

DRAFT

Official Minutes for Webb County Commissioners Court Special Meeting

Thursday, August 3, 2017 at 3:00 PM
(Approved DATE)

Let it be remembered that a special meeting of the Webb County Commissioners Court was held at 3:00 p.m. at the regular meeting place with the following members present to wit:

Tano E. Tijerina,	County Judge
Jesse Gonzalez,	Commissioner, Pct. 1
John C. Galo,	Commissioner, Pct. 3

Thus constituting a quorum, the Commissioners Court proceeded to act upon the Agenda as posted in the meeting notice of the 31st day of July 2017. Present also were Ms. Cassandra L. Cavazos, 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

Roll Call by Ms. Brigette M. Garay, Co-Chief Deputy County Clerk on behalf of the Honorable Margie Ramirez Ibarra, Webb County Clerk.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to excuse Cmr. Tijerina and Cmr. Canales

Vote: 3 - 0 Motion Carried - Unanimously

2. Pledge of Allegiance

3. 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 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:

Honorable Jesse Gonzalez, Webb County Commissioner Pct. 1

4. **Discussion and possible action to authorize a donation in the amount of \$2,696 to the City of El Cenizo Public Library for the specific purpose of obtaining a 12 month access to “The Rosetta Stone Library Solution”, an application software program that will assist the language-learning needs of the public and community who utilize the library resources; with further action to authorize the county attorney’s office to prepare and finalize a Memorandum of Understanding or Inter-Local Agreement with the City of El Cenizo for this purpose; and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Account #3060-6270-001-474501 (El Cenizo Library)]**

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

Vote: 3 - 0 Motion Carried - Unanimously

5. **Discussion and possible action to authorize the temporary filling of Slot #2805, into a temporary full-time position (without benefits) to replace an employee who is out on Family Medical Leave Act (FMLA) without pay; with authorization to continue to fund temporary employee at entry level rate of pay, effective immediately, and terminates upon the return of the regular full-time employee.**

Issue: The department’s Administrative Clerk is currently out on “leave without pay” under FMLA causing a critical disruption and backlog of office and administrative functions.

Solution: A temporary employee is needed to fulfill the duties of the Administrative Clerk until such time as the permanent Administrative Clerk returns to work.

Result: If approved, a temporary employee will allow for the continuation of workflow of the Administrative Clerks’ duties; thereby, reducing the interruption in office operations.

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2805	Administrative Clerk	\$13.07 - 9/A

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #5 with the availability of using the Temporary Service

Vote: 3 - 0 Motion Carried - Unanimously

Honorable Martin Cuellar, Sheriff

6. **Discussion and possible action to approve the following line item transfers and directing the budget officer to carry out said line item transfers contingent on; and any other matters incident thereto. [Grant Fund # 2735 (Operation Border Star Deputy)]**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2735-3010-001-410000	Salary	\$7,865	\$21,749.41	\$13,884
	2735-3010-001-421000	Health Insure.-Co. Share	\$915	\$3,104.34	\$2,189
	2735-3010-001-422000	FICA-Co. Share	\$583	\$1,743.57	\$1,160.57
	2735-3010-001-423000	Retirement-Co. Share	\$698	\$2,280.98	\$1,582.98
	2735-3010-001-425000	Unemployment Tax	\$98	\$262.64	\$164.64

	2735-3010-001-426000	Worker's Comp.	\$327	\$1,142.18	\$815.18
		Total	\$10,486		
To:	2735-3010-001-458090	Travel	\$10,486	-0-	\$10,486

Issue: Since this grant-funded slot pays less than most law enforcement jobs, a new officer recently graduated from the police academy was hired to work on the grant focusing on border security and patrol procedures. Since he has limited job experience, training for this special job detail with heightened responsibility and performance-based accountability is required.

Solution: Due to vacancy gap before the filling of the position, there is significant grant funding available to provide training to both the rookie officer and his patrol sergeant shift supervisor/grant project director so that these two (2) patrol officers may acquire the enhanced skills, abilities, and knowledge to help meet performance output and outcome measures required by the grant. Therefore, the approval of a no-cost budget adjustment and associated line item transfer would facilitate the patrol officers' abilities to meet their high demand grant-mandated tasks and responsibilities.

Result: The two patrol officers would be able to acquire needed training to enhance their abilities and effectiveness in achieving their grant performance measures.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Jesse Gonzalez to approve item #6 as a budget amendment

Vote: 3 - 0 Motion Carried - Unanimously

7. **Discussion and possible action to approve the following line item transfer contingent on and immediately upon the approval of the budget adjustment by the grant funding agency; and any other matters incident thereto. [Grant Fund #2701 (SW Alliance)]**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2701-3010-001-425000	Unemployment	\$224	\$409.51	\$185.51
	2701-3010-001-441805	Internet Service	\$347	\$347.04	.04
	2701-3010-001-443000-020	Repair & Maint-Bldg	\$171	\$171	-0-
	2701-3010-001-443000-035	Repair & Maint-Equip	\$1,076	\$1,076.11	.11
	2701-3010-001-444200	Vehicle Rental	\$342	\$342.37	.37
	2701-3010-001-444500	Equipment Rental	\$118	\$118.15	.15
	2701-3010-001-460000	Office Supplies	\$14	\$14.80	.80
	2701-3010-001-460105	Minor Tools & Apparatus	\$8,178	\$8,178.49	.49
	2701-3010-001-462605	Fuel & Lubricants	\$6,814	\$6,814.97	.97
	2701-3010-001-470000	Capital Outlay	\$4,464	\$4,800.93	\$336.93
	2701-3010-001-456205	Training & Education	\$712	\$712.67	.67
		TOTAL	\$22,460		
To:	2701-3010-001-410000	Payroll Cost	\$17,237	\$5,048.28	\$22,285.28
	2701-3010-001-421000	Health/Life Insure	\$1,435	\$476.79	\$1,911.79
	2701-3010-001-422000	FICA	\$989	\$562.17	\$1,551.17
	2701-3010-001-423000	Retirement	\$1,895	\$555.90	\$2,450.90
	2701-3010-001-426000	Worker's Comp.	\$904	\$265.98	\$1,169.98
		TOTAL	\$22,260		

Issue: Remaining funding in other categories can be transferred and utilized to pay anticipated payroll costs.

Solution: Submission and approval of a proposed no-cost budget adjustment and associated line item transfer.

Result: There will be additional payroll funds available from the grant to pay the grant-funded officer for a short additional amount of time.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #7 as a budget amendment and to sweep the End Bal. from Acct. Numbers 2701-3010-001-441805, 2701-3010-001-443000-035, 2701-3010-001-444200, 2701-3010-001-444500, 2701-3010-001-460000, 2701-3010-001-460105, 2701-3010-001-462605, and 2701-3010-001-456205

Vote: 3 - 0 Motion Carried - Unanimously

8. **Discussion and possible action to rescind and revoke part of the court's direction to the budget officer strictly contingent upon the approval of a no-cost budget adjustment by funding agency on agenda item #28, approved on Monday, July 24, 2017. The agenda item dealt with funding a sergeant slot; and any other matters incident thereto.**

Issue: There is some grant funding available upon the approval of a pending budget adjustment that may be utilized on the slot for an additional amount of time. However, the budget officer will still have to take the necessary steps to include a non-grant funded slot in the upcoming general budget and allot funding for the remaining amount of time of the upcoming fiscal year that is not anticipated to be covered by the remaining grants funds.

Solution: If the grant adjustment is approved, rescind part of the court's direction on the funding of the slot until the grant funding is depleted. However, keep the directive to fund the slot in the upcoming new fiscal year's budget.

Result: Webb County will remain in compliance with contractual stipulations in the collective bargaining agreement. Law enforcement officer who has faithfully served with the Webb County Sheriff's Office since 1987 will continue to serve the citizens of Webb County.

Motion by Commissioner, Pct. 1 Jesse Gonzalez, seconded by Commissioner, Pct. 3 John C. Galo

Vote: 3 - 0 Motion Carried - Unanimously

Honorable Danny Dominguez, Justice of the Peace Pct. 2 Pl. 2

9. **Discussion and possible action to approve the following line item transfer:**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	3015-7050-001-470000-075	Contingency Reserve	\$8,190	\$56,844	\$48,654
To:	3015-2190-001-460105	Minor Apparatus & Tools	\$8,190	\$0	\$8,190

Issue: Transfer is to cover cost of office chairs needed in court room for Justice of the Peace Precinct 2, Place 2.

Solution: Approve transfer from Contingency Reserve Fund.

Result: Will be able to purchase new chairs to replace old chairs that can no longer be repaired.

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

Vote: 3 - 0 Motion Carried - Unanimously

- 10. Discussion and possible action to approve the purchase of office furniture for the court room of the Justice of the Peace Precinct 2, Place 2 in the amount of \$8,190 from Executive Office Supply; and any other matters incident thereto. [Account #3015-2190-7050-001-460105]**

Issue: Chairs in the courtroom for the Justice of the Peace Precinct 2, Place 2 are in need of replacement and can no longer be repaired.

Solution: Approve request to properly equip the court room with new furniture.

Result: New furniture for courtroom will ensure sufficient and safe seating for the public.

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

Vote: 3 - 0 Motion Carried - Unanimously

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to bring up item #9

Vote: 3 - 0 Motion Carried - Unanimously

- 9. Discussion and possible action to approve the following line item transfer:**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	3015-7050-001-470000-075	Contingency Reserve	\$8,190	\$56,844	\$48,654
To:	3015-2190-001-460105	Minor Apparatus & Tools	\$8,190	\$0	\$8,190

Issue: Transfer is to cover cost of office chairs needed in court room for Justice of the Peace Precinct 2, Place 2.

Solution: Approve transfer from Contingency Reserve Fund.

Result: Will be able to purchase new chairs to replace old chairs that can no longer be repaired.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #9 as a budget amendment

Vote: 3 - 0 Motion Carried - Unanimously

Honorable Delia Perales, Treasurer

- 11. Discussion and possible action to approve/ratify any pending bills as presented by the County Treasurer; and any other matters incident thereto.**

Issue: There is a time gap between regularly scheduled commissioners court meetings wherein certain bills become due and require court approval.

Solution: Present pending bills to the court for approval at special meeting.

Result: Ensure that all scheduled payments will be processed timely.

County Treasurer, Ms. Delia Perales presented the Recap of Checks, Recap of Released Immediate Payments, Ratification of Checks, and Ratification of Payroll for July 28, 2017 pending approval.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez

Vote: 3 - 0 Motion Carried - Unanimously

- 12. Adjourn**

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

Vote: 3 - 0 Motion Carried - Unanimously