



Tyler County Policy for County Facilities

Effective Date: February 8, 2021

PURPOSE

The purpose of this policy is to establish guidelines and accountability for the expenditure of taxpayer funds used in caring for and maintaining all County facilities. The processes used should always provide the best value for the County, while providing an open and fair process for vendors.

The policy is to be approved by Tyler County Commissioner's Court. Therefore, as necessary, appropriate revisions may be made to this policy at the discretion of the Commissioner's Court.

This policy is for the use of Tyler County Employees and Officials and is designed to assist them in complying with the correct procedure when needing improvements or repairs to their facility and or offices.

PROCEDURES

Each County facility has a Primary Elected Official who is the person over it. (See attached list) The Primary Official for the facility is the person you should contact if you need something for your location. The Primary elected official over the building is the one that needs to approve the expense before the county is obligated in any way. When it is authorized the bill must be signed by the Primary Official for that facility before being submitted to the County Auditor for payment. If proper procedures are not followed the expense could be subject to being paid out of the departments own budget that made an unauthorized purchase. There is also an alternate person for each of the facilities as well. Alternates should only be contacted if the Primary Elected Official is unavailable.

EMERGENCY PURCHASING

Emergency purchases are authorized in extremely limited circumstances: (a) in the event of public calamity for the benefit of the County citizens or to protect public property; (b) in order to protect the public health or safety of County residents; or (c) when made necessary by unforeseen damage to public property.

Departments

Department

Agri-Life
Department of Public Safety
Emergency Management
Maintenance/Custodial
Veteran's Service
Kirby Memorial Chapel

Primary

Commissioner Hudson
Commissioner Hudson
Judge Blanchette
Commissioner Marshall
Commissioner Blacksher
Commissioner Pct. 2

Alternate

Commissioner Blacksher

Commissioner Marshall (Pro-Tem)

Commissioner Hudson

Approved in Commissioner's Court

Date

Attest

Johns
signature

III. CONSIDER / APPROVE / INFORMATIONAL

- A. Budget Amendments/Line Item Transfers – J. Blanchette/J. Skinner**
- B. Informational: Expansion of Poll Workers for Upcoming Primary Election, Paid from Existing Line Item Budget – J. Blanchette/Donce Gregory, County Clerk**
- C. Election Contracts for the Primary Election with the Tyler County Democratic Party and Tyler County Republican Party - J. Blanchette/D. Gregory, County Clerk**
- D. Authorizing a Delivery Supervisor for Election Equipment Delivery and Setup per Election Code 51.009 - J. Blanchette/D. Gregory, County Clerk**
- E. Appointment of 2020 Census Complete County Committee - J. Blanchette**
- F. Appointment of County Treasurer/Human Resources Officer as Cybersecurity Training Administrator - J. Blanchette**
- G. Appointment of Cybersecurity Training Information Administrator - J. Blanchette**
- H. Permitting Sale of Fireworks During Texas Independence Day (March 2) - J. Blanchette**
- I. Bond of Emergency Services District #3 Treasurer - J. Blanchette**
- J. Submittal of 2020 Eminent Domain Report - J. Blanchette**
- K. Initiating Procurement for Administration of the County's Hurricane Harvey Program - J. Blanchette/Ken Jobe, Emergency Management Coordinator**
- L. Appointing a Committee to Rate the Proposals for the Buyout Program and Make a Recommendation to the Commissioners Court for Selection of an Administrator - J. Blanchette/K. Jobe, Emergency Management Coordinator**
- M. Seek Bids for Preventive Maintenance (PM) for County-owned Generators (6 Total) - J. Blanchette/K. Jobe, Emergency Management Coordinator**
- N. Increase Fee for Pipeline Crossings in Tyler County – M. Nash**
- O. Memorandum of Understanding Between the City of Woodville and Tyler County for the Parking and Storage of County Equipment and Materials on City Property – S. Sturrock**
- P. Work-Based Learning Agreement Between Tyler County and Workforce Solutions Deep East Texas Contractor at No Cost to County - S. Sturrock**
- Q. Reimbursement to the Tyler County Softball Association – M. Marshall**
- R. Initiating the Procurement Process for the Engineering and Administrative Services for the Mitigation Programs (Hurricane Harvey Recovery) - M. Marshall**
- S. Appoint a Selection Committee to Develop the Scopes of Work and Make a Recommendation to the Court for Awarding of the Received Proposals for the Hurricane Harvey Recovery Mitigation Program - M. Marshall**

IV. JUDGE'S REPORT - Courthouse Remediation Update

A motion was made by **Judge Blanchette** and seconded by **Commissioner Sturrock** to approve the **contracts with the Tyler County Democratic Party and the Tyler County Republican Party**. All voted yes and none no. SEE ATTACHED CONTRACTS

Judge Blanchette reported to the court the distribution method that has been in place for the delivery of election equipment by Michael Greaff on behalf of the Sheriff's department. Due to the Sheriff having opposition on the primary ballot, **Judge Blanchette** motioned to authorize a delivery supervisor for the delivery of **election equipment and setup** per Election Code 51.009. **Commissioner Nash** seconded the motion. Commissioner Nash volunteered to work with the Judge to find a delivery supervisor. All voted yes and none no.

Commissioner Sturrock motioned to table the appointment of a 2020 Census Complete County Committee until the February 24th meeting. **Commissioner Marshall** seconded the motion. All voted yes and none no.

A motion was made by **Commissioner Marshall** to appoint the County Treasurer/Human Resource Officer as the **Cybersecurity Training Administrator**. **Commissioner Hudson** seconded the motion. All voted yes and none no. SEE ATTACHED

No action was taken on Item G: Appointment of **Cybersecurity Training Information Administrator**

A motion was made by **Commissioner Marshall** to permit the sale of **Fireworks** during Texas Independence Day (March 2nd). **Commissioner Nash** seconded the motion. All voted yes and none no. SEE ATTACHED

A motion was made by **Judge Blanchette** to approve the bond of the **Emergency Services District #3 Treasurer**. **Commissioner Marshall** seconded the motion. All voted yes and none no. SEE ATTACHED BOND

A motion was made by **Judge Blanchette** and seconded by **Commissioner Marshall** to **submit the 2020 Eminent Domain Report** with no changes from last year. All voted yes and none no. SEE ATTACHED

Commissioner Marshall motioned to initiate procurement for administration of the County's **Hurricane Harvey Program**. **Commissioner Sturrock** seconded the motion. All voted yes and none no.

A motion was made by **Commissioner Sturrock** to appoint Jackie Skinner, Ken Jobe and Judge Blanchette as the committee to rate the proposals for the **buy-out program** and make a recommendation to the commissioners' court for the selection of an administrator. The motion was seconded by **Commissioner Marshall**. All voted yes and none no.

A motion was made by **Commissioner Marshall** to seek bids for preventative maintenance for six **county owned generators**. **Commissioner Sturrock** seconded the motion. All voted yes and none no.

Commissioner Nash motioned to increase the **permit fee for pipeline crossings** in Tyler County from \$1000 (2013) to \$1500. The motion was seconded by **Commissioner Marshall**. All voted yes and none no.

Commissioner Sturrock made a motion to approve the **Memorandum of Understanding with the City of Woodville** for parking and storage of county equipment and materials on city property. **Commissioner Hudson** seconded the motion. All voted yes and none no. SEE ATTACHED

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