

DRAFT

Official Minutes for Webb County Commissioners Court Meeting

**Monday, January 22, 2018 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 19th day of January 2018. 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. 1 Jesse Gonzalez, 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. Discussion and possible action for Approval of Bills, Payroll, and Monthly Reports (Auditor, Treasurer, Human Resources, Business Office); and any other matters incident thereto.

County Treasurer, Ms. Delia Perales presented the Recap of Checks, Ratification of one (1) check, and Side Bills.

9:04 a.m. - Cmr. Canales present.

Ms. Perales presented the monthly report for December 2017.

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

Vote: 5 - 0 Motion Carried - Unanimously

Human Resources Director, Mr. Ernesto Guajardo presented a Wage and Pay Scale Policy Budget Amendments Report dating from 01/08/18 to 01/19/18.

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 Status Report as of January 18, 2018.

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

No one signed up for Public Comment.

COURT TO DISCUSS AND ACT ON THE FOLLOWING:

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

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

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

CONSENT ITEMS

5. **Auditor**

- a. Discussion and possible action to amend the 2018 Capital Project budgets to the fiscal year end 2017 available balances. The proposed Capital Project budgets were based on estimates as of August 11, 2017.

Issue: Capital Project budgets require the correct available balances for 2018.

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

Result: With these budget amendments, the Capital Project budgets will have the correct available balances

6. Honorable Oscar Hale, 406th District Court Judge

- a. Discussion and possible action to approve the following budget amendments (Grant funds- line item transfers will have no impact on the general fund):

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2352-2040-001-459020	Other Expenses	\$3,700	\$12,200	\$8,500
To:	2352-2040-001-423000	Retirement	\$2,500	\$16,432.51	\$18,932.51
To:	2352-2040-001-426000	Worker Comp	\$1,200	\$6.78	\$1,206.78

Issue: At this time, there are insufficient funds to cover the Fringe benefits expenses for the SAMHSA Grant.

Solution: Approve the line item request to be able to cover the Fringe benefits and avoid a deficit on the accounts.

Result: Ensure funds are available.

7. Civil Legal Division

- a. Discussion and possible action to enter into a Thirty Two (32) month (January 22, 2018 through September 30, 2020) Maintenance Agreement between Toshiba Business Solutions and Webb County for the Webb County Self Help Center for a Toshiba E-Studio 3508A Copier at a monthly cost of One Hundred Twenty Seven Dollars and Sixteen Cents (\$127.16) for a total amount of Four Thousand Sixty Nine Dollars and Twelve Cents (\$4,069.12) over the term of the agreement, subject to annual budget appropriations and authorizing the County Judge to sign and execute all relevant documents. [Requested by Javier Ramirez, Director, Webb County Community Action Agency; Account #2021-6360-521-441205 (Utilities)]
- b. Discussion and possible action to enter into a Non-Financial Memorandum of Understanding (MOU) between Webb County Head Start/Early Head Start Program and Casa de Misericordia. The term of this agreement shall be for a period of thirty-six (36) months beginning on September 1, 2017 to August 31, 2020. The purpose of the MOU is to optimize the delivery of needed services for populations served by both agencies. This action authorizes the County Judge to execute all relevant documents. [Requested by Aliza Oliveros, Director, Webb County Head Start]

- c. Discussion and possible action to enter into a Non-Financial Memorandum of Understanding (MOU) between Webb County Head Start/Early Head Start Program and the City of Laredo Health Department, Nurse-Family Partnership Program. The term of this agreement shall be for a period of thirty-six (36) months beginning on September 1, 2017 to August 31, 2020. The purpose of the MOU is to optimize the delivery of needed services for populations served by both agencies. This action authorizes the County Judge to execute all relevant documents. [Requested by Aliza Oliveros, Director, Webb County Head Start]**
- d. Discussion and possible action to enter into a Forty Three (44) month (January 1, 2018 through August 31, 2021) Professional Services Agreement between Maria Barrera and Webb County for the Webb County Head Start/Early Head Start Program to secure consultation and training services for the Webb County Head Start /Early Head Start Program at a cost set forth in the fee schedule within the agreement, and authorizing the County Judge to sign and execute all relevant documents. [Requested by Aliza Oliveros, Director, Webb County Head Start; Account Numbers: 2357-5230-4320-68 (Regular Head Start), 2361-5200-531-4320-68, (Early Head Start) and 2367-5230-531-4320-68 (Child Care Partnership)]**
- e. Discussion and possible action to enter into a Probate Case File Records Archive Phase II, Historical Preservation Project Agreement between Webb County and Kofile Technologies, Inc., for the protection, preservation, archival imaging, shelving, indexing, microfilm digitization, and encapsulation of historical Webb County Probate Case file records for the Webb County Clerk's Office in the amount of \$499,992.18, pursuant to Texas Local Government Code Section 271.103, (a) &(b) (Purchases from Federal Schedule Sources of Supply), Kofile Technologies, Inc., GSA Schedule 70, 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 #'s 2003-2310-001-432001 and Account #2006-2310-001-432001 (Professional Services)]**

Issue: Due to the importance, historical nature and to prevent the continued physical deterioration of these Webb County Probate Case file records, and to comply with the permanent retention period requirements as per the Texas State Library & Archives Commission, 2011, these probate case file records presently stored and located at the Webb County Clerk's Office need to be properly permanently preserved, remediated, protected, archived, microfilmed and stored in order to prevent any further deterioration. The probate records preservation services to be provided include surface cleaning, tear repairs, removing of deposits, including dust, soot, airborne particulates, sedimentation, insect detritus, and/or biological/mineral contaminants, as well as archival imaging, indexing, rebinding, storage and microfilming of these records.

Solution: Approval of this historical probate case file records preservation agreement will provide for proper protection, preservation, archival imaging and indexing, rebinding and storage of these documents.

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

- f. **Discussion and possible action to enter into a thirty-six (36) month (September 1, 2016 through August 31, 2020) Non-Financial Professional Services Contract between Serving Children Adults in Need, Inc. (SCAN) and Webb County for the Webb County Head Start/Early Head Start Program to secure professional services in the form of substance abuse education services for the Webb County Head Start /Early Head Start Program population, and authorizing the County Judge to sign and execute all relevant documents. [Requested by Aliza Oliveros, Director, Webb County Head Start]**

8. Community Action Agency

- a. **Discussion and possible action to accept a check in the amount of \$10,000.00 from Reliant Energy Retail Services, LLC clients. The Webb County Community Action Agency will utilize these funds to assist qualified Reliant Energy Retail Services clients. It will have no impact to the general fund. [Account #2923-5170-521-441210]**

Issue: Webb County Community Action Agency received a check from Reliant Energy Retail Services in the amount of \$10,000.00.

Solution: Webb County CAA will utilize these funds to assist qualified Reliant energy customers.

Result: The clients will be assisted to pay their utility assistance bills from this donation.

- b. **Discussion and possible action to approve the following budget amendments (Grant funds- line item transfers will have no impact on the general fund):**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2661-7100-521-422000	FICA	\$700	\$5,839.00	\$5,139.00
	2661-7100-521-425000	Unemployment Tax	\$100	\$754.00	\$654.00
			\$800		
To:	2661-7100-521-426000	Worker Compensation	\$800	\$(47.00)	\$753.00

Issue: The workers compensation accounts have a deficit balance in the accounts.

Solution: Create a budget line item transfer to cover the deficit and the estimated expenditures for the remainder of the fiscal year.

Result: The workers compensation line item will have enough funds to cover the estimated expenditures for the remainder for the fiscal year.

- c. Discussion and possible action to approve the following budget amendments (Grant funds- line item transfers will have no impact on the general fund):

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2661-7100-521-454000	Advertising	\$500	\$500.00	\$0.00
	2661-7100-521-460000	Office Supplies	\$1,500	\$3,000.00	\$1,500.00
			\$2,000		
To:	2661-7100-521-444500	Equipment Rental	\$2,000	\$170.50	\$2,170.50

Issue: The equipment rental account currently does not cover pending invoices.

Solution: Create a budget line item transfer to cover pending invoices and the estimated expenditures for the remainder of the fiscal grant year.

Result: The equipment rental line item will have enough funds to cover the estimated expenditures for the remainder of the fiscal grant year.

- d. Discussion and possible action to authorize the Webb County Community Action Agency to enter into an annual vendor agreement with Retail Energy providers (listed below) for the implementation of Community Services Block Grant (CSBG) and the Comprehensive Energy Assistance Program (CEAP). These vendor agreements are a Texas Department of Housing and Community Affairs (TDHCA) requirement for the implementation of the programs.

List of Retail Energy Provider

CPL Retail Energy

Issue: The Webb County CAA will enter into an annual vendor agreement with Retail Energy Provider for the implementation with Retail Energy Provider for the implementation of Community Services Block Grant (CSBG) and the Comprehensive Energy Assistance Program (CEAP).

Solution: These vendor agreements are a Texas Department of Housing and Community Affairs (TDHCA) requirement for the implementation of the programs.

Result: The Texas Department of Housing and Community Affairs (TDHCA) will provide funding to be used for payment of qualifying low income clients home energy expenses.

9. **Honorable Harold Devally, Constable Pct. 4**

- a. Discussion and possible action to approve a budget amendment from funds available by increasing the expenditure budget in the amount of \$10,000 from the U.S. Department of Justice; and any other matters incident thereto. There will be no financial impact to the general fund. The County Auditor certify the receipts to the Commissioner Court according to the Local Government Code, Section 111.076 [Fund 2202].

Account Number	Account Name	Amount
2202-3170-001-456205	Training and Education	\$5,000
2202-3170-001-458000	Administrative Travel	\$5,000

Issue: Proceeds from equitable shared funds from the U.S. Department of Justice may be spent after a budget for the expenditure of the expenditure of the proceeds has been submitted to the governing body.

Solution: Submit a breakdown of monies distributed to the governing body that clearly list and defines the categories of expenditures.

Result: These funds will be available for official use to meet the needs of the office.

10. Honorable Margie Ibarra, County Clerk

- a. Approval of Minutes for December 21, 2017 and January 8, 2018

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

- a. Discussion and possible action to approve the following budget amendment within grant funds (line item transfer); There will be no impact to General fund:

	Account Number	Account Name	Amount	Bal.	End Bal.
From:	2356-2070-001-459020	Medical Therapy/Other Exp.	\$6,720	\$13,579.88	\$6,859.88
To:	2356-2070-001-458000	Administrative Travel	\$6,720	\$5,280	\$12,000

Issue: There is currently not enough budgeted in Administrative Travel to fully fund all five (5) active members of the DWI Court Staff for this year's 2018 National Drug Court Conference.

Solution: Line Item Transfer necessary funds in order to fully fund key staff for conference.

Result: The DWI Court will be able to follow the recommendation from SAMHSA that allows for up to five (5) staff members to be able to be attend the National Drug Court Conferences.

12. Economic Development

- a. Discussion and possible action to approve funding increase Amendment No. 4 contract 58170002607 award for the Comprehensive Energy Assistance Program (CEAP) from the Texas Department of Housing and Community Affairs (TDHCA) for the Program Year 2017. Contract start date January 1, 2017 through March 31, 2018 in the amount of THIRTEEN THOUSAND SIX HUNDRED AND EIGHTY NINE DOLLARS (\$13,689.00), and authorizing the County Judge to sign all relevant documents. [Requested by Community Action Agency]

Issue: Approve Amendment no. 4 for the CEAP Program from TDHCA for the py-2017 in the amount of \$13,689.00.

Solution: The Comprehensive Energy Assistance Program (CEAP) provides direct client services to eligible elderly, disabled and low income residents of Webb County.

Result: The services are intended to assist eligible Webb county residents with up to 8 highest remaining calendar months of energy consumption.

- b. Discussion and possible action to accept grant contract No. 58180002804 award for the Comprehensive Energy Assistance Program (CEAP) from the Texas Department of Housing and Community Affairs (TDHCA) for the Program Year 2018. Contract start date- January 1, 2018 to end date- December 31, 2018, in the amount of ONE MILLION ONE HUNDRED FORTY FOUR THOUSAND NINE HUNDRED TWENTY FIVE (\$1,144,925.00), and authorizing the County Judge to sign all relevant documents. [Requested by Community Action Agency; Account #2362-5150-330300]

Issue: Approve grant contract award for the CEAP Program from TDHCA for PY-2018 in the amount of \$1,144,925.00.

Solution: The Comprehensive Energy Assistance Program (CEAP) provides direct client services to eligible elderly, disabled and low income residents of Webb County.

Result: The services are intended to assist eligible Webb County residents with up to 8 highest remaining calendar months of energy consumption. The CEAP allocation is for twelve months.

13. Engineering

- a. Discussion and possible action to approve the following carry over budget for grant fund 3721 in the amount of \$300,000; and any other matters incident thereto. Financial information has been certified by the Auditor's office. This is required by court policy but does not impact the grant.

Account Number	Account Name	Amount
3721-7230-330300	Grant Revenue	\$240,000
3721-7230-337200	Revenue from Webb	\$60,000
3721-7230-001-432001	Professional Services	\$300,000

Issue: This grant funding is available until September 30, 2018. Newly implemented procedures require year end balances to be carried over and entered in the system in order to continue the availability of these grant funds during

Solution: In order to carry over grant funds, this carry over agenda item must be approved by the court.

Result: Approval of this agenda item for the continued availability of these grant funds.

- b. Discussion and possible action to approve a correction to the accounts and total amounts allocated for the Energy Services Construction Contract and an Energy Savings Performance Assurance Support Services Contract Agreement (ESPC) and Energy Savings Performance Guarantee between Webb County and Schneider Electric Building Americas Inc. (ESCO), (TIPS #2032714) that were originally approved by Commissioners Court in August 2017. [Accounts #3865-7420-001-474501-045 - Campus Chiller Series 2016 Construction in Progress Chiller Water Plant in the amount of \$6,229,699; and #3865-7420-001-474501-050 Campus Chiller Series 2016- Construction in Progress, Building Automation System (BAS) Installation in the amount of \$1,540,231, for a total of \$7,769,930]

Issue- Commissioners Court Agenda item was approved in August 2017 as follows: [Accounts #3865-7420-001-474501-045 (Bond Series 2016), #7220-7270-474501 in the amount of \$877,000 (Construction Wastewater, Construction in Progress) and #7220-7280-474501 in the amount of \$475,000 (Construction Water, Construction in Progress)]. An amount allocation for sub-account -045 is missing; account 7220 will not be used, and the primary account -475501 will not be used; instead sub-account -050 will be used for the BAS Remote installation portion of the project.

Solution- Approve the correction of the commissioner court approval agenda item in order to expense from correct accounts for the project.

Result- Be able to process payment of all invoices for project.

- c. Discussion and possible action to approve the following budget amendment (line item transfer) necessary to pay for the Energy Services Construction Contract and an Energy Savings Performance Assurance Support Services Contract Agreement (ESPC) and Energy Savings Performance Guarantee between Webb County and Schneider Electric Building Americas Inc., (ESCO), (TIPS #2302714). No impact to General fund.

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	3865-7420-001-47501-045	Construction in Progress-Chiller Water Plant	\$1,290,231	\$7,523,836	\$6,233,605
To:	3865-7420-001-47501-050	Construction in Progress-BAS Project	\$1,290,231	\$250,000	\$1,540,231

Issue: A total of \$1,540,231.00 is necessary for the Building Automation System (BAS) Remote Installation portion of the project but only \$250,000 were approved as part of the 2017-2018 budget adoption under the line item.

Solution: Approve a budget amendment to properly allocate 2016 Campus Chiller Series 2016 funding.

Result: Be able to process payment of all invoices for project.

14. Fire Suppression & EMS Services

- a. Discussion and possible action to accept a donation from the Washington's Birthday Celebration Association of Laredo, Inc. as per Local Government Code 81.032, in the amount of \$500.00, to provide onsite fire supervision and prevention during the public fireworks display to be staged on February 18, 2018 by Melrose Pyrotechnics, Inc. at LIFE Downs, as part of the George Washington Birthday Celebration, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Account #1001-1250-357420 (Other Revenues)]

Issue: State Fire Marshal's Office, site inspection certification of LIFE Downs for annual WBCA fireworks display.

Solution: Site inspected and form completed by Webb County VFD.

Result: State Fire Marshal's office requirements satisfied for fireworks display.

15. Head Start

Disclaimer: All Head Start monies are 100% Federal funds

- a. Discussion and possible action to approve the following budget amendments (Grant funds- line item transfers will have no impact on the general fund):

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2357-5150-531-422000	FICA County Share	\$2,400	\$28,054.00	\$25,654.00
	2361-5150-531-421000	Health Life Insurance	\$220	\$4,266.00	\$4,046.00
			\$2,620		
To:	2357-5150-531-426000	Worker Compensation	\$2,400	\$(229.00)	\$2,171.00
	2361-5150-531-426000	Worker Compensation	\$220	\$ (36.00)	\$184.00
			\$2,620		

Issue: Two Worker Compensation accounts have a deficit balance.

Solution: Create a budget line item transfer to cover the deficit and the estimated expenditures for the remainder of the fiscal year.

Result: The Worker Compensation line items will have sufficient funds to cover the estimated expenditures for the remainder of the fiscal year.

- b. Discussion and possible action to approve the "Annual Report to the Public" for the 2016 - 2017 Program Year and to make available to the public via the Head Start web page at <http://www.webbcountytx.gov/HeadStart/>.

16. Planning & Physical Development

- a. Discussion and possible action to grant Preliminary and Final Plat Approval to the Replat of Lot 1, Block 1, El Vagon Subdivision, Phase 1, being a 17.0 acre tract of land, more or less, comprised of 4.47 acres out of Tract 27 and 12.53 acres out of Tract B of the Laredo Ranchettes Subdivision. The Planning Advisory Board recommended approval of this item contingent upon compliance with staff requirements at their meeting of December 21, 2017 (ID 8308).

- b. Discussion and possible action to grant Preliminary and Final Plat Approval to the Replat of Lot 1, Block 1, El Vagon Subdivision, Phase 2, being a 39.36 acre tract of land, more or less, comprised of 3.28 acres out of Tract 27 and 36.08 acres out of Tract B of the Laredo Ranchettes Subdivision. The Planning Advisory Board recommended approval of this item contingent upon compliance with staff requirements at their meeting of December 21, 2017 (ID 8309).
- c. Discussion and possible action to grant Preliminary and Final Plat approval to the Re-plat of Lot 5, Block 1 Aguilares Acres Subdivision and issue a "Certificate of Compliance with Plat Requirements". The Planning Advisory Board recommended approval of this item contingent upon compliance with staff comments at their meeting of December 21, 2017 (ID 8285).

17. Purchasing

- a. Discussion and possible action to authorize the Purchasing Agent to process surplus and/or salvage property in accordance with the Texas Local Government Code; Section 263.152 (Disposition) and authorizing the Purchasing Agent to publish notice to public as per Local Government Code Section 263.153 (Notice) for surplus and/or salvage property being auctioned.

Issue: Excess County property that either is salvage property because of time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose it was originally intended for and/or surplus property that that is no longer needed by the department and may have some usefulness for the purpose it was intended and would be transferred for use by another County department or auctioned online to the general public.

Solution: Attempt to sell the County surplus or salvage property by competitive bids or auction, dispose or destroy property that cannot be sold through auction and/or competitive bids because it has deemed worthless or dispose through a and/or competitive bids because it has deemed worthless or dispose through a recycling program under which property is collected, separated, or processed and returned to use in the form of raw materials of new products.

Result: Generate revenue from sale of property, reduce County expenditures by transferring surplus property to other departments and make room for future assets turned in by County departments.

- b. Discussion and possible action to reject all bids submitted for ITB 2017-005 "Self Help Center TCDP #7216013 - Home Reconstruction Project" and authorize the Purchasing Agent to rebid project.

Issue: Low bid for 2 of the project homes (Recon 01 & Recon 03) exceeded the allowable project grant budget of \$50,000.00 per home. Low bid for 1 of the project homes (Recon 02) was below budget but Contractor pulled their bid due to miscalculations on contractors part, the next lowest bidder exceeded project budget.

Solution: Authorize the Purchasing Agent to rebid project. Bid package will include alternates and/or deduct alternates to provide alternative bid options for contractors.

Result: Secure bid proposals that meet the project budget and all other terms and conditions required.

18. Honorable Martin Cuellar, Sheriff

- a. Discussion and possible action to approve a budget amendments from funds available by increasing the expenditure budget by \$67,180 to the Sheriff's Office State forfeiture fund; said amount is available from seized funds pursuant to Chapter 59 of the Texas Code of Criminal Procedure; and any other matters incident thereto. There is no financial impact to the general fund. The County Auditor certify the receipts to the Commissioner Court according to the Local Government Code, Section 111.07075. [Fund 2151]

Acct. #:	Acct. Name	Actual Balance	Budget Amendment	Budget
2151-301-001-410000	Payroll cost	-0-	\$3,500	\$3,500
2151-301-001-441805	Internet Service	\$100	\$1,400	\$1,500
2151-301-001-443000-020	Repairs & Maintenance Buildings	\$100	\$5,000	\$5,100
2151-301-001-443000-075	Repairs & Maintenance Vehicles	\$92.50	\$200	\$292.50
2151-301-001-443000-110	Repairs & Maintenance Software	\$100	\$10,830	\$10,930
2151-301-001-451007	Investigation Expenditure	\$600	\$3,000	\$3,600
2151-301-001-454000-030	Advertising Awareness & Activities	-\$3,325	\$23,250	\$19,925
2151-301-001-455501	Drug Free Campaign	\$387	\$5,000	\$5,387
2151-301-001-456305	Uniforms	\$100	\$5,000	\$5,100
2151-301-001-461000	Materials & Supplies	-\$77.23	\$10,000	\$9,922.77

Issue: Proceeds under Chapter 59.06 of the Texas Code of Criminal Procedure may be spent 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: These funds will be available for official use to meet the needs of the office.

- b. Discussion and possible action to approve a budget amendments from funds available by increasing the expenditure budget by \$15,150 to the Sheriff's Office federal DOJ forfeiture fund; said amount is available; and any other matters incident thereto. There is no financial impact to the general fund. The County Auditor certify the receipts to the Commissioner Court according to the Local Government Code, Section 111.076. [Fund 2152]

Acct. Number	Acct. Name	Actual Bal	Budget Amendment	Budget
2152-3010-001-443000-075	Repairs & Maintenance Vehicle	\$(-7.50)	\$150	\$142.50
2152-3010-001-455501	Drug Free Campaign	\$2,135	\$5,000	\$7,135
2152-3010-001-461000	Materials & Supplies	\$492	\$10,000	\$10,492

Issue: Forfeiture funds may be spent 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: These funds will be available for official use to meet the needs of the office.

19. Honorable Norma Farabough, Tax-Assessor- Collector

- a. Discussion and possible action to approve a refund in the amount of \$8,198.89 to Falcon International Bank, Account #90090261029 that was erroneously paid.

Issue: Falcon International Bank sent in a payment in error on the above-mentioned account and is now requesting a refund. Taxes are still pending on this account.

Solution: Refund said amount to Falcon International Bank.

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

- b. Discussion and possible action to approve a refund in the amount of \$653.63 to Roberto Mata, Account #96280002170 that was erroneously paid for tax year 2017.

Issue: The taxpayer issued a check which included taxes for United I.S.D and City of Laredo. Therefore, we are refunding monies to the taxpayer with no loss of revenue to the county.

Solution: Refund said amount to Roberto Mata.

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

20. 49th District Court

- a. **Discussion and possible action to approve a general request for payment to Fourth Administrative Region of Texas in the contracted amount of \$18,600.52 for the 2018 Annual Assessment; and further to authorize a line item transfer in the amount of \$1,378.52 from Account #1001-2230-001-456205 (Training & Education} into Account #1001-2230-001-451001 (Judicial District Fees); and any other matters incident thereto. This is an assessment required by statute to each county in region based on their population.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 4 Jaime Alberto Canales to approve all the Consent Agenda items

Vote: 5 - 0 Motion Carried - Unanimously

REGULAR AGENDA

Honorable Martin Cuellar, Sheriff

21. **Discussion and possible action to approve an advertising contract with Lamar Advertising of Laredo (Contract Number 2931939) for service dates January 15, 2018 through June 25, 2018 for a total amount of \$19,890, and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [State Forfeiture Account #2151-3010-001-454000-030]**

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

Vote: 5 - 0 Motion Carried - Unanimously

22. **Discussion and possible action to approve a budget amendments from funds available by transferring \$5,075 and increasing the expenditure budget by \$7,925 to the Sheriff's Office Treasury federal forfeiture fund; said amount is available; and any other matters incident thereto. There is no financial impact to the general fund. The County Auditor certify the receipts to the Commissioner Court according to the Local Government Code, Section 111.076. [Fund 2153]:**

Acct. Number	Acct. Name	Actual bal	Budget Amendment	Budget
2153-3010-001-455501	Drug Free Campaign	\$1,085	\$5,000	\$6,085
2153-3010-001-461000	Materials & Supplies	\$-1040	\$8,000	\$6,960
42153-3020-001-52012	Property Casualty Premium	\$4,075	\$-4075	-0-
2153-3020-001-455501	Drug Free Campaign	\$100	\$-100	-0-
2153-3020-001-456305	Uniforms	\$100	\$-100	-0-
2153-3020-001-456305	Bullet Proof Vests	\$100	\$-100	-0-
2153-3020-001-458000	Administrative Travel	\$100	\$-100	-0-
2153-3020-001-460000	Office Supplies	\$100	\$-100	-0-
2153-3020-001-460105	Minor Tools & Apparatus	\$100	\$-100	-0-
2153-3020-001-460140	Fire Arms & Ammunition	\$100	\$-100	-0-
2153-3020-001-461006	Canine Expenditures	\$100	\$-100	-0-
2153-3020-001-463701	Support Assistance	\$100	\$-100	-0-
2153-3020-001-464010	Dues & Memberships	\$100	\$-100	-0-

Issue: Forfeiture funds may be spent 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: These funds will be available for official use to meet the needs of the office.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Jesse Gonzalez to approve item #22 as long as all the numbers add up

Vote: 5 - 0 Motion Carried - Unanimously

(Recess 9:26 - 9:27 a.m.)

Economic Development

23. Discussion and possible action to authorize the acceptance of a grant award as coordinated, developed, written, and submitted by the Webb County Sheriff's Office for a Rifle-Resistant Body Armor grant from the Criminal Justice Division (CJD) in an amount of \$184,973 for the purchase of rifle-resistant hard body armor for the eligible peace officers (as defined under Article 2.12, Texas Code of Criminal Procedure) working at the Webb County Sheriff's Office; the Offices of the Constable, Pct. 1-4; the District Attorney's Office; and the Webb County Attorney's Office; 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. (Fund number will be created by the Auditors office once court accepts grant) [Requested by Martin Cuellar, Sheriff]

Issue: In response to the notorious shooting incident of police officers on July 7th, 2016, the Texas governor and Texas legislature authorized Senate Bill 12. This legislation would assist local agencies in the purchase of rifle-resistant hard body armor.

Solution: Submission of application by the Webb County Sheriff's Office will assist eligible peace officers working at Webb County Offices to obtain rifle-resistant hard body armor for their enhanced safety.

Result: Utilizing grant funds through this proposed grant application, the Webb County Sheriff's Office will be able to secure hard body armor for eligible peace officers working for Webb County Offices for their increased safety and security.

24. **Discussion and possible action to authorize the submission of a grant developed, written, submitted, and presented by the Webb County Sheriff's Office for an Operation Border Star Justice Assistance Grant (JAG) application to the Criminal Justice Division (CJD) Office of the Governor (OOG) in the amount estimated at \$62,000 for the salary and fringe benefits and supplies for one (1) peace officer as well as supplies for said peace officer at the Webb County Sheriff's Office to provide enhanced patrol for border security and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. This grant does not require any cash match; and, thus, will have no impact to the general fund. [Fund #2735] [Requested by Martin Cuellar, Sheriff]**

Issue: The County of Webb/City of Laredo continues to constitute an important part of the federally designated South Texas High Intensity Drug Trafficking Area (HIDTA), which is one of the most strategically significant cross-border drug smuggling corridors in the entire United States.

Solution: Grant application to continue to fund an existing grant-funded peace officer/deputy to continue to be deployed to assist, supplement, and enhance border security in the South Texas High Intensity Drug Trafficking Area (HIDTA) as well as to continue to provide protective services to the residents of Webb County.

Result: Through the grant-funded efforts of the deputy, the patrol division of the Webb County Sheriff's Office will be provided enhanced manpower to detect, deter, and disrupt various illegal transborder activity in the Webb County area.

25. **Discussion and possible action to approve the submission of a grant developed, written, submitted, and presented by the Office of the Justice of the Peace, Pct. 4 in collaboration with the Webb County Sheriff's Office for a Truancy Prevention and Intervention Program grant application in the amount estimated at \$55,500 to continue to pay the grant-funded salary and fringe benefits and supplies for a truancy case manager in order to continue to divert at-risk truant juveniles from entering the juvenile justice system in Laredo/Webb County; and authorizing the Webb County Judge to execute all relevant documents; and any other matters incident thereto. This grant does not require any cash match and will have no impact on the general fund. [Fund # 2733] [Requested by Jose R. Salinas, Justice of the Peace, Precinct 4, Place 1]**

Issue: Juvenile delinquency is a nationwide problem that negatively affects not only the delinquent youth and their families but also adversely impacts schools, neighborhoods, and the local community at large. In addition, youth at-risk for juvenile delinquency who enter into the juvenile justice system tend to face limited future career, educational, and other socio-economic prospects, especially in the South Texas area.

Solution: Grant application to continue to fund a currently grant-funded truancy case manager in order to continue to provide prevention, diversion, and intervention strategies through the court of the Justice of the Peace,

Precinct 4 in Laredo/Webb County area.

Result: Increased focus on diversion strategies to steer at-risk juveniles from the juvenile and criminal justice system.

- 26. Discussion and possible action to approve the submission of an application developed, written, presented, and submitted by the Webb County Sheriff's Office to the Homeland Security Grants Division Office of the Governor for a Law Enforcement Terrorism Prevention Activities (LETPA) grant in the amount estimated at \$90,871 for law enforcement terrorism prevention equipment; and designating the Webb County Judge in all matters related to this grant; and any other matters incident thereto. This grant requires no match; and, thus, will have no impact to the general fund. [Requested by Martin Cuellar, Sheriff]**

Issue: Since the tragedy of 9/11, the urgent need for expanded and enhanced law enforcement efforts to prevent terrorism in the United States was understood to help save the lives of both first responders and the people they serve.

Solution: Grant application to fund enhanced capabilities for the Webb County Sheriff's Office.

Result: The Webb County Sheriff's Office will have increased capacities and enhanced capabilities.

- 27. Discussion and possible action to approve the submission of an application developed, written, presented and submitted by the Webb County Sheriff's Office to the Homeland Security Grants Division Office of the Governor for a State Homeland Security Program (SHSP) grant in the amount estimated at \$77,871 for equipment and supplies; and designating the Webb County Judge to sign all relevant documents; and any other matters incident thereto. This grant requires no match; and, thus, will have no impact to the general fund. [Requested by Martin Cuellar, Sheriff]**

Issue: Complex and dynamic law enforcement challenges exist in the Southwest border area of the United States, including Laredo/Webb County. Furthermore, the County of Webb/City of Laredo continues to be one of the busiest in-land ports as well as a strategically significant international commerce corridor for the United States.

Solution: Grant application to further enhance the Webb County Sheriff's Office preparedness to prevent threats, protect citizens, mitigate loss of life and property, and respond quickly to save lives.

Result: Through the grant-funded efforts, the Webb County Sheriff's Office will be able to address high-priority preparedness goals to strengthen core capabilities to prevent, protect, mitigate, respond, and support community recovery.

28. **Discussion and possible action to continue paying grant funded personnel under the High Intensity Drug Trafficking Area (HIDTA) Task Force Agreement, Narcotics Task Force, for Ninety (90) days, until notification about grant continuation award from the U.S. Department of Justice. The Grantee (City of Laredo Police Department) has informed the Sheriff's Office that the grant will continue and is pending the official award letter from HITDA officials. This grant has been active for the past 25 years and is anticipated to continue throughout 2018. [Fund #2906] [Requested by Martin Cuellar, Webb County Sheriff]**

Issue: HIDTA is a multi-agency task force that continues to gather intelligence and disrupts the illicit flow of narcotics and money laundering activities along the South Texas Border region. South Texas HITDA is an alliance of over 57 federal, state and local law enforcement agencies working together to combat drug trafficking and related crimes. Historically the Grantor has always submitted award letters to local law enforcement agencies between the months of February and March; Nonetheless, the grants are retroactive to January 1st of each calendar year.

Solution: For the Webb County Sheriff's Office to continue supporting HIDTA by employing grant funded investigators and continue corroborating with other law enforcement agencies to push forward the mission and goals of the South Texas HIDTA task force.

Result: The Webb County Sheriff's Office will continue to employ two (2) HIDTA funded investigators who will actively participate and help the task force fight against the continued flow of illicit drugs and related crime within the South Texas region.

29. **Discussion and possible action to authorize the Economic Development Department to develop and submit a U.S. Department of Homeland Security, Assistance to Firefighters Grant for up to \$250,000.00, and authorizing the County Judge to act as the Authorized Representative in all matters pertaining to the County's request for Assistance to Firefighters Grant Program funding. This application requires a five percent (5%) cash match should the application be funded, amount shall not exceed the sum of TWELVE THOUSAND FIVE HUNDRED DOLLARS (\$12,500).**

Issue: Submission of Assistance to Firefighters Grant (AFG) Application to benefit the Webb County Volunteer Fire Department through the acquisition of a large brush truck to serve the northwest area of Webb County.

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

Result: Well- equipped firefighters to respond safely and promptly to incidents.

30. Discussion and possible action to authorize the Economic Development Department to develop and submit a U.S. Department of Homeland Security, Assistance to Firefighters Grant for up to \$50,000.00, and authorizing the County Judge to act as the Authorized Representative in all matters pertaining to the County's request for Assistance to Firefighters Grant Program funding. This application requires a five percent (5%) cash match should the application be funded, amount shall not exceed the sum of TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500).

Issue: Submission of Assistance to Firefighters Grant (AFG) Application to benefit the Webb County Volunteer Fire Department through the acquisition of personal protective equipment for firefighters.

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

Result: Well- equipped firefighters to respond safely to emergency incidents.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Jesse Gonzalez to approve items #23, #24, #25, #26, #27, #28, #29, and #30

Vote: 5 - 0 Motion Carried - Unanimously

Purchasing

32. Discussion and possible action to approve the following budget amendment (line item transfer) - Bond Series 2006:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	3100-7170-001-432001	Professional Services	\$100,000	\$192,447.00	\$92,447.00
To:	3115-7380-001-470000	Capital Outlay	\$100,000	\$226.00	\$100,226.00

Issue: The elevator located at the Sheriff's Administrative Office is not working. Customers that need to access services provided on the 2nd floor must use the stairs. This non-functioning elevator poses an issue for the handicap and other Citizens that may not be physically capable of using the stairs.

Solution: Transfer monies from within the same Bond Series 2006 to cover emergency repairs to the elevator mechanical and electrical components being replaced, refurbished or retained in order to modernized the current elevator system.

Result: Re-establish operation of elevator to allow access to 2nd floor where services are provided by ID & Records, Civil and Warrants, and general administration for the Webb County Sheriff's Office. Comply with any ADA requirements and utilize Bond money dating back to 2006.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #32 as is

Vote: 5 - 0 Motion Carried - Unanimously

- 31. Discussion and possible action to approve the repairs and modernization of the Webb County Sheriff's elevator system located at 902 Victoria Street for a proposal totaling \$94,150.00 from Thyssenkrupp Elevator Corporation and further authorizing a discretionary exemption under Texas Local Government Code, Section 262.024 (11) Equipment Repairs, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Requested by Sheriff Martin Cuellar; Bond Series 2006 - Account #3115-7380-001-470000 (Capital Outlay)]**

Issue: The elevator located at the Sheriff's Administrative Office is not working. Customers that need to access services provided on the 2nd floor must use the stairs. This non-functioning elevator poses an issue for the handicap and other Citizens that may not be physically capable of using the stairs.

Solution: Authorize the proposed services by Thyssenkrupp Elevator Corporation.

Result: Reestablish operation of elevator to allow access to 2nd floor where services are provided by ID & Records, Civil and Warrants, and general administration for the Webb County Sheriff's Office. Comply with any ADA requirements.

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

Vote: 5 - 0 Motion Carried - Unanimously

- 33. Discussion and possible action to approve expenditures not to exceed \$44,752.00 for removal, disposal and refinishing of the Webb County Jail Kitchen area covering approximately 4,900 square feet, repairs to the Jail generator and repairs to the Jail gate control boxes located at both entrance and exit to County Jail, subject to the Webb County Purchasing Rules and Regulations and issuance of an official Purchase Order. [Requested by Sheriff Martin Cuellar, Bond Series 2010 Account #3050-7380-001-470000 (Capital Outlay)]**

Issue: The Sheriff's Office has reported multiple repairs that require immediate attention. Specifically areas dealing with the County Jail. Funding for these repairs are not budgeted under the general fund.

Solution: Utilize Bond Series funding from 2010. A residual amount is available from Jail improvement funds approved as part of the 2010 Bond Series. Funding should be utilize to help close out the bond series and to make the necessary repairs at Jail.

Result: Secure informal quotes in accordance with the Policy manual and authorize needed repairs to Jail.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Jesse Gonzalez to approve item #33 as is

Vote: 5 - 0 Motion Carried - Unanimously

Water Utilities

34. Discussion and possible action to award a contract to TraC-N-Trol, Inc. in the amount of \$40,000 to provide an engineering assessment of our Supervisory Control and Data Acquisition (SCADA) system to include review and analysis, radio propagation study, data cataloging, and operational manuals for our control system, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. Texas Local Government Code under 262.024 Discretionary Exemptions Section (a) (4) a personal or professional service. [Account #7220-7280-001-432001 (2016 Bond Series Funds - Water Professional Services)]

Issue: Currently the Water Treatment Plant has maintained compliance with TCEQ requirements by minimum repair and manual operation of the plants process units; however, our plan as well as the third party Engineering recommendations has encompassed the assessment, improvements, and upgrades needed for future and more consistent operation of the water plant. This project is the first step in implementing this process.

Solution: Upon completion of this assessment we can have a better understanding of the improvements needed and what level of investment will be recommended.

Result: Consistent control and documentation leading to consistent compliance with water quality regulation.

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

Vote: 5 - 0 Motion Carried - Unanimously

Commissioners Court Administrator

35. Discussion and possible action to re-appoint or designate new members to the Webb County Grievance Committee for Non-Civil Service employees; and any other matters incident thereto.

No action taken.

Honorable Jesse Gonzalez, Webb County Commissioner Pct. 1

36. 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 January 22, 2018.

Slot # Title

Hourly Rate

2289 Community Center Director

\$18.46- \$19.40 16 A-E

Issue: Slot #2289 is vacant and needs to be filled.

Solution: Approve the posting of position to fill vacancy.

Result: By filling the slot, it will allow the Rio Bravo Community Center to function effectively.

Cmr. Gonzalez stated that item #36 should read as Discussion and possible action to approve the appointment of a director at the Rio Bravo Community Center Director Slot #2289, subject to the availability of payroll funds and adhering to any wage plan.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to appoint Ms. Liza De Leon and have her start on the 1st of February

Vote: 5 - 0 Motion Carried - Unanimously

Honorable Tano E. Tijerina, Webb County Judge

- 37. Discussion and possible action to grant an exception to Webb County policy and return the personal holiday to those employees who lost the first quarter personal holiday as a result of lack of notice of changes made to Webb County policy regarding use of personal holidays and any other matters incident thereto.**

Issue: On 7/24/2017, the Commissioners Court adopted certain recommended changes to the personnel policies. On such change, required that County employees must use their quarterly personal holidays within the same quarter as it is earned. Although said changes were adopted in open court, most employees were not made aware of them. In fact, the previous director of Human Resources failed to update the online policy to reflect said change. Nor, did the previous director send out a mass email to all the employees advising them of this change. Accordingly, a number of employees were not made aware of the new requirement.

Solution: To grant a one-time exception to this requirement and return the first quarter personal holiday to those employees who lost their holiday due to lack of fair notice.

Result: The employees will have their personal holiday that they lost due to lack of notice returned.

Motion by Commissioner, Pct. 1 Jesse Gonzalez, seconded by Commissioner, Pct. 3 John C. Galo to approve item #37 and have the 2nd quarter as the deadline to use it

Vote: 5 - 0 Motion Carried - Unanimously

(Recess 9:50 - 10:07 a.m.)

Presentations

39. **Presentation of certificate of appreciation and reimbursement of tuition to Deputy Constable, Gilberto De Leon by the Texas Farm Bureau (TFB); representing the TFB is Mr. Lauro Salinas. Officer De Leon is being recognized for his attendance and completion of TEEX Municipal Fire School in July 2017. Webb County Volunteer Fire Department is grateful for the partnership and sponsorship of its volunteer firefighters and seeks to continue a positive working relationship with community partners.**
40. **Recognition and presentation of plaque to Luis “Red” Ortegon on being named Male Athlete of the Year. [Requested by Tano E. Tijerina, County Judge]**
38. **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, County Court at Law #2 Judge]**
41. **Communications**
- Cmr. Tijerina read communications on behalf of the Commissioners Court. Additional communications were made by Cmr. Canales.
42. **Adjourn**
- Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura “Wawi” Tijerina to adjourn
- Vote: 5 - 0 Motion Carried - Unanimously**