**POTTER COUNTY**

**COMMISSIONERS’ COURT AGENDA**

**APRIL 8, 2013**

THE FOLLOWING MATTERS WILL COME BEFORE THE POTTER COUNTY COMMISSIONERS’ COURT ON MONDAY, APRIL 8, 2013, AT 9:00 A.M**.** IN THE POTTER COUNTY COMMISSIONERS’ COURTROOM, LOCATED AT 500 S. FILLMORE, ROOM 106, AMARILLO, POTTER COUNTY, TEXAS.

**1. APPROVAL OF MINUTES**: Approval of the minutes from the March 25th, 2013, Potter County Commissioners’ Court meeting.

**2. QUARTERLY BUDGET COMPARISON:** To consider and act upon a review of the current budget in comparison with the budget at the same time last year and to take any action necessary. [Murguia, Hood]

**3. VOUCHERS**: To consider and act upon the approval of the payment of vouchers processed by the County Auditor’s office for the period of March 21st, 2013, through April 3rd, 2013. [Hood]

**4. INSURANCE REPORT**: To recognize the insurance report. [Holland]

**5. FINANCIAL REPORT**: To recognize the Comprehensive Annual Financial Report for the fiscal year that ended September 30, 2012. [Hood]

**6. RECOGNITION OF RETIREMENT**: To recognize the retirement of Sharon Page, Purchasing Agent, effective 4/30/13.

**7. POTTER COUNTY PURCHASING AGENT:** To recognize the appointment of David Harder as the Potter County Purchasing Agent following the retirement of Sharon Page, effective May 1, 2013. [Council of Judges]

**8. RECOGNITION OF CERTIFICATE OF COMPLETION**: To recognize the Certificate of Completion of educational requirements for 2012 for Commissioner Precinct Two. [Murguia]

**9. RECOGNITION OF CERTIFICATE OF COMPLETION:** To recognize the Certificate of Completion of the Open Meetings Act and Public Information Act for Potter County Tax Assessor/Collector. [Aylor]

**10. INSURANCE PREMIUMS:** To hear a report on insurance premiums for the period of April 30, 2013 through April 29, 2014, from Insurance Agent, Steve Lapp. To recognize the report and approve payment of invoices. [Page, Lapp]

**11. POTTER COUNTY GOVERNMENT DAY:** To hear a report on the planning of the 1st Annual Potter County Government Day and to take any action necessary. [Murguia, Kelly, Social Club]

**12. RESOLUTION-CHILD ABUSE PREVENTION AWARENESS MONTH:** To consider and act upon a Resolution declaring the month of April Potter County Child Abuse Prevention and Awareness Month. [Ingram]

**13. TAX OFFICE-CONTRACT FOR PAYMENT SERVICES; RETURN CHECK FEE:**

A. To consider and act upon approving contracts with Certified Payments for credit card and ACH payments in the Tax Office, and to authorize Sherri Aylor to sign the contracts on behalf of the County, and to give notice of the cancellation of existing contracts.

B. To authorize the Tax Office to increase the fee for a returned check from $25.00 to $30.00 to match the amount collected in other county offices. [Aylor]

**14. RECORDS MANAGEMENT**: To hear a report from Sandra Hanna, Records Management director, on the operations of the Records Management Department. [Church]

**15. LOCAL DATA ADVISORY BOARD:** To consider and act upon a recommendation from the Local Data Advisory Board to issue an RFP for the services of a Data/Information Systems Consultant to make recommendations for modernizing/improving the county’s information/data systems and take any action necessary. [Overstreet]

**16. JUSTICE COURT TECHNOLOGY FUND**: To consider and act upon using the justice court technology fund to pay for emergency replacement of a computer monitor for JP3. [Jackson, Hood]

**17. SANTA FE BUILDING CHILLER**: To consider and act upon the expenditure of $30,047.16 to refinish chiller condensers. To approve a budget transfer from Contigency into the Santa Fe Building repair and maintenance account. [Head, Harder]

**18. EQUIPMENT DONATION**: To consider and act upon accepting a donated 1992 Ford fire truck from the City of Amarillo to the Fire Rescue Department and to take any other action necessary. [Lake, Harder]

**19. SANTA FE BUILDING REMODEL**: To consider and act upon approving option B to remodel Santa Fe building for relocation of Justice of the Peace #1 and Elections. [Head, Page]

**20. 2013-2014 BUDGET:** To approve the calendar for preparation, review and adopting the 2013-2014 budget. [Hood]

**21. POTTER COUNTY PROJECTS:** To hear a report on various Potter County Projects and to take any action necessary. [Head]

**22. EMPLOYMENT ITEMS**: To consider and act upon the following employment item:

A. ROAD & BRIDGE: The employment of Teddy Moody, Summer Mower, effective 4/1/13.

B. ROAD & BRIDGE: The salary increase for Eddie Esparza, Maint. Tech. effective 4/1/13.

C. ROAD & BRIDGE: The salary increase for Sebastin Ysaguirre, Operations Manager, effective 4/1/13.

**23. EXECUTIVE SESSION-EMPLOYMENT-INFORMATION TECHNOLOGY DEPARTMENT:**

A. To hold an executive session to discuss the appointment of an Interim Director for the Information Technology Department, pending the hiring of a new director, discuss hiring process and candidate selection pursuant to Texas Government Code, Section 551.074, authorizing a closed session to deliberate the appointment or employment of a public officer or employee.

B. To take appropriate action after the executive session. [Murguia, Kemp, Overstreet]

**24. EXECUTIVE SESSION-PENDING LITIGATION:**

a. To hold an executive session to consult with the county attorney regarding the settlement of liquidated damage and retainage claims with Journeyman Construction on the Potter County Courthouse project, pursuant to Texas Government Code, Section 551.071 allowing a governmental body to conduct a private consultation with its attorney about a settlement offer.

b. To take any action appropriate after the executive session.

**25. JAIL REPORT**: To hear a report on the Potter County Detention Center and to take any action necessary.

**26. COUNTY INSURANCE ITEMS**: To consider and act upon any insurance claims, accidents, etc. against the county.

**27.** **EXECUTIVE SESSION**: To hold an executive session, if necessary, on the above agenda items as allowed by Chapter 551, Texas Government Code.

**28. AGENDA ITEMS**: To receive agenda items for the next Commissioners’ Court.

THIS AGENDA NOTICE IS MADE IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE, PROHIBITION OF GOVERNMENTAL BODIES FROM HOLDING MEETINGS WHICH ARE CLOSED TO THE PUBLIC, AS AMENDED. THE DOCUMENTATION FOR THIS AGENDA NOTICE IS AVAILABLE FOR THE PUBLIC’S INSPECTION IN EITHER OF THE FOLLOWING OFFICES: THE COUNTY JUDGE, THE COUNTY CLERK, THE COUNTY AUDITOR OR THE COUNTY PURCHASING AGENT’S OFFICE.

ARTHUR WARE

POTTER COUNTY JUDGE