



WEBB COUNTY, TEXAS
COMMISSIONERS COURT
SPECIAL MEETING

PUBLIC NOTICE
COMMISSIONERS COURT MEETING
WEBB COUNTY COURTHOUSE
1000 HOUSTON STREET, 2ND FLOOR
LAREDO, TEXAS 78040
MONDAY, OCTOBER 2, 2017
9:00 a.m.

BY *Ro* DEPUTY

WEBB COUNTY, TEXAS

2017 SEP 29 AM 8:48

MARGIE R. IBARRA
COUNTY CLERK
FILED

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

1. Roll Call by Honorable Margie Ramirez-Ibarra, Webb County Clerk
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.

COURT TO DISCUSS AND ACT ON THE FOLLOWING:

Honorable Delia Perales, Treasurer

4. Approval of payroll and accounts payable; and any other matters incident thereto.
5. Discussion and possible action to accept One (1) additional employee, slot #1254 on the Voluntary Separation Plan for a total payout amount of \$29,877.12, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto.

Issue: The employee learned of the transfer of his slot after the expiration date of the Voluntary Separation Plan. He is asking to waive and extend the deadline for his application to be included with the Voluntary Separation Plan.

Solution: If approved by Commissioners' Court, his application to retire with the 30% incentive pay will be prepared with a retirement date of Monday, October 2, 2017.

Result: The employee will retire.

6. Discussion and possible action to authorize the County Treasurer to open a new depository account (bank account) with Commerce Bank to centralize the disbursements of the worker's compensation claims through our new third party provider Tristar Insurance Group.

Issue: As per Risk Management a new third party administrators has been selected to handle all worker's compensation claims.

Solution: Due to a new Worker's Comp - Third Party Provider, a new bank account must be designated in order to process the new claims by our new administrators.

Result: This account will replace our current account with Commerce Bank for Webb County/Alternative Service Concepts.

7. Discussion and possible action to designate the following meeting dates on which the Commissioners Court shall convene to approve payroll and accounts payable; and any other matters incident thereto. All meetings shall start at 11:00 a.m. The Court may convene on any other day as deemed necessary and as authorized by law. Commissioners Court may at its discretion, re-schedule meeting dates and times if necessary.

October 4, 2017
October 18, 2017
November 1, 2017
November 15, 2017
November 29, 2017
December 13, 2017
December 27, 2017
January 10, 2018
January 24, 2018
February 7, 2018
February 21, 2018
March 7, 2018
March 21, 2018
April 4, 2018
April 18, 2018
May 2, 2018
May 16, 2018
May 30, 2018
June 13, 2018
June 27, 2018
July 11, 2018
July 25, 2018
August 8, 2018
August 22, 2018
September 5, 2018
September 19, 2018

Budget Officers

8. Discussion and possible action to clarify and approve any corrections to the 2017-2018 Webb County budget that was formally adopted by the Commissioners Court on September 25, 2017; and any other matters incident thereto.

Issue: The budget office is requesting clarifications and authorization from the court to approve any possible budget corrections in an effort to finalize the financial information in the adopted 2017-2018 county budget.

Commissioners Court Administrator

9. Discussion and possible action to allocate office space for the Webb County Commissioners Court Civil/Legal Division; and any other matters incident thereto. **[Requested by Commissioners Court Civil/Legal Division]**

Purchasing

10. Discussion and possible action to enter into a Thirty-Six (36) month (October 1, 2017 through September 30, 2020) Lease with Maintenance Agreement between Toshiba Business Solutions and Webb County for the Webb County Purchasing Department for a Toshiba E-Studio 7506AC Copier at a cost of Four Hundred Seventy Two Dollars and Thirty Nine Cents (\$472.39) per month for a total amount of Seventeen Thousand Six Dollars and Four Cents (\$17,006.04) over the term of the agreement, subject to annual budget appropriations pursuant to Texas Local Government Code DIR-TSO-3042, Subchapter F., Cooperative Purchasing Program; Sections 271.101 and 271.102, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. **[Account #1001-1310-001-443000-035]**

11. Discussion and possible action to enter into a Historical Plat Collection Preservation Project Agreement between Webb County and Kofile Technologies, Inc., for the preservation, archival imaging, indexing, microfilm digitation, encapsulation and file cabinet storage of 48 Historical Webb County Plat Record Archives, Phase III Project for the Webb County Clerk's Office in the amount of \$23,834.56, 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. **[Requested by Margie Ibarra, County Clerk; Account #3195-2310-001-470000-125 (Capital Outlay Building Improvements)]**

Issue: Due to the historical nature and continued physical deterioration of these 48 Webb County Plat Records, and required permanent retention period requirements as per the Texas State Library & Archives Commission, 2011, these historical plat records presently stored and located at the Webb County Clerk's Office need these services from this to be properly preserved, remediated, protected, archived, microfilmed and stored in order to prevent any further deterioration by providing for surface cleaning, tear repairs, removing of deposits, including dust, soot, airborne particulates, sedimentation, insect detritus, and/or biological/mineral contaminants, archival imaging, indexing, storage and microfilming.

Solution: Approval of this historical plat preservation agreement will provide for proper plat preservation, archival imaging and indexing, and storage.

Result: Plat Records preservation and physical deterioration preventive measures will ensure that these historical plat records are properly cared for and maintained by the Webb County Clerk's Office.

12. Discussion and possible action to approve a professional service contract between Records Consultants, Inc. (RCI) and Webb County for an inventory of all Webb County assets, One (1) handheld scanner with software, One (1) year of customer support for an amount not to exceed \$64,800.00 in accordance with the Texas Local Government Code; Sections 271.101 and Section 271.102 (Cooperative Purchasing Program Participation), Buy-Board contract No. 498-15, and authorizing the County Judge to execute all relevant documents; and any other incidents related thereto. **[Account #1001-1130-001-432001 Professional Services]**

Issue: The letter to management prepared by External Auditors for the past two (2) years recommends for Webb County to conduct a physical inventory of all assets.

Solution: Accept proposal by RCI in accordance with GASB # 34 and GAAFR guidelines for financial reporting and generally accepted accounting principals.

Results: The physical inventory of all County assets will provide a more accurate account of all fixed, controllable, and high risk assets. Ensure all assets are accounted for and update our financial records in accordance with GASB #34 and GAAP rules.

13. Adjourn

The Webb County Commissioners Court hereby reserves the right to go into closed session at any time during this public meeting, if such is requested by the County Attorney or other legal counsel for the County, pursuant to his or her duty under Section 551.071(2) of the Government Code, to consult privately with his or her client on an item on the agenda, or on a matter arising out of such item.

 **DISABILITY ACCESS STATEMENT** 

Persons with disabilities who plan to attend this meeting and who may need auxiliary aid of service such as interpreters for persons who are deaf or hearing impaired, readers, or need large print are requested to contact the court administrator at (956) 523-4622.

DATED THIS 29th DAY OF SEPTEMBER, 2017

By: Melinda Mata
Melinda Mata
Court Administrator

CERTIFICATION OF NOTICE AND POSTING

I, the undersigned, County Clerk, do hereby certify that the above notice of meeting of the Webb County Commissioners Court, is a true and correct copy of said notice, and that I posted a true and correct copy of said notice on the bulletin board at the Courthouse door of Webb County, Texas, at a place readily accessible to the general public at all times on the 29th day of September, 2017 and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

DATED THIS 29th DAY OF SEPTEMBER, 2017

MARGIE RAMIREZ IBARRA, COUNTY CLERK, WEBB COUNTY, TEXAS

BY: Rodrigo Ornelas Jr.
For: Margie Ramirez-Ibarra, County Clerk
By: Rodrigo Ornelas Jr.-Deputy Clerk

