

DRAFT

Official Minutes for Webb County Commissioners Court Meeting

**Monday, October 10, 2017 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
Jesse Gonzalez,	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 6th day of October 2017. 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

Roll Call by Ms. Lupita De Los Reyes, Senior Accountant on behalf of the Honorable Margie Ramirez Ibarra, Webb County Clerk.

2. Pledge of Allegiance/Invocation

3. Approval of Bills, Payroll, and Monthly Report

County Treasurer, Ms Delia Perales presented the Recap of Checks, Ratification of Checks, Side Bills Listing #1, Side Bills Listing #2, Side Bills Listing #3, and Liability Disbursements of County Payroll pending approval.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez

Vote: 5 - 0 Motion Carried - Unanimously

Chief Deputy Auditor, Mr. Rafael Perez presented the monthly report for September 2017.

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

Vote: 5 - 0 Motion Carried - Unanimously

Business Office, Ms. Rebecca Garcia presented the Accounts Payable Invoice Activity as of October 5, 2017.

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.**

1) Mr. Jesus A. Segovia spoke in regards to item #29.

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. Community Action Agency

- a. **Discussion and possible action to approve the following budget amendment (line item transfer):**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2661-7100-521-443000-020	Building R&M	\$900	\$1,685.00	\$785.00
To:	2661-7100-521-441205	Utilities	\$900	\$128.63	\$1,028.63

Issue: Available funds in account cannot cover cost needed to payout utility bill.

Solution: Monies transferred will cover cost needed to payout utility bill.

Result: Utility bill will be paid off and grant year will be closed out.

6. Honorable Oscar Hale, 406th District Court Judge

- a. Discussion and possible action to approve the following budget amendment for the 406th Veterans Treatment Program Grant Fund 2354 in the amount of \$117,066.82 for grant period September 30, 2016 - September 29, 2017. Currently, the database calendar for Webb County does NOT match the grant budget period awarded.

See accounts below for accounts and carryover amounts.

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
Grant revenue	2354-2040-330300	Grant Revenue	\$117,066.82	\$117,066.82	\$117,066.82
	2354-2040-001-410000	Payroll	\$62,398.88	\$62,398.88	\$62,398.88
	2354-2040-001-422000	Fica	\$4,842.86	\$4,842.86	\$4,842.86
	2354-2040-001-423000	Retire	\$6,093.05	\$6,093.05	\$6,093.50
	2354-2040-001-421000	Insurance	\$19,249.49	\$19,249.49	\$19,249.49
	2354-2040-001-426000	Work Comp	\$315.66	\$315.66	\$315.66
	2354-2040-001-425000	Unemployment	\$1,648.26	\$1,648.26	\$1,648.26
	2354-2040-001-432001	Professional services	\$6,000.00	\$6,000.00	\$6,000.00
	2354-2040-001-458000	Admin Travel	\$3,621.06	\$3,621.06	\$3,621.06
	2354-2040-001-459020	Other expenses	\$12,201.00	\$12,201.00	\$12,201.00
	2354-2040-001-461000	Materials & Supplies	\$696.56	\$696.56	\$696.56

Issue: Grant fund 2354 has a fiscal year of September 30, 2016 - September 29, 2017. However, the Financial System utilized by Webb County reflects Fund 2354 has a fiscal year of August 1, 2016 - July 31, 2017, which is incorrect. Consequently, the remaining amount of \$117,066.82 cannot be disbursed for the remaining months (August and September) until the fiscal year reflected on the data base is modified to reflect the correct fiscal year dates.

Solution: Approve and modify the Financial System to reflect the correct fiscal year dates to allow remaining funds to be disbursed adequately as indicated for the remainder months of service.

Result: Approval through Commissioners Court as per approved Agenda Item No. 47 (f) approved February 27, 2017, that any and all budget amendments that may arise from grant-funded activity shall be conducted only by the budget officers.

7. Honorable Harold Devally, Constable Pct. 4

- a. Discussion and possible action to approve the following budget amendment (line item transfer):

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2202-3170-001-470000	Federal Forfeiture Fund-Capital Outlay	\$7,000	\$23,457.00	\$16,457.00
To:	2202-3170-001-455501	Drug Free Campaign	\$7,000	\$1,491.14	\$8,491.14

Issue: Additional funds are needed in accounts to cover schedule and future expenses.

Solution: Approve Line Item Transfer request.

Result: To ensure funding for the remainder of the current fiscal year.

8. Honorable Margie Ibarra, County Clerk

- a. Approval of Minutes for September 20, 2017 and September 25, 2017

9. Honorable Victor Villarreal, County Court at Law 2 Judge

- a. Discussion and possible action to approve the Notice of Award (NOA) for year Three (3), SAMHSA Grant #TI-026095, for the County Court at Law II DWI Court Program in the amount of Three Hundred Twenty-Five Thousand Dollars (\$325,000) for fiscal period September 30, 2017 through September 29, 2018. The grant is its final year of operation. There will be no impact to the general fund. [Fund #2356]

Issue: It is necessary to have all awarded grant allowances by our Commissioner's Court

Solution: Commissioner's Court approve the grant allowances for year three (3) of the DWI Court Program SAMHSA Grant. The award has previously been reviewed and approved by Economic Development in accordance to the Webb County Single Point of Contact.

Result: The DWI Court program will continue to be able to administer effective substance abuse treatment for all its qualified participants.

10. Honorable Isidro Alaniz, District Attorney

- a. Discussion and possible action to approve a budget amendment to the District Attorney State forfeiture fund by increasing the expenditure budget by \$57,148; said amount is available from seized funds pursuant to Chapter 59 of the Texas Code of Criminal Procedure, effective October 1, 2017. [Fund #2160-2260]

Line Item Description	Line Item Account Number	Amount	Justification
Payroll Cost	2160-2260-001-410000	\$26,613	Supplement Payment to Assistant District Attorney & Criminal Investigators
Part Time	2160-2260-001-412000	\$20,000	Payments related to part time employees
FICA	2160-2260-001-422000	\$3,566	Fringe benefits allocated supplement payment & part-time employees
Retirement	2160-2260-001-423000	\$5,127	Fringe benefits allocated supplement payment & part-time employees
Workers Compensation	2160-2260-001-426000	\$1,073	Fringe benefits allocated supplement payment & part-time employees
Unemployment	2160-2260-001-425000	\$769	Fringe benefits allocated supplement payment & part-time employees

Issue: New proceeds under Chapter 59.06 of the Texas Code of Criminal Procedure have been awarded and may be spent by the attorney representing the State after a budget for the expenditure of the proceeds has been submitted to the Governing Body.

Solution: Submit a budget to the Governing Body that clearly list and defines the categories of expenditures.

Result: The attorney representing the State can utilize the new proceeds for the official use of his office.

11. Business Office

- a. Discussion and possible action to approve the posting and filling of the following slot, subject to the availability of payroll funds; and contingent upon certification of a new job title and job description by the Civil Service Commission and any applicable guidelines.

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2130	Accounts Payable Specialist	\$18.46-\$19.40 16/A-E

Issue: Slot has become vacant.

Solution: Post and fill vacant slot.

Result: Filling of the slot will allow the department to continue accounts payable functions.

12. Head Start

Disclaimer: All Head Start monies are 100% Federal funds

- a. 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>
2525	Associate Degreed Teacher Assistant	\$11.98	20
2565	Early Head Start Teacher	\$11.78	26
1613, 1314	Child Care Partnership - Part Time Teacher Floaters	\$9.25	26
1106,1702,1801	Part Time Substitute Teaches	\$8.73	20

- b. Discussion and possible action to approve the following budget amendment (line item transfers):

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2357-5151-531-421000	Health Life Insurance	\$416.74	\$416.74	\$0.00
	2357-5151-531-425000	Unemployment Tax	\$2,248.07	\$2,248.07	\$0.00
	2357-5151-531-426000	Workers Compensation	\$662.14	\$662.14	\$0.00
	2357-5150-531-432055	Auditing and Accounting	\$7,000	\$7,000	\$0.00
	2357-5190-531-444100	Space Rental	\$6,902.80	\$6,902.80	\$0.00
	2357-5200-531-421000	Health Life Insurance	\$50,843.80	\$50,843.80	\$0.00
	2357-5200-531-422000	FICA County Share	\$31,462.26	\$31,462.26	\$0.00
	2357-5200-531-425000	Unemployment Tax	\$22,950.92	\$22,950.92	\$0.00
	2361-5190-531-441205	Utilities	\$2,427.86	\$4,169.36	\$1,741.50

	2361-5200-531-423000	Retirement County Share	\$4,983.60	\$7,215.70	\$2,232.10
	2367-5200-531-426000	Worker Compensation	\$4,716.32	\$10,830.41	\$6,114.09
	2367-5200-531-41000	Payroll Cost	\$25,000	\$27,349.59	\$2,349.59
			\$159,614.51		
To:	2357-5150-531-410000	Payroll Cost	\$3,143.37	\$(3,143.37)	\$0.00
	2357-5150-531-422000	FICA County Share	\$4.10	\$(4.10)	\$0.00
	2357-5150-531-423000	Retirement County Share	\$306.97	\$(306.97)	\$0.00
	2357-5200-531-410000	Payroll Cost	\$92,272.16	\$(92,272.16)	\$0.00
	2357-5200-531-423000	Retirement County Share	\$19,563.52	\$(19,563.52)	\$0.00
	2357-5200-531-426000	Worker Compensation	\$999.10	\$(999.10)	\$0.00
	2357-5200-531-441205	Utilities	\$6,197.51	\$58.00	\$6,255.51
	2361-5190-531-461000	Materials and Supplies	\$2,427.86	\$(2,427.86)	\$0.00
	2361-5200-531-426000	Worker Compensation	\$4,983.60	\$(4,983.60)	\$0.00
	2367-5200-531-422000	FICA County Share	\$1,915.96	\$(1,915.96)	\$0.00
	2367-5200-531-423000	Retirement County Share	\$2,800.36	\$(2,800.36)	\$0.00
	2367-5190-531-457008	Contractual (AURA)	\$25,000	\$0.00	\$25,000
			\$159,614.51		

Issue: Line Item Transfers are needed to close out the 2016-2017 Head Start, Early Head Start, and Child Care Partnership grant fiscal years.

Solution: Approved the Line Item Transfer requests.

Result: All line items will be funded to close out the 2016 - 2017 Head Start, Early Head Start, and Child Care Partnership grant fiscal years.

13. Juvenile Probation Department

- a. Discussion and possible action to approve the posting and filling of the following Slots, subject to the availability of payroll funds and any applicable Civil Service guidelines, effective October 10, 2017:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
332	Juvenile Supervision Officer	\$15.73 - 12/D
337	Juvenile Supervision Officer	\$15.73 - 12/D

Issue: Slots are vacant.

Solution: Request is being made to fill the vacant slots.

Result: The filling of the slots will allow department to continue to function efficiently and effectively.

14. Purchasing

- a. Discussion and possible action to approve payment for memberships of non-profit state associations as required by Local Government Code Section 89.002 dependent on funding availability and pending of any association fee increases, list attached.

Issue: Local Government Code §89.002 requires that:

The commissioners court may spend, in the name of the county, money from the county's general fund for membership fees and dues of a nonprofit state association of counties if:

- (1) a majority of the court votes to approve membership in the association;
- (2) the association exists for the betterment of county government and the benefit of all county officials;
- (3) the association is not affiliated with a labor organization;
- (4) neither the association nor an employee of the association directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature, except that this subdivision does not prevent a person from providing information for a member of the legislature or appearing before a legislative committee at the request of the committee or the member of the legislature; and
- (5) neither the association nor an employee of the association directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

Solution: Obtain court approval as required.

Result: Purchase Orders for associations approved by the Court will be processed for payment.

b. Discussion and possible action to award the following contracts:

Bid 2018-01 - Annual Contract for Fuel - Arguindegui Oil Co.

Bid 2018-02 - Annual Contract for Flexible Base - AA&E Explorations, Tahoe Ranch

Bid 2018-03 - Annual Contract for Auto Parts - Gonzalez Auto Parts, Laredo Wholesale Auto Distribution, Fleetpride (Batteries & Filters only)

Bid 2018-04 - Annual Contract for Heavy Equipment Parts - RDO Equipment

Bid 2018-06 - Annual Contract for Electrical Supplies - 3G Electrical Supply, CED Laredo, Core Supplies of Laredo

Bid 2018-07 - Annual Contract for Pest Control - Asash Termite & Pest Control

Bid 2018-08 - Annual Contract for Pharmaceutical Supplies - Diamond Pharmacy

Bid 2018-09 - Annual Contract for Plumbing Supplies - Clark Hardware

Bid 2018-10 - Annual Contract for Fire Suppression Systems - Profire Protection

Bid 2018-12 - Annual Contract for Machine Shop Repair - Laredo Machine Shop, Laredo Mechanical Industrial Services

Bid 2018-13 - Annual Contract for Electrician - LED Electric Lighting Contractors

Bid 2018-18 - Annual Contract for Electrical Repair Services for Buses - South Texas Auto Rebuilders

Bid 2018-19 - Annual Contract for Water Plant Chemicals - BrennTag SouthWest, Inc., DPC Industries, Evergreen Southwest, LLC.

Bid 2018-20 - Annual Contract for Motor Rewinds - Delta House Electric & Motor Rewinds, Ramsa Electromechanic Inc.

Bid 2018-21 - Annual Contract for Uniforms (Civilian Personnel Only) - AI &

Robb Sales, GA Advertising

15. Honorable Martin Cuellar, Sheriff

- a. **Discussion and possible action to authorize the submission of a grant application to the Office for Victims of Crime, U.S. Department of Justice developed, written, and submitted by and for the Webb County Sheriff's Office in the amount estimated at \$5,000 for community awareness project activities to take place during the 2018 National Crime Victims' Rights Week; and authorizing the Webb County Judge to execute all relevant documents; and any other matters incident thereto. This grant does not require any type of match; and, thus will have no impact to the general fund.**

Issue: The rights of crime victims are enshrined in the federal code (Section 3771 of Title 18 of the U.S. Code, Crimes and Criminal Procedure), the Texas Constitution (Article I Section 30), and the Texas Code of Criminal Procedure (Chapter 56). However, many victims of crime are unaware of their mandated rights as well as the services that are specifically available to them to facilitate needed restitution, recovery, privacy, dignity, and justice.

Solution: Grant application to highlight the rights of and services for crime victims in the Laredo/Webb County area during the 2018 National Crime Victims' Right Week.

Result: The general public and any victims of crime will become more aware of the services available to them in the Laredo/Webb County area.

- b. **Discussion and possible action to approve the acceptance of a grant award from the Office on Violence Against Women (OVW) as developed, written, coordinated, submitted by and for the Webb County Sheriff's Office for a FY 2017 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program in the amount of \$367,539.00 to enhance investigations in all matters relating to domestic violence, sexual assault, stalking and dating violence through the continuing payment of the salary and fringe benefits of a grant-funded investigator and to sustain legal advocacy efforts by the Casa de Misericordia Domestic Violence Shelter; and designating the Webb County Judge as the authorized official in all matters related to this grant; and any other matters incident thereto. This grant does not require any type of match and, thus, will have no impact on the general fund.**

Issue: Violence against women is among the most intractable and deadliest criminal justice problems in the United States, especially domestic violence and in the South Texas area. According to published statistics, the number of American women between 2001-2012 who were murdered by current or ex male partners in the United States was 11,766. That's almost double the amount of casualties lost during wars in Afghanistan and Iraq. Women who will be victims of severe violence by an intimate partner in their lifetimes are 1 in 4. ("30 Shocking Domestic Violence Statistics That Remind Us It's An Epidemic" Vagianos 10/23/2014)

Solution: Casa Misericordia Domestic Violence Shelter and the Webb County

Sheriff's Office seek to continue their coordinated, collaborative efforts to assist victims of domestic violence in the local Laredo/Webb County Community.

Result: Victims of domestic violence, sexual assault, dating violence, and stalking in the Laredo/Webb County area will continue to receive improved, enhanced services from the Casa Misericordia Domestic Violence Shelter and the Webb County Sheriff's Office to assist them with needed recovery, restitution, privacy, justice, and dignity.

- c. Discussion and possible action to approve the following budget amendment (line item transfers); and any other matters incident thereto:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2153-3020-001-460105	Minor Tools	\$300	\$400	\$100
	2153-3010-001-461000	Material & Supplies	\$1,200	\$3,426	\$2,226
			\$1,500		
To:	2153-3010-001-413000	Overtime	\$1,200	(\$1,135)	\$65
	2153-3020-001-444500	Equipment Rental	\$300	\$112	\$412
			\$1,500		

Issue: Federal Forfeiture accounts listed above require a transfer of funds to cover estimated forecasted expenditures and account deficits.

Solution: Use the savings from selected accounts to cover overtime and purchase order expenditures.

Result: These requested line item fund transfers will cover the estimated future expenditures.

- d. Discussion and possible action to approve acceptance of a black/tan male German Shepherd/Belgian Malinois mixed breed canine (K-9) named Ati (Birthday 08-20-2015; Tattoo No.: Y530; Microchip Number: 688052000069322) from the U.S. Department of the Military for narcotics detection purposes; with authorization to provide insurance coverage as a law enforcement service animal; and any other matters incident thereto. The canine (K9) was donated to the Webb County Sheriff's Office, and related canine costs for veterinary care, food, and other needed materials/supplies are to be paid utilizing forfeiture funds.

Issue: The Laredo/Webb County area is designated as part of the South Texas High Intensity Drug Trafficking Area (HIDTA), which is considered, "one of the most strategically significant cross-border drug smuggling corridors" (U.S. Department of Justice National Drug Intelligence Center South Texas High Intensity Drug Trafficking Area Drug Market Analysis 2011). The 2011 report by the U.S. Department of Justice National Drug Intelligence Center further states that, South Texas HIDTA region has a greater influence on national-level drug trafficking and drug availability than does any area along the U.S.-Mexico border" (Drug Market Analysis 2011).

Solution: Acceptance of the donation of a Canine (K9) from the U.S. Department of the Military U.S. Department of Homeland Security to acquire

the K9's services to assist Webb County Sheriff's Office deputies with interdiction and other crime-fighting services in the Laredo/Webb County area.

Result: Requested K9 will assist the Webb County Sheriff's Office to fight crime.

- e. Discussion and possible action to authorize the submission of a no-cost grant extension for the Fiscal Year 2015 Operation Stonegarden (FY '15 OPSG) beyond the original end date of August 31, 2017, as specifically requested by state agency representatives at the Office of Governor on Thursday, September 28, 2017, so that the Offices of Constables Pct. 1 and Pct. 3 may utilize remaining funds in the amounts of \$5,341.24 and \$6,200.29 respectively for a total amount of \$11,541.53 before the end of October 31, 2017; and designating the Webb County Judge as the authorized official in any grant related matters; and any other matters incident thereto. In addition, in order to ensure utilization of all remaining overtime funds, any of the \$11,541.53 funds not utilized by the Offices of the Constables Pct. 1 and Pct. 3 during this remaining period up until October 31, 2017, will be reallocated to the Webb County Sheriff's Office for their overtime and associated fringe benefits costs. Thus, this no-cost grant extension request will have no impact to the general fund.

Issue: On 9/28/2017, representatives from the Office of the Governor requested that the Fiscal Year 2015 Operation Stonegarden (OPSG) be extended beyond the original end date of 08/31/2017 so that the Offices of the Constable Pct. 1 and Pct. 3 may utilize remaining overtime (OT) funds.

Solution: As directed by the state agency, authorize a no-cost grant extension until October 31, 2017.

Result: Overtime funds will be utilized to provide important border security operations and associated patrol procedures by the Office of the Constables, Pct. 1 and Pct. 3.

16. Public Defender

- a. 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, as well as any and all Wage Plan Policies.

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate/Salary</u>
2085	Assistant Public Defender II	\$73,955.87 (23 N - V)

Issue: Slot #2085 will become vacant on September 29, 2017.

Solution: Request is being made to fill the vacant attorney slot.

Result: The filling of slot #2085 will allow our department to continue to function efficiently and effectively.

- b. **Discussion and possible action to approve a commercial office space lease agreement by and between 1802 Victoria, LLC., as Lessor and Webb County as Lessee, for use and occupancy by the Webb County Public Defender's Office, for a three (3) year primary lease term, commencing October 1, 2017 thru September 30, 2020 at a monthly rental rate of \$3,116.00 per month, with a three (3) year renewal option period. Said property, 3,216 sq. ft., being described as Lot One (1), Block One Hundred Sixty-Six (166), situated in the Western Division, City of Laredo, Webb County, Texas and commonly known as 1802 Victoria St., Laredo, Texas 78040, subject to annual budgetary appropriations, and authorizing the Webb County Judge to execute any and all relevant documents and any other matters incident thereto. [Account #1001-1130-001-444100 (Space Rental)]**

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez to approve all Consent Agenda items

Vote: 5 - 0 Motion Carried - Unanimously

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to bring up item #29

Vote: 5 - 0 Motion Carried - Unanimously

REGULAR AGENDA

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

29. **Discussion and possible action to enter into negotiations with the City of Laredo regarding their proposal to dissolve the current Memorandum of Understanding for the veterans museum project and discuss alternative proposals; and any other matters incident thereto.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to enter into negotiation with the City regarding their proposal to dissolve the current Memorandum of Understanding for the veterans museum discussing the two (2) sites that we talked about and any others that may become available in exchange for giving us our 50% back of the house and us providing those monies subject to the law allowing us to provide it

Vote: 5 - 0 Motion Carried - Unanimously

Honorable Martin Cuellar, Sheriff

17. **Discussion and possible action to approve the addition of a 2016 Chevrolet Cheyenne VIN #3GCUK9EJ4GG152354 as part of the Webb County Sheriff's Office fleet inventory, including but not limited to revising Webb County's vehicle inventory to reflect this addition, provide the necessary insurance coverage; and any other matters incident thereto.**

Issue: The Webb County Sheriff's Office is requesting to add the vehicle as part of its vehicle inventory to be used for law enforcement operations.

Solution: Approve the addition of the vehicle as part of the Webb County Sheriff's vehicle inventory.

Result: Utilize all available resources to deter and to dismantle organized crime in our community and along the Texas border within Webb County.

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

Vote: 5 - 0 Motion Carried - Unanimously

Honorable Victor Villarreal, County Court at Law 2 Judge

18. **Discussion and possible action to approve the filling of Slot #2902 under Fund #2356, SAMHSA Grant TI-026095, and to increase the salary from Twenty-Six Thousand Dollars (\$26,000) to Forty-Six Thousand Dollars (\$46,000). The current slot is vacant, it was filled on August 18, 2017. The previous case manager resigned and was removed from the case manager position effective September 7, 2017. Slot #2902 is currently set a salary of Twenty-Six Thousand Dollars (\$26,000), and the Grant Project Officer that is in charge of the DWI Court grant has given full authority to the Project Director of the DWI Court program to make any and all necessary changes regarding budget issues or amendments required to operate the grant. There will be no impact to the General Fund. [Fund #2356]**

Issue: The current salary of the case manager position is set at twenty-six thousand dollars (\$26,000) and will need to be increased to forty-six thousand dollars (\$46,000).

Solution: Respectfully recommend that Commissioner's Court follow the approval of the SAMHSA Grant Project Officer that oversees the DWI Court Program, and the Project Director of the County Court at Law II DWI Court Program to increase the salary of the case manager position.

Result: Case manager slot will be filled at a permanent full time position, thus assisting in the overall operations of the DWI Court Grant.

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

Vote: 5 - 0 Motion Carried - Unanimously

Honorable Rudy Rodriguez, Constable Pct. 1

19. **Discussion with possible action to authorize and approve a General Request for Payment in the amount of \$6,523.60 for vendor SafeKids utilizing the 2016-2017 Budget to cover said expense; and any other matters incident thereto. [Account #1001-3150-001-461000]**

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

Vote: 5 - 0 Motion Carried - Unanimously

Human Resources

20. **Status report from HR department regarding personnel salary changes to employee slots with additional action to approve all as budget amendments for all departments included; 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 - Unanimously

Purchasing

21. **Discussion and possible action to authorize the hiring of a temporary part time position (no benefits) at an hourly rate of \$13.00 per hour to be funded from the vacant Administrative Clerk Position to cover front desk operations and other administrative tasks assigned by the Purchasing Agent, not to exceed 90 days effective October 10, 2017; the full time position will be filled once the job description is approved by the Civil Service Commission and Commissioners Court:**

Issue: Court approved Administrative Clerk position for fiscal year end 2018. Job description will be drafted and taken to Purchasing Board and Commissioners Court for approval prior to securing certification from the Civil Service Commission.

Solution: Hire a Temporary PT employee to man the front desk operations and other related administrative duties until job description is certified.

Result: A temporary PT employee will cover front desk operations, answer incoming phone calls, and assist Purchasing Agent with other administrative tasks assigned.

Motion by Commissioner, Pct. 4 Jaime Alberto Canales, seconded by Commissioner, Pct. 3 John C. Galo to transfer \$5,000 from the vacant clerk position to part-time

Vote: 5 - 0 Motion Carried - Unanimously

Honorable Esther Degollado, District Clerk

22. **Discussion and possible action to approve a budget amendment to increase expenditure funds for District Clerk Preservation - District Clerk Administration - Minor Tools & Apparatus (Account #2011-2290-001-460105) in the amount of \$3,179.00 from the available funds in the District Clerk Preservation - District Clerk Records Preservation fee. Available funds from Fund 2011 - preservation fees are currently \$31,155.00.**

Issue: Additional funding is needed to cover the preservation proposal for District Clerk.

Solution: Funding will be transferred from available fund balance. Preservation fees collected.

Result: Secure sufficient funding to cover total cost of preservation proposal for historical County records.

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

Vote: 5 - 0 Motion Carried - Unanimously

23. **Discussion and possible action to enter into a historical civil and criminal case file preservation project agreement/phase II, between Webb County and Kofile Technologies, Inc. for an amount not to exceed \$149,993.13, pursuant to Section 271.103, Subchapter G (Purchases from Federal Schedule Sources of Supply), GSA Contract No. GS-35F-275AA, and authorizing the Webb County Judge to execute all relevant documents; and any other matters incident thereto. [Account #2011-2290-001-460105 (District Clerk Preservation - District Clerk - Administration - Minor Tools & Apparatus)]**

Issue: Due to the historical nature and continued physical deterioration of these 8 boxes (out of the remaining 75) of Webb County Historical Civil and Criminal Case Files, and the required permanent retention period requirements as per the Texas State Library & Archives Commission, 2011, these historical civil and criminal case file records stored and located at the Webb County District Clerk's Office need to be properly preserved, remediated, protected, archived, microfilmed and stored in order to prevent any further deterioration by providing for surface cleaning, tear repairs, removal of deposits, including dust, soot, airborne particulates, sedimentation, insect detritus, and/or biological/mineral contaminants, archival imaging, indexing, microfilming, and binder storage of these files.

Solution: Approval of this Webb County Historical Civil and Criminal Case Files Preservation Project Agreement with Kofile Technologies, Inc., will provide for the proper preservation, archival imaging, indexing, and storage of these historical civil and criminal case files and records at the Webb County District Clerk's Office.

Result: Historical Civil and Criminal Case Files preservation and physical deterioration preventive measures will ensure that these files and records are properly preserved, cared for and maintained by the Webb County District Clerk's Office.

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

Vote: 5 - 0 Motion Carried - Unanimously

Budget Officers

24. **Discussion and possible action to authorize the Budget Officers and Auditors Office to enter and post budget amendments for fiscal year end transactions necessary to process payment of all invoices dated or services rendered on or before September 30, 2017 line item transfers are to be determined by the Budget Officers in coordination with each department and presented for ratification at each Commissioners Court Meeting up to November 30, 2017. [Requested by Business Office]**

Issue: Various departments and offices have depleted departmental budgets

yet there are invoices still pending to be processed that must be paid with FY 2016-2017 funds. Invoices cannot be processed and validated if the accounts are in negative.

Solution: In order to timely process and pay invoices, the Budget Officers will identify line items transfers and perform administrative budget amendments as needed to process invoices in coordination with each department. A list of invoices pending process due to insufficient funds will be generated and provided to the Budget Officers on a daily basis by the Business Office.

Result: Invoices will be processed and sent to Auditor's for approval.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to allow the Budget Officer Department and Business Office to work together to sweep whatever can be funded within the department and anything that falls out must come back to the court

Vote: 5 - 0 Motion Carried - Unanimously

Commissioners Court Administrator

25. **Status report by the Purchasing Agent and Human Resources department regarding the current vacant county director positions listed below with discussion and possible action to authorize the scheduling of qualified applicants for the purpose of interviewing and selecting a permanent director; and any other matters incident thereto.**

Departments:

- **Community Action Agency**
- **Economic Development**
- **Risk Management**
- **Human Resources**
- **Road & Bridge**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to name Mr. James Flores as Economic Development Director and allow Mr. Perez to hit the Assistant Director for the draw down

Vote: 5 - 0 Motion Carried - Unanimously

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to interview the top three (3) candidates for CAA Director

Vote: 5 - 0 Motion Carried - Unanimously

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to leave Mr. Neira as Road and Bridge Director until December or January to assess the situation there

Vote: 5 - 0 Motion Carried - Unanimously

26. **Discussion and possible action to expand the professional services contract of outside counsel, Allison, Bass & Magee, to include legal representation of all named defendants in Cause No. 2017CVK002307-D3, In re: Marco Montemayor v. Webb County Commissioners Court, et al.; and authorizing the County Judge to sign any relevant documents, and any other matters incident thereto.**

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

Vote: 5 - 0 Motion Carried - Unanimously

27. **Discussion and possible action by Resolution of the Webb County Commissioners Court to nominate a candidate as Webb County's member to the Webb County Appraisal District Board of Directors for the 2018-2019 term pursuant as per Section 6.033 of the Texas Property Tax Code. Prior to December 15, 2017, Webb County Commissioners Court will cast its 914 votes in any manner it wishes for those individuals listed on the ballot provided by the Chief Appraiser; and any other matters incident thereto. [Requested by Martin Villarreal, Webb County Chief Appraiser]**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to appoint Cmr. Jesse Gonzalez

Vote: 5 - 0 Motion Carried - Unanimously

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

28. **Discussion and possible action to authorize Building Maintenance Department to replace the light bulbs of the Webb County Courthouse to commemorate Breast Cancer Awareness Month in Webb County, Texas by lighting up the Webb County Courthouse in Pink for the month of October, 2017; and any other matters incident thereto. [Co-Sponsored by Tano E. Tijerina, County Judge]**

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

Vote: 5 - 0 Motion Carried - Unanimously

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to bring up item #33

Vote: 5 - 0 Motion Carried - Unanimously

Presentations

33. **Presentation from Mr. David Slayton, Administrative Director for the Office of Court Administration, regarding the Independent Auditor's Court Collections Compliance Draft Report and findings for Webb County, with discussion and possible action; and any other matters incident thereto. [Requested by Commissioners Court Administrator]**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to bring up item #31

Vote: 5 - 0 Motion Carried - Unanimously

- 31. Recognition and presentation of plaque to Coach Juan Salazar upon his retirement from coaching at United South High School after 27 years. [Requested by Jesse Gonzalez, Commissioner Pct. 1] [Co-Sponsored by Rosaura "Wawi" Tijerina, Commissioner Pct. 2]**
- 32. Presentation by Jason Ahr and Lynda Villarreal and committee members to extend an invitation to the Court and the public to their annual H.E.B. Feast of Sharing dinner being held on November 4, 2017. [Requested by Tano E. Tijerina, Webb County Judge]**
- 30. Status Report to Webb County Commissioners Court by Judge Victor Villarreal who presides over County Court at Law II regarding the monthly report on results and statistics of the court. [Requested by Victor Villarreal, CCL #2 Judge]**

34. Communications

Cmr. Tijerina read communications on behalf of the Commissioners Court. Additional communications were made by Cmr. Canales, Cmr. Galo, and Judge Tijerina.

35. Adjourn

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

Vote: 5 - 0 Motion Carried - Unanimously