
CITY OF PORT LAVACA

MEETING: FEBRUARY 9, 2026 **AGENDA ITEM** ____

DATE: 2.05.2026

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: **CONSIDER APPROVAL OF CHANGE ORDER #1 CITY HALL PHASE 4 SECURITY IMPROVEMENTS**

Background:

Recently the Court Security Committee met and made a recommendation to amend the current City Hall Phase 4 Security upgrade construction contract to add a door between the Municipal Court Clerk's office and office 103 in order to facilitate office 103 to be used for the Municipal Judge.

Installing this door does not require Office 103 to be assigned for the Municipal Judge, but it would be of benefit if the office was used at any time by our Municipal Judge. If the Office is assigned to someone other than the Judge, the door would simply remain locked, with the locking control being on the Municipal Court Clerk's side.

A part-time municipal judge would use the office as an official workspace (apart from the clerk's offices as is the current arrangement) on an as needed basis when performing judicial duties. This means on court days the office could be used for reviewing dockets, files, and motions, meeting briefly with the clerks or other court personnel, signing orders, warrants, and judgments and possible handling plea agreements approvals. It may also be used by the judge as a space to retire to during court recesses.

Outside of court dates, the judge may use the office on an as needed basis for reviewing case files, signing paperwork the clerk has prepared, reviewing plea agreements, addressing warrants or other judicial matters. The prosecutor could occasionally use a judge's office to present the judge with a potential plea agreement or engage in a discussion with the judge and defense attorney (or defendant).

Another use mentioned was a place to house a 6-member jury during jury trials.

Financial Implication:

The cost to add this door is \$2,230.00. There is built into the current contract amount a \$15,000 contingency from which this \$2,230 could be paid, which would reduce the available contingency to \$12,770.

This Change order is within the dollar amount I am able to approve, however I am bringing this to Council for approval on the consent agenda. I wanted to give Council an opportunity to weigh in, as this was something which was discussed early on in the planning process and the decision at that time was not to include the door.

Recommendation: Approve Change Order # 1 in the amount of \$2,230.00.