

DRAFT

Official Minutes for Webb County Commissioners Court Meeting

**Monday, November 14, 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 10th day of November 2016. Present also were Mrs. Virginia M. Rodriguez, 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 Honorable Margie Ramirez-Ibarra, Webb County Clerk

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

Vote: 4 - 0 Motion Carried - Unanimously

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

2. Pledge of Allegiance/Invocation

3. Approval of Bills, Payroll, and Monthly Report

9:01 a.m. - Cmr. Canales present.

Account Payable Supervisor, Mrs. Deyanira Saenz Villafranca presented the Recap of Checks, Recap of Released Immediate Payments, Ratification of two (2) Checks, Ratification of Payroll for November 4, 2016 with two (2) corrections sent back to Auditor's, and list of Auditor's Errors.

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina

Vote: 5 - 0 Motion Carried - Unanimously

Chief Deputy Auditor, Mr. Rafael Perez presented the monthly report for September and October 2016.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 1 Frank Sciaraffa

Vote: 5 - 0 Motion Carried - Unanimously

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.

Cmr. Sciaraffa asked Judge Tijerina if item #46 could be brought up.

Presentations

46. **Presentation of Certificates to the members of the combined softball team from San Antonio and Laredo who competed in the Police Softball World Series in Las Vegas, Nevada on October 13, 2016. Over 1,500 law enforcement representatives from the USA and Canada competed over three days. The team was comprised of players from San Antonio Police Department along with four Border Patrol members from the Laredo Sector and two Webb County Sheriff deputies. The World Series Champions for 2016 include the following:**

Ramiro Quintana - Webb County Sheriff's officer Sgt. at Arms for the 111th District Court

Bobby Quintana - Webb County Constable Pct. 2

Jose Hernandez - US Border Patrol

Jude Paterson - US Border Patrol

Juan Porteous - US Border Patrol

[Requested by Monica Notzon, 111th District Court Judge]

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

5. Auditor

- a. Discussion and possible action to adopt the capital projects budgets for the Judicial and Public Safety Fund - 757, Water and Wastewater Improvements - Fund 758 and the Campus Chiller Plant-Fund 759 acquired by the issuance of Certificates of Obligations Series 2016.

Issue: The County acquired the Certificates of Obligations Series 2016 and proceeds were received October 5, 2016. The capital projects proceeds were not available during the adoption of the budget.

Solution: Court authorization and approval of the new capital projects for the Certificates of Obligations Series 2016 as prescribed under Texas Local Government Code 111.0705.

Result: The authorized budget will provide the funding for the Judicial and Public Safety - Fund 757, Water and Wastewater Improvement - Fund 758 and the Campus Chiller Plant - Fund 759 acquired by the issuance of Certificates of Obligations Series 2016.

- b. Discussion and possible action to amend the 2017 capital project fund budget to the 2016 available balances. The proposed capital project budgets were based on expenditures and encumbrances estimates as of August 2016.

Issue: Capital project budgets require to have the correct available balances for expenditures and encumbrances to 2017.

Solution: Capital project budgets will have the appropriate funding to perform their intended purpose.

Result: The amendments to the capital projects budget will allow to have the correct available balance.

6. Commissioners Court

- a. Discussion and possible action to approve a Memorandum of Agreement between the Laredo Community College (LCC) - Adult Education and Literacy Program and Webb County to implement and provide English as a second language (ESL), English Language Civics (EL Civics), and General Education Development (GED), classes at the various Webb County Community Centers ; and authorizing the Webb County Judge to execute all relevant documents; and any other matters incident thereto. This Memorandum of Agreement does

not have any financial impact to the Webb County budget.

Issue: There are numerous Webb County residents that are in need of and interested in obtaining English as a second language (ESL), English Language Civics (EL Civics), and/or General Education Development (GED) classes in order to help them to obtain increased job opportunities and higher wages to benefit them and their families

Solution: Approve this Memorandum of Agreement between the Laredo Community College-Adult Education and Literacy and Webb County in order to provide Webb County residents much needed English as a second language (ESL), English Language Civics (EL Civics), and/or General Education Development (GED) classes at the various Webb County Community Centers.

Result: The classes provided by this program will help Webb County residents to obtain increased job opportunities and higher wages to benefit them and their families

7. Community Action Agency

- a. Discussion and possible action to approve the posting and filling of the following full time Slot with benefits, to be funded from the Comprehensive Energy Assistance Program (CEAP) Account #911-4200-5001 and the Community Services Block Grant (CSBG) Account #920-4202-5001. This position will be 100% grant funded and there will be no impact to the general fund, effective November 14, 2016:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
1155	Case Worker	\$13.00

Issue: Vacant Case Worker position.

Solution: To hire vacant Case Worker position needed for the Community Center.

Result: Filling of position will result in compliance with the Comprehensive Energy Assistance Program (CEAP) and the Community Services Block Grant (CSBG) Programs, and to assure that all funding shall be expended by the end of the program year.

8. Honorable Marco Montemayor, County Attorney

- a. Discussion and possible action for Webb County Head Start to enter into a month to month (September 1, 2016 through August 31, 2018) lease agreement extension with West Drive Business Center, LLC regarding lease space located at 5904 West Drive, Units 6 and 7, Laredo, Texas at a monthly cost of Three Thousand Four Hundred Sixty Dollars (\$3,460.00) and a total cost of Eighty-Three Thousand Forty Dollars (\$83,040.00) over the term of the agreement and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [Requested by Aliza Oliveros, Webb County Head Start Director; Account #903-4200-6012]

- b. Discussion and possible action for Webb County to enter into a One (1) year (October 1, 2016 through September 30, 2017) Preventative Maintenance & Service Agreement with Southwest Solutions Group to provide maintenance to the Lektriever (SN30416) located in the Webb County Purchasing Department at an annual cost of ONE THOUSAND THREE HUNDRED SEVENTEEN DOLLARS AND THIRTY-ONE CENTS (\$1,317.31) and authorizing the County Judge to execute all relevant documents. [Requested by Joe Lopez, Webb County Purchasing Agent; Account #001-0600-6402]
- c. Discussion and possible action for Webb County to enter into a One (1) year (October 1, 2016 through September 30, 2017) Preventative Maintenance & Service Agreement with Southwest Solutions Group to provide maintenance to the Lektriever (SN30775) located in the Webb County Attorney's Office at an annual cost of ONE THOUSAND THREE HUNDRED SEVENTEEN DOLLARS AND THIRTY-ONE CENTS (\$1,317.31) and authorizing the County Judge to execute all relevant documents. [Account #001-1101-6402]

9. Honorable Margie Ibarra, County Clerk

- a. Approval of Minutes for October 24, 2016
- b. Discussion and possible action to approve the Work Order Agreement between Webb County, Texas County Clerk ("Purchaser") and Harris Local Government Solutions, Inc., through its unincorporated Harris Recording Solutions ("Harris") for the official public records data conversion export to PropertyInfo Corporation in the amount of \$3,600.00. [Account #009-1120-6022 (Professional Services)]

Issue: Harris Local Government Solutions, Inc., ("Harris") is charging the Webb County Clerk's Office to properly conduct a data and full conversion export to the new vendor (PropertyInfo Corporation).

Solution: The approval of the Work Order Agreement.

Result: The Webb County Clerk's Office will retain the data needed to begin the transition to PropertyInfo Corporation.

10. Fire Suppression & EMS Services

- a. Discussion and possible action to accept a donation from Texas Farm Bureau Mutual Insurance Company in the amount of \$100.00 to be utilized in the acquisition of training or travel by volunteer firefighters; and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Account #001-2203-6011 (Training & Education)]

Issue: Donation check issued by Texas Farm Bureau Mutual Insurance Company to support the mission of the Webb County Volunteer Fire Department.

Solution: Deposit check into Training & Education line item, Account #001-2203-6011.

Result: Continue working relationship with Texas Farm Bureau Mutual Insurance Company and send volunteer firefighters to needed training.

- b. Discussion and possible action to accept a donation from Electric Transmission Texas, LLC (ETT) in the amount of \$2,000.00, to be utilized in training and education and travel to said training for department personnel; and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Account #001-2203-5601 (Administrative Travel) and Account #001-2203-6011 (Training & Education)]**

Issue: Donation check issued by Electric Transmission Texas, LLC to support the mission of the Webb County Volunteer Fire Department.

Solution: Deposit \$1,000 from check into travel line item, Account #001-2203-5601 and \$1,000 into training & education line item, Account #001-2203-6011.

Result: Continue working relationship with ETT, and send department personnel to training and required continuing education.

11. Purchasing

- a. Discussion and possible action to award the following contracts:**

**RFQ 2017-32 - Contract for Mental Health Care- Dr. Homero Sanchez
RFP 2017-37 - Contract for Substance Abuse Treatment Services (TAIP) -
Association for the Advancement of Mexican Americans (AAMA)**

Issue: The Purchasing Department, has received RFQs and RFPs for the services listed above, after evaluating the responses, we are ready for the Court to make a formal award.

Solution: Award contracts to qualified providers.

Result: Purchasing efficiency; compliance of the law.

- b. Discussion and possible action to award RFP-2016-06 "New Home Construction Built by 501(c)(3) Non Profit Corporation" to Habitat for Humanity of Laredo, Inc., contingent upon the clearance of the Environmental Assessment for the colonia Self-Help Center Contract #7216013, and authorizing the County Judge to sign all relevant documents. [Account #509-6500-7046 (Self Help Center)]**
- c. Discussion and possible action to approve the issuance of a cellular phone to be assigned to Slot #2861, Nurse at the Public Health Services Department and approve the purchase of a service plan in accordance with those approved by the court on September 26, 2016. [Requested by Nancy Cadena, Public Health Services Director; Account #004-4108-6004 Telephone]**

Issue: A cell phone is needed to communicate with the county nurse who travels regularly to rural areas of the county and is on call after hours and on weekends to respond in the event that vaccines need to be transported to a

secure location due to a power outage at office.

Solution: A county issued cell phone will ensure that the county nurse is available at all times.

Result: The county nurse will be easily accessible when traveling in the rural areas of Webb County during immunization clinics/community events. This is especially important in cases of inclement weather where the state vaccines may need to be transported to our back up facility to safeguard their safety and efficacy.

12. Honorable Martin Cuellar, Sheriff

- a. Discussion and possible action to authorize the submission of a grant application to the NRA Foundation for firearms and ammunition estimated at \$45,350 for firearms equipment, ammunition, and supplies for certified peace officers at the Webb County Sheriff's Office and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. This grant does not require any match; and, thus shall have no impact to the general fund.**

Issue: The Webb County Sheriff's Office must continually equip its sworn officer force with an important array of duty gear, other critical safety equipment, and essential, but costly expendable supplies, such as ammunition, utilizing limited local funds. Moreover, the vast majority of federal and state grants do not allow for the purchase of firearms and/or ammunition as an eligible grant expense.

Solution: Grant application to the National Rifle Association (NRA) Foundation to provide firearms, magazines, and ammunition as a supplemental source of this needed equipment and consumable supplies/materials.

Result: The Webb County Sheriff's Office sworn officer force will be provided with additional firearms, magazines, and duty ammunition.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to approve all Consent Agenda items except item #11.d.

Vote: 5 - 0 Motion Carried - Unanimously

11. Purchasing

- d. Discussion and possible action to approve a job description modification for Slot #0109 (Assistant Purchasing Agent) to include minimum qualifications of a Four (4) year degree in business or related field and Seven (7) years of supervisory and management experience in the government sector preferred and declare as a sensitive position; no changes to job title or salary.**

Issue: Assistant Purchasing Agent position is currently vacant.

Solution: Prior to filling position, minimum qualifications need to be upgraded.

Result: Secure Court approval on modification and present to Civil Service Commission.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to include the language "preferred four (4) year degree"

Judge Tijerina rescinded his motion.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Frank Sciaraffa to table item #11.d.

Vote: 5 - 0 Motion Carried - Unanimously

REGULAR AGENDA

Honorable Monica Notzon, 111th District Court Judge

13. **Discussion and possible action to modify the job description for Slot #2605 (Court Clerk/Interpreter) and approve the posting and filling of said slot; and any other matters incident thereto. If approved by Commissioners Court, modification for job description will be taken to Civil Service for certification and revalidation.**

Issue: Currently, the slot in question is placed at a Grade 14 Step A-E (\$34,790.80 - \$36,563.23). A proposed starting base pay of \$44,000 will be presented with additional backup pertaining to additional pay for certifications, licenses, and years of experience.

Solution: If approved by the court, the request must be submitted to Civil Service for reclassification.

Result: Proceed with presenting changes to the Webb County Civil Service Commission for their consideration and approval.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to table item #13

Vote: 5 - 0 Motion Carried - Unanimously

Honorable Oscar Hale, 406th District Court Judge

14. **Discussion and possible action to approve the Auditor's budget (personnel/operational) as submitted by the Auditor's Board and the Auditor, contingent upon signed and approved order; and any other matters incident thereto.**

Judge Tijerina stated that item #14 would be moved to the end.

Economic Development

15. Discussion and possible action to authorize a tax abatement agreement under the Webb County Neighborhood Empowerment Zone (NEZ), Number One Program for the following residential property as approved by the City of Laredo, and in accordance to the previously adopted NEZ Webb County Policy and Basic Incentive Guidelines. This agreement will be for abating taxes on new improvements only for the purpose of economic development. Tax abatement amount will be determined on total construction costs; and authorizing the County Judge to sign all relevant documents.

1616 Garfield St. - 5 years

Issue: Applicant is applying for a tax abatement agreement under the NEZ, Number One Program as approved by the City of Laredo.

Solution: Approval of the tax abatement agreement is necessary to participate in the NEZ, Number One Program.

Result: Approval of this agreement will allow the Webb County Tax Appraisal District to issue the respective tax abatement under the NEZ, Number One Program.

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

Vote: 5 - 0 Motion Carried - Unanimously

Water Utilities

16. Discussion and possible action to award Municipal Valve and Equipment Company for the approved Capital Improvement Project, Installation and calibration of a altitude valve at the El Cenizo Elevated Storage Tank in the amount of \$20,526.00. [Account #758-8006-8601 (2016 Bond Series, Water, Construction in Progress)]

Issue: Further investigation of the TCEQ violation regarding non operating elevated storage tank in El Cenizo, has discovered incorrect equipment installed by prior contractor that requires correction.

Solution: Staff has obtained three proposals from available vendors that can install an appropriate altitude valve that can moderate the correct use of the Elevated Tank. Staff recommend the lowest responsible vendor, Municipal Valve and Equipment Company.

Result: Project is completed and Elevated Storage Tank operates as required by TCEQ which complies with this violation.

17. Discussion and possible action to approve a title change to Slot #2121 from Heavy Equipment Operator (Grade 13) at \$16.52 to Operator I, II, III (Grade 12, 14, 16) at \$15.15, \$16.73, \$18.46. If approved by Commissioners Court, modification will be taken to Civil Service for certification.

Issue: Employee in this slot has always been employed as a Heavy Equipment Operator; however, in 2014 he assisted us in getting his D license in operating

the Water Plant. He has since obtained his Class "C" license and we would like to reclassify his position to the Operator I, II, III position established for certified operator.

Solution: This is initial approval required prior to presenting to the Civil Service Commission.

Result: Approval of item for continuance to Civil Service Commission.

18. 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 November 14, 2016:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
1748	Operator I, II, III	\$15.15 - 12/A

Issue: Due to resignation, filling of these position is needed to provide the required services for the Water Treatment Plant System.

Solution: Approve posting of vacated position.

Result: Advertisement and hiring of qualified replacement.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to approve items #16, #17, and #18

Vote: 5 - 0 Motion Carried - Unanimously

Auditor

19. Discussion and possible action to amend the 2017 budget for the Debt Service Fund to record the \$1,054,467 savings and create a new debt service payment requirement for the refunded Debt, Certificates of Obligation Series 2016, and the Limited Tax Refunding Series 2016A and 2016B sources and uses.

Issue: The Debt Service payment requirements are overstated compared to the fund balance and revenues estimated for 2017 fiscal year.

Sloution: Incorporate the revised debt service payment requirement in the 2017 adopted budget.

Result: The amendment will reflect a balanced budget for budgetary and financial reporting that will agree to the debt service payment requirement for 2017 fiscal year.

20. Discussion and possible action to approve the following line item transfers to provide funding for September 30, 2016 expenditures in the following accounts:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	001-1001-6205	Materials & Supplies	\$196	\$2,812	\$2,616
To:	001-1001-6010	Books & Subscriptions	\$196	\$1,324	\$1,520

From:	001-1050-6031	Capital Murder	\$950	\$30,820	\$29,870
To:	001-1050-6029-03	Court Interpreter/Reporter	\$950	\$50	\$1,000
From:	001-1050-6031	Capital Murder	\$250	\$29,870	\$29,620
To:	001-1050-6029-11	Court Interpreter/Reporter	\$250	\$50	\$300
From:	001-6104-5601	Administrative Travel	\$1,000	\$1,000	\$0
	001-6104-6204	Fuel & Lube	\$41	\$338	\$297
To:	001-6104-6201	Utilities	\$1,041	\$9	\$1,041
From:	001-2500-6204	Fuel & Lube	\$323	\$323	\$0
	001-2500-6402	Repairs & Maint. & Equip.	\$71	\$210	\$139
To:	001-2500-6011	Training & Education	\$394	\$31	\$425
From:	001-0109-6012	Space Rental	\$759	\$34,908	\$34,149
To:	001-0109-6051	Lunacy Cost	\$759	\$1,691	\$2,450
From:	001-0500-6402	Repairs & Maint. & Equip.	\$4,340	\$11,866	\$7,526
To:	001-0500-6224	Minor Tools & Apparatus	\$4,340	\$910	\$5,250
From:	001-2060-6023	Contract Services	\$14,220	\$244,544	\$230,324
To:	001-2060-6201-1	Electricity	\$14,220	\$0	\$14,220
From:	001-2001-6001	Office Supplies	\$752	\$1,198	\$446
To:	001-2001-6224	Minor Tools & Apparatus	\$752	\$3,948	\$4,700
		Total	\$22,902		

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve items #19 and #20

Vote: 5 - 0 Motion Carried - Unanimously

Emergency Management

21. **Discussion and possible action to enter into a Shelter Agreement with the American Red Cross for disaster relief activities and allow the use of County owned facilities as temporary refuge for disaster victims of Webb County. No fiscal impact to the General Fund.**

Issue: Due to hazardous weather and other emergency conditions, Webb County citizens may need temporary shelter.

Solution: The American Red Cross offers a wide network of local and national volunteers that may be called on to assist with shelter management services as well as other relief activities. Entering a Shelter Agreement will provide Webb County with this resource as well as an option to address some of the liability that comes with opening shelters.

Result: Support from well-trained volunteers for mass care services during emergencies and disasters that may affect Webb County.

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

Vote: 5 - 0 Motion Carried - Unanimously

Engineer

22. Discussion and possible action to approve the use of funds in the amount of \$9,800.00 from Account #638-8108-8801 (Capital Outlay) as suggested by the Auditor's Department; with additional action to authorize line item transfer from Account 630-0115-8601 to Account 638-8108-8801; and any other matters incident thereto. [Account #638-8101-8801 (Capital Outlay) and Account #742-8001-8801-12 (Rebuild Restitution Center-Series 2013)]

Issue: These funds were never transferred into the appropriate account and has delayed the payments for the Community Supervision & Corrections Department/Police Athletic League (C.S.C.D./PAL) on Hwy 83 South Project. These funds will allow us to pay for Pay Application No. 12 which is the last payment. Also, this will allow us to pay for Pay Application No. 13 which is the Final Retainage Payment.

Solution: Approve use of funds and line item transfer to finalize payment and close project.

Result: Ensure payment to vendor and close project.

23. Discussion and possible action to approve Dannenbaum Engineering Corporation's Supplemental Work Authorization No. 2 to Work Authorization No. 2 for the Loop 20 Main Lanes and Frontage Roads from Sta. 554+00 to Just North of Loop 20/US 59 Overpass (TxDOT CSJ 086-14-058) Loop 20 Extension Project, to modify the schematic and administration requirements; DEC-FC-110 Roadway Criteria and DEC-FC-120 Social, Economic & Environmental Studies & Public Involvement. These additions in scope of work increased by \$127,803.64, for a maximum amount payable of \$750,072.48 revised (10/20/2016) as per the Texas Department of Transportation (TxDOT) revisions. All other provisions of the Main Contract are unchanged and remain in full force and effect. Additional scope of services of which 100% will be reimbursed by the Texas Department of Transportation (TxDOT) contingent on their approval and; authorize the County Judge to sign all relevant documents. [Account #644-8001-6022 (Professional Services)]

Issue: Amend scope of services; DEC-FC-110 Roadway Criteria and DEC-FC-120 Social, Economic & Environmental Studies & Public Involvement.

Solution: Approve an amendment to Supplemental Work Authorization No. 2 to Work Authorization No. 2 to include additional services required and approved by the Texas Department of Transportation (TxDOT).

Result: Include all additional necessary services as required and approved by the Texas Department of Transportation (TxDOT) Original Work Authorization No. 2 Amount = \$567,911.98, Supplemental Work Authorization No. 1 Amount = \$54,356.86, Supplemental Work Authorization No. 2 Amount = \$127,803.64 for a maximum amount payable of \$750,072.48.

- 24. Discussion and possible action to approve Dannenbaum Engineering Corporation's Supplemental Work Authorization No. 3 to Work Authorization No. 2 for the Loop 20 Main Lanes and Frontage Roads from Sta. 554+00 to Just North of Loop 20/US 59 Overpass (TxDOT CSJ 086-14-058) Loop 20 Extension Project, to modify the schematic and administration requirements; DEC-FC-110 Roadway Criteria. These additions in scope of work increased by \$29,317.39 for a maximum amount payable of \$779,389.87 as per the Texas Department of Transportation (TxDOT) revisions. All other provisions of the Main Contract are unchanged and remain in full force and effect. Additional scope of services of which 100% will be reimbursed by the Texas Department of Transportation (TxDOT) contingent on their approval and; authorize the County Judge to sign all relevant documents. [Account #644-8001-6022 (Professional Services)]**

Issue: Amend scope of services: DEC-FC-110 Roadway Criteria.

Solution: Approve Supplemental Work Authorization No. 3 to Work Authorization No. 2 to include additional services required and approved by the Texas Department of Transportation (TxDOT).

Result: Include all additional necessary services as required and approved by the Texas Department of Transportation (TxDOT) Original Work Authorization No. 2 Amount = \$567,911.98, Supplemental Work Authorization No. 1 Amount = \$54,356.86, Supplemental Work Authorization No. 2 Amount \$127,803.64, Supplemental Work Authorization No. 3 Amount = \$29,317.39 for a maximum amount payable of \$779,389.87.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve items #22, #23, and #24

Vote: 5 - 0 Motion Carried - Unanimously

Human Resources

- 25. Discussion and possible action to authorize Budget Office to modify general orders for the positions listed (see attached), which are currently below the new standard salary level of \$47,476.00, from an "exempt" status to "non-exempt" status in order to be in compliance with the new FLSA mandates set out by the Department of Labor by December 1, 2016, and any other matters incident thereto. Changes to the general orders will be made by the Budget Officers.**

Issue: These positions are currently salaried positions but they fall under the

Threshold set out in the mandates (\$47,476.00).

Solution: Modify the classification of these slots to “Non-Exempt” and all Webb County hourly employees shall now be required to electronically register their work attendance on a daily basis, utilizing Day Prix, Bio Metric, and/or any other electronic approved method.

Result: Webb County will be in compliance with the new mandates.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 4 Jaime Alberto Canales to table item #25 and bring it back on Thursday

Vote: 5 - 0 Motion Carried - Unanimously

Information Technology

- 26. Discussion and possible action to authorize annual payment 2 of 3 for a total of \$154,523.00 to Tyler Technologies to cover the cost of implementation services for the migration from AS400 to .Net New World ERP Software Solution, with additional action to approve line item transfer from Account #605-3001-8801-7 (Contingency Fund) to Account #605-0500-8801 (Capital Outlay- I.T.); and any other matters incident thereto.**

Issue: The total cost for the Tyler New World ERP implementation services is \$463,568.00. A payment schedule is stipulated in the contract for three annual payments of \$154,523.00 and the second annual payment is due.

Solution: Provide funding and authorize payment.

Result: Vendor will be paid funds that are owed as per the contract.

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

Vote: 5 - 0 Motion Carried - Unanimously

Purchasing

- 27. Discussion and possible action to authorize a professional service agreement with Laredo Medical Center for general care and treatment of Webb County Jail inmates in accordance with the Texas Local Government Code; Section 262.024 (Discretionary Exemptions) (4) personal or professional services, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Requested by Joe Lopez III, Purchasing Agent; Account #001-2062-6714 (Medical Services)]**
- 28. Discussion and possible action to approve the purchase of the following equipment from capital outlay for the Road & Bridge Department from the lowest and qualified bidder. [Requested by Jose Luis Rodriguez, Road & Bridge Director; Account #010-7002-8801]**

Item Description	Quantity	Amount
Toyota Forklift Model # 8FGU25	1	\$29,114.00
Peterbilt Model 348, Dump Truck	2	\$230,606.00

30" Low Pro Flat-Deck	1	\$10,895.00
20" Beam Deck-Over Trailer	2	\$7,990.00
40" Single Gate Belly Dump	2	\$60,350.00
Total		\$338,955.00

Issue: Road and Bridge Department requested heavy equipment to improve the efficiency of the department's operations.

Solution: The Court approved Public Property Finance Contract # 7410 with Government Capital Corporation to finance the purchase.

Result: Funding available to purchase the requested heavy equipment for Road & Bridge operation.

29. **Discussion and possible action to authorize a professional service agreement with Doctors Hospital of Laredo for general care and treatment of Webb County Jail inmates in accordance with the Texas Local Government Code; Section 262.024 (Discretionary Exemptions) (4) personal or professional services, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Account #001-2062-6714 (Medical Services)]**

Issue: Only two (2) major hospitals are available to Webb County Jail. Both hospitals are used depending on the orders from the Doctors and/or the nature of the emergency. A discretionary exemption is recommended since no competitive bids and/or formal proposals are recommended due to the specialized services provided and the limitation in major hospitals available to Webb County Jail.

Solution: Secure a discretionary exemption approval by Court in accordance with State law.

Result: Approve a professional services agreement with Doctors Hospital of Laredo.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve items #27, #28, and #29

Vote: 5 - 0 Motion Carried - Unanimously

Honorable Marco Montemayor, County Attorney

30. **Discussion and possible action to approve and authorize the appointing of Webb County Attorney Reserve Investigators pursuant to Texas Government Code 41.102. The investigators will serve under the standing delegation and orders of the County Attorney's Office and any matters incident thereto.**

Issue: The County Attorney's Office needs investigators in order to perform its constitutional duties. Reserve Investigators can be appointed at no cost to the county unless there is specific approval to pay by the commissioners court. Reserve investigator(s) will perform duties without pay however they will be permitted to use county equipment and vehicles.

Solution: Approve for the 2016-2017 fiscal year the appointing of reserve investigators by the County Attorney at no cost to the county unless the commissioners court approves pay to the reserve investigators.

Result: The appointing of reserve investigators will assist the County Attorney with performing his statutory duties and will be at no cost to the County unless authorized by the commissioners court. Any use of equipment will be conformance with County Policy and is permitted pursuant to Texas Government Code 41.106.

- 31. Discussion and possible action to approve the First (1st) Option to renew building lease agreement between Mouse Properties Holdings, Ltd. (Lessor) and Webb County for the Sheriff's Department (Tenant) for a Ten (10) month term effective December 1, 2016 through September 30, 2017 in accordance with Article 36 (Option to Renew); monthly installments will be \$5,239.20 for a total of \$52,392 for the 10 month term and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Forfeiture Funds Account #170-2001-6227 (Space Rental)]**

- 32. Discussion and possible action to approve a Memorandum of Agreement between the Laredo Community College - Adult Education and Literacy and Webb County for the Webb County Sheriff's Office to provide needed General Education Development (GED) Test preparation instruction to inmates held at the Webb County Jail; and authorizing the Webb County Judge to execute all relevant documents; and any other matters incident thereto. This Memorandum of Agreement does not have any financial impact to the Webb County budget. [Requested by the Webb County Sheriff's Office]**

Issue: Similar to incarcerated individuals at other correctional facilities, a certain percentage of inmates at the Webb County jail tend to cycle repeatedly through the facility due to a number of barriers to their positive re-integration back into the Laredo/Webb County community. Among other barriers, limited educational attainment is an important factor. According to a meta-analysis by the Rand Corporation, "on average, inmates who participated in correctional education programs had 43 percent lower odds of recidivating than inmates who did not" ("Evaluating the Effectiveness of Correctional Education" p. XVI 2013).

Solution: Memorandum of Agreement between the Laredo Community College-Adult Education and Literacy and the Webb County Sheriff's Office to provide needed General Education Development (GED) Test preparation instruction to inmates held at the Webb County jail.

Result: Anticipated reduced recidivism by jail inmates educated at the Webb County jail through this program; increased saving to local taxpayers from this reduced recidivism; and increased safety for the families and neighborhoods to which these inmates return.

33. Discussion and possible action to authorize a contract between Microsoft Corp. Professional Support and Webb County to purchase Two (2) Five Pack Annual Support Contracts. The contract begins on October 1, 2016 and ends on September 30, 2017, at a total cost of FOUR THOUSAND DOLLARS AND 00/100 CENTS (\$4,000.00) and authorizing the county judge to execute all relevant documents; and any other matters incident thereto. [Requested by Rafael Pena, Information Technology Director, Account #001-0500-6411]
34. Discussion and possible action to correct the account number for funding the annual support software contract renewal between Insight Public Sector and Webb County that was passed and approved by the Commissioners Court on September 26, 2016. The contract is for One (1) year and begins on October 1, 2016. The total cost is NINE HUNDRED THIRTY AND NO/100 DOLLARS (\$930.00) and authorizing the County Judge to sign and execute all relevant documents; and any other matters incident thereto. [Requested by Rafael Pena, Information Technology Director, Account #001-0500-6411]
35. Discussion and possible action to correct the account number for funding a basic maintenance and technical support contract with Insight Public Sector and Webb County that was passed and approved by Commissioners Court on September 26, 2016. It is a One (1) year contract beginning on October 1, 2016 at a total cost of THREE THOUSAND EIGHT HUNDRED FORTY AND NO/100 DOLLARS (\$3,840.00) and authorizing the County Judge to sign and execute all relevant documents; and any other matters incident thereto. [Requested by Rafael Pena, Information Technology Director, Account #001-0500-6411]
36. Discussion and possible action for the distribution of funds to United Independent School District, Laredo Independent School District and Webb Consolidated School District in the amount of Sixty-Two Thousand Nine Hundred Four Dollars and Ninety Cents (\$62,904.90) from the reserve fund balance of the Webb County School Lands that is to be distributed on a Scholastic Basis; and any other matters incident thereto. [Requested by Delia Perales, Webb County Treasurer; Funds #861 and #862 (Permanent Available School Funds)]

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve items #30, #31, #32, #33, #34, #35, and #36

Vote: 5 - 0 Motion Carried - Unanimously

Honorable Margie Ibarra, County Clerk

37. Discussion and possible action to hire a temporary part-time employee to temporarily serve the duties of a staff member out on FMLA (Family and Medical Leave Act) without pay and to approve the filling of the following Slot, subject to the availability of payroll funds effective, November 14, 2016:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
0303	Chief Deputy County Clerk	\$13.00

Issue: The employee under Slot #0303 is currently on Leave Without Pay status due to FMLA.

Solution: To temporarily fill Slot #0303 at part-time status.

Result: The Webb County Clerk's Office will receive help through part-time assistance.

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

Vote: 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

Budget Officers

- 38. Discussion and possible action to authorize the Budget Officers to adjust the following slots, as requested by department heads and elected officials in accordance with the wage plan policy, with additional action to approve retroactively and allocate funds from the wage contingency account; and any other matters incident thereto.**

**Slot #1497 (Department 1042 - JP 1, Pl.2 Veliz)
Slot #1252 (Department 0702 - Constable Rodriguez)
Slot #0152 (Department 1001 - 49th District Court)
Slot #2606 (Department 1050 - Judicial Dist. Court)
Slot #1402 (Department 2500 - Constable Pct. 1)
Slot #582 (Department 2500 -Constable Pct. 1)
Slot #2812 (Department 1120 - County Clerks)
Slot #0504 (Department 2060 - Sheriff's Office)
Slot #1888 (Department 1110 - District Clerks)**

Issue: The Auditor's office is requesting that ALL supervisors, whether department head or elected official, present items for commissioners court approval to adjust personnel general orders. Previously, the wage contingency fund would be used internally to fund any one position that did not have enough funds if it was presented for a promotion. However, the Auditor is now requesting that these exceptions be taken to the court for approval and authorize any transfer from the wage contingency fund to the appropriate department payroll cost line item. The general order for that particular department would then be adjusted.

Solution: Authorize the adjustments to slots in question; meanwhile informing department heads and elected officials that they would now be required to place an agenda item for commissioners court before submitting a pink form to Human Resources.

Result: All personnel general orders will be adjusted accordingly and employee(s) will be compensated at the rate requested by the department head and/or elected official.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa to approve item #38 and any others pending subject to the availability of those funds

Vote: 5 - 0 Motion Carried - Unanimously

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to file a complaint with the Board of Judges saying that the Auditor continues not to comply with policy

Vote: 3 - 2 Motion Carried

NAY: Commissioner, Pct. 1 Frank Sciaraffa
Commissioner, Pct. 4 Jaime Alberto Canales

Commissioners Court Administrator

- 39. Discussion and possible action to re-organize certain county departments under the purview of the Commissioners Court in an effort to provide adequate office space for employees; and any other matters incident thereto.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina for the policy to be according to seniority anytime there's a vacancy, to revert Ms. Mares's office to the way it use to be and to direct Building Maintenance, and for Cmr. Tijerina to vacate the two (2) offices for Mr. Medford and the Financial Office

Vote: 5 - 0 Motion Carried - Unanimously

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to bring back item #10.b.

Vote: 5 - 0 Motion Carried - Unanimously

- 10. Fire Suppression & EMS Services**

- b. Discussion and possible action to accept a donation from Electric Transmission Texas, LLC (ETT) in the amount of \$2,000.00, to be utilized in training and education and travel to said training for department personnel; and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Account #001-2203-5601 (Administrative Travel) and Account #001-2203-6011 (Training & Education)]**

Issue: Donation check issued by Electric Transmission Texas, LLC to support the mission of the Webb County Volunteer Fire Department.

Solution: Deposit \$1,000 from check into travel line item, Account #001-2203-5601 and \$1,000 into training & education line item, Account #001-2203-6011.

Result: Continue working relationship with ETT, and send department personnel to training and required continuing education.

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

40. **Discussion and possible action to authorize the Purchasing Agent to solicit informal quotes for the procurement of a bronze plaque in recognition of former Webb County Constable Ruben Reyes, Pct 2, to be placed at the county building dedicated to him in South Laredo located at 901 S Milmo; and any other matters incident thereto. [Capital Outlay Contingency Fund-Account #605-3001-8801-7]**

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

Vote: 5 - 0 Motion Carried - Unanimously

41. **Discussion and possible action to award a professional service contract to Hickey Pena Architects for preparation of schematic design, preparation of construction documents and construction management for La Presa Park baseball field project in an amount not to exceed \$15,000.00 and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [Bond Account # 635-6115-8601]**

Issue: Prior to advertising for Competitive sealed proposals the County must secure professional schematic designs, construction documents with specifications and all relevant information to include in proposals for interested parties to use as a guideline to submit sealed proposals based on a detailed scope of services prepared by licensed architects/engineers.

Solution: Award a professional service contract to Hickey Pena Architects for the scope of services listed above. Hickey Pena is a qualified Architectural firm.

Result: Complete the construction documents and specifications necessary to advertise for competitive sealed proposals.

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

Vote: 4 - 0 Motion Carried

Other: Commissioner, Pct. 3 John C. Galo (OUT OF THE COURTROOM)

Honorable Oscar Hale, 406th District Court Judge

14. **Discussion and possible action to approve the Auditor's budget (personnel/operational) as submitted by the Auditor's Board and the Auditor, contingent upon signed and approved order; and any other matters incident thereto.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa to accept the order

Vote: 5 - 0 Motion Carried - Unanimously

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

42. Discussion and possible action to authorize the Economic Development Department to develop a FY 2016 Assistance to Firefighters Grant (AFG) Application for a grant amount not to exceed Twenty Five Thousand Dollars (\$25,000.00) to the U.S. Department of Homeland Security. The purpose of the application is to assist the Webb County Volunteer Fire Department through the purchase of Personal Protective Equipment. This proposed action will require a Five percent (5%) cash match. This amount shall not exceed the sum of ONE THOUSAND TWO HUNDRED AND FIFTY DOLLARS (\$1,250.00).

Issue: Submission of Assistance to Firefighters Grant (AFG) Application to benefit the Webb County Volunteer Fire Department with the purchase of personal protective equipment.

Solution: The Economic Development Department will develop and submit the application on behalf of the Webb County Volunteer Fire Department.

Result: Replace worn equipment and comply with National Fire Protection Association (NFPA) 1500 standards. Safe and well-equipped personnel.

43. Discussion and possible action to authorize the Economic Development Department to develop a FY 2016 Assistance to Firefighters Grant (AFG) Application for a grant amount not to exceed fifty thousand dollars (\$50,000.00) to the U.S. Department of Homeland Security. The purpose of the application is to assist the Webb County Volunteer Fire Department through the acquisition of training for fire personnel. This proposed action will require a five percent (5%) cash match. This amount shall not exceed the sum of TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00).

Issue: Submission of Assistance to Firefighters Grant (AFG) Application to benefit the Webb County Volunteer Fire Department through the acquisition of training for fire personnel.

Solution: The Economic Development Department will develop and submit the application on behalf of the Webb County Volunteer Fire Department.

Result: Firefighters will be provided with hands-on skills training. This will assist Webb County Fire to motivate and retain volunteers, as well as have a safe incident scene and well trained personnel.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa to approve items #42 and #43

Vote: 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

Honorable Tano E. Tijerina, Webb County Judge

44. Discussion and possible action to proclaim the month of November as National Adoption Awareness month.

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

Vote: 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

- 45. Discussion and possible action to adopt a Resolution to appoint Two commissioners court representatives to the South Texas Development Council for the period covering October 1, 2016 through September 30, 2017 and approve payment to South Texas Development Council for membership dues in the amount of \$2,277.00 for the period covering October 1, 2016 through September 30, 2017; and any other matters incident thereto. [Account #001-0200-6007 (Dues & Membership)]**

Cmr. Canales and Cmr. Tijerina stated that they didn't mind continuing on the board.

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

Vote: 5 - 0 Motion Carried - Unanimously

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to bring back item #11.d.

Vote: 5 - 0 Motion Carried - Unanimously

11. Purchasing

- d. Discussion and possible action to approve a job description modification for Slot #0109 (Assistant Purchasing Agent) to include minimum qualifications of a Four (4) year degree in business or related field and Seven (7) years of supervisory and management experience in the government sector preferred and declare as a sensitive position; no changes to job title or salary.**

Issue: Assistant Purchasing Agent position is currently vacant.

Solution: Prior to filling position, minimum qualifications need to be upgraded.

Result: Secure Court approval on modification and present to Civil Service Commission.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 4 Jaime Alberto Canales to make the Four (4) year degree in business or related field "required" and the Seven (7) years of supervisory and management "preferred"

Vote: 5 - 0 Motion Carried - Unanimously

Presentations

47. **Presentation regarding the State of Texas Emergency Assistance Registry (STEAR) offered through the United Way 2-1-1 system by selecting Option 4 that allows people with access and functional needs and anyone that may require assistance during emergencies to provide their information and details regarding their transportation needs. The registry is confidential and assists local governments with planning for disasters. Although signing up does not guarantee that transportation will be provided, we will do our best to plan adequately. We will be helping people sign up during some of the immunization clinics that the Indigent Health Department offers but we encourage people to sign up via 2-1-1. [Requested by Laura Govea, Emergency Management Coordinator]**

48. **Communications**

Communications were led by Commissioner Jaime Alberto Canales, Commissioner John C. Galo, Commissioner Rosaura "Wawi" Tijerina, Commissioner Frank Sciaraffa had no comments, and Judge Tano E. Tijerina.

49. **Adjourn**

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

Vote: 5 - 0 Motion Carried - Unanimously