portion of a community development block grant from the Texas Department of Agriculture.
- b. "Firm" refers to the professional services provider engaged to assist the County with the [administration, construction, and engineering] of all or a portion of a community development block grant from the Texas Department of Agriculture.
- c. "Parties" refer to the Firm and the County.

2. Scope of Services

The Firm will perform the services set out in Part II, Scope of Services.

3. Time of Performance - The services of the Firm shall commence on \_\_\_\_\_. In any event, all of the services required and performed hereunder shall be completed no later than \_\_\_\_\_.

4. Local Program Liaison - For purposes of this Agreement, the [*Jefferson Count Representative*] or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Firm. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

5. Access to Information – The Comptroller General of the United States, the County, the Texas Department of Agriculture, and the Texas State Auditor's Office, the U.S. Department of Housing and Urban Development (HUD), or any successor agency or representative, shall have access to any books, documents, papers and records relating to the Firm's agreement with the County or the administration, construction, engineering or implementation of the TxCDBG award between TDA and County.

6. Compensation and Method of Payment - The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$ \_\_\_\_\_. Payment to the Firm shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Agreement.

7. Compensation and Method of Payment - The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$\_\_\_\_\_. Payment to the Firm shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Agreement.

8. Indemnification – The Firm shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the County and its agency members from and against any and all claims, costs, suits, and damages, including attorney’s fees, arising out of the Firm’s performance or nonperformance of the activities, services or subject matter called for in this Agreement, and shall assume full responsibility for payments of Federal, State and local taxes on contributions imposed or required under the Social Security, worker's compensation and income tax laws.

8. Miscellaneous Provisions

- a. This Agreement shall be construed under and accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Jefferson County, Texas.
- b. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
- c. In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
- e. This Agreement may be amended by mutual agreement of the parties hereto and a writing to be attached to an incorporated into this Agreement.

9. Extent of Agreement

This Agreement, which includes Parts I-V, [*and if applicable*, including the following exhibits/attachments: \_] represents the entire and integrated agreement between the County and the Firm and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by authorized representatives of both County and the Firm.

IN WITNESSETH WHEREOF, the parties have executed this Agreement by causing the same to be signed on the day and year first above written.

BY: \_\_\_\_\_  
 Jeff R. Branick  
 \_\_\_\_\_  
 (Printed Name)  
 \_\_\_\_\_  
 Jefferson County Judge

BY: \_\_\_\_\_  
 (Firm/Contractor’s Authorized Representative)  
 \_\_\_\_\_  
 (Printed Name)  
 \_\_\_\_\_  
 (Title)

## PART II

### SCOPE OF SERVICES

The Firm shall render the following professional services necessary for the development of the project: (*Choose appropriate contracted services*)

#### SCOPE OF SERVICES

1. Attend preliminary conferences with the County regarding the requirements of the project.
2. Determine necessity for acquisition of any additional real property/easements/right-of-ways (ROWS) for the TxCDBG project and, if applicable, furnish to the County:
  - a. Name and address of property owners;
  - b. Legal description of parcels to be acquired; and
  - c. Map showing entire tract with designation of part to be acquired.
3. Make any necessary surveys of existing rights-of-way, topography, utilities, or other field data required for proper design of the project. Provide consultation and advice as to the necessity of the County providing or obtaining other services such as auger borings, core borings, soil tests, or other subsurface explorations; laboratory testing and inspecting of samples or materials; other special consultations. The Firm will review any tests required and act as the County's representative in connection with any such services.
4. Prepare railroad/highway permits.
5. Prepare a preliminary engineering study and report on the project in sufficient detail to indicate clearly the problems involved and the alternate solutions available to the County, to include preliminary layouts, sketches and cost estimates for the project, and to set forth clearly the Firm's recommendations; to be completed within \_\_\_\_\_ days of execution of this Agreement.
6. Furnish the County copies of the preliminary report, if applicable (additional copies will be furnished to the County at direct cost of reproduction).
7. Furnish the County a written monthly status report at least seven (7) days prior to the regularly scheduled council/commissioner's court meeting until the project is closed by TDA. The format for this report is attached to this Agreement as Exhibit 1.
8. Submit detailed drawings and plans/specifications to appropriate regulatory agency(ies) and obtain clearance.
9. Prepare bid packet/contract documents/advertisement for bids. At the time the bid packet is completed, the Firm shall also furnish to the County an updated written Estimate of Probable Costs for the Project.
10. Make 10-day call to confirm prevailing wage decision.
11. Incorporate any and all wage rate modifications or supersedes via bid addendum (if applicable).
12. Conduct bid opening and prepare minutes.
13. Tabulate, analyze, and review bids for completeness and accuracy.
14. Accomplish construction contractor's eligibility verification through [www.SAM.gov](http://www.SAM.gov).
15. Conduct pre-construction conference and prepare copy of report/minutes.
16. Issue Notice to Proceed to construction contractor.
17. Provide in all proposed construction contracts deductive alternatives where feasible, so that should the lowest responsive base bid for construction exceed the funds available, deductive alternatives can be taken to reduce the bid price.
18. Design for access by persons with disabilities for those facilities to be used by the public in accordance with Public Law 504.

19. Use TDA-approved forms for instructions to bidders, general conditions, contract, bid bond, performance bond, and payment bond.
20. Make periodic visits, no less than every 30 days during the construction period, to the site to observe the progress and quality of the work, and to determine, in general, if the work is proceeding in accordance with the Agreement.
21. Consult with and advise the County during construction; issue to contractors all instructions requested by the County; and prepare routine change orders if required, at no charge for engineering services to the County when the change order is required to correct errors or omissions by the Firm; provide price analysis for change orders; process change orders approved by County and the Firm and submit to TDA for approval prior to execution with the construction contractor.
22. Review shop and working drawings furnished by contractors for compliance with design concept and with information given in contract documents (contractors will be responsible for dimensions to be confirmed and correlated at job site).
23. Resolve all payment requests within 14 days of receipt of signed pay request from the construction contractor.
24. Based on the Firm's on-site observations and review of the contractor's applications for payment, determine the amount owed to the contractor in such amounts; such approvals of payment to constitute a representation to the County, based on such observations and review, that the work has progressed to the point indicated and that the quality of work is in accordance with the plans, specifications and contract documents.
25. Recommend that a 10% retainage is withheld from all payments on construction contracts until final acceptance by the County and approval by TDA, unless State or local law provides otherwise.
26. Prepare Certificate of Construction Completion and Clean Lien Certificate. A Clean Lien Certificate may be prepared for each of the Prime Contractor(s) and each of the subcontractor(s).
27. Conduct interim/final inspections.
28. Revise contract drawings to show the work as actually constructed, and furnish the County with a set of "record drawings" plans.
29. The Firm will provide a copy of the final project record drawing(s) engineering schematic(s), as constructed using funds under this contract. These maps shall be provided in digital format containing the source map data (original vector data) and the graphic data in files on machine readable media, such as compact disc (CD), which are compatible with computer systems owned or readily available to the owner. The digital copy provided shall not include a digital representation of the engineer's seal but the accompanying documentation from the Firm shall include a signed statement of when the map was authorized, that the digital map is a true representation of the original sealed document, and that a printed version with the seal has been provided to the County. In addition, complete documentation as to the content and layout of the data files and the name of the software package(s) used to generate the data and maps shall be provided to the owner in written form.

#### SUBCONTRACTS

1. No work under this Agreement shall be subcontracted by the Firm without prior approval, in writing, from the County.
2. The Firm shall, prior to proceeding with the work, notify the County in writing of the name of any subcontractors proposed for the work, including the extent and character of the work to be done by each.
3. If any time during progress of the work, the County determines that any subcontractor is incompetent or undesirable, the County will notify the Firm who shall take reasonable and immediate steps to satisfactorily cure the problem, substitute performance, or cancel such subcontract. Subletting by subcontractors shall be subject to the same regulations. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the County.

4. The Firm will include in all contracts and subcontracts in excess of \$150,000 a provision which requires compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). The provisions shall require reporting of violations to TDA and to the Regional Office of the Environmental Protection Agency (EPA).
5. The Firm will include in all contracts and subcontracts in excess of \$150,000 provisions or conditions which will allow for administrative, contractual or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
6. The Firm will include in all contracts and subcontracts in excess of \$10,000 provisions addressing termination for cause and for convenience by the County including the manner by which it will be effected and the basis for settlement..
7. The Firm will include in all contracts and subcontracts provisions requiring compliance with the following, if applicable:
  - a. Prime construction contracts in excess of \$2,000, compliance with the Davis-Bacon Act, as amended (40 U.S.C.3141-3144, 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5);
  - b. Prime construction contracts in excess of \$2,000, compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3)
  - c. Contracts greater than \$10,000, the inclusion of the Equal Opportunity clause provided under 41 CFR 60-1.4(b) (Executive Order 11246);
  - d. Section 3 of the Housing and Urban Development Act of 1968;
  - e. Contracts exceeding \$100,000, compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352);
  - f. For contracts in excess of \$100,000 that involve the employment of mechanics or laborers, compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708), including work week requirements and safety conditions for workers, as supplemented by Department of Labor regulations (29 CFR Part 5); and
  - g. For procurement of recovered materials where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000, compliance with 2 CFR 200.322 and section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, which requires procuring only items designated in guidelines of the EPA at 40 CFR part 247 that contain the highest percentage of recovered materials practicable.
8. The Firm will include in all negotiated contracts and subcontracts a provision which indicates that funds will not be awarded under this contract to any party which is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 and 2 CFR Part 2424. A certification shall be provided and received from each proposed subcontractor under this contract and its principals.
9. The Firm will include in all negotiated contracts and subcontracts a provision to the effect that the County, TDA, the Texas Comptroller of Public Accounts, the Comptroller General of the United States, the U.S. Department of Housing and Urban Development (HUD), or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.
10. The Firm will include in all contracts and subcontracts a requirement that the contractor maintain all relevant project records for three (3) years after the County has made final payment to the contractor and all other pending matters are closed.

#### STANDARD OF PERFORMANCE AND DEFICIENCIES

1. All services of the Firm and its independent professional associates, consultants and subcontractors will be performed in a professional, reasonable and prudent manner in accordance with generally accepted professional practice. The Firm represents that it has the required skills and capacity to perform work and services to be provided under this Agreement.
2. The Firm represents that services provided under this Agreement shall be performed within the limits prescribed by the County in a manner consistent with that level of care and skill ordinarily exercised by other professional consultants under similar circumstances.
3. Any deficiency in Firm's work and services performed under this contract shall be subject to the provisions of applicable state and federal law. Any deficiency discovered shall be corrected upon notice from County and at the Firm's expense if the deficiency is due to Firm's negligence. The County shall notify the Firm in writing of any such deficiency and provide an opportunity for mutual investigation and resolution of the problem prior to pursuit of any judicial remedy. In any case, this provision shall in no way limit the judicial remedies available to the County under applicable state or federal law.
4. The Firm agrees to and shall hold harmless the County, its officers, employees, and agents from all claims and liability of whatsoever kind or character due to or arising solely out of the negligent acts or omissions of the Firm, its officers, agents, employees, subcontractors, and others acting for or under the direction of the Firm doing the work herein contracted for or by or in consequence of any negligence in the performance of this Agreement, or by or on account of any omission in the performance of this Agreement.

**PART III  
PAYMENT SCHEDULE**

County shall reimburse the Firm for professional services provided upon completion of the following project milestones per the following percentages of the maximum contract amount:

Milestone	% of Contract Fee
• Approval of Preliminary Engineering Plans and Specifications by County.	20%
• Approval of Plans and Specifications by Regulatory Agency(ies).	30%
• Completion of bid advertisement and contract award.	20%
• Completion of construction staking.	10%
• Completion of Final Closeout Assessment and submittal of “As Builts” to County.	10%
• Completion of final inspection and acceptance by the County.	10%
<b>Total</b>	<b>100%</b>

**NOTE:** Percentages of payment listed here are general guidelines based on engineering services typically provided. These are negotiable, and should serve only as a guide. Payment schedule should be tied directly to the actual Scope of Work identified in Part II - Scope of Services.

**SPECIAL SERVICES**

Special Services shall be reimbursed under the following hourly rate schedule: (List all applicable services to include overhead charge).

Registered Surveyor	\$ _____
Survey Crew (3 members)	\$ _____
Project Engineer	\$ _____
Engineering Technician	\$ _____
Project Representative	\$ _____
Draftsman	\$ _____

The fee for all other Special Services shall not exceed a total of \_\_\_\_\_ and No/100 Dollars (\$ \_\_\_\_\_). The payment for these Special Services shall be paid as a lump sum, per the following schedule:

1. The Firm shall be paid upon completion of surveying, necessary field data, and acquisition data, if applicable, the sum of \_\_\_\_\_ and No/100 Dollars (\$ \_\_\_\_\_).
2. The Firm shall be reimbursed the actual costs of necessary testing based on itemized billing statements from the independent testing laboratory, plus a \_\_\_\_\_ percent (\_\_\_\_%) overhead charge. All fees for testing shall not exceed a total of \_\_\_\_\_ and No/100 Dollars (\$ \_\_\_\_\_).
3. The payment requests shall be prepared by the Firm and be accompanied by such supporting data to substantiate the amounts requested.
4. Any work performed by the Firm prior to the execution of this Agreement is at the Firm’s sole risk and expense.

**PART IV**  
**TERMS AND CONDITIONS**

1. Termination of Agreement for Cause. If the Firm fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Firm violates any of the covenants, conditions, agreements, or stipulations of this Agreement, the County shall have the right to terminate this Agreement by giving written notice to the Firm of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Firm pursuant to this Agreement shall, at the option of the County, be turned over to the County and become the property of the County. In the event of termination for cause, the Firm shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

Notwithstanding the above, the Firm shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Agreement by the Firm, and the County may set-off the damages it incurred as a result of the Firm's breach of the contract from any amounts it might otherwise owe the Firm.

2. Termination for Convenience of the County. The County may terminate this Agreement at any time by giving at least ten (10) days' notice in writing to the Firm. If this Agreement is terminated for convenience, the County will pay the Firm for actual services rendered up to the termination date, based on the charges for time, labor, expenses and other items specified in the Agreement.
3. Changes. The County may, from time to time, request changes in the services the Firm will perform under this Agreement. Such changes, including any increase or decrease in the amount of the Firm's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Agreement.
4. Resolution of Program Non-Compliance and Disallowed Costs. In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Amendment and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. *[This section may also provide for the qualifications of the mediator(s), the locale of meetings, time limits, or any other item of concern to the parties.]* If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.

5. Personnel.
  - a. The Firm represents that he/she/it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the County.
  - b. All of the services required hereunder will be performed by the Firm or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
  - c. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the County. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.
  
6. Assignability. The Firm shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the County thereto; Provided, however, that claims for money by the Firm from the County under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the County.
  
7. Reports and Information. The Firm, at such times and in such forms as the County may require, shall furnish the County such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.
  
8. Records and Audits. The Firm shall insure that the County maintains fiscal records and supporting documentation for all expenditures of funds made under this contract in a manner that conforms to 2 CFR 200.300-.309, 24 CFR 570.490, and this Agreement. Such records must include data on the racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the funds provided under this Agreement. The Firm and the County shall retain such records, and any supporting documentation, for the greater of three years from closeout of the Agreement or the period required by other applicable laws and regulations.
  
9. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Firm under this contract are confidential and the Firm agrees that they shall not be made available to any individual or organization without the prior written approval of the County.
  
10. Copyright. No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Firm.
  
11. Compliance with Local Laws. The Firm shall comply with all applicable laws, ordinances and codes of the State and local governments, and the Firm shall save the County harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
  
12. Conflicts of interest.
  - a. Governing Body. No member of the governing body of the County and no other officer, employee, or agent of the County, who exercises any functions or responsibilities in connection with administration, construction, engineering, or implementation of TxCDBG award between TDA and

the County, shall have any personal financial interest, direct or indirect, in the Firm or this Agreement; and the Firm shall take appropriate steps to assure compliance.

- b. Other Local Public Officials. No other public official, who exercises any functions or responsibilities in connection with the planning and carrying out of administration, construction, engineering or implementation of the TxCDBG award between TDA and the County, shall have any personal financial interest, direct or indirect, in the Firm or this Agreement; and the Firm shall take appropriate steps to assure compliance.
- d. The Firm and Employees. The Firm warrants and represents that it has no conflict of interest associated with the TxCDBG award between TDA and the County or this Agreement. The Firm further warrants and represents that it shall not acquire an interest, direct or indirect, in any geographic area that may benefit from the TxCDBG award between TDA and the County or in any business, entity, organization or person that may benefit from the award. The Firm further agrees that it will not employ an individual with a conflict of interest as described herein.

13. Debarment and Suspension (Executive Orders 12549 and 12689)

The Firm certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235). The term “principal” for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Firm. The Firm understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, “Debarment and Suspension.”

**Federal Civil Rights Compliance.**

14. Equal Opportunity Clause (applicable to contracts and subcontracts over \$10,000).

During the performance of this contract, the Firm agrees as follows:

- a. The Firm will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Firm will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Firm agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The Firm will, in all solicitations or advertisements for employees placed by or on behalf of the Firm, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c. The Firm will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other

- employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- d. The Firm will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Firm's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - e. The Firm will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
  - f. The Firm will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
  - g. In the event of the Firm's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Firm may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
  - h. The Firm will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Firm will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Firm becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Firm may request the United States to enter into such litigation to protect the interests of the United States.
15. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
  16. Section 109 of the Housing and Community Development Act of 1974. The Firm shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
  17. Section 504 of the Rehabilitation Act of 1973, as amended. The Firm agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be

subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.

18. Age Discrimination Act of 1975. The Firm shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
19. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) (if contract greater than or equal to \$100,000)  
The Firm certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining this contract. The Firm shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

*[If this Contract is greater than \$100,000, include the following Section 3 language:]*

20. Economic Opportunities for Section 3 Residents and Section 3 Business Concerns.
- a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this Agreement agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c. The Firm agrees to send to each labor organization or representative of workers with which the Firm has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Firm's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The Firm agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Firm will not subcontract with any subcontractor where the Firm has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- e. The Firm will certify that any vacant employment positions, including training positions, that are filled (1) after the Firm is selected but before the contract is executed, and (2) with persons other than those to

whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Firm's obligations under 24 CFR part 135.

f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.

g. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

SAMPLE

**PART V**  
**PROJECT TIME SCHEDULE**  
**ENGINEERING**  
**PROFESSIONAL SERVICES**

***INSERT YOUR OWN TIME SCHEDULE***

SAMPLE

Exhibit 1.

**MONTHLY STATUS REPORT**

Grant Recipient: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Grant No.: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Project Status:

\_\_\_\_\_  
\_\_\_\_\_

Date of Last Inspection: \_\_\_\_\_

Name of Inspector: \_\_\_\_\_

Inspection Description:

\_\_\_\_\_  
\_\_\_\_\_

Projected Date of Construction Completion: \_\_\_\_\_

Amount of Last Pay Request: \_\_\_\_\_

Date of Last Pay Request: \_\_\_\_\_

Status of Last Pay Request: \_\_\_\_\_

List of Subcontractors Onsite

Name	Date Cleared by Grant Administrator
------	-------------------------------------

_____	_____
_____	_____
_____	_____

*\*This report may be e-mailed or faxed to the Grant Recipient*



WORLDWIDE ENTERTAINMENT AND  
CONVENTION VENUE MANAGEMENT

**WES WESTLEY**  
President & CEO

P: 610.729.7901  
F: 610.729.1593  
wwestley@smgworld.com  
SMG  
300 Conshohocken State Road  
Ste 770  
West Conshohocken, PA 19428  
www.smgworld.com

September 22, 2016

Honorable Judge Branick and County Commissioners  
Jefferson County Courthouse  
1149 Pearl Street  
Beaumont, Texas 77701

Dear Honorable Judge Branick and County Commissioners:

Pursuant to Section 3.1 of the Management Agreement effective as of April 1, 2007, between Jefferson County and SMG, as amended, the County is to provide SMG notice of its intention to extend or terminate the agreement at least one-hundred eighty (180) days prior to the expiration of the term. Understanding the deadline for such notice is October 1, 2016, SMG agrees to extend the notice deadline to October 14, 2016, effectively reducing the notice period by fourteen (14) days.

Should you have any questions or concerns, please let us know.

Respectfully,

A handwritten signature in black ink that reads "Wes Westley". The signature is written in a cursive, slightly slanted style.

Wes Westley  
President & CEO





## DISPUTE RESOLUTION CENTER OF JEFFERSON COUNTY

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Jefferson County Courthouse-Annex 1 ♦ 215 Franklin, Ste 131A, Beaumont, TX 77701  
Phone: (409) 835-8747 ♦ Fax: (409) 784-5811 ♦ Website: [www.co.jefferson.tx.us](http://www.co.jefferson.tx.us)

Date: September 20, 2016  
To: Fran Lee, Auditor's Office  
Re: Request to Transfer Funds

Hi Fran,

The Dispute Resolution Center (DRC) is requesting \$600.00 be transferred from Account #120-2060-412.40-52 (Postage) to Account #120-2060-412.30-78 (Office Supplies) to purchase needed office supplies.

Please let me know if you have any questions. Thank you so much for your help with this.

Sincerely,

A handwritten signature in cursive script that reads "Kara Hawthorn". The signature is fluid and includes a large, decorative flourish at the end.

Kara Hawthorn  
Executive Director

**Jefferson County  
Veteran Service  
Office**

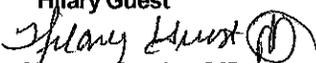
# Memo

**To:** Fran Lee  
**From:** Hilary Guest  
**CC:**  
**Date:** September 20, 2016  
**Re:** Budget Transfer

---

I am requesting to transfer \$ 460.00 from Extra Help (120-8096-419-10-05) to Travel (120-8096-419-50-62) to cover the remaining cost for the fiscal year.

Thank you,

Hilary Guest  
  
Veteran Service Officer

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**MEMORANDUM**

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**TO:** COMMISSIONERS COURT  
**FROM:** FRAN LEE  
**SUBJECT:** BUDGET TRANSFER  
**DATE:** SEPTEMBER 20, 2016

---

The following budget transfer for the Road & Bridge Pct. 4 is necessary to transfer the funding to Capital Projects for repairs due to a vendor delay.

114-0000-491-8006	Transfers Out – Capital		
	Projects	\$5,982	
114-0405-431-4018	Road Machinery		\$5,982

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**MEMORANDUM**

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**TO:** COMMISSIONERS COURT  
**FROM:** FRAN LEE  
**SUBJECT:** BUDGET TRANSFER  
**DATE:** SEPTEMBER 20, 2016

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The following budget transfer for the Service Center is necessary to transfer the funding to Capital Projects for motor pool vehicle. Vendor has experience a delay with stock.

120-0000-491-8006	Transfers Out – Capital	
	Projects	\$14,474
120-8095-417-6007	Capital – Automobiles & Trucks	\$14,474



## TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER  
H. L. Whitman, Jr.

September 2, 2016

The Honorable Jeff R. Branick  
Jefferson County  
1149 Pearl Street  
Beaumont, Texas 77701

**Subject: FFY 2017 – Title IV-E County Child Welfare Services Annual Review  
Contract Number 23939002**

Dear Judge Branick:

Texas Department of Family and Protective Services (DFPS) must comply with federal regulations by conducting an annual review of your Title IV-E contract, which includes the following contract actions.

- Identifying the budget to be used for the new contract period.
- Obtaining a current Form 4734 Federal Funding Accountability and Transparency Act (FFATA) Certification.

Attached are the documents required to be maintained.

- Budget Form 2030CWIVE
  - Please sign, date and return the Budget Form.
- Federal Funding Accountability and Transparency Act (FFATA) Certification Form 4734
  - Complete and return Form 4734.

Return the completed Form 2030CWIVE and Form 4734 to me by email at [julia.conner@dfps.state.tx.us](mailto:julia.conner@dfps.state.tx.us) or by fax at 512-276-3080. Keep the originals for your contract record.

If you have any questions regarding the proper completion of the enclosed documents, please contact me at 936-569-5335 or via email at the address above.

Sincerely,

  
Julia Conner, CTCM  
CPS Contracts Program Director

Enclosure(s): Budget for Title IV-E County Child Welfare Services (Form 2030CWIVE), Federal Funding Accountability and Transparency Act (FFATA) Certifications, (Form 4734)

**Budget for Title IV-E  
County Child Welfare Services Contract**

Summary			
		<b>County:</b>	<b>Jefferson</b>
		<b>Contract Number:</b>	<b>23939002</b>
		<b>Budget Effective Date:</b>	<b>10/1/2016-9/30/2017</b>
Cost Category	Estimated Total Expenses Allocable to Title IV-E	Total Anticipated Federal Reimbursement	Total Anticipated County Match
<b>A. Administration</b>			
A.1. Direct Materials and Supplies	\$6,000.00	\$891.12	\$5,108.88
A.2. Direct Other Costs	\$8,500.00	\$1,262.42	\$7,237.58
<b>Total Administration</b>	<b>\$14,500.00</b>	<b>\$2,153.54</b>	<b>\$12,346.46</b>
<b>B. Training</b>			
B.1. Title IV-E Training (75%)	\$0.00	\$0.00	\$0.00
<b>Total Training</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>C. Supplemental Foster Care Maintenance (SFCM)</b>			
<b>Total SFCM</b>	<b>\$173,500.00</b>	<b>\$97,472.30</b>	<b>\$76,027.70</b>
<b>Grand Total</b>	<b>\$188,000.00</b>	<b>\$99,625.84</b>	<b>\$88,374.16</b>
<p>*Estimated Federal Reimbursement for expenses based on Eligible Population Rate (EPR) during 3rd quarter of the preceding fiscal year:</p> <p>Actual reimbursement will be based on EPR in effect for the county during the month in which expenses were incurred.</p>			29.704%
<p>* Estimated Federal Reimbursement for Supplemental Foster Care Maintenance expenses based on Federal Medicaid Assistance Percentage (FMAP) rate in effect during preceding fiscal year:</p> <p>Actual reimbursement will be based on FMAP rate in effect at the time reimbursement is made to contractor.</p>			56.18%
<b><u>Contractor Certification</u></b>			
<p>_____ <i>Signature</i></p> <p>Jeff R. Branick, County Judge <i>Printed Name &amp; Title</i></p>		<p>_____ <i>Date</i></p>	

**Budget for Title IV-E  
County Child Welfare Services Contract**

<b>Administration</b>			
<b>A.1. Direct Materials and Supplies</b>			
		<b>County:</b>	<b>Jefferson</b>
		<b>Contract Number:</b>	<b>23939002</b>
		<b>Budget Effective Date:</b>	<b>10/1/2016-9/30/2017</b>
<b>Materials and Supplies (description)</b>	<b>Estimated Total Expense*</b>	<b>Anticipated Federal Reimbursement (estimated EPR x 50% FFP)</b>	<b>Anticipated County Match</b>
Recruitment materials and supplies	\$1,000.00	\$148.52	\$851.48
Overhead expenses	\$3,000.00	\$445.56	\$2,554.44
General office supplies	\$2,000.00	\$297.04	\$1,702.96
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
<b>Total Direct Materials and Supplies</b>	<b>\$6,000.00</b>	<b>\$891.12</b>	<b>\$5,108.88</b>

\* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.  
[http://www.dfps.state.tx.us/handbooks/Title\\_IVE\\_County/default.jsp](http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp)

**Budget for Title IV-E  
County Child Welfare Services Contract**

Administration			
A.2. Direct Other Costs			
		<b>County:</b>	<b>Jefferson</b>
		<b>Contract Number:</b>	<b>23939002</b>
		<b>Budget Effective Date:</b>	<b>10/1/2016-9/30/2017</b>
Other Costs (description)	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
Storage room rental	\$2,500.00	\$371.30	\$2,128.70
Citations	\$1,000.00	\$148.52	\$851.48
Birth certificates	\$2,000.00	\$297.04	\$1,702.96
Resource books and publications	\$2,000.00	\$297.04	\$1,702.96
Film & Photo Processing & Related Costs	\$1,000.00	\$148.52	\$851.48
<b>Total Direct Other Costs</b>	<b>\$8,500.00</b>	<b>\$1,262.42</b>	<b>\$7,237.58</b>

\* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.  
[http://www.dfps.state.tx.us/handbooks/Title\\_IVE\\_County/default.jsp](http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp)



**Budget for Title IV-E  
County Child Welfare Services Contract**

<b>C. Supplemental Foster Care Maintenance (SFCM)</b>			
		<b>County:</b>	<b>Jefferson</b>
		<b>Contract Number:</b>	<b>23939002</b>
		<b>Budget Effective Date:</b>	<b>10/1/2016-9/30/2017</b>
<b>Other Costs (description)</b>	<b>Estimated Total Expense*</b>	<b>Anticipated Federal Reimbursement (estimated FMAP)</b>	<b>Anticipated County Match</b>
Allowances	\$10,000.00	\$5,618.00	\$4,382.00
Clothing	\$120,000.00	\$67,416.00	\$52,584.00
Daycare	\$1,000.00	\$561.80	\$438.20
Gifts	\$30,000.00	\$16,854.00	\$13,146.00
Graduation Expenses	\$2,500.00	\$1,404.50	\$1,095.50
Personal Items	\$7,000.00	\$3,932.60	\$3,067.40
School Supplies	\$2,000.00	\$1,123.60	\$876.40
Reasonable Child Specific Travel	\$1,000.00	\$561.80	\$438.20
<b>Total Direct Other Costs</b>	<b>\$173,500.00</b>	<b>\$97,472.30</b>	<b>\$76,027.70</b>

\* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.  
[http://www.dfps.state.tx.us/handbooks/Title\\_IV-E\\_County/default.jsp](http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.jsp)

**Budget for Title IV-E  
County Child Welfare Services Contract**

Budget Narrative	
	<b>County:</b> <u>Jefferson</u>
	<b>Contract Number:</b> <u>23939002</u>
	<b>Budget Effective Date:</b> <u>10/1/2016-9/30/2017</u>
<b>A. Administration</b>	
<u>A.1. Direct Materials and Supplies</u>	
Includes supplies for recruitment of foster home; public/community awareness expenses related to recruitment of foster homes; office supplies for record keeping and DFPS files; and overhead expenses including, but not limited to, stationery, postage, and banking expenses.	
<u>A.2. Direct Other Costs</u>	
Includes citation by publication, costs of documentation to establish identity; resource books and publications for DFPS eligibility and guidelines; film for documentation and records of DFPS cases; and storage room rental to store supplies for Title IV-E events and children.	
<b>B. Training</b>	
<u>B.1. Title IV-E Training (75%)</u>	
None anticipated at this time.	
<b>C. Supplemental Foster Care Maintenance (SFCM)</b>	
Includes allowances, clothing, daycare, gifts, graduation expenses, personal items, school supplies, and reasonable travel provided for the child to visit parents, siblings, relatives, or other caretakers at home or other appropriate location.	



## TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER  
H. L. Whitman, Jr.

September 2, 2016

The Honorable Jeff R. Branick  
Jefferson County  
1149 Pearl Street  
Beaumont, Texas 77701

**Subject: FFY 2017 – Title IV-E County Legal Services Annual Review  
Contract Number 23939003**

Dear Judge Branick:

Texas Department of Family and Protective Services (DFPS) must comply with federal regulations by conducting an annual review of your Title IV-E contract, which includes the following contract actions.

- Identifying the budget to be used for the new contract period.
- Obtaining a current Form 4734 Federal Funding Accountability and Transparency Act (FFATA) Certification.

Attached are the documents required to be maintained.

- Budget Form 2030CLIVE
  - Please sign, date and return the Budget Form.
- Federal Funding Accountability and Transparency Act (FFATA) Certification Form 4734
  - Complete and return Form 4734.

Return the completed Form 2030CLIVE and Form 4734 to me by email at [julia.conner@dfps.state.tx.us](mailto:julia.conner@dfps.state.tx.us) or by fax at 512-276-3080. Keep the originals for your contract record.

If you have any questions regarding the proper completion of the enclosed documents, please contact me at 936-569-5335 or via email at the address above.

Sincerely,

Julia Conner, CTCM  
CPS Contracts Program Director

Enclosure(s): Budget for Title IV-E County Legal Services (Form 2030CLIVE), Federal Funding Accountability and Transparency Act (FFATA) Certifications, (Form 4734)

**Budget for Title IV-E  
County Legal Services Contract**

<b>Summary</b>			
		<b>County:</b>	<b>Jefferson</b>
		<b>Contract Number:</b>	<b>23939003</b>
		<b>Budget Effective Date:</b>	<b>10/1/2016-9/30/2017</b>
<b>Cost Category</b>	<b>Estimated Total Expenses Allocable to Title IV-E</b>	<b>Total Anticipated Federal Reimbursement*</b>	<b>Total Anticipated County Match</b>
<b>A. Administration</b>			
A.1. Direct Personnel Salaries	\$230,888.63	\$34,291.58	\$196,597.05
A.2. Direct Personnel Fringe Benefits	\$97,419.36	\$14,468.72	\$82,950.64
A.3. Direct Personnel Travel	\$0.00	\$0.00	\$0.00
A.4. Direct Materials and Supplies	\$3,330.00	\$494.57	\$2,835.43
A.5. Direct Equipment	\$3,600.00	\$534.67	\$3,065.33
A.6. Direct Other Costs	\$24,650.00	\$3,661.02	\$20,988.98
<b>Total Administration</b>	<b>\$359,887.99</b>	<b>\$53,450.56</b>	<b>\$306,437.42</b>
<b>B. Training</b>			
B.1. Title IV-E Training (75%)	\$24,250.00	\$5,402.42	\$18,847.59
<b>Total Training</b>	<b>\$24,250.00</b>	<b>\$5,402.42</b>	<b>\$18,847.59</b>
<b>Grand Total</b>	<b>\$384,137.99</b>	<b>\$58,852.98</b>	<b>\$325,285.01</b>

\*Estimated Federal Reimbursement for expenses based on Eligible Population Rate (EPR) during 3rd quarter of the preceding fiscal year:

**29.704%**

Actual reimbursement will be based on EPR in effect for the county during the month in which expenses were incurred.

**Contractor Certification**

**Signature**

**Date**

*Jeff R. Branick, County Judge*

**Printed Name & Title**

**Budget for Title IV-E  
County Legal Services Contract**

<b>Administration</b>					
<b>A.1. Direct Personnel Salaries</b>					
<b>County:</b>		<b>Jefferson</b>			
<b>Contract Number:</b>		<b>23939003</b>			
<b>Budget Effective Date:</b>		<b>10/1/2016-9/30/2017</b>			

Position or Title	A Monthly Salary	B % of Time Spent on IV-E Activities	C Number of Months of Service	D Estimated Total Expense* (AxBxC)	E Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	F Anticipated County Match
Chief Assistant District Attorney - King	\$9,560.22	100%	12	\$114,722.64	\$17,038.61	\$97,684.03
Assistant District Attorney - Nelson	\$8,056.57	10%	12	\$9,667.88	\$1,435.87	\$8,232.01
Assistant District Attorney - Nichols	\$5,603.58	50%	12	\$33,621.48	\$4,993.46	\$28,628.02
Senior Secretary - Jones	\$3,676.34	10%	12	\$4,411.61	\$655.21	\$3,756.40
Senior Secretary - Harrison	\$3,643.68	100%	12	\$43,724.16	\$6,493.91	\$37,230.25
Senior Secretary - McGill	\$3,497.14	50%	12	\$20,982.84	\$3,116.37	\$17,866.47
Senior Secretary - Albanese	\$3,131.68	10%	12	\$3,758.02	\$558.14	\$3,199.88
				\$0.00	\$0.00	\$0.00
<b>Total Direct Personnel Salaries</b>				\$230,888.63	\$34,291.58	\$196,597.05

\*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.  
[http://www.dfps.state.tx.us/handbooks/Title\\_IV\\_E\\_County/default.jsp](http://www.dfps.state.tx.us/handbooks/Title_IV_E_County/default.jsp)

**Budget for Title IV-E  
County Legal Services Contract**

<b>Administration</b>			
<b>A.2. Direct Personnel Fringe Benefits</b>			
		<b>County:</b>	<b>Jefferson</b>
		<b>Contract Number:</b>	<b>23939003</b>
		<b>Budget Effective Date:</b>	<b>10/1/2016-9/30/2017</b>
<b>Type of Fringe Benefits</b>	<b>Estimated Total Expense*</b>	<b>Anticipated Federal Reimbursement (estimated EPR x 50% FFP)</b>	<b>Anticipated County Match</b>
Retirement	\$40,031.69	\$5,945.51	\$34,086.18
FICA	\$14,336.95	\$2,129.32	\$12,207.63
Medicare	\$3,349.99	\$497.54	\$2,852.45
Health Insurance	\$38,601.26	\$5,733.06	\$32,868.20
Life Insurance	\$392.24	\$58.26	\$333.98
Dental Insurance	\$707.23	\$105.04	\$602.19
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
<b>Total Direct Personnel Fringe Benefits</b>	<b>\$97,419.36</b>	<b>\$14,468.72</b>	<b>\$82,950.64</b>

\*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. [http://www.dfps.state.tx.us/handbooks/Title\\_IVE\\_County/default.jsp](http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp)

**Budget for Title IV-E  
County Legal Services Contract**

<b>Administration</b>			
<b>A.3. Direct Personnel Travel</b>			
		<b>County:</b>	<b>Jefferson</b>
		<b>Contract Number:</b>	<b>23939003</b>
		<b>Budget Effective Date:</b>	<b>10/1/2016-9/30/2017</b>
<b>Type of Travel Expense</b> <small>Note: only include travel <u>NOT</u> related to personnel training</small>	<b>Estimated Total Expense*</b>	<b>Anticipated Federal Reimbursement (estimated EPR x 50% FFP)</b>	<b>Anticipated County Match</b>
None anticipated at this time.		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
<b>Total Direct Personnel Travel</b>	\$0.00	\$0.00	\$0.00

\*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. [http://www.dfps.state.tx.us/handbooks/Title IV E County/default.jsp](http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp)

Please refer to the Texas State Comptroller's office for current mileage rates.  
<https://fmx.cpa.state.tx.us/fmx/travel/textravel/trans/personal.php>

**Budget for Title IV-E  
County Legal Services Contract**

<b>Administration</b>			
<b>A.4. Direct Materials and Supplies</b>			
		<b>County:</b>	<b>Jefferson</b>
		<b>Contract Number:</b>	<b>23939003</b>
		<b>Budget Effective Date:</b>	<b>10/1/2016-9/30/2017</b>
<b>Materials and Supplies (description)</b>	<b>Estimated Total Expense*</b>	<b>Anticipated Federal Reimbursement (estimated EPR x 50% FFP)</b>	<b>Anticipated County Match</b>
White Mailing Envelopes	\$1,000.00	\$148.52	\$851.48
Green 3" Pressboard Folders (90% IV-E Eligible)	\$600.00	\$89.11	\$510.89
Ink Toner Cartridges for Printers (90% IV-E Eligible)	\$1,500.00	\$222.78	\$1,277.22
Sharpie Marks-A-Lot Pens	\$40.00	\$5.94	\$34.06
Post-It-Tabs	\$150.00	\$22.28	\$127.72
Scotch Tape	\$30.00	\$4.46	\$25.54
Pens	\$10.00	\$1.49	\$8.51
		\$0.00	\$0.00
<b>Total Direct Materials and Supplies</b>	<b>\$3,330.00</b>	<b>\$494.57</b>	<b>\$2,835.43</b>

\*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. [http://www.dfps.state.tx.us/handbooks/Title\\_IVE\\_County/default.jsp](http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp)

**Budget for Title IV-E  
County Legal Services Contract**

<b>Administration A.5. Direct Equipment</b>				
<b>County:</b> <u>Jefferson</u>				
<b>Contract Number:</b> <u>23939003</u>				
<b>Budget Effective Date:</b> <u>10/1/2016-9/30/2017</u>				
<b>Equipment (description)</b>	<b>Method Used (rent/lease/ purchase)</b>	<b>Estimated Total Expense*</b>	<b>Anticipated Federal Reimbursement (estimated EPR x 50% FFP)</b>	<b>Anticipated County Match</b>
Computer Laser Jet Printer	Purchase	\$1,200.00	\$178.22	\$1,021.78
Computer Monitor	Purchase	\$400.00	\$59.41	\$340.59
Computer & Accessories with Software	Purchase	\$2,000.00	\$297.04	\$1,702.96
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
<b>Total Direct Equipment</b>		\$3,600.00	\$534.67	\$3,065.33

\*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. [http://www.dfps.state.tx.us/handbooks/Title\\_IV\\_E\\_County/default.jsp](http://www.dfps.state.tx.us/handbooks/Title_IV_E_County/default.jsp)

**Budget for Title IV-E  
County Legal Services Contract**

Administration			
A.6. Direct Other Costs			
		<b>County:</b>	<b>Jefferson</b>
		<b>Contract Number:</b>	<b>23939003</b>
		<b>Budget Effective Date:</b>	<b>10/1/2016-9/30/2017</b>
Other Costs (description)	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
Postage Expenses	\$24,000.00	\$3,564.48	\$20,435.52
Software Licenses	\$650.00	\$96.54	\$553.46
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
<b>Total Direct Other Costs</b>	<b>\$24,650.00</b>	<b>\$3,661.02</b>	<b>\$20,988.98</b>

\*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. [http://www.dfps.state.tx.us/handbooks/Title\\_IV\\_E\\_County/default.jsp](http://www.dfps.state.tx.us/handbooks/Title_IV_E_County/default.jsp)



**Budget for Title IV-E  
County Legal Services Contract**

**Budget Narrative**

**County:** Jefferson

**Contract Number:** 23939003

**Budget Effective Date:** 10/1/2016-9/30/2017

**A. Administration**

**A.1. Direct Personnel Salaries**

Chief Assistant District Attorney, Randi King: Ms. King is the chief prosecutor in the family law division. She represents the Texas Department of Family and protective services in cases filed in Jefferson County. Ms. King provides legal advice to the department prior to and throughout legal action, handles the filing of CPS lawsuits ranging from suits affecting parent child relationship to orders to cooperate, and handles court appearances, court preparation, discovery and trials in these cases. Other duties include attending various meetings on CPS related matters and assisting with training. She estimates that approximately 100% of her time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee. She will certify CPS related time on a monthly basis.

Assistant District Attorney, John Nelson: Mr. Nelson represents the Texas Department of Family and protective services in cases filed in Jefferson County. Mr. Nelson provides legal advice to the department prior to and throughout legal action, handles the filing of CPS lawsuits ranging from suits affecting parent child relationship to orders to cooperate, and handles court appearances, court preparation, discovery and trials in these cases. Other duties include attending various meetings on CPS related matters and assisting with training. He estimates that approximately 10% of his time is allocable to CPS/Title IV-E activities. He is a full-time salaried employee and will certify CPS related time on a monthly basis.

Assistant District Attorney, Grace Nichols: Ms. Morgan represents the Texas Department of Family and protective services in cases filed in Jefferson County. Ms. Morgan provides legal advice to the department prior to and throughout legal action, handles the filing of CPS lawsuits ranging from suits affecting parent child relationship to orders to cooperate, and handles court appearances, court preparation, discovery and trials in these cases. Other duties include attending various meetings on CPS related matters and assisting with training. She estimates that approximately 50% of time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee and will certify CPS related time on a monthly basis.

Senior Secretary, Beth Jones: Ms. Jones provides clerical assistance to Randi King and Michael Morgan, including activities such as preparing paperwork for the filing of lawsuits, preparing orders, coordinating service of process, providing proper notice to parties, locating witnesses and records, and general paralegal services. She estimates that 10% of her time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee and will certify CPS related time on a monthly basis.

Senior Secretary, Johanna Harrison: Ms. Harrison provides clerical assistance to Ms. King including activities such as preparing paperwork for the filing of lawsuits, preparing orders, coordinating service of process, providing proper notice to parties, locating witnesses and records, and general paralegal services. She estimates that 100% of her time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee and will certify CPS related time on a monthly basis.

## Budget for Title IV-E County Legal Services Contract

Senior Secretary, Chelsea McGill: Ms. McGill provides clerical assistance to Ms. King in addition to when Ms. Harrison including activities such as preparing paperwork for the filing of lawsuits, preparing orders, coordinating service of process, providing proper notice to parties, locating witnesses and records, and general paralegal services. She estimates that 50% of her time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee and will certify CPS related time on a monthly basis.

Senior Secretary, Brittany Albanese: Ms. Albanese provides clerical assistance to Randi King and Michael Morgan, including activities such as preparing paperwork for the filing of lawsuits, preparing orders, coordinating service of process, providing proper notice to parties, locating witnesses and records, and general paralegal services. She estimates that 10% of her time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee and will certify CPS related time on a monthly basis.

### A.2. Direct Personnel Fringe Benefits

Fringe benefits consist of all non-salary items that are paid on behalf of employees by the county. Fringe costs are allocated to each employee in accordance with the percentage of time that each employee is allocated to Title IV-E allowable activities.

These benefits are paid at the rates adopted by the Commissioners' Court of the County and consist of:

- ◆ FICA at 6.20% of gross salary per month (all employees)
- ◆ Medicare at 1.45% of gross salary per month (all employees)
- ◆ Retirement at 17.30% of gross salary per month (all employees)
- ◆ Health insurance (per \*pay period):
  - o R. King, B. Jones – Family Coverage at \$574.65
  - o J. Harrison – Employee & Spouse Coverage at \$514.38
  - o G. Nichols, J. Nelson, C. McGill, B. Albanese – Single Coverage at \$281.80
- ◆ Dental insurance at \$8.24 per person per \*pay period (all employees)
- ◆ Life insurance (varies according to age and gross salary) per \*pay period:
  - o B. Jones – estimated \$3.25
  - o J. Harrison – estimated \$3.25
  - o J. Nelson – estimated \$6.65
  - o G. Nichols – estimated \$3.25
  - o R. King – estimated \$7.39
  - o C. McGill – estimated \$3.10
  - o B. Albanese – estimated \$2.81

If, in any event, staff work less than the estimated percentage of time, actual time worked will be billed to the Title IV-E contract. No other direct or indirect expenditures are contained in this budget.

### A.3. Direct Personnel Travel

None anticipated at this time.

**Budget for Title IV-E  
County Legal Services Contract****A.4. Direct Materials and Supplies**

- ◆ Ink toner used for printing of CPS case documents and communications.
- ◆ Folders used to store and file documentation related to CPS cases.
- ◆ White envelopes used to send and receive documentation related to CPS cases.
- ◆ Sharpie Marks-a-Lot pens for case file paperwork and labeling case files.
- ◆ Post-It Tabs for separating documents in case files maintained.
- ◆ Scotch tape.
- ◆ Pens.

**A.5. Direct Equipment**

- ◆ Monitor to replace obsolete equipment.
- ◆ Printer to replace obsolete equipment.
- ◆ Computer with Software and Accessories to replace obsolete equipment. Used to prepare documents and send communications regarding CPS cases.

**A.6. Direct Other Costs**

- ◆ Postage expenses for mailing Title IV-E related case materials and correspondence via United States Postal Service and/or overnight carriers. Estimated average of \$2,000 per month.
- ◆ Software licensing for computer software used to prepare legal documentation for CPS cases.
- ◆ Software licensing for computer anti-virus software used to protect all CPS computers.

***B. Training*****B.1. Title IV-E Training (75%)**

Two employees to attend Crimes Against Children conference. Two employees to attend the Texas District and County Attorneys Association Conference (TDCAA) update. One employee to attend the Texas Advanced Family Law Conference. Conference workshops are related to Title IV-E activities and pre-approval is requested from Federal Funds prior to attendance. Travel reimbursement will be made at current rates approved by Commissioners' Court for travel, per diem, and actual cost for lodging, not to exceed current Texas Comptroller rate plus taxes.

The Federal Funding Accountability and Transparency Act (FFATA) certifications enumerated below represent material facts upon which DFPS relies when reporting information to the federal government required under federal law. If the Department later determines that the Contractor knowingly rendered an erroneous certification, DFPS may pursue all available remedies in accordance with Texas and U.S. law. Signor further agrees that it will provide immediate written notice to DFPS if at any time Signor learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. **If the Signer cannot certify all of the statements contained in this section, Signer must provide written notice to DFPS detailing which of the below statements it cannot certify and why.**

Enter your organization's Dun & Bradstreet (D&B) DUNS-Number: **010807535**  
Enter the parent DUNS Number, if applicable:

Did your organization have gross income, from all sources, of less than \$300,000 in your previous tax year?  
Yes  No  N/A  (if entity does not generate income)  
If your answer is **Yes**, skip Parts **A**, **B**, **C**, and **D** and complete Part **E**.  
If your answer is **No** or **N/A**, complete Parts **A** and **B**.

**Part A. Certification Regarding % of Annual Gross from Federal Awards**

Did your organization receive 80% or more of its annual gross income from federal awards in the previous tax year?  
Yes  No

**Part B. Certification Regarding Amount of Annual Gross from Federal Awards**

Did your organization receive \$25 million or more in annual gross income from federal awards in the previous tax year?  
Yes  No   
If your answer is **Yes** to both **A** and **B**, you must complete Part **C**.  
If your answer is **No** to either **A** or **B**, skip Part **C** and go to Part **D**.

**Part C. Certification Regarding Public Access to Compensation Information**

Does the public have access to information about the compensation [17 CFR 229.402(c)(2)] of the senior executives (e.g., officers, managing partners, or any other employees in management positions) in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?  
Yes  No  N/A  (if entity reports through some other means, state how: )  
If your answer is **Yes**, skip Part **D** and complete Part **E**.  
If your answer is **No**, you must provide compensation information to DFPS for FFATA reporting in Part **D**.  
If **N/A**, you may still be required to supply compensation information pending DFPS or federal awarding agency approval. Skip Part **D** until requested by DFPS to supply compensation information and proceed to complete Part **E**.

**Part D. Certification Regarding Executive Compensation**

The Names and Total Compensation of the top five (5) executives if:

- More than 80% of annual gross revenues from the Federal government,
- Those revenues are greater than \$25M annually, and
- Compensation information is not already available through reporting to the SEC.

Contractor Executive Names	Total Compensation

**Part E. General FFATA Certification**

As the duly authorized representative (Signatory) of the Contractor named below, I hereby certify that the responses that I have provided to the questions in this certification form are true, complete and correct to the best of my knowledge.

**Jeff R. Branick**

Printed Name of Authorized Representative

Signature of Authorized Representative

**County Judge**

Title of Authorized Representative

Date

**Jefferson County**

Legal Name of Contractor  
*(Subawardee Name)*

**23939003**

Contract Number  
*(Subaward Number)*

**Beaumont**

Primary City  
*(Subawardee Principal Place of Performance)*

**TX**

State

**77701**

9-Character Zip Code  
*(Zip +4)*

*This Section For DFPS Use Only*

**Contract Manager Information**

Name **Julia Conner**

Phone **936-569-5328**

Department **Purchased Client Services**

Region **04/05**

Email **julia.conner@dfps.state.tx.us**

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Enter your organization's Dun & Bradstreet (D&B)-DUNS Number: **010807535**

Enter the parent DUNS Number, if applicable:

Did your organization have gross income, from all sources, of less than \$300,000 in your previous tax year?

Yes  No  N/A  (if entity does not generate income)

If your answer is **Yes**, skip Parts **A**, **B**, **C**, and **D** and complete Part **E**.  
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**Part A. Certification Regarding % of Annual Gross from Federal Awards**

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Yes  No

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Yes  No

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Does the public have access to information about the compensation [17 CFR 229.402(c)(2)] of the senior executives (e.g., officers, managing partners, or any other employees in management positions) in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes  No  N/A  (if entity reports through some other means, state how: )

If your answer is **Yes**, skip Part **D** and complete Part **E**.  
If your answer is **No**, you must provide compensation information to DFPS for FFATA reporting in Part **D**.  
If **N/A**, you may still be required to supply compensation information pending DFPS or federal awarding agency approval. Skip Part **D** until requested by DFPS to supply compensation information and proceed to complete Part **E**.

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The Names and Total Compensation of the top five (5) executives if:

- More than 80% of annual gross revenues from the Federal government,
- Those revenues are greater than \$25M annually, and
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Contractor Executive Names	Total Compensation

**Part E. General FFATA Certification**

As the duly authorized representative (Signatory) of the Contractor named below, I hereby certify that the responses that I have provided to the questions in this certification form are true, complete and correct to the best of my knowledge.

**Jeff R. Branick**

Printed Name of Authorized Representative

Signature of Authorized Representative

**County Judge**

Title of Authorized Representative

Date

**Jefferson County**

Legal Name of Contractor  
*(Subawardee Name)*

**23939002**

Contract Number  
*(Subaward Number)*

**Beaumont**

Primary City  
*(Subawardee Principal Place of Performance)*

**TX**

State

**77701**

9-Character Zip Code  
*(Zip +4)*

*This Section For DFPS Use Only*

**Contract Manager Information**

Name **Julia Conner**

Phone **936-569-5328**

Department **Purchased Client Services**

Region **04/05**

Email **julia.conner@dfps.state.tx.us**

**2017 Jefferson County Resolution**  
**Indigent Defense Grant Program**

WHEREAS, under the provisions of the Texas Government Code Section 79.037 and Texas Administrative Code Chapter 173, counties are eligible to receive grants from the Texas Indigent Defense Commission to provide improvements in indigent defense services in the county; and

WHEREAS, this grant program will assist the county in the implementation and the improvement of the indigent criminal defense services in this county; and

WHEREAS, Jefferson County Commissioners Court has agreed that in the event of loss or misuse of the funds, Jefferson County Commissioners assures that the funds will be returned in full to the Texas Indigent Defense Commission.

NOW THEREFORE, BE IT RESOLVED and ordered that the County Judge of this county is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Indigent Defense Formula Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that the County Auditor is designated as the Financial Officer for this grant.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

Jeff R. Branick  
County Judge

Attest:

---

County Clerk

NAME	AMOUNT	CHECK NO.	TOTAL
JURY FUND			
TRI-CITY COFFEE SERVICE	263.20	425313	
ACCO BRANDS DIRECT	68.99	425422	
			332.19**
ROAD & BRIDGE PCT.#1			
APAC, INC. - TROTTI & THOMSOM	214.53	425242	
W.W. GRAINGER, INC.	42.40	425256	
MUNRO'S	29.65	425280	
PHILPOTT MOTORS, INC.	64.65	425292	
SEABREEZE CULVERT, INC.	5,479.99	425300	
SMART'S TRUCK & TRAILER, INC.	740.07	425303	
VULCAN MATERIALS CO.	4,740.82	425315	
SOUTHERN TIRE MART, LLC	116.95	425322	
UNITED STATES POSTAL SERVICE	.47	425347	
HERRERA'S EMERGENCY LIGHTING	300.00	425362	
EDDIE ARNOLD	25.00	425372	
GOLDEN TRIANGLE GLASS CO	205.59	425393	
ASCO	68.75	425416	
			12,028.87**
ROAD & BRIDGE PCT.#2			
ALAMO GLASS & MIRROR CO.	292.64	425237	
SPIDLE & SPIDLE	4,557.57	425238	
SUPERIOR TIRE & SERVICE	1,078.84	425241	
APAC, INC. - TROTTI & THOMSOM	1,740.03	425242	
MUNRO'S	17.95	425280	
PHILPOTT MOTORS, INC.	80.08	425292	
SETZER HARDWARE, INC.	156.76	425301	
SMART'S TRUCK & TRAILER, INC.	36.60	425303	
TRI-CITY FASTENER & SUPPLY	187.00	425312	
SALADIN PUMP & EQUIPMENT	1,825.00	425332	
DEPARTMENT OF INFORMATION RESOURCES	.07	425334	
PATHMARK TRAFFICE PRODUCTS OF TEXAS	1,333.90	425361	
NEW WAVE WELDING TECHNOLOGY	177.44	425382	
MEMBER'S BUILDING MAINTENANCE LLC	149.50	425425	
GCR TIRES & SERVICE	1,143.16	425434	
			12,776.54**
ROAD & BRIDGE PCT. # 3			
SPIDLE & SPIDLE	1,347.12	425238	
CITY OF PORT ARTHUR - WATER DEPT.	30.20	425249	
FARM & HOME SUPPLY	388.26	425254	
ENTERGY	181.08	425258	
MUNRO'S	29.45	425280	
OIL CITY TRACTORS, INC.	34.47	425287	
SMART'S TRUCK & TRAILER, INC.	664.80	425303	
VULCAN MATERIALS CO.	20,639.00	425315	
AUTO ZONE	69.44	425321	
HOWARD'S AUTO SUPPLY	668.55	425329	
DEPARTMENT OF INFORMATION RESOURCES	.01	425334	
WALMART COMMUNITY BRC	208.14	425345	
LOWE'S HOME CENTERS, INC.	858.04	425354	
MARTIN PRODUCT SALES LLC	22,841.23	425375	
PARKER LUMBER	604.07	425398	
SAM'S CLUB DIRECT	428.88	425411	
ADVANCE AUTO PARTS	339.26	425415	
FELIX AAA AUTO & TRUCK PARTS LLC	7.88	425441	
WALLER COUNTY ASPHALT	662.50	425461	
			50,002.38**
ROAD & BRIDGE PCT.#4			
COASTAL WELDING SUPPLY	46.50	425251	
RB EVERETT & COMPANY, INC.	221.88	425253	
T. JOHNSON INDUSTRIES, INC.	6.25	425269	
M&D SUPPLY	68.51	425275	
MUNRO'S	77.80	425280	
OFFICE DEPOT	693.29	425286	
PARTS EXCHANGE COMPANY, INC.	175.00	425289	
MCKESSON MEDICAL-SURGICAL INC	1,718.06	425333	
UNITED STATES POSTAL SERVICE	4.61	425347	
4IMPRINT, INC.	494.90	425350	

NAME	AMOUNT	CHECK NO.	TOTAL
EVERETT D ALFRED	58.64	425358	
SAM'S CLUB DIRECT	685.33	425411	
SOUTHEAST TEXAS PARTS AND EQUIPMENT	163.76	425427	
PETROLEUM MATERIALS LLC	1,221.31	425430	
MARTIN MARIEETA MATERIALS	174.20	425440	
IMPRESSIONS BY PRATT	295.00	425447	
CINTAS CORPORATION	80.61	425456	6,185.65**
PARKS & RECREATION			
LOUIS' YAZOO SALES & SERVICE, LLC	11,194.80	425274	
WALMART COMMUNITY BRC	355.80	425345	
LOWE'S HOME CENTERS, INC.	1,991.00	425354	
SUPPLYWORKS	2,177.06	425438	
TRANSIT & LEVEL CLINIC LLC	468.68	425451	16,187.34**
GENERAL FUND			
JEFFERSON COUNTY REPUBLICAN PARTY			
	1,190.00	425348	1,190.00*
TAX OFFICE			
OFFICE DEPOT	3,877.61	425286	
PITNEY BOWES, INC.	38,686.53	425293	
DEPARTMENT OF INFORMATION RESOURCES	.15	425334	
UNITED STATES POSTAL SERVICE	574.00	425347	
PCM-G	670.36	425387	43,808.65*
COUNTY HUMAN RESOURCES			
UNITED STATES POSTAL SERVICE	4.64	425347	4.64*
AUDITOR'S OFFICE			
OFFICE DEPOT	958.66	425286	
UNITED STATES POSTAL SERVICE	5.77	425347	964.43*
COUNTY CLERK			
OFFICE DEPOT	69.99	425286	
CDW COMPUTER CENTERS, INC.	68.98	425331	
UNITED STATES POSTAL SERVICE	228.57	425347	367.54*
COUNTY JUDGE			
CASH ADVANCE ACCOUNT	935.09	425268	
KIRKSEY'S SPRINT PRINTING	26.00	425272	
OFFICE DEPOT	78.99	425286	
TAC - TEXAS ASSN. OF COUNTIES	125.00	425308	
UNITED STATES POSTAL SERVICE	30.10	425347	
HARVEY L WARREN III	500.00	425395	
THOMSON REUTERS-WEST	116.58	425419	
T PHILLIP BRENT	500.00	425450	
JAN GIROUARD & ASSOCIATES LLC	400.00	425453	2,711.76*
RISK MANAGEMENT			
OFFICE DEPOT	406.93	425286	
UNITED STATES POSTAL SERVICE	7.73	425347	414.66*
COUNTY TREASURER			
OFFICE DEPOT	852.11	425286	
UNITED STATES POSTAL SERVICE	253.80	425347	1,105.91*
PRINTING DEPARTMENT			
HERNANDEZ OFFICE SUPPLY, INC.	295.00	425260	
OLMSTED-KIRK PAPER	222.13	425288	517.13*
PURCHASING DEPARTMENT			

NAME	AMOUNT	CHECK NO.	TOTAL
UNITED PARCEL SERVICE	11.33	425314	
UNITED STATES POSTAL SERVICE	63.65	425347	74.98*
GENERAL SERVICES			
DYNAMEX INC	159.28	425426	159.28*
DATA PROCESSING			
GRAYBAR ELECTRIC COMPANY, INC.	8.64	425257	
OLMSTED-KIRK PAPER	552.00	425288	
PITNEY BOWES, INC.	2,500.00	425294	
PCM-G	1,420.00	425387	4,480.64*
VOTERS REGISTRATION DEPT			
OFFICE DEPOT	150.00	425286	
UNITED STATES POSTAL SERVICE	266.44	425347	
COASTAL BUSINESS FORMS	3,758.64	425417	4,175.08*
ELECTIONS DEPARTMENT			
UNITED STATES POSTAL SERVICE	39.99	425347	
JEFFERSON COUNTY REPUBLICAN PARTY	7,170.62	425348	
SAM'S CLUB DIRECT	114.77	425411	7,325.38*
DISTRICT ATTORNEY			
COTTON CARGO	186.00	425252	
FED EX	9.40	425255	
CASH ADVANCE ACCOUNT	23.20	425268	
JOHN NELSON	105.30	425281	
OFFICE DEPOT	516.70	425286	
COMPLETE LITIGATION SUPPORT	170.00	425335	
WALMART COMMUNITY BRC	95.94	425345	
UNITED STATES POSTAL SERVICE	164.58	425347	
MCM ELEGANTE HOTEL	102.35	425374	
EDGAR GEORGE THOMPSON	86.40	425383	
THOMSON REUTERS-WEST	939.62	425420	
MATT TURNER	485.61	425458	
AMANDA HAWKINS	1,229.91	425463	4,115.01*
DISTRICT CLERK			
OFFICE DEPOT	57.37	425286	
TRI-CITY COFFEE SERVICE	148.75	425313	
UNITED STATES POSTAL SERVICE	280.41	425347	486.53*
CRIMINAL DISTRICT COURT			
KEVIN S. LAINE	800.00	425325	
UNITED STATES POSTAL SERVICE	12.80	425347	
JASON ROBERT NICKS	800.00	425394	
ALEX BILL III	900.00	425403	
WILLIAM MARCUS WILKERSON	800.00	425413	3,312.80*
58TH DISTRICT COURT			
UNITED STATES POSTAL SERVICE	1.26	425347	1.26*
60TH DISTRICT COURT			
ACCO BRANDS DIRECT	68.99	425422	68.99*
136TH DISTRICT COURT			
UNITED STATES POSTAL SERVICE	.40	425347	.40*
172ND DISTRICT COURT			
CASH ADVANCE ACCOUNT	745.50	425268	
UNITED STATES POSTAL SERVICE	6.47	425347	751.97*
252ND DISTRICT COURT			

NAME	AMOUNT	CHECK NO.	TOTAL
THOMAS J. BURBANK, P.C.	8,906.25	425246	
LEADERSHIP SOUTHEAST TEXAS	800.00	425323	
KEVIN S. LAINE	1,600.00	425325	
UNITED STATES POSTAL SERVICE	129.50	425347	
LANGSTON ADAMS	600.00	425356	
JAMES R. MAKIN, P.C.	2,231.94	425402	
SAMUEL & SON LAW FIRM PLLC	900.00	425436	
STEPHEN ABLES	523.59	425469	
279TH DISTRICT COURT			15,691.28*
TERRENCE HOLMES	1,050.00	425261	
UNITED STATES POSTAL SERVICE	1.60	425347	
DANE DENNISON	202.50	425429	
317TH DISTRICT COURT			1,254.10*
UNITED STATES POSTAL SERVICE	.47	425347	
JUSTICE COURT-PCT 1 PL 1			.47*
UNITED STATES POSTAL SERVICE	42.11	425347	
JUSTICE COURT-PCT 1 PL 2			42.11*
CDW COMPUTER CENTERS, INC.	275.75	425331	
UNITED STATES POSTAL SERVICE	233.43	425347	
CLASSIC FORMS AND PRODUCTS	93.00	425363	
JUSTICE COURT-PCT 2			602.18*
POSTMASTER	200.00	425295	
JUSTICE COURT-PCT 4			200.00*
DEPARTMENT OF INFORMATION RESOURCES	.18	425334	
JUSTICE COURT-PCT 6			.18*
UNITED STATES POSTAL SERVICE	34.71	425347	
JUSTICE COURT-PCT 7			34.71*
OFFICE DEPOT	114.71	425286	
DEPARTMENT OF INFORMATION RESOURCES	.30	425334	
COUNTY COURT AT LAW NO.1			115.01*
UNITED STATES POSTAL SERVICE	2.87	425347	
COUNTY COURT AT LAW NO. 2			2.87*
UNITED STATES POSTAL SERVICE	8.44	425347	
LANGSTON ADAMS	250.00	425356	
LAURIE PEROZZO	300.00	425391	
JANSON ELLIOTT BAILEY	500.00	425454	
ASHLEY CEDILLO	250.00	425455	
COUNTY COURT AT LAW NO. 3			1,308.44*
JEFFERSON CTY. BAR ASSOCIATION	125.00	425267	
LEADERSHIP SOUTHEAST TEXAS	800.00	425323	
KEVIN S. LAINE	250.00	425325	
UNITED STATES POSTAL SERVICE	13.30	425347	
LEXIS-NEXIS	55.00	425349	
JOEL WEBB VAZQUEZ	250.00	425369	
ASHLEY CEDILLO	300.00	425455	
COURT MASTER			1,793.30*
HERNANDEZ OFFICE SUPPLY, INC.	2,121.00	425260	
UNITED STATES POSTAL SERVICE	2.48	425347	
MEDIATION CENTER			2,123.48*

NAME	AMOUNT	CHECK NO.	TOTAL
MARKET BASKET	54.51	425276	
UNITED STATES POSTAL SERVICE	1.60	425347	
KARA HAWTHORN	535.49	425404	591.60*
ALTERNATIVE SCHOOL			
BEAUMONT TRACTOR COMPANY	57.38	425244	
SCOOTER'S LAWNMOWERS	30.67	425299	88.05*
SHERIFF'S DEPARTMENT			
W.W. GRAINGER, INC.	53.58	425256	
SUNGARD PUBLIC SECTOR	620.25	425259	
JEFFERSON CTY. SHERIFF'S DEPARTMENT	997.00	425264	
JEFFERSON CTY. SHERIFF'S DEPARTMENT	825.00	425265	
JEFFERSON CTY. SHERIFF'S DEPARTMENT	799.31	425266	
KAY ELECTRONICS, INC.	465.00	425270	
MOORMAN & ASSOCIATES, INC.	450.00	425279	
OFFICE DEPOT	494.05	425286	
RALPH'S INDUSTRIAL ELECTRONICS	64.30	425297	
KEESHA GUILLORY	300.00	425328	
DEPARTMENT OF INFORMATION RESOURCES	.72	425334	
VERIZON WIRELESS	1,824.72	425342	
UNITED STATES POSTAL SERVICE	1,076.31	425347	
BEAUMONT OCCUPATIONAL SERVICE, INC.	230.65	425351	
CHILD ABUSE & FORENSIC SERVICES	950.00	425352	
ROBERT S. MEIER, PH.D.	275.00	425360	
TEXAS CODE BLUE LLC	152.00	425367	
CHIEF SUPPLY	342.34	425396	
RITA HURT	1,650.00	425406	
FLIGHT SUITS DBA GIBSON & BARNES	915.95	425414	
COASTAL BUSINESS FORMS	1,079.75	425417	13,565.93*
CRIME LABORATORY			
AGILENT TECHNOLOGIES	36,158.50	425240	
LABCONCO, INC.	858.63	425273	
SANITARY SUPPLY, INC.	85.14	425298	
JOHN WILEY & SONS, INC.	416.00	425318	
AIRGAS SOUTHWEST	71.43	425380	
STERALOIDS INC	70.00	425400	
RDB SERVICES	500.00	425407	
JULIE HANNON	600.00	425421	
EXCEL MEDICAL WASTE LLC	39.90	425439	38,799.60*
JAIL - NO. 2			
AVIALL	2,068.89	425243	
BEAUMONT TRACTOR COMPANY	2,633.48	425244	
BELL FENCE MFG. CO.	175.80	425245	
CITY OF BEAUMONT - WATER DEPT.	18,349.98	425248	
W.W. GRAINGER, INC.	131.72	425256	
M&D SUPPLY	119.52	425275	
PETTY CASH - SHERIFF'S OFFICE	560.78	425291	
SANITARY SUPPLY, INC.	891.88	425298	
WORTH HYDROCHEM	327.00	425319	
VIN'S PAINT & BODY, INC.	506.50	425326	
DEPARTMENT OF INFORMATION RESOURCES	6.11	425334	
LOWE'S HOME CENTERS, INC.	123.53	425354	
TEXAS GAS SERVICE	448.24	425359	
PETROLEUM SOLUTIONS, INC.	134.00	425368	
AIRGAS SOUTHWEST	363.49	425380	
WORLD FUEL SERVICES	335.00	425392	
FIVE STAR CORRECTIONAL SERVICE	33,651.54	425397	
MATERA PAPER COMPANY INC	3,154.62	425418	
THOMSON REUTERS-WEST	888.00	425419	
LONE STAR UNIFORMS	109.14	425443	
INDUSTRIAL TRANSPORTATION WASTE LLC	720.00	425457	
TEXAS PRISONER TRANSPORTATION SERVI	930.50	425459	66,629.72*
JUVENILE PROBATION DEPT.			
FED EX	101.64	425255	

NAME	AMOUNT	CHECK NO.	TOTAL
CASH ADVANCE ACCOUNT	274.70	425268	
UNITED STATES POSTAL SERVICE	44.45	425347	
NISHA AMIN	3,080.00	425379	3,500.79*
JUVENILE DETENTION HOME			
CITY OF BEAUMONT - WATER DEPT.	3,390.38	425248	
OAK FARM DAIRY	624.36	425324	
FLOWERS FOODS	68.95	425365	4,083.69*
CONSTABLE PCT 1			
M&D SUPPLY	20.88	425275	
OFFICE DEPOT	163.61	425286	
UNITED STATES POSTAL SERVICE	79.07	425347	
TEXAS CODE BLUE LLC	996.00	425367	
TASER INTERNATIONAL	242.76	425371	1,502.32*
CONSTABLE-PCT 2			
LOWE'S HOME CENTERS, INC.	556.26	425354	556.26*
CONSTABLE-PCT 4			
OFFICE DEPOT	127.38	425286	127.38*
CONSTABLE-PCT 6			
CASH ADVANCE ACCOUNT	455.16	425268	
UNITED STATES POSTAL SERVICE	13.02	425347	468.18*
CONSTABLE PCT. 7			
OFFICE DEPOT	122.16	425286	
AT&T	31.21	425305	153.37*
CONSTABLE PCT. 8			
TEXAS CODE BLUE LLC	365.00	425367	365.00*
AGRICULTURE EXTENSION SVC			
TERRIE S. LOONEY	15.00	425233	
OFFICE DEPOT	142.87	425286	
UNITED STATES POSTAL SERVICE	1.60	425347	
SPHERO INC	1,199.99	425470	1,359.46*
HEALTH AND WELFARE NO. 1			
NEW ENGLAND JOURNAL OF MEDICINE	94.50	425282	
UNITED STATES POSTAL SERVICE	92.29	425347	
RACHEL DRAGULSKI	6.41	425355	193.20*
HEALTH AND WELFARE NO. 2			
NEW ENGLAND JOURNAL OF MEDICINE	94.50	425282	
TIME WARNER COMMUNICATIONS	112.37	425309	
EXCEL MEDICAL WASTE LLC	39.90	425439	
NIVERCO BIOMEDICAL	475.00	425462	721.77*
NURSE PRACTITIONER			
LESLIE LITTLE	9.45	425437	9.45*
CHILD WELFARE UNIT			
SEARS COMMERICAL CREDIT	1,028.09	425353	
EDUARDO ROMERO	15.00	425431	
JENNIFER ROMERO PAYEE	15.00	425432	
TYTIANNA WELLS SIGARST	30.00	425433	
RAYDARIE LIVING	30.00	425444	
DAVIS G POISSOIT	30.00	425445	
MALACHI GUIDRY	15.00	425446	

NAME	AMOUNT	CHECK NO.	TOTAL
FAITH MASON FC	15.00	425464	
TAYLOR MATT	15.00	425465	
SERINITY POLLARD	30.00	425466	
SARAI CRUMBLY FC	15.00	425467	
ENVIRONMENTAL CONTROL			1,238.09*
CASH ADVANCE ACCOUNT	445.14	425268	
AT&T	55.72	425305	
DEPARTMENT OF INFORMATION RESOURCES	.15	425334	
INDIGENT MEDICAL SERVICES			501.01*
OFFICE DEPOT	26.35	425286	
LOCAL GOVERNMENT SOLUTIONS LP	7,546.00	425378	
CARDINAL HEALTH 110 INC	47,541.51	425424	
RR DONNELLEY	553.78	425448	
EMERGENCY MANAGEMENT			55,667.64*
VERIZON WIRELESS	150.00	425342	
MAINTENANCE-BEAUMONT			150.00*
JOHNSTONE SUPPLY	1,417.52	425239	
CITY OF BEAUMONT - WATER DEPT.	227.57	425248	
BILL CLARK BUGSPERTS	5,479.00	425250	
W.W. GRAINGER, INC.	255.43	425256	
ENTERGY	41,122.81	425258	
MCCOWN PAINT & SUPPLY OF TEXAS	645.74	425277	
AT&T	87.21	425305	
WHOLESALE ELECTRIC SUPPLY CO.	2,389.20	425317	
DEPARTMENT OF INFORMATION RESOURCES	5,311.40	425334	
MAINTENANCE-PORT ARTHUR			56,935.88*
GUARDIAN FORCE	31.00	425235	
GUARDIAN FORCE	100.00	425236	
NOACK LOCKSMITH	19.80	425283	
DEPARTMENT OF INFORMATION RESOURCES	.63	425334	
MAINTENANCE-MID COUNTY			151.43*
ACE IMAGEWEAR	90.35	425302	
MEMBER'S BUILDING MAINTENANCE LLC	1,925.52	425425	
SERVICE CENTER			2,015.87*
INTERSTATE BATTERIES OF BEAUMONT/PA	847.69	425262	
J.K. CHEVROLET CO.	160.87	425263	
KINSEL FORD, INC.	746.77	425271	
M&D SUPPLY	87.81	425275	
MUNRO'S	41.70	425280	
PHILPOTT MOTORS, INC.	273.80	425292	
RITTER @ HOME	206.96	425296	
JEFFERSON CTY. TAX OFFICE	7.50	425336	
JEFFERSON CTY. TAX OFFICE	7.50	425337	
JEFFERSON CTY. TAX OFFICE	7.50	425338	
JEFFERSON CTY. TAX OFFICE	7.50	425339	
JEFFERSON CTY. TAX OFFICE	7.50	425340	
JEFFERSON CTY. TAX OFFICE	7.50	425341	
BUMPER TO BUMPER	353.38	425370	
AMERICAN TIRE DISTRIBUTORS	2,880.72	425384	
C & I OIL COMPANY INC	1,053.60	425385	
MIGHTY OF SOUTHEAST TEXAS	91.43	425405	
DENNIS LOWE	746.96	425460	
VETERANS SERVICE			7,536.69*
CASH ADVANCE ACCOUNT	1,222.76	425268	
OFFICE DEPOT	185.94	425286	
STAR GRAPHICS COPIERS, INC.	998.00	425306	
UNITED STATES POSTAL SERVICE	9.54	425347	

NAME	AMOUNT	CHECK NO.	TOTAL
HILARY GUEST	114.26	425357	
			2,530.50*
			356,268.05**
MOSQUITO CONTROL FUND			
HILO / O'REILLY AUTO PARTS	197.80	425234	
SUPERIOR TIRE & SERVICE	25.64	425241	
W.W. GRAINGER, INC.	.00	425256	
MUNRO'S	82.20	425280	
OFFICE DEPOT	53.19	425286	
TRIANGLE ENGINE DIST.	67.10	425311	
COASTAL SPRINKLER COMPANY	874.00	425327	
FASTENAL	167.22	425330	
CROP PRODUCTION SERVICES	4,455.00	425386	
INTERSTATE ALL BATTERY CENTER - BMT	82.17	425388	
			6,004.32**
BREATH ALCOHOL TESTING			
CMI INC	164.87	425247	
			164.87**
J.C. FAMILY TREATMENT			
BEAUMONT OCCUPATIONAL SERVICE, INC.	181.80	425351	
PATRICIA VELASCO	1,225.00	425449	
			1,406.80**
SECURITY FEE FUND			
RALPH'S INDUSTRIAL ELECTRONICS	110.00	425297	
JEFFERSON COUNTY REPUBLICAN PARTY	182.80	425348	
			72.80**
LAW LIBRARY FUND			
THOMSON REUTERS-WEST	525.92	425419	
			525.92**
EMPG GRANT			
VERIZON WIRELESS	43.58	425342	
WALMART COMMUNITY BRC	122.29	425345	
			165.87**
GRANT A STATE AID			
HAYS COUNTY	27,910.00	425320	
OMNICARE SAN ANTONIO	709.08	425376	
CORNELL CORRECTIONS OF TEXAS	5,919.15	425428	
			34,538.23**
279 JUVENILE DRUG COURT			
IEA - INSPIRE, ENCOURAGE, ACHIEVE	15,971.00	425344	
			15,971.00**
COMMUNITY SUPERVISION FND			
DEPARTMENT OF INFORMATION RESOURCES	1.70	425334	
UNITED STATES POSTAL SERVICE	136.08	425347	
JCCSC	20.00	425401	
			157.78**
JEFF. CO. WOMEN'S CENTER			
ENTERGY	1,832.16	425258	
KIM MCKINNEY, LPC, LMFT	450.00	425278	
SOUTHEAST TEXAS MEDICAL ASSOCIATES	20.00	425304	
AT&T	133.82	425305	
SYSCO FOOD SERVICES, INC.	1,106.18	425307	
BURT WALKER PARTNERS, LTD	4,500.00	425316	
DEPARTMENT OF INFORMATION RESOURCES	.37	425334	
BEN E KEITH FOODS	1,350.91	425366	
ATTABOY TERMITE & PEST CONTROL	50.00	425389	
			9,443.44**
LAW OFFICER TRAINING GRT			
WALMART COMMUNITY BRC	291.96	425345	
			291.96**
REGIONAL COMM. SAVNS			

NAME	AMOUNT	CHECK NO.	TOTAL
DEPARTMENT OF INFORMATION RESOURCES	533.28	425334	533.28**
CONST. PCT 1 EDUCATION			
CASH ADVANCE ACCOUNT	299.04	425268	299.04**
CONST. PCT. 6 EDUCATION			
CASH ADVANCE ACCOUNT	431.91	425268	431.91**
HOTEL OCCUPANCY TAX FUND			
ENTERGY	1,306.89	425258	
CASH ADVANCE ACCOUNT	116.00	425268	
MUNRO'S	88.25	425280	
TIME WARNER COMMUNICATIONS	110.53	425310	
TRI-CITY COFFEE SERVICE	43.90	425313	
DEPARTMENT OF INFORMATION RESOURCES	3.05	425334	
UNITED STATES POSTAL SERVICE	33.66	425347	
LA RUE ROUGEAU	64.80	425377	
JESSIE DAVIS	99.90	425381	
SAM'S CLUB DIRECT	48.78	425411	
B&G POPCORN INC	229.19	425412	
JOE WINSTON PHOTOGRAPHER	1,650.00	425468	
DONNY AVERY	12.00	425471	3,806.95**
COUNTY CLERK ELECTION CON			
JEFFERSON COUNTY REPUBLICAN PARTY	4,493.77	425348	4,493.77**
1957 ROAD BOND FUND			
LJA ENGINEERING INC	1,860.00	425409	1,860.00**
CAPITAL PROJECTS FUND			
OTIS ELEVATOR COMPANY	34,906.00	425364	
LJA ENGINEERING INC	2,993.21	425409	37,899.21**
AIRPORT FUND			
COASTAL WELDING SUPPLY	46.20	425251	
OFFICE DEPOT	138.79	425286	
RITTER @ HOME	23.95	425296	
SANITARY SUPPLY, INC.	286.79	425298	
DEPARTMENT OF INFORMATION RESOURCES	.05	425334	
UNITED STATES POSTAL SERVICE	4.34	425347	
LOWE'S HOME CENTERS, INC.	17.81	425354	
UNIFIRST HOLDINGS INC	126.26	425390	
INDUSTRIAL RESCUE INSTRUCTION	1,196.00	425408	
EASTERN AVIATION FUELS INC	60,832.21	425435	62,672.40**
AIRPORT IMPROVE. GRANTS			
ALLCO, INC.	649,599.35	425343	649,599.35**
SE TX EMP. BENEFIT POOL			
GROUP ADMINISTRATIVE CONCEPTS INC	792.00	425399	792.00**
SETEC FUND			
INDUSTRIAL & COMMERCIAL MECHANICAL	1,652.00	425410	1,652.00**
LIABILITY CLAIMS ACCOUNT			
CALVERT EAVES CLARKE & STELLY LLP	4,946.58	425442	4,946.58**
WORKER'S COMPENSATION FD			
TRISTAR RISK MANAGEMENT	14,362.92	425373	14,362.92**
SHERIFF'S FORFEITURE FUND			

NAME	AMOUNT	CHECK NO.	TOTAL
AVIALL	110.30	425243	110.30**
PAYROLL FUND			
JEFFERSON CTY. - FLEXIBLE SPENDING	14,498.00	425204	
CLEAT	324.00	425205	
JEFFERSON CTY. TREASURER	17,169.68	425206	
RON STADTMUELLER - CHAPTER 13	932.50	425207	
INTERNAL REVENUE SERVICE	475.00	425208	
JEFFERSON CTY. ASSN. OF D.S. & C.O.	5,000.00	425209	
JEFFERSON CTY. COMMUNITY SUP.	10,032.90	425210	
JEFFERSON CTY. TREASURER - HEALTH	458,305.09	425211	
JEFFERSON CTY. TREASURER - GENERAL	35.00	425212	
JEFFERSON CTY. TREASURER - PAYROLL	1,677,211.87	425213	
JEFFERSON CTY. TREASURER - PAYROLL	683,256.81	425214	
MONY/MLOA	189.84	425215	
POLICE & FIRE FIGHTERS' ASSOCIATION	3,049.31	425216	
TGSLC	385.62	425217	
UNITED WAY OF BEAUMONT& N JEFFERSON	55.31	425218	
JEFFERSON CTY. TREASURER - TCDRS	639,619.16	425219	
OPPENHEIMER FUNDS DISTRIBUTOR, INC	1,781.65	425220	
JEFFERSON COUNTY TREASURER	2,669.40	425221	
JEFFERSON COUNTY - TREASURER -	6,543.54	425222	
NECHES FEDERAL CREDIT UNION	59,534.61	425223	
JEFFERSON COUNTY - NATIONWIDE	55,832.50	425224	
TENNESSEE CHILD SUPPORT	115.38	425225	
SBA - U S DEPARTMENT OF TREASURY	168.49	425226	
CALIFORNIA STATE DISBURSEMENT UNIT	117.23	425227	
WILLIAM E HEITKAMP	755.01	425228	
JOHN TALTON	1,560.77	425229	
IL DEPT OF HEALTHCARD AND FAMILY SER	49.85	425230	
BELINDA M ZURITA	230.77	425231	
UNITED STATES TREASURY	2,446.30	425232	
			3,642,345.59**
DISTRICT CRT RECORDS TECH			
DATA BANK IMX LLC	5,700.00	425452	5,700.00**
MARINE DIVISION			
RITTER @ HOME	15.98	425296	
DEPARTMENT OF INFORMATION RESOURCES	202.24	425334	
VERIZON WIRELESS	341.91	425342	
WALMART COMMUNITY BRC	206.69	425345	
			766.82**
			4,945,662.99***



STATE OF TEXAS

§

COUNTY OF JEFFERSON

§

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**ABATEMENT AGREEMENT FOR PROPERTY LOCATED IN THE  
REINVESTMENT ZONE**

Pursuant to Section 312.401 of the Texas Tax Code, this Tax Abatement Agreement (hereinafter referred to as the "AGREEMENT") is made and entered into by and between Jefferson County (hereinafter sometimes referred to as "the COUNTY"), and Exxon Mobil Oil Corporation (hereinafter sometimes referred to as "ExxonMobil" OR "OWNER").

**1. RECITALS**

WHEREAS, OWNER possesses interests in taxable real property located within the ExxonMobil Beaumont Refinery Complex Reinvestment Zone, the designation of which was implemented by the COUNTY by an Order dated July 20, 2015 (hereinafter referred to as the "REINVESTMENT ZONE")

WHEREAS, this AGREEMENT is limited to the project to be constructed by OWNER, on various parcels of land located within the Reinvestment Zone, which is described with particularity in Exhibit "A" attached hereto and which will involve construction of a new Light Atmospheric Distillation Expansion processing facility and related improvements (hereinafter referred to as the "PROJECT"); and

WHEREAS the COUNTY wishes to encourage OWNER to select Jefferson County as the site for the PROJECT; and

WHEREAS, the REINVESTMENT ZONE is an area within Jefferson County, Texas, generally described as being within the ExxonMobil Beaumont Refinery Complex Reinvestment Zone, which has been designated by Order of this Court, the legal description for which is attached hereto as Exhibit "C." It is understood and agreed that the Reinvestment Zone boundary is subject to revision based on the final construction plan of the Project, and the County agrees to take the steps necessary to amend the Reinvestment Zone boundary upon request of ExxonMobil, the Company.

NOW, THEREFORE, for the mutual consideration set forth below, the Parties hereto agree as follows:

## 2. AUTHORIZATION

**THIS AGREEMENT IS AUTHORIZED BY THE TEXAS PROPERTY REDEVELOPMENT AND TAX ABATEMENT ACT, TEX. TAX CODE CHAPTER 312, AS AMENDED, AND BY ORDER OF THE JEFFERSON COUNTY COMMISSIONERS COURT ESTABLISHING THE ExxonMobil Beaumont Refinery Complex REINVESTMENT ZONE, WHICH ADOPTED THE referenced REINVESTMENT ZONE.**

## 3. DEFINITIONS

For purposes of this AGREEMENT, the following terms shall have the meanings set forth below:

“Abatement” means the full or partial exemption from ad valorem taxes of the value of certain property located in the REINVESTMENT ZONE designated for economic development purposes.

“Affiliate” of any specified person or entity means any other person or entity which, directly or indirectly, through one or more intermediaries, controls, or is controlled by, or is under common control with such specified person or entity. For purposes of this definition, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such person or entity, whether through the ownership of voting securities, by contract or otherwise.

“Base Year Value” means the taxable value of all industrial realty improvements owned by the property owner and/or its Affiliates within Jefferson County on January 1 preceding the execution of the abatement agreement. Owner will, in consultation with the Jefferson County Appraisal District, provide the County with a list of the Jefferson County Appraisal District account numbers identifying the industrial realty improvements owned by the property owner and/or its Affiliates and the taxable value thereof on January 1 preceding the execution of the abatement agreement for use in preparing the schedule to be attached as an exhibit to the abatement agreement before execution specifying the Base Year Value for all purposes of the abatement agreement.

“Base year”, for the parties to this agreement, is defined as the calendar year in which this abatement contract is executed (signed) by all parties hereto.

“Ineligible Property” is fully taxable and ineligible for tax abatement and includes land, supplies, inventory, housing, vehicles, improvements for the generation or transmission of electrical energy not wholly consumed by a new facility or expansion; any improvements, including those to produce, store or distribute natural gas, fluids or gasses, which are not integral to the operation of the facility; deferred maintenance, property to be rented or leased, property which has a productive life of less than ten years, or any other property for which abatement is not allowed by state law.

“Eligible Property” means the realty improvements, the on-site buildings, structures, fixed machinery and equipment, storage tanks, process units (including all integral components necessary for operations), site improvements, and infrastructure and the permanent office space and related fixed improvements, as defined by the Tax Code but does not include personal tangible property.

“New Eligible Property” means Eligible Property, the construction of which commences subsequent to the effective date of this AGREEMENT. During the construction phase of the New Eligible Property, the OWNER may make such change orders to the New Eligible Property as are reasonably necessary to accomplish its intended use. It is expressly understood that, notwithstanding anything to the contrary written herein, energy, electricity, manufacturing supplies (e.g. foreign manufactured catalysts), feedstocks, freight, and direct materials that physically become a part of the end product manufactured by the PROJECT) are not subject to the terms of this AGREEMENT.

“Taxable Value” for each taxing entity executing an abatement agreement is determined by deducting from the Market Value of all industrial realty improvements of a property owner and/or its affiliates the amount of any applicable exemptions and abatements granted for that Tax Year.

The maximum dollar value for equipment that OWNER intends to claim to the TCEQ as exempt from taxation is 15% of cost, estimated to be in excess of \$1,500,000,000 (“Intended Maximum”), though that number could change as current estimated project costs are refined. It is understood that the COUNTY would not have agreed to this abatement percentages if it were known that the actual exempt property claimed by OWNER would exceed the Intended Maximum. In the event OWNER ultimately claims an amount in excess of the Intended Maximum (such amount the “Exempt Property Excess”), the percentage of abatement described in the “Abatement Schedule” shall be reduced pro rata so as to reimburse the COUNTY for the total decrease in County tax revenue during the abatement period beginning on January 1, 2023 which is expected to result from the Exempt Property Excess. It is understood and agreed that ExxonMobil will not seek a tax exemption for any equipment or portion of the facility which merely reduces the pollution characteristics of the finished product produced by the facility and that an

exemption will only be sought for equipment and technology utilized to reduce pollution at or around the facility.

“Completion” as used herein, shall mean, the successful commissioning of the PROJECT and the attainment of reliable operations. OWNER shall certify in writing to the COUNTY when such Completion is attained.

“Full-time job”, as used herein, shall mean a permanent full-time position that: requires at least 1,600 hours or work per year, is not transferred from another area of the state, is not created to replace a previous employee, and is covered by a group health benefit plan, and pays at least 110% of the county average weekly wage for manufacturing jobs in Jefferson County.

“Payment in Lieu of Taxes” If, during the period of this abatement, any Federal or State law provides an additional tax exemption for the property that is already the subject of this agreement, Applicant agrees to decline that tax exemption during the period of this abatement. If Applicant is unable to decline that tax exemption, Applicant agrees to pay the taxes, or payment in lieu of taxes, on the reduction of property tax revenue to the County that is the result of said exemption. Any payment in lieu of taxes shall be due on or before November 15 of the year in which payment is due.

#### **4. TERM OF ABATEMENT**

This AGREEMENT shall be effective and enforceable upon execution by both parties (which date is herein referred to as the "Effective Date"). The Term of the Abatement pursuant to this AGREEMENT shall begin on January 1, 2023 and shall terminate on December 31, 2032, unless sooner terminated pursuant to other provisions of this AGREEMENT. Should OWNER not begin the construction of the PROJECT by December 31, 2020, this AGREEMENT shall be null and void.

#### **5. OWNER REPRESENTATIONS/OBLIGATIONS**

In order to receive a tax abatement with respect to a tax year listed on EXHIBIT: Tax Abatement Schedule,” OWNER shall comply with the following:

- a. As a result of the PROJECT, and upon its Completion (currently estimated to be not later than the first quarter, 2023), maintain a level of not less than 50 new full-time jobs, using headcount as of January 1, 2020 as the starting point, relating to the PROJECT during the remaining term of this AGREEMENT; provided, however that OWNER may reduce employment levels due to improved efficiencies or changing economic conditions during the term of this AGREEMENT as long as such employment levels do not fall below 45 full-time jobs for total on site employment by owner during said term. In the event that such employment falls below 45 full-time jobs for total on site employment, Abatement shall be reduced proportionate to such employment decline

beginning with the tax year in which the decline occurs and each tax year thereafter per the example calculation cited below where:

A1 = initial Abatement \$s  
 A2 = revised Abatement \$s  
 E1 = 50 full-time jobs  
 E2 = revised employee count  
 $A2 = A1 \times (E2/E1)$

- b. Report and certify the requisite job levels to the COUNTY, annually during each tax year under this AGREEMENT;
- c. Construct the PROJECT with an estimated investment in excess of \$1,500,000,000;
- d. Make available to the COUNTY information concerning the details of contractor bids, every quarter, during the construction phase of the PROJECT under the express understanding that COMPANY is providing the COUNTY such contractor bid information on a strictly confidential basis so as to maintain the integrity of the competitive bid process;
- e. Report and certify to the COUNTY the requisite cost of the PROJECT within 120 days after the completion of the PROJECT (or 120 days after the Effective Date, whichever is later);
- f. Ensure that qualified local labor, vendors, suppliers, and sub-contractors are given a timely opportunity to bid on contracts for the provision of supplies, goods and services (including engineering and construction services, *e.g.*, piping, electrical, civil, fabrication) in connection with construction of the PROJECT and any turnaround project which is undertaken as part of or in connection with the PROJECT during the term of the abatement period. Such consideration shall be made in good faith without discrimination. For purposes of the foregoing:
  - (i) Local labor” is defined as those qualified laborers or craftsmen who are residents and domiciliaries of the nine county regions comprised of Jefferson, Orange, Hardin, Jasper, Newton, Liberty, Tyler and Chambers Counties, as well as the Bolivar Peninsula area of Galveston County. “Local vendors” and “local suppliers” shall include only those located or having a principal office in Jefferson County. “Local subcontractors” shall include only those located or having a principal office in Jefferson County.
  - (ii) OWNER agrees to give preference and priority to local manufacturers, suppliers, vendors, contractors and labor, except where not reasonably possible to do so without significant added expense, substantial inconvenience, or sacrifice in operating efficiency. For any such exception in cases involving purchases over \$1 million, a justification for such purchase shall be included in OWNER’S annual

letter of compliance. OWNER further acknowledges that it is a contractual obligation, under this agreement, of persons receiving property tax abatements to favor local manufacturers, suppliers, contractors, and labor, all other factors being equal. In the event of a breach of this “buy local” provision, OWNER agrees that the percentage of abatement shall be proportionately reduced in an amount equal to the amount the disqualified contract bears to the total construction cost for the PROJECT.

- ii) OWNER agrees to provide bidding information to local qualified contractors, vendors, manufacturers and labor to allow them to have sufficient information and time to submit their bids, and pre-bid meetings shall be held between OWNER and potential local bidders and suppliers of services and materials. Owner agrees that he will provide sufficient notice and information regarding to project to qualified local contractors to enable them to submit bids for materials in the early procurement processes
  
- g. Report and certify to the COUNTY, quarterly the total number of dollars spent on local labor, local subcontractors and local vendors/suppliers in connection with the PROJECT;
  
- h. Not in any way discriminate against or treat disparately union contractors who choose to participate in the competitive bid process relating to work on the PROJECT, nor discriminate against or treat disparately union members who seek employment on the PROJECT; and
  
- i Encourage and promote the utilization of Historically Underutilized Businesses (HUBs) (also known as Disadvantaged Business Enterprises, or DBEs) by the general contractor engaged by OWNER to construct the PROJECT and any turnaround project which is undertaken as part of or in connection with the PROJECT during the term of the abatement period by ensuring qualified HUB/DBE vendors and contractors are given a timely opportunity to bid on contracts for supplies and services. For purposes of the foregoing:
  - (i) A HUB/DBE is a business owned or controlled by Socially and Economically Disadvantaged Individuals as defined by all applicable federal or state laws and local policies, including Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian Indian Americans, women, and individuals with disabilities.
  
  - (ii) A HUB/DBE is one that is at least 51 percent owned or controlled by one or more women or Socially and Economically Disadvantaged Individuals or, in the case of a publicly-owned business, one that at least 51 percent of the stock of which is controlled by one or more women or Socially and Economically Disadvantaged Individuals.

(iii) A business that has been certified as a HUB/DBE by an agency of the federal government or the State of Texas is presumed to be a HUB/DBE for purposes of Agreement.

(iv) Only a HUB/DBE with its principal office in the State of Texas will be recognized as a HUB/DBE for purposes of this Agreement. A list of HUB/DBE vendors/suppliers is maintained in the COUNTY office and a list of same is attached hereto as Exhibit D. As to the use of qualified local and HUB/DBE vendors, suppliers and sub-contractors, OWNER will, at a minimum:

j. Consult with chambers of commerce, minority business associations, trade associations and other regional economic development organizations to identify local and HUB/DBE vendors, suppliers and sub-contractors;

k. Notify qualified local and HUB/DBE vendors, suppliers and sub-contractors, allowing sufficient time for effective preparation of bids for the planned work to be sub-contracted or materials, supplies or equipment to be purchased;

l. Provide qualified local and HUB/DBE vendors, suppliers and sub-contractors who are interested in bidding on a subcontract or contract for materials, supplies, equipment, or the provision of engineering and construction services and labor adequate information regarding the project as early as is practicable in the bidding process in order to allow the HUB/DBE vendors, suppliers and sub-contractors sufficient time to prepare a bid (*i.e.*, plans, specifications, scope of work, bonding and insurance requirements, and a point of contact within the general/prime contractor);

m. Negotiate in good faith with interested qualified local and HUB/DBE vendors, suppliers or sub-contractors, and award sub-contracts or contracts for materials, supplies equipment, or the provision of engineering and construction services and labor to local or HUB/DBE vendors, suppliers or sub-contractors when they are the lowest qualified responsive bidder who meets all of the applicable bid specifications; and

n. Include a provision in OWNER'S contract with the general/prime contractor on the PROJECT which requires the general/prime contractor to read and comply with the terms of this AGREEMENT relating to the use of union or non-union, local and HUB/DBE vendors, suppliers or sub-contractors.

## 6. VALUE OF ABATEMENT

For each year under this Agreement, the abatement percentage received by OWNER under this AGREEMENT with respect to the value of New Eligible Property, is set forth on attached Exhibit: "Tax Abatement Schedule"

The Abatement during each year covered by this Agreement shall be the value attributable to the Project multiplied by Abatement Schedule, adjusted by the Base Year Value.

## 7. QUARTERLY MONITORING MEETINGS

With respect to the quarterly monitoring meetings referenced in Section 5(d) above, the County Judge, County Commissioners, or their designee(s) shall be allowed to attend such quarterly monitoring meetings, on the express condition that they execute a confidentiality agreement prepared by OWNER so as to protect confidential information which may be disclosed to them during or as a result of such monitoring meetings. OWNER agrees to reimburse the COUNTY in an amount not to exceed to \$4,000.00 annually for the costs or expenses actually incurred by the COUNTY in monitoring the status of the bidding process every quarter during the construction phase of the PROJECT.

## **8. TAXABILITY**

During the period that this AGREEMENT is effective, taxes shall be payable as follows:

- a. The value of Ineligible Property shall be fully taxable;
- b. The Taxable Value of existing Eligible Property as determined each shall be fully taxable; and
- c. The value of New Eligible Property shall be abated as set forth in Section 6, hereinabove.

## **9. ADJUSTMENTS TO ABATEMENT FOR BASE YEAR VALUE DECLINE**

The Jefferson County Appraisal District will establish the certified values of Eligible Property as of January 1, 2016, (year abatement executed) as set forth on attached Exhibit "B", and such values shall be the values used to calculate the Base Year Value as herein defined. If on January 1st of any tax year listed on the "Tax Abatement Schedule" the Taxable Value is less than the Base Year Value, then the abatement of value otherwise available shall be reduced by one dollar for each dollar that the Taxable Value of realty improvements is less than the Base Year Value, except that no such reduction of Owner's abatement shall be made should any reduction to Taxable Value of Owner's Eligible Property result from a Force Majeure event.

In the event the Owner reduces its ad valorem taxes on personal property otherwise payable to the County by participating in a foreign trade zone, then the amount of abated value otherwise available shall be reduced by one dollar for each dollar of tax value reduction attributable to special treatment from trade zone participation. The parties hereto stipulate and agree that the certified appraisal value for this property, as calculated by the Jefferson County

It is understood and agreed that if, with respect to any tax year during the abatement, the Owner prevails in an action to contest the appraised value of any and all industrial realty

improvement accounts that pertain to this agreement on the basis of unequal appraised as defined by Property Tax Code Section 42.26, the following will occur:

the abatement will be recalculated for any adjustments due to the contract floor; and,

the abatement will be further reduced dollar for dollar for any amount that the value of the industrial realty improvements as determined by the Court is reduced from the value as set by the Appraisal Review Board for the tax year under contest.

## 10. POLLUTION CONTROL EXEMPTION

The COUNTY understands that OWNER plans (i) to request from the TCEQ a determination under Section 11.31 of the Texas Tax Code that certain property included in the New Eligible Property is pollution control property, and (ii) to apply for an exemption from ad valorem taxes under Section 11.31 of the Texas Tax Code with respect to all or a portion of such property determined by the TCEQ to be pollution control property. OWNER represents that the exempt value of such pollution control property will not exceed fifteen percent (15%) of the value of the Project in any year of Abatement under this AGREEMENT. OWNER agrees that in the event the exempt value of such pollution control property exceeds fifteen percent (15%) of the value of the Project in any year of Abatement under this AGREEMENT, the abated value will be reduced accordingly.

## 11. EVENT OF DEFAULT

If either party should default in performing any obligation under this AGREEMENT, the other party shall provide such defaulting party written notice of default and provide the defaulting party with a minimum period of thirty (30) days to cure such default prior to instituting an action for breach or pursuing any other remedy for default, provided however, that, if the default is of such a nature that it cannot, with the exercise of reasonable diligence, be cured within thirty (30) days, then such party shall not be in default so long as such party has commenced such cure within thirty (30) days after receiving written notice of such default and is diligently prosecuting such cure to completion. Subject to providing such notice of default and the aforesaid opportunity to cure same, the party aggrieved by default shall have the right to terminate this AGREEMENT and to pursue any remedy available at law or in equity, for breach hereof. In addition, if a party (the "Affected Party") shall become unable to timely perform any of its obligations under this AGREEMENT, other than any obligation to pay money, as a consequence of a Force Majeure Event, the Affected Party shall be relieved of such obligation (and such failure to timely perform such obligation shall not constitute a default) to the extent that and for so long as (but only to the extent that and only for so long as) it is unable to timely perform such obligation as a consequence of such Force Majeure Event. A "Force Majeure Event" means any of the following: (a) acts of God, earthquakes, tidal waves, lightning, floods, and storms; (b) explosions and fires; (c) strikes and lockouts; (d) wars, riots, acts of the public enemy, civil disturbances, hostilities, sabotage, blockades, insurrections, terrorism,

and epidemics; (e) acts of expropriation, confiscation, nationalization, requisitioning, or other taking; and (f) any other event, condition, or circumstance beyond the reasonable control of the party claiming relief as a consequence thereof; provided, however, that "Force Majeure Event" does not include the inability to make payment or financial distress.

## **12. ASSIGNMENT**

OWNER may assign this AGREEMENT, in whole or in part, to a new owner or lessee of the same PROJECT, or a portion thereof, or to an Affiliate of OWNER upon written approval by resolution of the COMMISSIONERS COURT of such assignment, and approval shall not be unreasonably withheld or delayed. It shall not be unreasonable for the COURT to withhold approval if OWNER or the proposed assignee is liable to the COUNTY for outstanding taxes or other obligations.

## **13. ENTIRE AGREEMENT**

The Parties agree that this AGREEMENT contains all of the terms and conditions of the understanding of the Parties relating to the subject matter hereof. All prior negotiations, discussions, correspondence and preliminary understandings between the parties and others relating hereto are superseded by the AGREEMENT.

## **14. SUCCESSORS AND ASSIGNS**

This AGREEMENT shall be binding on and inure to the benefit of the parties, their respective successors and assigns. OWNER may not assign all or part of its rights and obligations hereunder without the prior written consent of the COUNTY, which shall not be unreasonably withheld or delayed. It shall not be unreasonable to withhold consent to assignment if OWNER or the proposed assignee(s) is/are delinquent in the payment of any ad valorem taxes.

## **15. NOTICE**

Any notice and/or statement required and permitted to be delivered shall be deemed delivered by depositing same in the United States mail, certified with return receipt requested, postage prepaid, addressed to the appropriate party at the following addresses:

Exxon Mobil Corporation  
Property Tax Department  
P. O. Box 53  
Attention: Property Tax Agent, Craig E. Mann

Houston, TX 77001-0053

COUNTY: Hon. Jeff R. Branick, County Judge  
Jefferson County Texas  
P.O. Box 4025  
Beaumont, Texas 77704  
(409) 835-8466  
(409) 839-2311 (facsimile)

With a copy to: Ms. Kathleen Kennedy, Chief Civil Attorney  
Criminal District Attorney  
1149 Pearl Street, 3<sup>rd</sup> Floor  
Beaumont, Texas 77701  
(409) 835-8550  
(409) 835-8573 (facsimile)

Mr. Fred L. Jackson,  
First Assistant: Staff Attorney  
Jefferson County Courthouse  
1149 Pearl Street  
P. O. Box 4025,  
Beaumont, Texas 77704  
(409) 835-8466  
(409) 839-2311 (facsimile)

## **16. MERGER**

The Parties agree that this AGREEMENT contains all of the terms and conditions of the understanding of the parties relating to the subject matter hereof. All prior negotiations, discussions, correspondence and preliminary understandings between the parties and others relating hereto are superseded by this AGREEMENT.

## **17. INTERPRETATION**

The Parties acknowledge that both have been represented by counsel of their choosing in the negotiation and preparation of the AGREEMENT. Regardless of which party prepared the initial draft of this AGREEMENT, this AGREEMENT shall, in the event of

any dispute over its meaning or application, be interpreted without reference to the principle of construction favoring the party who did not draft the AGREEMENT under construction.

### **18. APPLICABLE LAW AND VENUE**

This AGREEMENT is made, and shall be construed and interpreted under the laws of the State of Texas and venue shall lie in Jefferson County, Texas.

### **19. SEVERABILITY**

In the event any provision of this AGREEMENT is illegal, invalid, or unenforceable under present or future laws, then, and in that event, it is the intention of the Parties hereto that the remainder of this AGREEMENT shall not be affected thereby, and it is also the intention of the Parties to this AGREEMENT that in lieu of each clause or provision that is found to be illegal, invalid, or unenforceable, a provision be added to this AGREEMENT which is legal, valid, and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

Executed in duplicate this the \_\_ day of \_\_\_\_\_, 201\_\_.

#### **FOR THE COUNTY:**

\_\_\_\_\_  
 Hon. Jeff R. Branick, County Judge  
 Jefferson County, Texas

#### **FOR THE OWNER:**

\_\_\_\_\_

Fernando Salazer, Beaumont Refinery Manager  
Exxon Mobil Oil Corporation

### **EXHIBIT A “Description of Project”**

ExxonMobil Oil Corporation proposes to expand the Beaumont Refinery’s distillation capacity by constructing a new crude fractionation tower, a new diesel hydro-treating unit, and a new jet hydro-treating unit on unimproved land within the Applicant’s existing Beaumont, Texas, Refinery Complex (the “Project”). The proposed Project facility would allow for additional production of petroleum intermediate products and high quality ultra-low sulfur fuels.

The proposed improvements will include all process facilities, infrastructure and auxiliary equipment and any other infrastructure additions related to the processing unit facility, including but not limited to:

Significant components of the proposed expansion would include:

- Fractionation Units, including a Crude Distillation Tower
- Process Heaters
- Reactors
- Towers, Drums & Other Vessels
- Storage Tanks
- Pumps
- Compressors
- On-site Piping & Connections to existing piping
- Analyzers
- Instrumentation & Controls
- Cooling Tower
- Condensers & Heat Exchangers
- Flare System
- Scrubbers
- Strippers
- Benzene Recovery Unit
- Desalters
- Wharves
- Buildings

The proposed project would be constructed on approx. 6.9 acres of land located within the Beaumont Refinery complex, which is contained within the ExxonMobil Beaumont Refinery Complex Reinvestment Zone.

It is estimated to employ approximately 1,850 construction workers during peak periods. In addition, about 50 permanent jobs would be added to the company's workforce of 2,000 employees currently located in the Beaumont area.

**Exhibit "B"**  
**"Tax Abatement Schedule"**

<b>Tax Year</b>		<b>Abatement Percentage</b>
1.	2023	100%
2.	2024	100%
2.	2025	100%
3.	2026	100%
4.	2027	100%
6.	2028	100%
7.	2029	100%
8.	2030	100%
9.	2031	100%
10.	2032	100%

**EXHIBIT C “Base Year Property”**

This base year taxable value as certified will be attached as part of this Exhibit “C”, with the consent of the parties, when same is calculated and adopted and certified by the Jefferson County Appraisal District.

**EXHIBIT “D” – “Reinvestment Zone”**

*Notice of Meeting and Agenda and Minutes  
July 20, 2015*

**SPECIAL, 7/20/2015 1:30:00 PM**

BE IT REMEMBERED that on July 20, 2015, there was begun and holden a SPECIAL session of the Commissioners Court of Jefferson County, Texas, with the following members and officers present and participating except those absent as indicated:

Honorable Jeff Branick, County Judge

Commissioner Eddie Arnold, Commissioner Pct. No. 1

Commissioner Brent Weaver, Commissioner Pct. No. 2

Commissioner Michael Sinegal, Commissioner Pct. No. 3

Commissioner Everette D. Alfred, Commissioner Pct. No. 4

Honorable G. Mitch Woods, Sheriff (ABSENT)

Tim Smith

Honorable Carolyn L. Guidry , County Clerk (ABSENT) -

Theresa Goodness, Chief Deputy

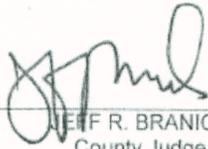
**AGENDA ITEM****July 20, 2015**

Consider, possibly approve, execute, receive and file an order creating the ExxonMobil Beaumont Refinery Complex Reinvestment Zone pursuant to Sec. 312.401, Texas Tax Code (the Property redevelopment and Tax Abatement Act.) **(Public Hearing was conducted with no comment on July 13, 2015.)**



- Section 5. The Commissioners Court finds that such improvements are feasible and will benefit the Zone after the expiration of the agreement
- Section 6. The Commissioners Court finds that creation of the Zone is likely to contribute to the retention or expansion of primary employment in the area and/or would contribute to attract major investments that would be a benefit to the property and that would contribute to the economic development of the community
- Section 7. That this Order shall take effect from and after its passage as the law in such cases provides.

Signed this \_\_\_\_\_ day of July \_\_\_\_\_, 2015.




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JEFF R. BRANICK  
County Judge




---

COMMISSIONER EDDIE ARNOLD  
Precinct No. 1




---

COMMISSIONER MICHAEL S. SINEGAL  
Precinct No. 3




---

COMMISSIONER BRENT A. WEAVER  
Precinct No. 2




---

COMMISSIONER EVERETTE D. ALFRED  
Precinct No 4



**EXHIBIT E – “List of HUB/ DBE Companies”****Minority Business Directory**

**\*Indicates certification as a HUB/DBE has been obtained.**

List to be provided by Jefferson County, per verbiage in the current Uniform Tax Abatement Policy

## Exhibit "F"

## Jefferson County Abatement Policy

It is understood and agreed that all abatement agreements granted herein shall conform to this abatement policy and to the Texas Tax Code.

**EXHIBIT "G" - AFFILIATES OF OWNER, as of January 1, 2016**

Listing obtained from the Jefferson County Appraisal District

434725	CS MOBIL
390693	EXXON CHEMICALS AMERICA
480897	EXXON CHEMICALS AMERICA
480939	EXXON MOBIL CORPORATION
469979	EXXON MOBIL CORPORATION
474871	EXXON MOBIL CORPORATION
223188	EXXON MOBIL CORPORATION
189079	EXXONMOBIL CORP
189080	EXXONMOBIL CORP
355588	EXXONMOBIL CORP
431428	EXXONMOBIL CORP
453769	EXXONMOBIL CORP
480772	EXXONMOBIL OIL CORP
447235	EXXONMOBIL OIL CORPORATION
471934	EXXONMOBIL OIL CORPORATION
487060	EXXONMOBIL OIL CORPORATION
480966	EXXONMOBIL PIPELINE CO
223186	EXXONMOBIL PIPELINE CO
386754	INFINEUM USA LP
239758	INFINEUM USA LP
403980	MOBIL CHEMICAL CO
453770	MOBIL CHEMICAL CO
294291	MOBIL CHEMICAL CO - LDPE
444128	MOBIL PIPE LINE CO
480771	MOBIL PIPELINE CO
454180	MOBIL PROD TEX & NM INC
455688	NECHES RIVER TREATMENT CO
201305	NECHES RIVER TREATMENT CO
480776	NECHES RIVER TREATMENT CORP
480896	STATE STREET BANK & TRUST CT
418800	TEXAS SEA RIM PIPELINE INC
480870	WILMINGTON TRUST CO

## Minority Business Directory

**\* Indicates certification as a HUB/DBE has been obtained**

### Accountants/ Certified Public

ComPRO Tax  
Denise White  
2720 N. 11<sup>th</sup> Street  
Beaumont, TX 77703  
Tel: 409-924-7777  
Fax: 409-924-0610  
Website: [www.comprotax.com](http://www.comprotax.com)

Fedric Zeno, Sr.  
ComPRO Tax, Inc.  
2905 Laurel Ave.  
Beaumont, TX 77703  
Tel: 409-832-1099  
Fax: 409-832-2108  
Home: 409-840-5129  
Email: [zenoandassociate@aol.com](mailto:zenoandassociate@aol.com)

Gayle Botley  
Botley & Associates, CPA's  
Tel: 409-833-8757

Joanne Spooner  
South Park ComPRO Tax  
4390 Highland Avenue  
Beaumont, TX 77705  
Tel: 409-832-8299  
Fax: 409-832-1661  
Website: [www.comprotax.com](http://www.comprotax.com)

\*Stephanie Clark  
The Ann Group  
2700 Blanchette St. (01)  
Tel: 409-813-3696  
Fax: 409-813-3404  
Email: [sclark@theanngroup.com](mailto:sclark@theanngroup.com)

Mr. Yusuf Muhammad  
ComPRO Tax  
999 S. 4<sup>th</sup> St.  
Beaumont, TX 77701  
Tel: 409-832-3565  
Fax: 409-832-2252  
Website: [www.comprotax.com](http://www.comprotax.com)

Ms. Margaret Bostic  
That Too  
Tel: 409-842-6966

### **Advertising & Public Relations**

Jessie Haynes & Associates  
P.O. Box 22577  
Beaumont, TX 77720  
Tel: 409-838-2222  
Website: [www.haynespr.com](http://www.haynespr.com)

Texas Black Pages  
P.O. Box 22577  
Beaumont, TX 77720  
Tel: 409-838-2222  
Website: [www.texasblackpages.com](http://www.texasblackpages.com)

### **Agricultural**

Lloyd J. Hebert  
Cooperative Extension Program  
1295 Pearl St  
Beaumont, TX 77701  
Tel: 409-835-8461  
Cell: 409-351-1331

### **Air Conditioning Repair**

Big-O Air Conditioning & Heating  
1370 Lavaca  
Beaumont, TX 77705  
Tel: 409-833-4817  
Cell: 409-656-0827

J&W A/C Heating  
Ivory Joe Harris  
5465 Emerald Dr.  
Beaumont, TX 77705  
Tel: 409-842-2389

Jon D. Welch  
Coushatta  
P.O. Box 13071  
Beaumont, TX 77726  
Tel: 409-899-2552  
Email: [jon@coushatta-services.com](mailto:jon@coushatta-services.com)  
Website: [www.coushatta-services.com](http://www.coushatta-services.com)

LanLos Appliance & Air Conditioning Repair  
P.O. Box 5513  
Beaumont, TX 77726  
Tel: 409-724-4101

Villery's  
Refrigeration & Air Conditioning Service  
Tel: 409-838-2233

**Barbecue/ Caterers**

Charlie Dean  
Dean's Bar-B-Q & Catering  
805 Magnolia  
Beaumont, TX 77701  
Tel: 409-835-7956

Eugene Sam  
Tillmans Barbecue Pit  
1104 Sherman St  
Beaumont, TX 77701  
Tel: 409-838-5592

Gerard's Barbecue Diner  
3730 Fannett Rd  
Beaumont, TX 77705  
Tel: 409-842-9135

Jack Patillo Barbecue  
2775 Washington Blvd.  
Beaumont, TX 77705  
Tel: 409-833-3154

Leonard Broussard  
Broussard's Bar-B-Q  
2930 S. 11<sup>th</sup> Street  
Beaumont, TX 77701  
Tel: 409-842-1221

\*Mouton's Catering  
3845 Washington Blvd  
Beaumont, TX 77705  
Tel: 409-842-4933

**Carpet/ Flooring**

\*Alton & Michelle Babineaux  
Bab's Carpet  
4940 Highland Ave.  
Beaumont, TX 77705  
Tel: 409-833-7484  
Fax: 409-790-4218

Delores Fruge  
Power Stretch Carpet  
502 S. 4<sup>th</sup> St.  
Beaumont, TX 77701  
Home: 409-832-8626  
Cell1: 409-617-1862  
Cell2: 409-338-9907  
Fax: 409-833-3230

Raymon and Sharonne Morris  
Morris and Morris Floor Covering  
4515 Ironton  
Beaumont, TX 77703  
Home: 409-833-5011  
Tel: 409-553-9861

**Computer Service & Repair**

Chris Martin  
601 Woodworth  
Port Arthur, TX 77642  
Tel1: 409-982-3528  
Tel2: 409-982-3529

David Leaven / Marcus Frank  
F & L Computer Solutions  
P.O. Box 328-A  
Winnie, TX 77665  
Tel: 409-351-1256

**Consultant**

Felicia Young, Owner  
Five Star Business Solutions  
Tel: 409-466-6038

**Contractors / Construction Services / Community Development /  
Home Builders**

Al Armstrong  
SEATECH  
3227 Highland Ave  
Beaumont, TX 77701  
Tel: 409-350-5620

Albert Ceaser  
CMM Construction  
Tel 409-842-1250

Arthur Limbrick, Sr.  
Lim Construction, Inc.  
Commercial & Residential Building  
4935 Fannett Road  
Beaumont, TX 77705  
Tel: 409-842-9765  
Fax: 409-842-9141  
Cell: 409-338-0832

\*Bruce's General Construction, Inc.  
1175 Reynolds Rd  
Beaumont, TX 77707  
Tel: 409-866-6245

Celestine's Construction  
510 Palm St.  
Beaumont, TX 77705  
Tel: 409-832-1342

*Christene Sonnier	
Coastal Industrial Services, Inc.	
P.O. Box 158	205 West Hwy 365, Ste. A
Port Neches, TX 77651	Port Arthur, TX 77640
Tel: 409-736-3797	Fax: 409-736-2270
Cell: 409-728-5072	Email: <a href="mailto:www.coastaltxs@aol.com">www.coastaltxs@aol.com</a>

Cornelius Harris  
Alamo Contractors

Don LaFleur  
Don LaFleur Construction & Homes  
5681 Eastex Freeway  
Beaumont, TX 77708  
Tel: 409-347-0593

Donald Ray Wise

Wise Barricades  
Tel: 409-835-5113

Eddie Senigaur  
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3196 Washington Blvd.  
Beaumont, TX 77705  
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Email: [jerry.ball@osfinc.net](mailto:jerry.ball@osfinc.net)

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Houston, TX 77004  
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Gulf Coast Industrial Contractors, Inc.  
Tel: 409-842-1522

Joe Wheaton  
Joe Wheaton Construction Co.

Johnny Casmore  
Builders, Inc.  
7295 Ellen Lane  
Beaumont, TX 77708  
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DEZ-TEX Construction, Inc.  
Tel: 409-842-4844

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Faith Construction  
Tel: 409-794-2615

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Ories Holmes Construction  
Tel: 409-842-3943

Paul Buxie  
Buxie Builders  
Tel: 409-833-2028

Perkins brown  
Brown Fencing & construction  
Tel: 409-833-1533

R. Anthony Lewis II  
Custom Home Design & Building  
Tel: 409-839-4735

Ray Marsh  
 RAM Contracting Services  
 Tel: 214-597-0541  
 Email: ray@rammep.com

Richard Gilbert / Bruce Dunbar  
 Owner / Superintendent  
 GP Realty Building Co.  
 648 Orleans  
 Beaumont, TX 77701  
 Richard Tel: 281-895-7773  
 Bruce Tel: 409-454-6356  
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\*Roosevelt Petry  
 GP Industrial Contractors, Inc.  
 rpetry@gpic2000.com  
 Port Arthur, TX 77640  
 Tel: 281-850-8889

Steve Andrus  
 Andrus Construction  
 Beaumont, TX 77703  
 Home: 409-835-4397  
 Work: 409-835-8629  
 Cell: 409-466-1860

William Kenebrew, Sr.  
 Kenebrew Masonary  
 Tel: 409-866-3310

### **Commodities**

\*Loma George  
 LG Supplies  
 9545 Riggs Street  
 Beaumont, TX 77707  
 lomageorge@att.net  
 Tel: 409-782-4086

### **Copy Services**

Jeanette Rideau  
 Reliable Copy Service  
 2498 Washington Blvd -B  
 Beaumont, TX 77705  
 Tel: 409-835-1218  
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 Email: [jeanetteRCS@sbcglobal.net](mailto:jeanetteRCS@sbcglobal.net)

**Council**

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Email: [gtmbc@ih2000.net](mailto:gtmbc@ih2000.net)  
Website: [www.gtmbc.com](http://www.gtmbc.com)

**Electrical/ Mechanical Contractors**

Calvin Walker  
Walker's Electric Company  
2916 Magnolia Street  
Beaumont, TX 77703  
Tel: 409-212-9244  
Fax: 409-212-9245

\*Gregory T. Johnson, Sr.  
GJETCO  
P.O. Box 22735  
Beaumont, TX 77720  
Tel: 409-866-3829  
Fax: 409-866-6962

\*Joseph C. Ledet, III  
Ledet Electrical Services  
Tel: 409-896-5471  
Cell: 409-791-1366

Ray Marsh  
RAM Electrical & Mechanical Contractors  
3467 Elinor  
Beaumont, TX 77705  
Cell: 214-597-0541  
Fax: 972-539-2422  
Email: [ray@ram4mep.com](mailto:ray@ram4mep.com)

**Employment Services**

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Texas Workforce Centers of Southeast Texas  
304 Pearl Street  
Beaumont, TX 77701  
Tel: 409-839-8045  
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\*Luis G. Silva  
Silva Employment Network  
2901 Turtle Creek Drive, Suite 205  
Port Arthur, TX 77642  
Tel: 409-727-4024  
Fax: 409-727-4094  
Email: [lgsilva1940@aol.com](mailto:lgsilva1940@aol.com)

**Energy**

Syed Mohiuddin  
Apex Petroleum & Energy Xpress, LLC  
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Houston, TX 77074  
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**Engineers**

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Fax: 409-898-3420  
Email: [mail@sigmaengineers.com](mailto:mail@sigmaengineers.com)

**Environmental**

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 Legacee Environmental  
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 Houston, TX 77035  
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 Email: [liepke@cpilaboratory.com](mailto:liepke@cpilaboratory.com)  
 Website: [cpilaboratory.com](http://cpilaboratory.com)

**Florists- Retail**

Mr. Walter McCloney  
 McCloney Florist  
 2690 Park St  
 Beaumont, TX 77701  
 Tel: 409-838-6861  
 Fax: 409-838-0085  
 Email: [waltermccloney@sbcglobal.net](mailto:waltermccloney@sbcglobal.net)

**Home Repair & Maintenance**

Clinton Ford  
 Clint's Maintenance and Repairs  
 8345 Lawrence Drive  
 Beaumont, TX 77708  
 Tel: 409-899-4547

**Industrial Consultant**

B.D. Belvin and Assoc.  
 Consulting Business Development  
 9692 Westhiemer Rd., Suite 83  
 Houston, TX 77063  
 Tel: 512-789-8178  
 Email: [david@bdbelvin.com](mailto:david@bdbelvin.com)  
 Website: [wwwbdbelvin.com](http://wwwbdbelvin.com)

Glenn J. Walters  
Home Sweet Home Enterprise, Inc.  
5212 Culpepper PL  
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Email: [glennjwalters@aol.com](mailto:glennjwalters@aol.com)

### **Insurance**

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Farmers Insurance Group  
1120 Woodworth Blvd.  
Port Arthur, TX 77640  
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Email: [bholmes@farmeragent.com](mailto:bholmes@farmeragent.com)

Byron Lewis  
LRC Insurance, Inc.  
190 S. Dowlen Road  
Beaumont, TX 77707  
Tel: 409-866-7073  
Cell: 409-466-3664  
Email: [lrcinsurance@yahoo.com](mailto:lrcinsurance@yahoo.com)

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Beaumont, TX 77705  
Tel: 409-842-8300  
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Email: [odharm21@yahoo.com](mailto:odharm21@yahoo.com)  
Website: [www.coloniallife.com](http://www.coloniallife.com)

Lora Brooks Francis  
Insurance Medical Services, Inc.  
8100 Lemon Tree Court  
Port Arthur, TX  
Tel & Fax: 409-722-0077

Cell: 409-289-0945

Mark A. Williams  
Protectors Insurance & Financial Services  
2600 South Loop West, Suite 520  
Houston, TX 77054  
Tel: 832-347-6080  
Fax: 713-660-9977  
Email: [mwilliams@protectorinsurance.com](mailto:mwilliams@protectorinsurance.com)

Mr. Lawrence Evans  
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3355 Washington Blvd.  
P.O. Box 22897  
Beaumont, TX 77720  
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Fax: 409-842-8304  
Email: [levansinsurance@msn.com](mailto:levansinsurance@msn.com)

Tarik Cooper  
Frank and Cooper, Inc.  
125 IH 10 North Street, Suite 410  
Beaumont, TX 77707  
Tel: 409-284-5341  
Cell: 409-939-0247

Thelma Jefferson  
Discount Medical & Dental  
5125 Folsom  
Beaumont, TX 77706  
Tel1: 409-899-9194  
Tel2: 409-4661822  
Email: [cautiousscenery@aol.com](mailto:cautiousscenery@aol.com)

### **Investment**

Connie D. Gist  
EdwardJones  
4414 Dowlen Road, Suite 102  
Beaumont, TX 77706  
Tel1: 409-896-5852  
Toll Free1: 888-368-2620  
Toll Free2: 888-898-7188  
Website: [www.edwardjones.com](http://www.edwardjones.com)

**Lawn Care**

Ava S. Hamilton  
 B & A Lawn Care Service  
 P.O. Box 22855  
 Tel1: 409-866-9399  
 Tel2: 409-651-9955  
 Tel3: 409-651-9954

\*Michael Alfred  
 The Garden of Gethsemane  
 Tel: 409-842-2773

**Logistic**

\*Ray Deshotel  
 Beaumont Warehouse-Transportation  
 P.O. Box 20477  
 Beaumont, TX 77720  
 Tel: 409-883-9997  
 Fax: 409-883-4208  
 Cell: 409-299-0053  
 Email: [ldeshotel@pnx.com](mailto:ldeshotel@pnx.com)

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 KT Maintenance Company, Inc.  
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 Port Arthur, TX 77640  
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 Fax: 409-982-4851  
 Email: [kenny.tims@ktmaintenance.com](mailto:kenny.tims@ktmaintenance.com)

**Misc.**

Clarence C. Jones  
 M&R Cleaning Services  
 Tel: 409-833-4535

Delois Roy  
 Art World  
 Tel: 409-892-7638

J.M. Kaufman  
 J.M. Kaufman Materials Co.  
 Tel: 409-985-4906

James Holmes  
 James Holmes Enterprises, Inc.  
 Tel: 409-842-3685

\*Toni Prados  
 Area Impressions Caps & T's  
 Tel: 409-833-4561  
 Email: [bprados@swbell.net](mailto:bprados@swbell.net)

### **Office Supply**

Howard Giron  
 Select Business Products  
 P.O. Box 22741  
 Beaumont, TX 77720  
 Tel: 409-866-3224  
 Fax: 409-866-1401

### **Pest Control**

Colton (Bubba) Moore, Owner  
 Moore Superior Pest Control, Inc.  
 Tel: 409-899-1799

### **Petroleum Testing/Marine Barge/Ship Inspection**

\* Tiffany Liepke, President  
 Chemical and Petrochemical Inspections L.P.  
 5300 39<sup>th</sup> Street – P.O. Box 387  
 Groves, TX 77619  
 409-962-1318  
 Mobile: 409-460-0484  
 Email: [liepke@cpilaboratory.com](mailto:liepke@cpilaboratory.com)  
 Website: [cpilaboratory.com](http://cpilaboratory.com)

### **Photography**

Harold's Photography  
 2705 S. Fourth St  
 Beaumont, TX 77705

Tel: 409-794-5376  
 Fax: 409-842-4143  
 Email: [haynes.haynes@sbcglobal.net](mailto:haynes.haynes@sbcglobal.net)

Johnny Beatty Barry  
 Photographer & Videographer  
 2906 Roberts St.  
 Beaumont, TX 77701  
 Tel: 409-842-3903

Sonny Perkins  
 Sonny's Video  
 2290 Morrison  
 Beaumont, TX 77701  
 Tel: 409-832-9380

### **Plumbing**

A.J.  
 Martha's Sewage and Drainage Service  
 2370 Columbia Street  
 Beaumont, TX 77701  
 Tel: 409-833-2796

Charles chevis  
 Joe Simon Plumbing & Heating  
 Tel: 409-842-0490

### **News/ Media/ Publications**

Angel San Juan  
 KFDM 6 & WB 10 KWBB  
 P.O. Box 7128  
 Beaumont, TX 77726-7128  
 Tel: 409-895-4661  
 Fax: 409-892-7305  
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 Spotlight Magazine  
 P.O. Box 41203  
 Beaumont, TX 77725  
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CUSH Magazine  
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Website: [www.cush.com](http://www.cush.com)

### **Purchasing/ Procurement**

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WGN Procurement  
2626 South Loop West, Suite 545  
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 Cell: 409-201-0777  
 Fax: 409-898-4090  
 Email: [grannysboy4@yahoo.com](mailto:grannysboy4@yahoo.com)

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 2875 Washington Blvd  
 Beaumont, TX 77705  
 Tel: 409-842-3444  
 Fax: 409-842-9770  
 Cell: 409-338-1365  
 Email: [kyles@aol.com](mailto:kyles@aol.com)

### **Restaurants**

Floyd & Carol Dixon  
 Southern Delight Restaurant  
 3195 Washington Blvd.  
 Beaumont, TX 77705  
 Tel: 409-840-5025

Frank Owens, Proprietor  
 Dairy Queen  
 3755 College St.  
 Beaumont, TX 77701  
 Tel: 409-838-4723

Nolan Hines, Jr.  
 Taste of Orleans  
 672 Orleans St.  
 Beaumont, TX 77701  
 Tel: 409-833-9460  
 Cell: 409-553-4632  
 Fax: 409-833-9470  
 Website: [www.tasteoforleansonline.com](http://www.tasteoforleansonline.com)

### **Roofing**

John & Lawrence  
 Norman & Norman Roofing  
 Beaumont, TX

John Tel: 409-454-8586  
Lawrence Tel: 409-838-4266

### **Sanitary Supply**

Armstead Price, Owner  
MVP Janitorial Inc.  
5430 Concord Road, Suite A  
P.O. Box 22961-2961  
Beaumont, Tx 77720  
Tel: 409-347-4100  
Cell: 409-454-5100

\*S and S – Enterprises  
PO Box 1983  
Beaumont, TX 77704  
Tel: 409-842-0594  
Fax: 409-842-0594  
Pager: 409-726-3624

The Invisible Armor  
Tammy Powell  
P.O. Box 22492  
Beaumont, TX 77720  
Tel: 409-840-9801  
Fax: 409-840-9815  
Email: [www.iarmor.net](http://www.iarmor.net)

### **Trophies**

\*Harold Williams & Sherrie Charles  
AAA Trophy Shop & Etc.  
4570 Highland Ave  
Beaumont, TX 77705  
Tel: 409-651-6050  
Fax: 409-842-6473  
Email: [aaatrophysshop@yahoo.com](mailto:aaatrophysshop@yahoo.com)

### **Trucking/Heavy Hauling**

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J&J Trucking  
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Erwin Charles  
Charles Trucking  
Tel: 409-835-5805

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Beaumont, TX 77702  
Tel: 409-212-8222

Frank Patillo  
Frank Patillo Trucking  
Tel: 409-833-0804

Gerald Castille  
G&S Trucking & Mowing  
Tel: 409-832-8347

Chris Gobert  
Gobert Trucking Company  
Tel: 409-838-5079

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Bernard's Trucking  
Tel: 409-842-1259

Joseph Charles  
J&P Trucking  
Tel: 409-835-3119

Mrs. Shelia M. Mire  
W&S Mire Trucking

Roland Eaglin  
Roland Eaglin Trucking  
Tel: 409-835-0100

**Wrecker Services**

Mr. Chuck Guillory  
Chuck's Wrecker Service  
2945 Blanchette Service  
Beaumont, TX 77701  
Tel: 409-832-8228  
Fax: 409-833-8348

Tommy Guillory  
Guillory's Wrecker Services  
4020 Fannett Rd  
Beaumont, TX 77705  
Tel: 409-842-5106  
Bernard Simon

Mirror Shine & Shoe Repair  
657 Park  
Beaumont, TX 77701  
Tel: 409-835-5722

**AGENDA ITEM****September 26, 2016**

Consider possibly approve and authorize the County Judge to execute a Consent for Demolition to allow the City of Beaumont to demolish an unsafe structure at 3335 Westmoreland St, Beaumont, Texas.



CITY OF BEAUMONT
BUILDING CODES DIVISION
CONSENT FORM FOR DEMOLITION OF UNSAFE STRUCTURE

Jefferson County do hereby give the City of Beaumont, Jefferson County, Texas, my consent as owner of the property and structure identified below to demolish and remove said structure. In consideration for the demolition I agree as follows:

- 1. I will be responsible for raking and cleaning up of small debris left by the demolition.
2. In order for debris to be removed, I understand I will be required to place the materials at the curb line in accordance with City ordinances. I understand that the demolition may result in ruts in the property and the potential of damage to real and personal property remaining on the property.

DEMOLITION AND CLEANUP WILL BE AT NO COST TO COUNTY

\*\*\*\*\* Any personal property should be removed immediately because the spoils from the demolition will be discarded according to city policies and procedures.

PROPERTY DESCRIPTION:
3335 WESTMORELAND ST
WEST OAKLAND L4 B9

Telephone Number

Signature

Date:

Signature

STATE OF TEXAS
COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, on this day appeared Jeff R Branick, Judge for Jefferson County known to me to be the person(s) whose name(s) is (are) subscribed to the foregoing instrument and acknowledged to me that he (they) executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_ day of \_\_\_, 2016.

Notary Public in and for
\_\_\_, Texas
My Commission Expires:

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google maps -- Yahoo Search... x trulia.com -- Yahoo Search... x 3335 Westmoreland St, Bea... x +

www.trulia.com/foreclosure/3207541475-3335-Westmoreland-St-Beaumont-TX-7771 trulia.com

trulia | 3335 Westmoreland Street, Beaumont, TX | Single-Family Home

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9/20/2016

COUNTY OF JEFFERSON  
STATE OF TEXAS

IN THE COMMISSIONERS COURT  
OF JEFFERSON COUNTY, TEXAS

ORDER

On this 26th day of September, 2016, came on to be considered, the setting of the tax rate of Jefferson County, and the Court further finding that at least four members of the Commissioners' Court are now present, as required by law.

It is ORDERED, upon motion made by \_\_\_\_\_, Commissioner of Precinct No. \_\_, seconded by \_\_\_\_\_, Commissioner of Precinct No. \_\_ that the tax rate for 2016/2017 shall be:

(1) the debt service tax rate is hereby set at \$.025705 per one hundred dollars valuation for the County's 2016-17 debt service requirements; (2) the maintenance and operations tax rate is hereby set at \$.339295 per one hundred dollars valuation; (3) to maintain the residence homestead exemptions of 20% or \$5,000 and \$40,000 for over 65. **THIS RATE WILL RAISE LESS TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS'S TAX RATE.** ORDERED and signed this 26th day of September, 2016.

\_\_\_\_\_  
JUDGE JEFF BRANICK  
COUNTY JUDGE

\_\_\_\_\_  
COMMISSIONER EDDIE ARNOLD  
PRECINCT NO. 1

\_\_\_\_\_  
COMMISSIONER MICHAEL SINEGAL  
PRECINCT NO. 3

\_\_\_\_\_  
COMMISSIONER BRENT WEAVER  
PRECINCT NO. 2

\_\_\_\_\_  
COMMISSIONER EVERETTE "BO" ALFRED  
PRECINCT NO. 4

# **JEFFERSON COUNTY, TEXAS**

---

## **ANNUAL BUDGET FISCAL YEAR 2016-2017**

**JEFF BRANICK**  
COUNTY JUDGE

**EDDIE ARNOLD**  
COMMISSIONER, PCT. 1

**MICHAEL "SHANE"  
SINEGAL**  
COMMISSIONER, PCT. 3

**BRENT WEAVER**  
COMMISSIONER, PCT. 2

**EVERETTE "BO" ALFRED**  
COMMISSIONER, PCT. 4

**PATRICK SWAIN**  
COUNTY AUDITOR

---

# JEFFERSON COUNTY, TEXAS

## ANNUAL BUDGET

This budget will raise less revenue from property taxes than last year's budget by an amount of \$4,489,957, which is a 4.99% decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$2,348,584.

The members of the governing body voted on the budget as follows:

**FOR:**

**AGAINST:**

**PRESENT** and not voting: none

**ABSENT:** none



### Property Tax Rate Comparison

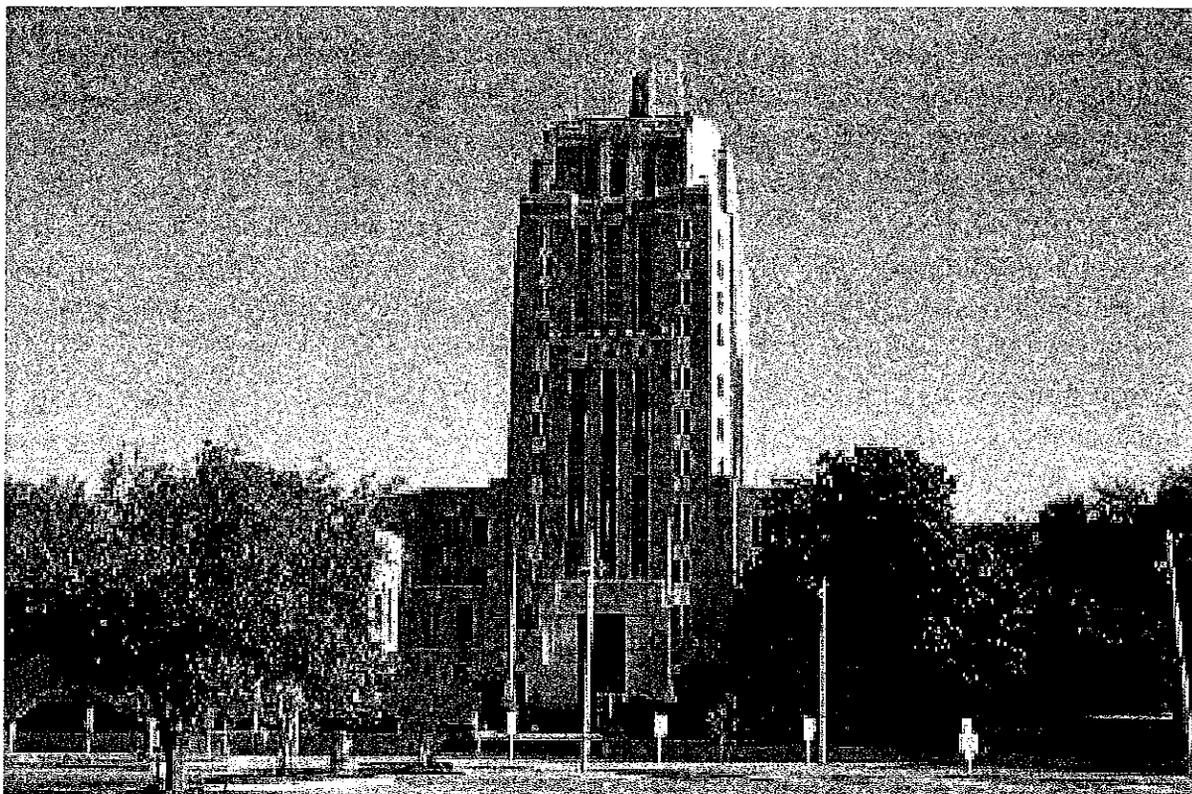
	2016-2017	2015-2016
Property Tax Rate:	\$0.365000/100	\$0.365000/100
Effective Tax Rate:	\$0.393436/100	\$0.375971/100
Effective Maintenance & Operations Tax Rate:	\$0.381396/100	\$0.365340/100
Rollback Tax Rate:	\$0.446323/100	\$0.426100/100
Debt Rate:	\$0.025705/100	\$0.022894/100

Total debt obligation for Jefferson County secured by property taxes is \$36,070,000.

## FISCAL YEAR 2016-2017

# HISTORY OF JEFFERSON COUNTY, TEXAS

---



**Jefferson County Courthouse**

Jefferson County is a 937 square mile County situated in the Coastal Plain or Gulf Prairie region of extreme southeastern Texas. The County is comprised of mainly grassy plains, though it has a dense forest belt, marshy saltgrass terrain, and coastal prairie within its boundaries. The area is low and flat with altitudes rising from sea level to approximately 50 feet above. The County has a subtropical humid climate with a mean annual temperature of 69 degrees and averages fifty-three inches of annual rainfall. The average growing season is 225 days a year. Several incorporated towns make up the County including: Beaumont, Bevil Oaks, China, Groves, Nederland, Nome, Port Arthur, Port Neches, and Taylor Landing.

Jefferson County was formed in 1836 and organized in 1837. It was one of the original counties in the Republic of Texas. The first County seat was Jefferson (named after Thomas Jefferson) on the east bank of Cow bayou and was replaced by Beaumont in 1838. The first Jefferson County courthouse was built in 1854 and later became a Confederate hospital during the Civil War. The second courthouse was a 3-story building, built in 1893. It was the County's seat of justice until demolished to make room for the current building. The courthouse as it stands today was built in 1931 for \$1,000,000. Since the building of the original courthouse in 1931, there have been

several extensions. The "New Courthouse" was built in the 1980's, and is attached to the original structure. The County also has a sub-courthouse located in Port Arthur. Other County Buildings and Annexes that house the operations and offices of the government are located at optimal points within the County.

The area that is Jefferson County has been claimed by several different nations. The first inhabitants were the Atakapa Indians, which settled in the Lower Neches and Sabine rivers. The French and Spanish disputed ownership of the area during the eighteenth century, and when the United States acquired Louisiana, the area was under Spanish control as part of the Atascosito District. Anglo settlement began in the area around 1821 with encouragement by the Mexican government. With the formation of the Texas Republic in 1836, residents of the newly formed County sought to increase settlement.

Jefferson County was changed drastically by the discovery of oil at Spindletop in 1901. Almost overnight, the area became a booming economic base for oil exploration and refining. Jefferson County's economy to this day is still rooted in the oil industry. Currently the economy of the County is based primarily on petroleum refining; the production and processing of petrochemicals and other chemicals; the fabrication of steel and steel products; shipping activity; the manufacture of wood, pulp, food and feed products; agriculture; and health care services. The County continues to diversify its economic base.

Jefferson County is the location of one of the fastest-growing industrial areas of Texas. The County endeavors to offer its citizens everything they seek in the way of employment, entertainment, cultural activities, and educational facilities. Jefferson County not only seeks to increase economic development in the area, but also seeks to provide its residents with an enriching community life.

#### SOURCES:

"JEFFERSON COUNTY." The Handbook of Texas Online.

<<http://www.tsha.utexas.edu/handbook/online/articles/view/JJ/hcj5.html>> [Accessed Thu Sep 7 8:52:03 US/Central 2000 ].

"A History of Jefferson County, Texas From Wilderness To Reconstruction." W. T. Block, A Master of Arts Thesis at Lamar University. =<http://block.dynip.com/wtblockjr/History%20of%20Jefferson%20County/Introduction.htm> [Accessed Thu Sep 7 8:52:03 US/Central 2000].

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# **BUDGET SUMMARY**

September 26, 2016

Honorable Commissioners' Court:

Jeff Branick, County Judge

Eddie Arnold, Commissioner, Precinct No. 1

Brent Weaver, Commissioner, Precinct No. 2

Michael "Shane" Sinegal, Commissioner, Precinct No. 3

Everette "Bo" Alfred, Commissioner, Precinct No. 4

The Commissioners' Court of Jefferson County, Texas was committed to adopting a budget for the year 2016-2017 which would not require an increase in the County's overall property tax rate. We are proud to present a budget for the general fund that has decreased slightly from the 2015-2016 adjusted budget, and moreover maintains the same property tax rate. Therefore, in compliance with Section 111.033, Local Government Code, budget recommendations for fiscal year 2016-2017 are submitted for your consideration and approval.

This budget is prepared on the basis of \$24,344,736,737 of net taxable value, after exemptions, which is a decrease of just over 2% over the previous year's net taxable value. The County's tax rate is \$.365 per \$100 of assessed value, 7.2% below the calculated effective tax rate. Net tax collections are estimated at 98.5% of the total levy.

The County's \$.365 tax rate is allocated as follows:

General Fund	.339295
Debt Service	.025705

The fiscal year 2016-2017 budget provides for planned expenditures, net of contingency appropriations, for all operating funds totaling \$137,046,740. Contingencies in the amount of \$300,000 in the General Fund have also been appropriated. Such contingent appropriations are under the control of the Commissioners' Court and shall be distributed by that Court.

The Capital Projects for fiscal year 2016-2017, adopted independently of the operating budget, provides for planned expenditures of \$3,907,189.

Annual budgets are adopted for all funds except for enterprise funds, internal service funds, capital project funds, and certain special revenue funds where funds are designated for specific purpose as identified in the grant award document, which adopts grant year or project length financial plans.

It is my opinion that the provisions of revenues and expenditures in this budget are adequate and that funds will be on hand to pay the obligations as set forth. All funds are expected to have sufficient resources to operate within the budgets as proposed. It is intended that each County department will operate within its total budget allocation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Swain', with a long horizontal stroke extending to the right.

Patrick Swain  
County Auditor

## **BUDGET INITIATIVES, MAJOR GOALS AND ISSUES**

The 2016-2017 budget year was a great challenge for the Commissioners' Court of Jefferson County. Commissioners' Court developed the current General Fund budget of \$123,384,980. Also, Commissioners' Court was able to maintain the same property tax rate of .365 cents per \$100 of taxable valuation. This property tax rate will enable Jefferson County to continue to provide services to its citizens and promote an atmosphere conducive to economic development within the County.

Budget initiatives for the current operating year include:

Maintain the same property tax rate which is 7.2% below the effective tax rate. Each penny of the tax rate equals approximately \$2.4 million in tax revenues.

Identify budget cuts where available to help offset a 5% increase in employee health insurance rates for both active and retirees.

Commissioners' Court will utilize previously transferred funds to complete outstanding capital projects.

Maintain capital expenditures for durable goods to replace needed equipment to necessary levels.

On an on-going basis, County officials review and identify key issues facing the County and determine goals and objectives for the current operating year and the future. For the present and future years, the following represent the Commissioners' Court's list of major goals and issues:

- \* Economic Development
- \* Transportation Infrastructure
- \* Coastal Protection
- \* Organizational Development & Improvement

Economic Development - *Enhance the economic development climate in the County for future growth by focusing on workforce training and education, by exploiting our industrial and transportation infrastructure to attract and retain business and industry, and utilizing existing legislation to incentivize the attraction of businesses that bring diversification to the economic base.*

*Local Industry* – Several large projects are in construction, permitting, and development for the area and the County continues to work with other taxing entities to create a business environment conducive to this growth. These include such notables as Lucite,

Air Products, Vitol, Golden Pass Products, OCI, Exxon Mobil, Phillips 66, and Sempra Energy.

Petrochemical expansions at the Motiva, Total, and Valero facilities located in Jefferson County represent approximately \$15 billion in project improvements. In addition, hundreds of millions of dollars are being spent on terminal and pipeline facilities to support these projects. We await federal approval of the construction of the Trans-Canada Keystone XL pipeline which will deliver Canadian tar sands crude to Jefferson County and help in relieving our dependence on oil from more politically volatile regions. In addition, recent rail terminal facility expansions and new construction has significantly increased the transportation of Canadian tar sands oil and bitumen to our area for processing by area refineries.

Cheniere, one of two companies with Liquefied Natural Gas Terminals on the border of the Texas/Louisiana Coast, is in the middle of construction of a \$10 billion liquefaction facility. Golden Pass LNG opened their terminal in mid 2011. With their opening, our ship channel is now home to over 40% of the nation's LNG capacity. Golden Pass LNG has filed with federal authorities for permits allowing it to build a \$10 billion gas liquefaction facility in Jefferson County, which approval is expected to be forthcoming in the 4<sup>th</sup> quarter of 2016. Sempra Energy has also begun permitting for a multi-billion dollar liquefaction facility to be built on 3,000 acres of land they currently own in Jefferson County.

The County continues to work with industry leaders, the Texas Workforce Commission, Lamar Institute of Technology, Lamar University and non-profit groups to supply a workforce able to handle the growing labor needs of the County. This is critical given the interest of the international community in locating facilities in our county.

*Hotel/Motel Tax* – The County collects a 2% hotel occupancy tax from Jefferson County hotels. This tax has generated enables the County to enhance tourism in the area by funding a variety of events and projects. The County funds the operational cost of the Ben J. Rogers Regional Visitors' Center with revenue from the Hotel/Motel Tax.

*Airport Development* – The County, area Chambers of Commerce, and other business leaders were successful in working with American Airlines to secure direct flights to the Dallas area to enhance the Airport's operations and link Jefferson County to worldwide destinations. Airport facility renovations are continual as part of the Airport's master plan approved and funded by the FAA.

Transportation Infrastructure – *Provide adequate funding for County infrastructure.*

*Sabine-Neches Waterway* - The County has participated in a study by the U.S. Army Corps of Engineers into the feasibility of deepening the Sabine-Neches waterway. This

will allow ports in Southeast Texas, the fourth largest in the nation, to accommodate newer deep draft vessels and thus remain competitive with other ports on the Gulf Coast. Recently, the U.S. Army Corps of Engineers issued their “Chief’s Report” which paves the way for federal funding of this project. The U S House and Senate recently passed legislation which was signed by the President authorizing the construction of the waterway improvements at a cost in excess of \$1 billion. Congressional appropriations for the project are expected in 2017.

Coastal Protection – *Provide protection of the County’s natural resources.*

*Protection measures* – Hurricane Ike destroyed the beach dune system along the 20 miles of Jefferson County coastline. As a result, the 119,000 acres of marsh in Jefferson County are being continually assaulted by normal saltwater tidal changes which will destroy the marshes’ regenerative growth. This marsh area is critical economically, environmentally, and recreationally, and acts as a significant buffer against hurricane related tidal surges. Jefferson County has partnered with the U.S. Fish & Wildlife service, the Texas General Land office, Texas Commission on Environmental Quality, and Texas Parks & Wildlife department to address dune restoration issues. Jefferson County is currently working with State and Federal officials to leverage BP Oil Spill funding for coastal restoration projects. Thus far state and federal resources in excess of \$12 million are currently being employed to address the issue and both state and federal officials are committed to further funding.

Organizational Development & Improvement - *Improve services to our citizens through development of employees within the County.*

*Services* – The County also intends to continue examining our business processes and use of technology to insure that citizen’s needs are addressed in the most efficient and cost-effective manner possible.

*Strategic Planning and Performance Measures* – The County has created a strategic planning committee for enhanced long term budget planning including long range capital projects planning. They have developed a vision statement and mission statement. They are continuing to work on developing a strategic plan that will also help to a model of performance measures to assist with the budget process.

*Vision Statement:*

*Jefferson County is proudly committed to ethically delivering efficient, responsive services which enhance the quality of life for all of our citizens.*

*Mission Statement:*

*Jefferson County Elected Officials and Employees will carry out our duties while respecting citizens and business entities by maintaining fiscal responsibility, demonstrating accountability, and allocating resources in a fair and equitable manner.*

# BUDGET HIGHLIGHTS

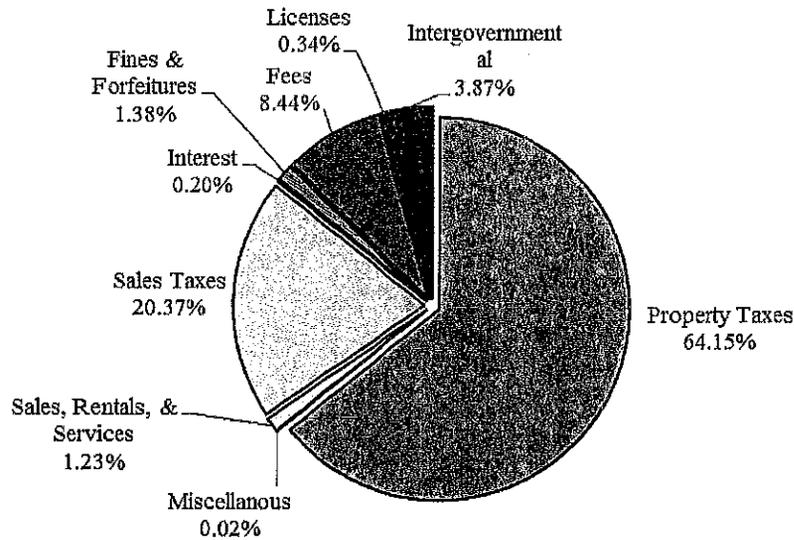
## REVENUES

Jefferson County's budgeted revenues for the General Fund, Debt Service Fund, and Special Revenue Funds are derived as follows (excluding other sources):

**Revenues by Source - All Funds Summary**

	Approved 2015-2016	Approved 2016-2017	Percentage Change
Property Taxes	\$ 80,959,960	\$ 79,071,350	-2.33%
Sales Taxes	25,025,000	25,100,000	0.30%
Fees	10,214,546	10,406,682	1.88%
Licenses	414,620	420,620	1.45%
Sales, Rentals, & Services	1,676,854	1,512,400	-9.81%
Intergovernmental	4,967,382	4,773,654	-3.90%
Fines & Forfeitures	1,705,000	1,700,000	-0.29%
Interest	235,332	249,179	5.88%
Miscellaneous	24,000	24,000	0.00%
Contributions	4,100	4,100	0.00%

Revenues by Source - All Funds Summary  
Fiscal Year 2016-2017



Property taxes are expected to decrease by about \$1.9 million for 2016-2017. This decrease is due in large part to declines in oil prices and declines in industrial values in association with the uniform and equal provision of the Texas Constitution. The County is hopeful that legislation will be passed to help bridge the gap between market values and appraised values for these commercial and industrial properties. This amount is based on a net taxable value of \$24,344,736,737 and an adopted tax rate of .365¢. The County is anticipating a 98.5% collection rate for this budget year. Despite this current decline, net taxable values are still up by about 9% over the past five years as a result of increased commercial development.

Sales taxes collections are budgeted at \$25,100,000. The County collects ½ cent on all taxable sales within the County. The ½ cent sales tax was adopted in 1989. Also, the County collects sales tax on alcoholic beverages. The County collects a 2% hotel occupancy tax from area hotels. This tax is used to fund the Ben J. Rogers Regional Visitors' Center as well as tourism grants.

Taxes typically make up about 85% of all revenues for the County. Please refer to page 24 for a ten year historical account of Tax Revenues by Source.

Fees represent the third largest source of revenue for the County. Fees are anticipated to increase slightly. Fees include all departmental fees. Fees depend on the provisions of state law, and are usually mandatory, but occasionally are optional with the approval of Commissioners' Court. Revenues from this source depend on collections by departments, the actions of courts, incidence of offenses, and various other external factors. The County uses historical trends of actual revenue collections to estimate for the current year with making adjustments for any changes in the fee schedules.

Road and Bridge Fees are generated from a \$10 annual assessment at the time of license tag renewal. The Road and Bridge precincts utilize these funds for road construction and maintenance of roads as stipulated by the Texas statutes.

Auto registration fees represent the County's portion of the annual renewal fees for State auto registration. Based upon Chapter 152 of the State Tax Code this fee provides funding for construction, maintenance, bridge construction, purchases of right-of-way, and for relocation of utilities.

Other revenues are made up of licenses, sales, intergovernmental revenue, fines and forfeitures, interest, and other miscellaneous items. The County uses historical trends of actual revenue collections to estimate for the current year with making adjustments for any changes in circumstances or rates such as interest rates.

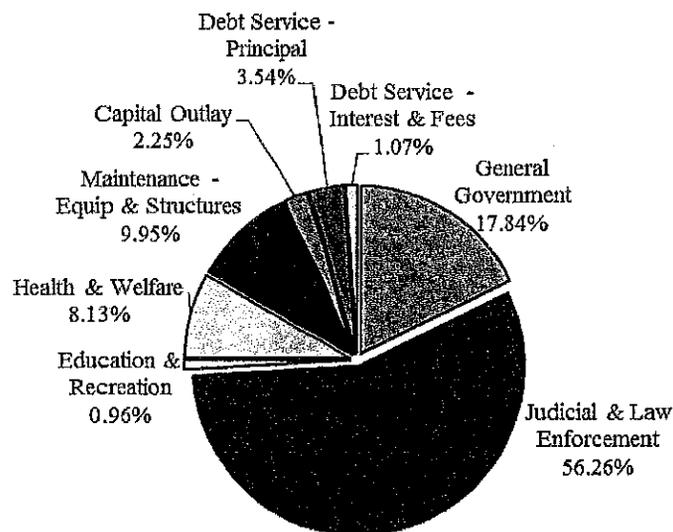
## EXPENDITURES

Jefferson County's budgeted expenditures for the General Fund, Debt Service Fund, and Special Revenue Funds are derived as follows (excluding other uses):

### Expenditures - All Funds Summary by Function

	Approved 2015-2016	Approved 2016-2017	Percentage Change
General Government	\$23,382,387	\$23,593,937	0.90%
Judicial & Law Enforcement	74,342,310	74,421,300	0.11%
Education & Recreation	1,261,711	1,265,365	0.29%
Health & Welfare	10,822,599	10,761,525	-0.56%
Maintenance - Equipment & Structures	13,566,661	13,159,404	-3.00%
Capital Outlay	2,210,163	2,978,931	34.78%
Debt Service - Principal	4,590,000	4,690,000	2.18%
Debt Service - Interest and Commission	1,534,121	1,410,930	-8.03%
Debt Service - Transaction Fees	12,000	7,500	-37.50%

### Expenditures - All Funds Summary Budgeted for Fiscal Year 2016-2017



General Fund expenditures make up 89.83% of total budgeted expenditures, while Debt Service make up 4.45% and Special Revenue funds make up 5.72% percent. The total increase from the 2015-2016 approved budget year to 2016-2017 is related to additional capital purchases for improvements at the Ford Park baseball fields in the Hotel Occupancy Tax Special Revenue fund. These fields help provide a tremendous influx of hotel guests in the area due to numerous tournaments throughout the year. This increase of \$624,300 was offset by savings in various other areas to achieve only a total increase of less than 1% for all funds from the 2015-2016 approved budget year to 2016-2017.

## **GENERAL FUND**

The General Fund is used to account for the general governmental operations of the County. Included in these activities are budgets for the general government, judicial and law enforcement, education and recreation, health and welfare, maintenance of buildings and structures, capital outlay, and special purpose funding. Expenditures for fiscal year 2016-2017 including “transfers out” and contingency appropriation are approved at \$123,384,980. Revenues including “transfers in” are estimated at \$110,906,958.

Property Taxes represent 65.9% of the revenues generated by the General Fund. In 2016-2017 the budgeted property taxes for the General Fund is expected to decrease by \$2.4 million from the prior year’s budget. This decrease is due in large part to declines in oil prices and declines in industrial values in association with the uniform and equal provision of the Texas Constitution. The County is hopeful that legislation will be passed to help bridge the gap between market values and appraised values for these commercial and industrial properties. Budgeted property tax revenue for 2016-2017 is \$73,068,752 for the General Fund.

Budgeted sales tax revenue for 2016-2017 is \$23,950,000 which represents 21.6% of the revenues generated by the General Fund. Revenue from Sales taxes appears to have stabilized after recent industrial expansions. The County anticipates revenue from Sales taxes to maintain their current levels for the 2016-2017 budget year.

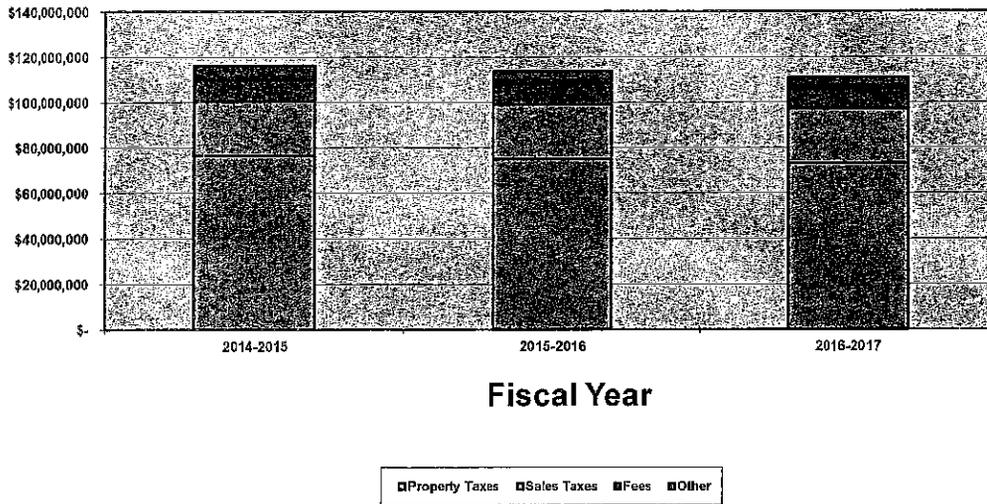
Fees collected by the County account for 8.0% of the General Fund revenues. Estimated revenues for fees are budgeted at \$8,855,200. Fees are expected to remain relatively flat with the prior year’s budget.

Other revenue sources include intergovernmental revenue, contractual payments on the housing of inmates for area cities, and interest revenue. Other revenue sources accounts for 4.5% of the budgeted General Fund revenues. Estimated revenues for other revenue sources are budgeted at \$5,033,006. Other revenue sources are expected to decrease about 4% with the prior year’s budget. The largest decrease is due to changes in allowed

charges for inmate phone calls by the Federal Communications Commission which affect the amount of commissions that the County can receive for these charges.

The following graph shows the relationship of the major revenue sources for fiscal year 2014-2015 through 2016-2017:

### General Fund (Revenues)



Expenditures budgeted for the 2016-2017 fiscal year total \$123,384,980 including contingency appropriation and “transfers out”.

### General Fund Expenditures by Category

	Percentage of Budget	Approved 2015-2016	Approved 2016-2017	Percentage Change
Personnel Services	68.63%	\$ 84,378,283	\$ 84,674,410	0.35%
Operating Expenditures	26.25%	32,621,655	32,390,893	-0.71%
Capital Outlay	1.03%	1,144,945	1,267,983	10.75%
Special Purpose Funding	4.09%	5,263,271	5,051,694	-4.02%

Personnel services include salaries, wages, and fringe benefits of Jefferson County employees. This budget has elimination of one position for 2016-2017. This elimination helped to offset the majority of the increase which is due to a 5% increase in employees' health insurance.

Operating expenditures include all materials and supplies, maintenance and utilities, and miscellaneous services. Departments were diligent in maintaining their budgets as closely to current levels as possible and even reducing their budgets where available. This area has been able to achieved budget reductions.

Capital outlay, which includes all capital equipment purchases over \$5,000 made by the County, increased by \$123,038. The County will be replacing or purchasing necessary equipment including several vehicles for the Constable's offices and continued vehicle replacement for the Sheriff's office, equipment purchases in the Road & Bridge departments, and other offices as needed. Other capital outlay needs, will be purchased with other funding including grants, where available.

Special Purpose Funding is used to account for expenditures that are non-operational in nature or do not specifically belong to a department. It consists of contingency appropriations and "transfers out". This budget year the following transfers are budgeted: Ford Park - \$2,045,995, Jack Brooks Regional Airport - \$1,632,640, and County match for Grant funds - \$1,073,059. Contingency appropriations are budgeted at \$300,000.

In 2016-2017, the County will anticipate utilizing \$12,478,022 of the General Fund reserves to balance the operating requirements of the County. The County's ending available fund balance will be 24.8% of budgeted expenditures which complies with the County's fund balance policy. The amount that the County will utilize of the General Fund reserves will be used to fund capital outlay and special purpose funding.

#### General Fund Expenditures by Function

	Percentage of Budget	Approved 2015-2016	Approved 2016-2017	Percentage Change
General Government	19.73%	\$22,891,719	\$23,094,046	0.88%
Judicial & Law Enforcement	59.53%	69,522,685	69,685,795	0.23%
Education & Recreation	0.35%	407,274	407,533	0.06%
Health & Welfare	9.19%	10,822,599	10,761,525	-0.56%
Maintenance - Equipment & Structures	11.20%	13,355,661	13,116,404	-1.79%

General Government increase is mainly due to increase in employees' and retirees' health insurance rates. General Government is made up of the administrative functions of the County including the Tax office, Auditor's Office, County Clerk, County Treasurer, Purchasing, MIS, and others.

Judicial and Law Enforcement increases are in large part due to increases in employees' health insurance rates. Other increases in this area are due to contractual items.

The Education and Recreation Division increase is due to increases in employees' health insurance rates. The only department for this division is the Agriculture Extension

Service which offers the citizens of Jefferson County access to a wealth of knowledge and experience on agricultural topics.

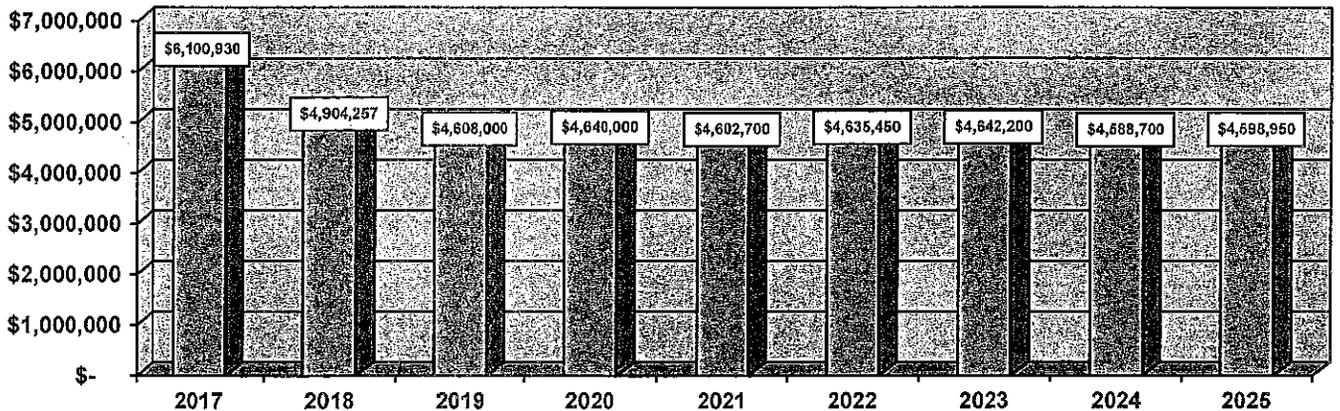
Health & Welfare had a slight overall decrease due mainly to adjustments to the budget for child protective services to current spending levels. There were other small decreases overall to help offset the increase in employees' health insurance rates. This division provides health care for the indigent citizens of the County, support of the child protective services of the State of Texas, mosquito control practices throughout the County, emergency management, and environmental control functions for the County.

Maintenance – Equipment & Structures decrease is due to elimination of one position in the Courthouse & Annexes department and well as decreases in fuel cost both in Service Center and the Road & Bridge departments. These decreases were able to more than cover the increase in employees' health insurance rates. This division is responsible for the maintenance and operation of all County facilities and roadways.

**DEBT SERVICE FUND**

The Debt Service Fund is a legally restricted fund utilized to account for revenues recognized to liquidate the debt service requirements for the County's debt. This income is primarily earned through the allocation of property taxes to the fund.

**Debt Service Requirements Next 10 Years**



At October 1, 2016, the County has debt issues outstanding of \$36,070,000. Revenues are budgeted at \$6,014,698 for 2016-2017, of which 99.8% comes from the allocation of property taxes. The remaining portion of funding to debt service is interest. Expenditures of \$6,108,430 are budgeted to meet the current debt service requirements. The County does not have any plans to issue additional debt for 2016-2017 fiscal year.

## **SPECIAL REVENUE FUNDS**

Special revenue funds are used to account for revenues allocated for restricted purposes as specified by statute. The County's funds are comprised of revenues generated from road fees, confiscated goods, security fees, contributions, and other sources. Revenues for 2016-2017 are budgeted at \$6,900,329 and expenditures are budgeted at \$7,853,330. Some items that will benefit the County are: the continued maintenance and operation of the County Clerk's imaging system, imaging systems in the District Clerk's and in the District Attorney's office. Additionally, continued maintenance and operation of the Texas Supreme Court e-file mandate in all courts. These systems will reduce the paperwork and create efficient ways to review the documents these offices manage. The County Clerk will also be working on a preservation project for records prior to 1990. The Marine Division is classified as a Special Revenue Fund since it is fully funded by the Sabine Neches Navigation District. The Marine Division provides law enforcement presence on the navigable waterways, terminals, and ship channels of the County. The ASAP program is also classified as a Special Revenue Fund since it is fully funded by Port Arthur Independent School District to provide law enforcement personnel to help the school district with truancy issues. Also, Courthouse security will continue to be a high priority. Finally, the Ben J. Rogers Regional Visitors' Center is fully functioning and the Hotel Occupancy Tax Fund will continue to fund the operations.

## **CAPITAL PROJECTS**

The County maintains an ongoing capital improvement program. General government capital improvements have been funded by a combination of bond proceeds, general fund transfers, and state grants. The main focus of the County's capital improvement program is related to Transportation, Communication, and Environmental Infrastructure.

Expenditures of \$3,907,189 are estimated for projects in the 2016-2017 fiscal year. All of the funding for these expenditures has already been transferred to the Capital Project funds and will not require additional funding during the 2016-2017 fiscal year. As other projects are identified, the County could use available fund balance above the minimum fund balance policy to budget transfers in futures years in order to minimize debt issuances. The current expenditures will impact the County on several levels including:

*Transportation Infrastructure* – The County has deemed this program a priority to ensure that roadways and bridges are safe and reliable to handle the increased traffic flow in the rural areas. The County has completed funding for capital improvements to bridges as part of a systematic bridge replacement program.

The projects on Labelle Road, CERTZ Grant Match, and Sulphur Plant Road will increase road infrastructure. It will allow more access and wider roadways for the traffic that travels within the County, and open up land for development that was previously

inaccessible. The County is partnering with the Texas Department of Transportation (TXDOT) to modify and expand the County's rural roads. By partnering with TXDOT, the County can leverage the local taxpayer's dollars with Federal and State funding to provide a higher grade of roadway.

*Communication Enhancements* – Jefferson County will invest approximately \$370,165 to pay the second annual installment for the County electronic voting system and \$240,000 to upgrade the County phone system. These expenditures keep the County with the latest technology upgrades available.

*Environmental Measures* – The County has been working towards a resolution to re-open Highway 87 from Sea Rim Park to High Island. This twenty-five mile stretch of Highway runs along the Gulf of Mexico and has been closed since the late 1980's. As part of this long term project, the County has funded various environmental studies regarding shoreline erosion, sand source feasibility, and wetlands mitigation. The County is estimating to spend \$418,274 in 2016-2017 to fund these studies. The County is allocating \$836,346 from available funds to enhance the marsh growth along the County coastline. The County is incurring engineering and design cost to place a siphon under the Intracoastal Canal in order to provide freshwater to the marsh area currently being inundated with salt water. The County will need Federal or State funding for this project as the total cost to relocate and rebuild this stretch of highway would not be economically feasible for the County.

## ACKNOWLEDGMENTS

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**Acknowledgments** The dedicated service and hard work of the entire staff of the Auditor's Office achieved the preparation of the 2016-2017 Annual Operating Budget. Sincere appreciation to the elected and appointed officials for their cooperation in completing this budget in a timely manner is also warranted. Commissioners' Court is also commended for exercising fiscal responsibility in their deliberations in setting the expenditures for the proposed fiscal year.

## **BUDGET POLICY & PROCEDURES**

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The overall goal of the County's budget policy and procedures are to establish and maintain effective management of the County's financial resources. Formal policy statements and major objectives provide the foundation for achieving this goal. Accordingly, this section outlines the policies and procedures used in guiding the preparation and management of the County's overall budget and the major objectives to be accomplished.

The County follows the policies below in establishing the budget.

### *Guidelines*

- ⌘ The budget will be prepared in such a manner as to facilitate its understanding by citizens of the County, elected officials, and employees.
- ⌘ Financial information systems will be maintained to monitor operations of the County on an ongoing basis. Also, the accounting and financial reporting systems will be maintained in compliance with current generally accepted accounting principles.
- ⌘ The Auditors' Office will review all departmental budgets to identify possible increases or reductions, and will analyze all budget requests in detail.

### *Interim Financial Reporting*

- ⌘ Commissioners Court and all Departments will be provided with monthly budget reports comparing actual versus budgeted revenue and expense activity.

### *Balanced Budget*

- ⌘ The budget will be structurally balanced; total expenditures do not exceed total resources, or total estimated revenues plus reserves. The County will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures or accruing future year's revenues.

### *Capital Improvement Policies*

- ⌘ The budget will provide for adequate maintenance of capital, infrastructure, equipment, and for their logical replacement. No “carryover” capital outlay will be budgeted unless specifically approved by Commissioners’ Court during the current year’s budget hearings.
- ⌘ The County will establish an appropriate mix of general fund transfers, state grant funds, and general obligation debt in the funding of capital projects.

### *Debt Management Policies*

- ⌘ The County will confine long-term debt to capital improvements or projects that cannot be financed from current revenues.
- ⌘ The County will not use long-term debt for current operations.
- ⌘ The County will strive to have the final maturity of general obligation bonds at, or below thirty years, and within a period not to exceed the estimated useful life of the project.

### *Fund Balance Policies*

- ⌘ The County will strive to maintain an unreserved, available fund balance of approximately 15% of budgeted expenditures for the General Fund. Fund balance for Debt Service funds will be maintained according to debt covenants, usually 1/12<sup>th</sup> of the next year’s debt principle payment requirements. Fund balance for Special Revenue funds will be maintained to ensure a positive fund balance for the individual funds.
- ⌘ It is the intent of the County to use excess available fund balances above the 15% to help fund capital replacement and capital projects in order to reduce the need for future debt.

### *Investment Policies*

- ⌘ These Investment Policies apply to the investment of short-term operating funds of the County in excess of those funds required to meet current expenditures. Topics included in the investment policy are quite detailed and include information of Strategy, Scope, Objectives and Priorities, Responsibility and Control, Reporting, Institutions, Instruments, Procedures, Collateral and Safekeeping, and Policy Review and Amendments. The

complete policy can be reviewed in the separate Investment Policy Manual maintained by the Treasurer's office.

### *Capital Asset Procedures*

- ⌘ Capital assets include buildings, roads, bridges, equipment, computers, furniture, and vehicles. Jefferson County's monetary criteria is \$10,000 or more and with a useful life of more than one year. Once purchased, all capital assets are maintained in the physical inventory until disposed.

The County follows the procedures below in establishing the budget.

- ⌘ Jefferson County's fiscal year begins on October 1<sup>st</sup> each year and ends on September 30<sup>th</sup>. The budget process for each upcoming fiscal year begins in May with the preparation of Budget Workpapers which are distributed to all County Departments. Each department is asked to project their financial requirements for the upcoming year. The Budget Workpapers are a guide for initial budget requests.
- ⌘ Departmental annual budget requests are then submitted by the Department or Agency Head to the County Auditor in June. The County Auditor compiles the initial requests and in July, budget hearings are held for each department. Commissioners' Court, which includes the County Judge and the four County Commissioners oversee the Budget Hearings. These hearings give Department Heads the opportunity to discuss with Commissioners' Court any changes in their budget, and items that are a priority. The public is invited to attend all budget hearings, which are posted according to the Open Meetings Act.
- ⌘ In conjunction with compiling departmental budget requests, the County Auditor prepares an estimate of available resources in each fund for the upcoming fiscal year. Expenditures budgeted in the various funds may not exceed the fund balances as of the first day of the fiscal year plus the anticipated revenue for the year as estimated by the County Auditor.
- ⌘ In September, the County Auditor prepares the proposed annual operating budget to be presented to the Commissioners' Court for their consideration. The budget represents the financial plan for the new fiscal year. Public hearings are held on the proposed budget.
- ⌘ The Commissioners' Court must adopt an annual operating budget by a majority vote of the Commissioners' Court before October 1. The adopted budget must be balanced; that is, available resources must be sufficient to

support annual appropriations. Accountability is then required for operations to remain within available resources.

- ⌘ The department is the legal level of budgetary control. Total expenditures cannot exceed the final appropriation once the budget has been adopted. Commissioners' Court can amend the total appropriations for an individual department. To comply with expenditure limitations, when one department's total appropriation is increased, another department's appropriation must be reduced by an equal amount. Commissioners' Court may also approve the transfer of appropriations within funds. All such amendments require Commissioners' Court approval.
- ⌘ The County uses funds to report its financial position and results of its operations. Funds for budget purposes are classified as Governmental and Fiduciary. Governmental Funds are used to account for the majority of the County's general activities, including the collection and disbursement of earmarked monies (Special Revenue Funds), the acquisition or construction of general fixed assets (Capital Projects Funds), and the servicing of general long-term debt (Debt Service Funds). The General Fund is used to account for all activities of the County not accounted for in any other fund. Proprietary Funds are used to account for activities similar to those found in the private sector (Enterprise Funds), where the determination of net income (loss) is necessary and/or useful to sound financial management.
- ⌘ Annual budgets are legally adopted for the General Fund and Debt Service Fund. Budgets for Special Revenue Funds are established pursuant to statute guidelines, and budgets for Capital Projects are established on a project basis. Enterprise funds have submitted estimated net loss. The amount of the annual subsidy needed for the Enterprise funds are budgeted in the General Fund as a transfer.
- ⌘ All transactions affecting the acquisition and disposition of anything of value by the County are recorded in detail in the accounting system adopted by the Jefferson County Auditor.
- ⌘ The budgets of general government type funds (i.e. General Fund and Special Revenue Funds) are prepared on the modified accrual basis. Briefly, this means that obligations of the County are budgeted as expenditures, but revenues are recognized only when they are measurable and available.
- ⌘ Encumbrance accounting is used for all funds. Encumbrance accounting means that an estimated cost is recorded on the books at the time of an order of goods and services so that all obligations are booked. When the actual

cost is known, it is booked, and the encumbrance is reversed. All encumbrances lapse at year-end for all budgeted funds.

- ⌘ The Comprehensive Annual Financial Report (CAFR) shows the status of the County's finances on the basis of "generally accepted accounting principles" (GAAP). The CAFR and the budget are prepared on a basis consistent with GAAP using the modified accrual basis.
- ⌘ The budget document does not include Enterprise Funds, Internal Service Funds, and Special Revenue Funds that are grants. Grants are restricted for specific purposes. Because grants are presented to Commissioners' Court throughout the year and some run on different fiscal years, the grant budgets and accountings are maintained separately from this document.

# JEFFERSON COUNTY, TEXAS

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## CALENDAR FOR BUDGET PREPARATION

Dates are approximate

**APRIL 28** – Budget preparation packets sent to all County departments by County Auditor.

**MAY 31** – Budget preparation packets are due back to the County Auditor's office.

**JUNE 1 – JULY 31** – Compile initial budget requests, and estimate of available resources.

**AUGUST 1 – AUGUST 5** – Budget Hearings.

**AUGUST 3** – Publish notice of public hearing on annual compensation of County Auditor, Assistant Auditors, and Court Reporters. (Section 152.905 LGC)

**AUGUST 15** – Budget Workshop to discuss pending items for budget.

**AUGUST 18** – Public hearings on Auditors and Court Reporters budget with District Judges. (Section 152.905 LGC)

**AUGUST 29** - Notice of proposed property tax rate. (Section 140.010 LGC)

**SEPTEMBER 15** – Notify Elected officials of salaries and allowances. (Section 152.013 LGC)

**SEPTEMBER 16** – Publish notice for budget public hearing. (Section 111.0385 LGC)

**SEPTEMBER 16** – File budget with County Clerk. (Section 111.037 LGC)

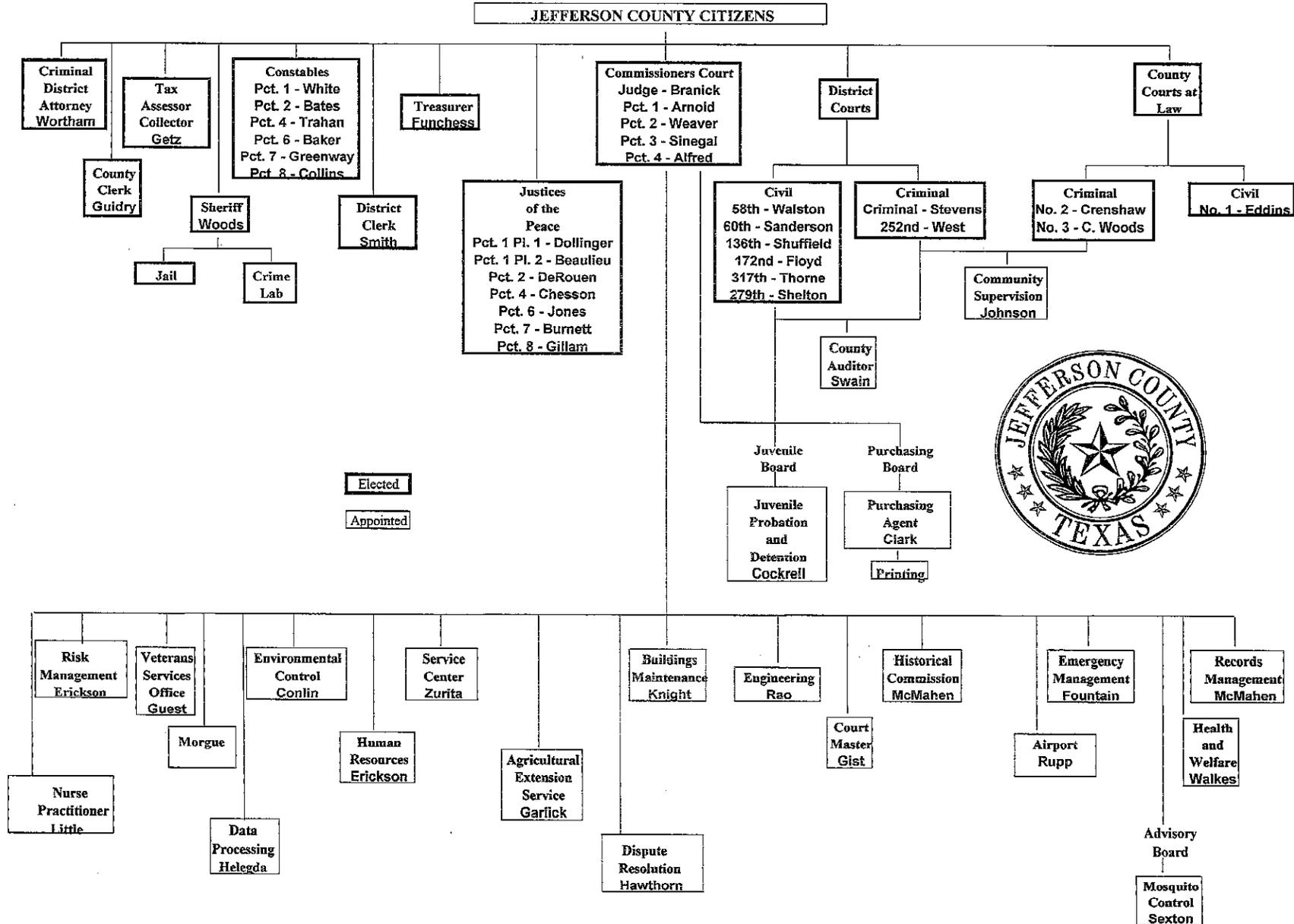
**SEPTEMBER 26** – Adopt tax rate.

**SEPTEMBER 26** – Public hearing and adopt budget. (Section 111.039 LGC)

**OCTOBER 3** – Receive & file budget.

# ORGANIZATION CHART OF JEFFERSON COUNTY

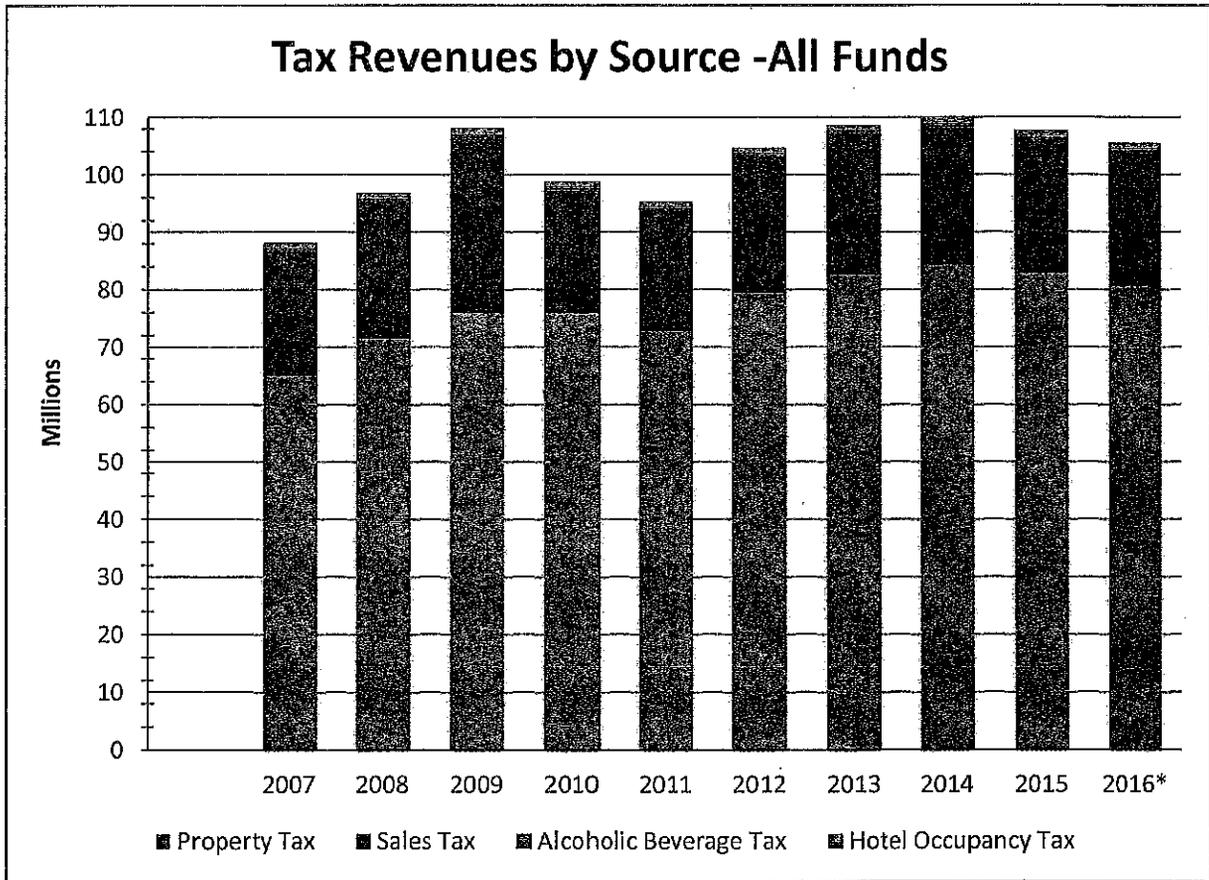
As of September 30, 2016



**TAX REVENUES BY SOURCE - ALL FUNDS**  
**LAST TEN FISCAL YEARS**

Fiscal Year	Property Tax	Sales Tax	Alcoholic Beverage Tax	Hotel Occupancy Tax	Total
2007	\$ 65,071,514	\$ 21,654,606	\$ 503,134	\$ 973,569	\$ 88,202,823
2008	71,516,193	23,906,777	506,047	1,011,577	96,940,594
2009	75,912,693	30,410,633	614,474	1,294,063	108,231,863
2010	75,995,020	21,361,596	575,928	893,234	98,825,778
2011	72,959,364	20,961,453	547,605	981,619	95,450,041
2012	79,446,316	23,864,675	484,988	1,064,165	104,860,144
2013	82,593,407	24,695,194	475,162	1,015,651	108,779,414
2014	84,262,722	24,064,857	614,384	1,150,383	110,092,346
2015	82,850,758	23,047,286	656,678	1,291,716	107,846,438
2016*	80,612,939	23,350,000	625,000	1,209,736	105,797,675

\* Estimate for current year



**RATIO OF ANNUAL DEBT SERVICE EXPENDITURES  
FOR GENERAL BONDED DEBT TO TOTAL GENERAL  
EXPENDITURES**

**LAST TEN FISCAL YEARS**

Fiscal Year	Debt Service			General Expenditures	Ratio of Debt Service To General Expenditures
	Principal	Interest	Total Debt Service		
2006	3,890,000	4,084,539	7,974,539	135,159,034	5.90%
2007	4,045,000	3,938,978	7,983,978	116,795,960	6.84%
2008	3,510,000	3,794,062	7,304,062	129,426,472	5.64%
2009	3,660,000	3,671,261	7,331,261	149,958,683	4.89%
2010	3,760,000	3,538,141	7,298,141	137,187,243	5.32%
2011	4,942,070	3,530,237	8,472,307	142,843,651	5.93%
2012	4,430,000	2,169,209	6,599,209	143,444,952	4.60%
2013	3,965,000	1,960,536	5,925,536	142,672,765	4.15%
2014	4,280,000	1,837,099	6,117,099	141,963,383	4.31%
2015	4,420,000	1,691,644	6,111,644	147,375,682	4.15%

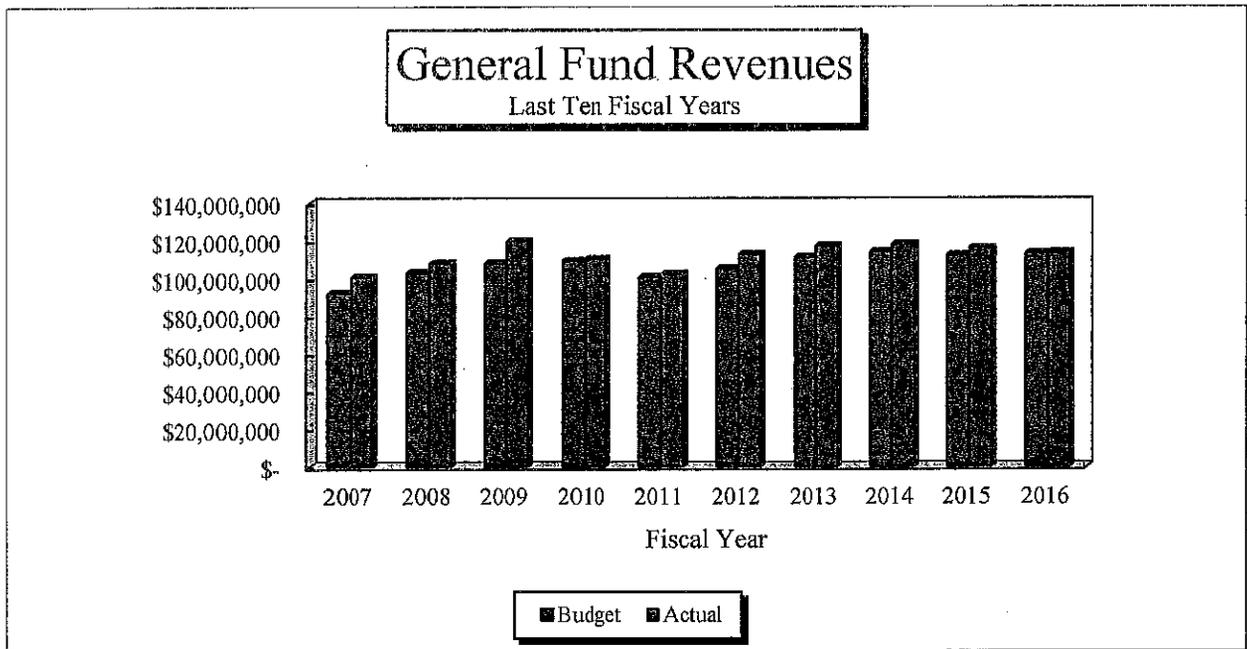
**ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY**  
**LAST TEN TAX YEARS**

Tax Year	Assessed Value					Assessment Ratio	Estimated Actual Value
	Real Property	Less (a) Exemptions	Real Property (Net)	Personal Property	Total (b)		
2006	15,794,009,095	3,180,724,674	12,613,284,421	3,926,963,740	16,540,248,161	100%	19,720,972,835
2007	18,139,037,814	3,824,188,028	14,314,849,786	4,259,356,205	18,574,205,991	100%	22,398,394,019
2008	20,241,889,423	4,416,709,776	15,825,179,647	4,971,316,869	20,796,496,516	100%	25,213,206,292
2009	19,305,377,164	3,053,531,674	16,251,845,490	4,886,199,496	21,138,044,986	100%	24,191,576,660
2010	20,175,815,485	2,904,361,132	17,271,454,353	4,864,011,338	22,135,465,691	100%	25,039,826,823
2011	20,499,976,905	2,819,185,882	17,680,791,023	5,472,265,740	23,153,056,763	100%	25,972,242,645
2012	22,320,153,198	3,198,328,907	19,121,824,291	6,131,164,990	25,252,989,281	100%	28,451,318,188
2013	25,832,370,800	6,667,443,764	19,164,927,036	6,742,185,740	25,907,112,776	100%	32,574,556,540
2014	24,783,401,488	6,385,170,071	18,398,231,417	6,995,371,050	25,393,602,467	100%	31,778,772,538
2015	25,362,781,856	6,399,625,866	18,963,155,990	5,942,276,123	24,905,432,113	100%	31,305,057,979

- (a) Exemptions are evenly divided between regular homesteads, homestead property of person 65 years or older, veteran, abatements, charitable organizations, agriculture, and pollution control.
- (b) Net of exemptions.

**GENERAL FUND REVENUES & TRANSFERS**  
**LAST TEN FISCAL YEARS**

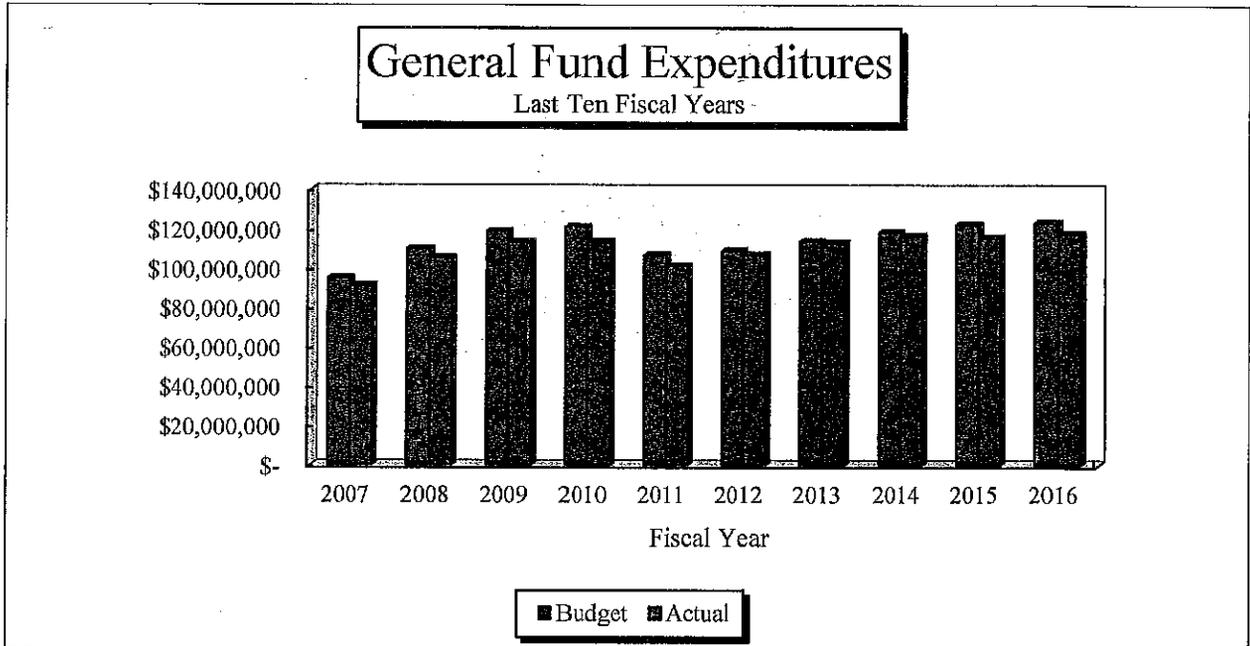
<u>Fiscal Year</u>	<u>Adjusted Budget</u>	<u>Actual</u>
2007	\$ 92,460,602	\$ 100,850,387
2008	103,086,871	108,133,630
2009	108,236,908	120,044,224
2010	109,494,972	110,681,187
2011	101,016,860	102,643,405
2012	105,517,925	112,903,367
2013	111,504,653	117,560,491
2014	114,209,840	118,381,543
2015	112,399,235	116,326,116
2016	113,455,177	113,817,623 *



\* Estimate for current year.

**GENERAL FUND EXPENDITURES & TRANSFERS**  
**LAST TEN FISCAL YEARS**

Fiscal Year	Adjusted Budget	Actual
2007	\$ 95,229,520	\$ 91,476,441
2008	110,247,921	105,605,328
2009	119,037,978	113,606,176
2010	121,214,444	113,561,474
2011	107,016,860	101,375,430
2012	109,000,000	107,067,911
2013	113,800,000	113,163,205
2014	118,522,516	116,658,252
2015	122,481,618	115,709,659
2016	123,408,154	117,747,604 *



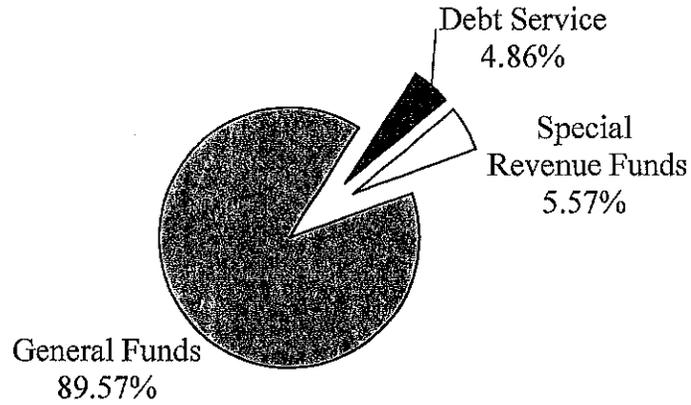
\* Estimate for current year.

**JEFFERSON COUNTY, TEXAS**  
**ALL FUNDS SUMMARY**

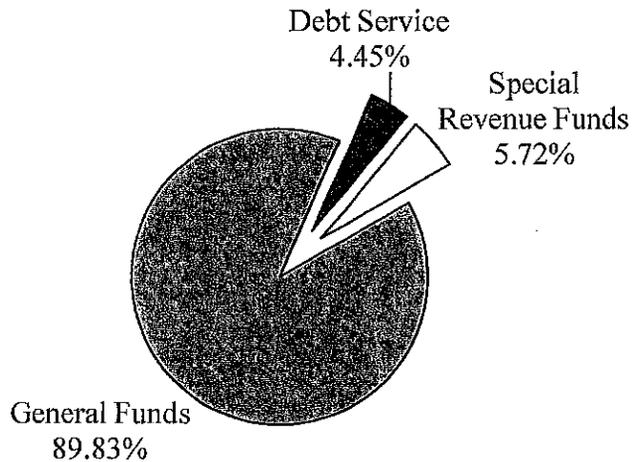
	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b>REVENUES</b>			
Property Taxes	\$ 82,850,758	\$ 80,612,939	\$ 79,071,350
Sales Taxes	24,995,680	25,184,736	25,100,000
Fees	11,265,705	10,973,562	10,406,682
Licenses	459,198	441,628	420,620
Sales, Rentals & Services	2,158,229	1,745,360	1,512,400
Intergovernmental	4,692,113	4,550,023	4,773,654
Fines & Forfeitures	2,120,860	1,925,856	1,700,000
Interest	375,185	238,914	249,179
Miscellaneous	34,462	32,206	24,000
Contributions	375	200	4,100
<b>Total Revenues</b>	<b>\$ 128,952,565</b>	<b>\$ 125,705,424</b>	<b>\$ 123,261,985</b>
<b>OTHER SOURCES</b>			
Transfers In	550,000	547,000	560,000
<b>Total Other Sources</b>	<b>\$ 550,000</b>	<b>\$ 547,000</b>	<b>\$ 560,000</b>
<b>Total Revenues &amp; Other Sources</b>	<b>\$ 129,502,565</b>	<b>\$ 126,252,424</b>	<b>\$ 123,821,985</b>
<b>EXPENDITURES</b>			
General Government	\$ 23,406,423	\$ 22,687,063	\$ 23,593,937
Judicial & Law Enforcement	69,121,718	71,271,831	74,421,300
Education & Recreation	1,199,981	1,117,271	1,265,365
Health & Welfare	9,947,835	10,242,201	10,761,525
Maintenance - Equipment & Structures	11,551,241	11,761,174	13,159,404
Capital Outlay	2,824,418	1,919,164	2,978,931
Debt Service -			
Principal	4,420,000	4,590,000	4,690,000
Interest and Commission	1,691,644	1,534,121	1,410,930
Transaction Fees	3,400	5,100	7,500
<b>Total Expenditures</b>	<b>\$ 124,166,660</b>	<b>\$ 125,127,925</b>	<b>\$ 132,288,892</b>
<b>OTHER USES</b>			
Transfers Out	\$ 3,715,865	\$ 5,068,021	\$ 4,757,848
Contingency Appropriation	-	-	300,000
<b>Total Other Uses</b>	<b>\$ 3,715,865</b>	<b>\$ 5,068,021</b>	<b>\$ 5,057,848</b>
<b>Total Appropriations</b>	<b>\$ 127,882,525</b>	<b>\$ 130,195,946</b>	<b>\$ 137,346,740</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 54,466,375</b>	<b>\$ 56,086,415</b>	<b>\$ 52,142,893</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 56,086,415</b>	<b>\$ 52,142,893</b>	<b>\$ 38,618,138</b>
<b>RESERVED FUND BALANCE</b>	<b>1,943,057</b>	<b>1,482,968</b>	<b>1,389,236</b>
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$ 54,143,358</b>	<b>\$ 50,659,925</b>	<b>\$ 37,228,902</b>

JEFFERSON COUNTY, TEXAS  
ALL FUNDS SUMMARY

# FY 2017 - Revenues and Other Sources



# FY 2017 - Expenditures and Other Uses





# **GENERAL FUND**

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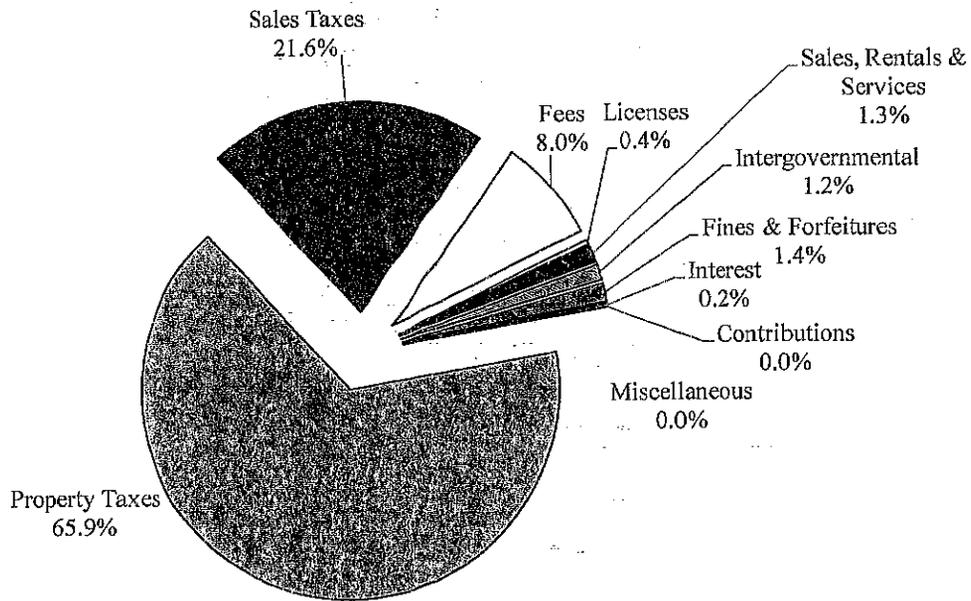
**GENERAL FUND**  
**SUMMARY OF REVENUES AND EXPENDITURES**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b>REVENUES</b>			
Property Taxes	\$ 76,668,604	\$ 74,954,432	\$ 73,068,752
Sales Taxes	23,703,964	23,975,000	23,950,000
Fees	9,473,369	9,331,428	8,855,200
Licenses	459,198	441,628	420,620
Sales, Rentals & Services	1,974,325	1,643,596	1,412,400
Intergovernmental	1,757,619	1,427,067	1,360,786
Fines & Forfeitures	1,927,212	1,812,856	1,600,000
Interest	331,955	203,120	215,000
Miscellaneous	29,495	28,296	24,000
Contributions	375	200	200
Total Revenues	<u>\$ 116,326,116</u>	<u>\$ 113,817,623</u>	<u>\$ 110,906,958</u>
<b>EXPENDITURES</b>			
General Government	\$ 23,037,634	\$ 22,274,355	\$ 23,094,046
Judicial & Law Enforcement	65,084,083	67,064,633	69,685,795
Education & Recreation	379,937	351,018	407,533
Health & Welfare	9,947,835	10,242,201	10,761,525
Maintenance - Equipment & Structures	11,510,648	11,718,174	13,116,404
Capital Outlay	2,218,420	1,203,952	1,267,983
Total Expenditures	<u>\$ 112,178,557</u>	<u>\$ 112,854,333</u>	<u>\$ 118,333,286</u>
<b>OTHER USES</b>			
Transfers Out	\$ 3,531,102	\$ 4,893,271	\$ 4,751,694
Contingency Appropriation	-	-	300,000
Total Other Uses	<u>\$ 3,531,102</u>	<u>\$ 4,893,271</u>	<u>\$ 5,051,694</u>
Total Appropriations	<u>\$ 115,709,659</u>	<u>\$ 117,747,604</u>	<u>\$ 123,384,980</u>
<b>BEGINNING FUND BALANCE</b>	<u>\$ 47,264,400</u>	<u>\$ 47,880,857</u>	<u>\$ 43,950,876</u>
<b>ENDING FUND BALANCE</b>	\$ 47,880,857	\$ 43,950,876	\$ 31,472,854
<b>RESERVED FUND BALANCE</b>	<u>873,260</u>	<u>873,260</u>	<u>873,260</u>
<b>ENDING AVAILABLE FUND BALANCE</b>	<u>\$ 47,007,597</u>	<u>\$ 43,077,616</u>	<u>\$ 30,599,594</u>

**GENERAL FUND  
SUMMARY OF REVENUES**

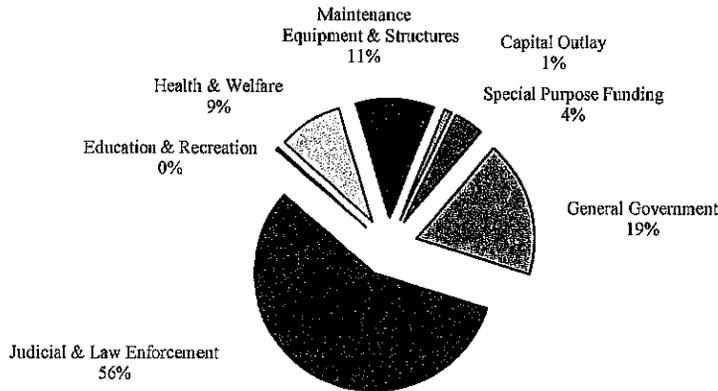
<b>REVENUES</b>	<b>ACTUAL 2014-2015</b>	<b>ESTIMATED 2015-2016</b>	<b>APPROVED 2016-2017</b>
Property Taxes	\$ 76,668,604	\$ 74,954,432	\$ 73,068,752
Sales Taxes	23,703,964	23,975,000	23,950,000
Fees	9,473,369	9,331,428	8,855,200
Licenses	459,198	441,628	420,620
Sales, Rentals & Services	1,974,325	1,643,596	1,412,400
Intergovernmental	1,757,619	1,427,067	1,360,786
Fines & Forfeitures	1,927,212	1,812,856	1,600,000
Interest	331,955	203,120	215,000
Miscellaneous	29,495	28,296	24,000
Contributions	375	200	200
<b>Total</b>	<b>\$ 116,326,116</b>	<b>\$ 113,817,623</b>	<b>\$ 110,906,958</b>

**Approved 2016-2017**

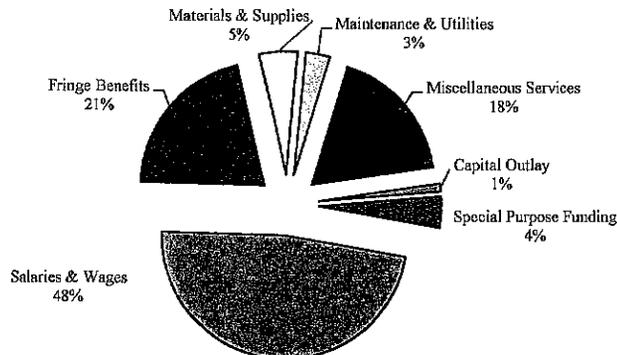


**GENERAL FUND  
SUMMARY OF EXPENDITURES**

<u>Department</u>	<u>APPROVED 2016-2017 BUDGET</u>	<u>% OF TOTAL</u>
General Government	\$ 23,094,046	18.72%
Judicial & Law Enforcement	69,685,795	56.48%
Education & Recreation	407,533	0.33%
Health & Welfare	10,761,525	8.72%
Maintenance - Equipment Structures	13,116,404	10.63%
Capital Outlay	1,267,983	1.03%
Special Purpose Funding	5,051,694	4.09%
<b>Total</b>	<b>\$ 123,384,980</b>	<b>100.00%</b>



<u>Category</u>	<u>APPROVED 2016-2017 BUDGET</u>	<u>% OF TOTAL</u>
Salaries & Wages	\$ 58,778,886	47.64%
Fringe Benefits	25,895,524	20.99%
Materials & Supplies	6,200,425	5.03%
Maintenance & Utilities	3,894,477	3.16%
Miscellaneous Services	22,295,991	18.07%
Capital Outlay	1,267,983	1.03%
Special Purpose Funding	5,051,694	4.08%
<b>Total</b>	<b>\$ 123,384,980</b>	<b>100.00%</b>



**GENERAL FUND**  
**SUMMARY OF EXPENDITURES BY DIVISION**

<u>Department / Division</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b>General Government</b>			
Tax Assessor-Collector	\$ 3,517,206	\$ 3,690,361	\$ 3,858,457
Human Resources	376,157	397,918	429,962
County Auditor	1,359,775	1,391,139	1,445,423
County Clerk	2,088,329	2,158,936	2,227,022
County Judge	825,128	849,287	889,895
Risk Management	228,692	236,355	251,816
County Treasurer	365,524	373,033	379,487
Printing	146,793	152,264	169,168
Purchasing Agent	495,550	532,865	559,482
General Services	10,833,956	9,475,148	9,766,981
Management Information Systems	1,710,166	1,798,669	1,875,245
Voters Registration Department	207,586	133,213	106,214
Elections Department	605,345	798,005	840,086
Veterans Services	277,427	287,162	294,808
<b>Total General Government</b>	<b>\$ 23,037,634</b>	<b>\$ 22,274,355</b>	<b>\$ 23,094,046</b>
<b>Judicial &amp; Law Enforcement</b>			
District Attorney	\$ 5,986,021	\$ 6,316,667	\$ 6,563,645
District Clerk	1,720,441	1,826,221	1,900,869
District Courts	5,037,508	5,040,092	4,994,043
Jury	766,944	821,032	1,017,307
Justice of the Peace	2,272,362	2,330,602	2,529,433
County Courts at Law	1,686,335	1,783,258	1,845,688
Court Master	455,878	459,533	484,152
Dispute Resolution Center	202,966	190,744	244,039
Juvenile Alternative School	337,127	323,007	394,076
Community Supervision	9,404	17,824	19,082
Sheriff	12,119,027	12,525,365	13,136,143
Crime Laboratory	1,215,533	1,213,389	1,342,160
Jail	26,529,178	27,340,205	27,690,999
Juvenile Probation	1,329,711	1,347,502	1,589,282
Juvenile Detention Home	1,789,213	1,870,837	2,106,820
Constables	2,848,474	2,881,330	3,043,057
County Morgue	777,961	777,025	785,000
<b>Total Judicial &amp; Law Enforcement</b>	<b>\$ 65,084,083</b>	<b>\$ 67,064,633</b>	<b>\$ 69,685,795</b>
<b>Education &amp; Recreation</b>			
Agricultural Extension Service	\$ 379,937	\$ 351,018	\$ 407,533
<b>Total Education &amp; Recreation</b>	<b>\$ 379,937</b>	<b>\$ 351,018</b>	<b>\$ 407,533</b>

**GENERAL FUND**  
**SUMMARY OF EXPENDITURES BY DIVISION**

<u>Department / Division</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b>Health &amp; Welfare</b>			
Health & Welfare Unit 1	\$ 1,117,557	\$ 1,149,355	\$ 1,256,976
Health & Welfare Unit 2	1,093,782	1,117,288	1,239,875
Nurse Practitioner	287,160	287,160	305,055
Child Welfare	115,787	107,125	120,000
Environmental Control	361,041	332,496	386,151
Indigent Medical Service	4,957,349	4,863,654	4,901,207
Mosquito Control	1,748,071	2,066,009	2,224,367
Emergency Management	217,088	219,114	227,894
Tobacco Settlement	50,000	100,000	100,000
Total Health & Welfare	\$ 9,947,835	\$ 10,242,201	\$ 10,761,525
<b>Maintenance - Equipment &amp; Structures</b>			
Courthouse & Annexes	\$ 2,510,542	\$ 2,574,305	\$ 2,773,185
Port Arthur Buildings	680,365	717,106	764,730
Mid-County Buildings	184,428	193,758	219,636
Road & Bridge Pct. #1	1,361,362	1,417,128	1,571,088
Road & Bridge Pct. #2	1,437,753	1,518,895	1,721,091
Road & Bridge Pct. #3	1,551,711	1,551,614	1,761,800
Road & Bridge Pct. #4	1,715,987	1,713,137	2,013,137
Engineering	926,173	926,347	996,435
Parks & Recreation	118,249	131,417	181,315
Service Center	1,024,078	974,467	1,113,987
Total Maintenance - Equipment & Structures	\$ 11,510,648	\$ 11,718,174	\$ 13,116,404
Capital Outlay	\$ 2,218,420	\$ 1,203,952	\$ 1,267,983
<b>Special Purpose Funding</b>			
Contingency Appropriation	\$ -	\$ -	\$ 300,000
Transfers Out	3,531,102	4,893,271	4,751,694
Total Special Purpose Funding	\$ 3,531,102	\$ 4,893,271	\$ 5,051,694
<b>Total General Fund Expenditures</b>	<b>\$ 115,709,659</b>	<b>\$ 117,747,604</b>	<b>\$ 123,384,980</b>

## GENERAL GOVERNMENT

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General Government includes the Tax Assessor-Collector, Human Resources, County Auditor, County Clerk, County Judge, Risk Management, County Treasurer, Printing, Purchasing Agent, General Services, Management Information Systems, and Veterans Services.

**Tax Assessor Collector** – main duties are to assess and collect property taxes; to issue certificates of title and license plates for motor vehicles and trailers. Elected for a four-year term by the voters of the County.

**Human Resources** – main duties are to provide staff support services for personnel administration. The personnel administration function includes obtaining qualified applicants to fill various job vacancies, maintaining equitable and competitive compensation practices, providing consultation to all departments on personnel related issues, reviewing and/or resolving employee concerns, grievance and appeals, ensuring compliance with federal and state laws, and developing/interpreting policy.

**County Auditor** – main duties are to act as the chief financial officer of the County; responsible for substantially all County finance and accounting control functions. Such functions include auditing, accounting systems design, financial planning, financial relations, and payroll.

**County Clerk** – main duties are to serve as clerk for both Commissioners' Court and County Courts; responsible for filing, indexing, and recording all legal instruments affecting real property titles; recording security instruments, births and deaths, and issuing marriage licenses. Elected for a four-year term by the voters of the County.

**County Judge** – main duties are: presiding officer of the Commissioners' Court; judge of the Probate Court; handles hearings on admittance to state hospital for the mentally ill and mentally challenged; and is head of civil defense and disaster relief. Elected for a four-year term by the voters of the County.

**Risk Management** – provides staff support services for benefits and risk administration. The benefits function includes administering the health and dental plan for the County, workers' compensation program, safety program, and retirement program.

**County Treasurer** – duties include receiving all money collected by the County, investing County revenue, paying and applying County funds as directed by the Commissioners' Court, and signing all County checks. Elected for a four-year term by the voters of the County.

**Printing** – provides support in the printing of all stationery, court dockets, Comprehensive Annual Financial Report, and the Annual Budget of the County.

**Purchasing Agent** – responsible for the procurement of goods, materials, and services for all departments and offices of the County. The department recommends award of bids to Commissioners' Court and administers bids and various contracts. The Purchasing Agent is also in charge of reviewing all requisitions, making proper buying decisions and processing purchase orders for same.

**General Services** – provides accounting control for expenditures of the County that are not allocated to specific departments.

**Management Information Systems (M.I.S.)** – provides all County departments with computer based systems support. This includes analysis of manual and automated procedures and the feasibility of implementing data and word processing systems. M.I.S. is also the interface between departments and users in the operation of systems. The department is responsible for the ongoing evolution of County-wide data systems.

**Voters Registration Department** – provides accounting for expenditures associated with the Tax Assessor Collector's responsibility to issue voter registration applications and certificates; and to compile election poll lists.

**Elections Department** – provides accounting for expenditures associated with the County Clerk's duties to provide general supervisory authority over all elections held within the County.

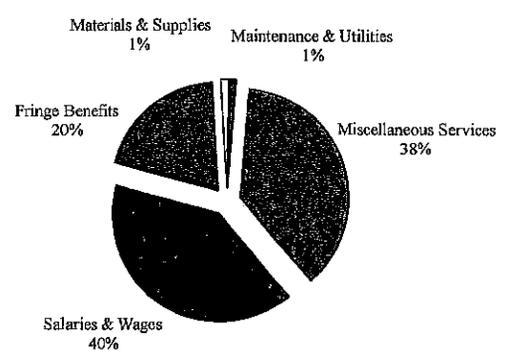
**Veterans Services Office** – develops and submits claims for benefits to the Department of Veterans Affairs for disability compensation, pension, death pension, medical benefits, burial benefits, insurance, education, home loans, records requests, and various benefits through other government agencies.

**GENERAL GOVERNMENT  
DEPARTMENT SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b><u>DEPARTMENTS</u></b>			
Tax Assessor-Collector	\$ 3,517,206	\$ 3,690,361	\$ 3,858,457
Human Resources	376,157	397,918	429,962
County Auditor	1,359,775	1,391,139	1,445,423
County Clerk	2,088,329	2,158,936	2,227,022
County Judge	825,128	849,287	889,895
Risk Management	228,692	236,355	251,816
County Treasurer	365,524	373,033	379,487
Printing	146,793	152,264	169,168
Purchasing Agent	495,550	532,865	559,482
General Services	10,833,956	9,475,148	9,766,981
Management Information Systems	1,710,166	1,798,669	1,875,245
Voters Registration Department	207,586	133,213	106,214
Elections Department	605,345	798,005	840,086
Veterans Services	277,427	287,162	294,808
<b>Total</b>	<b>\$ 23,037,634</b>	<b>\$ 22,274,355</b>	<b>\$ 23,094,046</b>

**APPROPRIATIONS CATEGORY**

Salaries & Wages	\$ 9,304,057
Fringe Benefits	4,606,239
Materials & Supplies	280,885
Maintenance & Utilities	233,581
Miscellaneous Services	8,669,284
<b>Total</b>	<b>\$ 23,094,046</b>



**PERSONNEL SUMMARY**

	Elected Official	Clerical, Administrative & Fiscal	Law Enforcement	Labor, Trades & Maintenance	Nursing & Public Health	Human & Social Services	Other Un-Classified or Contract	TOTAL
Tax Assessor-Collector	1	54	-	-	-	-	-	55
Human Resources	-	4	-	-	-	-	-	4
County Auditor	-	15	-	-	-	-	-	15
County Clerk	1	30	-	-	-	-	-	31
County Judge	1	6	-	-	-	-	1	8
Risk Management	-	3	-	-	-	-	-	3
County Treasurer	1	3	-	-	-	-	-	4
Printing	-	-	-	1	-	-	-	1
Purchasing Agent	-	6	-	-	-	-	-	6
General Services	4	-	-	-	-	-	-	4
Management Information Systems	-	19	-	-	-	-	-	19
Voters Registration Department	-	1	-	-	-	-	-	1
Elections Department	-	4	-	1	-	-	-	5
Veterans Services	-	2	-	-	-	2	-	4
<b>Total</b>	<b>8</b>	<b>147</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>160</b>

**GENERAL GOVERNMENT  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Tax Assessor-Collector</u>			
Salaries & Wages	\$ 2,263,683	\$ 2,370,759	\$ 2,442,659
Fringe Benefits	1,034,067	1,099,756	1,174,612
Materials & Supplies	44,038	44,636	46,300
Maintenance & Utilities	101,634	99,420	105,526
Miscellaneous Services	73,784	75,790	89,360
Total	<u>\$ 3,517,206</u>	<u>\$ 3,690,361</u>	<u>\$ 3,858,457</u>
<u>Human Resources</u>			
Salaries & Wages	\$ 248,284	\$ 263,520	\$ 279,558
Fringe Benefits	97,062	107,208	115,422
Materials & Supplies	2,484	1,905	3,224
Maintenance & Utilities	342	219	1,000
Miscellaneous Services	27,985	25,066	30,758
Total	<u>\$ 376,157</u>	<u>\$ 397,918</u>	<u>\$ 429,962</u>
<u>County Auditor</u>			
Salaries & Wages	\$ 930,753	\$ 952,788	\$ 973,763
Fringe Benefits	359,118	368,028	395,260
Materials & Supplies	7,827	8,738	10,600
Maintenance & Utilities	2,168	2,581	3,000
Miscellaneous Services	59,909	59,004	62,800
Total	<u>\$ 1,359,775</u>	<u>\$ 1,391,139</u>	<u>\$ 1,445,423</u>
<u>County Clerk</u>			
Salaries & Wages	\$ 1,363,712	\$ 1,399,744	\$ 1,429,654
Fringe Benefits	618,105	646,596	688,282
Materials & Supplies	32,464	35,631	35,950
Maintenance & Utilities	18,263	19,604	22,000
Miscellaneous Services	55,785	57,361	51,136
Total	<u>\$ 2,088,329</u>	<u>\$ 2,158,936</u>	<u>\$ 2,227,022</u>
<u>County Judge</u>			
Salaries & Wages	\$ 534,991	\$ 544,389	\$ 552,169
Fringe Benefits	235,481	240,996	252,605
Materials & Supplies	4,419	4,284	4,671
Maintenance & Utilities	1,040	1,045	1,150
Miscellaneous Services	49,197	58,573	79,300
Total	<u>\$ 825,128</u>	<u>\$ 849,287</u>	<u>\$ 889,895</u>
<u>Risk Management</u>			
Salaries & Wages	\$ 166,312	\$ 172,800	\$ 173,926
Fringe Benefits	56,626	57,288	72,027
Materials & Supplies	999	876	1,200
Maintenance & Utilities	438	1,154	1,500
Miscellaneous Services	4,317	4,237	3,163
Total	<u>\$ 228,692</u>	<u>\$ 236,355</u>	<u>\$ 251,816</u>

**GENERAL GOVERNMENT  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>County Treasurer</u>			
Salaries & Wages	\$ 231,147	\$ 237,144	\$ 237,651
Fringe Benefits	105,027	107,448	111,614
Materials & Supplies	2,924	2,489	3,650
Maintenance & Utilities	10,948	11,073	12,000
Miscellaneous Services	15,478	14,879	14,572
Total	<u>\$ 365,524</u>	<u>\$ 373,033</u>	<u>\$ 379,487</u>
<u>Printing</u>			
Salaries & Wages	\$ 55,908	\$ 56,820	\$ 59,313
Fringe Benefits	27,049	27,588	29,855
Materials & Supplies	37,509	37,856	40,000
Maintenance & Utilities	-	-	-
Miscellaneous Services	26,327	30,000	40,000
Total	<u>\$ 146,793</u>	<u>\$ 152,264</u>	<u>\$ 169,168</u>
<u>Purchasing Agent</u>			
Salaries & Wages	\$ 317,130	\$ 339,336	\$ 348,711
Fringe Benefits	143,717	152,904	159,313
Materials & Supplies	2,888	3,583	3,000
Maintenance & Utilities	1,000	1,341	1,600
Miscellaneous Services	30,815	35,701	46,858
Total	<u>\$ 495,550</u>	<u>\$ 532,865</u>	<u>\$ 559,482</u>
<u>General Services</u>			
Salaries & Wages	\$ 1,066,779	\$ 1,100,448	\$ 1,016,000
Fringe Benefits	884,102	827,040	855,856
Materials & Supplies	39,600	55,000	60,000
Maintenance & Utilities	-	-	-
Miscellaneous Services	8,843,475	7,492,660	7,835,125
Total	<u>\$ 10,833,956</u>	<u>\$ 9,475,148</u>	<u>\$ 9,766,981</u>
<u>Management Information Systems</u>			
Salaries & Wages	\$ 1,147,698	\$ 1,200,780	\$ 1,247,470
Fringe Benefits	464,523	488,856	511,999
Materials & Supplies	30,159	29,442	30,480
Maintenance & Utilities	50,475	57,603	62,555
Miscellaneous Services	17,311	21,988	22,741
Total	<u>\$ 1,710,166</u>	<u>\$ 1,798,669</u>	<u>\$ 1,875,245</u>
<u>Voters Registration Department</u>			
Salaries & Wages	\$ 130,637	\$ 55,404	\$ 59,651
Fringe Benefits	64,194	20,808	22,431
Materials & Supplies	1,981	6,750	8,500
Maintenance & Utilities	9,482	49,005	12,000
Miscellaneous Services	1,292	1,246	3,632
Total	<u>\$ 207,586</u>	<u>\$ 133,213</u>	<u>\$ 106,214</u>

**GENERAL GOVERNMENT  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Elections Department</u>			
Salaries & Wages	\$ 275,471	\$ 291,104	\$ 301,067
Fringe Benefits	109,069	114,228	117,537
Materials & Supplies	9,632	32,550	32,000
Maintenance & Utilities	2,465	10,000	10,000
Miscellaneous Services	208,708	350,123	379,482
Total	<u>\$ 605,345</u>	<u>\$ 798,005</u>	<u>\$ 840,086</u>
<u>Veterans Services</u>			
Salaries & Wages	\$ 174,485	\$ 179,928	\$ 182,465
Fringe Benefits	88,704	94,140	99,426
Materials & Supplies	1,062	1,000	1,310
Maintenance & Utilities	1,014	982	1,250
Miscellaneous Services	12,162	11,112	10,357
Total	<u>\$ 277,427</u>	<u>\$ 287,162</u>	<u>\$ 294,808</u>

## JUDICIAL & LAW ENFORCEMENT

Judicial & Law Enforcement includes Pre-Trial Release, District Attorney, District Clerk, District Courts, Jury, Justices of the Peace, County Courts at Law, Court Master, Dispute Resolution Center, Juvenile Alternative School, Community Supervision, Sheriff, Crime Laboratory, Jail, Juvenile Correctional Probation, Juvenile Detention Home, Constables, and County Morgue.

**District Attorney** – responsible for the prosecution of felony and misdemeanor criminal cases in the County; serves as legal advisor to Commissioners' Court and other County officials. Elected for a four-year term by the voters of the County.

**District Clerk** – duties revolve around the District Courts; specifically serves as legal record keeper for all documents filed in District Courts. Elected for a four-year term by the voters of the County.

**District Courts** – serve as trial courts of general jurisdiction of Texas. The geographical area served by each court is established by the Legislature, but each County must be served by at least one District Court. District Courts have original jurisdiction in all felony criminal cases, divorce cases, cases involving title to land, election contest cases, civil matters in which the amount in controversy (the amount of money or damages involved) is \$200 or more, and any matters in which jurisdiction is not placed in another trial court. There are eight District Courts in Jefferson County: Criminal, 58<sup>th</sup>, 60<sup>th</sup>, 136<sup>th</sup>, 172<sup>nd</sup>, 252<sup>nd</sup>, 279<sup>th</sup>, and the 317<sup>th</sup>. Elected for a four-year term by the voters of the County.

**Jury** – department responsible for expenditures related to selection of the petit and grand juries seated in Jefferson County.

**Justice of the Peace** – presiding officer over the Justice and Small Claims Court; courts have original jurisdiction in Class C misdemeanor criminal cases, which are less serious minor offenses; courts have jurisdiction over minor civil matters; may issue search or arrest warrants; serve as the coroner in Jefferson County. There are seven Justice of the Peace Courts in Jefferson County. Justices of the Peace are elected for a four-year term by the voters of the County.

**County Courts at Law** – legal jurisdiction varies considerably and is established by statute, which creates the particular court. The jurisdiction of statutorily created County Courts at Law is concurrent with the jurisdiction of the County and District Courts in the County. There are three County Courts at Law in Jefferson County. Judges are elected for a four-year term by the voters of the County.

**Court Master** – is allocated all expenditures associated with the Drug Impact Court of Jefferson County.

**Dispute Resolution Center** – responsible for working with individuals, families, community groups, government agencies, and businesses to assist them in resolving conflict. Through the use of constructive means like mediation and facilitation, the Center has helped in thousands of matters to prevent the need for costly litigation, or escalation to the point of violence.

**Sheriff's Office** – diversified in its responsibilities by statute. The Sheriff provides security for the Courthouse. The Sheriff is responsible for prisoner transportation. Civil Warrants, Writs of Execution, Levies on and Posting of Property, and the sale of Real Property after foreclosure proceedings are functions which most people associate with the Office of the Sheriff. The Sheriff also oversees the following: The **Juvenile Alternative School** is allocated all expenditures associated with the security of the alternative school. The **Crime Lab** is allocated all expenditures associated with the examination of crime scene evidence in Jefferson County. The **Jail** is allocated all expenditures associated with the operation of the Jefferson County Correctional Facility. Elected for a four-year term by the voters of the County.

**Community Supervision** – represents maintenance and equipment expenditures mandated by the state to be provided to the Adult Probation Department.

**Juvenile Probation and Juvenile Detention Home** – represents all operating expenditures for the Jefferson County Juvenile Probation Department and Detention Facility.

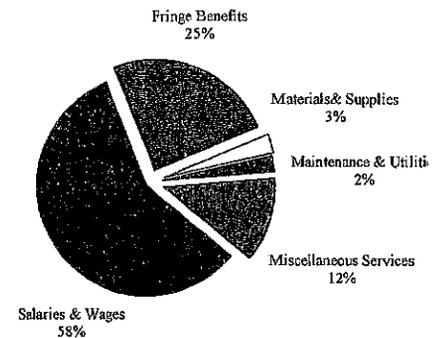
**Constables** – are constitutionally authorized peace officers elected by precinct. While they may perform patrol functions and make criminal investigations, the main duty of most Constables is to serve as executive officer of the Justice of the Peace Courts. Constables serve subpoenas and other papers. Elected for a four-year term by the voters of the County.

**County Morgue** – responsible for costs of laboratory and pathological services (autopsies) in Jefferson County.

**JUDICIAL & LAW ENFORCEMENT  
DEPARTMENT SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b><u>DEPARTMENTS</u></b>			
District Attorney	\$ 5,986,021	\$ 6,316,667	\$ 6,563,645
District Clerk	1,720,441	1,826,221	1,900,869
District Courts	5,037,508	5,040,092	4,994,043
Jury	766,944	821,032	1,017,307
Justice of the Peace	2,272,362	2,330,602	2,529,433
County Courts at Law	1,686,335	1,783,258	1,845,688
Court Master	455,878	459,533	484,152
Dispute Resolution Center	202,966	190,744	244,039
Juvenile Alternative School	337,127	323,007	394,076
Community Supervision	9,404	17,824	19,082
Sheriff	12,119,027	12,525,365	13,136,143
Crime Laboratory	1,215,533	1,213,389	1,342,160
Jail	26,529,178	27,340,205	27,690,999
Juvenile Probation	1,329,711	1,347,502	1,589,282
Juvenile Detention Home	1,789,213	1,870,837	2,106,820
Constables	2,848,474	2,881,330	3,043,057
County Morgue	777,961	777,025	785,000
<b>Total</b>	<b>\$ 65,084,083</b>	<b>\$ 67,064,633</b>	<b>\$ 69,685,795</b>

	<u>APPROVED</u> <u>2016-2017</u>
<b><u>APPROPRIATIONS CATEGORY</u></b>	
Salaries & Wages	\$ 40,296,370
Fringe Benefits	17,247,363
Materials & Supplies	1,948,694
Maintenance & Utilities	1,596,317
Miscellaneous Services	8,597,051
<b>Total</b>	<b>\$ 69,685,795</b>



**PERSONNEL SUMMARY**

	Clerical, Elected Official	Administrative & Fiscal	Law Enforcement	Labor, Trades & Maintenance	Nursing & Public Health	Human & Social Services	Other Unclassified or Contract	TOTAL
District Attorney	1	24	-	-	-	-	35	60
District Clerk	1	26	-	-	-	-	-	27
District Courts	8	18	-	-	-	-	11	37
Jury	-	1	-	-	-	-	1	2
Justice of the Peace	7	21	-	-	-	-	-	28
County Courts at Law	3	9	-	-	-	-	3	15
Court Master	-	3	-	-	-	-	1	4
Dispute Resolution Center	-	-	-	-	-	3	-	3
Juvenile Alternative School	-	-	-	-	-	-	4	4
Sheriff	1	19	14	-	-	-	97	131
Crime Laboratory	-	-	11	-	-	-	-	11
Jail	-	14	2	8	1	-	238	263
Juvenile Probation	-	3	-	-	-	15	-	18
Juvenile Detention Home	-	-	19	-	-	1	-	20
Constables	6	8	-	-	-	-	14	28
County Morgue	-	-	-	-	-	-	-	-
<b>Total</b>	<b>27</b>	<b>146</b>	<b>46</b>	<b>8</b>	<b>1</b>	<b>19</b>	<b>404</b>	<b>651</b>

**JUDICIAL & LAW ENFORCEMENT  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>District Attorney</u>			
Salaries & Wages	\$ 4,188,908	\$ 4,403,295	\$ 4,502,237
Fringe Benefits	1,577,726	1,703,778	1,832,088
Materials & Supplies	72,513	55,859	54,898
Maintenance & Utilities	14,383	14,417	21,000
Miscellaneous Services	132,491	139,318	153,422
Total	<u>\$ 5,986,021</u>	<u>\$ 6,316,667</u>	<u>\$ 6,563,645</u>
<u>District Clerk</u>			
Salaries & Wages	\$ 1,136,640	\$ 1,219,908	\$ 1,251,745
Fringe Benefits	515,108	548,028	586,084
Materials & Supplies	31,238	24,926	26,257
Maintenance & Utilities	24,105	16,658	19,900
Miscellaneous Services	13,350	16,701	16,883
Total	<u>\$ 1,720,441</u>	<u>\$ 1,826,221</u>	<u>\$ 1,900,869</u>
<u>Criminal District Court</u>			
Salaries & Wages	\$ 466,005	\$ 478,668	\$ 481,312
Fringe Benefits	171,445	178,248	203,046
Materials & Supplies	3,258	4,013	5,555
Maintenance & Utilities	851	752	1,200
Miscellaneous Services	767,398	818,735	803,970
Total	<u>\$ 1,408,957</u>	<u>\$ 1,480,416</u>	<u>\$ 1,495,083</u>
<u>58th District Court</u>			
Salaries & Wages	\$ 192,369	\$ 194,784	\$ 197,740
Fringe Benefits	84,182	81,184	86,995
Materials & Supplies	2,385	6,958	3,500
Maintenance & Utilities	48	100	150
Miscellaneous Services	4,976	5,966	7,500
Total	<u>\$ 283,960</u>	<u>\$ 288,992</u>	<u>\$ 295,885</u>
<u>60th District Court</u>			
Salaries & Wages	\$ 193,030	\$ 195,828	\$ 195,868
Fringe Benefits	83,173	84,660	87,575
Materials & Supplies	585	1,200	2,000
Maintenance & Utilities	164	143	500
Miscellaneous Services	4,733	4,785	5,519
Total	<u>\$ 281,685</u>	<u>\$ 286,616</u>	<u>\$ 291,462</u>
<u>136th District Court</u>			
Salaries & Wages	\$ 191,678	\$ 194,460	\$ 194,593
Fringe Benefits	91,849	93,576	98,149
Materials & Supplies	38	950	1,500
Maintenance & Utilities	283	138	500
Miscellaneous Services	5,899	5,398	7,427
Total	<u>\$ 289,747</u>	<u>\$ 294,522</u>	<u>\$ 302,169</u>

**JUDICIAL & LAW ENFORCEMENT  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>172nd District Court</u>			
Salaries & Wages	\$ 189,045	\$ 191,688	\$ 198,414
Fringe Benefits	67,127	74,424	85,396
Materials & Supplies	387	559	1,180
Maintenance & Utilities	102	300	300
Miscellaneous Services	6,154	6,135	7,476
Total	<u>\$ 262,815</u>	<u>\$ 273,106</u>	<u>\$ 292,766</u>
<u>252nd District Court</u>			
Salaries & Wages	\$ 200,260	\$ 203,148	\$ 209,556
Fringe Benefits	82,551	87,948	93,124
Materials & Supplies	5,260	5,460	6,600
Maintenance & Utilities	10,699	7,884	7,500
Miscellaneous Services	1,050,926	978,245	835,200
Total	<u>\$ 1,349,696</u>	<u>\$ 1,282,685</u>	<u>\$ 1,151,980</u>
<u>279th District Court</u>			
Salaries & Wages	\$ 155,461	\$ 159,012	\$ 159,546
Fringe Benefits	61,339	67,272	69,941
Materials & Supplies	850	855	1,750
Maintenance & Utilities	50	95	250
Miscellaneous Services	189,610	177,904	167,500
Total	<u>\$ 407,310</u>	<u>\$ 405,138</u>	<u>\$ 398,987</u>
<u>317th District Court</u>			
Salaries & Wages	\$ 349,267	\$ 354,564	\$ 361,997
Fringe Benefits	123,030	124,128	143,174
Materials & Supplies	613	1,688	2,615
Maintenance & Utilities	85	22	650
Miscellaneous Services	280,343	248,215	257,275
Total	<u>\$ 753,338</u>	<u>\$ 728,617</u>	<u>\$ 765,711</u>
<u>Jury</u>			
Salaries & Wages	\$ 130,805	\$ 132,972	\$ 133,374
Fringe Benefits	52,954	53,952	55,933
Materials & Supplies	6,108	6,163	9,500
Maintenance & Utilities	-	-	-
Miscellaneous Services	577,077	627,945	818,500
Total	<u>\$ 766,944</u>	<u>\$ 821,032</u>	<u>\$ 1,017,307</u>
<u>J.P. Precinct No. 1 - Place No. 1</u>			
Salaries & Wages	\$ 231,476	\$ 233,040	\$ 243,467
Fringe Benefits	101,686	105,492	113,019
Materials & Supplies	2,069	1,236	2,225
Maintenance & Utilities	1,622	1,707	2,500
Miscellaneous Services	5,615	6,136	6,395
Total	<u>\$ 342,468</u>	<u>\$ 347,611</u>	<u>\$ 367,606</u>

**JUDICIAL & LAW ENFORCEMENT  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>J.P. Precinct No. 1 - Place No. 2</u>			
Salaries & Wages	\$ 217,340	\$ 225,780	\$ 241,346
Fringe Benefits	97,761	106,392	114,001
Materials & Supplies	2,395	2,406	2,600
Maintenance & Utilities	2,020	1,776	2,400
Miscellaneous Services	5,396	5,631	5,619
Total	<u>\$ 324,912</u>	<u>\$ 341,985</u>	<u>\$ 365,966</u>
<u>J.P. Precinct No. 2</u>			
Salaries & Wages	\$ 191,822	\$ 192,192	\$ 222,750
Fringe Benefits	83,975	84,732	107,837
Materials & Supplies	1,728	2,144	2,800
Maintenance & Utilities	1,174	1,500	1,500
Miscellaneous Services	3,862	4,085	5,077
Total	<u>\$ 282,561</u>	<u>\$ 284,653</u>	<u>\$ 339,964</u>
<u>J.P. Precinct No. 4</u>			
Salaries & Wages	\$ 227,832	\$ 229,848	\$ 242,859
Fringe Benefits	99,819	101,100	106,867
Materials & Supplies	2,848	2,500	2,800
Maintenance & Utilities	2,330	2,400	2,800
Miscellaneous Services	4,800	5,956	7,020
Total	<u>\$ 337,629</u>	<u>\$ 341,804</u>	<u>\$ 362,346</u>
<u>J.P. Precinct No. 6</u>			
Salaries & Wages	\$ 239,986	\$ 244,968	\$ 243,307
Fringe Benefits	98,800	100,788	111,698
Materials & Supplies	3,201	3,200	4,500
Maintenance & Utilities	1,921	1,861	3,100
Miscellaneous Services	4,120	5,468	6,365
Total	<u>\$ 348,028</u>	<u>\$ 356,285</u>	<u>\$ 368,970</u>
<u>J.P. Precinct No. 7</u>			
Salaries & Wages	\$ 209,191	\$ 218,984	\$ 242,388
Fringe Benefits	93,057	97,294	105,483
Materials & Supplies	3,677	3,483	4,834
Maintenance & Utilities	7,207	4,407	6,600
Miscellaneous Services	4,054	5,200	5,330
Total	<u>\$ 317,186</u>	<u>\$ 329,368</u>	<u>\$ 364,635</u>
<u>J.P. Precinct No. 8</u>			
Salaries & Wages	\$ 217,638	\$ 221,996	\$ 243,160
Fringe Benefits	88,987	93,796	100,969
Materials & Supplies	3,556	3,620	6,364
Maintenance & Utilities	2,835	2,369	3,500
Miscellaneous Services	6,562	7,115	5,953
Total	<u>\$ 319,578</u>	<u>\$ 328,896</u>	<u>\$ 359,946</u>

**JUDICIAL & LAW ENFORCEMENT  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>County Court at Law #1</u>			
Salaries & Wages	\$ 323,897	\$ 321,432	\$ 330,439
Fringe Benefits	122,932	123,552	134,483
Materials & Supplies	1,159	1,293	2,000
Maintenance & Utilities	145	60	500
Miscellaneous Services	10,657	9,304	11,200
Total	<u>\$ 458,790</u>	<u>\$ 455,641</u>	<u>\$ 478,622</u>
<u>County Court at Law #2</u>			
Salaries & Wages	\$ 371,230	\$ 368,820	\$ 370,496
Fringe Benefits	134,410	127,092	138,216
Materials & Supplies	2,110	2,452	4,400
Maintenance & Utilities	1,265	1,005	1,750
Miscellaneous Services	81,101	131,862	131,306
Total	<u>\$ 590,116</u>	<u>\$ 631,231</u>	<u>\$ 646,168</u>
<u>County Court at Law #3</u>			
Salaries & Wages	\$ 405,394	\$ 447,732	\$ 459,059
Fringe Benefits	152,554	172,176	183,517
Materials & Supplies	3,153	3,450	4,250
Maintenance & Utilities	1,446	1,093	1,750
Miscellaneous Services	74,882	71,935	72,322
Total	<u>\$ 637,429</u>	<u>\$ 696,386</u>	<u>\$ 720,898</u>
<u>Court Master</u>			
Salaries & Wages	\$ 221,321	\$ 224,424	\$ 225,589
Fringe Benefits	94,764	94,920	98,710
Materials & Supplies	1,945	2,273	3,500
Maintenance & Utilities	465	634	650
Miscellaneous Services	137,383	137,282	155,703
Total	<u>\$ 455,878</u>	<u>\$ 459,533</u>	<u>\$ 484,152</u>
<u>Dispute Resolution Center</u>			
Salaries & Wages	\$ 134,072	\$ 129,576	\$ 157,539
Fringe Benefits	44,408	38,976	63,029
Materials & Supplies	2,608	1,185	1,185
Maintenance & Utilities	397	367	1,000
Miscellaneous Services	21,481	20,640	21,286
Total	<u>\$ 202,966</u>	<u>\$ 190,744</u>	<u>\$ 244,039</u>
<u>Juvenile Alternative School</u>			
Salaries & Wages	\$ 233,962	\$ 224,548	\$ 271,232
Fringe Benefits	96,451	92,505	117,344
Materials & Supplies	3,956	3,980	4,000
Maintenance & Utilities	1,474	1,474	1,500
Miscellaneous Services	1,284	500	-
Total	<u>\$ 337,127</u>	<u>\$ 323,007</u>	<u>\$ 394,076</u>

**JUDICIAL & LAW ENFORCEMENT  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Community Supervision</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	3,604	12,380	13,790
Maintenance & Utilities	178	103	1,000
Miscellaneous Services	5,622	5,341	4,292
Total	<u>\$ 9,404</u>	<u>\$ 17,824</u>	<u>\$ 19,082</u>
<u>Sheriff</u>			
Salaries & Wages	\$ 8,224,710	\$ 8,496,952	\$ 8,826,788
Fringe Benefits	3,352,475	3,458,910	3,719,250
Materials & Supplies	207,044	203,705	188,005
Maintenance & Utilities	107,886	109,556	116,450
Miscellaneous Services	226,912	256,242	285,650
Total	<u>\$ 12,119,027</u>	<u>\$ 12,525,365</u>	<u>\$ 13,136,143</u>
<u>Crime Laboratory</u>			
Salaries & Wages	\$ 771,186	\$ 769,790	\$ 853,100
Fringe Benefits	287,297	284,748	320,390
Materials & Supplies	59,348	59,017	64,000
Maintenance & Utilities	8,060	2,901	8,500
Miscellaneous Services	89,642	96,933	96,170
Total	<u>\$ 1,215,533</u>	<u>\$ 1,213,389</u>	<u>\$ 1,342,160</u>
<u>Jail</u>			
Salaries & Wages	\$ 14,482,378	\$ 15,051,304	\$ 14,932,726
Fringe Benefits	5,947,166	6,209,935	6,527,373
Materials & Supplies	1,352,529	1,362,755	1,360,500
Maintenance & Utilities	1,120,064	1,127,646	1,172,400
Miscellaneous Services	3,627,041	3,588,565	3,698,000
Total	<u>\$ 26,529,178</u>	<u>\$ 27,340,205</u>	<u>\$ 27,690,999</u>
<u>Juvenile Probation</u>			
Salaries & Wages	\$ 823,813	\$ 836,539	\$ 1,014,853
Fringe Benefits	390,248	396,921	465,931
Materials & Supplies	8,756	8,492	9,827
Maintenance & Utilities	2,523	2,602	4,267
Miscellaneous Services	104,371	102,948	94,404
Total	<u>\$ 1,329,711</u>	<u>\$ 1,347,502</u>	<u>\$ 1,589,282</u>
<u>Juvenile Detention Home</u>			
Salaries & Wages	\$ 1,027,068	\$ 1,074,491	\$ 1,207,550
Fringe Benefits	444,010	477,364	537,974
Materials & Supplies	99,179	100,117	106,709
Maintenance & Utilities	162,630	164,568	188,800
Miscellaneous Services	56,326	54,297	65,787
Total	<u>\$ 1,789,213</u>	<u>\$ 1,870,837</u>	<u>\$ 2,106,820</u>

**JUDICIAL & LAW ENFORCEMENT  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Constable Precinct No. 1</u>			
Salaries & Wages	\$ 452,071	\$ 463,092	\$ 494,112
Fringe Benefits	179,469	185,324	206,676
Materials & Supplies	15,939	12,208	14,625
Maintenance & Utilities	4,180	4,618	5,500
Miscellaneous Services	25,004	20,268	20,521
Total	<u>\$ 676,663</u>	<u>\$ 685,510</u>	<u>\$ 741,434</u>
<u>Constable Precinct No. 2</u>			
Salaries & Wages	\$ 284,490	\$ 286,908	\$ 307,493
Fringe Benefits	117,611	118,644	129,073
Materials & Supplies	7,828	4,800	5,400
Maintenance & Utilities	315	315	600
Miscellaneous Services	6,219	6,220	6,246
Total	<u>\$ 416,463</u>	<u>\$ 416,887</u>	<u>\$ 448,812</u>
<u>Constable Precinct No. 4</u>			
Salaries & Wages	\$ 270,124	\$ 278,816	\$ 299,062
Fringe Benefits	104,068	102,732	117,889
Materials & Supplies	4,228	3,986	4,919
Maintenance & Utilities	794	798	1,000
Miscellaneous Services	8,555	7,349	7,841
Total	<u>\$ 387,769</u>	<u>\$ 393,681</u>	<u>\$ 430,711</u>
<u>Constable Precinct No. 6</u>			
Salaries & Wages	\$ 373,631	\$ 366,924	\$ 372,260
Fringe Benefits	145,873	143,652	149,651
Materials & Supplies	8,687	11,444	11,228
Maintenance & Utilities	1,303	1,453	2,500
Miscellaneous Services	18,493	14,520	14,623
Total	<u>\$ 547,987</u>	<u>\$ 537,993</u>	<u>\$ 550,262</u>
<u>Constable Precinct No. 7</u>			
Salaries & Wages	\$ 296,383	\$ 304,004	\$ 307,937
Fringe Benefits	104,060	110,040	122,929
Materials & Supplies	1,842	3,008	2,578
Maintenance & Utilities	654	712	1,000
Miscellaneous Services	4,611	4,095	4,169
Total	<u>\$ 407,550</u>	<u>\$ 421,859</u>	<u>\$ 438,613</u>
<u>Constable Precinct No. 8</u>			
Salaries & Wages	\$ 290,350	\$ 296,520	\$ 300,476
Fringe Benefits	106,787	110,136	113,549
Materials & Supplies	3,416	7,232	6,300
Maintenance & Utilities	1,812	1,511	2,800
Miscellaneous Services	9,677	10,001	10,100
Total	<u>\$ 412,042</u>	<u>\$ 425,400</u>	<u>\$ 433,225</u>

**JUDICIAL & LAW ENFORCEMENT  
DIVISION SUMMARY**

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	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>County Morgue</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	7,025	7,025	10,000
Miscellaneous Services	<u>770,936</u>	<u>770,000</u>	<u>775,000</u>
Total	<u>\$ 777,961</u>	<u>\$ 777,025</u>	<u>\$ 785,000</u>

## EDUCATION & RECREATION

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Education and Recreation includes the Agricultural Extension Service of the County.

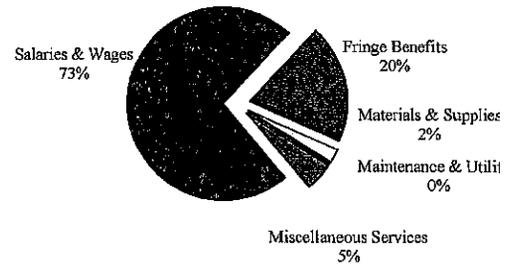
**Agricultural Extension Service** – County shares cost with Texas A&M University System to provide expert advice, assistance and training for a wide range of subjects under the 4 areas of family and consumer sciences, urban development, agriculture and natural resources, and 4-H and youth. Some of the subjects are horticulture, nutrition, health and wellness, agriculture awareness, pesticide management, parenting, money management, tourism, sustainable agriculture, youth development, waste management, preservation of nature, and water quality.

**EDUCATION & RECREATION  
DEPARTMENT SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b><u>DEPARTMENTS</u></b>			
Agricultural Extension Service	\$ 379,937	\$ 351,018	\$ 407,533
Total	\$ <u>379,937</u>	\$ <u>351,018</u>	\$ <u>407,533</u>

**APPROPRIATIONS CATEGORY**

	<u>APPROVED</u> <u>2016-2017</u>
Salaries & Wages	\$ 297,516
Fringe Benefits	80,650
Materials & Supplies	9,274
Maintenance & Utilities	835
Miscellaneous Services	<u>19,258</u>
Total	\$ <u>407,533</u>



**PERSONNEL SUMMARY**

	Elected Official	Clerical,		Law Enforcement	Labor, Trades & Maintenance	Nursing & Public Health	Human & Social Services	Other		TOTAL
		Administrative & Fiscal						Un-Classified or Contract		
Agricultural Extension Service	-	3	-	-	-	-	-	5	-	8
Total	-	3	-	-	-	-	-	5	-	8

**EDUCATION & RECREATION  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Agriculture Extension Service</u>			
Salaries & Wages	\$ 279,067	\$ 254,728	\$ 297,516
Fringe Benefits	78,117	73,262	80,650
Materials & Supplies	7,683	6,586	9,274
Maintenance & Utilities	593	670	835
Miscellaneous Services	14,477	15,772	19,258
Total	<u>\$ 379,937</u>	<u>\$ 351,018</u>	<u>\$ 407,533</u>

## **HEALTH & WELFARE**

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Health & Welfare includes Health & Welfare Units 1 and 2, Nurse Practitioner, Child Welfare, Environmental Control, Indigent Medical Service, Mosquito Control, Emergency Management, and Tobacco Settlement.

**Health & Welfare Units 1 & 2** – responsible for the public health of all County citizens within the framework of County government. Provides medical care, mental health, and protective services for indigent care individuals and families. Cooperates with other community health providers, concerned citizens, and committed volunteers who help achieve its mission. Unit 1 is located in Beaumont, and Unit 2 is located in Port Arthur.

**Nurse Practitioner** – responsible for the County’s in-house employee health care program. The Nurse Practitioner’s primary function is preventive health care for all Jefferson County employees. This includes diagnosis and treatment of employees and their dependents.

**Child Welfare** – represents allocated expenditures that are associated with the County’s support of the child protective services of the State of Texas.

**Environmental Control** – responsible for an integrated management program with elements designed to safeguard the quality of water supplies, to protect the groundwater resource from non-potable elements and contaminants, minimizing the impact of need residential, commercial and industrial development, and to promote water conservation. Environmental Control also identifies the best means of sewage collection, treatment and disposal; oversees new construction; issues State-mandated permits for industrial waste, sewage treatment plants and large-volume sewage discharges, and inspects and enforces permit conditions.

**Indigent Medical Service** – represents the expenditures incurred for outside medical and prescription service associated with the indigent population of Jefferson County.

**Mosquito Control** – represents expenditures associated with the control of mosquitoes in the County. By significantly reducing the mosquito population, the event of epidemic disease from occurring is reduced.

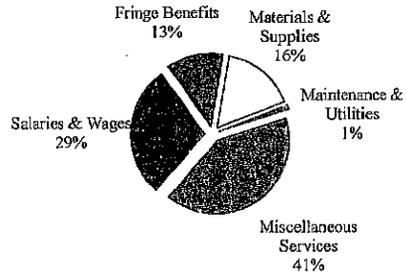
**Emergency Management** – responsible for the support systems and other statutory functions to help individuals and the community prepare for disasters regardless of the cause.

**Tobacco Settlement** – represents expenditures for special indigent health related services using tobacco settlement proceeds.

**HEALTH & WELFARE  
DEPARTMENT SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b><u>DEPARTMENTS</u></b>			
Health & Welfare Unit 1	\$ 1,117,557	\$ 1,149,355	\$ 1,256,976
Health & Welfare Unit 2	1,093,782	1,117,288	1,239,875
Nurse Practitioner	287,160	287,160	305,055
Child Welfare	115,787	107,125	120,000
Environmental Control	361,041	332,496	386,151
Indigent Medical Service	4,957,349	4,863,654	4,901,207
Mosquito Control	1,748,071	2,066,009	2,224,367
Emergency Management	217,088	219,114	227,894
Tobacco Settlement	50,000	100,000	100,000
<b>Total</b>	<b>\$ 9,947,835</b>	<b>\$ 10,242,201</b>	<b>\$ 10,761,525</b>

	<u>APPROVED</u> <u>2016-2017</u>
<b><u>APPROPRIATIONS CATEGORY</u></b>	
Salaries & Wages	\$ 3,148,834
Fringe Benefits	1,342,775
Materials & Supplies	1,749,917
Maintenance & Utilities	101,319
Miscellaneous Services	4,418,680
<b>Total</b>	<b>\$ 10,761,525</b>



**PERSONNEL SUMMARY**

	Elected Official	Clerical, Administrative & Fiscal	Law Enforcement	Labor, Trades & Maintenance	Nursing & Public Health	Human & Social Services	Other Un-Classified or Contract	TOTAL
Health & Welfare Unit 1	-	3	-	1	5	4	-	13
Health & Welfare Unit 2	-	4	-	1	3	4	-	12
Nurse Practitioner	-	-	-	-	3	-	-	3
Environmental Control	-	2	-	-	3	-	-	5
Indigent Medical Services	-	-	-	-	1	-	-	1
Mosquito Control	-	1	-	13	-	-	-	14
Emergency Management	-	-	1	-	-	-	1	2
Tobacco Settlement	-	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>10</b>	<b>1</b>	<b>15</b>	<b>15</b>	<b>8</b>	<b>1</b>	<b>50</b>

**HEALTH & WELFARE  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Health &amp; Welfare Unit 1</u>			
Salaries & Wages	\$ 614,299	\$ 635,436	\$ 691,865
Fringe Benefits	240,454	248,778	284,867
Materials & Supplies	21,188	20,262	26,276
Maintenance & Utilities	4,552	4,536	6,800
Miscellaneous Services	237,064	240,343	247,168
Total	<u>\$ 1,117,557</u>	<u>\$ 1,149,355</u>	<u>\$ 1,256,976</u>
<u>Health &amp; Welfare Unit 2</u>			
Salaries & Wages	\$ 615,204	\$ 617,751	\$ 688,547
Fringe Benefits	273,736	281,844	324,510
Materials & Supplies	25,428	20,259	22,442
Maintenance & Utilities	4,186	4,297	5,909
Miscellaneous Services	175,228	193,137	198,467
Total	<u>\$ 1,093,782</u>	<u>\$ 1,117,288</u>	<u>\$ 1,239,875</u>
<u>Nurse Practitioner</u>			
Salaries & Wages	\$ 182,821	\$ 179,592	\$ 187,412
Fringe Benefits	69,338	70,044	74,152
Materials & Supplies	15,677	18,138	23,012
Maintenance & Utilities	-	-	350
Miscellaneous Services	19,324	19,386	20,129
Total	<u>\$ 287,160</u>	<u>\$ 287,160</u>	<u>\$ 305,055</u>
<u>Child Welfare</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	115,787	107,125	120,000
Total	<u>\$ 115,787</u>	<u>\$ 107,125</u>	<u>\$ 120,000</u>
<u>Environmental Control</u>			
Salaries & Wages	\$ 235,068	\$ 212,448	\$ 244,555
Fringe Benefits	115,991	106,065	125,135
Materials & Supplies	1,525	1,848	3,324
Maintenance & Utilities	1,999	2,074	2,510
Miscellaneous Services	6,458	10,061	10,627
Total	<u>\$ 361,041</u>	<u>\$ 332,496</u>	<u>\$ 386,151</u>
<u>Indigent Medical Service</u>			
Salaries & Wages	\$ 275,422	\$ 272,868	\$ 278,286
Fringe Benefits	76,456	79,092	81,808
Materials & Supplies	951,470	853,947	860,963
Maintenance & Utilities	-	-	-
Miscellaneous Services	3,654,001	3,657,747	3,680,150
Total	<u>\$ 4,957,349</u>	<u>\$ 4,863,654</u>	<u>\$ 4,901,207</u>

**HEALTH & WELFARE  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Mosquito Control</u>			
Salaries & Wages	\$ 780,258	\$ 823,912	\$ 896,434
Fringe Benefits	331,868	350,178	386,994
Materials & Supplies	562,264	765,258	813,600
Maintenance & Utilities	51,333	85,642	85,550
Miscellaneous Services	22,348	41,019	41,789
Total	<u>\$ 1,748,071</u>	<u>\$ 2,066,009</u>	<u>\$ 2,224,367</u>
<u>Emergency Management</u>			
Salaries & Wages	\$ 157,433	\$ 161,137	\$ 161,735
Fringe Benefits	59,405	57,727	65,309
Materials & Supplies	-	-	300
Maintenance & Utilities	-	-	200
Miscellaneous Services	250	250	350
Total	<u>\$ 217,088</u>	<u>\$ 219,114</u>	<u>\$ 227,894</u>
<u>Tobacco Settlement</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	50,000	100,000	100,000
Total	<u>\$ 50,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>

## **MAINTENANCE – EQUIPMENT & STRUCTURES**

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Maintenance – Equipment & Structures includes Courthouse & Annexes, Port Arthur Buildings, Mid-County Buildings, Road & Bridge Precincts, Engineering, Parks & Recreation, and Service Center.

**Courthouse & Annexes, Port Arthur Buildings, and Mid-County Buildings** – responsible for building services of Jefferson County. These departments direct activities associated with building maintenance and communications. Building Maintenance is responsible for structural maintenance and repair of the County's buildings, including electrical, heating, air conditioning, roofing, and mechanical systems. Communications includes the maintenance of the County's internal telephone system.

**Road & Bridge Precincts** – represents the expenditures associated with the maintenance of the County roads. There are four Road and Bridge Precincts, which are governed by the elected Commissioner of each precinct. Each Commissioner is elected to a four-year term by the voters of each precinct, and serves with the County Judge to make up the Commissioners' Court.

**Engineering** – responsible for the acquisition of land and the design and construction of capital improvement projects involving roadways, bridges, drainage systems, and buildings. Engineering updates and maintains the various maps and files of County owned properties and ROW, and manages inter-local agreements for engineering and construction projects. This department provides survey work for the County.

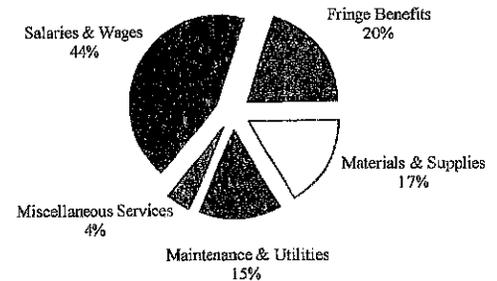
**Parks and Recreation** – represents expenditures associated with maintenance of the County parks, boat ramps, and beach cleaning.

**Service Center** – represents expenditures associated with maintenance of all County owned vehicles.

**MAINTENANCE - EQUIPMENT & STRUCTURES  
DEPARTMENT SUMMARY**

	<u>ACTUAL 2014-2015</u>	<u>ESTIMATED 2015-2016</u>	<u>APPROVED 2016-2017</u>
<b><u>DEPARTMENTS</u></b>			
Courthouse & Annexes	\$ 2,510,542	\$ 2,574,305	\$ 2,773,185
Port Arthur Buildings	680,365	717,106	764,730
Mid-County Buildings	184,428	193,758	219,636
Road & Bridge Pct. #1	1,361,362	1,417,128	1,571,088
Road & Bridge Pct. #2	1,437,753	1,518,895	1,721,091
Road & Bridge Pct. #3	1,551,711	1,551,614	1,761,800
Road & Bridge Pct. #4	1,715,987	1,713,137	2,013,137
Engineering	926,173	926,347	996,435
Parks & Recreation	118,249	131,417	181,315
Service Center	1,024,078	974,467	1,113,987
<b>Total</b>	<b>\$ 11,510,648</b>	<b>\$ 11,718,174</b>	<b>\$ 13,116,404</b>

	<u>APPROVED 2016-2017</u>
<b><u>APPROPRIATIONS CATEGORY</u></b>	
Salaries & Wages	\$ 5,732,109
Fringe Benefits	2,618,497
Materials & Supplies	2,211,655
Maintenance & Utilities	1,962,425
Miscellaneous Services	591,718
<b>Total</b>	<b>\$ 13,116,404</b>



**PERSONNEL SUMMARY**

	Elected Official	Clerical, Administrative & Fiscal	Law Enforcement	Labor, Trades & Maintenance	Nursing & Public Health	Human & Social Services	Other Un-Classified or Contract	TOTAL
Courthouse & Annexes	-	2	-	12	-	-	-	14
Port Arthur Buildings	-	1	-	7	-	-	-	8
Mid-County Buildings	-	-	-	1	-	-	-	1
Road & Bridge Pct. #1	1	1	-	12	-	-	-	14
Road & Bridge Pct. #2	1	1	-	14	-	-	-	16
Road & Bridge Pct. #3	1	1	-	13	-	-	-	15
Road & Bridge Pct. #4	1	2	-	14	-	-	1	18
Engineering	-	2	-	8	-	-	-	10
Parks & Recreation	-	-	-	-	-	-	-	-
Service Center	-	-	-	4	-	-	-	4
<b>Total</b>	<b>4</b>	<b>10</b>	<b>-</b>	<b>85</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>100</b>

**MAINTENANCE - EQUIPMENT & STRUCTURES**  
**DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Courthouse &amp; Annexes</u>			
Salaries & Wages	\$ 610,634	\$ 631,344	\$ 721,907
Fringe Benefits	273,416	293,215	347,191
Materials & Supplies	94,898	79,335	88,950
Maintenance & Utilities	1,193,925	1,229,321	1,272,240
Miscellaneous Services	337,669	341,090	342,897
Total	<u>\$ 2,510,542</u>	<u>\$ 2,574,305</u>	<u>\$ 2,773,185</u>
<u>Port Arthur Buildings</u>			
Salaries & Wages	\$ 343,616	\$ 353,916	\$ 393,949
Fringe Benefits	156,087	161,964	178,643
Materials & Supplies	11,761	19,304	19,508
Maintenance & Utilities	126,860	133,277	124,130
Miscellaneous Services	42,041	48,645	48,500
Total	<u>\$ 680,365</u>	<u>\$ 717,106</u>	<u>\$ 764,730</u>
<u>Mid-County Buildings</u>			
Salaries & Wages	\$ 58,910	\$ 68,760	\$ 73,794
Fringe Benefits	27,886	30,672	33,042
Materials & Supplies	3,094	3,500	5,400
Maintenance & Utilities	67,241	64,131	75,800
Miscellaneous Services	27,297	26,695	31,600
Total	<u>\$ 184,428</u>	<u>\$ 193,758</u>	<u>\$ 219,636</u>
<u>Road &amp; Bridge Pct. #1</u>			
Salaries & Wages	\$ 732,808	\$ 735,640	\$ 798,461
Fringe Benefits	322,437	331,568	368,652
Materials & Supplies	224,898	268,242	282,650
Maintenance & Utilities	70,108	71,146	74,000
Miscellaneous Services	11,111	10,532	47,325
Total	<u>\$ 1,361,362</u>	<u>\$ 1,417,128</u>	<u>\$ 1,571,088</u>
<u>Road &amp; Bridge Pct. #2</u>			
Salaries & Wages	\$ 841,084	\$ 857,388	\$ 925,385
Fringe Benefits	378,092	386,652	423,503
Materials & Supplies	145,417	211,193	290,053
Maintenance & Utilities	64,268	53,995	67,650
Miscellaneous Services	8,892	9,667	14,500
Total	<u>\$ 1,437,753</u>	<u>\$ 1,518,895</u>	<u>\$ 1,721,091</u>
<u>Road &amp; Bridge Pct. #3</u>			
Salaries & Wages	\$ 777,727	\$ 785,800	\$ 863,842
Fringe Benefits	371,125	354,715	404,648
Materials & Supplies	315,809	320,686	385,800
Maintenance & Utilities	74,338	78,806	90,010
Miscellaneous Services	12,712	11,607	17,500
Total	<u>\$ 1,551,711</u>	<u>\$ 1,551,614</u>	<u>\$ 1,761,800</u>

**MAINTENANCE - EQUIPMENT & STRUCTURES**  
**DIVISION SUMMARY**

	ACTUAL 2014-2015	ESTIMATED 2015-2016	APPROVED 2016-2017
<u>Road &amp; Bridge Pct. #4</u>			
Salaries & Wages	\$ 859,538	\$ 860,392	\$ 1,044,258
Fringe Benefits	385,964	377,637	479,804
Materials & Supplies	309,487	317,450	373,100
Maintenance & Utilities	137,759	135,473	82,625
Miscellaneous Services	23,239	22,185	33,350
Total	<u>\$ 1,715,987</u>	<u>\$ 1,713,137</u>	<u>\$ 2,013,137</u>
<u>Engineering</u>			
Salaries & Wages	\$ 627,872	\$ 627,144	\$ 658,268
Fringe Benefits	260,096	259,521	281,272
Materials & Supplies	19,078	19,423	30,444
Maintenance & Utilities	694	836	1,100
Miscellaneous Services	18,433	19,423	25,351
Total	<u>\$ 926,173</u>	<u>\$ 926,347</u>	<u>\$ 996,435</u>
<u>Parks &amp; Recreation</u>			
Salaries & Wages	\$ 26,407	\$ 26,944	\$ 38,970
Fringe Benefits	4,947	5,683	9,723
Materials & Supplies	31,761	30,825	61,650
Maintenance & Utilities	40,356	51,643	51,150
Miscellaneous Services	14,778	16,322	19,822
Total	<u>\$ 118,249</u>	<u>\$ 131,417</u>	<u>\$ 181,315</u>
<u>Service Center</u>			
Salaries & Wages	\$ 208,846	\$ 194,208	\$ 213,275
Fringe Benefits	84,884	78,516	92,019
Materials & Supplies	601,514	573,785	674,100
Maintenance & Utilities	122,012	118,551	123,720
Miscellaneous Services	6,822	9,407	10,873
Total	<u>\$ 1,024,078</u>	<u>\$ 974,467</u>	<u>\$ 1,113,987</u>

## CAPITAL OUTLAY

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Capital Outlay is the detail of all capital equipment purchases approved by Commissioners' Court for the fiscal year. All capital equipment purchases not listed require a budget amendment approved by the Court.

**CAPITAL OUTLAY  
DEPARTMENT SUMMARY**

<u>DEPARTMENTS</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
Tax Assessor-Collector	\$ -	\$ -	\$ -
Human Resources	-	-	-
County Auditor	3,613	4,270	4,500
County Clerk	42,449	50,000	50,000
County Judge	-	-	-
Risk Management	-	-	-
County Treasurer	4,270	-	-
Printing	1,448	-	-
Purchasing Agent	1,423	-	-
General Services	-	-	-
Management Information Systems	261,815	242,076	243,670
Voters Registration Department	-	-	-
Elections Department	-	-	-
Veterans Services	-	7,116	-
District Attorney	20,312	21,000	36,911
District Clerk	39,549	-	-
District Courts	12,808	9,712	-
Jury Fund	-	-	-
Justice of the Peace	-	-	-
County Courts at Law	7,116	-	-
Court Master	9,962	-	-
Dispute Resolution Center	-	-	-
Juvenile Alternative School	-	-	-
Community Supervision	4,855	-	-
Sheriff	336,516	261,758	234,200
Crime Laboratory	122,429	25,412	-
Jail	329,885	112,893	158,156
Juvenile Probation	49,922	-	-
Juvenile Detention Home	-	-	-
Constables	164,966	157,252	136,730
County Morgue	-	-	-
Agricultural Extension Service	2,503	1,800	1,800
Health & Welfare Unit 1	51,533	4,374	1,300
Health & Welfare Unit 2	66,897	1,500	1,300
Nurse Practitioner	-	-	-
Environmental Control	31,055	-	-
Indigent Medical Services	2,788	-	-
Emergency Management	-	-	-
Mosquito Control	23,343	24,048	4,500
Courthouse & Annexes	14,469	-	-
Port Arthur Buildings	20,583	-	-
Mid-County Buildings	11,525	-	-
Road & Bridge Pct. #1	77,809	-	320,000
Road & Bridge Pct. #2	193,193	104,403	-
Road & Bridge Pct. #3	30,860	36,107	73,739
Road & Bridge Pct. #4	278,524	76,838	-
Engineering	-	52,493	-
Parks & Recreation	-	10,900	-
Service Center	-	-	1,177
<b>Total Capital Outlay</b>	<b>\$ 2,218,420</b>	<b>\$ 1,203,952</b>	<b>\$ 1,267,983</b>

**CAPITAL OUTLAY  
DIVISION SUMMARY**

<b><u>County Auditor</u></b>			
120-1013-415-60-02	3 - DESKTOP COMPUTERS	\$ 4,500	
			\$ 4,500
<b><u>County Clerk</u></b>			
120-1014-415-60-01	RESTORATION OF PLATS - PHASE THREE	50,000	
			50,000
<b><u>Management Information Systems</u></b>			
120-1025-415-60-02	2 - DELL POWEREDGE R630 SERVERS - REPLACE	33,000	
120-1025-415-60-02	2 - DELL POWEREDGE R320 SERVERS - REPLACE	11,500	
120-1025-415-60-02	AS/400 - ADDITIONAL DRIVES - NEW	3,500	
120-1025-415-60-02	PHONE SYSTEM 911 SERVER - T330 - REPLACE	5,550	
120-1025-415-60-02	PHONE SYSTEM APP SERVER - R430 - REPLACE	6,650	
120-1025-415-60-02	PHONE SYSTEM BACKUP SERVER - R630 - REPLACE	8,130	
120-1025-415-60-02	PHONE SYSTEM CALL PILOT SERVER - R430 - REPLACE	6,650	
120-1025-415-60-02	PHONE SYSTEM SHERIFF ARCHIVE SERVER - R530-REPLACE	7,650	
120-1025-415-60-02	PHONE SYSTEM SHERIFF RECORDER SERVER- R530-REPLACE	7,650	
120-1025-415-60-02	PHONE SYSTEM TELEPHONE SERVER - R430	6,650	
120-1025-415-60-02	NEW BATTERIES FOR UPS - REPLACE	4,200	
120-1025-415-60-02	ALCATEL 10 GB SWITCH (COUNTY CLERK)-UP BANDWIDTH	21,000	
120-1025-415-60-02	ALCATEL 10 GB SWITCH (SHERIFF 1ST FL) UP BANDWIDTH	6,206	
120-1025-415-60-02	ALCATEL 10 GB SWITCH (SHERIFF 2ND FL) UP BANDWIDTH	4,008	
120-1025-415-60-02	ALCATEL 10 GB SWITCH (DA CIVIL) - UP BANDWIDTH	5,500	
120-1025-415-60-02	ALCATEL 10 GB SWITCH (DA MAIN) - UP BANDWIDTH	2,435	
120-1025-415-60-02	ALCATEL 10 GB SWITCH (AGRICULTURE) - UP BANDWIDTH	4,008	
120-1025-415-60-02	SAN SUPPORT/MAINTENANCE - RENEWAL	2,800	
120-1025-415-60-02	LAPTOP - HIGH END - REPLACE FOR ROUTER/SWITCH	2,245	
120-1025-415-60-02	4 - COMPUTERS	6,000	
120-1025-415-60-02	WIRELESS ACCESS POINTS - NEW - INCREASE NETWORK	2,000	
120-1025-415-60-02	CISCO VOIP SWITCH - REPLACE	4,120	
120-1025-415-60-53	IBM SOFTWARE SUBSCRIPTION - RENEW	3,000	
120-1025-415-60-53	MICRO FOCUS (RUMBA) SITE LICENSE RENEW	1,500	
120-1025-415-60-53	HAWKEYE-PATHFINDER - PROGRAMMING AS400 - RENEW	650	
120-1025-415-60-53	WATCHGUARD FIREWALL SW SUITE - RENEW	9,500	
120-1025-415-60-53	NORTON ANTIVIRUS - 1000 USERS - RENEW	18,000	
120-1025-415-60-53	BACKUP-EXEC - BACKUP NEW SERVERS - RENEW	625	
120-1025-415-60-53	BACKUP-EXEC - REMOTE AGENTS - RENEW	1,600	
120-1025-415-60-53	BACKUP-EXEC - PHONE - RENEW	1,000	
120-1025-415-60-53	LINOMA GOANYWHERE MAINTENANCE - FTP TRANSFER-RENEW	1,200	
120-1025-415-60-53	PREMIUM IMAIL ANTI-VIRUS - EMAIL SERVER - RENEW	2,500	
120-1025-415-60-53	PEERNET TIFF IMAGE PRINTER SOFTWARE - SERVER-RENEW	850	
120-1025-415-60-53	4 - VMWARE VSPHERE ENTERPRISE LICENSES - RENEW	6,750	
120-1025-415-60-53	VMWARE VCENTER ENTERPRISE LICENSE - RENEW	1,400	
120-1025-415-60-53	RATIONAL DEVELOPER FOR WEBSHERE - RENEW	650	
120-1025-415-60-53	MS VISUAL STUDIO - VB.NET - RENEW	1,400	
120-1025-415-60-53	SOLAR WINDS - RENEW	818	
120-1025-415-60-53	MS WINDOWS SERVER 2012 UPGRADES - ADD LICENSES	4,460	
120-1025-415-60-53	SITEIMPROVE WEB SITE DEVELOPMENT - RENEW	2,900	
120-1025-415-60-53	PER-ZIP ADDRESS VERIFICATION - RENEW	2,750	
120-1025-415-60-53	PITNEY-BOWES ADDRESS VERIFICATION - RENEW	2,500	
120-1025-415-60-53	2 - SPOTLIGHT ON SQL SERVER ENTERPRISE - RENEW	3,840	
120-1025-415-60-53	WINDOWS SERVER 2012 DATA CENTER - RENEW	1,600	
120-1025-415-60-53	PASSPORT ADVANTAGE - TECHNICAL SUPPORT - RENEW	625	
120-1025-415-60-53	WINDOWS 7 UPGRADE SOFTWARE - UPGRADE WINDOWS XP OS TO WINDOWS 7 - NEW	12,100	
			243,670
<b><u>District Attorney</u></b>			
120-2030-412-60-02	2 - NOTEBOOK WITH DOCKING STATION & MS OFFICE	2,761	
120-2030-412-60-02	2 - COMPUTERS	3,000	
120-2030-412-60-07	FORD EXPLORER AND EQUIPMENT	31,150	
			36,911
<b><u>Sheriff's Office</u></b>			
120-3059-421-60-02	10 - COMPUTERS	15,000	
120-3059-421-60-02	10 - LAPTOP COMPUTERS	22,000	
120-3059-421-60-02	SERVER - COBAN	5,000	
120-3059-421-60-07	2 - POLICE PACKAGE - TAURUS	51,000	
120-3059-421-60-07	4 - POLICE PACKAGE - EXPLORER	129,200	

**CAPITAL OUTLAY  
DIVISION SUMMARY**

120-3059-421-60-18	LIVE LINK UTILITY BOX WITH 43X PTZ CAMERA	12,000	234,200
<u>Jail</u>			
120-3062-423-60-13	2 - AIR HANDLER UNITS - REPLACE GA DORM & GB DORM	68,435	
120-3062-423-60-13	AIR HANDLER UNIT - BOOK-IN/INFIRMARY/KITCHEN BLDG	24,317	
120-3062-423-60-18	STRIP & REPAINT MU-2 TRANSPORT PLANE	45,950	
120-3062-423-60-18	DE-ICE BOOTS	19,454	
			158,156
<u>Constable Pct 1</u>			
120-3065-425-60-02	3 - TOUGHBOOK LAPTOP COMPUTERS WITH SOFTWARE, MOUNTS, & BRACKETS	7,630	
120-3065-425-60-07	2 - FORD EXPLORER AND EQUIPMENT	62,300	
			69,930
<u>Constable Pct 4</u>			
120-3068-425-60-02	FORD EXPLORER AND EQUIPMENT	31,150	
			31,150
<u>Constable Pct. 6</u>			
120-3070-425-60-02	3 - TOUGHBOOK LAPTOP COMPUTERS	4,500	
120-3070-425-60-07	FORD EXPLORER AND EQUIPMENT	31,150	
			35,650
<u>Agriculture Extension Services</u>			
120-4071-461-60-02	3 - COMPUTERS - COST SHARE	1,800	
			1,800
<u>Health &amp; Welfare I</u>			
120-5074-441-60-02	COMPUTER	1,300	
			1,300
<u>Health &amp; Welfare II</u>			
120-5075-441-60-02	COMPUTER	1,300	
			1,300
<u>Mosquito Control</u>			
124-5081-448-60-02	3 - COMPUTERS	4,500	
			4,500
<u>Road &amp; Bridge Pct. #1</u>			
111-0109-431-60-11	GRADALL XL-3100 TRUCK MOUNTED EXCAVATOR	320,000	
			320,000
<u>Road &amp; Bridge Pct. #3</u>			
113-0309-431-60-11	JOHN DEERE 5100E UTILITY TRACTOR TO REPLACE A-12	47,778	
113-0309-431-60-11	ALAMO VERSA 60' SIDE MOWER	25,961	
			73,739
<u>Service Center</u>			
120-8095-417-60-02	LAPTOP COMPUTER	1,177	
			1,177
 <b>Total Capital Outlay</b>			<u>\$ 1,267,983</u>

## **SPECIAL PURPOSE FUNDING**

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Special Purpose Funding is used to account for expenditures that are non-operational or non-departmental in nature. Transfers to other funds include transfers to Special Revenue Funds, Capital Projects Funds, Jack Brooks Regional Airport Enterprise Fund, and to Ford Park Enterprise Fund to provide for improvements and operational expenditures. Contingency Appropriations are also noted here.

**SPECIAL PURPOSE FUNDING  
DEPARTMENT SUMMARY**

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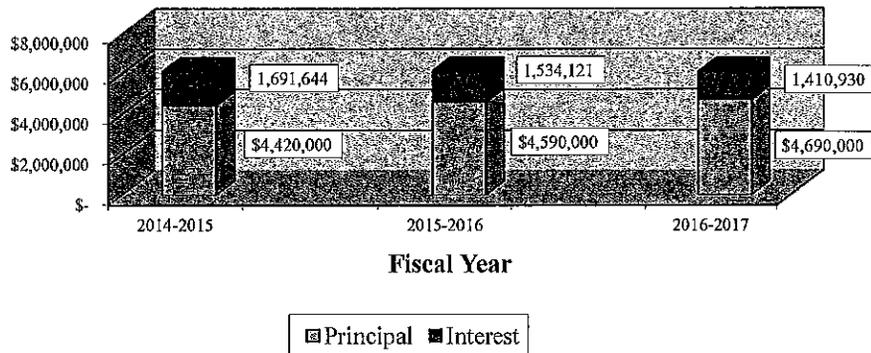
	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b><u>DEPARTMENTS</u></b>			
Contingency Appropriation			
General Fund	\$ <u>          -</u>	\$ <u>          -</u>	\$ <u>    300,000</u>
Total Contingency Appropriation	\$ <u>          -</u>	\$ <u>          -</u>	\$ <u>    300,000</u>
Transfers Out			
General Fund	\$ <u>  3,531,102</u>	\$ <u>  4,893,271</u>	\$ <u>  4,751,694</u>
Total Transfers Out	\$ <u>  3,531,102</u>	\$ <u>  4,893,271</u>	\$ <u>  4,751,694</u>

## **DEBT SERVICE**

**DEBT SERVICE FUND  
SUMMARY OF REVENUES AND EXPENDITURES**

	<u>ACTUAL 2014-2015</u>	<u>ESTIMATED 2015-2016</u>	<u>APPROVED 2016-2017</u>
<b>REVENUES</b>			
Property Taxes	\$ 6,182,154	\$ 5,658,507	\$ 6,002,598
Interest	15,561	10,625	12,100
<b>Total Revenues</b>	<u>\$ 6,197,715</u>	<u>\$ 5,669,132</u>	<u>\$ 6,014,698</u>
<b>EXPENDITURES</b>			
Principal Payments	\$ 4,420,000	\$ 4,590,000	\$ 4,690,000
Interest Payments	1,691,644	1,534,121	1,410,930
Transaction Fees	3,400	5,100	7,500
<b>Total Expenditures</b>	<u>\$ 6,115,044</u>	<u>\$ 6,129,221</u>	<u>\$ 6,108,430</u>
<b>BEGINNING FUND BALANCE</b>	<u>\$ 987,126</u>	<u>\$ 1,069,797</u>	<u>\$ 609,708</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 1,069,797</u>	<u>\$ 609,708</u>	<u>\$ 515,976</u>
<b>RESERVED FOR DEBT SERVICE</b>	<u>\$ 1,069,797</u>	<u>\$ 609,708</u>	<u>\$ 515,976</u>

## Principal & Interest Payments



**DEBT SERVICE FUND**  
**SUMMARY OF ANNUAL DEBT SERVICE REQUIREMENTS**

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<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2017	\$ 4,690,000	\$ 1,410,930	\$ 6,100,930
2018	3,640,000	1,264,257	4,904,257
2019	3,450,000	1,158,000	4,608,000
2020	3,620,000	1,020,000	4,640,000
2021	3,745,000	857,700	4,602,700
2022	3,965,000	670,450	4,635,450
2023	4,170,000	472,200	4,642,200
2024	4,325,000	263,700	4,588,700
2025	4,465,000	133,950	4,598,950
	<u>\$ 36,070,000</u>	<u>\$ 7,251,187</u>	<u>\$ 43,321,187</u>

**DEBT SERVICE FUND  
SUMMARY OF TOTAL INDEBTEDNESS**

ISSUE	MATURITY DATE	ORIGINAL ISSUE	MATURITIES	OUTSTANDING 10/1/2015
2011 Refunding - General Obligation	2017	\$ 5,550,000	\$ 4,400,000	\$ 1,150,000
2012 Refunding - General Obligation	2025	47,305,000	12,925,000	34,380,000
2013 Refunding - General Obligation	2018	1,340,000	800,000	540,000
Total				<u>\$ 36,070,000</u>

**COMPUTATION OF LEGAL DEBT MARGIN**

Assessed Value of Real Property	<u>\$18,901,473,529</u>
Assessed Value of All Taxable Property	<u>\$24,344,736,737</u>

**Bonds Issued Under Article III,  
Section 52 of the Texas Constitution:**

The County is authorized under Article III, Section 52 of the State Constitution to issue bonds payable from ad valorem taxes for the construction and maintenance of roads. There is no constitutional or statutory limit as to the rate on bonds issued pursuant to such constitutional provision. However, the amount of bonds which may be issued is limited to 25% of the assessed valuation of real property in the County.

Debt Limit, 25% of Real Property Assessed Value	\$ 4,725,368,382
Amount of Debt Applicable to Constitutional Debt Limit:	
Total Bonded Applicable Debt	\$ 36,070,000
Less Amount Available in Debt Service Fund	<u>609,708</u>
	<u>35,460,292</u>
 LEGAL DEBT MARGIN, BONDS ISSUED UNDER ARTICLE III, SECTION 52 OF THE TEXAS CONSTITUTION	   <u>\$ 4,689,908,090</u>

**Bonds Issued Under Article VIII, Section 9:**

In addition to unlimited tax bonds, the County may issue statutorily authorized bonds payable from the proceeds of a limited ad valorem tax provided for in Article VII, Section 9 of the State Constitution. Such constitutional provision provides that a County is limited to an ad valorem tax rate of \$0.80 per \$100 of assessed valuation for general fund, permanent improvement fund, road and bridge fund, and jury fund purposes.

Certain of the County's bonds payable from such limited tax may be issued under the provisions of Government Code 1301.003 (c). The principal amount of all bonds which may be issued under the provision of such Code is limited in the aggregate to 5% of the assessed valuation. The debt limit under Government Code 1301.003 (c) is approximately \$1,217,236,837 compared to applicable bonds outstanding at October 1, 2016 of \$36,070,000.

**DEBT SERVICE FUND**  
**SCHEDULE OF CURRENT DEBT SERVICE REQUIREMENTS**

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ISSUE	BALANCE					BALANCE
	OUTSTANDING	PRINCIPAL	INTEREST	FEES	TOTAL	OUTSTANDING
	10/1/2015					10/1/2016
2011 Refunding - General Obligation	\$ 1,150,000	\$ 1,150,000	\$ 34,500	\$ 2,500	\$ 1,187,000	\$ -
2012 Refunding - General Obligation	34,380,000	3,275,000	1,367,200	2,500	4,644,700	31,105,000
2013 Refunding - General Obligation	540,000	265,000	9,230	2,500	276,730	275,000
	<u>\$ 36,070,000</u>	<u>\$ 4,690,000</u>	<u>\$ 1,410,930</u>	<u>\$ 7,500</u>	<u>\$ 6,108,430</u>	<u>\$ 31,380,000</u>

# **SPECIAL REVENUE FUNDS**

**SPECIAL REVENUE FUNDS**  
**SUMMARY OF REVENUES AND EXPENDITURES**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b>REVENUES</b>			
Sales Taxes	\$ 1,291,716	\$ 1,209,736	\$ 1,150,000
Fees	1,792,336	1,642,134	1,551,482
Sales, Rentals & Services	183,904	101,764	100,000
Intergovernmental	2,934,494	3,122,956	3,412,868
Fines & Forfeitures	193,648	113,000	100,000
Interest	27,669	25,169	22,079
Contributions	4,967	3,910	3,900
	<u>6,428,734</u>	<u>6,218,669</u>	<u>6,340,329</u>
<b>Total Revenues</b>	<b>\$ 6,428,734</b>	<b>\$ 6,218,669</b>	<b>\$ 6,340,329</b>
<b>OTHER SOURCES</b>			
Transfers In	\$ 550,000	\$ 547,000	\$ 560,000
	<u>550,000</u>	<u>547,000</u>	<u>560,000</u>
<b>Total Other Sources</b>	<b>\$ 550,000</b>	<b>\$ 547,000</b>	<b>\$ 560,000</b>
<b>Total Revenues &amp; Other Sources</b>	<b>\$ 6,978,734</b>	<b>\$ 6,765,669</b>	<b>\$ 6,900,329</b>
<b>EXPENDITURES</b>			
General Government	\$ 368,789	\$ 412,708	\$ 499,891
Judicial & Law Enforcement	4,037,635	4,207,198	4,735,505
Education & Recreation	820,044	766,253	857,832
Maintenance - Equipment & Structures	40,593	43,000	43,000
Capital Outlay	605,998	715,212	1,710,948
	<u>5,873,059</u>	<u>6,144,371</u>	<u>7,847,176</u>
<b>Total Expenditures</b>	<b>\$ 5,873,059</b>	<b>\$ 6,144,371</b>	<b>\$ 7,847,176</b>
<b>OTHER USES</b>			
Transfers Out	\$ 184,763	\$ 174,750	\$ 6,154
	<u>184,763</u>	<u>174,750</u>	<u>6,154</u>
<b>Total Other Uses</b>	<b>\$ 184,763</b>	<b>\$ 174,750</b>	<b>\$ 6,154</b>
<b>Total Appropriations</b>	<b>\$ 6,057,822</b>	<b>\$ 6,319,121</b>	<b>\$ 7,853,330</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 6,214,849</b>	<b>\$ 7,135,761</b>	<b>\$ 7,582,309</b>
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$ 7,135,761</b>	<b>\$ 7,582,309</b>	<b>\$ 6,629,308</b>

**SPECIAL REVENUE FUNDS**  
**SUMMARY OF EXPENDITURES BY DIVISION**

<u>Department / Division</u>	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b>General Government</b>			
County Clerk - Records Management	\$ 137,619	\$ 138,098	\$ 146,539
County Clerk - Records Archive	202,198	242,509	285,948
County Records Management	28,972	32,101	39,306
Tax Office Auto Dealer	-	-	28,098
	<hr/>	<hr/>	<hr/>
Total General Government	\$ 368,789	\$ 412,708	\$ 499,891
<b>Judicial &amp; Law Enforcement</b>			
Breath Alcohol Testing	\$ 15,871	\$ 8,361	\$ 16,135
Security Fee	675,220	649,970	656,583
Law Officer Training	9,411	16,397	62,487
SCAAP Grant	-	-	-
D.A.R.E. Contributions	2,066	2,500	8,300
Family Protection Fee Fund	15,000	15,000	15,000
Deputy Sheriff Education	24,686	23,961	25,000
Constable Pct 1 - Education	1,878	-	500
Constable Pct 2 - Education	2,353	1,200	1,205
Constable Pct 4 - Education	467	500	1,000
Constable Pct 6 - Education	1,185	1,500	1,200
Constable Pct 7 - Education	1,522	1,000	1,000
Constable Pct 8 - Education	-	-	3,564
J.P. Courtroom Technology Fee	1,824	4,571	20,000
District Clerk - Records Management	19,659	14,547	15,528
Justice Court Building Security	-	-	-
Child Abuse Prevention	-	-	500
D.A.'s Forfeiture	65,114	77,079	132,000
Sheriff's Forfeiture	131,477	171,987	112,495
D.A.'s Hot Check	5,853	6,455	37,000
Guardianship Fee	6,800	5,800	20,000
Juvenile Delinquency Prevention	-	-	-
County & District Court Technology Fund	2,471	2,736	2,400
District Court Records Technology Fund	-	66,589	44,731
Marine Division	2,038,448	2,103,067	2,398,588
ASAP - Constable Pct 8	762,359	765,592	872,105
Sheriff - Spindletop Grant	175,389	179,514	190,702
Sheriff - Spindletop Mental	78,582	88,872	97,482
	<hr/>	<hr/>	<hr/>
Total Judicial & Law Enforcement	\$ 4,037,635	\$ 4,207,198	\$ 4,735,505
<b>Education &amp; Recreation</b>			
Law Library	\$ 1,898	\$ 2,515	\$ 2,873
Hotel Occupancy Tax	818,146	763,738	854,959
	<hr/>	<hr/>	<hr/>
Total Education & Recreation	\$ 820,044	\$ 766,253	\$ 857,832
<b>Maintenance - Equipment &amp; Structures</b>			
Lateral Road - Precinct 1	\$ 25,399	\$ 35,000	\$ 35,000
Lateral Road - Precinct 2	-	-	-
Lateral Road - Precinct 3	-	-	-
Lateral Road - Precinct 4	15,194	8,000	8,000
	<hr/>	<hr/>	<hr/>
	\$ 40,593	\$ 43,000	\$ 43,000

**SPECIAL REVENUE FUNDS**  
**SUMMARY OF EXPENDITURES BY DIVISION**

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	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<b>Capital Outlay</b>	\$ <u>605,998</u>	\$ <u>715,212</u>	\$ <u>1,710,948</u>
<b>Special Purpose Funding</b>			
Transfers Out	\$ <u>184,763</u>	\$ <u>174,750</u>	\$ <u>6,154</u>
	\$ <u>184,763</u>	\$ <u>174,750</u>	\$ <u>6,154</u>
<b>Total Special Fund Expenditures</b>	\$ <u><u>6,057,822</u></u>	\$ <u><u>6,319,121</u></u>	\$ <u><u>7,853,330</u></u>

**SPECIAL REVENUE FUNDS**  
**SUMMARY OF CHANGES IN FUND BALANCE BY FUND**

	<b>ESTIMATED BALANCE 10/1/2016</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>PROPOSED BALANCE 9/30/2017</b>
Lateral Road - Precinct 1	\$ 29,920	\$ 7,789	\$ 35,000	\$ 2,709
Lateral Road - Precinct 2	67,677	7,184	50,000	24,861
Lateral Road - Precinct 3	211,029	7,023	-	218,052
Lateral Road - Precinct 4	8,224	8,144	8,000	8,368
Breath Alcohol Testing	26,095	10,070	16,135	20,030
Security Fee	9,735	675,500	676,583	8,652
Law Library	450	55,000	54,873	577
Law Officer Training	332,814	31,000	62,487	301,327
County Clerk - Records Management	1,083,787	352,700	293,141	1,143,346
County Clerk - Records Archive	695,696	401,700	285,948	811,448
SCAAP Grant	38,139	17,620	25,000	30,759
County Records Management	726,763	134,000	102,106	758,657
D.A.R.E. Contributions	17,296	3,950	8,300	12,946
Family Protection Fee Fund	17,703	15,010	15,000	17,713
Deputy Sheriff Education	9,963	23,525	25,000	8,488
Constable Pct. 1 - Education	1,575	1,003	500	2,078
Constable Pct. 2 - Education	2,261	785	1,205	1,841
Constable Pct. 4 - Education	3,238	785	1,000	3,023
Constable Pct. 6 - Education	584	854	1,200	238
Constable Pct. 7 - Education	3,466	787	1,000	3,253
Constable Pct. 8 - Education	6,684	1,315	3,564	4,435
Tax Office Auto Dealer	166,307	7,150	98,098	75,359
J.P. Courtroom Technology Fee	547,003	39,100	60,000	526,103
Hotel Occupancy Tax	1,751,606	1,153,500	1,904,959	1,000,147
District Clerk - Records Management	3,419	16,500	15,528	4,391
Justice Court Building Security	104,728	9,300	50,000	64,028
Child Abuse Prevention	9,642	2,020	500	11,162
D.A.'s Forfeiture	215,601	50,500	152,000	114,101
Sheriff's Forfeiture	964,339	153,000	112,495	1,004,844
D.A.'s Hot Check	69,065	15,000	37,000	47,065
Guardianship Fee	213,181	25,600	20,000	218,781
Juvenile Delinquency Prevention	82,952	75	51,000	32,027
County & District Court Technology Fund	20,605	6,540	12,400	14,745
District Court Records Technology Fund	29,564	30,125	44,731	14,958
Marine Division	-	2,465,288	2,465,288	-
ASAP - Constable Pct 8	-	872,105	872,105	-
Sheriff - Spindletop Grant	111,198	200,300	192,702	118,796
Sheriff - Spindletop Mental	-	98,482	98,482	-
<b>Total</b>	<b>\$ 7,582,309</b>	<b>\$ 6,900,329</b>	<b>\$ 7,853,330</b>	<b>\$ 6,629,308</b>

**SPECIAL REVENUE FUNDS - GENERAL GOVERNMENT**  
**DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>County Clerk - Records Management</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	6,302	5,500	6,500
Maintenance & Utilities	-	-	-
Miscellaneous Services	131,317	132,598	140,039
Total	<u>\$ 137,619</u>	<u>\$ 138,098</u>	<u>\$ 146,539</u>
<u>County Clerk - Records Archive</u>			
Salaries & Wages	\$ 78,224	\$ 73,317	\$ 104,000
Fringe Benefits	17,329	15,408	25,948
Materials & Supplies	3,955	3,784	6,000
Maintenance & Utilities	-	-	-
Miscellaneous Services	102,690	150,000	150,000
Total	<u>\$ 202,198</u>	<u>\$ 242,509</u>	<u>\$ 285,948</u>
<u>County Records Management</u>			
Salaries & Wages	\$ 20,650	\$ 21,684	\$ 22,094
Fringe Benefits	5,217	5,484	5,512
Materials & Supplies	1,521	2,450	3,250
Maintenance & Utilities	23	79	100
Miscellaneous Services	1,561	2,404	8,350
Total	<u>\$ 28,972</u>	<u>\$ 32,101</u>	<u>\$ 39,306</u>
<u>Tax Office Auto Dealer</u>			
Salaries & Wages	\$ -	\$ -	\$ 4,080
Fringe Benefits	-	-	1,018
Materials & Supplies	-	-	10,000
Maintenance & Utilities	-	-	-
Miscellaneous Services	-	-	13,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,098</u>

**SPECIAL REVENUE FUNDS - JUDICIAL & LAW ENFORCEMENT**  
**DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Breath Alcohol Testing</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	5,141	2,500	5,400
Maintenance & Utilities	-	-	-
Miscellaneous Services	10,730	5,861	10,735
Total	<u>\$ 15,871</u>	<u>\$ 8,361</u>	<u>\$ 16,135</u>
<u>Security Fee</u>			
Salaries & Wages	\$ 515,901	\$ 496,424	\$ 483,160
Fringe Benefits	155,875	149,100	151,373
Materials & Supplies	3,444	4,446	22,050
Maintenance & Utilities	-	-	-
Miscellaneous Services	-	-	-
Total	<u>\$ 675,220</u>	<u>\$ 649,970</u>	<u>\$ 656,583</u>
<u>Law Officer Training</u>			
Salaries & Wages	\$ -	\$ -	\$ 26,000
Fringe Benefits	-	-	6,487
Materials & Supplies	5,931	12,740	25,000
Maintenance & Utilities	-	-	-
Miscellaneous Services	3,480	3,657	5,000
Total	<u>\$ 9,411</u>	<u>\$ 16,397</u>	<u>\$ 62,487</u>
<u>SCAAP Grant</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>D.A.R.E. Contributions</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	2,066	2,500	8,300
Maintenance & Utilities	-	-	-
Miscellaneous Services	-	-	-
Total	<u>\$ 2,066</u>	<u>\$ 2,500</u>	<u>\$ 8,300</u>

**SPECIAL REVENUE FUNDS - JUDICIAL & LAW ENFORCEMENT  
DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Family Protection Fee Fund</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	15,000	15,000	15,000
Total	\$ <u>15,000</u>	\$ <u>15,000</u>	\$ <u>15,000</u>
<u>Deputy Sheriff Education</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	24,686	23,961	25,000
Total	\$ <u>24,686</u>	\$ <u>23,961</u>	\$ <u>25,000</u>
<u>Constable Pct 1 - Education</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	1,878	-	500
Total	\$ <u>1,878</u>	\$ <u>-</u>	\$ <u>500</u>
<u>Constable Pct 2 - Education</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	2,353	1,200	1,205
Total	\$ <u>2,353</u>	\$ <u>1,200</u>	\$ <u>1,205</u>
<u>Constable Pct 4 - Education</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	467	500	1,000
Total	\$ <u>467</u>	\$ <u>500</u>	\$ <u>1,000</u>
<u>Constable Pct 6 - Education</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	1,185	1,500	1,200
Total	\$ <u>1,185</u>	\$ <u>1,500</u>	\$ <u>1,200</u>

**SPECIAL REVENUE FUNDS - JUDICIAL & LAW ENFORCEMENT**  
**DIVISION SUMMARY**

	ACTUAL 2014-2015	ESTIMATED 2015-2016	APPROVED 2016-2017
<u>Constable Pct 7 - Education</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	1,522	1,000	1,000
Total	<u>\$ 1,522</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
<u>Constable Pct 8 - Education</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	-	-	3,564
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,564</u>
<u>J.P. Courtroom Technology Fee</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	1,824	4,571	20,000
Total	<u>\$ 1,824</u>	<u>\$ 4,571</u>	<u>\$ 20,000</u>
<u>District Clerk - Records Management</u>			
Salaries & Wages	\$ 10,111	\$ 8,760	\$ 10,710
Fringe Benefits	2,555	2,220	2,672
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	6,993	3,567	2,146
Total	<u>\$ 19,659</u>	<u>\$ 14,547</u>	<u>\$ 15,528</u>
<u>Justice Court Building Security</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Child Abuse Prevention</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	-	-	500
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500</u>

**SPECIAL REVENUE FUNDS - JUDICIAL & LAW ENFORCEMENT**  
**DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>D.A. Forfeiture</u>			
Salaries & Wages	\$ 50,689	\$ 60,000	\$ 100,000
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	13,664	15,823	20,000
Miscellaneous Services	761	1,256	12,000
Total	<u>\$ 65,114</u>	<u>\$ 77,079</u>	<u>\$ 132,000</u>
<u>Sheriff's Forfeiture</u>			
Salaries & Wages	\$ 1,611	\$ 3,420	\$ 10,000
Fringe Benefits	422	900	2,495
Materials & Supplies	3,785	31,113	20,000
Maintenance & Utilities	59,401	82,205	70,000
Miscellaneous Services	66,258	54,349	10,000
Total	<u>\$ 131,477</u>	<u>\$ 171,987</u>	<u>\$ 112,495</u>
<u>D.A.'s Hot Check</u>			
Salaries & Wages	\$ 4,432	\$ 5,220	\$ 30,000
Fringe Benefits	-	-	-
Materials & Supplies	-	-	2,000
Maintenance & Utilities	437	-	1,000
Miscellaneous Services	984	1,235	4,000
Total	<u>\$ 5,853</u>	<u>\$ 6,455</u>	<u>\$ 37,000</u>
<u>Guardianship Fee</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	6,800	5,800	20,000
Total	<u>\$ 6,800</u>	<u>\$ 5,800</u>	<u>\$ 20,000</u>
<u>Juvenile Delinquency Prevention</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>County &amp; District Court Technology Fund</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	2,471	2,736	2,400
Total	<u>\$ 2,471</u>	<u>\$ 2,736</u>	<u>\$ 2,400</u>

**SPECIAL REVENUE FUNDS - JUDICIAL & LAW ENFORCEMENT**  
**DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>District Court Records Technology Fund</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	2,295	8,315
Maintenance & Utilities	-	-	-
Miscellaneous Services	-	64,294	36,416
Total	<u>\$ -</u>	<u>\$ 66,589</u>	<u>\$ 44,731</u>
<u>Marine Division</u>			
Salaries & Wages	\$ 1,184,452	\$ 1,225,768	\$ 1,358,616
Fringe Benefits	575,815	604,560	639,513
Materials & Supplies	137,383	135,876	217,845
Maintenance & Utilities	88,005	83,999	120,250
Miscellaneous Services	52,793	52,864	62,364
Total	<u>\$ 2,038,448</u>	<u>\$ 2,103,067</u>	<u>\$ 2,398,588</u>
<u>ASAP - Constable Pot 8</u>			
Salaries & Wages	\$ 522,685	\$ 513,250	\$ 579,317
Fringe Benefits	225,693	221,894	249,928
Materials & Supplies	3,297	3,001	10,400
Maintenance & Utilities	4,790	4,034	8,000
Miscellaneous Services	5,894	23,413	24,460
Total	<u>\$ 762,359</u>	<u>\$ 765,592</u>	<u>\$ 872,105</u>
<u>Sheriff - Spindletop Grant</u>			
Salaries & Wages	\$ 119,382	\$ 123,132	\$ 130,009
Fringe Benefits	46,475	49,092	48,753
Materials & Supplies	9,523	7,276	9,440
Maintenance & Utilities	9	14	-
Miscellaneous Services	-	-	2,500
Total	<u>\$ 175,389</u>	<u>\$ 179,514</u>	<u>\$ 190,702</u>
<u>Sheriff - Spindletop Mental</u>			
Salaries & Wages	\$ 52,590	\$ 61,695	\$ 64,967
Fringe Benefits	21,171	24,144	23,765
Materials & Supplies	4,816	3,023	7,500
Maintenance & Utilities	5	10	-
Miscellaneous Services	-	-	1,250
Total	<u>\$ 78,582</u>	<u>\$ 88,872</u>	<u>\$ 97,482</u>

**SPECIAL REVENUE FUNDS - EDUCATION & RECREATION**  
**DIVISION SUMMARY**

	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Law Library</u>			
Salaries & Wages	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-
Materials & Supplies	-	-	-
Maintenance & Utilities	-	-	-
Miscellaneous Services	1,898	2,515	2,873
Total	<u>\$ 1,898</u>	<u>\$ 2,515</u>	<u>\$ 2,873</u>
<u>Hotel Occupancy Tax</u>			
Salaries & Wages	\$ 248,277	\$ 237,882	\$ 282,962
Fringe Benefits	117,180	101,920	127,308
Materials & Supplies	9,176	12,728	14,700
Maintenance & Utilities	30,947	35,045	41,500
Miscellaneous Services	412,566	376,163	388,489
Total	<u>\$ 818,146</u>	<u>\$ 763,738</u>	<u>\$ 854,959</u>

**SPECIAL REVENUE FUNDS - MAINTENANCE - EQUIPMENT & STRUCTURES**  
**DIVISION SUMMARY**

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	<u>ACTUAL</u> <u>2014-2015</u>	<u>ESTIMATED</u> <u>2015-2016</u>	<u>APPROVED</u> <u>2016-2017</u>
<u>Lateral Road - Precinct 1</u>			
Materials & Supplies	\$ 25,399	\$ 35,000	\$ 35,000
Total	\$ <u>25,399</u>	\$ <u>35,000</u>	\$ <u>35,000</u>
 <u>Lateral Road - Precinct 2</u>			
Materials & Supplies	\$ -	\$ -	\$ -
Total	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
 <u>Lateral Road - Precinct 3</u>			
Materials & Supplies	\$ -	\$ -	\$ -
Total	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
 <u>Lateral Road - Precinct 4</u>			
Materials & Supplies	\$ 15,194	\$ 8,000	\$ 8,000
Total	\$ <u>15,194</u>	\$ <u>8,000</u>	\$ <u>8,000</u>

**CAPITAL OUTLAY  
DEPARTMENT SUMMARY**

	<u>ACTUAL</u> 2014-2015	<u>ESTIMATED</u> 2015-2016	<u>APPROVED</u> 2016-2017
<b><u>DEPARTMENTS</u></b>			
County Clerk - Records Management	\$ 18,427	\$ 40,344	\$ 146,602
County Clerk - Records Archive	-	-	-
County Records Management	31,395	40,000	62,800
Tax Office Auto Dealer	-	-	70,000
Breath Alcohol Testing	1,704	-	-
Security Fee	7,177	10,000	20,000
Bail Bond Board	-	-	-
Law Officer Training	-	-	-
SCAAP Grant	7,553	12,829	25,000
D.A.R.E. Contributions	-	-	-
Family Protection Fee Fund	-	-	-
Deputy Sheriff Education	-	-	-
Constable Pct 1 - Education	-	-	-
Constable Pct 2 - Education	-	-	-
Constable Pct 4 - Education	-	-	-
Constable Pct 6 - Education	-	-	-
Constable Pct 7 - Education	-	-	-
Constable Pct 8 - Education	-	-	-
J.P. Courtroom Technology Fee	26,110	10,000	40,000
District Clerk - Records Management	469	-	-
Justice Court Building Security	-	-	50,000
Child Abuse Prevention	-	-	-
D.A.'s Forfeiture	16,645	-	20,000
Sheriff's Forfeiture	158,229	317,636	-
D.A.'s Hot Check	-	-	-
Guardianship Fee	-	-	-
Juvenile Delinquency Prevention	-	-	51,000
County & District Court Technology Fund	1,173	-	10,000
District Court Records Technology Fund	-	61,318	-
Marine Division	40,778	-	60,546
ASAP - Constable Pct 8	-	-	-
Sheriff - Spindletop Grant	29,682	2,000	2,000
Sheriff - Spindletop Mental	29,161	-	1,000
Law Library	62,075	52,000	52,000
Hotel Occupancy Tax	175,420	169,085	1,050,000
Lateral Road - Precinct 1	-	-	-
Lateral Road - Precinct 2	-	-	50,000
Lateral Road - Precinct 3	-	-	-
Lateral Road - Precinct 4	-	-	-
<b>Total Capital Outlay</b>	<b>\$ 605,998</b>	<b>\$ 715,212</b>	<b>\$ 1,710,948</b>

**SPECIAL REVENUE FUNDS - SPECIAL PURPOSE FUNDING  
DEPARTMENT SUMMARY**

	<u>ACTUAL 2014-2015</u>	<u>ESTIMATED 2015-2016</u>	<u>APPROVED 2016-2017</u>
<b><u>DEPARTMENTS</u></b>			
Transfers Out			
Marine Division	\$ 20,330	\$ 174,750	\$ 6,154
Hotel Occupancy Tax	<u>164,433</u>	<u>-</u>	<u>-</u>
Total Transfers Out	<u>\$ 184,763</u>	<u>\$ 174,750</u>	<u>\$ 6,154</u>

# **CAPITAL PROJECTS**

**CAPITAL PROJECTS**  
**2016-2017**

	<b>BUDGETED</b>	<b>FYTD</b>	<b>ACTUAL</b>		
	<b>2016-2017</b>	<b>2015-2016</b>	<b>2014-2015</b>	<b>2013-2014</b>	<b>2012-2013</b>
Shoreline Protection Pleasure Island	150,000	-	-	-	-
Sand Source Feasibility	100,000	-	-	-	-
Sabine to Galveston Six County Coalition	35,375	-	-	73	-
Sabine to Galveston Shoreline Protection	84,655	-	25,345	-	-
Beach Erosion and Dune Restoration	48,244	-	26,844	80,030	-
Labelle Road	1,652,665	228,168	677	-	43,301
CERTZ Grant Match	52,678	232,353	-	-	-
Sulphur Plant Road	74,555	-	-	-	-
Storm Water Permitting	15,000	18,912	13,858	10,944	13,979
Security Measures-Mid County/Port Arthur	35,097	4,903	-	-	-
Ford Park Parking Lot	200,000	-	-	-	-
Siphon Project	836,346	191,005	163,719	-	-
Voting System Annual Payment	370,165	369,835	-	-	-
Phone System Upgrade	240,000	-	-	-	-
Elevator Repair - Downtown Jail	9,124	290,876	-	-	-
Subcourthouse Bathroom/Foundation Repair	3,285	26,715	-	-	-
<b>Total Capital Projects</b>	<b>\$ 3,907,189</b>	<b>\$ 1,362,767</b>	<b>\$ 230,443</b>	<b>\$ 91,047</b>	<b>\$ 57,280</b>

# CAPITAL PROJECTS

## 2016-2017

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### Shoreline Protection Pleasure Island

The Pleasure Island shoreline has suffered significant erosion as the result of shipping traffic along the inter-coastal canal. The storm surge from Hurricane Ike accelerated that erosion. This project consists of funding for the construction of bulkheads on Pleasure Island. This project is a carry-over from prior budgets with \$150,000 available in funding.

### Sand Source Feasibility

Project consist of funding for engineering services related to location and utilization of the sand source to be used with the Sabine Pass to Galveston Shoreline protection project. Funding in the amount of \$100,000 is available for this project.

### Sabine to Galveston Six County Coalition

This project consists of travel and engineering expenses related to the Sabine to Galveston Shoreline Projection plan. A six county coalition made up of Jefferson, Orange, Chambers, Harris, and Brazoria, and Galveston County will be utilized to pursue Federal funding for beach erosion repairs for the upper Texas coastline. Funding in the amount of \$35,375 is budgeted for 2016-2017.

### Sabine to Galveston Shoreline Protection

Project consists of continued funding for the Sabine Pass to Galveston Shoreline Protection Feasibility Study. The County has partnered with Galveston and the Corps of Engineers, to study what steps are necessary to slow down erosion along the upper Texas Gulf Coast. The available funding for this project is \$84,655 which comes from prior year transfers from the General Fund.

### Beach Erosion and Dune Restoration

This project consists of engineering services to analyze the damages to the shoreline and dunes as a result of the storm surge from Hurricane Ike. Engineers will provide detailed analysis to aid the County in securing funding for large scale dune restoration from Sabine Pass to High Island. This project has carry-over funding in the amount of \$48,244 to complete this analysis.

### **Labelle Road**

This project consists of construction a new road from Highway 124 to Labelle road. The County has awarded a contract for construction of the new road and anticipates the roadway will be complete by September 2017. Funding in the amount of \$1,652,665 is allocated for 2016-2017.

### **CERTZ Grant Match**

This project consists of the required 20% grant match for the County Transportation Infrastructure Fund Grant Program. Funding in the amount of \$52,678 is allocated for 2016-2017.

### **Sulphur Plant Road**

This project consists of rehabilitation of Sulphur Plant road located in Precinct 4. Funds in the amount of \$74,555 which were transferred from Road and Bridge Precinct # 4 in prior years are available to complete this project.

### **Storm Water Permitting**

This project is for engineering cost associated with the Storm Water Permitting Project. This project will complete our Storm Water Pollution Plan to be approved by the State of Texas. Funding in the amount of \$15,000 is available for 2016-2017.

### **Security Measures-Mid County/Port Arthur**

This project is for enhanced security measures at the Mid County and Port Arthur offices as part of the County's commitment to provide a safer work environment. Funding of \$35,097 from a prior year transfer from the General Fund is available for 2016-2017.

### **Ford Park Parking Lot**

This project is estimated to create 550 additional parking spaces at Ford Park. Funding in the amount of \$200,000 is available for 2016-2017 from a prior year transfer.

**Siphon Project**

This project is part of the Salt Bayou Marsh Restoration Plan to place a siphon in the southern part of the County marsh to allow for more freshwater flow and push out saltwater. This will allow for stronger regrowth of the marsh. Funding for this project is a combination of County and Texas Parks and Wildlife Grant funds. Funding in the amount of \$836,346 is available for 2016-2017.

**Voting System Annual Payment**

This project will track the annual lease payments required for the purchase of the new electronic voting system. Funding in the amount of \$370,165 is available for 2016-2017.

**Phone System Upgrade**

This project will track the expenditures related to a phone system upgrade which is required for continued operation of the phone system. Funding in the amount of \$240,000 is available for 2016-2017.

**Elevator Repair-Downtown Jail**

This project will track the expenditures required to repair and upgrade the elevator controls at the Downtown Jail Facility. This project was substantially complete in 2015-2016. Funding in the amount of \$9,124 is available for 2016-2017 to repair any remaining issues with the elevators.

**Subcourthouse Bathroom/Foundation Repair**

Project consists of repairs to Port Arthur Subcourthouse foundation along with bathroom repairs that will be required after the foundation is leveled. This project was substantially complete in 2015-2016. Funding in the amount of \$3,285 is available for 2016-2017 to repair any remaining issues with the bathrooms.

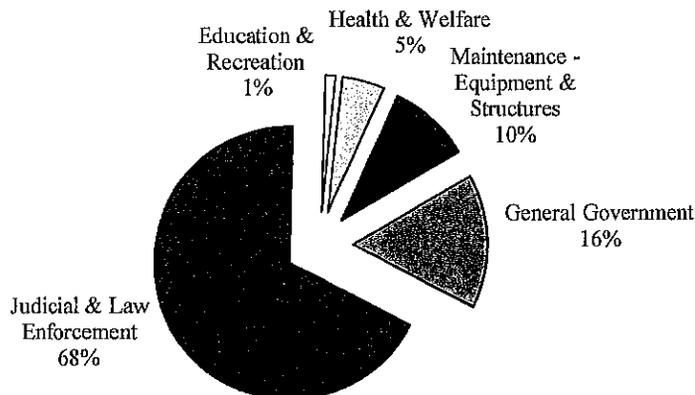
**MISCELLANEOUS**

**PERSONNEL SCHEDULES**

**BUDGETED FUNDS - SUMMARY BY DEPARTMENT  
FULL TIME AUTHORIZED POSITIONS**

	Fiscal Year		
	2014-2015	2015-2016	2016-2017
<b>GENERAL FUND</b>			
General Government	160	160	160
Judicial & Law Enforcement	651	651	651
Education & Recreation	7	8	8
Health & Welfare	50	50	50
Maintenance - Equipment & Structures	101	101	100
	<u>969</u>	<u>970</u>	<u>969</u>
<b>SPECIAL REVENUE FUNDS</b>			
General Government	-	-	-
Judicial & Law Enforcement	30	31	31
Education & Recreation	5	5	5
Health & Welfare	-	-	-
Maintenance - Equipment & Structures	-	-	-
	<u>35</u>	<u>36</u>	<u>36</u>
<b>TOTAL BUDGETED FUNDS</b>			
General Government	160	160	160
Judicial & Law Enforcement	681	682	682
Education & Recreation	12	13	13
Health & Welfare	50	50	50
Maintenance - Equipment & Structures	101	101	100
	<u>1,004</u>	<u>1,006</u>	<u>1,005</u>

**FY 2016-2017 Personnel**



**PERSONNEL SCHEDULES**  
**COMPENSATION PLAN**

Grade	Classified (CCG)	
	Minimum	Maximum
27	19,848	29,772
28	20,343	30,516
29	20,852	31,277
30	21,374	32,061
31	21,908	32,862
32	22,456	33,683
33	23,019	34,526
34	23,594	35,388
35	24,183	36,275
36	24,786	37,181
37	25,406	38,111
38	26,044	39,063
39	26,693	40,040
40	27,362	41,040
41	28,045	42,067
42	28,747	43,119
43	29,464	44,197
44	30,201	45,302
45	30,955	46,434
46	31,729	47,594
47	32,523	48,784
48	33,336	50,003
49	34,170	51,254
50	35,023	52,535
51	35,900	53,849
52	36,795	55,194
53	37,717	56,574
54	38,660	57,990
55	39,627	59,438
56	40,616	60,925
57	41,632	62,447
58	42,673	64,009
59	43,741	65,610
60	44,832	67,249
61	45,952	68,931
62	47,105	70,653
63	48,280	72,421
64	49,488	74,231
65	50,724	76,087
66	51,992	77,990
67	53,292	79,939
68	54,624	81,937
69	55,989	83,987
70	57,391	86,085
71	58,825	88,237
72	60,296	90,443
73	61,803	92,705
74	63,349	95,023
75	64,931	97,397
76	66,555	99,831
77	68,219	102,329
78	69,924	104,888
79	71,672	107,509
80	73,464	110,198
81	75,302	112,952
82	77,184	115,776
83	79,112	118,670
84	81,092	121,635
85	83,118	124,679
86	85,197	127,793
87	87,327	130,989
88	89,510	134,264
89	91,747	137,621
90	94,041	141,060

Classified (CCG) (continued)		
Grade	Minimum	Maximum
91	96,391	144,586
92	98,800	148,203
93	101,273	151,907
94	103,802	155,704

Other Un-Classified (OTH)		
Grade	Minimum	Maximum
1	10,000	175,000

Elected Official (ELE)		
Grade	Minimum	Maximum
1	9,000	175,000

Constable's Contract per Hour (CON)		
Step	Minimum	Maximum
1	24.6422	24.6422
2	26.0493	26.0493
3	27.1675	27.1675
4	28.2854	28.2854
5	29.2863	29.2863
6	30.2961	30.2961
7	31.1975	31.1975
8	32.1176	32.1176
10	37.9874	37.9874

Law Enforcement Contract per Hour (CLE)		
Step	Minimum	Maximum
1	23.1614	23.1614
2	25.7142	25.7142
3	26.8198	26.8198
4	27.9251	27.9251
5	28.9045	28.9045
6	29.9022	29.9022
7	30.8013	30.8013
8	31.2595	31.2595
45	32.7247	32.7247
46	34.3242	34.3242
47	38.6204	38.6204
48	42.3685	42.3685
65	33.3792	33.3792
66	35.0107	35.0107

Detention Contract per Hour (CL2)		
Step	Minimum	Maximum
1	16.9606	16.9606
2	19.3528	19.3528
3	20.6772	20.6772
4	21.6870	21.6870
5	23.2100	23.2100
6	23.6819	23.6819
7	24.3937	24.3937
8	24.7580	24.7580
45	30.1383	30.1383
46	31.6115	31.6115
47	35.5680	35.5680
48	39.0200	39.0200
65	30.7411	30.7411
66	32.2437	32.2437

## PERSONNEL SCHEDULES

### BUDGETED FUNDS - SUMMARY BY MAJOR FUNCTION FULL TIME AUTHORIZED POSITIONS

	<u>Grade</u>	<u>FTE</u>
<b><u>Elected Official</u></b>	ELE 1	39
<b><u>Clerical, Administrative &amp; Fiscal</u></b>		
OFFICE ASSISTANT	CCG 34	2
RECEPTIONIST/CLERK	CCG 34	8
OFFICE SPECIALIST	CCG 38	24
SENIOR OFFICE SPECIALIST	CCG 43	16
ADMINISTRATIVE OFFICE SPECIALIST	CCG 46	6
OFFICE MANAGER	CCG 51	1
ELECTIONS MANAGER	CCG 64	1
ADMINISTRATIVE OPERATIONS MANAGER	CCG 59	6
DEPUTY COUNTY CLERK	CCG 40	15
SENIOR DEPUTY COUNTY CLERK	CCG 43	10
ADMINISTRATIVE DEPUTY COUNTY CLERK	CCG 53	2
CHIEF DEPUTY COUNTY CLERK	CCG 65	1
COUNTY CLERK ADMINISTRATOR	CCG 61	1
SECRETARY	CCG 38	13
SENIOR SECRETARY	CCG 45	13
ADMINISTRATIVE SECRETARY	CCG 50	15
ACCOUNT CLERK	CCG 40	44
SENIOR ACCOUNT CLERK	CCG 43	8
ACCOUNTING TECHNICIAN	CCG 53	6
COURT CLERK	CCG 40	6
SENIOR COURT CLERK	CCG 43	14
ADMINISTRATIVE AID TO COUNTY JUDGE	CCG 53	1
COURT COORDINATOR	CCG 53	21
ASSOCIATE COURT ADMINISTRATOR	CCG 53	11
CHIEF APPELLATE/WRIT DIVISION ASSISTANT	CCG 53	1
COORDINATOR/INDIGENT DEFENSE	CCG 53	1
DEPUTY DISTRICT CLERK	CCG 40	15
ADMINISTRATIVE DEPUTY DISTRICT CLERK	CCG 53	3
CHIEF DEPUTY DISTRICT CLERK	CCG 65	1
SENIOR DEPUTY DISTRICT CLERK	CCG 43	2
SENIOR BUYER	CCG 49	2
ASSISTANT PURCHASING AGENT	CCG 61	1
PURCHASING AGENT	CCG 75	1
CONTRACT SPECIALIST	CCG 55	1
COMPUTER SERVICES TECHNICIAN/OPERATOR	CCG 49	1
PERSONAL COMPUTER TECHNICIAN	CCG 49	5
PERSONAL COMPUTER TECHNICIAN II	CCG 52	1
ANALYST/PROGRAMMER	CCG 62	2
PROGRAMMER/ANALYST	CCG 65	3

## PERSONNEL SCHEDULES

### BUDGETED FUNDS - SUMMARY BY MAJOR FUNCTION

#### FULL TIME AUTHORIZED POSITIONS

	<u>Grade</u>	<u>FTE</u>
SENIOR PROGRAMMER/ANALYST	CCG 70	2
COMPUTER SYSTEMS ADMINISTRATOR	CCG 68	3
SYSTEMS ANALYST	CCG 66	1
ASSISTANT DIRECTOR OF MIS	CCG 79	1
DIRECTOR OF MIS	CCG 86	1
FINANCIAL TECHNICIANS	CCG 48	6
FINANCIAL ANALYST	CCG 59	3
FINANCIAL MANAGER	CCG 71	4
CHIEF DEPUTY TAX ASSESSOR	CCG 69	1
CHIEF DEPUTY COUNTY TREASURER	CCG 54	1
1ST ASSISTANT COUNTY AUDITOR	CCG 79	1
COUNTY AUDITOR	CCG 91	1
BENEFITS MANAGER	CCG 69	1
SENIOR BENEFITS ANALYST	CCG 56	2
HUMAN RESOURCE ASSISTANT	CCG 45	1
EMP RELATIONS/COMPENSATION MGR	CCG 66	1
DIRECTOR OF HR & RISK MANAGEMENT	CCG 88	1
SENIOR PERSONNEL SPECIALIST	CCG 56	1
VOTING ASSISTANTS	CCG 41	2
<b><u>Law Enforcement</u></b>		
TELECOMMUNICATOR	CCG 42	9
SENIOR TELECOMMUNICATOR	CCG 46	1
TELECOMMUNICATION SENIOR SUPERVISOR	CCG 54	1
ASSISTANT EMERGENCY MANAGEMENT COORDINATOR	CCG 57	1
ASSISTANT CHIEF DEPUTY SHERIFF	CCG 71	1
CHIEF DEPUTY SHERIFF	CCG 77	4
JUVENILE DETENTION OFFICER	CCG 42	13
LEAD JUVENILE DETENTION OFFICE	CCG 50	4
JUVENILE DETENTION SUPERINTENDENT	CCG 70	1
COOK	CCG 31	1
CRIME LAB TECHNICIAN	CCG 48	2
FORENSIC SCIENTISTS	CCG 69	8
DIRECTOR OF CRIME LAB	CCG 72	1
<b><u>Labor, Trades &amp; Maintenance</u></b>		
ASSISTANT BUILDING MAINTENANCE SUPERVISOR	CCG 54	1
SIGN FABRICATOR	CCG 42	1
PAINTER	CCG 46	3
CARPENTER	CCG 55	3
PLUMBER	CCG 56	2
HEATING, VENT & AC MECHANIC	CCG 57	3
WELDER	CCG 50	1

## PERSONNEL SCHEDULES

### BUDGETED FUNDS - SUMMARY BY MAJOR FUNCTION

#### FULL TIME AUTHORIZED POSITIONS

	<u>Grade</u>	<u>FTE</u>
ELECTRICIAN	CCG 58	1
LEAD PRINTER	CCG 49	1
UTILITY MAINT. WORKER/MULTICRAFT	CCG 40	8
UTILITY MAINT. WORKER - ST&HWY	CCG 44	4
MAINTENANCE TECHNICIAN	CCG 52	1
VAN DRIVER	CCG 36	2
EQUIP OPERATOR/MAINT. WORKER	CCG 47	11
SENIOR EQUIP OPERATOR/MAINT. WORKER	CCG 52	20
AUTOMOBILE MECHANIC	CCG 48	3
HEAVY EQUIPMENT MECHANIC	CCG 53	5
DIRECTOR OF SERVICE CENTER	CCG 59	1
ELECTIONS WAREHOUSE SUPERVISOR	CCG 56	1
GROUNDSKEEPER	CCG 32	1
BUILDING MAINTENANCE SUPERVISOR	CCG 58	2
SUPERINTENDENT OF BUILDING MAINTENANCE	CCG 62	1
DIRECTOR OF BUILDING MAINTENANCE	CCG 69	1
ROAD FOREMAN	CCG 56	6
ASSISTANT SUPERINTENDENT	CCG 58	3
PRECINCT ROAD SUPERINTENDENT	CCG 69	4
ENGINEERING SPECIALIST	CCG 62	6
ENGINEERING SUPERINTENDENT	CCG 71	1
DIRECTOR OF ENGINEERING	CCG 86	1
AIRCRAFT MECHANIC	CCG 62	1
PILOT/AIRCRAFT MECHANIC	CCG 63	2
CHIEF PILOT/AIRCRAFT MECHANIC	CCG 67	1
HERBICIDE APPL & MAINT WORKER	CCG 42	2
PESTICIDE APPL & MAINT WORKER	CCG 42	2
PESTICIDE APPL & VOTING MACHINE TECH	CCG 43	1
MOSQUITO CONTROL OPERATIONS FOREMAN	CCG 52	2
ENTOMOLOGIST	CCG 62	1
DIRECTOR OF MOSQUITO CONTROL	CCG 75	1
<b><u>Nursing &amp; Public Health</u></b>		
PUBLIC HEALTH NURSE	CCG 63	4
ADMINISTRATIVE CLINICAL COORDINATOR/LVN	CCG 56	1
PUBLIC HEALTH NURSING SUPERVISOR	CCG 65	2
PHARMACIST	CCG 89	1
NURSE PRACTITIONER	CCG 80	1
MEDICAL ASSISTANT	CCG 41	1
PHARMACY TECHNICIAN	CCG 36	1
CONTRACT MONITOR/HEALTH SERVICES ADMINISTRATOR	CCG 52	1
ADMINISTRATIVE DIRECTOR OF H&W	CCG 72	1

## PERSONNEL SCHEDULES

### BUDGETED FUNDS - SUMMARY BY MAJOR FUNCTION FULL TIME AUTHORIZED POSITIONS

	<u>Grade</u>	<u>FTE</u>
ENVIRONMENTAL HEALTH INSPECTOR	CCG 52	2
DIRECTOR OF ENVIRONMENTAL CONTROL	CCG 66	1
<b><u>Human &amp; Social Services</u></b>		
JUVENILE PROBATION OFFICER	CCG 51	9
JUVENILE CASEWORK SUPERVISOR	CCG 61	4
JUVENILE CASEWORK MANAGER	CCG 67	2
WELFARE CASEWORKER	CCG 49	6
WELFARE CASEWORK SUPERVISOR	CCG 58	2
VETERANS SERVICE SUPERVISOR	CCG 49	1
VETERANS COUNTY SERVICE OFFICER	CCG 60	1
DIRECTOR OF JUV PROB & DETENTION	CCG 85	1
DIRECTOR OF VISITOR'S CENTER	CCG 62	1
SENIOR MEDIATION SUPERVISOR/CASE MANAGER	CCG 53	1
CASE COORDINATOR	CCG 38	1
DIRECTOR OF DISPUTE RESOLUTION	CCG 69	1
<b><u>Other Un-Classified or Contract</u></b>		
DETENTION OFFICER	CL2 1-8	220
BAILIFF	CLE 1-8	7
SHERIFF'S DEPUTY	CLE 1-8	81
UNION ADMIN ASSISTANT	CLE 45	7
SERGEANT	CL2/CLE 45	18
LIEUTENANT	CL2/CLE 46	18
CAPTAIN	CL2/CLE 47	7
MAJOR	CL2/CLE 48	3
CONSTABLE DEPUTY	CON 1-10	23
ASSOCIATE JUDGE	OTH 1	1
ATTORNEY	OTH 1	29
FORENSIC ACCOUNTANT	OTH 1	1
INVESTIGATOR ASSISTANT	OTH 1	1
INVESTIGATOR	OTH 1	4
EXECUTIVE ASSISTANT	OTH 1	2
ASSISTANT TO COUNTY JUDGE	OTH 1	1
COURT REPORTER	OTH 1	14
EMERGENCY MANAGEMENT COORDINATOR	OTH 1	1
AGRICULTURE EXTENSION AGENT	OTH 1	5
<b>Total</b>		<u><u>1,005</u></u>

**JEFFERSON COUNTY, TEXAS**  
**MISCELLANEOUS STATISTICS**

**ELECTED COUNTY OFFICIALS**

<u>Commissioners' Court</u>	<u>Length of Service</u>	<u>Term Expires</u>
Jeff Branick, County Judge	5 Years	12/31/2018
William "Eddie" Arnold, Commissioner, Pct. 1	11 Years	12/31/2016
Brent Weaver, Commissioner, Pct. 2	5 Years	12/31/2018
Michael "Shane" Sinegal, Commissioner, Pct. 3	7 Years	12/31/2016
Everette "Bo" Alfred, Commissioner, Pct. 4	13 Years	12/31/2018

**OTHER ELECTED COUNTY OFFICIALS**

<u>Name</u>	<u>Position</u>	<u>Length of Service</u>	<u>Term Expires</u>
Carolyn Guidry	County Clerk	11 Years	12/31/2018
Robert "Bob" Wortham	District Attorney	1 Year	12/31/2018
Allison Getz	Tax Assessor Collector	1 Year	12/31/2016
Jonathan "Tim" Funchess	County Treasurer	5 Years	12/31/2018
George "Mitch" Woods	Sheriff	19 Years	12/31/2016
Jamie Smith	District Clerk	1 Year	12/31/2018
Kenneth Dollinger	Justice of the Peace Pct. 1 Pl. 1	19 Years	12/31/2016
Nancy Beaulieu	Justice of the Peace Pct. 1 Pl. 2	5 Years	12/31/2018
Marcus DeRouen	Justice of the Peace Pct. 2	5 Years	12/31/2018
Ray Chesson	Justice of the Peace Pct. 4	19 Years	12/31/2018
Ransom "Duce" Jones	Justice of the Peace Pct. 6	9 Years	12/31/2018
James Burnett	Justice of the Peace Pct. 7	13 Years	12/31/2018
Tom Gillam	Justice of the Peace Pct. 8	14 Years	12/31/2018
Earl White	Constable Pct. 1	< 1 Year	12/31/2016
Christopher Bates	Constable Pct. 2	3 Year	12/31/2016
James Trahan	Constable Pct. 4	11 Years	12/31/2016
Dana Baker	Constable Pct. 6	3 Year	12/31/2016
Jeffrey Greenway	Constable Pct. 7	19 Years	12/31/2016
Eddie Collins	Constable Pct. 8	23 Years	12/31/2016
Gerald Eddins	Judge, County Court at Law #1	3 Year	12/31/2016
Cory Crenshaw	Judge, County Court at Law #2	1 Year	12/31/2016
Clint Woods	Judge, County Court at Law #3	1 Year	12/31/2018
John Stevens	Judge, Criminal District Court	9 Years	12/31/2018
Jayne "Raquel" West	Judge, 252nd District Court	1 Year	12/31/2018
Wayne "Kent" Walston	Judge, 58th District Court	1 Year	12/31/2018
James "Gary" Sanderson	Judge, 60th District Court	38 Years	12/31/2016
Milton Shuffield	Judge, 136th District Court	21 Years	12/31/2016
Donald Floyd	Judge, 172nd District Court	32 Years	12/31/2018
Jeffrey "Randy" Shelton	Judge, 279th District Court	9 Years	12/31/2018
Lawrence Thorne	Judge, 317th District Court	17 Years	12/31/2018

**JEFFERSON COUNTY, TEXAS**  
**MISCELLANEOUS STATISTICS**

**APPOINTED OFFICIALS**

Name	Position	Length of Service	Term Expires
James "Patrick" Swain	County Auditor	20 Years	12/31/2016
Deborah Clark	Purchasing Agent	7 Years	12/31/2016
Don Rao	Engineering	5 Years	
Starla Garlick	Agricultural Extension Service	8 Years	
Alex Rupp	Airport	3 Years	
Jose "Joe" Zurita, Jr	Service Center	< 1 Year	
	Buildings Maintenance -		
John "David" Knight	Beaumont	3 Years	
	Buildings Maintenance - Port		
Mark Benard	Arthur	19 Years	
Larry Gist	Court Master	19 Years	
Paul Helegda	MIS	18 Years	
Kara Hawthorn	Dispute Resolution Center	5 Years	
Gregory Fountain	Emergency Management	9 Years	
Rhonda Conlin	Environmental Control	< 1 Year	
Dr. A.C. Walkes	Health and Welfare Units	27 Years	
Leslie Little	Nurse Practitioner	5 Years	
	Human Resources & Risk		
Cary Erickson	Management	23 Years	
Edward Cockrell	Juvenile Probation & Detention	5 Years	
Kevin Sexton	Mosquito Control	6 Years	
Hilary Guest	Veterans Services Offices	14 Years	

**CONSULTANTS AND ADVISORS**

Certified Public Accountants	Pattillo, Brown & Hill, LLP Waco, Texas
Co-Bond Counsel	Creighton, Fox, Johnson & Mills PLLC and Germer PLLC Beaumont, Texas
Financial Advisor	U.S. Capital Advisors, Houston, Texas

## JEFFERSON COUNTY, TEXAS

### MISCELLANEOUS STATISTICS

**Date of Creation**                      1836

**Date of Organization**                1837

**Location**

Upper Texas Coast

Component of Beaumont-Port Arthur MSA

**County Seat**

Beaumont, Texas

**Economy Base**

Petroleum refining

Production and processing of petrochemicals

Fabrication of steel and steel products

Shipping activity

Manufacture of wood, pulp, food, and feed products

Agriculture

Health care services

**Land Area (A)**                              876.3 square miles

**Maintained Roads**                        368.68

**Bond Rating**                                "Aa2" Moody's Investors Service, Inc.  
     "AA-" Standard & Poor's Ratings Services

**JEFFERSON COUNTY, TEXAS**

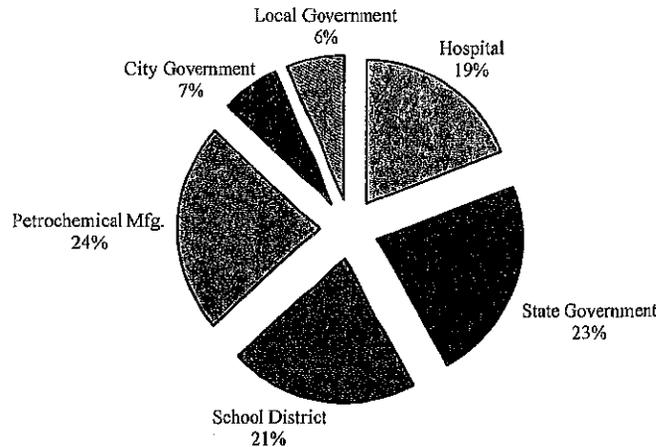
**MISCELLANEOUS STATISTICS**

**Employment Statistics (A)**

<u>Fiscal Year</u>	<u>Civilian Labor Force</u>	<u>Total Employment</u>	<u>Total Unemployment</u>	<u>Percent Unemployment</u>
2007	112,121	106,045	6,076	5.4%
2008	113,774	106,314	7,460	6.6%
2009	115,438	104,421	11,017	9.5%
2010	113,217	100,371	12,846	11.3%
2011	115,463	102,305	13,158	11.4%
2012	113,711	101,154	12,557	11.0%
2013	111,515	99,483	12,032	10.8%
2014	110,126	101,008	9,118	8.3%
2015	108,580	101,003	7,577	7.0%
2016 (B)	108,729	101,452	7,277	6.7%

**Top Ten Major Employers County (C)**

<u>Company</u>	<u>Industry</u>	<u>Employees</u>
State of Texas	State Government	4,229
Beaumont ISD	School District	2,672
Exxon Mobil Oil Corporation	Petrochemical Mfg.	2,000
Christus Health Southeast Texas	Hospital	1,991
Memorial Hermann Baptist Hospital	Hospital	1,553
Motiva Enterprises	Petrochemical Mfg.	1,540
Port Arthur ISD	School District	1,263
City of Beaumont	City Government	1,235
Jefferson County	Local Government	1,182
Valero	Petrochemical Mfg.	845



(A) Source: Labor Market Statistics - Texas Workforce Commission

(B) Average through end of July, 2016 (not finalized).

(C) Source: Local surveys

**JEFFERSON COUNTY, TEXAS**  
**MISCELLANEOUS STATISTICS**

**Population (A)**

<u>Year</u>	<u>County</u>	<u>City of Beaumont</u>	<u>City of Port Arthur</u>	<u>Beaumont- Port Arthur MSA</u>
1960	245,659	119,175	66,676	306,016
1970	246,402	117,548	57,371	347,568
1980	250,938	118,102	61,195	375,497
1990	239,397	114,323	58,724	361,226
2000	252,051	113,866	57,755	385,090
2010	252,273	118,296	53,818	388,745
Current Estimate	254,308	118,129	55,340	394,433

**Demographics**

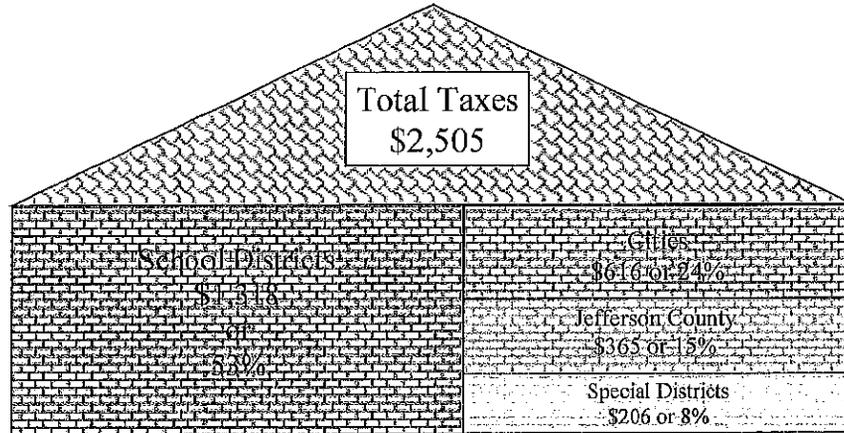
<u>Fiscal Year</u>	<u>Population (a)</u>	<u>Per Capita Personal Income (b)</u>	<u>Median Age (a)</u>	<u>School Enrollment (a)</u>
2006	247,571	\$ 27,689	36.5	62,002
2007	243,914	\$ 29,324	36.4	59,776
2008	241,975	\$ 31,756	36.7	62,290
2009	242,142	\$ 33,795	36.5	61,721
2010	252,273	\$ 33,071	35.6	62,433
2011	252,273	\$ 37,139	36.0	63,371
2012	252,802	\$ 38,712	35.9	63,371
2013	251,813	\$ 38,357	36.0	63,433
2014	252,157	\$ 39,958	35.9	63,350
2015	252,466	\$ 39,532	35.9	61,766

(A) Source: <http://www.census.gov>

(B) Source: Texas Workforce Commission

**JEFFERSON COUNTY, TEXAS**  
**MISCELLANEOUS STATISTICS**

**Property Tax Analysis for a \$100,000 Home in Tax Year 2014 (A)**



County taxes for fiscal year 2015-2016 and fiscal year 2016-2017 for a \$100,000 home would be \$365.00 based on the property tax rate of .365¢ per \$100 valuation.

**Ten Year History of Abated Property Tax Values (B)**

<b>Tax Year</b>	<b># of Companies</b>	<b>Value Loss Due to Abatement</b>	<b>Tax Loss</b>	<b>Tax Rate</b>
2006	12	1,616,254,070	\$ 6,465,016	0.00400
2007	14	1,814,398,530	7,076,154	0.00390
2008	15	2,129,196,020	7,771,565	0.00365
2009	12	923,906,330	3,372,258	0.00365
2010	13	790,191,580	2,884,199	0.00365
2011	11	766,817,130	2,798,883	0.00365
2012	9	1,196,539,640	4,367,370	0.00365
2013	9	1,877,188,020	6,851,736	0.00365
2014	7	1,259,803,019	4,598,281	0.00365
2015	9	1,280,440,084	4,673,606	0.00365
			<b>\$ 50,859,068</b>	

(A) Source: <http://www.jcad.org>

(B) Source: [http://www.jcad.org/reports\\_abate.aspx](http://www.jcad.org/reports_abate.aspx)

## **GLOSSARY OF TERMS**

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**Accrual Basis**—A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Actual** - Final audited revenue or expenditure data for the fiscal year indicated.

**Ad Valorem Tax** — A tax levied against the value of real or personal property. Valuations are assessed by Jefferson County Appraisal District.

**Allocation**—Component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.

**Appropriation**—A legal authorization to incur obligations and to make expenditures for specific purposes.

**Appraisal Value** – To make an estimate of value for the purpose of taxation.

**Appraisal District** – An independent governmental entity responsible for appraising property within a county. The Appraisal District certifies the county assessed valuations.

**Assessed Valuation**—The valuation set upon real estate and certain personal property by the Assessor as a basis for levying property taxes.

**Asset**—Resources owned or held by a government which have monetary value.

**Available Fund Balance**—The portion of a fund's balance that is not restricted for a specific purpose and may be used for general appropriation.

**Balanced Budget** – According to GAAP a balanced budget is one in which the total expenditures do not exceed the total resources, or total estimated revenues plus reserves.

**Bond**—A written promise to pay to things: 1) a principle amount on a specified date, and 2) a series of interest payments for the term of the bond.

**Bond Rating**—Organizations like Standard and Poor's and Moody's rate the riskiness of government-issued securities and gives each security a bond rating.

**Bonded Indebtedness** – The total amount of principle and interest due on bonds which have been sold to finance capital projects such as streets, bridges, and buildings. The most prevalent types of bonds are general obligation or revenue bonds.

**Bond Refunding**—The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

## GLOSSARY OF TERMS

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**Budget**—A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

**Budget Amendment** – A change in the authorized level of funding for an organization or line item account code that increases the total budget. Ideally, amendments increase total revenues and total expenditures by an equal amount. Amendments are made only with Commissioners' Court approval.

**Budgetary Basis**—This refers to the basis of accounting used to estimate financing sources and uses in the budget. These generally take one of three forms: GAAP, cash, or modified accrual.

**Budget Calendar**—The schedule of key dates, which a government follows in the preparation and adoption of the budget.

**Budgetary Control**—The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Callable** – A financing term referring to debt service bonds which means the bonds can be retired, or paid off, earlier than the due date without penalty.

**Capital Expenditures** – Includes all purchases that will be capitalized, both items purchased within individual departments and purchased with capital project funds. Also includes items formerly classified as capital whose purchase amount is between \$5,000 and \$9,999.99 for content insurance purposes.

**Capital Outlay**—(Also known as capital assets) - Fixed assets which meets the estimated useful life and monetary cost criteria and warrants capitalization in the financial statements. All items owned by an organization can rightfully be considered assets, but as a practical matter, organizations do not capitalize all of them. Jefferson County's monetary criteria is \$10,000 or more and with a useful life of more than one year.

**Capital Project**—Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increases their useful life. Also called capital improvements.

**Capital Project Fund** – A fund used to account for the financial resources designated for major capital acquisitions of construction. Separate funds are required for each capital project per GAAP.

**Capitalization** – An accounting treatment whereby an item is recorded as an asset on the balance sheet rather than as an expense of the current period.

**Cash Basis**—A basis of accounting in which transactions are recognized only when cash is increased or decreased.

## GLOSSARY OF TERMS

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**Categorical** – A method of accounting for expenditures in summary format (i.e. salaries & wages, fringe benefits, materials & supplies, maintenance & utilities, & miscellaneous services).

**Certificates of Obligation** – Debt instruments, similar to bonds, sold to the public to finance the county's capital projects. This type of debt is usually repaid in annual installments over a period of 5 – 25 years.

**Charges for Services** – see Fees of Office.

**Contingency**—A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services**—Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include rent, maintenance agreements, and professional consulting services.

**Current Taxes** – Taxes that are levied and collected prior to being delinquent. The tax year begins October 1<sup>st</sup>. Taxes are delinquent on February 1<sup>st</sup>, after which time penalty and interest charges accrue.

**Debt Service**—The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

**Debt Service Fund** – A fund used to account for the accumulation and disbursement of resources associated with the county's debt obligations. Statutorily separate funds are required for each debt obligation.

**Delinquent Taxes** – Taxes that remain unpaid at February 1<sup>st</sup>. Taxes are delinquent on February 1<sup>st</sup>, after which time penalty and interest charges accrue. Attorney fees are assessed beginning July 1<sup>st</sup>.

**Department (Organization)** – The organizational unit which is functioning separately in its delivery of service.

**Disbursement**—The expenditure of monies from an account.

**Employee (or Fringe) Benefits**—Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pensions, medical, and life insurance plans.

**Encumbrance**—The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

**Estimated Revenue** – The amount of projected revenue for the fiscal cycle. Projections are generally based on prior experiences or increased fees.

## GLOSSARY OF TERMS

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**Expenditure**—The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

**Expense**—Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

**Fees (Fees of Office)** – Revenue charged or charged for services by various county departments to provide a service to the public or another governmental entity.

**Fines and Forfeitures** – Revenue generated through fines assessed by various courts. Forfeitures are payment as penalty assessed by the Courts through bail bond and property forfeitures.

**Fiscal Policy**—A government's policies with respect to revenues spending and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year**—A twelve-month period designated as the operating year for accounting and budgeting, and financial reporting purposes. Jefferson County's fiscal year is October 1<sup>st</sup> through September 30<sup>th</sup>.

**Fund**—A fiscal entity with revenues and expenses, which are segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance** - The excess of the assets of a fund over its liabilities, reserves, and carryover.

**Generally Accepted Accounting Principles (GAAP)** – Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**General Obligation Bond**—This type of bond is backed by the full faith, credit, and taxing power of the government.

**Goal** – A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

**Grants** – A contribution by a government agency or other organization to support a particular function. Grants may be classified as either operational or capital and they are restricted for specific purposes. Because grants are presented to the Commissioners' Court throughout the year, the grant budgets and accountings are maintained separately from this document.

**Hourly**—An employee who fills a temporary or short-term position. Such employees provide contingency staffing for government operations during peak workloads or to address temporary staffing needs. Hourly employees are paid on a per-hour basis and receive limited benefits.

## GLOSSARY OF TERMS

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**Interfund Transfers** – The movement of monies between funds of the same governmental entity.

**Intergovernmental Revenue** – Funds received from federal, state, and local government sources in the form of grants and shared revenues.

**Levy**—To impose taxes for the support of government activities.

**Line-Item Budget**—A budget prepared along departmental lines that focuses on what is to be bought.

**Long-Term Debt**—Debt with a maturity of more than one year after the date of issuance.

**Mandate** – A formal order from State authorities to County government to make mandatory.

**Maintenance and Utilities**— Expenditures made for maintenance of buildings, vehicles and equipment, and utilities such as electricity, water, and gas necessary to conduct departmental operations.

**Materials and Supplies**—Expendable materials and operating supplies necessary to conduct departmental operations.

**Modified Accrual Basis** – Revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred.

**Non-callable** – A financing term referring to debt service bonds which means the bonds cannot be retired, or paid off, earlier than the due date.

**Objective**—Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

**Obligations**—Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

**Operating Revenue**—Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**Operating Expenses**—The cost for personnel, materials, and equipment required for a department to function.

**Output Indicators** – A unit of work accomplished, without reference to the resources required to do the work. Output indicators do not reflect the effectiveness or efficiency of the work performed.

## GLOSSARY OF TERMS

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**Other Financing Sources** – Includes transfers from other funds, sale of capital assets, insurance proceeds, bond proceeds, and other funding that is not considered to be revenue according to GAAP.

**Other Financing Uses** – Includes transfers to other funds and other funding that is not considered expenditures according to GAAP.

**Pay-as-you-go Basis** – A term used to describe a financial policy by which capital outlays are purchased from current resources rather than through borrowing.

**Performance Indicators** – Specific quantitative and/or qualitative measures of work performed as an objective of specific departments or programs. Data is collected to establish trend patterns concerning workloads and/or determine how effective or efficient a program is in achieving its objectives.

**Personal Services**—Expenditures for salaries, wages, and fringe benefits of a government's employees.

**Program**—A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

**Records Management** – This term applies to the management of county records and government documents. Fees are budgeted for collection and expenses for the safeguarding of records according to the Texas Records Management Act.

**Reserve**—An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resolution** – A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources**—Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Revenue**—Sources of income financing the operations of government.

**Salaries & Wages** – The cost of all labor related expenses required for a department to function, including but not limited to salaries, merit, cost of living adjustments, etc.

**Source of Revenue**—Revenues are classified according to their source or point of origin.

**Special Revenue Funds** – These funds are set up to keep track of segregated revenue activities.

**Statute** – A law enacted by the legislative assembly.

**Tax Rate** – A percentage applies to all taxable property to raise general revenues.

## GLOSSARY OF TERMS

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**Tax Rate Limit** – The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments, or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state, and local, having jurisdiction in a given area.

**Tax Levy**—The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Taxes**—Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**Transfers In/Out**—Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**Unencumbered Balance** – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**Unreserved Fund Balance**—The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**User Charges**—The payment of a fee for direct receipt of a public service by the party who benefits from the service.

## GLOSSARY OF TERMS

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### ACROYNMS

<b>AC -</b>	Air Conditioning
<b>ADA -</b>	American with Disabilities Act
<b>ASAP -</b>	Absent Student Assistance Project
<b>BMT -</b>	Beaumont
<b>CAFR -</b>	Comprehensive Annual Financial Report
<b>CCTV -</b>	Close Circuit Television
<b>CD -</b>	Compact Disc
<b>CEPRA -</b>	Coastal Erosion Planning and Response Account
<b>CI -</b>	Criminal Investigation
<b>COLA -</b>	Cost of Living Increase
<b>CPI -</b>	Consumer Price Index
<b>DA -</b>	District Attorney
<b>DARE -</b>	Drug Abuse Resistance Education
<b>DR -</b>	Doctor
<b>DVD -</b>	Digital Versatile Disk
<b>FAA -</b>	Federal Aviation Administration
<b>FTE -</b>	Full-time Equivalent
<b>GAAP -</b>	General Accepted Accounting Principles
<b>GC/MC -</b>	Gas chromatograph/mass spectrometer
<b>GFOA -</b>	Government Finance Officer Association
<b>HP -</b>	Hewlett Packard

## GLOSSARY OF TERMS

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### ACROYNMS - continued

<b>HP -</b>	Horse Power
<b>HR -</b>	Hour
<b>HR -</b>	Human Resources
<b>H&amp;W -</b>	Health & Welfare
<b>HWY -</b>	Highway
<b>IA -</b>	Internal Affairs
<b>IBM -</b>	International Business Machines
<b>ID -</b>	Identification
<b>ISD -</b>	Independent School District
<b>JC -</b>	Jefferson County
<b>JP -</b>	Justice of the Peace
<b>LGC -</b>	Local Government Code
<b>LNG -</b>	Liquified Natural Gas
<b>LT -</b>	Lieutenant
<b>MB -</b>	Megabyte
<b>MFG -</b>	Manufacturing
<b>MIS -</b>	Management Information Systems
<b>MSA -</b>	Metropolitan Statistical Area
<b>NO -</b>	Number
<b>PA -</b>	Port Arthur
<b>PCT -</b>	Precinct

## GLOSSARY OF TERMS

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### ACROYNMS - continued

<b>RAM</b> –	Random Access Memory
<b>RFP</b> -	Request for Proposal
<b>ROW</b> –	Right of Way
<b>RTV</b> -	Rugged Terrain Vehicle
<b>SCAAP</b> -	State Criminal Alien Assistance Program
<b>ST</b> -	State
<b>SUV</b> -	Sports Utility Vehicle
<b>TXDOT</b> -	Texas Department of Transportation
<b>UHF</b> -	Ultra High Frequency
<b>US</b> -	United States
<b>VOIP</b> -	Voice over Internet Protocol



Acknowledgement and certificate of dedication by the Owner, to wit:

STATE OF TEXAS  
COUNTY OF JEFFERSON

KNOW ALL MEN BY THESE PRESENTS, THAT I JEFFERSON COUNTY, OWNER OF 117.2 ACRES OF LAND OUT OF AND PART OF PARTITION MAP NO. 2 OF THE MCFADDIN TRUST IN THE T.&N.O.R.R. SURVEY, ABSTRACT NO. 257 & THE WILLIAM CARROLL SURVEY, ABSTRACT NO. 13, JEFFERSON COUNTY, TEXAS AS CONVEYED TO ME BY DEED DATED 12/21/89, AND RECORDED IN FILM CODE NO 102-98-2006, OFFICIAL PUBLIC RECORDS, JEFFERSON COUNTY, AND BY DEED DATED 12/20/89, AND RECORDED IN FILM CODE NO. 102-98-2145, OFFICIAL PUBLIC RECORDS, JEFFERSON COUNTY, DO HEREBY PLAT THE 117.2 ACRES OF LAND OUT OF THE T.&N.O.R.R. SURVEY, ABSTRACT NO. 257 & THE WILLIAM CARROLL SURVEY, ABSTRACT NO. 13, TO BE KNOWN AS TRACT 13-B-1, IN ACCORDANCE WITH THE PLAT SHOWN HEREON, SUBJECT TO ANY AND ALL EASEMENTS OR RESTRICTIONS HERETO FORE GRANTED AND DO HEREBY DEDICATE TO THE PUBLIC THE STREETS AND EASEMENTS SHOWN HEREON.

WITNESS MY HAND IN JEFFERSON COUNTY, TEXAS THIS 20 DAY OF \_\_\_\_\_, 20\_\_

OWNER: JEFFERSON COUNTY

Certificate of County Approval, to-wit:

STATE OF TEXAS  
COUNTY OF JEFFERSON

APPROVED BY THE COMMISSIONERS COURT OF JEFFERSON COUNTY, TEXAS ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_, AUTHORIZING THE FILING FOR RECORD OF THIS PLAT. JEFFERSON COUNTY ASSUMES NO OBLIGATIONS FOR THE MAINTENANCE OF STREETS, ROADS, DRAINAGE OR ANY OTHER IMPROVEMENTS.

COMMISSIONER PRECINCT NO. 1 JEFFERSON COUNTY, TEXAS  
COMMISSIONER PRECINCT NO. 2 JEFFERSON COUNTY, TEXAS  
COMMISSIONER PRECINCT NO. 3 JEFFERSON COUNTY, TEXAS  
COMMISSIONER PRECINCT NO. 4 JEFFERSON COUNTY, TEXAS

COUNTY JUDGE  
JEFFERSON COUNTY, TEXAS

Certificate of Recording, to-wit:

STATE OF TEXAS  
COUNTY OF JEFFERSON

I, \_\_\_\_\_, COUNTY CLERK OF JEFFERSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M., AND DULY RECORDED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M., IN THE PLAT RECORDS OF JEFFERSON COUNTY, TEXAS, IN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

COUNTY CLERK, JEFFERSON COUNTY, TEXAS

Certification of County Director of Engineering:

I, DON RAO, DIRECTOR OF ENGINEERING OF JEFFERSON COUNTY, DO HEREBY CERTIFY THAT THE PLAT OF THIS SUBDIVISION COMPLIES WITH ALL EXISTING RULES AND REGULATIONS OF THIS OFFICE AS ADOPTED BY COMMISSIONER'S COURT OF JEFFERSON COUNTY, TEXAS

DIRECTOR OF ENGINEERING

Certification of Surveyor:

I, ANTHONY M. LEGER, A TEXAS REGISTERED PROFESSIONAL LAND SURVEYOR CERTIFY THAT THIS PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF JEFFERSON COUNTY.

ANTHONY M. LEGER  
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5481

Development Regulations Note: NO CONSTRUCTION OR OTHER DEVELOPMENT WHEN THIS SUBDIVISION MAY BEGIN UNTIL ALL JEFFERSON COUNTY DEVELOPMENT REQUIREMENTS HAVE BEEN MET.

School District Note: THIS SUBDIVISION IS WITHIN THE BOUNDARIES OF THE BEAUMONT INDEPENDENT SCHOOL DISTRICT AND THE NEWLAND INDEPENDENT SCHOOL DISTRICT.

FEMA Flood plain note: THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF FLOOD ZONES "A1, B, & C" AS DELINEATED ON THE FEMA FLOOD INSURANCE RATE MAP FOR JEFFERSON COUNTY, COMMUNITY PANEL # 480385-0285-C DATED 11/22/93. FEMA FLOOD ZONE C DENOTES AREAS OF MINOR FLOODING.

Utilities Note: THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF THE CITY OF BEAUMONT'S AREA OF EXTRA TERRITORIAL JURISDICTION.

Utility Note: ELECTRIC UTILITY SERVICE WILL BE PROVIDED BY: CLENET.

Utility Note: TELEPHONE UTILITY SERVICE WILL BE PROVIDED BY: AT&T.

Utility Note: GAS UTILITY SERVICE WILL BE PROVIDED BY: SOGAS.

Utility Note: WATER UTILITY SERVICE WILL BE PROVIDED BY: CITY OF BEAUMONT.

Utility Note: SEWER UTILITY SERVICE WILL BE PROVIDED BY: CITY OF BEAUMONT.

Utility Note: CABLE UTILITY SERVICE WILL BE PROVIDED BY: THE WARNER CABLE.

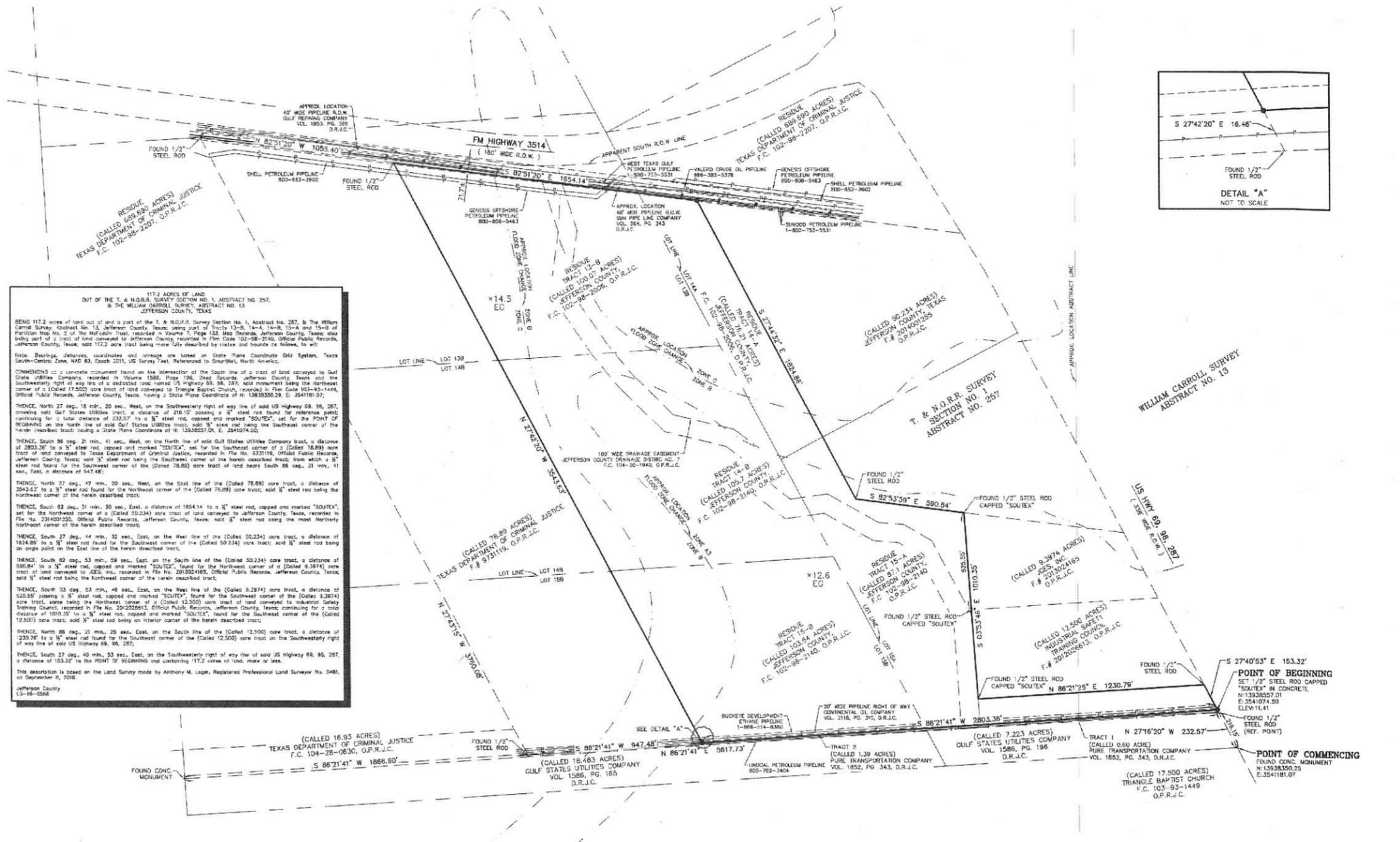
Sewerage District Note: NO STRUCTURE IN THIS SUBDIVISION SHALL BE CONNECTED TO A PUBLIC SEWER SYSTEM OR TO AN ON-SITE WASTEWATER SYSTEM, WHICH HAS BEEN APPROVED AND PERMITTED BY JEFFERSON COUNTY.

Drainage Easement Note: PERMITS MAAYED AS OBSERVED ON THE TRACT OF LAND.

Drainage Easement Note: ALL DRAINAGE EASEMENTS SHOWN HEREON SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, PLANTINGS, AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITIES.

Other Note: OWNER IS RESPONSIBLE FOR MEETING ALL REGULATIONS BASED UPON TYPE OF DEVELOPMENT PERFORMED.

TRACT 13-B-1  
117.2 ACRES OF LAND  
REPLAT OF PART OF LOTS 13-B, 14-A, 14-B, 15-A, & 15-B  
OF PARTITION MAP NO. 2 OF THE MCFADDIN TRUST  
IN THE T.&N.O.R.R. SURVEY, ABSTRACT NO. 257  
& THE WILLIAM CARROLL SURVEY, ABSTRACT NO. 13  
JEFFERSON COUNTY, TEXAS



117.2 ACRES OF LAND  
OUT OF THE T. & N.O.R.R. SURVEY SECTION NO. 1, ABSTRACT NO. 257,  
& THE WILLIAM CARROLL SURVEY, ABSTRACT NO. 13,  
JEFFERSON COUNTY, TEXAS

BEING 117.2 acres of land out of and a part of the T. & N.O.R.R. Survey Section No. 1, Abstract No. 257, & The William Carroll Survey, Abstract No. 13, Jefferson County, Texas, more part of Tracts 13-B, 14-A, 14-B, 15-A and 15-B of Partition Map No. 2 of the MCFADDIN Trust, recorded in Volume 7, Page 133, Map Records, Jefferson County, Texas; also being part of a tract of land conveyed to Jefferson County, recorded in Film Code 102-98-2146, OFFICIAL PUBLIC RECORDS, Jefferson County, Texas, said 117.2 acre tract being more fully described by metes and bounds as follows, to-wit:

Metes: Beginning, distance, coordinates and bearings are based on State Plane Coordinate Old System, Texas South-Central Zone, NAD 83, Epoch 2011, US Survey Feet, Referenced to SmartNet, NA 82/03.

COMMENCING at a concrete monument found on the intersection of the South line of a tract of land conveyed to Gulf State Utilities Company, recorded in Volume 1586, Page 196, Map Records, Jefferson County, Texas; and the Southeastern right of way line of a dedicated road named US Highway 69, 86, 287, said monument being the southwest corner of a (Called 17,500 acre tract of land conveyed to Triangle Baptist Church, recorded in Film Code 103-93-1448, Official Public Records, Jefferson County, Texas; being a State Plane Coordinate of N: 13838357.01, E: 3541181.07).

THENCE North 27 deg. 16 min., 20 sec. West, on the Southeastern right of way line of said US Highway 69, 86, 287, crossing said Gulf State Utilities tract, a distance of 216.15' passing a 1/2" steel rod found for reference point continuing for a total distance of 232.57' to a 1/2" steel rod, capped and marked "SOUTEX", set for the POINT OF BEGINNING on the North line of said Gulf State Utilities tract; said 1/2" steel rod being the Southeast corner of the herein described tract; being a State Plane Coordinate of N: 13838357.01, E: 3541181.07.

THENCE South 86 deg. 21 min., 41 sec. West, on the North line of said Gulf State Utilities Company tract, a distance of 2803.30' to a 1/2" steel rod, capped and marked "SOUTEX", set for the Southeast corner of a (Called 78.89 acre tract of land conveyed to Texas Department of Criminal Justice, recorded in File No. 07371191, Official Public Records, Jefferson County, Texas; being a 1/2" steel rod being the Southeast corner of the herein described tract; from which a 1/2" steel rod bears South 86 deg. 21 min., 41 sec. East, a distance of 947.48'.

THENCE North 27 deg. 16 min., 20 sec. West, on the East line of the (Called 78.89 acre tract, a distance of 3543.67' to a 1/2" steel rod found for the Northwest corner of the (Called 78.89 acre tract; said 1/2" steel rod being the Northwest corner of the herein described tract.

THENCE South 82 deg. 51 min., 20 sec. East, a distance of 1654.14' to a 1/2" steel rod, capped and marked "SOUTEX", set for the Northwest corner of a (Called 50.234 acre tract of land conveyed to Jefferson County, Texas, recorded in File No. 2014001555, Official Public Records, Jefferson County, Texas; said 1/2" steel rod being the most Northerly Northwest corner of the herein described tract.

THENCE South 27 deg. 14 min., 32 sec. East, on the West line of the (Called 50.234 acre tract, a distance of 1824.85' to a 1/2" steel rod found for the Southwest corner of the (Called 50.234 acre tract; said 1/2" steel rod being on a single point on the East line of the herein described tract.

THENCE South 89 deg. 53 min., 59 sec. East, on the South line of the (Called 50.234 acre tract, a distance of 5026.80' to a 1/2" steel rod, capped and marked "SOUTEX", found for the Northeast corner of a (Called 3.3874 acre tract of land conveyed to JCS, Inc., recorded in File No. 2013024165, Official Public Records, Jefferson County, Texas; said 1/2" steel rod being the Northeast corner of the herein described tract.

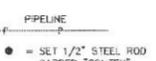
THENCE South 03 deg. 53 min., 46 sec. East, on the West line of the (Called 5.2974 acre tract, a distance of 5216.50' passing a 1/2" steel rod, capped and marked "SOUTEX", found for the Southwest corner of the (Called 5.2974 acre tract, being the Northwest corner of a (Called 12.500 acre tract of land conveyed to Industrial Safety Training Council, recorded in File No. 2012026812, Official Public Records, Jefferson County, Texas; continuing for a total distance of 1010.15' to a 1/2" steel rod, capped and marked "SOUTEX", found for the Southwest corner of the (Called 12.500 acre tract; said 1/2" steel rod being on interior corner of the herein described tract.

THENCE North 86 deg. 21 min., 25 sec. East, on the South line of the (Called 12.500 acre tract, a distance of 1230.76' to a 1/2" steel rod found for the Southwest corner of the (Called 12.500 acre tract on the Southeastern right of way line of said US Highway 69, 86, 287, a distance of 1533.27' to the POINT OF BEGINNING and continuing 117.2 acres of land, more or less.

This description is based on the Land Survey made by Anthony M. Leger, Registered Professional Land Surveyor No. 5481, on September 8, 2008.

Jefferson County  
13-18-0266

LEGEND



FEMA Flood Zone: A1,B,C

Community Panel No.: 480385-0285-C

Panel Date: 11/20/91

SURVEYOR'S NOTES:

- 1. THIS SURVEY DOES NOT WARRANT OWNERSHIP. THERE MAY BE EASEMENTS, OR OTHER MATTERS NOT SHOWN.
- 2. BEARINGS, COORDINATES, DISTANCES AND ACREAGE ARE BASED ON STATE PLANE COORDINATE GRID SYSTEM, TEXAS-SOUTH CENTRAL ZONE, NAD 83 (EPOCH 2011) (US SURVEY FEET).
- 3. ELEVATIONS SHOWN ARE NAVASSO ORTHOMETRIC HEIGHTS DERIVED USING GEND71A AND ARE REFERENCED TO SMARTNET, NA TRUST, VOL. 7, PAGE 133, M.P.R.C.
- 4. TRACTS SHOWN ARE REFERENCED TO PARTITION MAP NO. 2 OF THE MCFADDIN TRUST, VOL. 7, PAGE 133, M.P.R.C.
- 5. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.

JOB NO. 16-0566 DRAWN BY: NJ SHEET 1 OF 1

**SOUTEX**  
SURVEYORS & ENGINEERS

3737 Doctors Drive  
Port Arthur, Texas 77642  
Tel. 409.983.2004  
Fax 409.983.2005  
soutexsurveyors.com

T.S.P.E. FIRM #5755 • T.X.L.S. FIRM #16123900

## Account Summary For JEFFERSON COUNTY

<p>Quote #: 5474469                  Status: Pending                  Policy Type: AP</p> <p>Originally Quoted: 1/01/1900 12:00 AM                  Quote Printed: 8/26/2016 2:22 PM EDT                  Proposed Effective: 9/22/2016 12:00 AM                  Proposed Expiration: 9/22/2017 12:00 AM</p> <p>Quoted By: Jamie Bush                  AmWINS Transportation Underwriters,                  5910 N Central Expressway, Ste 500                  Dallas, TX 75206                  Phone - (214) 528-3999                  Fax - (214) 528-9101                  jamie.bush@amwins.com</p> <p>Producer: McGriff, Seibels and Williams of                  8200 IH-10 West                  San Antonio, TX 78230                  Phone - (210) 247-4290</p> <p>DOT #: Unknown                  MC #: Unknown</p>	<table border="1"> <thead> <tr> <th><u>Symbol</u></th> <th><u>Coverage</u></th> <th><u>Limit (\$)</u></th> <th><u>Premium (\$)</u></th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Liability</td> <td>300,000 CSL</td> <td>9,504</td> </tr> <tr> <td>10</td> <td>UM - BIPD</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>10</td> <td>UIM - BIPD</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>7</td> <td>Medical Payments</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>7</td> <td>Physical Damage Total Ins Value</td> <td>See Specific Unit 153,000</td> <td>5,914</td> </tr> <tr> <td colspan="3" style="text-align: right;">Assessments</td> <td>18.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total</b></td> <td><b>\$15,436.00</b></td> </tr> </tbody> </table>	<u>Symbol</u>	<u>Coverage</u>	<u>Limit (\$)</u>	<u>Premium (\$)</u>	7	Liability	300,000 CSL	9,504	10	UM - BIPD	N/A	N/A	10	UIM - BIPD	N/A	N/A	7	Medical Payments	N/A	N/A	7	Physical Damage Total Ins Value	See Specific Unit 153,000	5,914	Assessments			18.00	<b>Total</b>			<b>\$15,436.00</b>
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Assessments			18.00																														
<b>Total</b>			<b>\$15,436.00</b>																														

Revision: 73TX2016R02

Vehicle Information

NICO-Rate Version: 8.4.0.28

<u>Unit</u>	<u>Liability</u>	<u>UM</u>	<u>UIM</u>	<u>Med Pay</u>	<u>Phys Dam</u>	<u>Cargo/ In-Tow</u>	<u>Al/Lessor</u>	<u>Unit Sub Total</u>
1 2010 FORD F-150 (38613) <b>Comp/Coll:</b> \$15,000 <b>Radius:</b> Up to 50 Miles	1,056	N/A	N/A	N/A	613	N/A	N/A	1,669
<b>Deductible:</b> 1,000/1,000								
2 2008 FORD CROWN VICTORIA (58504) <b>Comp/Coll:</b> \$15,000 <b>Radius:</b> Up to 50 Miles	1,056	N/A	N/A	N/A	613	N/A	N/A	1,669
<b>Deductible:</b> 1,000/1,000								
3 2010 FORD F-150 (18096)	1,056	N/A	N/A	N/A	613	N/A	N/A	1,669



<u>Unit</u>	<u>Liability</u>	<u>UM</u>	<u>UIM</u>	<u>Med Pay</u>	<u>Phys Dam</u>	<u>Cargo/ In-Tow</u>	<u>All/Lessor</u>	<u>Unit Sub Total</u>
<b>Comp/Coll:</b> \$15,000 <b>Radius:</b> Up to 50 Miles	<b>Deductible:</b> 1,000/1,000							
4 2008 FORD CROWN VICTORIA (54349)	1,056	N/A	N/A	N/A	613	N/A	N/A	1,669
<b>Comp/Coll:</b> \$15,000 <b>Radius:</b> Up to 50 Miles	<b>Deductible:</b> 1,000/1,000							
5 2014 FORD EXPLORER (9085E	1,056	N/A	N/A	N/A	958	N/A	N/A	2,014
<b>Comp/Coll:</b> \$30,000 <b>Radius:</b> Up to 50 Miles	<b>Deductible:</b> 1,000/1,000							
6 2010 FORD EXPLORER (5076E	1,056	N/A	N/A	N/A	665	N/A	N/A	1,721
<b>Comp/Coll:</b> \$18,000 <b>Radius:</b> Up to 50 Miles	<b>Deductible:</b> 1,000/1,000							
7 2007 FORD CROWN VICTORIA (07734)	1,056	N/A	N/A	N/A	613	N/A	N/A	1,669
<b>Comp/Coll:</b> \$15,000 <b>Radius:</b> Up to 50 Miles	<b>Deductible:</b> 1,000/1,000							
8 2007 FORD CROWN VICTORIA (07733)	1,056	N/A	N/A	N/A	613	N/A	N/A	1,669
<b>Comp/Coll:</b> \$15,000 <b>Radius:</b> Up to 50 Miles	<b>Deductible:</b> 1,000/1,000							
9 2008 FORD CROWN VICTORIA (58505)	1,056	N/A	N/A	N/A	613	N/A	N/A	1,669
<b>Comp/Coll:</b> \$15,000 <b>Radius:</b> Up to 50 Miles	<b>Deductible:</b> 1,000/1,000							

Policy Fees, Taxes, and other Assessments

<b>Premium Sub-Total</b>	<b>15,418.00</b>
<b>Texas Anti-Theft</b>	<b>18.00</b>
<b>Total Premium and Assessment - Annual</b>	<b>15,436.00</b>



## Driver Information for JEFFERSON COUNTY

NICO-Rate for Texas

National Liability & Fire Insurance Company

Policy Driver Rating Factor: 1.0036

Driver Rule B.1 Factor: 1.0056

Quote #: 5474469

Revision: 73TX2016R02

<u>Driver</u>	<u>Date of Birth</u>	<u>License Class</u>	<u>Years Exp.</u>	<u>Total Points</u>	<u>Points Factor</u>	<u>Age Factor</u>	<u>Driver Mid-Factor</u>	<u>term Unit</u>
1 Kenneth Gunner	5/1/1971	Unknown		N/A	1.0500	0.9000	0.9450	
2 Tharin Keys	11/18/1972	Unknown		N/A	1.0500	0.9000	0.9450	
3 Albert Miles	1/19/1976	Unknown		N/A	1.0500	0.9000	0.9450	
4 John Ochoa	7/27/1972	Unknown		N/A	1.0500	0.9000	0.9450	
5 Jevonne Smith-Pollard	9/18/1978	Unknown		N/A	1.0500	1.0000	1.0500	
6 Peter Taing	4/11/1985	Unknown		N/A	1.0500	1.1500	1.2075	
7 Jennifer Vogel	7/26/1970	Unknown		N/A	1.0500	0.9000	0.9450	
8 Harvey Ibarra	11/2/1982	Unknown		0	1.0000	1.1500	1.1500	
9 Donald Jackson	3/13/1972	Unknown		0	1.0000	0.9000	0.9000	

**JEFFERSON COUNTY SHERIFF'S OFFICE****SHERIFF G. MITCH WOODS**CHIEF TIM SMITH  
*LAW ENFORCEMENT*CHIEF GEORGE MILLER  
*CORRECTIONS*CHIEF MARK DUBOIS  
*SERVICES*CHIEF RON HOBBS  
*NARCOTICS*

To: Honorable Judge Jeff R. Branick  
Commissioner Eddie Arnold  
Commissioner Brent Weaver  
Commissioner Michael Sinegal  
Commissioner Everette Alfred

From: G. Mitch Woods, Sheriff

Subject: Retiring Major – Daren R. Cassidy

Date: September 22, 2016

Please place the following item on the Commissioners' Court agenda for September 26, 2016.

Consider and possible adopt a Resolution recognizing Daren R. Cassidy, for 31 years of dedicated service as a Major in Corrections at the Jefferson County Correctional Facility for the Jefferson County Sheriff's Office and to the citizens of Jefferson County and wishing him well in his retirement.

Sincerely,

G. Mitch Woods, Sheriff  
Jefferson County, Texas



# Resolution

STATE OF TEXAS

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COMMISSIONERS COURT

COUNTY OF JEFFERSON

OF JEFFERSON COUNTY, TEXAS

BE IT REMEMBERED at a meeting of Commissioners Court of Jefferson County, Texas, held on the \_\_\_\_ day of \_\_\_\_\_, 2016, on motion made by \_\_\_\_\_, Commissioner of Precinct No. \_\_\_\_, and seconded by \_\_\_\_\_, Commissioner of Precinct No. \_\_\_\_, the following Resolution was adopted:

**WHEREAS, *Daren R. Cassidy***, has devoted 31 years of his life serving the people of Jefferson County with pride and professionalism; and

**WHEREAS, *Daren R. Cassidy***, has dedicated his talents and services as a Corrections Officer, a Sergeant, a Lieutenant and a Captain in the Correctional Facility for the Jefferson County Sheriff's Office; and

**WHEREAS, *Daren R. Cassidy***, has pledged his services as a Peace Officer, making an outstanding contribution to law enforcement and the quality of criminal justice in Jefferson County, serving as a Major in Corrections at the Jefferson County Correctional Facility, which includes performing highly supervisory and administrative work directing staff responsible for the overall operation of the facility; of applicable policies, procedures, rules and regulations for the care and custody of inmates, also responding to emergency situations involving the evacuation of inmates for two hurricanes, for the Jefferson County Sheriff's Office; and

**WHEREAS**, through hard work and commitment to excellence, ***Daren R. Cassidy***, has earned the respect of his colleagues and the citizens of Jefferson County; and

**WHEREAS**, having made a significant contribution to the Jefferson County Sheriffs' Office, ***Daren R. Cassidy***, is recognized for his unselfish devotion to the common good and welfare of the citizens of Jefferson County; and will always be missed by his friends and co-workers.

**NOW THEREFORE, BE IT RESOLVED** that the Jefferson County Commissioners Court does hereby honor and commend ***Daren R. Cassidy***, for his dedicated service as a valuable employee of Jefferson County and wishes him well in his retirement.

SIGNED this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
**JUDGE JEFF R. BRANICK**  
County Judge

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**COMMISSIONER EDDIE ARNOLD**  
Precinct No. 1

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**COMMISSIONER MICHAEL S. SINEGAL**  
Precinct No. 3

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**COMMISSIONER BRENT WEAVER**  
Precinct No. 2

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**COMMISSIONER EVERETTE D. ALFRED**  
Precinct No. 4



# JEFFERSON COUNTY SHERIFF'S OFFICE

## SHERIFF G. MITCH WOODS

CHIEF TIM SMITH  
*LAW ENFORCEMENT*

CHIEF GEORGE MILLER  
*CORRECTIONS*

CHIEF MARK DUBOIS  
*SERVICES*

CHIEF RON HOBBS  
*NARCOTICS*

To: Honorable Judge Jeff R. Branick  
Commissioner Eddie Arnold  
Commissioner Brent Weaver  
Commissioner Michael Sinegal  
Commissioner Everette Alfred

From: G. Mitch Woods, Sheriff

Subject: Retiring Peace Officer – Cathy S. Werner

Date: September 22, 2016

Please place the following item on the Commissioners' Court agenda for September 26, 2016.

Consider and possible adopt a Resolution recognizing Cathy S. Werner, for 22 years and 9 months of dedicated service as a Peace Officer in the Internal Affairs Division of the Jefferson County Sheriff's Office and to the citizens of Jefferson County and wishing her well in her retirement.

Sincerely,

G. Mitch Woods, Sheriff  
Jefferson County, Texas



# Resolution

STATE OF TEXAS

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COMMISSIONERS COURT

COUNTY OF JEFFERSON

OF JEFFERSON COUNTY, TEXAS

BE IT REMEMBERED at a meeting of Commissioners Court of Jefferson County, Texas, held on the \_\_\_\_ day of \_\_\_\_\_, 2016, on motion made by \_\_\_\_\_, Commissioner of Precinct No. \_\_\_\_\_, and seconded by \_\_\_\_\_, Commissioner of Precinct No. \_\_\_\_\_, the following Resolution was adopted:

**WHEREAS, *Cathy S. Werner***, has devoted 23 years of her life serving the people of Jefferson County with pride and professionalism; and

**WHEREAS, *Cathy S. Werner***, has dedicated her talents and pledged her services as an Office Specialist in the Fugitive Warrant Division to the Jefferson County Sheriff’s Office; and

**WHEREAS, *Cathy S. Werner***, has pledged her services as a Corrections Officer and as a Peace Officer, making an outstanding contribution to law enforcement and the quality of criminal justice in Jefferson County, serving as a Deputy in the Internal Affairs Division, assisting in the investigations of officers involvement in violations of facility or departmental rules, regulations, policies, or violations of law on the part of inmates, staff, or visitors, for the Jefferson County Sheriff’s Office; and

**WHEREAS**, through hard work and commitment to excellence, ***Cathy S. Werner***, has earned the respect of her colleagues and the citizens of Jefferson County; and

**WHEREAS**, having made a significant contribution to the Jefferson County Sheriffs’ Office, ***Cathy S. Werner***, is recognized for her unselfish devotion to the common good and welfare of the citizens of Jefferson County; and will always be missed by her friends and co-workers.

**NOW THEREFORE, BE IT RESOLVED** that the Jefferson County Commissioners Court does hereby honor and commend ***Cathy S. Werner***, for her dedicated service as a valuable employee of Jefferson County and wishes her well in her retirement.

SIGNED this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
**JUDGE JEFF R. BRANICK**  
County Judge

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**COMMISSIONER EDDIE ARNOLD**  
Precinct No. 1

\_\_\_\_\_  
**COMMISSIONER MICHAEL S. SINEGAL**  
Precinct No. 3

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**COMMISSIONER BRENT WEAVER**  
Precinct No. 2

\_\_\_\_\_  
**COMMISSIONER EVERETTE D. ALFRED**  
Precinct No. 4

**Special, September 26, 2016**

There being no further business to come before the Court at this time,  
same is now here adjourned on this date, September 26, 2016