

**URBAN COUNTY
PROGRAM**
Hidalgo County Commissioners' Court
Agenda Request Form

No. _____.

Date: September 13, 2006 Meeting Date Request: September 26 2006

Deadline for Action: September 26, 2006 Contact Person: Diana R. Serna

Department: Urban County Program Phone: (956) 787-8127 Fax: (956)787-5291

Diana R. Serna, UCP Director 

Caption:

The City of Donna is requesting approval of contract with Rufino Lopez in the amount of \$ 10,350.00 for a Clearance and Demolition project, utilizing FY 18 (2005) UCP funds.




Background:

The City of Donna is requesting approval of contract with Rufino Lopez in the amount of \$ 10,350.00 for a Clearance and Demolition project, utilizing FY 18 (2005) UCP funds. Bids were opened on August 17, 2006 at the City of Donna, Rufino Lopez was the lowest of four bidders. See attached letter for recommendation to approve by City.

Contractor: Rufino Lopez

Contract amount: \$ 10,350.00

Funds Available: \$ 15,529.00

Deputy Director:  Manager:  Finance: 

Please initial for approval:

Legal Counsel _____ Budget _____ Human Resources _____

Dept./Fund No. _____ Amt. Expended: \$ _____ Funds/Staffing Budgeted: Yes: _____ No: _____
Account Code: _____ Impact on Future Budget: Yes _____ No _____

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____.

City of
Donna
The Heart of the Valley

September 13, 2006

Diana R. Serna, UCP Director

1916 Tesoro Blvd.

Pharr, TX 78577

RE: REQUEST FOR AGENDA ITEM:

Ms. Serna:

Let this letter serve as notice to request an agenda item for the approval of contract with Rufino Lopez for the Clearance and Demolition project in the amount of \$10, 350.00. Bids were opened on August 17, 2006; Mr. Lopez was the lowest bidder and complied with all the necessary insurance requirements. Mr. Rufino Lopez is a one-man contractor, he operates his own truck and heavy equipment. He has no one on the payroll; therefore, it is my understanding that no Labor standard documentation is required. The Donna City Council has already approved this bid on August 24, 2006. A copy of the City Council minutes has already been forwarded to your office.

Please place the item on your next available Hidalgo County Commissioner's Court for approval. Should you have any questions please contact me at 956-464-3314.

PR Avila II,

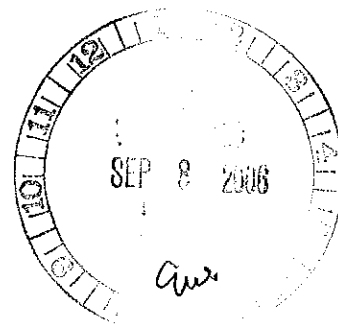
City Manager



INTEROFFICE MEMORANDUM

TO: P.R. AVILA - CITY MANAGER
FROM: JUAN GONZALEZ - BUILDING INSPECTOR *(Signature)*
SUBJECT: AGENDA FOR CITY COUNCIL MEETING
DATE: 8/21/2006
CC: MARTHA ALVARADO - CITY SECRETARY

As you are well aware, the City Of Donna and urban county had a bid meeting on Thursday, August 17, 2006. Attached you will find a bid tabulation form that was filled out the day of the bid opening. The lowest bidder was Rufino Lopez for \$10,350.00. I am asking for consideration and possible action to accept or reject any and all bids for the City Of Donna Demolition Project to be funded through the CDBG Program Year 18.



Rufino Lopez
463-9190
August 17, 2006

**City of Donna
Clearance & Demolition Project
5005-15-0400-5000-1500**

To Whom It May Concern:

I propose to demolish and clear each house from their existing properties and remove any excess debris on the premises. Any water pipes or electrical wiring will be properly disconnected before the project begins. As requested upon conclusion, the properties will all return to original ground level.

I have submitted both proof of insurances, auto and liability. However I will not be submitting a copy of workman's comp or be abiding by the Davis-Bacon wage rates, for the reason that I Rufino Lopez will be the only person on the job.

My price for performing this work is \$10,350.00. A detailed cost breakdown is attached. As soon as I have your approval, I can begin work on this job for you.

Sincerely,
Rufino Lopez

Enclosure

1. 503 N. 13 th St.	Harbin blk.2, lots 11&12	\$2,900.00
2. 217 N. 7 th St.	Donna original town site, blk.34 lot 1	\$2,500.00
3. 114 S. 6 th St.	Donna original town site, blk.7 lot 12	\$3,750.00
4. 803 Reid St.	Donna original town site, blk.36 lot 17	\$1,200.00
	Total	\$10,350.00

DATE (MM/DD/YY)
6/15/06

ACORD

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

PRODUCER

SANCHEZ INSURANCE AGENCY
124 N. TEXAS
WESLACO, TEXAS 78596

COMPANIES AFFORDING COVERAGE

- COMPANY A REPUBLIC-VANGUARD
- COMPANY B
- COMPANY C
- COMPANY D

INSURED

RUFINO LOPEZ
306 N. 17th
DONNA, TEXAS 78537

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	PLS 5569	6/15/06	6/15/07	GENERAL AGGREGATE	\$ 100,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG	\$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$ 100,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE	\$ 100,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
						COMBINED SINGLE LIMIT
	AUTOMOBILE LIABILITY				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> SCHEDULED AUTOS				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> HIRED AUTOS				OTHER THAN AUTO ONLY:	
	<input type="checkbox"/> NON-OWNED AUTOS				EACH ACCIDENT	\$
	GARAGE LIABILITY				AGGREGATE	\$
	<input type="checkbox"/> ANY AUTO				EACH OCCURRENCE	\$
	EXCESS LIABILITY				AGGREGATE	\$
	<input type="checkbox"/> UMBRELLA FORM				EL EACH ACCIDENT	\$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				EL DISEASE - POLICY LIMIT	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				EL DISEASE - EA EMPLOYEE	\$
	<input type="checkbox"/> THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE:					
	<input type="checkbox"/> INCL					
	<input type="checkbox"/> EXCL					
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

CITY OF DONNA
FAX# 464-9923

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

[Signature]

6/15/06

ACORD

ACORD CORPORATION 1996

TEXAS LIABILITY INSURANCE CARD

MARTA G LOPEZ
RUFINO LOPEZ
IRASEMA LOPEZ
JONATHAN LOPEZ
306 N 17TH ST
DONNA TX 78537-2906



FARMERS



Policy Number: 19 02234-10-78
Effective Date: 07-17-2006
Expiration Date: 02-01-2007

Veh. #	Year	Make	Model	VIN
#1	2003	DODGE	GRAND CARAVAN SPORT VAN	2D4GP44323R220484
#2	2005	DODGE	RAM 1500 QUAD ST/SLT 2 WD	1D7HA18N15J646952

MID-CENTURY INSURANCE COMPANY OF TEXAS

1-800-225-0011

This policy provides at least the minimum amounts of liability insurance required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and named insureds and may provide coverage for other persons and other vehicles as provided by the insurance policy.

Agent Name: Yolanda G. McGee
Phone No: (956) 464-9889

9-01 A1662201



City of Donna

The Heart of the Valley

STATE OF TEXAS

CERTIFICATION OF COPY
OF PUBLIC RECORD

CITY OF DONNA

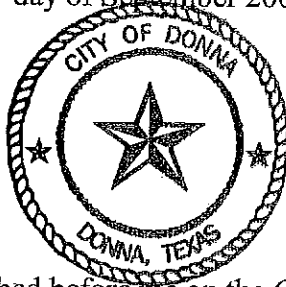
Before me, the undersigned authority, personally appeared Martha Alvarado, who, being by me duly sworn deposed as follows:

My name is Martha Alvarado. I am of sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated.

I am a custodian of the records of the City of Donna, Hidalgo County, Texas. Attached hereto is a copy of the minutes of the Donna City Council Special Meeting held on August 24, 2006. Said minutes were presented and approved at the Donna City Council Regular Meeting of September 5, 2006.

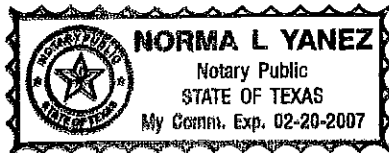
I further certify, in the performance of the functions of my office that said minutes are an official record from the public office of the City Secretary, City of Donna, Hidalgo County, Texas, and are public records, which are kept in said office and appear of record in said office.

In witness whereof, I have hereunto set my hand and affixed the official seal of said office this the 6th day of September 2006.



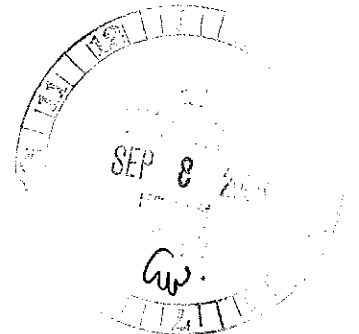
Martha Alvarado
Martha Alvarado
City Secretary

Sworn to and subscribed before me on the 6th day of September 2006.



Norma L. Yanez
Notary Public, State of Texas

My Commission Expires: 02-20-2007



State of Texas
 County of Hidalgo
 City of Donna

Special Council Meeting
 Thursday 5:15 pm
 August 24, 2006

On this the 24th day of August 2006 the Donna City Council convened in special session at City Hall located at 307 S. 12th Street with the following:

Present:	Ricardo L. Morales	Mayor
	Eloy Avila, Jr.	Mayor Pro-Tem
	Reynaldo Alegria	Councilman
	Francisco Garza, Jr.	Councilman
	P.R. Avila	City Manager
	Javier Villalobos	City Attorney
	Martha Alvarado	City Secretary
Absent:	Guadalupe Castillo III	Councilman

Also present were: Leo Villarreal, Planning Director; Juan Gonzalez, Building Inspector and Ram De Leon, Police Chief.

City Secretary called roll and the aforementioned members of the City Council being present constituted a quorum at which time Mayor Morales called the meeting to order.

Consideration and possible action to award bid for the Clearance and Demolition Project funded under Urban County Program.

Building Inspector informed Council a bid opening had been held on August 17th for the Clearance and Demolition Project. The following bids were received:

Frank Solis	\$10,555.00
R & E Construction	\$14,500.00
Rufino Lopez	\$10,350.00
OMT Utilities	\$14,800.00

All Urban County guidelines were followed for this project. Building Inspector recommended bid be awarded to the lowest bidder (Rufino Lopez). With no further discussion, Mayor Pro-Tem Avila motioned and Councilman Alegria seconded to award bid as recommended. The motion carried unanimously.

Consideration and possible action on first reading of Ordinance No. PD-2006-08-12 amending Wrecker Ordinance No. 814.

No action was taken on this item.

Consideration and possible action on final plat approval for the proposed Mt. Zion Subdivision.

With no discussion, Councilman Garza motioned and Mayor Pro-Tem Avila seconded to approve the final plat for Mt. Zion Subdivision as presented. The motion carried unanimously.

There being no further business, Mayor Morales adjourned the meeting.

 Ricardo L. Morales
 Mayor

Attest:

 Martha Alvarado
 City Secretary

**URBAN COUNTY PROGRAM
CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

I, RUFINO Lopez certify to the best of my knowledge and belief that:

I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency,

Have not within a three-year period preceding this proposal been convicted of or had civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

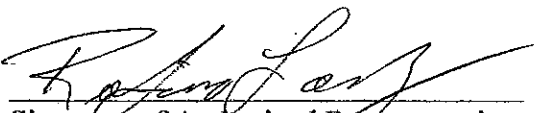
Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award.

Rufino Lopez

Rufino Lopez


Signature of Authorized Representative

9-7-06
Date Signed

**URBAN COUNTY
PROGRAM**
**Hidalgo County Commissioners' Court
Agenda Request Form**

No. _____.

Date: September 13, 2006 Meeting Date Request: September 26 2006

Deadline for Action: September 26, 2006 Contact Person: Diana R. Serna

Department: Urban County Program Phone: (956) 787-8127 Fax: (956)787-5291

Diana R. Serna, UCP Director 

Caption:

The City of Donna is requesting approval of contract with Rio Valley Construction in the amount of \$ 66,262.00 for a Parks, Recreational Facility Project to include the Parking Lot and Sidewalks at the Altas Palmas Park utilizing FY 17 (2004) UCP funds.


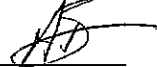

Background:

The City of Donna is requesting approval of contract with Rio Valley Construction in the amount of \$ 66,262.00 for a Parks, Recreational Facility Project for the Parking Lot and Sidewalks at the Altas Palmas Park, utilizing FY 17 (2004) UCP funds. Bids were opened on August 17, 2006 at the City of Donna, Rio Valley Construction was the lowest of four bidders. See attached letter for recommendation from Rike Ogden Figueroa Architects.

Contractor: Rio Valley Construction

Contract amount: \$ 66,262.00

Funds Available: \$ 118,942.69

Deputy Director:  Manager:  Finance: 

Please initial for approval:

Legal Counsel _____ **Budget** _____ **Human Resources** _____

Dept./Fund No. _____ Amt. Expended: \$ _____ Funds/Staffing Budgeted: Yes: _____ No: _____
Account Code: _____ Impact on Future Budget: Yes _____ No _____

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____.

City of
Donna
The Heart of the Valley

September 13, 2006

Diana R. Serna, UCP Director

1916 Tesoro Blvd.

Pharr, TX 78577

RE: REQUEST FOR AGENDA ITEM:

Ms. Serna:

Let this letter serve as notice to request an agenda item for the approval of contract with Rio Valley Construction for the Recreational Facility Baseball Park Sidewalks/ South Parking Lot project at the Altas Palmas Park in the amount of \$66,262.00. Bids were opened on August 17, 2006; Rio Valley Construction was the lowest bidder and complied with all the necessary insurance requirements, including the base bid of \$53,162.00 and Alternate No. 1 bid of \$8,100.00. The Donna City Council has already approved this bid on August 24, 2006. A copy of the City Council minutes has already been forwarded to your office.

Please place the item on your next available Hidalgo County Commissioner's Court for approval. Should you have any questions please contact me at 956-464-3314.

PR Avila II,

City Manager



The logo for rofa architects, featuring the word "rofa" in a stylized, lowercase font with a horizontal line underneath, and the word "architects" in a smaller, lowercase font below the line.A vertical list of names: rike, ogden, figueroa, allex.

August 22, 2006

Mr. P.R. Avila, City Manager
City of Donna
307 S. 12th St.
Donna, Texas 78537

RE: City of Donna -- Phase II -- Parks, Recreational Facility
Baseball Park & Sidewalks and South Parking Lot
Project #5004-15-0306-5100-1500 Altas Palmas Park Year 17 (2004)

Dear Mr. Avila:

On Thursday, August 17, 2006, we received bids for the Recreational Facility Baseball Park Sidewalks/South Parking Lot Project #5004-15-0306-5100-1500 at Altas Palmas Park. Attached is a Tabulation of Bids. We recommend award to Rio Valley Construction the apparent low bidder in the amount of \$66,262.00 including the base bid of \$53,162 and Alternate No. 1 Bid of \$8,100.00.

Please advise upon award by the City Commission, County Commission and preparation of Owner/Contractor Agreement by legal counsel so that we may issue a Notice to Proceed to the respective accepted contractor.

Mr. Avila if you have any questions please call me.

Sincerely,
Rike Ogden Figueroa Allex Architects Inc.

A handwritten signature in cursive script that reads "Luis A. Figueroa".

Luis A. Figueroa, AIA
Principal

LF/dt

Copy to: Ms. Lupita Garcia -- Urban County

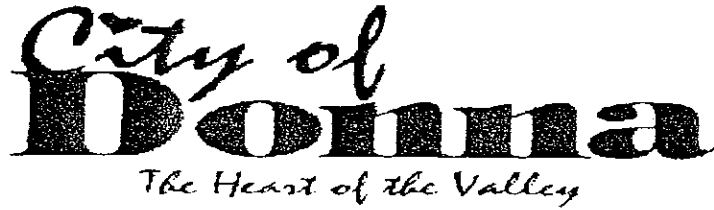
TABULATION OF BIDS

City of Donna - Phase II - Parks, Recreational Facility Baseball Park
 Sidewalks/South Parking Lot Project #5004-15-0306-5100-1500
 Altas Palmas Park Year 17 (2004)

BID DATE: Thursday, August 17, 2006 @ 4:00 P.M.

CONTRACTOR	BASE BID	ALT. NO. 1 SIDEWALKS 'ADD'	BID BOND	ADDENDUM ACKNOWLEDGE	COMPLETION
D.M. Roth Inc.	\$73,000.00	\$9,500.00	YES	✓	30 Calendar Days
G.A.S. Enterprises	\$66,786.00	\$7,365.00	YES	✓	90 Calendar Days
Peacock Construction	\$85,450.00	\$5,550.00	YES	✓	60 Calendar Days
Rio Valley Construction	\$58,162.00	\$8,100.00	YES	✓	60 Calendar Days

RIKE-OGDEN-FIGUEROA-ALEX ARCHITECTS INC.
 1007 Walnut Avenue
 McAllen, Texas 78501
 Tele: (956) 686-7771 Fax: (956) 687-3433

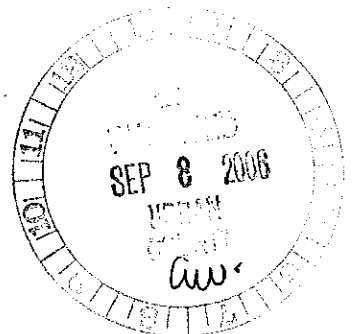


Parks and Recreation Department

Memo

To: Mr. P.R. Avila, City Manager
From: David De Los Rios, Parks Director *DDR*
Date: 09/1/06
Re: Sidewalk at the Altas Palmas Park

Please be advised, that on Thursday, August 17, 2006, ROFA Architects received bids for the Recreational Facility Baseball Park Sidewalks/South Parking Lot Project #5004-15-0306-5100-1500 at the Altas Palmas Park. At this time I, David De Los Rios the Parks and Recreation Director, recommends awarding the Rio Valley Construction with the parking lot. At this time I am unsure if there is sufficient funds to construct the sidewalks, if funds are available I recommend to award it to the lowest bidder. Should you have any questions, please let me know. Thank you.



AGENDA

REGULAR CITY COUNCIL MEETING
OF THE CITY OF DONNA
TUESDAY, SEPTEMBER 5, 2006 - 5:30 PM
CITY HALL
307 S. 12TH STREET
DONNA, TEXAS

- I. Call to Order, Pledge of Allegiance and Prayer.
- II. Approval of Minutes: Sp. Mtg. of Aug. 8, 2006; Reg. Mtg. of Aug. 15, 2006 and Sp. Mtg. of Aug. 24, 2006. **ACTION ITEM**
- III. Proclamation designating October as "Lupus Awareness Month".
- IV. Public Hearing:
To Consider request by for a Conditional Use Permit for a daycare facility in a residential zone. The legal description being Lot 3, Blk. 9 Quality Subdivision Unit No. 3, Hidalgo County Texas. The property is located at 312 McAllen St., Donna, TX.

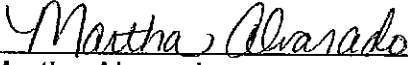
Close Public Hearing

Consideration and possible action on item discussed in public hearing.
ACTION ITEM
- V. Consideration and possible action to award and/or reject bids for the Altas Palmas Park Phase II Improvements. **ACTION ITEM**
- VI. Consideration and possible action to appoint and/or re-appoint members to the Donna Economic Development Corporation, Inc. (4A). **ACTION ITEM**
- VII. Consideration and possible action to appoint and/or re-appoint members to the Development Corporation of Donna, Inc. (4B). **ACTION ITEM**
- VIII. Consideration and possible action to appoint and/or re-appoint members to the Planning and Zoning Commission. **ACTION ITEM**
- IX. Consideration and possible action on first reading of Ordinance No. PL-2006-09-12 adopting Planning & Zoning Commission Board Appointment Regulations and By-Laws. **ACTION ITEM**
- X. Consideration and possible action on final plat approval for the proposed Mt. Zion Subdivision. **ACTION ITEM**

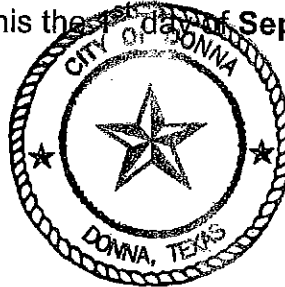
- XI. Consideration and possible action on final plat approval for the proposed Arbor Cove Subdivision. **ACTION ITEM**
- XII. Consideration and possible action on final plat approval for the proposed Huisache Acres No. 6 Subdivision. **ACTION ITEM**
- XIII. Citizens Participation
- XIV. Adjourn.

I do hereby certify that the above notice was posted on the bulletin board and was also posted out side City Of Donna City Hall located at 307 S. 12th Street, Donna, Texas on the 1st day of September 2006 at 7:00 p.m.

WITNESS MY HAND AND SEAL, this the 1st day of September 2006.



Martha Alvarado
City Secretary



EXECUTIVE SESSION

If, during the course of this meeting, the City Council should determine that a closed or executive meeting or session of the City Council is required, then such closed or executive meeting or session as authorized by the Texas Open Meeting Act, Texas Government Code Section 551.001, et. seq., will be held by the City Council at the date, hour, and place indicated in this Notice/Agenda or as soon after the commencement of the meeting covered by this Notice/Agenda as the City Commission may conveniently meet in such closed ,door or executive meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the section and purpose covered by the following section of the Texas Government Code: 551.071 through 551.084. Should any final action, decision, or vote be required in the opinion of the City Council with regard to any matter considered in such closed or executive meeting or session, then the final action, decision, or vote shall be either in the open meeting, or at a subsequent public meeting upon notice therefore; as the City Council shall determine.

ACCESSIBILITY STATEMENT

The City Hall Building is wheelchair accessible; the entry ramp is located at the front and back of the building. Accessible parking spaces are also available in that area. Sign interpretative services for City Council Meetings must be made 48 hours in advance of the Council Meeting. Call the City Secretary's Office at (956) 464-3314 or TDD 1-800-735-2989.

REGULAR CITY COUNCIL MEETING
OF THE CITY OF DONNA
TUESDAY, SEPTEMBER 5, 2006 - 5:30 PM
CITY HALL
307 S. 12TH STREET
DONNA, TEXAS

ADDENDUM

- I. Discussion on 2006 proposed tax rate, take record vote and set public hearings.
- II. Adjourn

I do hereby certify that the above notice was posted on the bulletin board and was also posted out side City Of Donna City Hall located at 307 S. 12th Street, Donna, Texas on the 1st day of September 2006 at 8:00 p.m.

WITNESS MY HAND AND SEAL, this the 1st day of September 2006.

Martha Alvarado

Martha Alvarado
City Secretary



ACCESSIBILITY STATEMENT

The City Hall Building is wheelchair accessible; the entry ramp is located at the front and back of the building. Accessible parking spaces are also available in that area. Sign interpretative services for City Council Meetings must be made 48 hours in advance of the Council Meeting. Call the City Secretary's Office at (956) 464-3314 or TDD 1-800-735-2989.

URBAN COUNTY PROGRAM

**Hidalgo County Commissioners' Court
Agenda Request Form**

No. _____

Date: September 19, 2006

Meeting Date Request: September 26, 2006

Deadline for Action: September 26, 2006

Contact Person: Diana R. Serna

Department: Urban County Program

Phone: (956) 787-8127 Fax: (956) 787-5291

Diana R. Serna, Urban County Director, *DRS*

Caption:

Hidalgo County Precinct #1 requests approval of a payment in the amount of \$6,595.00 to Public Health Equipment & Supply for the purchase of a mosquito sprayer machine for the City of Edcouch. Urban County Program year 17 (2004) and 18 (2005) Health Services funds, recaptured by Precinct #1, will be utilized.

Background:

Urban County Program Year 17 (2004) & 18 (2005) health services recaptured funds, administered by Hidalgo County Precinct #1, will be used to process payment to Public Health Equipment & Supply for a mosquito sprayer machine.

CDBG Manager _____
Deputy Dir. AM
Finance Dept. _____

Please initial for approval:

____ County Judge _____ Commissioner Pct. 1
____ County Attorney _____ Commissioner Pct. 2
____ Budget _____ Commissioner Pct. 3
____ Personnel _____ Commissioner Pct. 4
____ Purchasing

Dept./Fund No. _____ Account Code: _____
Amt. Expended: \$ _____ Impact on Future Budget:
Funds/Staffing Budgeted: Yes: _____ Yes: _____
No: _____ No: _____

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote

PUBLIC HEALTH EQUIP. & SUPPLY CO.

PO BOX 10458
SAN ANTONIO, TX 78210
210 532 3846

INVOICE

Invoice Number: 4626
Invoice Date: Aug 21, 2006
Page: 1

Voice: 800 284 0106
Fax: 210 532-9703

Bill To:
URBAN COUNTY PROGRAM
1916 TESORO DRIVE
ATTN: MONICA
PHARR, TX 78577

Ship to:
CITY OF EDCOUCH
211 SOUTHERN ST.
EDCOUCH, TX 78538

Customer ID	Customer PO	Payment Terms	
URBAN COUNTY	7145	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
C.R.	OUR TRUCK	8/21/06	9/20/06

Quantity	Item	Description	Unit Price	Amount
1.00		PH1020 TITAN AEROSOL GENERATOR W/REMOTE ENGINE CHOKE, START & STOP, SPRAY ON/OFF, 3 YEAR WARRANTY, S/N T10037	6,595.00	6,595.00

Acton M. [Signature]

Subtotal	6,595.00
Sales Tax	
Freight	
Total Invoice Amount	6,595.00
Payment/Credit Applied	
TOTAL	6,595.00

Check/Credit Memo No:

**URBAN COUNTY
PROGRAM**
**Hidalgo County Commissioner's Court
Agenda Request Form**

No. 1

Date: September 20, 2006 Meeting Date Request: September 26, 2006

Deadline for Action: A.S.A.P. Contact Person: DIANA R. SERNA, DIRECTOR

Department: Administration Phone: (956) 787-8127 Fax: (956) 787-5291

Diana R. Serna, Urban County Director 

Caption:

- A. Consideration and Approval for the Urban County Program to submit a final Quarterly 941 Report to the Internal Revenue Service and thereby abandoning it's present Employer Identification Number (E.I.N).
- B. Consideration and Approval for the Urban County Program to utilize Hidalgo County's E.I.N. in all relevant contracts, bank accounts and lines of credit as deemed necessary for the conduct of Urban County Program business.

Background:

Hidalgo County Urban County Program employees have long been denied participation in the County's retirement program by the Texas County and District Retirement System (T.C.D.R.S). The TCDRS's position for denial is based, on two issues, the first being that the Urban County Program has its own EIN and therefore its employees are not recognized as County employees. The other issue centers on the method Urban County Employees are distributed payroll.

Please initial for approval: Executive Director _____ Deputy Director  Finance Manager _____

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____

**URBAN COUNTY
PROGRAM**
Hidalgo County Commissioner's Court
Agenda Request Form

No. 2

Date: September 20, 2006 Meeting Date Request: September 26, 2006
Deadline for Action: A.S.A.P. Contact Person: DIANA R. SERNA, DIRECTOR
Department: Administration Phone: (956) 787-8127 Fax: (956) 787-5291


Diana R. Serna, Urban County Director 

Caption:

Consideration and Approval for the County Treasurer to become responsible for payroll preparation and dissemination for the Hidalgo County Urban County Program effective October 1, 2006.

Background:

The second point to address in order for Urban County Program employees to be recognized as legitimate county employees centers on the payroll function. Item "A" above would address this concern. The County will be reimbursed for payroll funds disbursed through entitlement funds received by the County from the U.S. Department of Housing and Urban Development. It is anticipated that reimbursement will occur immediately via wire transfer or any method deemed appropriate by the County Treasurer.

Please initial for approval: Executive Director _____ Deputy Director  Finance Manager _____

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____

**URBAN COUNTY
PROGRAM**
Hidalgo County Commissioner's Court
Agenda Request Form

No. 3

Date: September 20, 2006

Meeting Date Request: September 26, 2006

Deadline for Action: A.S.A.P.

Contact Person: DIANA R. SERNA, DIRECTOR

Department: Administration Phone: (956) 787-8127 Fax: (956) 787-5291


Diana R. Serna, Urban County Director 

Caption:

Consideration and Approval for the Urban County Program to retain the accounts payable function for all vendors, contracts and services necessary for the conduct of all Urban County Program business.

Background:

In an effort to minimize the accounting workload transfer to the Treasurer' and Auditing staff, the Urban County Program would like to retain these functions in-house. Further, the UCP utilizes many small contractors whose businesses often depend on expeditious payment turn-around; therefore maintaining this function in-house is vital to perpetuating efficient operations.

Please initial for approval: Executive Director _____ Deputy Director  Finance Manager _____

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____