

# DRAFT

## Official Minutes for Webb County Commissioners Court Meeting

Monday, May 23, 2016 at 9:00 AM  
(Approved DATE)

Let it be remembered that a regular meeting of the Webb County Commissioners Court was held at 9:00 a.m. at the regular meeting place with the following members present to wit:

Tano E. Tijerina,	County Judge
Frank Sciaraffa,	Commissioner, Pct. 1
Rosaura "Wawi" Tijerina,	Commissioner, Pct. 2
John C. Galo,	Commissioner, Pct. 3
Jaime Alberto Canales,	Commissioner, Pct. 4

Thus constituting a quorum, the Commissioners Court proceeded to act upon the Agenda as posted in the meeting notice of the 20th day of May 2016. Present also were Ms. Virginia Martinez, Deputy County Clerk representing Mrs. Margie Ramirez Ibarra, Ex-officio Clerk of the Commissioners Court, various officers and others interested in the business of the Court.

### CALL TO ORDER BY THE HONORABLE TANO E. TIJERINA, WEBB COUNTY JUDGE

1. **Roll Call by Ms. Brigette Garay, Co-Chief Deputy County Clerk on behalf of the Honorable Margie Ramirez-Ibarra, Webb County Clerk**
2. **Pledge of Allegiance/Invocation**
3. **Approval of Bills, Payroll, and Monthly Report**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to open up Consent Agenda item #5.a.

**Vote:** 5 - 0 Motion Carried

Accounts Payable Supervisor, Mrs. Deyanira Saenz Villafranca presented the Checks, Ratification of Payroll for May 20, 2016, Side Bills, and last minute requests for fourteen (14) travels pending approval.

Motion by Commissioner, Pct. 4 Jaime Alberto Canales

Cmr. Canales withdrew his motion.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 3 John C. Galo

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (ABSTAIN)

County Treasurer, Ms. Delia Perales presented the monthly report for April 2016.

5. **Honorable Rosaura "Wawi" Tijerina, Webb County Commissioner Pct. 2**

- a. **Discussion and possible action to authorize the county clerk to correct the minutes of the agenda meeting of May 9, 2016, item #18 a. (Accept a donation of \$1,400 to the Larga Vista Community Center), to reflect the correct name of the donor which is “Cigna”, not Cigna Healthspring which was incorrectly stated in the agenda item.**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura “Wawi” Tijerina to approve the County Treasurer's monthly report as amended with Consent Agenda item #5.a.

**Vote:** 5 - 0 Motion Carried

4. **Public Comment - This section provides the public the opportunity to address the Commissioners Court on any items on the Agenda. Members of the public wishing to participate must complete a Witness Card specifying which agenda item they wish to comment on. Each public member, individually or in a group, will be allowed a total of Three (3) minutes within which to make any/all public comments.**

No one signed up for Public Comment.

#### **COURT TO DISCUSS AND ACT ON THE FOLLOWING:**

**CONSENT AGENDA: At most meetings, the Commissioners Court establishes a Consent Agenda. it consists of those Agenda Items which are routine or non-controversial, and which neither a member of the Commissioners court has asked to be pulled for discussion. Once the Commissioners Court has established the Consent Agenda, Agenda Items included on it will be voted upon in one vote, and will not be discussed separately unless requested by the County Judge or Commissioners.**

The consent agenda has been created in order to give constituents the opportunity to view any and all pertinent backup information with reference to any item in the agenda. The objective of the consent agenda is for all Webb County constituents to be familiar with everyday county business and to demonstrate the transparency and fairness of this Commissioners Court.

The following Agenda Items are of a routine nature, and the Commissioners Court has received supporting materials for consideration. All of these Agenda Items will be passed with one vote without being discussed separately, unless a member of the Commissioners Court or the public requests that a particular Agenda Item be discussed. If so, that Agenda Item will be pulled from the Consent Agenda and discussed as part of the regular Agenda at the appropriate time. One vote will approve the remaining items on the Consent Agenda.

#### **CONSENT ITEMS**

6. **Community Action Agency**
  - a. **Discussion and possible action to accept a donation in the amount of Ninety Six Dollars and Eighty Seven Cents (\$96.87) from Reliant Energy Retail Services, LLC. The Webb County Community Action Agency will utilize these funds to assist qualified Reliant Energy clients. [Account #902-4202-7004]**

**Issue:** Webb County Community Action Agency received a check in the amount of \$96.87 from Reliant Energy.

**Solution:** The contribution will provide funding for energy assistance payment to Reliant Energy customers.

**Result:** Webb County Community Action Agency will accept enrollment application

from potential clients and qualify Reliant Energy customers as eligible recipients in accordance with Reliant Energy program requirements.

- b. Discussion and possible action to accept a check in the amount of Six Thousand Two Hundred Fifty Dollars (\$6,250.00) from Reliant Energy Retail Services, LLC. The Webb County Community Action Agency will utilize these funds to assist qualified Reliant Energy clients. [Account #902-4202-7004]

Issue: Webb County Community Action Agency will receive a check in the amount of \$6,250.00 from Reliant Energy Retail Services, LLC.

Solution: The contributions will provide funding for energy assistance payment to Reliant Energy customers under the CARE program.

Result: Webb County Community Action Agency will accept enrollment applications from potential clients and qualify Reliant Energy customers as eligible recipients in accordance with Reliant Energy Care program requirements.

- c. Discussion and possible action to approve the posting and filling of the following Slot, subject to the availability of payroll funds and any applicable Civil Service guidelines, effective May 23, 3016:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
1220	Head Cook	\$9.36

Issue: Slot is currently vacant.

Solution: Request is being submitted to fill slot.

Result: The filling of this slot will allow the department to effectively continue the flow of work at Meals on Wheels program.

- d. Discussion and possible action to approve conducting Category "B" Elections to fill current vacancy as per the Governing Regulations of the Advisory Board of the Webb County Community Action Agency. The Advisory Board shall be composed of membership that complies with the Community Services Block Grant - Texas Administrative Code Rule 5.215. Election will be held on Friday, May 27, 2016 for a Representative and Alternate for Area IV-Azteca-Guadalupe in the Lilia B. Perez Community Center located at 4420 Santa Maria Road from 9:00 a.m. till 5:00 p.m.

Issue: To hold Election to fill current vacancy for Representative and Alternate for Area IV- Azteca-Guadalupe.

Solution: The Advisory Board shall be composed of membership that complies with the Community Services Block Grant-Texas Administrative Code Rule 5.215.

Result: Webb County Community Action Agency will be in compliance with the Texas Administrative Code Rule 5.215.

- e. Discussion and possible action to approve conducting Category "B" Elections to fill current vacancy as per the Governing Regulations of the Advisory Board of the Webb County Community Action Agency. The Advisory Board shall be composed of membership that complies with the Community Services Block Grant - Texas Administrative Code Rule 5.215. Election will be held on Tuesday, May 31, 2016 for a Representative and Alternate for Area X- El Cenizo - in El Cenizo Community Center located at 3519 Cecilia Lane from 9:00 a.m. till 5:00 p.m.

**Issue:** To hold Election to fill current vacancy for Representative and Alternate for Area X- El Cenizo Community Center.

**Solution:** The Advisory Board shall be composed of membership that complies with the Community Services Block Grant-Texas Administrative Code Rule 5.215.

**Result:** Webb County Community Action Agency will be in compliance with the Texas Administrative Code Rule 5.215.

**7. Honorable Margie Ibarra, County Clerk**

**a. Approval of Minutes for May 9, 2016**

**b. Discussion and possible action to approve the Preservation of the Records Archive Contract between Webb County and Kofile Technologies, Inc., TXMAS Contract #13-36010 pursuant to Sections 271.101 and 271.102 Subchapter F, Cooperative Purchasing Program, Texas Local Government Code, in an amount not to exceed \$600,000 for the preservation of Commissioners Court Minutes dated 1891 through 1941 and to allow for partial payments as work is completed, subject to annual budget appropriation and authorizing the County Judge to sign any relevant documents. [Accounts #005-1120-6022 (Professional Services) and #009-1120-6022 (Professional Services)]**

**Issue:** The County Clerks' Office currently has Commissioners Court Minutes dating from 1891 through 1941 that are in desperate need of preservation.

**Solution:** To preserve all historical Webb County Commissioners Court Minutes.

**Result:** The Commissioners Court Minutes will avoid further deterioration and be accessible for public view.

**8. Economic Development**

**a. Discussion and possible action to authorize the Economic Development Department to develop and submit a Small Business Service Provider Grant application to the Office of the Governor's Business Assistance Division in an amount not to exceed Ten Thousand Dollars (\$10,000). The purpose of the application is to offer and promote activities that will benefit small businesses and Historically Underutilized Businesses (HUBs) by raising awareness and providing opportunities for obtaining financial assistance to residents in the rural areas of Webb. A Twenty percent (20%) In-Kind match will be provided. This action will have no impact the County's General Fund and will not create any new positions.**

**Issue:** May local programs geared towards small business development are not adequately promoted or offered in the rural areas of Webb.

**Solution:** Webb County will seek funds to offer and promote small business development activities, with a focus on rural residents.

**Result:** The development and submission of a Small Business Service Provider Grant application that will target rural residents as beneficiaries of small business development activities.

- b. Discussion and possible action to authorize the Economic Development Department to develop and submit a Solid Waste Management Program application to the South Texas Development Council (in cooperation with the Texas Commission on Environmental Quality) in an amount not to exceed Thirty Thousand Dollars (\$30,000) for education and training activities that will benefit rural Webb. This action will have no impact on the County's General Fund and will not create any new positions.

Issue: There is a lack of solid waste management initiatives in the rural areas of Webb.

Solution: Webb County seeks funding opportunities that will offer solid waste management activities for the benefit of rural Webb County residents.

Result: The development and submission of a Solid Waste Management Program application to address the lack of initiatives aimed at alleviating solid waste pollution in rural Webb.

9. **Engineering**

- a. Discussion and possible action to authorize an exemption and approve the following line item transfer request:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	744-0115-6000-07	Infrastructure Environment	\$6,095	\$279,022	\$272,927
To:	645-8001-6022	Professional Services	\$6,095	\$0	\$6,095

Issue: Engineering Contract for the Colorado Acres-Highway 59 Water Improvement Project was approved February 22, 2016 but the Geotechnical Services fees were not included in the contract.

Solution: Approval of transfer for payment of services.

Result: Improvements to the Water Plant Facility (U.S. Hwy 59).

- b. Discussion and possible action to approve and ratify payment in the amount of \$6,095.00 to LNV Engineering, Inc., for Geotechnical Services fees, which were not included as part of the contract amount, on the Engineering Contract for the Colorado Acres-Highway 59 Water Improvement Project. This project was approved in Commissioners Court February 22, 2016. [Account #645-8001-6022 (Professional Services)]

Issue: Water storage and dispenser improvements.

Solution: The Texas Community Development Block Grant received from the Texas Department of Agriculture to improve the plan were utilized.

Result: Water Plant improvements to the Water Plant Facility (U.S. Hwy 59).

10. **Head Start**

- a. Discussion and possible action to approve an amended agreement between Webb County Early Head Start Child Care Partnership and Dr. Miroslava Vargas DBA, Education Center, to reflect changes to the terms of the agreement, and authorize the County Judge to sign and execute all relevant documents.

Issue: The current contract reflects a maximum number of enrolled children to be 40 (4 classrooms), and the current contract allows for reimbursement of the cost of utilities for Early Head Start classrooms.

**Solution:** The amended agreement will reflect a maximum number of enrolled Early Head Start children to be 56 (7 classrooms), and the new amended agreement will allow for the invoicing of rent, not to exceed \$400 per month per classroom.

**Result:** The Education Center will have an increased enrollment of children and invoicing will be streamlined to include monthly rent versus reimbursement of the cost of utilities.

- b. **Discussion and possible action to approve an agreement between Webb County Early Head Start Child Care Partnership Program and Anna Guerra, DBA Regina's School House, to reflect agreement dates of June 1, 2016 through August 31, 2016 (remainder of first 18 month grant period).**

**Issue:** The Webb County Early Head Start Child Care Partnership agreement between Kristina Renee Gonzalez, DBA Crayon Company, will end on May 31, 2016.

**Solution:** The Webb County Early Head Start Child Care Partnership program will enter into an agreement with a new Partner versus renegotiating a new agreement with the current Partner.

**Result:** Anna Guerra, DBA Regina's School House, will partner with Webb County Early Head Start Child Care Partnership Program to provide Early Head Start services to 16 children (2 classrooms).

- c. **Discussion and possible action to extend pay periods for One (1) Licensed Vocational Nurse, Two (2) Education Assistants, One (1) Health Assistant, Two (2) Specialized Services Assistants, One (1) Bus Driver Supervisor, Two (2) Bus Drivers, One (1) Handy Man, One (1) Food Transporter, Seven (7) Part Time Substitute Teachers, One (1) Part Time Classroom Aide, and Twelve (12) Area Service Managers for the 2015 - 2016 Fiscal Year.**

**Issue:** Due to payroll savings from leave without pay, vacant positions, FMLA, and the like, funds are available in the Personnel and Fringe Benefits line items that will be returned to the Federal government if not used for payroll purposes.

**Solution:** Authorize the extension of pay periods for the above mentioned staff for the remainder of the current fiscal year to benefit program operations in the summer months.

**Result:** The Head Start program will have additional staff support in the summer months to assist with Pre-Service planning, staff trainings, curriculum packets, child folders, classroom cleaning and set up, and playground maintenance.

- d. **Discussion and possible action to approve the 2016 - 2019 Head Start, Early Head Start, and Child Care Partnership Strategic Plan.**

**Issue:** Head Start programs are mandated to develop multi-year (long-range) program goals and short-term program and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Head Start and Early Head Start, and reflect the findings of the program's annual self-assessment.

**Solution:** Provide input, discussion, and feedback for program planning and approve the 2016 - 2019 Strategic Plan.

**Result:** The Head Start program will develop and implement a systematic, ongoing process of program planning via a Strategic Plan and in consultation with the Webb

**County Commissioner's Court and the Policy Council.**

- e. Discussion and possible action to approve the "Head Start/Early Head Start Refunding Application" for the 2016 - 2017 fiscal year in the amount of \$9,796,195 (Federal Share) and \$2,449,050 (Non-Federal Share) for a total amount of \$12,245,245, with a 1.5% Cost of Living Adjustment for all Full Time staff.
- f. Discussion and possible action to approve the "Early Head Start Child Care Partnership Refunding Application" for the 2016 - 2017 fiscal year in the amount of \$749,531 (Federal Share) and \$187,383 (Non-Federal Share) for a total amount of \$936,914, with a Cost of Living Adjustment for all Full Time employees.
- g. Discussion and possible action to approve the 2016 Training & Technical Assistance Plan.

**Issue:** The Head Start, Early Head Start, and Child Care Partnership program is mandated to have a staffing plan that addresses staff qualifications, job descriptions, staffing levels, and linkage to education and training that will allow staff to advance through various roles with increasing levels of responsibility and compensation.

**Solution:** Approve and implement the 2016 TTA Plan.

**Result:** The program will have an approved plan in place to address staff's training needs related to their duties.

- h. Discussion and possible action to approve the posting and filling of the following Slots:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Pay Periods</u>
1431	Part Time Custodian	\$9.61	26
2168	Family Service Worker	\$15.69	26

**11. Planning & Physical Development**

- a. Discussion and possible action to issue a "Certificate of Compliance with Plat Requirements" to authorize an electrical utility connection pursuant to Section 232.029 (c)(2), Local Government Code, to an unplatted 5.1524 acre tract of land, more or less, known as South ½ of 2, out of Abstract 525, Survey 1713, as further described in Vol. 562, Pgs. 175-178, Webb County Deed Records. (ID 4698).

**Issue:** Item is a regulatory compliance issue regarding real property development provisions of state law and local regulations with particular emphasis on the Model Subdivision Rules enacted for residential subdivisions. Commissioners Court must certify to certain property conditions before utility service connections may be authorized.

**Solution:** As reflected in agenda backup, staff has verified compliance matters and recommends the Court's approval of this certificate.

**Result:** If approved, applicant may connect property to water and sewer services. If not approved, water and sewer connection to property is prohibited.

**12. Purchasing**

- a. Discussion and possible action to award the following annual contracts, effective October 1, 2016:

**Bid 2017-17 - Annual Contract for Fire Extinguishers (Inspection, Maintenance, Repair) to Simplex Grinnell (Primary), Profire (Secondary)**

**Bid 2017-25 - Annual Contract for Glass Replacement to South Texas Auto Rebuilders (Primary), Nany's Auto Glass (Secondary)**

**Bid 2017-36 - Annual Contract for Fire Suppression Systems (Maintenance/Repair, Inspections, & Installations)- Simplex Grinnell (Primary), Profire (Secondary)**

**Bid 2017-42 - Annual Contract for Auto Electrical Repair Service to South Texas Auto Rebuilders & Top Gun Performance Tuning, LLC**

**Bid 2017-76 - Annual Contract for Electrical Repair for Buses (School & Transient)- South Texas Auto Rebuilders, Inc.**

- b. Discussion and possible action to award RFQ 2016-54 Drug Court Out-Patient Treatment Provider to Pillar.

**Issue: A provider is currently needed to provide out-patient treatment services for substance abuse, and co-occurring psychiatric disorders. This is a best practice standard for drug court programs.**

**Solution: Solicit a contract for a provider.**

**Result: The Drug Court program will have a provider to treat the above stated conditions.**

13. Honorable Martin Cuellar, Sheriff

- a. Discussion and possible action to ratify and approve a Ten (10) month digital advertising agreement between El Manana DBA Laredo Digital and the Webb County Sheriff's Office for an amount not to exceed \$5,000.00, effective December 2015 through September 2016, and authorizing the County Judge to sign all relevant documents and any other matters incident thereto. [Federal Forfeiture Funds, Account #170-2001-6707 (Drug Free Campaign)]

**Issue: Purchase Order was issued on December 1, 2015, #16-0002738 for digital ads. PO was provided to vendor to proceed with services. Purchasing added comments referencing TX Local Gov. Code 262.024 Discretionary Exemption rules for personal and/or professional services. Since this discretionary exemption requires Court approval, no authorization for payment for services rendered have been released by Auditors.**

**Solution: Secure Commissioners Court approval on Discretionary exemption documented on purchase order to pay for past due months and continue with digital ads services through September 2015 as documented on purchase order.**

**Results: Pay vendor for past due months and comply with TX Local Code statute printed on purchase order issued to vendor on 12/1/2015.**

- b. Discussion and possible action to authorize the Interim Purchasing Agent to purchase One (1) 2016 Chevrolet Tahoe Police pursuit vehicle from Holiday Ford and Holiday Chevrolet (DBA Johnson Grayson Automotive, Inc.) in an amount not to exceed \$52,000.00; pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Sub-chapter F. Cooperative Purchasing Programs, State of Texas Contract #071-A1-2014/15. [Account #346-2001-8801 (2015 Operation Stone Garden Grant)]

**Issue: 2015 OPSG allocated funding for the purchase of one marked police unit for border security operations.**

**Solution:** Proceed with approved budget and allocation of monies for the purchase of one (1) marked police unit from Holiday Ford/Chevrolet.

**Result:** Marked police unit will be fully equipped with proper communication for the safety of Deputy and the general public.

- c. Discussion and possible action to authorize the Interim Purchasing Agent to purchase One (1) APX7500 Dual Band High Power Mobile radio from Motorola Solutions in an amount not to exceed \$5,996.63; pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Sub-chapter F. Cooperative Purchasing Programs, HGAC Contract #RA05-15. [Account #346-2001-6224 (2015 Operation Stone Garden Grant)]

**Issue:** 2015 OPSG allocated funding for the purchase of one mobile radio for placement on marked unit to be used for border security operations.

**Solution:** Proceed with approved budget and allocation of monies for the purchase of one (1) mobile radio from Motorola solutions.

**Result:** Approved marked unit will be equipped with proper communication for the safety of Deputy and the general public.

- d. Discussion and possible action to approve a Six (6) month advertising agreement between Creativa Media Group, Inc. DBA Stereo 91.3 and the Webb County Sheriff's Office for an amount not to exceed \$4,600.00, effective June 1, 2016 through November 30, 2016, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [State Forfeiture Funds, Account #168-2001-6707 (Drug Free Campaign)]

**Issue:** The Webb County Sheriff will utilize multiple sources of media outlets to educate the general public on law enforcement topics.

**Solution:** State forfeiture funds will be used to secure a 6 month radio advertising agreement with Creativa Media Group, Inc.

**Result:** Monthly radio spots on a variety of law enforcement topics, such as Crime stoppers TIP program, Cyber crimes, gun safety, and other important topics for public education.

**14. Honorable Patricia A. Barrera, Tax-Assessor- Collector**

- a. Discussion and possible action to approve the following refunds:

a) The amount of \$2,784.92 to Popp Hutcheson PLLC, Account #97820001010, as per Supplement 9 Certified 2015, Adjust value per judgment from District Court 406th Judicial District for 2014 through 2015 for following Cause #2014CV8001622-D4.

b) The amount of \$4,746.90 to be distributed as follows: \$3,925.16 to Webb County Unlimited Resources and \$821.74 to Webb County Tax Office. Account #997169601459380, as per Supplement 9 Certified 2015, Protest 2014-11142 resolved on 04/21/16 adjust value per agreement/withdrawal of protest signed for 2014.

**Issue:** a) Account #97820001010 had the value adjusted per Cause #2014CV8001622-D4 for years 2014 through 2015. This adjustment generated a refund since the account had been paid prior to receiving the adjustment from the Webb County Appraisal District. b) Account #997169601459380 had the value adjusted as per Protest 2014-11142 since agreement/withdrawal of protest was signed for 2014.

This adjustment generated a refund since the account had been paid prior to receiving the adjustment from the Webb County Appraisal District.

**Solution:** Refund said amounts to all entities for their over-payments.

**Result:** The monies will be reimbursed to the appropriate taxpayers and any pending taxes will be satisfied.

- b. Discussion and possible action to approve a refund in the amount of \$7,006.66 to American Tax Reporting Inc. - Tax Payment Processing. Account #98600007020 was noted twice in list of property tax accounts provided by the entity.

**Issue:** American Tax Reporting Inc. erroneously paid Account #98600007020 twice which resulted in the over-payment of \$7,006.66.

**Solution:** Reimburse said amount to American Tax Reporting Inc.

**Result:** The monies will ultimately be reimbursed to the appropriate taxpayer.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa to approve the Consent Agenda items

**Vote:** 5 - 0 Motion Carried

### REGULAR AGENDA

#### Honorable Monica Notzon, 111th District Court Judge

15. Discussion and possible action to authorize an exemption and approve the following line item transfer request:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	001-1002-6205	Materials & Supplies	\$1,100	\$9,623.34	\$8,523.34
To:	001-1002-6402	Repairs & Maint. Equip.	\$1,100	\$218.92	\$1,318.92

**Issue:** Line Item transfer required to cover equipment & software maintenance for court reporter transcriber. New lease with Toshiba this past November required funds to be encumbered leaving only \$218.92 in the account and requiring extra funds.

**Solution:** Line item transfer will help the account not reach a deficit.

**Result:** The transfer of funds will cover the estimated expenditures for the remainder of the fiscal year.

#### Honorable Jesus Garza, County Court at Law 2 Judge

16. Discussion and possible action to authorize an exemption and approve the following line item transfer request:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	001-1011-6010	Books and Subscriptions	\$220	\$1,148	\$928
To:	001-1011-6007	Dues & Memberships	\$220	\$115	\$335

**Issue:** Balance in Dues & Membership account is \$115.00 and is not enough to cover pending State Bar of Texas dues.

**Solution:** Need to pay State Bar of Texas dues for the Judge's membership.

**Result:** State Bar of Texas dues will be up to date.

### Indigent Healthcare Services

17. Discussion and possible action to authorize an exemption and approve the following line item transfer request:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	001-4101-7002	Medical Services	\$15,000	\$49,273	\$34,723
To:	001-4100-6714-2	Prescription Drugs	\$15,000	\$7,353	\$22,353

**Issue:** Indigent clients are being assisted with additional prescription medications in an effort to improve patient's compliance with their medical treatment plans and to prevent unnecessary hospital emergency room utilization.

**Solution:** Approval of requested funds will allow our office to continue assisting clients with their prescription medications.

**Result:** Clients will be able to dispense all of their prescribed medications and the IHC Department will have an overall cost savings from the prevention of more expensive medical complications.

### Administrative Services

18. Discussion and possible action to authorize an exemption and approve the following line item transfer request:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	001-2100-30	Employee Flex Spending	\$1,500	\$34,104.25	\$32,604.25
To:	001-0114-6701-01	Health Fair	\$1,500	\$151.00	\$1,651.00

**Issue:** Additional funds needed to complete the activities for the employee Health Fair.

**Solution:** Transfer funds from Flex Spending account (Account that holds forfeiture funds from the Medical Reimbursement Plan that employees sign up for. Forfeiture monies can only be used for employee activities/functions), to offset monies needed for the Health Fair.

**Result:** Successful completion of the employee health fair and has no impact to the general fund.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to approve items #15, #16, #17, and #18

**Vote:** 5 - 0 Motion Carried

### Auditor

20. Discussion and possible action to authorize the Interim Purchasing Agent to solicit Requests for Qualifications for the County's Independent Auditors.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa

**Vote:** 5 - 0 Motion Carried

- 21. Discussion and possible action to authorize the expenditure of general fund monies for dues and memberships to the State Bar of Texas for Fiscal Year 2016-2017 for attorneys in Webb County Departments and to prorate dues, if any, when an attorney maintains a private practice in addition to their County employment; and any other matters incident thereto.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #21 and to have the Texas Board of Legal Specialization membership fee be paid by Webb County for every employee with the specialization

**Vote:** 5 - 0 Motion Carried

### **Engineer**

- 22. Discussion and possible action to approve project and inform the Court of American Electric Power's (AEP) monthly increase due to the connection of Sixteen (16) AEP Flood Lights at the Casa Blanca Golf Course. Webb County understands that the provider will bill the County an estimated monthly cost of \$551.32 for these lights; and have the County Judge sign all relevant documents. [Account #800-6011-6201-ELECT (Utilities Electric)]**

**Issue: Safety concerns and previous vandalism.**

**Solution: Connection of flood lights.**

**Result: Liability reduction.**

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by County Judge Tano E. Tijerina

**Vote:** 5 - 0 Motion Carried

### **Information Technology**

- 23. Discussion and possible action to authorize late fee payments for the Finance Agreements between Webb County and Key Government Finance for Websense Internet Filtering and Cisco I.P. Phone System at a total cost not to exceed NINE HUNDRED THIRTY-SIX DOLLARS (\$936.00), and authorizing the County Judge to sign and execute all relevant documents. [Account #001-0500-6411]**

**Issue: Late fees were acquired due to lack of timely payments.**

**Solution: Pay the late fees that were acquired.**

**Result: Webb County will no longer be delinquent with vendor.**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo

**Vote:** 5 - 0 Motion Carried

### **Pre-Trial Services**

24. Discussion and possible action to approve the transfer of employees within the following Slots with salary changes and approve the filling of the resultant vacant Slot, subject upon the availability of payroll funds and any applicable Civil Service guidelines:

	<u>Slot #</u>	<u>Title</u>	<u>Salary</u>
From:	2092	Judicial Bond Officer	\$33,958.00 - 12/G
To:	2094	Senior Judicial Bond Officer	\$34,790.80 - 14/A-E
To Fill:	2092	Judicial Bond Officer	\$31,518.75 - 12/A-E

**Issue:** On the morning of May 9, 2016, the employee in Slot #2094, submitted his letter of resignation and the position became vacant as of May 19, 2016. Our office has been fully staffed since December 2015, with the additional slot that was granted during the 2015-2016, budget year. Since then, our office has been very successfully in our effectiveness in collecting our revenue that we have surpassed the projected total revenue by 38 %. Overall, our quality of work has improved since the additional slot was filled. The filling of slot #2094 will create a vacancy in slot #2092.

**Solution:** Request is being made to fill the vacant slot #2094, Senior Judicial Bond Officer by possibly hiring within our department and to filling slot #2092, Judicial Bond Officer that will vacant in order to continue our success and efficiency.

**Result:** By making these adjustments, it will save the county \$10,311.00, in payroll plus fringe benefits. It will allow our department to continue to function effectively and efficiently with a full staff to cater to the demands of the judicial courts. If this item is not approved, it will affect our quality of work. It may also affect our ability to produce the revenue that we have seen in budget year 2015-2016.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa to promote from Slot #2092 to #2094 and leave #2094 open for the time being

**Vote:** 5 - 0 Motion Carried

### Purchasing

25. Discussion and possible action to authorize the following accounts to be used to pay for copier maintenance for the Child Protection Court. [Requested by Gabriela Magnon-Salinas, Child Protection Court]

Account 001-1002-6402 (111th District Court) \$50.00  
Account 001-1001-6402 (49th District Court) \$50.00  
Account 001-1003-6402 (341st District Court) \$50.00  
Account 001-1004-6402 (406th District Court) \$50.00

**Issue:** Child Protection Court does not have an account to pay for copier maintenance.

**Solution:** District Judges have agreed and approved the accounts to help the Child Protection Court with this expense.

**Result:** Copier maintenance invoices can be paid, and services can be rendered to this department.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa

**Vote:** 5 - 0 Motion Carried

26. Discussion and possible action to pay for travel expenses for a representative from Time Clock Plus by Data Management, in the amount of \$1,442.90 for onsite implementation and training of Time Clock Plus version 7. [Requested by Delia Perales, Webb County Treasurer; Account #001-0109-6022 (Professional Services)]

**Issue:** The purchase of the upgrade for Time Clock Plus software and hardware was approved by Commissioner’s Court on 10-23-2015. The quote included the upgraded software, desk top scanners and service implementation. Quote noted that travel expenses will be billed after training and implementation. Implementation and training on site visit will be May 9th through May 13th. Time Clock Plus provided a travel estimate on April 7th once the implementation date was set.

**Solution:** Approve the authorization of travel expenses for Time Clock Representative to provide onsite guidance in implementation and training for the Webb County staff in regards to the upgraded Version 7 software.

**Result:** Time Clock Plus representative will insure a smooth transition for the Time Clock Plus software from version 6 to version 7 for Webb County.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #26 not to exceed \$4,000

**Vote:** 5 - 0 Motion Carried

**Honorable Marco Montemayor, County Attorney**

27. Discussion and possible action to authorize the City of Laredo Police Department to take criminal action against individuals who trespass on property owned by Webb County; and any other matters incident thereto. [Requested by Cynthia Mares, Webb County Administrative Services Director]

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura “Wawi” Tijerina

**Vote:** 5 - 0 Motion Carried

**Honorable Rudy Rodriguez, Constable Pct. 1**

28. Discussion and possible action to authorize an exemption and approve the following line item transfer request:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
<b>From:</b>	<b>Materials &amp; Supplies</b>	<b>001-2500-6205</b>	<b>\$10,700</b>	<b>\$11,493</b>	<b>\$793</b>
<b>To:</b>	<b>Part-Time</b>	<b>001-2500-5005</b>	<b>\$6,750</b>	<b>\$9,900</b>	<b>\$16,650</b>
	<b>Training &amp; Education</b>	<b>001-2500-6011</b>	<b>\$3,950</b>	<b>\$8,413</b>	<b>\$12,363</b>
			<b>\$10,700</b>		

**Issue:** The Webb County Constable Pct. 1 has a MOU with the Webb County Juvenile Board for security at J.J.A.E.P. and Youth Village. The Juvenile Board compensates the Constable Pct. 1 department \$56,500 for said services. Those funds were transferred to the Constable Pct. 1 budget and deposited to the Part-Time and Materials & Supplies line items. A line item transfer from the Materials & Supplies account where those funds were deposited is being requested to pay for Training & Education for deputy constables and further fund Part-Time employees.

**Solution:** Approval of line item transfer to provide Training & Education and pay for

**Part-Time employees.**

**Result: Will have available funds for line items.**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Frank Sciaraffa

**Vote: 5 - 0 Motion Carried**

**Honorable Mike Villarreal, Constable Pct. 2**

29. **Discussion and possible action to accept a grant from the Texas Department of Transportation in the Amount of \$9,928.81 for the "Click It or Ticket" Campaign, designating the Webb County Judge as the authorized official in all matters related to this grant, and any other matters incident thereto.**

**Issue: Texas Law requires drivers and passengers regardless of where they are seated in a vehicle to be secured by a safety belt or a safety seat for children under the age of 8, unless they are 4 feet 9 inches tall. However many drivers and passengers off all ages continue to ride in a motor vehicle without a safety belt or safety seat.**

**Solution: Constable Pct. 2 has been awarded a state grant so it can join forces with other State and Local Law Enforcement Agencies to aggressively enforce the seat belt laws in Webb County.**

**Result: The end result will be to enforce the seat belt law during the enforcement period, and more importantly educate the public and reduce the number of death due to the failure of seat belt use.**

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by County Judge Tano E. Tijerina

**Vote: 5 - 0 Motion Carried**

**Honorable Frank J. Sciaraffa, Webb County Commissioner Pct. 1**

30. **Discussion and possible action to waive county road cut fees in the amount of \$6,500 for the Mirando City Water Supply Corporation in an effort to continue the advancement of the construction and extension of the wastewater collection system for the City of Mirando; and any other matters incident thereto.**

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by Commissioner, Pct. 3 John C. Galo subject to working with our fees

**Vote: 5 - 0 Motion Carried**

**Honorable Tano E. Tijerina, Webb County Judge**

33. **Discussion and possible action to provide a public forum for citizens of Webb County to speak for or against the designation of the Transportation Reinvestment Zone ("TRZ") as authorized by Section 222.107 of the Transportation Code for the purpose of capturing the incremental property tax revenue generated in a designated geographic area for use in funding the development of one or more proposed transportation projects; and any other matters incident thereto.**

**Issue: Webb County is considering forming a Transportation Reinvestment Zone TRZ to fund the development of transportation projects. Discussion and action is required to determine the geographical area to be designated, percentage of incremental tax**

revenue to be pledged and all other necessary criteria .

**Solution:** If the creation of a TRZ is supported, then as per Section 222.107(e), not later than the 30th day before the date the Webb County Commissioners Court proposes to designate an area as a TRZ, a public hearing must be held on the creation of the TRZ, its benefits to Webb County and to property in the proposed TRZ, and the possible abatement of ad valorem taxes or the grant of other relief from ad valorem taxes imposed by Webb County on real property located in the TRZ.

**Result:** The Webb County Commissioners Court will begin the process of possibly forming a TRZ and provide a public forum for citizens of Webb County to speak for or against designation of the TRZ.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by County Judge Tano E. Tijerina

**Vote:** 5 - 0 Motion Carried

**Honorable John C. Galo, Webb County Commissioner Pct. 3**

31. **Presentation by Mr. Valentin Moreno, American Legion Public Relations chairperson, inviting County officials to the Memorial Day observance hosted by the Arturo T. Benavides Memorial American Legion Post 59; with further discussion on proper flag flying protocol and to update the court on issues regarding other honor guard details.**

**Honorable Tano E. Tijerina, Webb County Judge**

32. **Discussion and possible action to adopt a Resolution to recognize the month of June as Water Safety Awareness Month in Webb County, Texas.**

Judge Tijerina read the resolution proclaiming the month of June as Water Safety Awareness Month in Webb County, Texas.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by County Judge Tano E. Tijerina to bring up Addendum items #1 and #2

**Vote:** 5 - 0 Motion Carried

**Addendum**

**Honorable Rosaura "Wawi" Tijerina, Webb County Commissioner Pct. 2**

1. **Discussion and possible action to accept a donation in the amount of \$9,000.00 from International Bank of Commerce (IBC) to Webb County to be used for the Las Blancas Park Project to purchase a Ten (10) station steel fabrication stretch and exercise equipment to be installed along the walking trail at Las Blancas Park; with additional action authorizing the Auditor's office to create a Las Blancas project account to deposit said funds; and any other matters incident thereto.**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo

**Vote:** 5 - 0 Motion Carried

2. **Presentation by John Molina Eagle Scout candidate regarding the restoration of Las Blancas Park located on Hwy 359 in Precinct 2.**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to bring up item #19

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 2 Rosaura "Wawi" Tijerina (OUT OF THE COURTROOM)

### **Auditor**

- 19. Presentation of the Conduct of Audit Report for Webb County for the Fiscal Year ended September 30, 2015 by Garza/Gonzalez & Associates, Certified Public Accountants, and action to accept the Audited Basic Financial Statements for Webb County for the Fiscal Year ended September 30, 2015.**

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by County Judge Tano E. Tijerina to bring back Addendum item #1

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 1 Frank Sciaraffa (OUT OF THE COURTROOM)

### **Addendum**

#### **Honorable Rosaura "Wawi" Tijerina, Webb County Commissioner Pct. 2**

- 1. Discussion and possible action to accept a donation in the amount of \$9,000.00 from International Bank of Commerce (IBC) to Webb County to be used for the Las Blancas Park Project to purchase a Ten (10) station steel fabrication stretch and exercise equipment to be installed along the walking trail at Las Blancas Park; with additional action authorizing the Auditor's office to create a Las Blancas project account to deposit said funds; and any other matters incident thereto.**

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by County Judge Tano E. Tijerina to instruct the Auditor's Office to set aside the monies in Addendum item #1 in a separate account specifically for Las Blancas

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 1 Frank Sciaraffa (OUT OF THE COURTROOM)

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to go to Executive Session on items #34, #35, and #36

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 1 Frank Sciaraffa (OUT OF THE COURTROOM)

**(Executive Session 11:24 - 11:47 a.m.)**

### **Closed Session/Executive Session**

- 34. Discussion and possible action, to authorize the Webb County Attorney's office to negotiate and finalize the purchase of one block of real property, Block 213 WD, 1200 Flores Street, Laredo, Texas. Texas Mexican Railway is the seller and Webb County will be the buyer, and authorizing the Webb County Judge to execute all relevant documents at closing; and any other matters incident thereto. [Closed/Executive Session to deliberate the purchase and value of Real Property pursuant to Section 551.072 of the local Government Code]**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to approve item #34 and to make sure we do the environmental

**Vote:** 5 - 0 Motion Carried

- 35. Discussion and possible action on the civil penalty levied against Webb County for back wage audit results conducted by the United States Department of Labor – Wage and Hour Division, and any other matters incident thereto; and any other matters incident thereto. [Closed Meeting/Executive Session is requested pursuant to Texas Government Code, Title 5, Sub-chapter D, Section 551.071(A)(B) Consultation with Attorney and Section 551.074 (Personnel Matters)]**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 4 Jaime Alberto Canales

**Vote:** 5 - 0 Motion Carried

- 36. Discussion and possible action to transfer and convey Webb County's interest in property legally described as Lot 25, Block 3, El Cenizo Unit II, El Cenizo, Webb County, Texas, or more commonly known as 510 Rodriguez, El Cenizo, Texas, to the City of El Cenizo, Texas, through a special warranty deed, and enter into a Memorandum of Understanding with the City of El Cenizo regarding the planning, design, and construction of a Public Library/Learning Center /or use for a public purpose; and any other matters incident thereto. [Executive/Closed Session Requested pursuant to 551.072, Deliberation Regarding Real Property]**

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by County Judge Tano E. Tijerina to approve item #36 subject to finalization of the use of funds with the Lamar Bruni Vergara Trust

**Vote:** 5 - 0 Motion Carried

- 37. Communications**

Communications were led by Commissioner Jaime Alberto Canales, Commissioner John C. Galo, Commissioner Frank Sciaraffa, Commissioner Rosaura "Wawi" Tijerina, and Judge Tano E. Tijerina.

- 38. Adjourn**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to adjourn

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 1 Frank Sciaraffa (OUT OF THE COURTROOM)