



MARGIE R. IBARRA
COUNTY CLERK
FILED

WEBB COUNTY, TEXAS

COMMISSIONERS COURT

19 MAY 24 AM 10:39

WEBB COUNTY, TEXAS

BY *Ramirez* DEPUTY

**PUBLIC NOTICE
COMMISSIONERS COURT MEETING**

WEBB COUNTY COURTHOUSE
1000 HOUSTON STREET, 2ND FLOOR
LAREDO, TEXAS 78040
TUESDAY, MAY 28, 2019
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, Risk Management, Tax Assessor-Collector, Budget Office); 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 Oscar Hale, 406th District Court Judge

- a. Discussion and possible action to approve a pay rate adjustment from \$24.04/hour to \$29.04/hour for Slot #2895, Licensed Professional Counselor/Licensed Chemical Dependency Counselor for the 406th Judicial District Veterans Treatment Court - Texas Veterans Commission Funds for Veterans Assistance Grant, effective March 15, 2019, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. This position is 100% funded by grant funds and it does not fall under the County's Wage Plan. There is no impact to the General Fund. **[Account #2872-2040-001-410000]**

Issue: The current annual compensation is not comparable to the qualifications and experience of the LPC/LCDC. An adjustment is necessary in order to bring the annual compensation up to parity with similar positions in the Laredo area.

Solution: Obtain the approval of the Commissioners' Court to adjust the annual compensation of the LPC/LCDC.

Result: The LPC/LCDC will be fairly compensated according to her qualifications, experience and job duties.

6. Budget Officers

- a. Discussion and possible action to authorize the purchase of equipment, furniture, & renovations to finalize the Judicial Collections Department in an amount not to exceed \$14,000; with additional action to process line item transfer, by order; and any other matters incident thereto. **[Requested by Jennifer R. Martinez, Judicial Collections Director; Account #1001-1130-001-431007-010 (Operational Reserve)]**

Issue: Due to a newly created department, Judicial Collections is in need of equipment and renovations.

Solution: Approve funding to continue with the purchase of said material in particular, equipment and renovations.

Result: Fully supplied office for daily operational activity.

7. Casa Blanca Golf Course

- a. Discussion and possible action to ratify, by Order, the following budget amendment (line item transfer) within Golf Course Funds:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	7100-6130-001-457005-005	G&A-Reimbursement Labor	\$56,000	\$10,000	\$34,266.23	\$24,266.23
To:	7100-6080-001-457005-005	Golf-Reimbursement Labor	\$175,000	\$10,000	\$27,625.31	\$37,625.31

Issue: Transfer out from G&A Department compensation and related costs. We will be presenting a revised budget for the balance of the year at the end of May to make sure sufficient funding is available for labor costs.

Solution: Transfer out for G&A Reimbursement Labor to Golf Reimbursement Labor.

Result: There will be sufficient funds in all budget line items to pay requested items.

- b. Discussion and possible action to ratify, by Order, the following budget amendment (line item transfer) within the Casa Blanca Golf Course Fund 7100:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	7100-6090-001-443000-130	Repairs & Maint. Carts	\$2,000	\$130.49	\$130.49	\$0
To:	7100-6080-001-461000-045	Materials & Supplies -Main	\$3,000	\$130.49	\$126.56	\$257.05

Issue: Funds are needed for basic supplies in the Maintenance area.

Solution: Transfer out from Repairs & Maintenance Carts to Materials & Supplies Main.

Result: There will be sufficient funds in all budget line items to pay requested items.

8. **Civil Legal Division**

- a. Discussion and possible action to authorize the Cybersecurity and Infrastructure Security Agency (CISA) of the Department of Homeland Security (DHS) to conduct continuous network and vulnerability scanning of Webb County's publicly accessible networks and systems at no cost to the County, and authorizing the County Judge to execute all relevant documents and any other matters incident thereto. **[Requested by Rafael Pena, Director, Information Technology]**
- b. Discussion and possible action to approve Amendment #1 to the Subscription Agreement between Webb County and Tyler Technologies, Inc. that was effective July 25, 2017, to add two (2) Tyler System Management Non Production Environments for system training and testing at a cost of Eleven Thousand Six Hundred Sixty-Six Dollars and Sixty Seven Cents (\$11,666.67) and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. **[Requested by Rafael Pena, Information Technology Director; Account#1001-1280-001-443000-110 (Repairs and Maintenance Software)]**
- c. Discussion and possible action to approve Amendment #3 to the Subscription Agreement between Webb County and Tyler Technologies, Inc. that was effective December 18, 2015, to add Tyler Disaster Recovery services at a cost of Twenty Four Two Hundred Eight Dollars and Thirty-Three Cents (\$24,208.33) and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto . **[Requested by Rafael Pena, Information Technology Director; Account #1001-1280-001-470000-200 (Capital Outlay)]**
- d. Discussion and possible action to approve a Non-Financial Memorandum of Understanding (MOU) between St. Mary's School of Law and Webb County to provide an externship program for law students by completing 150 hours of externship work with the Webb County Public Defender's Office. The term of the MOU will be effective May 1, 2019, through August 31, 2019, authorizing the County Judge to execute all relevant documents and any other matters incident thereto.
- e. Discussion and possible action by Webb County to approve a minor boundary modification application for expansion of City of Laredo's Foreign Trade Zone (F.T.Z.) No. 94, with the Foreign Trade Zone Board/U.S. Dept. of Commerce as requested by Specialized Custom Services, Inc., (SCS-Inc.) Applicant & City of Laredo, by adding 21,556 sq. ft. of yard space located upon Lot Numbers 5, 6, 7A,

Block 5, Milo Distribution Center III (Milo Industrial Park), Western Division, City of Laredo, Texas, also known as 406 & 408 Nafta Blvd., to F.T.Z. No. 94, and authorizing the Webb County Judge to execute any and all relevant documents and any other matters incident thereto. **[Requested by City of Laredo & Applicant]**

- f. Discussion and possible action to ratify and approve the Amendment to the Preservation of the Records Archive Contract between Webb County and Kofile Technologies, Inc., TXMAS Contract #13-36010 which was entered into pursuant to Sections 271.101 and 271.102 Subchapter F, Cooperative Purchasing Program, of the Texas Local Government Code, in an amount not to exceed \$39,685.44 for the unpaid amounts owed for the preservation of historical documents; and authorizing the Webb County Judge to sign all relevant documents and any matters incident thereto. **[Requested by County Clerks Office; Account #2006-2310-001-432001 (Records Management Professional Services)]**

Issue: Due to billing errors submitted by Kofile more information was need to create an invoice for the County Clerks' Office preservation contract. The preservation billing needed to itemize the actual work performed.

Solution: Kofile has provided an acceptable itemization and explanation of services provided. The County can pay the outstanding amount owed for the preservation of records in the amount of 39,685.44.

Result: Final payment is tendered and any contested outstanding amounts are cleared.

- g. Discussion and possible action to approve a Professional Services Agreement between Webb County and Tyler Technologies, Inc.(for additional project management, configuration and consulting, conversion, training and deployment services on Odyssey Software) and to utilize surplus funds previously allocated for implementation and software licensing of the Odyssey Project Software (executed September 30, 2014) in the amount of Forty Nine Thousand Eight Hundred Forty Three Dollars and Seventy-Five Cents (\$49,843.75) and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. **[Requested by Rafael Pena, Information Technology Director; Surplus funds available in Account #3864-7360-001-470000-180 (Capital Outlay Computerization Judicial)] <**
- h. Discussion and possible action to approve the submission of classification of Mental Health Coordinator, as required by the U.S. Department of Labor, for the Inter Governmental Service Agreement (IGSA) Federal Contracts 70DCR18DIG000004 that were entered into pursuant to Texas Government Code §272.005 and requesting the Department of Labor approve the additional classifications and wage pay rates; authorizing the Webb County Judge to sign all relevant documents and any other matters incident thereto. This will have no impact on the County's General Fund. **[Webb County Detention Center Account #1001-209250-180]**

Issue: The current IGSA contracts with the federal government require that CoreCivic's Webb County Detention Center Mental Health Coordinator have a wage and classification for the duties that the employee performs. The position that is not customary requires a request for authorization for additional classification and rates using standard form 1444. Webb County is the Service Provider and by and through Sheriff's Office facilitates the relationship and administers the contracts between the federal government and CoreCivic.

Solution: Submit standard form 1444 to the proper federal entity, U.S. Department of Labor.

Result: The employee that is performing the functions at the Webb County Detention Center will be in compliance with the IGSA contract and federal department of labor requirements.

- i. Discussion and possible action regarding the Webb County Deputy Sheriff's Association notice of intent to reopen negotiations for the Webb County Collective Bargaining Agreement between the Webb County Deputy Sheriff's Association and Webb County and any other matters incident thereto.

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

- a. Discussion and possible action to approve, by Order, the following budget amendment (line item transfer) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-1050-001-412000	Part-Time	\$25,000	\$5,000	\$22,558.75	\$17,558.75
To:	1001-1030-001-412000	Part-Time	\$20,000	\$5,000	\$1,285.00	\$6,285.00

Issue: Part-time monies are close to being exhausted and a line item transfer is needed in order to continue employing part-time employees.

Solution: Approve budget amendment to have monies available.

Result: Sufficient part-time funds to continue part-time employment.

10. Commissioners Court

- a. Discussion and possible action to ratify, by Order, the following budget amendment (line item transfer) within the Fairgrounds Funds. **[Requested by Auditor]**

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	2031-1010-001-441205	Utilities	\$0	\$2,026	\$0	\$2,026
To:	2031-1010-001-432065-005	Director Fees/Management Life	\$0	\$2,026	\$0	\$2,026

Issue: Commissioners Court entered an agreement with Life Management where 50% of revenues are to be distributed to this entity.

Solution: Budget adjustment will give the Life Management their portion of the agreement.

Result: The arrangements of the agreement will be completed.

11. **Community Action Agency**

- a. Discussion and possible action to approve submitting the application for participation in the Long Term Services Support - Managed Care Organization - Molina HealthCare Provider Network. The Webb County/Community Action Agency - Meals on Wheels program will continue to contract rate of \$5.46 per unit and provide 16,130 home-delivered meals. Agenda will not have an impact to the General Fund. **[Account #2371-5150-330300]**

Issue: The LTSS (Long Term Services Support) MCO (Managed Care Organization) - Molina HealthCare Provider application must be updated for continued participation in the provider network.

Solution: The approval of the Commissioners will authorize the LTSS MCO network provider (Molina HealthCare) to enter into a service agreement to provide home-delivered meals.

Result: The Meals on Wheels program will continue to provide home-delivered meals through a partnership with LTSS MCO - Molina HealthCare provider network.

- b. Discussion and possible action to approve, by Order, the following budget amendment (line item transfer) within Grant funds:

	Acct. Number	Acct Name	Adopted	Request	Current	End Bal.
From:	2371-5260-521-410000	Payroll	\$191,254.00	\$28,375.56	\$91,656.76	\$63,281.20
To:	2371-5260-521-463030	Bulk Food	\$54,975.00	\$28,375.56	\$707.69	\$29,083.25

Issue: The Bulk Food account requires a transfer of funds to cover invoices from various food vendors.

Solution: The amount of transfer \$28,375.56.

Result: The Bulk Food account will be funded accordingly per fiscal year.

- c. 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 May 28, 2019:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
1216	Food Transporter	\$10.00

Issue: Slot #1216 is vacant. Grant funds are to be used for this position.

Solution: The request is being made to fill vacant Food Transporter position.

Result: The filling of slot will allow Meals on Wheels program to effectively continue to provide home-delivered meals to qualifying program consumers.

12. Honorable Mike Villarreal, Constable Pct. 2

- a. Discussion and possible action to approve, by Order, the following budget amendment (line item transfer) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-3180-001-461000	Materials & Supplies	\$5,500	\$1,000	\$3,409	\$2,409
To:	1001-3180-001-443000-075	Repairs & Maint. Vehicles	\$12,500	\$1,000	\$514	\$1,514

Issue: Departments Repair & Maintenance Vehicles (1001-3180-001-443000-075) is depleted due to aging fleet.

Solution: To Transfer funds from Materials & Supplies so the Department may continue to perform daily operational duties.

Result: The Department will have funds available to make the necessary repairs to units.

- b. Discussion and possible action to approve the proposed Internal Ethics and Code of Conduct Compliance Program & Policy; in accordance with Grant Agreement General Terms and Conditions, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto.

Issue: Click it or Ticket Grant Agreement General Terms and Conditions requires Subgrantee to adopt and enforce an Internal Ethics and Compliance Program under Article 33 of the agreement. The Internal Ethics and Compliance program requirements are found under Title 43 Texas Administrative Code 10.51.

Solution: Commissioners Court approval of the Internal Ethics and Code of Conduct Compliance Program & Policy.

Result: Results will be place Constable Pct. 2 in full compliance with the Grants Agreement General Terms and Conditions.

13. Honorable Harold Devally, Constable Pct. 4

- a. Discussion and possible action to ratify, by Order, the following budget amendment (line item transfer) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-3170-001-461000	Materials & Supplies	\$7,500	\$161.81	\$1,168.02	\$1,006.21
To:	1001-3170-001-444500	Equipment Rental	\$250	\$161.81	\$148.00	\$309.81

Issue: The following account #100-3170-001-444500 (Equipment Rental) requires additional funds to cover estimated future expenditures that are forecasted to occur for the fiscal year.

Solution: A line item transfer will assist in account not reaching a deficit.

Result: The transfer of funds will cover any estimated future expenditures for the remainder fiscal year.

14. Honorable Marco Montemayor, County Attorney

- a. Discussion and possible action to approve, by Order, the following budget amendment (line item transfer) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-2270-001-432001	Professional Services	\$3,000	\$1,500	\$3,000	\$1,500
To:	1001-2270-001-444500	Equipment Rental	\$4,000	\$1,500	\$191.18	\$1,691.18

Issue: Line Item Transfer needed to cover future expenditures and to avoid deficit on account.

Solution: Transfer of funds needed from another account.

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

15. Honorable Margie Ibarra, County Clerk

- a. Discussion and possible action to approve the following budget amendment (line item transfer) from the Cost Recovery Fee Fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	2015-2310-341122-005	Cost Recovery Fee	\$3,800	\$5,100	\$9,501	\$4,401
To:	2015-2310-001-460105	Minor Tools & Apparatus	\$0.00	\$5,100	\$0.00	\$5,100

Issue: New computers and software are required to continue implementing the e-filing process in our Courts Division. The purchase of computer equipment and software are necessary to continue the e-filing process for all criminal, probate, and civil cases:

Solution: Approval of line item transfer and purchase of three (3) OptiPlex 7460 AIO computers from Dell and (3) Software Licenses from SHI Government Solutions not to exceed \$5,100.

Result: The Webb County Clerk's Office will be able to continue accepting electronic filing for civil, probate, and criminal cases.

16. Honorable Esther Degollado, District Clerk

- a. Discussion and possible action to approve an Amended Webb County Jury Selection Plan in accordance with Texas Government Code 62.001 with an effective date of May 1, 2019.

Issue: The previous Jury Plan did not have the current Presiding Judges and needed to be updated.

Solution: The Amended Webb County Jury Selection Plan has now been signed and approved by the District Court and County Court at Law Judges and will be recommended to the Commissioner's Court to be approved and adopted.

Result: The Amended Webb County Jury Selection Plan will now be current with all the Presiding Judges.

- b. Discussion and possible action to approve the purchase of Fourteen (14) Dell Computers, Fourteen (14) Microsoft licenses and Twenty-Four (24) Fujitsu Scanners from Dell, SHI and CDW-G to continue the e-filing process for all civil, family and criminal cases pursuant to Sections 271.101 and 271.102, Texas Local Government Code, Cooperative Purchasing program DIR-TSO-3763, DIR-TSO-4092 and R160201 respectively in the amount of Fifty-One Thousand Thirty-Three Dollars and Twelve cents (\$51,033.12). **[Account #2015-2290-001-470000 (Cost Recovery Fee Fund, District Clerk Administration, Capital Outlay)]**

Issue: The District Clerk's computers and scanners don't have warranty, enough memory and processing power for future growth.

Solution: By using the Cost Recovery Fee Fund, the District Clerk's office can purchase new computers, software and scanners to continue with our daily court operations.

Result: The Webb County District Clerk's office will be able to continue with the E-Filing process for all civil, family and criminal cases.

17. **Economic Development**

- a. Discussion and possible action to approve Amendment #2 to Contract Number #61190003065 for the Community Services Block Grant Program (CSBG) from the Texas Department of Housing and Community Affairs (TDHCA) for the Program Year 2019, in the amount of TWO HUNDRED SEVENTY NINE THOUSAND SEVEN HUNDRED SEVENTY SIX (\$279,776.00). This Amendment #2 will increase funding from \$279,776.00 to \$559,552.00 and authorizing the County Judge to sign all relevant documents. This action will not have impact to the General Fund. All required documents were sent for review through the Economic Development and the solicitation is compliant with the Webb County Single Point of Contact (SPOC) procedures. **[Requested by Javier Ramirez, CAA Director, Grant Account #2368-5170-330300]**

Issue: Approve Amendment #2 will increase funding from \$279,776.00 to \$559,552.00 for the Community Services Block Grant from Texas Department of Housing and Community Affairs (TDHCA) for the program year 2019.

Solution: The Community Services Block Grant Program (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 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 grant in the amount of \$10,524,168 (Federal) and \$2,631,042 (Non Federal) for a Total Amount of \$13,155,210 for services to 1,290 eligible children and their families; 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]**

- c. 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 grant for the Child Care Partnership Program in the amount of \$803,340 (Federal) and \$200,835 (Non Federal) for a Total Amount of \$1,004,175 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]**

- d. Discussion and possible action to contract with The Texas Department of Health and Human Services Commission (HHSC) Meals on Wheels contract for Home Delivered Meals services. Contractor will provide an estimated 68,860 units of which are Title XX Social Service Block Grant/Home Delivered Meals for October 1, 2019 through September 30, 2020 (budget period). The unit rate for each meal is \$4.95, and the approved budget for the budget period is \$340,857.00. There will be no impact to the General Fund. **[Requested by Community Action Agency; Account #2371-5150-330300]**

Issue: The Webb County Community Action Agency Meals on Wheels program will end the current fiscal year on September 30, 2019. The Meals on Wheels program with the Texas Department of Health and Human Services Commission contract has been renewed and accepted by the state office to provide Home-Delivered Meals.

Solution: The discussion and possible action is to accept the current Texas Department of Health and Human Services Commission (HHSC) contract to provide Home-Delivered Meals to the elderly, home-bound residents of Webb County.

Result: The Texas Department of Health and Human Services Commission/Title XX- Social Services Block Grant contract will provide an estimated 68,860 Home-Delivered Meals from October 1, 2019 through September 30, 2020.

- e. Discussion and possible action to approve a Contract Extension to Program Year (PY- 2018) Contract #61180002919 (\$7,704.00) Community Services Block Grant Program State Discretionary Funds from the Texas Department of Housing and Community Affairs, extending Contract from January 1, 2019 till July 31, 2019 and authorizing the County Judge to sign all relevant documents. This action will not have an impact on the General Fund. **[Requested by Community Action Agency, Grant Account #61180002919]**

Issue: Approve Contract Extension to CSBG from Texas Department of Housing and Community Affairs for the Program Year 2018.

Solution: Funds under Discretionary Funds are to be utilized for the development of CAA's Strategic Plan.

Result: To aid Webb County CAA to develop their Strategic Plan.

18. Engineering

- a. Discussion and possible action to approve the following carry over budget for the Loop 20 Extension (Texas Department of Transportation CSJ: 0086-14-058) Grant Fund 3560 in the amount of \$745,630.03. Financial information has been certified by the Auditor's office; and any other matters incident thereto. This is required by court policy but does not impact the Grant. **[Account #3560-7230-330300 (Grant Revenue), Account #3560-7230-357420 (Other Revenues) and #3560-7230-001-432001 (Professional Services) No Financial Impact]**

Account Number	Account Name	Amount
3560-7230-330300	Grant Revenue	\$745,630.03
3560-7230-357420	Other Revenues	\$11,638.32
		\$757,268.35
3560-7230-001-432001	Professional Services	\$757,268.35

Issue: 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 until the end of the project.

Solution: Request Commissioner Court approval to carry over funds.

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

19. Fire Suppression & EMS Services

- a. Discussion and possible action to ratify, the following ministerial budget amendment (line item transfer) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-3140-001-461000	Materials and Supplies	\$5,000	\$560	\$3,341.90	\$2,781.90
To:	1001-1100-001-443000-180	Repairs & Maint. Fire & EMS Services	\$1,685	\$560	\$39.81	\$599.81

Issue: Pest control is needed at fire stations, and line item has insufficient funds.

Solution: Transfer funds from the Materials and Supplies line item to cover the cost.

Result: An addressed health and safety issue at fire stations, and reassured personnel.

20. **Head Start**

Disclaimer: All Head Start monies are 100% Federal funds

- a. Discussion and possible action to approve the 2019 Training & Technical Assistance Plan.

Issue: The Head Start, Early Head Start, and Child Care Partnership Program is mandated to have a staffing plan that addresses staff qualifications, job descriptions, staffing levels, and linkage to education and training that will allow staff to advance through various roles with increasing levels of responsibility and compensation.

Solution: Approve and implement the 2019 Training and Technical Assistance Plan.

Result: The program will have an approved plan in place to address staff training needs related to their duties.

- b. Discussion and possible action to approve the 2019 - 2022 Head Start, Early Head Start, and Child Care Partnership Strategic Plan.

Issue: Head Start programs are mandated to develop multi-year (long-range) program goals and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Head Start and Early Head Start, and reflect the findings of the program's annual self-assessment.

Solution: Provide input, discussion, and feedback for program planning and approve the 2019 - 2022 Strategic Plan.

Result: The Head Start program will develop and implement a systematic, ongoing process of program planning via a Strategic Plan and in consultation with the Webb County Commissioner's Court and the Policy Council.

- c. Discussion and possible action to approve the 2019 Webb County Head Start, Early Head Start, and Child Care Partnership Program's Community Assessment.

Issue: In accordance with Head Start Program Performance Standards 1302:11; Determining community strengths, needs and resources, in order to design a program that meets community needs and builds on strengths and resources, a program must conduct a Community Assessment at least once over the five-year grant period. The Community Assessment must use data that describes community strengths, needs, and resources and include, at a minimum:

Solution: Review and approve the 2019 Community Assessment.

Result: The Head Start, Early Head Start, and Child Care Partnership Programs will be in compliance with the Head Start Program Performance Standards.

- d. Discussion and possible action to approve the 2018 - 2019 Head Start Program Improvement Plan based on the results from the Local Self-Assessment.

Issue: Self-Assessment is required by section 1304.51 (i)(1) of the Head Start Program Performance Standards. Throughout the year, program leaders and staff continually track the effectiveness of program operations and progress toward goals through ongoing monitoring systems. During the annual Self-Assessment, staff, leaders, parents, and partners reflect on that same data; any additional data, such as federal monitoring reports; and the previous year's Self-Assessment report.

Solution: Approve the Program Improvement Report.

Result: The program will maintain a cohesive management systems that support continuous improvement and fosters commitment to providing the highest level of services to children and families in accordance with legislation, regulations, and policies.

21. Information Technology

- 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 May 28, 2019:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2386	Application Support Analyst	\$22.50 - 20/A

Issue: Slot is now vacant.

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

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

- b. Discussion and possible action to approve, by Order, the following budget amendment (line item transfers) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-1280-001-444500	Equipment Rental	\$3,900	\$3,900	\$3,900	\$0
	1001-1280-001-456205	Training & Education	\$20,000	\$3,000	\$11,548	\$8,548
				\$6,900		
To:	1001-1280-001-443000-110	Repair & Maint. Software	\$750,000	\$6,900	\$29,008	\$35,908

Issue: The need for extra testing environment for different county requirements has raised, and budgeted funding will not cover such increase.

Solution: Transfer will allow purchases to be completed.

Result: There will be sufficient funds in budget line item to pay for additional environments.

22. Medical Examiner

- a. Discussion and possible action to approve, by Order, the following budget amendment (line item transfers) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-3100-001-432001	Professional Services	\$100,000	\$1,000	\$79,571.07	\$78,571.07
	1001-3100-001-461000	Materials & Supplies	\$15,000	\$250	\$9,304.00	\$9,054.00
				\$1,250		
To:	1001-3100-001-443000-075	Repair & Maint. Vehicle	\$3,000	\$1,000	\$144.71	\$1,144.71
	1001-3100-001-460105	Minor Tools & Apparatus	\$500	\$250	\$38.75	\$288.75
				\$1,250		

Issue: Funds are needed in the Repair & Maintenance/vehicle and Minor Tools & Apparatus account.

Solution: Approve line item transfer request.

Result: With court approval money will be available to proceed with repair of vehicle and pending purchase.

23. 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. 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 may have some usefulness for the purpose it was intended. The Purchasing agent will attempt to sell the County surplus or salvage property by competitive bids or auction, dispose or destroy property that can't be sold through auction and/or competitive bids because its 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.

- b. Discussion and possible action to authorize the Purchasing Agent to solicit formal bids for the construction of an approximate 39,000 square foot parking lot located on the corner of Washington Street and Convent Avenue also known as the "Tex Mex Property" in accordance with the Texas Local Government Code, Sub-Chapter C (Competitive Bidding in General). **[2019A Bond Series]**

Issue: The downtown area is in need of public parking to better service the residents of Webb County and those residents that seek County services downtown.

Solution: Webb County secured bond funds to cover the expenditures related to this project. Formal bids must be secured to proceed with this project. Plans and specifications have been prepared by County Engineer.

Results: Secure formal bids and return to Commissioners Court with the lowest and responsible bidder for final award.

24. Risk Management

- a. Discussion and possible action to approve, by Order, the following budget amendment (line item transfers) within the General fund Risk Account:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-1180-001-461000	Materials & Supplies	\$8,000	\$2,000	\$4,503	\$2,503
	1001-1180-001-464010	Dues & Memberships	\$800	\$400	\$415	\$15
				\$2,400		

To:	1001-1180-001-456205	Training & Education	\$3,500	\$2,400	\$1,195	\$3,595
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Issue: Funds are needed under Training & Education to cover pending educational conferences for the Workers Compensation Program and Safety Program.

Solution: A Transfer is required in order to continue staff training.

Result: There will be sufficient funds in the Training & Education fund to proceed with the pending staff trainings.

- 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; and Wage Plan guidelines, effective May 28, 2019.

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2146	Employee Benefits Administrator	\$51,647.14 - 21/A-J

Issue: Vacant position (Slot #2146) has been vacant since May 15, 2019.

Solutions: To post and fill the vacant position.

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

25. Road & Bridge

- 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 May 28, 2019.

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
646	Accounting Technician	\$15.15 - 12/A

Issue: Slot became vacant after employee resigned.

Solution: Fill vacant position.

Result: New employee will assist with the daily operations of the Road & Bridge Dept. administration.

26. Honorable Rosie Cuellar, Tax Assessor- Collector

- a. Discussion and possible action to approve, by Order, the following budget amendment (line item transfer) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-1320-001-443000-110	Repair & Main. Software	\$35,000	\$7,000	\$27,121	\$20,121
To:	1001-1320-001-464005	Books & Subscription	\$4,000	\$2,000	\$265	\$2,265
	1001-1320-001-461000	Materials & Supplies	\$35,000	\$5,000	\$1,806.64	\$6,806.64
				\$7,000		

Issue: Authorize the line item transfer listed above to be able to pay LexisNexis past due invoices and purchase 2019 Tax Statements.

Solution: Transfer funds from Account 1001-1320-001-443000-110 (Repair & Maintenance Software) to Accounts 1001-1320-001-464005 (Books & Subscription) and 1001-1320-001-461000 (Materials & Supplies).

Result: The transfer of funds will cover expenses.

27. Honorable Martin Cuellar, Sheriff

- a. Discussion and possible action to approve, by Order, the following budget amendment (line item transfers) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-4070-001-450001-020	Contract Service Zapata	\$200,000	\$20,000	\$158,080	\$138,080
	1001-4070-001-450001-035	Contract Service Maverick	\$200,000	\$34,000	\$165,812	\$131,812
				\$54,000		
To:	1001-4070-001-443000-020	Repair Maint. Building	\$50,000	\$18,855	\$8,149.49	\$27,004.49
	1001-4090-001-456305	Uniform	\$5,000	\$1,145	\$91.85	\$1,236.85
	1001-3010-001-460105	Minor Tools	\$30,000	\$34,000	\$422.89	\$34,422.89
				\$54,000		

Issue: The following operational accounts are in need of additional funds in order to reclassify several expenses that a temporary account was used to proceed with necessary repairs and purchase for jail/inmates. Total amount that needs to be categorized to proper accounts is \$16,032. (Invoices belong to Border Plumbing, Profire Protection & ICS Jail Supplies). Also, transfer of funds to purchase camera

that will be installed in a high crime area of Webb County to deter drugs, human smuggling, and other crimes in a highly populated area.

Solution: Obtain approval of line item transfer of funds.

Result: Webb County Sheriff's Office will have the required funds needed to purchase camera that will be used as a force multiplier to curtail crime keep the community safe and will be completed by Business Office.

28. Water Utilities

- 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 May 28, 2019:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
0667	Heavy Equipment Operator	\$15.92 - 13/A

Issue: Slot 0667 became vacant on May 9, 2019.

Solution: Obtain authorization to advertise and fill the position with a qualified candidate.

Result: Provide continuous operation for Water Utilities.

REGULAR AGENDA

Casa Blanca Golf Course

29. Status update and presentation by Touchstone Golf with discussion and possible action to approve the additional funding of supplemental budget for the Casa Blanca Golf Course where shortfalls have presented in the following line items **[Various Funding Sources to be Considered]:**

1) Reimbursable Labor. The main adjustment is for the Golf/Carts/Maintenance budget with a requested increase of \$135,520. Touchstone utilizes a staffing model that focuses on a reasonable staffing allocation, while making sure adequate personnel are available to maintain the golf course properly. We suspect the original budget had fewer workers particularly in maintenance and the overall operation of the golf course, without any significant food and beverage operation was far less active than currently. A small adjustment to the budget for Food & Beverage requested (\$2,869) and also for G&A (\$17,507). A summary of these changes are found on the attached page. The total requested payroll budget increase requested is \$155,896. It should be noted that without doing a transfer from the F&B department, the Golf/Carts/Maintenance reimbursable labor will fall short for the 1st payroll in June.

2) Cost of Sales. We had anticipated using an accrual accounting based adjustment so that the cost of sales accounts could be replenished as sales took place. In discussing this with the Auditor's office it is clear we have to have a cash based process for budgeting for cost of sales. As such, we are adding \$50,000 to the Merchandise cost of sales and \$12,000 to the Food & Beverage Department (\$8,000 food, \$4,000 non-alcoholic beverages). Combined the total requested increase in cost of sales is \$62,000.

3) Remaining Expenses. The remaining expenses are found in the budget detail attached. The larger items include by grouping:

- a. \$28,000 for various basic repairs and maintenance
- b. \$17,500 for materials and supplies - this is basically fulfillment of new course amenities including ball washers, trash cans and water dispensers
- c. \$14,500 primarily for fertilizers and chemicals
- d. \$11,700 for range supplies (mats, dividers, bag stands, targets)

Auditor

30. Discussion and possible action to accept the Audited Financial Statements for Webb County for Fiscal Year ended September 30, 2018 by Cascos and Associates, PC. **[Requested by the Audit Committee]**

Civil Legal Division

31. Discussion and possible action to approve entering into a Professional Services Agreement between Webb County and Cavazos & Associates Architects, PLLC. d/b/a Cavazos Architects pursuant to prior award of Requests for Qualifications (RFQ) 2019-002 for Architectural Services to prepare site plans, building plans and specifications and project management for the expansion and modernization of the Webb County Medical Examiner's Office, Morgue and Autopsy Area. The process to solicit and/or award professional services is in accordance with the Texas Government Code; Chapter 2254 Professional and Consulting Services [Professional Services Procurement Act], and authorizing the Webb County Judge to execute any relevant documents; and any other matters incident thereto.

[Requested by Joe Lopez, Purchasing Director; Account #3871-3100-001-474501(Bond Series 2019A - Construction in Progress)]

32. Discussion and possible action to approve the execution of a construction contract between Webb County and All In Construction, LLC., pursuant to the prior approval and award of bid proposal to this contractor for **"Pueblo Nuevo Paving Project, Texas Community Development Block Grant TX-CDBG #7217491, Invitation to Bid (ITB #2019-002), Big Proposal, Plans & Technical Specifications"**, in the amount of \$304,332.69 and authorizing the Webb County Judge to execute and all relevant documents; and any other matters incident thereto. **[Funding Source Account #3521-7230-001-470000 Road & Bridge Fund - Road Maintenance Capital Outlay and additional funds in the amount of \$79,332.69 from funding source Acct. #2007-7150-001-470000 Requested by Webb County Commissioners Court/Webb County Engineering Dept.]**

Purchasing

33. Discussion and possible action to interview the top three (3) highest ranking consulting firms and to award RFQ# 2019-006 to provide Independent Consulting Services for Webb County's Group Health Insurance Program and to further authorize the County Judge to sign all relevant documents and any other matters incident thereto. **[Request by Dr. Pedro F. Alfaro, Risk Management Director; Account #6100-1090-001-432001 Professional Services]**

Issue: The Group Health insurance program needs to be evaluated to determine if Webb County should solicit new proposals or extend the current program. In addition, the supplementary insurances that the County offers its employees will need to be evaluated to determine if there are better coverages out in the market place.

Solution: Award RFQ 2019-006 to the best qualified consultant.

Result: The independent consultant would review and give recommendations on any special project(s) the Commissioner Court takes action on for Webb County's Group Health Insurance Program.

34. Discussion and possible action to interview the top three (3) highest ranking firms with possible action to award RFQ 2019-003 "Architectural Services for Fairgrounds" and to further authorize the Civil/Legal department to negotiate the terms and conditions of the professional services contract and any other matters incident thereto. **[Bond Series 2019A]**

Issue: Commissioners Court authorized the solicitation of qualified firms to provide architectural services for the Webb County Fairgrounds Project. A total of seven (7) proposals were submitted.

Solution: Interview the top 3 highest ranking firms to determine which proposal best fits the County's needs.

Result: The awarded firm will work closely with Webb County and Construction Manager as Risk contractor to prepare designs and preliminary estimated costs for the future fairgrounds project.

Water Utilities

35. Discussion and possible action to approve agreement between Webb County and Badger Meter, Inc., d/b/a National Meter & Automation, as sole bidder, as per prior award of RFP 2018-008 in and amount not to exceed \$415,697.86 for the acquisition of up to 2000 automatic reading water meters, and related software, and/or software license agreement(s), further described as Automated Meter Infrastructure (AMI) for the Webb County Utilities Department. The needed equipment to be purchased includes the meters, cellular registers, communication software, and customer access applications. This new technology will provide for more accurate consumption reading, customer feedback portal via an application for monitoring real-time consumption and leak information; and security technology to identify water theft, meter tampering, and prohibited access of meters. The project is estimated to cost \$450,000 for replacement of all current metering and is to be funded by 2016 Bond proceeds, and authorizing the Webb County Judge to execute any and all relevant documents and any other matters incident thereto. **[Requested by Adrian Montemayor; Water Utilities Director; 2016 Bond Series Account #7220-7280-001- 474501 (Construction in Progress)]**

Issue: Currently the Utilities Department utilizes existing maintenance workers and operators to provide the manual reading of all 1900 meters within the communities of Rio Bravo and El Cenizo. This operation requires up to 432 man hours to complete the process of reading meters, keypunching results, and re-reading meters with errors. In addition, hazardous conditions exist out in the field with our personnel that leads to an injury involving dog bites, insect bites, and physical injury due to holes in the ground. We also have a significant level of water loss and therefore revenue loss associated with meter tampering and illegal connections to our system.

Solution: The newest technology in remote meter reading involves cellular service meters that can provide immediate results of consumption, water leaks, illegal water consumption, and provide feedback to the customer of exactly when and how much water is used by the hour for moderating their water use.

Result: Automated water consumption directly inputs into the accounting system limited to read and keypunch errors, providing for a safer process for employees and accurate confidence of metered consumption with our customers.

Commissioners Court Administrator

36. Discussion and possible action to authorize the Road and Bridge department to install appropriate signage for the recently completed county parking lot across from the courthouse building with further action to designate parking spaces for county staff and the general public; and any other matters incident thereto.

37. Discussion and possible action to enter into Amendment No. 1 to the County Transportation Infrastructure Fund Grant Agreement (Contract #CTIF-01-240) requiring CTIF Projects be let or begin force account work within 18 months of the execution of this amendment; authorizing the County Judge to sign all relevant documents and any matters incident thereto. **[Requested by Civil Legal Department]**
38. Discussion and possible action to waive the rental fee for the Heroes and Horses Roughstock World Cup event to be held October 5- 6, 2019 at the Webb County Fairgrounds, and any other matters incident thereto. **[Requested by Tano Tijerina, Webb County Judge]**

Issue: Heroes and Horses is a non-profit organization that uses all proceeds made to motivate veterans to move beyond the difficulties experienced from years of war. By waiving the rental fee, we will support our veterans and the mission of Heroes and Horses and allocate the proposed rental fee to be used to be used as additional support of veterans.

Solution: The mission at Heroes and Horses is to offer combat veterans an alternative solution for defining and approaching their physical and mental scars—a solution that does not include prescription medications, or traditional psychotherapy, but rather the opportunity to use tools to redefine their purpose, rediscover their inner strength, and maximize their potential by taking ownership of their lives for the first time since leaving service.

Result: Provide additional support for our veterans.

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

39. Discussion and possible action to approve a budget amendment, by order, for Las Lomas Colonia Drainage project in the amount not to exceed \$250,000.00, with additional action to identify available funding within Bond Series 2019; and any other matters incident thereto. **[Account #3875-7230-001-474501 (Las Lomas Drainage Series 2019A- Construction in Progress)]**

Issue: After culvert/drainage and land acquisition costs are factored in, the original budgeted amount is insufficient to complete capital project.

Solution: Process budget amendment so that monies are available for all pending requests for payment.

Result: Sufficient funding to complete capital project.

Presentations

40. Recognition and presentation of plaques to the Alexander High School Varsity Girls Track and Field 4x100 Meter Relay Team for being State Qualifiers and holding the city record in the 4 x 100 meter relay and 100 meter dash. **[Requested by Tano Tijerina, County Judge] [Co-Sponsored by Rosaura "Wawi" Tijerina, Commissioner Pct. 2]**
41. Recognition and presentation of medals to the Laredo Juniors Volleyball Club for being Laredo's 2nd Volleyball team to make it to Nationals. **[Requested by Tano Tijerina, County Judge]**
42. Recognition of the Martin High School Power Equipment Technology Team for being recognized as one of the top programs in the State earning multiple gold plaques and blue ribbons. **[Requested by Cindy Liendo, Commissioner Pct. 4]**
43. **Communications**
44. **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 24th DAY OF MAY, 2019

By: Melinda Mata
Melinda Mata
Court Administrator

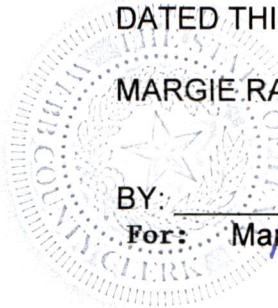
CERTIFICATION OF NOTICE AND POSTING

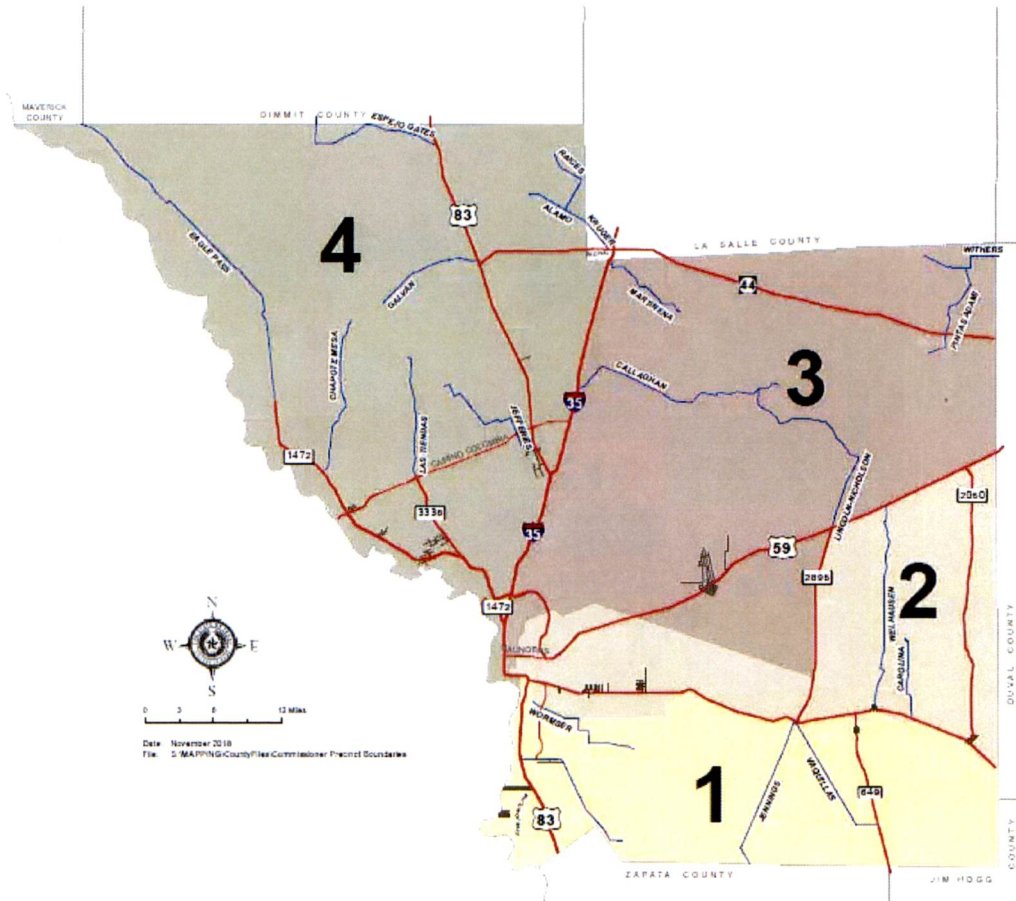
I, the undersigned, County Clerk, do hereby certify that the above notice of meeting of the Webb County Commissioners Court, is a true and correct copy of said notice, and that I posted a true and correct copy of said notice on the bulletin board at the Courthouse door of Webb County, Texas, at a place readily accessible to the general public at all times on the 24th day of May, 2019 and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

DATED THIS 24th DAY OF MAY, 2019

MARGIE RAMIREZ IBARRA, COUNTY CLERK, WEBB COUNTY, TEXAS

BY: Rosalinda Moreno
For: Margie Ramirez-Ibarra, County Clerk By: Rosalinda Moreno
Senior Deputy Clerk





Date: November 2018
 File: 5_MAPPING\County\file\Commissioner Precinct Boundaries

- | COUNTY COMMISSIONERS | | |
|---|--------------------------------------|--------------|
|  | 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