

MARGIE R. IBARRA
COUNTY CLERK
FILED

2018 NOV 20 PM 3: 30

WEBB COUNTY, TEXAS

WEBB COUNTY, TEXAS

COMMISSIONERS COURT BY V.M. DEPUTY



**PUBLIC NOTICE
COMMISSIONERS COURT MEETING**

WEBB COUNTY COURTHOUSE
1000 HOUSTON STREET, 2ND FLOOR
LAREDO, TEXAS 78040
NOVEMBER 26, 2018
9:00 a.m.

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/Invocation
3. Discussion and possible action for Approval of Bills, Payroll, and Monthly Reports (Auditor, Treasurer, Human Resources; Tax Assessor-Collector); and any other matters incident thereto.
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.

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 approve the following carry over budget within Grant Funds: **[Requested by Martin Cuellar, Webb County Sheriff; Account #2593]**

Acct. Number	Acct. Name	Carry Over Budget
2593-3010-001-410000	Payroll Cost	\$65.38
2593-3010-001-421000	Health Life Insurance	\$270.26
2593-3010-001-422000	Retirement	-0-
2593-3010-001-425000	Unemployment	-0-
2593-3010-001-426000	Worker Compensation	-0-
2593-3010-001-456205	Training & Education	\$0.60
2593-3010-001-460105	Minor Tools & Apparatus	\$110.43
2593-3010-001-460105-015	Minor Tools & Apparatus/Equipment	\$8,922.27
2593-3010-001-461000	Materials & Supplies	\$162.30
2593-3010-001-470000	Capital Outlay	-0-

2593-3010-330300	Grant Revenue	\$9,531.24
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Issue: Year end balances must be carried over and entered into the system in order to continue the availability of these grant funds.

Solution: Commissioner's Court authorization to carry over year end balances for the grant.

Result: Continued availability of grant funds.

- b. Discussion and possible action to approve the following Federal Forfeiture budget amendment (line item transfers) in the amount of \$13,160 from Fund 2153. **[Federal Forfeiture Account #2153-9080-001-485005]**
[Requested by Martin Cuellar, Webb County Sheriff]

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	2153-9080-001-485005	Transfer Out	\$20,000	\$13,160	\$20,000	\$6,840
To:	2153-3010-001-413000	Overtime	\$0	\$1,500	\$0	\$1,500
	2153-3010-001-422000	FICA	\$0	\$3,890	\$0	\$3,890
	2153-3010-001-423000	Retirement	\$0	\$5,903	\$0	\$5,903
	2153-3010-001-425000	Unemployment	\$0	\$367	\$0	\$367
	2153-3010-001-426000	Workers Comp	\$0	\$1,500	\$0	\$1,500
				\$13,160		

Issue: Line item transfer from the Transfer out account will be used to cover straight overtime, FICA, Retirement, Unemployment, Workers Comp and FLSA charged to overtime worked under OCEDTF, USM & ICE Operations for the performance period of October 1, 2018 to September 30, 2019.

Solution: With court approval, bi-weekly transactions will be coded to proper accounts and will do away from reclassifications at the end of fiscal year

Result: Monthly reconciliation will be completed without any issues.

- c. Discussion and possible action to approve a budget amendment to the District Attorney State forfeiture fund by increasing the expenditure budget by \$218,000; said amount is available from seized funds pursuant to Chapter 59 of the Texas Code of Criminal Procedure. **[Requested by Isidro "Chilo" Alaniz, District Attorney; Fund #2160-2260]**

	Account Name	Account Number	Amount
From:	State Forfeiture - Fund Balance	2160-259700	\$218,000
To:	Capital Outlay	2160-2260-001-470000	\$218,000

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.

- d. Discussion and possible action to approve a budget amendment to the District Attorney State forfeiture fund by increasing the expenditure budget by \$42,000; said amount is available from seized funds pursuant to Chapter 18 of the Texas Code of Criminal Procedure. **[Requested by Isidro "Chilo" Alaniz, District Attorney; Fund #2161-2260]**

	Account Name	Account Number	Amount
From:	State Forfeitures - Fund Balance	2161-259700	\$42,000
To:	Capital Outlay	2161-2260-001-470000	\$42,000

Issue: New proceeds under Chapter 18.18 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.

- e. Discussion and possible action to approve a budget amendment of \$11,000 to the District Attorney Federal Forfeiture Fund from new proceeds received from the U.S. Department of Justice Equitable Share Program. **[Requested by Isidro "Chilo" Alaniz, District Attorney; Fund #2162 (DOJ - Federal Forfeiture)]**

	Account Name	Account Number	Amount
From:	Federal Forfeitures DOJ - Fund Balance	2162-259700	\$11,000
To:	Minor Tools & Apparatus	2162-2260-001-460105	\$11,000

Issue: New equitable shared funds have been awarded to the District Attorney's Office and may be spent after a budget for the expenditure of the proceeds has been submitted to the Governing Body. The budget must be detailed and clearly define the categories of expenditures.

Solution: Submit a budget to the Governing Body that clearly defines the categories of expenditures to be incurred with the new proceeds.

Result: The District Attorney's Office will add the new proceeds to its current budget to be utilize for law enforcement purposes in accordance with the Department of Justice Equitable Sharing Guidelines.

- f. Discussion and possible action to approve the following budget amendment (line item transfer) ratification in the following Commissary Account: **[Requested by Martin Cuellar, Webb County Sheriff]**

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	2022-4100-330180	Commissary Sales Commission	\$29,607.32	\$471	\$29,607.32	\$29,136.32
To:	2022-4100-001-461000	Material & Supplies	\$35,000	\$471	\$.82	\$471.82

Issue: Funds are needed under materials & supplies.

Solution: Request for line item transfer.

Result: With court approval this line item transfer will allow for bank reconcilliation positng fo FY 18 would be completed.

- g. Discussion and possible action to approve the following budget amendment (Budget Increase) for HIDTA Task Force Grant. **[Requested by Martin Cuellar, Webb County Sheriff; Fund #2906]**

	Acct. Number	Acct. Name	Adopted	Request	End Balance
From:	2906-3010-330300	Grant Revenue	\$142,361	\$6,841	\$149,202
To:	2906-3010-001-413000	Overtime	\$5,270	\$5,254	\$10,524
	2906-3010-001-422000	FICA	\$7,422	\$501.92	\$7,923.92
	2906-3010-001-423000	Retirement	\$12,371	\$718.40	\$13,089.40
	2906-3010-001-425000	Unemployment	\$799	\$74.73	\$873.73
	2906-3010-001-426000	Workers Comp	\$1,839	\$291.95	\$2,130.95

Issue: Collaboration between Federal, State and local law enforcement agencies is necessary to pursue and dismantle organized crime organizations along the Texas border and within our Community.

Solution: Accept additional funding from the federal agency to continue local participation in USMS investigations, strategic initiatives and prosecution of organized crime.

Result: Disruption of organized crime activity along the Texas border and in Webb County.

- h. Discussion and possible action to approve the following budget amendment for grant funds to carry over grant balances into new fiscal year (November 2018) for Fund 2929: **[Requested by Ricardo A. Rangel, Fire Chief; Account #2929]**

Account Number	Account Name	Balance	End. Balance
2929-3140-001-441010	Cell Phone Cost	\$42.58	\$42.58
2929-3140-001-443000-075	Repairs & Maint. Vehicles	\$1,800.00	\$1,800.00
2929-3140-001-456305	Uniforms	\$52.60	\$52.60
2929-3140-001-458000	Administrative Travel	\$3.60	\$3.60
2929-3140-001-461000	Materials & Supplies	\$1,221.55	\$1,221.55

Issue: Year end balances must be carried over and entered into the system in order to continue the availability of these grant funds.

Solution: Commissioner’s Court authorization for a Budget Amendment in order to carry over year end balances for the grant.

Result: Continued availability of grant funds.

6. 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 any applicable Civil Service guidelines, effective November 26, 2018

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2761	Administrative Clerk	\$13.07 - 9/A

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.

7. Civil Legal Division

- a. Discussion and possible action to approve an advertising contract between Lamar Advertising of Laredo and Webb County for the Webb County District Attorney for the service dates of – January 19, 2019 through January 17, 2020 in the amount of Twenty Eight Thousand Six Hundred Thirteen Dollars (\$28,613.00) for various public service announcements. There is no financial impact on the general fund. **[Requested by District Attorney Isidro Alaniz, Account #2162-2260-001-457006 (Forfeiture Funds)]**
- b. Discussion and possible action to enter into a twelve (12) month (November 1, 2018 through August 31, 2019) Services Operations Contract between Recovery Healthcare Corporation and Webb County for the 406th District Drug Court Program for drug court participant supplies at a cost according to the fee schedule included in the contract, and authorizing the County Judge to sign and execute all relevant documents. **[Requested by Judge Oscar Hale, 406th District Court; Account #2353-2040-003-459020 (other expenses)]**
- c. Discussion and possible action to enter into a Thirty Six (36) month (September 1, 2018 through August 31, 2021) Non-Financial Cooperative Agreement of Affiliation between Laredo College and Webb County for the Head Start/Early Head Start Program. The purpose of the agreement is for the Child Development Program at Laredo College and the Webb County Head Start/Early Head Start Program to develop and implement fieldwork and/or clinical experience for Child Development and/or Education students and authorizing the County Judge to sign and execute all relevant documents. **[Requested by Aliza Oliveros, Director, Webb County Head Start/Early Head Start]**

8. **Commissioners Court**

- a. Discussion and possible action to process general request for payments to Academy Sports & Outdoors, The Sports Center, and Walmart for the purchase of items to be used for the 2018 Annual Webb County Christmas Employee Dance, not to exceed in them amount of \$7,500; and any other matters incident thereto. **[Vending Machine Commissions Account #1001-209285 & Flexible spending account #1001-209250-075]**
- b. Discussion and possible action to authorize a payment in the amount of \$5,500.00 to G&G Communications for the Webb County Employee Christmas Dance scheduled for Saturday, December 15, 2018, with further action to release check upon court approval; and any other matters incident thereto. **[Flexible spending account #1001-209250-075]**

9. **Economic Development**

- a. Discussion and possible action to approve the submission of a grant application as prepared and submitted by the Webb County Head Start and Early Head Start Program to the Department of Health and Human Services Administration for Children & Families for a Fiscal Year 2019 - 2020 Early Head Start Child Care Partnership Expansion grant for the Child Care Partnership Program in the amount of \$768,750 (Federal) and \$192,188 (Non Federal) for a Total Amount of \$960,938 for services to 72 eligible children and their families at two Partner locations; and authorizing the Webb County Judge to execute all relevant documents related to this grant; and other matters thereto. Furthermore, this grant does not require a cash match; and, thus will have no impact to the general fund. All required documents were sent for review through the Economic Development Department and the solicitation is compliant with the Webb County Single Point of Contact (SPOC) procedures. **[Requested by Aliza Oliveros, Head Start Director]**
- b. Discussion and possible action to approve close out, and release of Retainage for Final Payment #6 to Contractor, Caldwell Tanks, Inc. in regards to the Texas Community Development Block Grant Project #7216115 in the amount of \$21,205.00 to be paid from Account #3527-206000 (\$20,750.00) and Account #3015-206000 (\$455.00).

Issue: Project Close out; Requesting Approval of Final Payment #6/Release of Retainage.

Solution: Approval to process payments.

Result: Project Completion.

10. **Head Start**

Disclaimer: All Head Start monies are 100% Federal funds

- a. Discussion and possible action to approve the transfer of employees within the following Slots with salary changes, subject upon the availability of payroll funds:

	<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
From:	1083	Disability Aide	\$10.21
To:	987	Teacher Assistant	\$10.34

- b. 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>
2520	Child Care Partnership Classroom Aide	\$8.99	26
1905	Associate Degreed Head Start Teacher Temporary Position	\$16.06	20

11. **Indigent Healthcare Services**

- a. Discussion and possible action to authorize Inter-Governmental Transfer (IGT) contributions payable to the Texas Health and Human Services Commission as required under the Texas Healthcare Transformation and Quality Improvement Program/1115 Waiver in amounts not to exceed a total of Nine Hundred Thousand Dollars (\$900,000) for Fiscal Year 2018-2019. IGT contributions for FY 2018-2019 may be paid out, if necessary, thru December 31, 2019, contingent upon IGT transfer dates and deadlines established by the State of Texas. **[Accounts #1001-5030-001-432063-015 (Hospital Inpatient) and #1001-5030-001-432063-020 (Hospital Outpatient) from Fiscal Year 2018-2019 Budget]**

Issue: Since 2006, Webb County has participated as the Inter-Governmental Transfer (IGT) entity for Laredo Medical Center and Doctors Hospital of Laredo. The IGT submitted allows hospitals to receive federal matching funds that are used to offset the cost of uncompensated care that hospitals provide to Medicaid and uninsured patients.

Solution: Commissioners Court approval is needed in order to submit IGT contributions on behalf of both hospitals as requested by the State of Texas.

Result: The authorization of IGT will allow local hospitals to access

matching federal funds for FY 2018-2019 to offset uncompensated care costs as well as receive incentive payments from the State of Texas for successful completion of 1115 Waiver project requirements.

12. 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, effective November 26, 2018:

<u>Slot #</u>	<u>Title</u>	<u>Salary</u>
2752	Legal Assistant	\$31,518.75 -12/A

Issue: Slot #2752 is now vacant.

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

Result: The filling of slot #2752 will allow our department to continue to function efficiently and effectively.

- b. 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, effective November 30, 2018:

<u>Slot #</u>	<u>Title</u>	<u>Salary</u>
2299	Administrative Clerk	\$27,178.52 - 9/A

Issue: Slot #2299 will become vacant on 11/30/2018.

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

Result: The filling of slot #2299 will allow our department to continue to function efficiently and effectively.

13. **Purchasing**

- a. Discussion and possible action to authorize the Purchasing Agent to purchase Nine (9) Digital Portable Radios from Motorola Solutions in an amount not to exceed \$46,659.66; pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Sub-chapter F. Cooperative Purchasing Programs, HGAC Contract #RA05-18. This acquisition is grant-funded; and thus, there is no impact on the Webb County budget. **[Requested by Sheriff Martin Cuellar; Account #2475-301-001-470000 Capital Outlay (LETPA)]**

Issue: Grant funding is allocated for the purchase of portable radios to be utilized for law enforcement operations.

Solution: Proceed with the purchase of portable radios.

Result: Enhanced communication tools will be acquired for the safety of deputies and the general public.

- b. 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 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.

- c. Discussion and possible action to authorize the Purchasing Agent to solicit formal Requests for Proposals for a building lease to house the Webb County Safe Haven Program. **[Requested by Sheriff Martin Cuellar, Sheriff's Office, FY2018 Justice For Families Grant]**

Issue: The Webb County Safe Haven has been very successful in providing supervised visitation and safe exchanges of children for the benefit of the after-mentioned children and their families in the Laredo/Webb County community. However, the Webb County Sheriff's Office would like to expand these services for the greater benefit of the local community.

Solution: Seek court authorization to utilize budgeted grant funds to lease a larger facility in order to expand services.

Result: The Webb County Safe Haven Program will be able to provide better, expanded, and enhanced services to the families of Laredo/Webb County.

- d. Discussion and possible action to approve the donation of a 2006 Ford Van (Vin No. 1FBSS31L36DB40708), Unit No. 39-00 to the Texas A&M University Colonias Program and to further authorize the Purchasing Agent to prepare all necessary documentation to transfer title and corresponding documents in accordance with the Texas Local Government Code, Section 263.152 (Disposition)(4)(b.)(c.). **[Requested by Commissioner Wawi Tijerina, Pct. 2]**

Issue: The Texas A&M University Colonias Program is in need of a van to better serve the residents of Webb County and specifically those residents who are elderly and do not have the resources to attend community events or other services offered by Webb County during the year.

Solution: Approve the donation of a 2006 Ford Van that is being replaced by a new leased Ford Transit Van for the Larga Vista Community Center.

Result: Donation of van will serve a public purpose by enhancing the services of the Texas A&M University Colonias Program which provides a direct service to the residents of Webb County.

14. Honorable Martin Cuellar, Sheriff

- a. Discussion and possible action to approve the payout cost of compensatory time to pay employee ID #2471 and ID #3768 using payroll overtime (OT) Account #1001-3010-001-413000-010 in the amount of \$2,535.41.

Issue: Employee ID #2471 and Employee ID #3768 are owed comp time hours worked, comp time not paid out when rate changed from hourly to salary employees when prompted.

Solution: With court approval, employees will receive owed but pending compensatory time/hour to be paid.

Result: This agenda item will resolve pending issues.

REGULAR AGENDA

Tax Attorney

- 15. Status report on delinquent tax collection by Webb County Tax Attorney Javier Montemayor, Jr.; and any other matters incident thereto.
- 16. Discussion and possible action on the consideration, consent and acceptance on pro rata share amounts due from City of Laredo (account listed below) on foreclosure sale and purchase by the City of Laredo pursuant to §34.05 of the Texas Tax Code; and any other matters incident thereto. **[Executive/Closed Session Requested pursuant to 551.072, Deliberation Regarding Real Property]**

Account #	Address	Amount Paid
664-02016-011	3201 Rosario St.	\$11,056.60
437-00687-060	1219 E. Musser	\$3,761.29

Business Office

- 17. Discussion and possible action to reclassify and modify slots #2811 and #0315 to reflect the Business Office functions and actual roles in accordance with the wage plan and subject to Civil Service Commission approval and any applicable Civil Service guidelines, effective November 26, 2018; and any other matters incident thereto.

Slot #	Current Title	Current Rate/ Grade/Step	Proposed Title	Proposed Rate/ Grade/Step	Annual Difference
2811	Senior Deputy County Clerk	\$19.67 12/V	Accounts Payable Specialist	\$19.89 16/G	460.94
0315	Deputy County Clerk	\$14.79 10/G	Administrative Assistant	\$15.15 12/A	754.69
				Total Impact	1,215.63

Issue: The job titles, job descriptions, and pay grades have been updated for the employee slots that were transferred from the County Clerk's Office.

Solution: Request approval to reclassify and modify job titles and job descriptions to the existing employee slots to reflect the actual roles and responsibilities being performed at the Business Office.

Result: Properly classify the employees.

Civil Legal Division

18. Discussion and possible action to enter into a contract with The Segal Company (Western States) Inc. to conduct an Employee Classification and Wage Study Update in an amount not to exceed Seventy-Five Thousand Dollars (\$75,000.00) beginning December 1, 2018, and ending November 31, 2019, with the final report and recommendation to be submitted no later than April 30, 2019 and appointing the Honorable County Judge Tano E. Tijerina, Honorable Commissioner John C. Galo, Chief Executive Administrator Lalo Uribe, Commissioners Court Administrator Leroy Medford, Civil Legal Division Director Nathan Bratton, Human Resources Director Ernesto Guajardo and Honorable District Judge Joe Lopez to the Wage Study Committee and authorizing the County Judge to sign all relevant documents and any other matters incident thereto. **[Account #1001-1130-001-432001 (Professional Service)]**

Human Resources

19. Discussion and possible action to authorize the court to approve changes to the Webb County Personnel Policy, Section 9.01 to allow county employees to donate Sick Leave Hours to another county employee with a catastrophic illness, which shall be defined as a terminal, life-threatening, and/or severe condition or combination of conditions affecting the mental or physical health of the employee that requires the service of a health care practitioner for a prolonged period of time and any other matter incident thereto. Examples of catastrophic illness include, but are not limited to:

- Strokes with residual paralyzes or weakness;
- Incapacitating heart attack or stroke;
- Major surgery such as hysterectomy, mastectomies, heart bypass, prostate;
- Debilitating cancer;
- Hepatitis, broken hip, car accident requiring hospitalization,

Issue: The county has employees with catastrophic illnesses that don't have accrued time (Sick, Annual, and Personal Day). The county also has employees who are not able to accrue time as a result of the Personnel Policy, *Section 9.01 Leave and Holidays Definition* **Full Month:** for the purpose of accruals only, means any month where not more than four (4) hours of leave were taken without pay within that calendar month.

Solution: Commissioners Court to approve this item for employee that are in need.

Result: Help the employee through catastrophic illnesses by donating Sick Leave Hours.

Budget Officers

20. Discussion and possible action to approve and adopt the amended Debt Management Policy, and any other matters incident thereto. **[Requested by Rafael Perez, Auditor]**

Issue: Review, amend, and /or modify existing policy.

Solution: Commissioners Court to adopt debt management policy.

Result: The County will have an updated amended policy for debt management.

21. Discussion and possible action to approve and adopt the amended Fund Balance Policy, and any other matters incident thereto. **[Requested by Rafael Perez, Auditor]**

Issue: Review, amend, and/or modify existing policy.

Solution: Commissioners Court to adopt fund balance policy.

Result: The County will have an updated amended policy for fund balance.

22. Discussion and possible action to review and adopt the Webb County Fraud Policy, and any other matters incident. **[Requested by Rafael Perez, Auditor]**

Issue: The County's external auditors have recommended in their Letter to Management for the County to establish and adopt a formal fraud policy.

Solution: Commissioners Court adopts formal fraud policy.

Result: Webb County will have a formal fraud policy to implement in conjunction with the County's fraud hotline.

Commissioners Court Administrator

23. Discussion and possible action to cancel the regular scheduled Commissioners Court meeting of December 10, 2018; and any other matters incident thereto. **[Requested by Tano E. Tijerina, County Judge]**

24. Discussion and possible action to approve a Special Meeting of the Webb County Commissioners Court to be scheduled for December 12, 2018 at 9:00 a.m., and any other matters thereto.

25. Discussion and possible action to authorize the creation of a formal office or department for the designation of the Webb County Collections Improvement Program (CIP) to carry out the collection of court costs, fees, and fines imposed in criminal cases, and as required by the state Office of Court Administration (OCA). With additional action to authorize Human Resources department to designate Two (2) current budgeted slots for a director and assistant director with appropriate salary and job description information; and any other matters incident thereto. Court action may include the designation of current county office space to further implement this program. **[Requested by Tano E. Tijerina, Webb County Judge]**

26. Discussion and possible action to authorize the purchase of replacement computer equipment, printer and software from Dell, SHI, and Toshiba in the amount not to exceed \$8,300; and any other matters incident thereto. **[Requested By Commissioner Cindy Liendo, Precinct 4] (Operational Reserve account #1001-1130-001-431007-010)**

Issue: Department is in need of additional updated computers and printer for their daily operations.

Solution: Replace computer equipment through the funding available in the operational reserve.

Result: Functionally equipped office to run daily operations.

Honorable Jesse Gonzalez, Webb County Commissioner Pct. 1

27. Discussion and possible action to approve the appointment of a director at La Presa Community Center (slot #2889), subject to the availability of payroll funds and and adhering to any and all Wage Plan Policies, effective November 30, 2018.

<u>Slot #</u>	<u>Title</u>	<u>Salary</u>
2889	Community Center Director	\$38,402.54 -16/A

Issue: Slot #2889 will become vacant on November 30, 2018.

Solution: Appointment of director at the Community Center

Result: The filling of slot #2889 (after vacancy) will allow the center to continue to function efficiently and effectively.

Closed Session/Executive Session

28. Discussion and possible action to conduct a performance review of a Webb County Department Head who is subject to the authority of the Webb County Commissioners Court, to wit:

- Community Center Director, Slot #2285

Action to be taken by Commissioners Court may include continuation of employment, reassignment and/or modification of duties, disciplinary action, dismissal or other actions. The Commissioners Court may take such other action as may be necessary to implement its decisions including, but not limited to, appointment of interim department heads and/or permanent appointment of department heads; and any other matters incident thereto. **[Closed Meeting/Executive Session may be requested pursuant to Texas Government Code, Title 5, Subchapter D, Sections 551.071 ((A)(B) Consultation with Attorney) and 551.074 (Personnel Matters)] [Requested by Leroy Medford, Commissioners Court Administrator]**

29. **Communications**

30. **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 20th DAY OF NOVEMBER, 2018

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 20th day of November, 2018 and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

DATED THIS 20th DAY OF NOVEMBER, 2018

MARGIE RAMIREZ IBARRA, COUNTY CLERK, WEBB COUNTY, TEXAS

BY: Vanessa L. Moreno
For: Margie Ramirez-Ibarra, County Clerk
Vanessa L. Moreno - Deputy Clerk



