



# WEBB COUNTY, TEXAS

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## COMMISSIONERS COURT

### SPECIAL MEETING

#### PUBLIC NOTICE COMMISSIONERS COURT MEETING

WEBB COUNTY COURTHOUSE  
1000 HOUSTON STREET, 2ND FLOOR  
LAREDO, TEXAS 78040  
WEDNESDAY, DECEMBER 12, 2018  
9:00 a.m.

2018 DEC -7 PM 4:01  
WEBB COUNTY, TEXAS  
BY *[Signature]* DEPUTY  
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/Invocation
3. Discussion and possible action for Approval of Bills, Payroll, and Monthly Reports (Auditor, Treasurer, Human Resources; Risk Management; 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. Honorable Joe Lopez, 49th District Court Judge**

- a. Discussion and possible action to ratify a line item transfer in the amount of \$1,378.52 from Account #1001-2230-001-456205 (Training and Education) into Account #1001-2230-001-451001 (Judicial District Fees) and approve payment to the Fourth Administrative Region of Texas in the contracted amount of \$18,600.52 for the 2019 Annual Assessment; and any other matters incident thereto. This is an assessment required by statute to each county in region based on their population

**Issue:** Budgeted amount was not sufficient to cover assessment.

**Solution:** Transfer funds to cover difference.

**Result:** Sufficient funds to cover assessment.

#### **6. Honorable Rudy Rodriguez, Constable Pct. 1**

- a. Discussion with possible action to retire Canine (K-9) "Boy", a male Malinois Belgian in color black/tan due to age and other health conditions and to approve the adoption and rehoming of said K-9 to a Constable Pct. 1 Deputy; and any other matters incident thereto.

**Issue:** K-9 Boy is need of retirement due to age and health condition.



**Solution:** Retirement of K-9 and allowing adoption by law enforcement officer.

**Result:** Successful retirement and rehoming with law enforcement officer.

**7. Auditor**

- a. Discussion and possible action to approve the carry over of \$41,475.83 to the FY 2019 budget (donation funds) and any other matters incident thereto. This is required by court policy but does not impact grant; and therefore, does not require notification to approve by the funding agency. There is no financial impact to either the general fund or the grant. **[Requested by Community Action Agency]**

Account #	Account Name	Carry Over Budget
2923-5150-357420	Other Revenue	\$41,475.83
2923-5150-521-441210	Utilities	\$5.17
2923-5170-521-441210	Utilities	\$41,289.48
2923-5170-521-441211	EF&S Indigent Services	\$181.18

**Issue:** This donation 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 funds during the new fiscal year.

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

**Result:** Approval of this agenda for the continued availability of these donation funds.

- b. Discussion and possible action to approve the following grant budget amendments(s) (line item transfer) within Grant funds; and any other matters incident thereto. **[Requested by Community Action Agency]**

	Acct. #	Acc. Name	Adopted	Request	Current	End Bal
From:	2362-5360-521-463802	Household Crisis	\$281,465	\$228,235.74	\$256,797.04	\$28,561.30
To:	2362-5360-521-463804	Utility Assistance	\$1,081,465	\$228,235.74	\$112,618.71	\$340,854.45

**Issue:** Increase budget to cover current and future grant expenditures.

**Solution:** Appropriate expenditures to be used for the program expenditures.

**Result:** There will be sufficient funds in all budget line items.



- c. Discussion and possible action to approve the carry over to FY 2019 budget \$11,106.55 (donation funds) and any other matters incident thereto. This is required by court policy but does not impact grant; and thereto does not require notification to approve by the funding agency. There is no financial impact to either the general fund or the grant.

Account #	Account Name	Carry Over Budget
2924-5170-357420	Other Revenue	\$11,106.55
2924-5170001-431002	Administrative Expense	\$5,619.21
2924-5170-001-441210	Utilities	\$5,487.34

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

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

**Result:** Approval of this agenda for the continuous availability of these funds.

**8. Civil Legal Division**

- a. Discussion and possible action to approve the 1st Amended Professional Engineering Services Contract related to the H&H Study & Drainage Plan contract for HWY 59 Colonias by exercising options in the existing contract with Porras Nance Engineering for additional professional services in an amount not to exceed \$85,000.00 to design plans and specifications for Culvert #4 and associated roadway improvements as needed to enhance emergency services through the creation of the first phase of drainage improvements and the establishment of evacuation routes for Las Lomas Colonia; authorizing the County Judge to sign all relevant documents; and any matter incident thereto. **[Sponsored by Commissioner John Galo and requested by Planning Department; Account #3180-1070-001-47000-165]**
- b. Discussion and possible action to approve an Addendum to the Data Processing Services Agreement between the Webb County and Indigent Healthcare Solutions executed on May 10, 2016, to document the addition of integrated document imaging at a monthly cost of Three Hundred Forty Nine Dollars (\$349.00) for the duration of the term of the Agreement, authorizing the County Judge to execute all relevant documents, and any other matters incident thereto. **[Requested by Nancy Cadena, Director, Webb County Indigent Healthcare; Account #1001-5040-001-443000-110 (Repairs and Maintenance; Software)]**



- c. Discussion and possible action to enter into a sixty (60) month (October 1, 2018 through September 30, 2023) Software Subscription Agreement between Thomson Reuters and Webb County for the Webb County Public Defender for Online Software (Clear Proflex) at a monthly cost of Two Hundred Fourteen Dollars and Twenty-Six Cents (\$214.26) and a total cost of Twelve Thousand Eight Hundred Fifty Five Dollars and Sixty Cents (\$12,855.60), subject to annual budget appropriating and authorizing the County Judge to sign and execute all relevant documents. **[Requested by Virginia Aranda, Public Defender; Account #1001-2280-001-464005 (Books and Subscriptions)]**
- d. Discussion and possible action to enter into a One (1) year (November 1, 2018 through October 31, 2018) Software License and Service Agreement between Destiny Software and the Webb County Public Information Office for software license, maintenance and streaming video service at a cost of Eleven Thousand Six Hundred Dollars (\$11,600.00) and authorizing the County Judge to sign and execute all relevant documents. **[Requested by Larry Sanchez, Public Information Officer, Account #1001-1300-001-443000-110]**
- e. Discussion and possible action to enter into a thirty six (36) month (December 10, 2018 through December 09, 2021) Professional Services Contract between People with Ideas of Love, Liberty, Acceptance, and Respect (P.I.L.L.A.R.) and Webb County for the Head Start/Early Head Start Program for mental health consulting services for Webb County's Head Start/Early Head Start population at a cost according to the fee schedule included in the contract (Attachment A), subject to budget appropriations and authorizing the County Judge to sign and execute all relevant documents. **[Requested by Aliza Oliveros, Head Start Director; Acct. Numbers 2357-5190-531-432088, 2361-5190-531-432088, 2367-5190-531-432088 (Mental Health Observation) and Acct. Numbers 2357-5230-531-432068, 2361-5230-531-432068, 2367-5230-531-432068 (Consultant Training)]**

**9. Community Action Agency**

- 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 December 10, 2018:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2054	Bus Operator I - Part-Time Driver without benefits	\$10.00

**Issue:** Slot is currently vacant.

**Solution:** Request is being submitted to fill slot.

**Result:** The filling of slot will allow the department to effectively meet the community's demand for a weekend route at El Aguila Rural Transportation and will limit overtime, salary and fringe expenses.



- 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, effective December 12, 2018.

<u>Slot #</u>	<u>Title</u>	<u>Salary</u>
1556	Maintenance - Bus Operator I	\$23,400

**Issue:** Slot #1556 is currently vacant.

**Solution:** Request is being submitted to fill slot.

**Result:** The filling of slot #1556 will allow the department to continue to provide transportation services throughout the rural areas of Webb County.

- c. Discussion and possible action to approve a 5% salary adjustment for the Self-Help Center program staff as follows:

<u>Slot #</u>	<u>Department #</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
2002	6360	\$15.48	\$16.25
2003	6360	\$19.69	\$20.67

**Issue:** CAA Self-Help Center program is pending a cost of living adjustment. The last cost of living pay adjustment for the Self-Help Center program was June 8, 2015.

**Solution:** Approve salary adjustment equal to what was received by all CAA Programs.

**Result:** All programs under the Community Action Agency will be afforded equal cost of living salary adjustments.

- d. Discussion and possible action to approve a 5% Salary Adjustment for the Community Social Services Program (CSBG and CEAP Programs) staff as follows:

<u>Slot</u>	<u>Title</u>	<u>From</u>	<u>TO</u>
2884	Community Social Services Manager	\$39,520.00	\$41,497.00
1153	Case Mangement Specialist	\$33,579.00	\$35,258.00
1162	Administrative Assistant	\$39,021.00	\$40,973.00
1848	Driver/Custodian	\$22,610.00	\$23,741.00

**Issue:** There will be no impact to the County's General Fund.

**Solution:** The Webb County CAA is proposing staff salaries 5% Wage Adjustment. Plans are to provide other staff with a 5% salary adjustment in 2019 CSBG and CEAP Budgets.



**Result:** The Webb County Community Action Agency Program: Community Social Services will participate on the wage increase adjustment.

**10. Economic Development**

- a. Discussion and possible action to approve Amendment #3 (Contract Extension) to Contract #61180002873 for the Program Year 2018 Community Services Block Grant (CSBG) from the Texas Department of Housing and Community Affairs (TDHCA) extending the contract from December 31, 2018 to March 31, 2019 and authorizing the County Judge to sign all relevant documents. This Contract commenced on January 01, 2018 and this action will not have an impact on the General Fund. **[Requested by Community Action Agency; Grant Account #2368-5170-330300]**

**Issue:** Approve Contract Extension to CSBG Amendment #3 from Texas Department of Housing and Community Affairs (TDHCA) for the Program Year 2018.

**Solution:** The Community Services Block Grant (CSBG) provides support services to eligible elderly, disabled and low income residents of Webb County.

**Result:** The support services are intended to assist eligible Webb County residents to transition out of poverty.

- b. Discussion and possible action to apply for a 5339 Bus and Bus Facilities Discretionary Grant for Webb County Community Action Agency from the Texas Department of Transportation (TxDOT) in the amount of EIGHTY FOUR THOUSAND DOLLARS (\$84,000.00). This grant does NOT require any County Match. All required documentation has been submitted for review by the Economic Development Department and the solicitation is compliant with the Webb County Single Point of Contact SPCO procedures. No Impact to the General Fund. **[Requested by Community Action Agency]**

**Issue:** El Aguila Rural Transportation is a grant funded agency. Currently our fleet is aging and several buses have a high maintenance and repair cost. There is a high demand for new buses.

**Solution:** This grant is designated for the purchase of a new bus. Approval of this grant will provide the agency with the funds needed to purchase a new bus.

**Result:** Continuation of services throughout the rural areas of Webb County.

- c. Discussion and possible action to accept a Truancy Prevention grant award from the Office of the Governor Criminal Justice Division (CJD) in the amount of \$12,089 (as developed, written, presented, and submitted by the Office of the Justice of the Peace, Pct. 4 in conjunction with the Webb County Sheriff's Office) for training and supplies for the truancy case manager and designating the Webb County Judge as the authorized official in any grant-related matters; authorizing the County Judge to sign all relevant documents and any other matters incident



thereto. This grant has no match; and, therefore, has no impact to the general fund. All required documents were sent to the Economic Development Department and were found in compliance with the Single Point of Contact (SPOC) policy.

**[Requested by Jose R. Salinas, Justice of the Peace Pct. 4; Fund #2742]**

**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 award to provide additional services, including equipment, training/travel, and supplies, in order 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.

- d. Discussion and possible action to approve Amendment #2 to the Program Year 2018 Comprehensive Energy Assistance Program (CEAP) Grant Contract #58180002804 with the Texas Department of Housing and Community Affairs (TDHCA) increasing funding in the amount of THIRTY ONE THOUSAND ONE HUNDRED NINETY NINE DOLLARS (\$31,199.00) and authorizing the County Judge to sign all relevant documents. This amendment will increase the Program Year 2018 CEAP from ONE MILLION SIX HUNDRED NINETY FIVE THOUSAND FOUR HUNDRED THIRTY SIX (\$1,695,436.00) to ONE MILLION SEVEN HUNDRED TWENTY SIX HUNDRED AND THIRTY FIVE (\$1,726,635.00). This action will not have an impact on the General Fund. **[Requested by Community Action Agency; Account #2362-5150-3303000]**

**Issue:** Approve funding increase to Amendment # 2 for the CEAP Program from TDHCA for the Program Year 2018 in the amount of \$31,199.00.

**Solution:** The Comprehensive Energy Assistance Program (CEAP) provides direct client services to eligible, 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.

- e. Discussion and possible action to ratify contract amendment with a budget modification on 2018 Community Services Block Grant (CSBG) to transfer from B1 Personnel to B4 Equipment for the purpose of purchasing vehicles for CSBG program services under the Texas Department of Housing and Community Affairs (TDHCA) and authorizing the County Judge to sign all relevant documents. This action will not have impact to the General Fund. All documentation has been submitted to Economic Development and is compliant with SPOC. **[Requested by Community Action Agency; Grant Account #2368-5170-330300]**



**Issue:** Approve revised 2018 CSBG Budget Amendment from the Texas Department of Housing and Community Affairs (TDHCA) for the Program Year 2018.

**Solution:** The Community Services Block Grant (CSBG) provides support services to eligible elderly, disabled and low income residents of Webb County.

**Result:** The support services are intended to assist eligible Webb County residents to transition out of poverty.

- f. Discussion and possible action to authorize the development and submission of a Texas Community Development Block Grant Application to the Texas Department of Agriculture for the Community Development (CD) Fund Program in an amount not to exceed Three Hundred Fifty Thousand Dollars (\$350,000.00); authorizing the County Judge to sign all relevant documents and to act as the County's Executive Officer and Authorized Representative in all matters pertaining to the County's participation in the Community Development (CD) Fund Program and any matters incident thereto. The Community Development (CD) Fund application does not require a cash match, therefore will have no impact to the General fund. This request has been reviewed and is compliant with the Webb County Single Point of Contact (SPOC) procedures.
  
- g. Discussion and possible action to approve the 406th District Court Veterans Treatment Program Letter of Intent to Apply & Application for SAMHSA Grant #TI-19-002. All required documents have previously been sent for review through Economic Development and the solicitation was found to be in compliance with the Webb County Single Point of Contact (SPOC). The grant will provide funds of up to \$400,000 per year, and will be for a term of five (5) years, with a proposed start date of May 31, 2019 through May 31, 2024. The grant is still being carefully written and is due for SAMHSA review by December 31, 2018. The completed grant package and all relevant documents will be submitted back to Economic Development once it is completed for a final review before submission.

**[Requested by 406th District Court]**

**Issue:** The current SAMHSA Grant will be expiring September 29, 2019. Hence, the department's request to approve the application in order to continue services required by the veteran community of Webb County.

**Solution:** The Commissioners Court approving the Letter of Intent & Application to allow the Veterans Treatment Court to continue to offer treatment services for the community of Webb County.

**Result:** The grant will further allow Veterans Treatment Court to be able to enhance treatment to the target population of qualifying veterans of Webb County to be able to receive services.



11. **Head Start**

**Disclaimer: All Head Start monies are 100% Federal funds**

- a. Discussion and possible action to approve the posting and filling of the following Slot:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Pay Periods</u>
1613	Child Care Partnership Part Time Teacher Floater	\$8.99	26

12. **Human Resources**

- a. Discussion and possible action to designate Human Resources Director, Ernesto Guajardo as Program Administrator of the Webb County Sick Leave Pool and any other matters incident thereto.

**Issue:** The Commissioners Court need to designate a person to administer the Webb County Sick Leave Pool, as mandated by Texas Local Government Code 157.073 (b).

**Solution:** Commissioners Court to designate Program Administrator of the County Sick Leave Pool to be in compliance with state law.

**Result:** Webb County will be in compliance with state law.

13. **Planning & Physical Development**

- a. Discussion and possible action to issue a "Certificate of No Plat Required" pursuant to Section 232.0015(f), Texas Local Government Code and the provisions of the Webb County Subdivision Regulations Section XVI.1B(2) to Simeon Park Phase III Subdivision containing approximately 314.91 acres, more or less, comprised of Tracts 19, 32, 33, 34 & 37 out of the Simeon Park Phase 1 & 2 Subdivision and the Southwest 234.96 acres out of the Simeon Development, Ltd. as recorded in Vol. 32, Pgs. 88-89 of the Webb County Plat Records and Vol. 3661, Pgs. 155-166 of the Webb County Deed Records (ID 9335). Planning staff recommends approval.

14. **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 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.

## **REGULAR AGENDA**

### **Honorable Joe Lopez, 49th District Court Judge**

15. Discussion an possible action to authorize the Purchasing Agent to secure competitive quotations for the purchase and installation of an audio equipment system for the 49th District Court in accordance with the Webb County Purchasing Rules and Regulations in an amount not to exceed \$24,000. **[Account #1001-1130-001-431007-010 General Operating - Operational Reserve]**

**Issue:** The 49th District Court Judge is in need of a new audio system for his Courtroom. To include removing all old wiring, installing new microphones, speaker wire, new monitors, displays, outlets and other accessories necessary to have an updated audio equipment system.

**Solution:** Authorize the Purchasing Agent to seek competitive quotes to secure best price and best value.

**Result:** Improve the quality of Court recording, update audio equipment and other accessories needed to run an efficient and effective Courtroom audio system.

## Auditor

16. Discussion and possible action to resubmit and to adopt the revised Webb County Fraud Policy, and any other matters incident thereto.

**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.

17. Discussion and possible action to amend the 2019 Capital Project budgets to the fiscal year end 2018 available balances. The proposed Capital Project budgets were based on estimates as of August 2018.

**Issue:** Capital Project budgets require the correct available balances for 2019.

**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.

18. Discussion and possible action to allocate a maximum \$1,500 from Hotel/Motel Funds Community Promotions (Account #2004-1010-001-463526) to sponsor the Texas Association of County Auditors, On the Road Area Training Region 4.

**Issue:** The County Auditor's Office will host the On the Road Area Training in January 2019; will need funds to purchase 75 polyPro TrioFolio with County logo at \$9.39 each with a \$39.00 setup fee, total \$743.25, for welcome packets as well as to provide break snacks, if needed.

**Solution:** Funds will allow the department to make necessary purchases to host the two day training in January.

**Result:** Once purchased, welcome packets and, if applicable, snacks will be distributed accordingly to the 50+ attendees.

19. Discussion and possible action to approve end of the year transfer of \$1,350,000.00 (One Million Three Hundred Fifty Thousand Dollars) from General Fund budgeted Account #1001-9080-001-485005-080 (transfer out employee health) to the Employee's Health Benefit fund (fund 6100) to eliminate most of the deficit from previous fiscal year 2016-2017; and any other matters incident thereto.

**Issue:** Employee's Health Benefit fund has a beginning fund deficit of \$1,486,909.61.



**Solution:** Transfer General Fund amount budgeted in FY 2017-2018.

**Result:** Employee's Health Benefit fund deficit will be reduced.

20. Discussion and possible action to provide notice to all Webb County employees, part-time employees, volunteers, elected officials, appointed officials, and administrators that any and all County sponsored events will require financial tracking for reportable taxable awards or prizes; and authorize the creation and implementation of an employee benefit policy and to incorporate an appropriation budget line item within the General Fund and/or a designated fund to account for the acceptance of donations and bequests according to LGC 81.032 in order to provide financial transparency, and any other matters incident thereto. **[Operational Reserve Acct. #1001-1130-001-431007-010; Flexible Spending Plan Acct. #1001-209250-075; Vending Machine Commission Acct. #1001-209285]**

**Issue:** Webb County spends funds for employee events which include reception, music, awards or prizes, decorations, etc.

**Solution:** Commissioners Court adopts spending policy and/or guidelines for taxable awards or prizes. Compliance with Federal and State income tax reporting requirements for not de minimis fringe benefits.

**Result:** Webb County will have a formal employee events spending policy and/or guidelines.

### **Civil Legal Division**

21. Discussion and possible action to enter into a Golf Course Facility Management Agreement with Touchstone Golf, L.L.C. for an initial five year term and one five year option to extend the contract beginning January 1, 2019 with a monthly management fee of Six Thousand Dollars and authorizing the County Judge to sign all relevant documents. **[Funding available in Acct. #7100-6130-001-43265 - Director's Fee/Management]**
22. Discussion and possible action to approve a one (1) year office building lease, with three (1 yr.) lease renewal option periods by and between F.D. Laurel Properties, LLC., as Lessor and Webb County, Texas as Lessee, commencing December 1, 2018 thru November 30, 2019, at a monthly rental rate of \$2,702.00 per month, described as Lot 3, Block 232, Western Division, City of Laredo, Webb County, Texas, also known as 1308 San Agustin St., subject to annual budgetary appropriations and authorizing the County Judge to sign and execute all relevant documents, and any other matters incident thereto. **[Requested by James Flores, Director, Webb County Economic Development Dept.; Acct. #1001-1130-001-444100 (Space Rental General Operating Fund)]**



23. Discussion and possible action to enter into an eleven (11) month (December 12, 2018 through November 11, 2019) Professional Services Contract between People with Ideas of Love, Liberty, Acceptance, and Respect (P.I.L.L.A.R.) and Webb County for the County Court at Law #1 for mental health and chemical dependency counseling services for defendants incarcerated at the Webb County Jail under the jurisdiction of County Court at Law #1 at a cost according to the fee schedule included in the contract (Attachment A), with the total combined fees not to exceed Sixty Thousand Dollars (\$60,000.00), subject to budget appropriations and authorizing the County Judge to sign and execute all relevant documents.  
**[Requested by Judge Hugo Martinez, County Court at Law #1; Acct. #1001-1130-001432001 (Professional Services)]**

**Human Resources**

24. Discussion and possible action to approve the interdepartmental transfer of an employee from Slot #2839 to Slot #0574 effective December 12, 2018, and allow for the posting of the resulting vacant Slot #2839 to be posted and filled effective December 12, 2018.; subject to the availability of payroll funds and any applicable Civil Service guidelines; and any other matters incident thereto.

<u>Slot #</u>	<u>Title</u>	<u>Salary</u>
From: 2839	Human Resources Clerk	\$28,554.43 -10/A-E
To: 0574	Administrative Clerk	\$ 27,178.52 - 9/A-E
To Fill: 2839	Human Resources Clerk	\$ 28,554.43 -10/A-E

**Issue:** Vacant position (Slot #0574) has been available since December 14, 2017.

**Solutions:** Promote the employee to the vacant position.

**Result:** The filling of the position will alleviate work overload in the department.

25. Discussion with possible action to adopt the proposed job descriptions of Judicial Collections Director and Judicial Collections Assistant Director, allow for posting and filling of said positions, and/or appoint an interim director to establish, organize, direct and lead the office for the newly-created Judicial Collections Department. Additional staff may be designated as recommended by the Judicial Collections Director, HR Director and/or Commissioners Court; and any other matters incident thereto. Once adopted, said job descriptions will then be presented to the Civil Service Commission for certification. **[Requested by Tano E. Tijerina, County Judge]**



## Medical Examiner

26. Discussion and possible action to approve the posting and filling of Slot #888819 (Part-time Medical Death Investigator) at 20 hours per week and increase the rate to \$20.38 per hour and waive the \$15.00 dollar maximum for this part-time position and all subsequent part-time Medical Death Investigator positions.

**Issue:** Slot #888819 will become vacant on December 4, 2018.

**Solution:** Approve the part-time Medical Death Investigator @ \$20.38 dollars per hour.

**Result:** By approving the part-time Medical Death Investigator at this salary we will be able to fill the position with a qualified individual.

27. Discussion and possible action to approve the posting and filling of Slot #9114 (Part-time Autopsy Technician/Transporter) at 20 hours per week and increase the rate to \$16.73 per hour. Therefore, waiving the \$15.00 dollars maximum for this part-time position and all subsequent part-time Autopsy Technician/Transporter positions.

**Issue:** Slot #9114 has been vacant since December 2, 2018.

**Solution:** Approve the part-time Autopsy Technician/Transporter position @ \$16.73 dollars per hour.

**Result:** By approving the part-time Autopsy Technician/Transporter position at this salary we will be able to fill the position with a qualified individual.

## Water Utilities

28. Discussion and possible action to authorize the Purchasing Agent to secure competitive bids for the rehabilitation of multiple manholes within the Rio Bravo and El Cenizo wastewater collection system in an amount not to exceed \$85,200.00 and in accordance with the Texas Local Government Code; Section 271.102 (Cooperative Purchasing Program Participation). **[Funding is available and identified in the approved Capital Improvements Program under the 2016 Bond, 7220-7270-001-474501 (Construction in Progress)]**

**Issue:** Through combinations of questionable installation as well as limited to no maintenance, various points of our wastewater infrastructure has reached its useful life and requires replacement and/or rehabilitation to maintain its structural integrity. The issues of question regarding this phased project are 15 manholes that require some structural improvements and in some cases replacement, as well as a coating to lengthen its useful life.

**Solution:** Utilize an experienced contractor with approved pricing by the State to complete the first stage of critical infrastructure rehabilitation.



**Result:** Improve the integrity and reliability of the existing manhole locations preventing possible complete failure and loss of service. This will prevent massive emergency repairs in the future.

29. Discussion and possible action to award a contract to Superior Water Management of Texas in an amount not to exceed \$7,500 to revise and update the existing Webb County Utilities Rate Study and makefor determining recommendations to adjust the rate structure for the Webb County utility customers and in accordance with the Texas Local Government Code; Section 262.024 (Discretionary Exemptions) (a.)(4) professional services exemption. **[Funds are available under the 2016 Bond Accounts to be funded by Accounts #7220-7280-001-432001 and #7220-7270-001-432001 (Professional Services)]**

**Issue:** Cost of service has been increasing significantly in the past years of operation. Prior year rate studies have identified significant gaps in the operational and capital costs needed to operate a water and wastewater system, and the revenue produced from existing rates. An updated analysis of the revenue requirements needed is due to determine the direction the County will pursue adjusting old rates.

**Solution:** Hire prior year rate study professionals to evaluation cost of service and update rate revenue requirements for the County water and wastewater system for operation, maintenance, and future capital needs.

**Result:** Award this contract.

30. Discussion and possible action to authorize the Purchasing Agent to secure competitive bids for the purchase and installation of a Flexim Ultrasonic Flow Meter with mounting, powering, and electrical installation in an amount not to exceed \$5,900.00. **[Funding is available under the 2016 Bond Series, #7220-7280-001-474501]**

**Issue:** We identified a persistent imbalance in the amounts of water produced versus the amounts of water sold. We identified the reason being that during the past installation of a newer water main from the plant to the North of our service area did not include a flow meter. This irregularity does not affect our compliance history but does make our records inconsistent.

**Solution:** The solution is to install a new flow meter that can be integrated along with our existing service to provide accurate water production results.

**Result:** Hire a contractor to install an appropriate flow meter.



**Honorable Rudy Rodriguez, Constable Pct. 1**

31. Discussion and possible action to accept the Memorandum of Understanding (MOU) between the Juvenile Board of Judges and the Hon. Rodolfo Rodriguez, Jr., Constable Pct. 1 for security services to be provided at the Webb County Youth Village building and J.J.A.E.P.; authorizing the transfer of funds as shown below and any other matters incident thereto.

	<b>Acct. Number</b>	<b>Acct. Name</b>	<b>Adopted</b>	<b>Request</b>	<b>Current</b>	<b>End Bal.</b>
From:	1001-2450-001-457006-010	Law Enforcement - Other Juvenile	\$56,500	\$56,500	\$56,500	\$0
To:	1001-3150-001-412000	Part-Time	\$20,000	\$20,000	\$13,660	\$36,660
	1001-3150-001-464010	Dues & Memberships	\$1,500	\$1,500	\$295	\$1,795
	1001-3150-001-464005	Books & Subscriptions	\$1,275	\$1,500	\$1,275	\$2,775
	1001-3150-001-456305	Uniforms	\$18,000	\$3,000	\$17,129	\$22,904
	1001-3150-001-460140	Firearms & Ammunition	\$0	\$5,000	\$0	\$5,000
	1001-3150-001-456205	Training & Educations	\$0	\$10,000	\$0	\$10,000
	1001-3150-001-46100	Materials & Supplies	\$7,000	\$15,500	\$197	\$15,697

**Issue:** Constable Pct. 1 provides security services for the J.J.A.E.P. and Youth Village. Subsequently, \$56,500 are transferred to the Constable Pct. 1 Part Time, Materials & Supplies, and Training & Education accounts. The exception for this line item transfer is made annually due to the agreement (MOU) made between Constable Pct. 1 and Juvenile Board of Judges.

**Solution:** Transfer of funds in accordance to the MOU.

**Result:** Satisfaction and compliance with MOU terms.

**Budget Officers**

32. Discussion and possible action to authorize the distribution of funds to United Independent School District, Laredo Independent School District and Webb Consolidated School District in the amount of Two Million Seven Hundred Thirteen Thousand Eight Hundred Thirty-One Dollars and Thirteen Cents (\$2,713,831.13) from the reserve fund balance of the Webb County School Lands that is to be distributed on a Scholastic Basis; and any other matters incident thereto.  
**[Requested by Webb County Auditor; Funds #5100 and #5200 (Available Permanent School Funds)]**



GL Account	School District	Fund 5100- Available School	Fund 5200- Permanent School	Total
xxxx-8010-001-480001	U.I.S.D.	\$1,250.83	\$1,754,326.53	\$1,755,577.36
xxxx-8010-001-480002	L.I.S.D.	\$674.81	\$946,452.25	\$947,127.06
xxxx-8010-001-480003	Webb Consolidated	\$7.93	\$11,118.78	\$11,126.71

**Commissioners Court Administrator**

33. Discussion and possible action to process general request for payments to Kix Garcia Band, Lozano Travel, G & G Promotions and Abner E. Miranda for the purchase of items and services to be used for the 2018 Annual Webb County Christmas Employee Dance, not to exceed in them amount of \$5,000; and any other matters incident thereto. **[Flexible spending Account #1001-209250-075]**

**Honorable Cindy Liendo, Webb County Commissioner Pct. 4**

34. Discussion and possible action to authorize the Human Resources department to designate One (1) existing vacant slot for a Center Assistant position (Grade 9A - \$27,178.52) with appropriate salary and job description information; with additional action to fully fund said slot; and any other matters incident thereto. **[ Account #1001-1130-001-431007-005 (Operational Payroll Reserve)]**

**Issue:** During last year’s budget process, a center assistant position was removed from the Precinct 4 Fernando Salinas Community Center leaving only two positions for the department. This has put a strain on the ability of the current personnel at the center to keep up with the daily functions and services to all participants.

**Solution:** Fund a center assistant slot that was previously budgeted for the center as is required to staff the department.

**Result:** Provide the center will adequate staff to handle the daily services provided to the participants.

**Honorable Tano E. Tijerina, Webb County Judge**

35. Presentation by Webb county Historical Commission on their Annual Report and activities for 2017.
36. Discussion and possible action to accept the recommendation of the Webb County Historical Commission (WCHC) nominations committee and approve the following individuals for appointment/reappointment to the Webb County Historical Commission; and any other matters incident thereto: Jeanette Hatcher, Renee LaPerriere, Alfredo Gutierrez, Jorge Santana, Frank Gonzalez, Lily Perez, Mary Trevino and Elisa Gutierrez.



37. **Communications**

38. **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 7th DAY OF DECEMBER, 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 7th day of December, 2018 and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

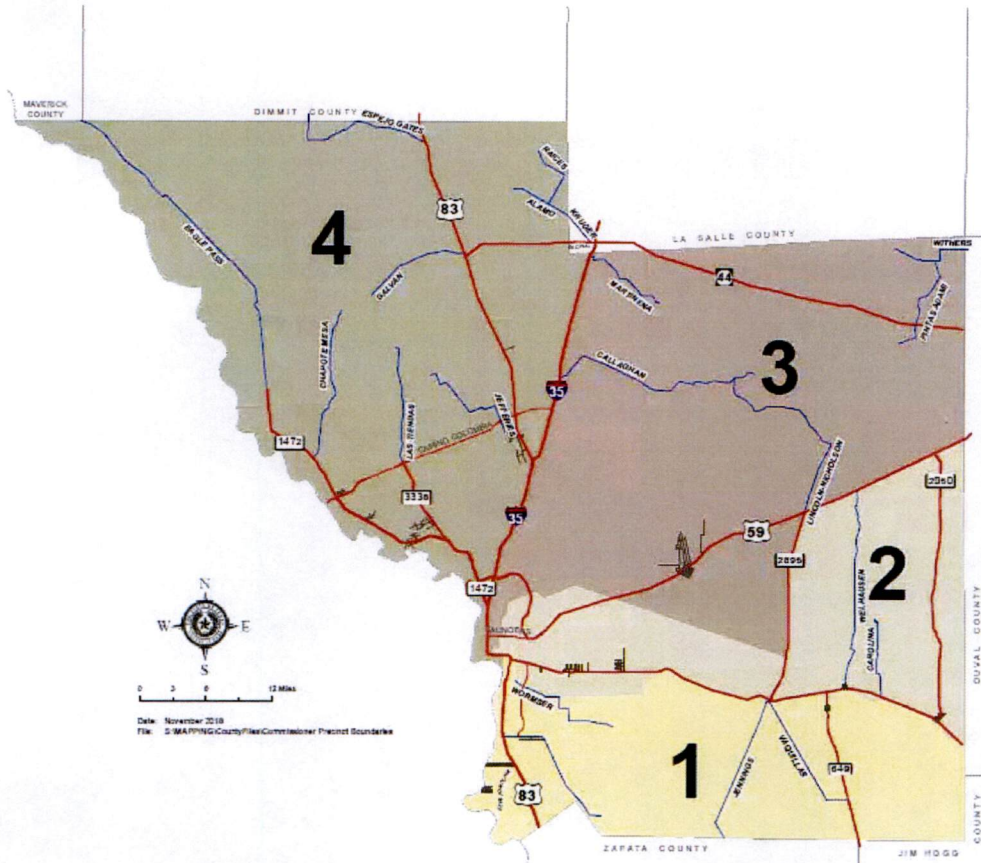
DATED THIS 7th DAY OF DECEMBER, 2018

MARGIE RAMIREZ IBARRA, COUNTY CLERK, WEBB COUNTY, TEXAS






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







Date: November 2018  
 File: S:\MAPPING\County\like\Commissioner Precinct Boundaries

<b>COUNTY COMMISSIONERS</b>		
	Honorable Tano E. Tijerina	County Judge
	Commissioner Jesse Gonzalez	Precinct 1
	Commissioner Rosaura "Wawi" Tijerina	Precinct 2
	Commissioner John C. Galo	Precinct 3
	Commissioner Cindy Liendo	Precinct 4

## Webb County, Texas Commissioner Precinct Boundaries