

August 28, 2017  
Budget Workshop

BE IT REMEMBERED, that on the 28<sup>th</sup> day of August, A.D., 2017 there was held a Budget Workshop of the Honorable Commissioners' Court of Willacy County, Texas at the County Judge's Office, 576 West Main, in the City of Raymondville, Texas for the purpose of transacting the following agenda:

1. Call to Order.
2. Roll Call / Establishment of Quorum.
3. Budget Workshop.
4. Adjourn.

THE COURT MET:  
PRESENT:

Aurelio Guerra, Jr.,	County Judge,	
Eliberto Guerra,	Commissioner, Precinct 1,	<b>ABSENT</b>
Oscar De Luna,	Commissioner, Precinct 2,	<b>ABSENT</b>
Henry De La Paz,	Commissioner, Precinct 3,	
Eduardo Gonzales,	Commissioner, Precinct 4,	
Annette Hinojosa,	County Attorney,	<b>Arrives at 10:12 a.m.</b>
Ida Martinez,	County Auditor,	
Elizabeth Rios,	County Clerk Deputy,	

WHEREUPON, the Court was opened to the following proceedings were had to wit:

PERSONS VISITING THE COURT:  
No one signed in the sign in sheet.

1. Call to Order – Chairman Aurelio Guerra, Jr.
2. Roll Call/Establishment of Quorum – Commissioners Eliberto Guerra and Oscar De Luna -  
**ABSENT**

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Agenda # 3  
IN REGARDS TO  
BUDGET WORKSHOP

Chairman Guerra, proceeds with the Budget Workshop. Chairman Guerra, asks Ida Martinez, County Auditor about the deadlines on meeting the requirements about advertising and filing the propose budget at the County Clerk's Office. Discussion continues on reference to the Budget for the following departments:

**Commissioner Guerra arrives at the meeting at 10:10 a.m.**

**County Tax Collector's Office:**

Discussion starts with Elizabeth Barnhart, County Tax Assessor on reference to Account Number 180- Contracts & Legal Expenses by adding \$14,173.00 to this item to pay Chief Appraisal, Augustin Lopez's Contract. Account Number 110- Office Supplies asking for \$1,000.00. Also, authorization to call Mr. Robert Lopez for service on her printer and get with County Judge on the bill.

**District Court:**

Discussion starts by telephonic call with District Judge, Migdalia Lopez by stating that she would like to ask for her part-time employee to become a full-time employee, other than that no changes on her budget. Ida Martinez, County Auditor states to Judge Lopez the ratification about the Visiting Judges for both Courts by IRS' Rules they have to be included on payroll and also to be taxed on everything, the same to Court Reporters. The amount of \$23,000.00 was put on a separate line for Visiting Judges and Court Reporters (it's just transferring from Contracts and Legal Expense to Temporary Personnel). Commissioner Guerra, states they will be looking into her wish list and see if the full-time position can be possible.

Chairman Guerra, states they're meeting with all the Departments and the only changes they been making is by a motion only if they stay within their budget. It actually looks like several Departments are asking for different things. After reviewing all the Departments' Budgets and if there is no change within the budget, then there fine. Although, if it's more than in their budget, then they will come back and review each Department's requests, to see what will be due able.

**Auditor's Office:**

Discussion starts with Ida Martinez, County Auditor on reference to Account Number 205- Technology Maintenance Agreements increase it up to \$11,135.00. Account Number 385- Machinery and Equipment > \$500.00 added \$7,000.00 for new computers. Account Number 150- Travel and Training added \$7,000.00. Also, requesting the part-time AP Person working at 24 hours to work 29 hours and an Assistant Auditor be paid at \$65,000.00. A difference of \$116,000.00 amount.

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Chairman Guerra, states it's beyond County Auditor's Budget, would need to come back and revisit it. Also, might be considering putting Travel and Training and Bonds into Administration.

County Auditor, states if District Judge, Migdalia Lopez signs the Order, then it's granted.  
Chairman Guerra, states we will need to come back and review these with the District Judge.

### **Sheriff's Department:**

Discussion starts with Ida Martinez, County Auditor by stating the Sheriff's Department had requested several things from Capital Fund, but there is no more in Capital. Due to the fact, there were under the understanding there might be or there would have been some money. So, there are some items they are needing. So, now Chief Deputy, Joe Jimenez is back to rearrange their requests.

Joe Jimenez, states that they were having issues on two (2) trucks, would like to replace those trucks/get rid of them and donate them to Commissioners' Court if they need them. The other request would be video cameras. The vests will be paid out from their budget. Mr. Jimenez, is asking for \$79,000.00 for two (2) vehicles and \$39,000.00 for impound units/car videos. Also, requesting \$500.00 for advertising, but already had on his department request.

### **District Attorney's Office:**

Discussion starts with Annette Hinojosa, District/County Attorney by stating on Fund 51 this one is fine, only the Office Supplies got reduced, only got personnel, which it's \$34.00 off. The monies were all taken out from Travel and Training and Office Supplies to cover the \$600.00 down fall, only have to show the changes on the Grant Application.

Fund 52 this one has a \$600.00 short fall overall. This one is a match amount from the County, which we will need to come back and ask monies from the General Fund to cover some monies. So, in order to show it balance they will need to show where monies are coming from, which don't have the monies in Fund 15 nor Fund 50 to cover it right now. Mrs. Hinojosa doesn't have no funds on Fund 15. The payroll gets paid out from this fund in the interim, as of now it's a \$31,000.00 fund balance. Although, will be moving around some of her staff receiving the funds is Mr. Mijares, which will move him to another grant. Since, Mr. Vera is part-time it will help in the amount that she needs to pay back into these. Since, he gets paid less. Mrs. Hinojosa will be following with Carmen and Mrs. Martinez at the Auditor's Office.

Fund 50 Mrs. Hinojosa still reviewing what the true numbers are so she can see where she stands. For example, from Account Number 105- Operating Supplies all the way down from the list.

HIDTA Fund has monies in Federal Seizure over about \$111,590.00 Fund Balance, but still need to see if Mrs. Hinojosa may be able to move these monies around, since they are Federal Seizure and State Fees Monies. This is the one to move Deputy Assistant over into this position for next year to cover the high cost, but need to check if it's possible, which Fund 59 and Fund 60 are related.

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Fund 56- Border Prosecutor Grant it's on shortfall due to a change on the Insurance, just need to make sure how to cover it.

Fund 22- Law Library has about \$96,000.00, but this one is a very restricted Fund, but would need to check into it on how to utilize it.

Fund 23- Attorney Processing maybe increase about \$200.00. Office Supplies Account increase to the amount of \$516.00.

Fund 53- Pre-Trial Diversion there was monies taken out from this one, which have a healthier Fund Balance of \$8,650.00.

General Fund still need to check into it, get a better picture to see what the necessities are. As per, Ida Martinez, County Auditor the short fall difference is about \$165,175.00 without HIDA. As per Annette Hinojosa, would need to check into it and try to balance the accounts with Viola her Assistant. Then maybe come back later with more exact numbers. Also, Mrs. Hinojosa mentions she would need to check into it and see where she has monies available. So, she won't have to tap into the General Fund.

As per County Auditor the amount that was refunded was \$16,685.00 for Operation funded from last year's.

Mrs. Hinojosa, states that she will not be filling the Investigator Position as of this point, will be leaving it as part-time position. Then will come back at the end of September, request for Ben Vera to stay on board leaving it as part-time. Then when funds are available then move it back to Drug Seizure Money, to make it a full-time position.

Mrs. Hinojosa, states she has a Prosecutor that is earning \$20,000.00 less than the other two (2) the way the budget is written up, which is Ms. Coronado. Mrs. Hinojosa, would like to have her the same salary like the others because of the work loads, but will be asking for an increase once the funding kicks in.

### **Commissioner Henry De La Paz leaves the meeting at 12:34 p.m.**

Chairman Guerra, states they will revisit again and see how Mrs. Hinojosa stands with the changes.

Mrs. Hinojosa, states on Attorney Processing "Hot Checks" will be requesting to keep \$1,200.00 stipend (the monies are in), as well the Pre-Trial Diversion. Also, might need to revisit Funds 23 and Fund 53 to keep them out going.

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Motion was made by Commissioner Gonzales, seconded by the Chairman that Court Recess until 2:00 p.m. Motion was put before the Court by the Chairman. Chairman Guerra, Commissioners Guerra and Gonzales voting AYE. NAYS NONE. Motion was declared carried.

There being no further action,

Court Recessed.

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Court Reconvened at 2:15 p.m. at the County Judge's Office, 576 West Main, in the City of Raymondville, Texas.

THE COURT MET:

PRESENT:

Aurelio Guerra, Jr.,	County Judge,	
Eliberto Guerra,	Commissioner, Precinct 1,	
Oscar De Luna,	Commissioner, Precinct 2,	<b>ABSENT</b>
Henry De La Paz,	Commissioner, Precinct 3,	<b>ABSENT</b>
Eduardo Gonzales,	Commissioner, Precinct 4,	
Annette Hinojosa,	County Attorney,	<b>ABSENT</b>
Ida Martinez,	County Auditor,	
Elizabeth Rios,	County Clerk Deputy,	

WHEREUPON, the Court was opened to the following proceedings were had to wit:

PERSONS VISITING THE COURT:

No one signed the sign in sheet.

Chairman Guerra, continues with discussion on reference to the 2017-2018 Budget Workshop. Discussion continues on reference to the Budget for the following departments:

**Administration Department:**

Discussion starts with Chairman Guerra on reference about Sally Velasquez' request. Ida Martinez, County Auditor states her salary is from Hotel/Motel and Fund 2. They are thinking about Sally's Contract.

Discussion continues about an estimated of \$120,000.00, but unencumbered about \$175,000.00 that's if they decide to use this year. They moved the Hotel/Motel for the Park's Person and added \$2,000.00 in Repairs and Maintenance.

Community Development Specialist, this position will be at Port Mansfield, Texas set at a base salary at \$40,000.00 from Fund 40 (80%) and General Fund (20%) plus benefits. Chairman Guerra, states on creating this position at Port Mansfield, they will also be helping the Chamber and maybe assist on applying for Grants.

Fund 40 on Account Number 192- Community Involvement increases to \$11,911.00. Account Number 140- Advertising increases to \$4,000.00. Account Number 110- Office Supplies

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increases to \$600.00. Account Number 105- Operating Supplies increases to \$1,300.00. Account Number 200- Repairs and Maintenance increases to \$2,000.00. Account Number 130- Communications Expense increases to \$2,000.00. Account Number 155- Assn. Dues and Subscription increases to \$100.00. Contracts and Legal not sure yet. Account Number 380- Machinery and Equipment < \$500.00 increases to \$2,500.00. Account Number 385- Machinery and Equipment > \$500.00 increases to \$12,265.00. Account Number 35- Other Compensation increases to \$1,080.00.

Chairman Guerra, states to put gas into Administration for the new position of Community Development Specialist, but might be considering in providing a County Vehicle.

Chairman Guerra, asks the Commissioners on reference to Sally Velasquez' Contract. If they will be considering to continue paying her or not? The Commissioners state they will not know how much the County will be able to afford to pay her, until they see how they stand with the budget.

Commissioner Gonzales, advises the Chairman to put like \$5,000.00 on Contingency Account.

Chairman Guerra, requests a line item for Phone Allowance of \$600.00 for the Community Development Specialist. Also, leaving it as 80% Hotel/Motel and 20% General Fund- Administration.

Discussion continues with Chairman Guerra, by mentioning about the longevity program to the Employees. Ida Martinez, County Auditor says she still waiting on County Employees' List from Roseanne. Although, they still need to advertise for Elected/Appointed Officials if it's considered. Also, need to advertise on \$500.00 for Gas Car Allowance on Account Number 035- Other Compensation for the Justice of the Peace Judges. After, the advertisement it still needs to get approve through Commissioners Court.

Discussion continues on questioning account on Machinery and Equipment > \$500.00 for an amount of \$118,000.00. Commissioner Gonzales, asks about that amount, Ida Martinez, County Auditor states it's for the Sheriff Department's wish list requesting \$79,000.00 for two (2) vehicles and \$39,000.00 for body cameras. Commissioner Gonzales, states they should at least get one truck instead of two (2), discussion only.

Discussion continues with Commissioners Guerra and Gonzales by putting aside on Contracts and Legal an amount of \$25,000.00 for the UTRGV Engineer. UTRGV will put 75% and the County will be liable for 25% will be funded from Capital Fund. Commissioners Guerra and Gonzales agrees to these.

Ida Martinez, County Auditor provided a break down on some Accounts. See attachment.

Discussion continues after doing some calculations with some wish lists. It looks like there will be a short fall of \$340,255.00, which will make a budget of \$7,610,125.00. Chairman Guerra, states the jump from \$7.1 million to \$7.6 million it's from Department Requests', but also includes about \$550,000.00 for the County Insurance. These is only from a wish list, but still need some other Departments and review their lists. After, that then they will decide what they can afford to give the Departments. Chairman Guerra, states he wants to keep the budget close

the way it was, which is continuing the track they have. Although, by not increasing the budget and utilizing in lieu of taxes.

Ida Martinez, County Auditor states just an idea that the County can keep the \$400.00 a month for Health Insurance, but bringing in that money into self-funded Fund 7. So, as for now fund about \$400.00 a month, until they can afford for the upcoming year. Chairman Guerra, states that value will eventually supply the County to accumulate the budget and continuing the benefits. Discussion continues about the longevity program if consider it will be more less \$35,000.00, but will still need to see how the budget stands and will need to be approve by Commissioners Court.

Discussion on LGC Monies the County will be using \$200,000.00 for Health Insurance for Fund 7, in lieu of be \$550.00 monthly premium, but for budget purposes it will be a \$400.00 monthly premium. Ida Martinez, County Auditor provided a breakdown of numbers. See attachment.

#### **Sheriff's Department:**

Discussion continues on reference to Sheriff's Department wish list asking about \$118,000.00 for the vehicles and body cameras. If decided the Court might consider on only one (1) vehicle, which it will be for \$39,500.00 coming out from the Capital Fund. Also, they were asking for Body Cameras, Advertising and Inmate Transport. They wanted \$10,000.00 more on Gas, Operating Supplies \$2,045.00 more, Advertising asking \$500.00, Contract and Legal \$400.00 more, Office Supplies \$995.00 and on Rentals asking for more. A draft copy is attach.

#### **Health and Welfare:**

Discussion continues on Health and Welfare under Account Number 281- Sanitation Expenses. Chairman Guerra, asks for department requests for \$300,000.00, which last years was budgeted at \$245,917.00. Also, under Contracts and Legal Account Number- 420 it totals to \$90,900.00. The breakdown for Autopsy SVD & DXP \$16,000.00, County Doctor Contract \$3,600.00, Emergency Management \$9,000.00, EMS-Ambulance \$12,000.00, Grant Management Services \$3,500.00, Grant Application Fees \$1,800.00, Tires Disposal \$20,000.00, EMS Subsidy \$18,000.00 and Fire Calls \$7,000.00. See attachment.

Discussion continues with Chairman Guerra, by stating he will like for the Raymondville Fire Department submitting a report to Commissioners Court on reference to the Fire Calls.

#### **Commissioner Precinct 4:**

Discussion continues with Commissioner Precinct 4, Eduardo Gonzales on reference to phone allowance by putting \$150.00 from Precinct 1 and \$150.00 from Precinct 4 for Roseanne Ramirez. Account Number 105- Operating Supplies dropped down to \$8,000.00 from \$12,000.00. Account Number 110- Office Supplies increase to \$1,000.00. Account Number 115- Gas leave it at \$20,000.00. Account Number 130- Communications Expense stays the same. Account Number 140- Advertising keep at \$300.00. Account Number 150- Travel and Training keep at \$3,000.00. Account Number 180- Contracts and Legal Expense Commissioner Gonzales assures he has used up to \$8,000.00, will need to check into this. Account Number 200- Repairs

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and Maintenance will be dropped to \$38,000.00. Account Number 210- Rentals stays the same. Account Number 220- Public Utility Service increases to \$3,000.00. Account Number 370- Improvement To Buildings increases to \$8,000.00. Account Number 385- Machinery and Equipment > \$500.00 leave at \$21,000.00. Account Number 400- Principal-Equipment Lease/Purchase and Account Number 410- Interest stays the same. Also, will use \$40,000.00 on Fund Balance, but longevity is still pending.

**Commissioner Precincts 1 and 5:**

Discussion continues with Commissioner Precincts 1 and 5, Eliberto Guerra on reference to put the phone allowance of \$150.00 for Rosanne Ramirez. Account Number 370- Improvements to Building added \$6,000.00. Also, will use \$35,000.00 on Fund Balance, but longevity is still pending.

Motion was made by Commissioner Gonzales, seconded by Commissioner Guerra that Court Recess for Tuesday, August 29, 2017 at 9:00 a.m. Motion was put before the Court by the Chairman. Chairman Guerra, Commissioners Guerra and Gonzales voting AYE. NAYS NONE. Motion was declared carried.

There being no further action,

Court Recessed.