AI-9353 **6.B.**

Indigent Health Care Program
CC REGULAR

Date: 05/27/2008
Submitted By: Dairen Sarmiento, HEALTH & HUMAN SERVICES DEPT.
Submitted For: Dairen Sarmiento
Department: HEALTH & HUMAN SERVICES DEPT.
Agenda Area: Health & Human Services Dept.

Information

CAPTION

Indigent Health Care Program (UPL):
Discussion, consideration, and approval to transfer $1,732,384.51 to the County of Hidalgo Medicaid Supplemental Program Escrow Account for Indigent Health Care Expenditures for the 3rd Quarter of the 2007 - 2008 Fiscal Year and approval of wire transfer.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1249-444-00-240-004-8-843
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available account balance as of 5/21/08 $4,833,677.27

Attachments

Link: 3rd Qtr Pd by Cty

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:30 PM	APRV
2	Manuel Chapa	Manuel Chapa	05/21/2008 04:03 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 09:03 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 09:43 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 10:19 AM	APRV

Form Started By: Dairen Sarmiento Started On: 05/14/2008 04:32 PM

Final Approval Date: 05/22/2008

	Indigent Health Care Program (UPL)			
	3rd Qtr Escrow Payment	5/27/2008		$ 2,125,000.00
			Agenda	
	Vendor	CC Date	Item	Inv. Pd by Cty
	Data Rx	3/18/2008	8337	$ 63,360.68
	Data Rx	4/1/2008	8522	$ 74,051.99
	Data Rx (Final)	4/7/2008	8701	$ 70,597.53
	UTMB at Galveston	3/18/2008	8394	$ 51,345.76
	UTMB at Galveston	4/1/2008	8522	$ 50,923.88
	UTMB at Galveston	4/22/2008	8854	$ 8,838.42
	UTMB at Galveston	5/13/2008	9151	$ 37,559.84
	UTMB at Galveston	5/19/2008	9278	$ 13,175.76
	UTMB Faculty Group Practice	3/18/2008	8394	$ 1,770.56
	UTMB Faculty Group Practice	4/1/2008	8522	$ 10,059.00
	UTMB Faculty Group Practice	4/22/2008	8854	$ 991.93
	UTMB Faculty Group Practice	4/29/2008	9034	$ 2,915.50
	UTMB Faculty Group Practice	5/13/2008	9151	$ 6,240.50
	UTMB Faculty Group Practice	5/19/2008	9278	$ 134.75
	US Script Inc	4/22/2008	8854	$ 649.39
	Less - Invoices Paid by County for 3rd Qtr			$ 392,615.49
	3rd Qtr Escrow amount to be transfer			$ 1,732,384.51

AI-9426 **6.C.**

FY08 Bioterrorism Contract Amendment
CC REGULAR

Date: 05/27/2008
Submitted By: Dan Beltran, HEALTH & HUMAN SERVICES DEPT.
Department: HEALTH & HUMAN SERVICES DEPT.
Agenda Area: Health & Human Services Dept.

Information

CAPTION

1. Requesting authorization and approval to accept the attached amended Bioterrorism Grant Contract #2008-022952, Amendment # 001C in the amount of $849,756.00 for the period 9/1/07 to 7/31/08.

2. Requesting authorization and approval of the attached revised Bioterrorism Grant Budget for the period 9/1/07 to 7/31/08 (Acct #8-1293-441-00-340-013-8).

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1293-441-00-340-013-8-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

From various objects in the total amount of $70,571.00, to various objects in the total amount of $70,571.00. (net change in budget for this grant is $0.00). For funding availability please see attached expense report (dated 5/22/08)

Attachments

Link: Bio Contract

Link: Bio Budget

Link: Bio-terrorism expense report 5-22-08

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 11:50 AM	APRV
2	Manuel Chapa	Manuel Chapa	05/22/2008 09:33 AM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 09:52 AM	APRV
4	Mike Escaname		05/23/2008 05:00 PM	NEW

Form Started By: Dan Beltran — Started On: 05/21/2008 10:17 AM

Final Approval Date: 05/23/2008

DEPARTMENT OF STATE HEALTH SERVICES

Amendment
To

The Department of State Health Services (DSHS) and **HIDALGO COUNTY HEALTH DEPARTMENT** (Contractor) agree to amend the Program Attachment # 001B (Program Attachment) to **Contract # 2008-022952** (Contract) in accordance with this **Amendment No. 001C: CPS-BIOTERRORISM PREPAREDNESS,** effective 04/18/2008 .

This Amendment is necessary because reallocation of funds is needed to reflect actual expenditures and to purchase equipment.

Department of State Health Services

Signature of Authorized Official

Date: _____

Bob Burnette, C.P.M., CTPM

Director, Client Services Contracting Unit

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

(512) 458-7470

Bob.Burnette@dshs.state.tx.us

Contractor

Signature of Authorized Official

Date: _____

Name: _____

Title: _____

Address: _____

_____

Phone: _____

Email: _____

DEPARTMENT OF STATE HEALTH SERVICES

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756-3199

CATEGORICAL BUDGET CHANGE REQUEST

DSHS PROGRAM: CPS-BIOTERRORISM PREPAREDNESS
CONTRATOR: HIDALGO COUNTY HEALTH DEPARTMENT
CONTRACT NO: 2008-022952
CONTRACT TERM: 09/01/2007 THRU: 07/31/2008
BUDGET PERIOD: 09/01/2007 THRU: 07/31/2008 CHG: 001C

DIRECT COST (OBJECT CLASS CATEGORIES)	Current Approved Budget (A)	Revised Budget (B)	Change Requested
Personnel	$540,212.00	$481,570.00	$(58,642.00)
Fringe Benefits	$171,435.00	$159,506.00	$(11,929.00)
Travel	$9,219.00	$9,219.00	$0.00
Equipment	$15,000.00	$37,684.00	$22,684.00
Supplies	$8,256.00	$40,542.00	$32,286.00
Contractual	$42,400.00	$42,400.00	$0.00
Other	$63,234.00	$78,835.00	$15,601.00
Total Direct Charges	$849,756.00	$849,756.00	$0.00
INDIRECT COST			
Base ($)	$0.00	$0.00	$0.00
Rate (%)	0.00%	0.00%	0.00%
Indirect Total	$0.00	$0.00	$0.00
PROGRAM INCOME			
Program Income	$0.00	$0.00	$0.00
Other Match	$0.00	$0.00	$0.00
Income Total	$0.00	$0.00	$0.00
LIMITS/RESTRICTIONS			
Advance Limit	$0.00	$0.00	$0.00
Restricted Budget	$0.00	$0.00	$0.00
SUMMARY			
Cost Total	$849,756.00	$849,756.00	$0.00
Performing Agency Share	$0.00	$0.00	$0.00
Receiving Agency Share	$849,756.00	$849,756.00	$0.00
Total Reimbursements Limit	$849,756.00	$849,756.00	$0.00

JUSTIFICATION

Amendment to reallocate funds to reflect actual expenditures and to purchase equipment.

Financial status reports are due: 12/31/2007, 03/31/2008, 06/30/2008, 09/30/2008

DEPARTMENT OF STATE HEALTH SERVICES

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756-3199

EQUIPMENT LIST CHANGE REQUEST

DSHS PROGRAM: CPS-BIOTERRORISM PREPAREDNESS
CONTRACTOR: Hidalgo County Health Department
CONTRACT TERM: 09/01/2007 THRU: 07/31/2008
BUDGET PERIOD: 09/01/2007 THRU: 07/31/2008
CONTRACT NO: 2008-022952 CHG: 001C

PREVIOUS EQUIPMENT LIST

Item #	Equipment Description	Units	Unit Cost	Total
1	RU-11 Telephone cables, Fixed mast Antennas, .5 meter cables, 1.5 meter cables, Tar pads, Rolls of electrical tape, surge suppressors, Antenna mast assembly with cross bars, SIM cards	1	$15,000.00	$15,000.00
			$	$
			$	$
			$	$15,000.00

NEW EQUIPMENT LIST

Item #	Equipment Description	Units	Unit Cost	Total
1	Portable Astro Digital XTS 5000 136-174 MHZ 1-6W 850 Channel Full Feature	2	$5,690.00	$11,380.00
2	RU-11 Telephone cables, Fixed mast Antennas, .5 meter cables, 1.5 meter cables, Tar pads, Rolls of electrical tape, surge suppressors, Antenna mast assembly with cross bars, SIM cards	1	$15,000.00	$15,000.00
3	XTL 5000 VHF mobile 10-50 Watt 136-174 MHZ	2	$5,652.00	$11,304.00
			$	$37,684.00

DATE: May 20, 2008

DEPARTMENT HEAD: Eduardo Olivarez, Chief Administrative Officer

DEPARTMENT NAME: Hidalgo County Health Department

ACCOUNT NUMBER: 8-1293-441-00-340-013-8 (Bioterrorism Grant Contract)

SUBJECT: Budget Amendments (Increases) in Accordance with Local Government Code, Chapter 111, Subchapter C

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increase) to my department budget in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT -
8-1293-441-00-340-013-8-113	Perm F/T Employees	$ (58,642.00)
8-1293-441-00-340-013-8-211	Health Insurance	$ (5,929.00)
8-1293-441-00-340-013-8-220	FICA	$ (2,000.00)
8-1293-441-00-340-013-8-230	Retirement	$ (2,000.00)
8-1293-441-00-340-013-8-260	Workers Comp	$ (2,000.00)
8-1293-441-00-340-013-8-748	Other Equipment	$ 25,284.00
8-1293-441-00-340-013-8-432	R & M Service - Equipment	$ 15,601.00
8-1293-441-00-340-013-8-434	R & M Service - Vehicles	$ 1,500.00
8-1293-441-00-340-013-8-550	Printing & Binding	$ 2,000.00
8-1293-441-00-340-013-8-601	Office Supplies	$ 10,211.00
8-1293-441-00-340-013-8-602	Paper Supplies	$ 3,000.00
8-1293-441-00-340-013-8-603	Educational/Instructional Supplies	$ 2,000.00
8-1293-441-00-340-013-8-604	Drugs, Meds, & Lab Supplies	$ 3,000.00
8-1293-441-00-340-013-8-613	Safety Supplies	$ 600.00
8-1293-441-00-340-013-8-663	Small Tools	$ 2,000.00
8-1293-441-00-340-013-8-664	Other Minor Equipment	$ 4,725.00
8-1293-441-00-340-013-8-666	Minor Office Furniture	$ 650.00
	TOTAL BUDGET	$ -

INCREASE REQUEST $

Revenue Account #

REASON: Implement amended Bioterrorism Grant Budget for the period 9/1/2007 - 7/31/2008.

There are no areas in my current budget to reduce in order to fund the above mentioned items.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONER'S COURT DATE ATTEST CO. CLERK

Account Number / Description		Original Budget	Adjusted Budget	Y-T-D Encumbrance	Y-T-D Expended	Available Balance	Percent Used
1293 HEALTH DEPARTMENT							
8-1293-441-00-340-013-8-113	TDH PHPSB-PERM F/T EMPLOYEES	.00	371,850.72	.00	195,935.37	175,915.35	52.69
8-1293-441-00-340-013-8-211	TDH PHPSB-HEALTH INSURANCE	.00	44,069.00	.00	23,151.43	20,917.57	52.53
8-1293-441-00-340-013-8-212	TDH PHPSB-LIFE INSURANCE	.00	321.75	.00	167.89	153.86	52.18
8-1293-441-00-340-013-8-220	TDH PHPSB-FICA	.00	28,717.81	.00	14,630.09	14,087.72	50.94
8-1293-441-00-340-013-8-230	TDH PHPSB-RETIREMENT	.00	33,183.96	.00	17,203.16	15,980.80	51.84
8-1293-441-00-340-013-8-250	TDH PHPSB-UNEMPLOYMENT COMP	.00	1,859.08	.00	979.83	879.25	52.71
8-1293-441-00-340-013-8-260	TDH PHPSB-WORKERS COMP	.00	13,822.06	.00	3,116.43	10,705.63	22.55
8-1293-441-00-340-013-8-320	TDH PHPSB-PROFESSIONAL SERVICES	.00	51,400.00	2,250.00	.00	49,150.00	4.38
8-1293-441-00-340-013-8-350	TDH PHPSB-CONTRACTUAL SERVICES	.00	2,000.00	.00	.00	2,000.00	.00
8-1293-441-00-340-013-8-413	TDH PHPSB-ELEC SURVEILLANCE & SECURITY	.00	231.00	115.50	115.50	.00	100.00
8-1293-441-00-340-013-8-434	TDH PHPSB-VEHICLE R&M SERVICE	.00	479.05	356.55	122.50	.00	100.00
8-1293-441-00-340-013-8-441	TDH PHPSB-LAND & BLDG RENTALS	.00	2,000.00	650.00	.00	1,350.00	32.50
8-1293-441-00-340-013-8-442	TDH PHPSB-EQUIP & VEHICLE RENTALS	.00	4,954.70	2,742.86	2,194.08	17.76	99.64
8-1293-441-00-340-013-8-531	TDH PHPSB-TELEPHONE	.00	18,197.13	.00	4,249.26	13,947.87	23.35
8-1293-441-00-340-013-8-532	TDH PHPSB-CELL PHONE	.00	10,159.89	2,284.94	2,031.84	5,843.11	42.49
8-1293-441-00-340-013-8-534	TDH PHPSB-INTERNET	.00	2,966.10	1,116.35	1,849.75	.00	100.00
8-1293-441-00-340-013-8-581	TDH PHPSB-TRAVEL IN COUNTY	.00	411.73	.00	9.60	402.13	2.33
8-1293-441-00-340-013-8-583	TDH PHPSB-TRAVEL OUT OF COUNTY	.00	5,944.11	1,116.92	2,425.79	2,401.40	59.60
8-1293-441-00-340-013-8-584	TDH PHPSB-REGISTRATION FEES	.00	2,773.00	.00	655.00	2,118.00	23.62
8-1293-441-00-340-013-8-601	TDH PHPSB-OFFICE SUPPLIES	.00	4,250.00	205.84	108.00	3,936.16	7.38
8-1293-441-00-340-013-8-602	TDH PHPSB-PAPER SUPPLIES	.00	300.00	.00	.00	300.00	.00
8-1293-441-00-340-013-8-603	TDH PHPSB-EDUCATIONAL/INSTRUCTIONAL SUPP	.00	2,356.00	.00	.00	2,356.00	.00
8-1293-441-00-340-013-8-613	TDH PHPSB-SAFETY SUPPLIES	.00	800.00	.00	.00	800.00	.00
8-1293-441-00-340-013-8-640	TDH PHPSB-REFERENCE MATERIALS	.00	550.00	.00	534.00	16.00	97.09
8-1293-441-00-340-013-8-682	TDH PHPSB-GASOLINE/DIESEL	.00	29.37	29.37	.00	.00	100.00
8-1293-441-00-340-013-8-748	TDH PHPSB-OTHER EQUIPMENT	.00	15,000.00	.00	.00	15,000.00	.00
1293 HEALTH DEPARTMENT		**.00**	**618,626.46**	**10,868.33**	**269,479.52**	**338,278.61**	**45.32**
8 YEAR		**.00**	**618,626.46**	**10,868.33**	**269,479.52**	**338,278.61**	**45.32**

AI-9462 **6.D.**

UT Pan Am Agreement
CC REGULAR

Date: 05/27/2008
Submitted By: Josie Escalante, HEALTH & HUMAN SERVICES DEPT.
Submitted For: Eduardo Olivarez
Department: HEALTH & HUMAN SERVICES DEPT.
Agenda Area: Health & Human Services Dept.

Information

CAPTION

Requesting authorization and approval to accept the Memorandum of Understanding between Hidalgo County Health and Human Services Department and the University of Texas-Pan American for support services during an all hazard event.

BACKGROUND

Approved by Legal

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 09:00 AM	APRV
2	Manuel Chapa	Manuel Chapa	05/22/2008 10:46 AM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 11:30 AM	APRV
4	Dina Trevino	Dina Trevino	05/23/2008 09:12 AM	APRV
5	Purchasing Department	Marty Salazar	05/23/2008 11:48 AM	APRV
6	Court Administrator	Angela Garcia	05/23/2008 01:10 PM	APRV
Form Started By: Josie Escalante			Started On: 05/21/2008 05:10 PM	
Final Approval Date: 05/23/2008				

AI-9457 **6.E.**

Planned Parenthood Agreement
CC REGULAR

Date: 05/27/2008
Submitted By: Josie Escalante, HEALTH & HUMAN SERVICES DEPT.
Submitted For: Eduardo Olivarez
Department: HEALTH & HUMAN SERVICES DEPT.
Agenda Area: Health & Human Services Dept.

Information

CAPTION

Requesting authorization and approval to accept the service agreement between Hidalgo County Health and Human Services Department and Planned Parenthood Association of Hidalgo County to establish a referral system. This system involves the referral of family planning clients from HCHHSD to PPAHC when their birth control method of choice is not provided at HCHHSD.

BACKGROUND

Approved by Legal

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No Budgetary Impact.

Attachments

Link: Planned Parenthood Agreement

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 08:39 AM	APRV
2	Manuel Chapa	Manuel Chapa	05/22/2008 10:38 AM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 11:32 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 01:15 PM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 01:37 PM	APRV

Form Started By: Josie Escalante — Started On: 05/21/2008 04:55 PM

Final Approval Date: 05/22/2008

HIDALGO COUNTY HEALTH & HUMAN SERVICES DEPARTMENT
AND
PLANNED PARENTHOOD ASSOCIATION OF HIDALGO COUNTY, TEXAS, INC
SERVICE AGREEMENT

I. Linkage Organizations

The purpose of this agreement is to establish a referral system between the Hidalgo County Health & Human Services Department (HCHHSD) and Planned Parenthood Association of Hidalgo County, Texas, Inc. (PPAHC); and in compliance with the DSHS Policy & Procedure Manual for Titles V, X, & XX Family Planning Services. This system involves the referral of family planning clients from HCHHSD to PPAHC when their birth control method of choice is not provided at HCHHSD.

Currently, the birth control methods that are not provided at HCHHSD are; vaginal barriers (female condoms, diaphragms, sponges, cervical caps), transdermal hormonal contraceptives (patch), vaginal hormonal contraceptive rings, contraceptive implants, intrauterine contraceptives, emergency contraceptive pills, and female and male sterilizations. As a result, the HCHHSD and PPAHC will agree to the following project activities:

II. Project Activities

Hidalgo County Health & Human Services Department will be responsible for the following tasks:

- The HCHHSD will screen clients for service eligibility with the department's established screening system.
- The HCHHSD will educate and counsel clients seeking family planning services on all birth control methods.
- The HCHHSD will determine if the client's method of choice is available within the department. If the client's method of choice is not available, the client will be referred to PPAHC.
- The HCHHSD will complete a referral form (TDH L-29); and if the client agrees to be referred to PPAHC, the referral form, lab reports & history will be faxed to PPAHC on the day of the referral.
- The HCHHSD will provide a resource list (which includes PPAHC clinics) to non-established (walk-in) clients that do not wish to enroll in the HCHHSD family planning services.

Planned Parenthood Association of Hidalgo County, Texas, Inc. agrees to provide the following tasks:

- PPAHC will accept referrals from the HCHHSD of clients seeking the methods listed above.

- PPAHC will screen clients for eligibility as per program requirements (Title V, X, XX, WHP, XIX).
- PPAHC will provide the birth control method of choice to clients, following agency and program standards and guidelines.

III. Indemnification

To the extent applicable under the appropriate State laws or constitutions, PPAHC and HCHHSD shall hold each other harmless from and shall indemnify each other for any and all claims, demands, and actions based upon or arising out of any services performed by either party or its employees or agents under this Agreement, and shall defend any and all claims or demands.

IV. Terms of Agreement

This service agreement will not expire unless either party wishes to make changes and/or terminate it. If termination should be the choice, then a month's notice is appreciated.

Signatures of Approval:

HCHHSD Director's Signature	Patricio C. Gonzales, MSSW-LMSW CEO Planned Parenthood Association of Hidalgo County, TX, Inc.
Date	Date

AI-9358 **7.A.**

Membership Fee to the South Texas Fire Investigators Association
CC REGULAR

Date: 05/27/2008
Submitted By: Yolanda Orozco, EMERGENCY SERVICES DIVISION
Submitted For: A.A. Tony Pena, Jr.
Department: EMERGENCY SERVICES DIVISION
Agenda Area: Emergency Services Division

Information

CAPTION

Fire Marshal's Department:
Discussion, consideration, and approval of membership fee of $50.00 each to the South Texas Fire Investigators Association for:

EMPLOYEE	TITLE
Tony Pena Jr.	Fire Marshal
Juan Martinez	Deputy Fire Marshal
Javier Garcia	Deputy Fire Marshal
Marco Romero	Deputy Fire Marshal
Wesley Bradley	Deputy Fire Marshal

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-422-10-300-001-0-810
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:
$2,150.00 available as of 05/15/08

Attachments

Link: Invoices
Link: AI 9358

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/15/2008 11:24 AM	APRV
2	Erika Reyna	Erika Reyna	05/15/2008 02:35 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 04:23 PM	APRV
4	Dina Trevino	Dina Trevino	05/22/2008 12:01 PM	APRV
5	Erika Reyna	Erika Reyna	05/22/2008 03:25 PM	APRV

6	Purchasing Department	Marty Salazar	05/22/2008 05:03 PM	APRV
7	Court Administrator	Angela Garcia	05/23/2008 08:01 AM	APRV

Form Started By: Yolanda Orozco Started On: 05/15/2008 10:22 AM

Final Approval Date: 05/23/2008

HIDALGO COUNTY
MAY 12 2008
FIRE MARSHAL'S OFFICE

South Texas Fire Investigators Assoc.

Invoice

Invoice Number: 08-0009
Date: April 2, 2008

Please send payment to:
South Texas Fire Investigators Association
Attention: John R. O'Valle
212 West McIntyre
Edinburg, Texas 78539

To: Tony Pena
Hidalgo County Fire Marshal's Office
2814 South Business 281
Edinburg, Texas 78539

2008 Membership Dues

DESCRIPTION	TOTAL
⌂ Active Membership	**$50.00**
⌂ Associate Membership	
Amount Due	**$50.00**

THANK YOU!

Please submit a copy of the invoice with your payment and make checks payable to the South Texas Fire Investigators Association.

Rcy 00132394

HIDALGO COUNTY
MAY 12 2008
FIRE MARSHAL'S OFFICE

South Texas Fire Investigators Assoc.

Invoice

Invoice Number: 08-0010
Date: April 2, 2008

Please send payment to:
South Texas Fire Investigators Association
Attention: John R. O'Valle
212 West McIntyre
Edinburg, Texas 78539

To: Javier Garcia
Hidalgo County Fire Marshal's Office
2814 South Business 281
Edinburg, Texas 78539

2008 Membership Dues

DESCRIPTION	TOTAL
⌂ Active Membership	$50.00
⌂ Associate Membership	
Amount Due	**$50.00**

THANK YOU!

Please submit a copy of the invoice with your payment and make checks payable to the South Texas Fire Investigators Association.

HIDALGO COUNTY
MAY 12 2008
FIRE MARSHAL'S OFFICE

South Texas Fire Investigators Assoc.

Invoice

Invoice Number: 08-0011
Date: April 2, 2008

Please send payment to:
South Texas Fire Investigators Association
Attention: John R. O'Valle
212 West McIntyre
Edinburg, Texas 78539

To: Marco Romeo
Hidalgo County Fire Marshal's Office
2814 South Business 281
Edinburg, Texas 78539

2008 Membership Dues

DESCRIPTION	TOTAL
⌂ Active Membership	**$50.00**
⌂ Associate Membership	
Amount Due	**$50.00**

THANK YOU!

Please submit a copy of the invoice with your payment and make checks payable to the South Texas Fire Investigators Association.

HIDALGO COUNTY
MAY 12 2008
FIRE MARSHAL'S OFFICE

South Texas Fire Investigators Assoc.

Invoice

Invoice Number: 08-0012
Date: April 2, 2008

Please send payment to:
South Texas Fire Investigators Association
Attention: John R. O'Valle
212 West McIntyre
Edinburg, Texas 78539

To: Juan Martinez
Hidalgo County Fire Marshal's Office
2814 South Business 281
Edinburg, Texas 78539

2008 Membership Dues

DESCRIPTION	TOTAL
⌂ Active Membership	$50.00
⌂ Associate Membership	
Amount Due	$50.00

THANK YOU!

Please submit a copy of the invoice with your payment and make checks payable to the South Texas Fire Investigators Association.

HIDALGO COUNTY
MAY 12 2008
FIRE MARSHAL'S OFFICE

South Texas Fire Investigators Assoc.

Invoice

Invoice Number: 08-0013
Date: April 2, 2008

Please send payment to:
South Texas Fire Investigators Association
Attention: John R. O'Valle
212 West McIntyre
Edinburg, Texas 78539

To: Wesly Bradley
Hidalgo County Fire Marshal's Office
2814 South Business 281
Edinburg, Texas 78539

2008 Membership Dues

DESCRIPTION	TOTAL
⌂ Active Membership	$50.00
⌂ Associate Membership	
Amount Due	$50.00

THANK YOU!

Please submit a copy of the invoice with your payment and make checks payable to the South Texas Fire Investigators Association.

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Marco Romero, do hereby state that my membership in the South Texas Fire Investigators Assoc. on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official employee of Hidalgo County. I further state to the best of my knowledge and belief the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: _____ DATE: 5/13/08

TITLE: Deputy Fire Marshal

Before me Monica Badillo, a Notary Public, appeared Marco Romero, and on his/her oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

MONICA BADILLO
Notary Public, State of Texas
My Commission Expires
04-21-2011

_____
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	LGC § 113.064(b)
AUTHORITY TO PAY MEMBERSHIP DUES:	LGC § 89.002

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Wesley Bradley, do hereby state that my membership in the South Texas Fire Investigators Assoc. on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official employee of Hidalgo County. I further state to the best of my knowledge and belief the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: _____ DATE: 05-13-08

TITLE: Deputy Fire Marshal

Before me Monica Badillo, a Notary Public, appeared Wesley Bradley, and on his/her oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

MONICA BADILLO
Notary Public, State of Texas
My Commission Expires
04-21-2011

_____
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	LGC § 113.064(b)
AUTHORITY TO PAY MEMBERSHIP DUES:	LGC § 89.002

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Juan Martinez, do hereby state that my membership in the South Texas Fire Investigators Assoc. on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official employee of Hidalgo County. I further state to the best of my knowledge and belief the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
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5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: _____ DATE: 5/13/08

TITLE: Deputy Fire Marshal

Before me Monica Badillo, a Notary Public, appeared Juan Martinez, and on his/her oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

MONICA BADILLO
Notary Public, State of Texas
My Commission Expires
04-21-2011

_____
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	LGC § 113.064(b)
AUTHORITY TO PAY MEMBERSHIP DUES:	LGC § 89.002

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Javier Garcia, do hereby state that my membership in the South Texas Fire Investigators Assoc. on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official employee of Hidalgo County. I further state to the best of my knowledge and belief the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: Javier Garcia DATE: 5/22/08

TITLE: Deputy Fire Marshal

Before me Monica Badillo, a Notary Public, appeared Javier Garcia, and on his/her oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

MONICA BADILLO
Notary Public, State of Texas
My Commission Expires
04-21-2011

Monica Badillo
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	LGC § 113.064(b)
AUTHORITY TO PAY MEMBERSHIP DUES:	LGC § 89.002

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, A.A. Tony Pena, Jr., do hereby state that my membership in the South Texas Fire Investigators Assoc. on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official employee of Hidalgo County. I further state to the best of my knowledge and belief the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
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5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: A. A. Tony Pena DATE: 20 MAY 2008

TITLE: Emergency Management Coordinator

Before me Monica Badillo, a Notary Public, appeared A.A. Tony Pena, Jr., and on his/her oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

MONICA BADILLO
Notary Public, State of Texas
My Commission Expires
04-21-2011

Monica Badillo
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	LGC § 113.064(b)
AUTHORITY TO PAY MEMBERSHIP DUES:	LGC § 89.002

AI-9444 **7.B.**

Proclamation for Hurricane Awareness Week
CC REGULAR

Date: 05/27/2008
Submitted By: Brenda Garza, COUNTY JUDGE
Submitted For: Juan D. Salinas
Department: COUNTY JUDGE
Agenda Area: Emergency Services Division

Information

CAPTION

Approval of Proclamation for Hurricane Awareness Week in Hidalgo County.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No fiscal impact

Attachments

Link: Proclamation Hurricane Awareness Week

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 03:46 PM	APRV
2	Erika Reyna	Erika Reyna	05/22/2008 08:21 AM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 09:07 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 09:55 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 10:20 AM	APRV

Form Started By: Brenda Garza Started On: 05/21/2008 03:31 PM

Final Approval Date: 05/22/2008

PROCLAMATION

WHEREAS, in the past few years, catastrophic hurricanes have had a devastating effect on Texas and our neighboring states; and

WHEREAS, hurricanes pose a serious threat to Hidalgo County and as a result, we must be ever vigilant in the face of severe weather; and

WHEREAS, hurricanes produce heavy winds, torrential rains, inland flooding and tornadoes, especially in Coastal Regions between June 1st and November 30th ; and

WHEREAS, as we approach hurricane season, advance planning and preparation will lessen the loss of life and property damage can be greatly minimized; and

WHEREAS, Hidalgo County residents should know the difference between a hurricane watch and a hurricane warning; and

WHEREAS, Hidalgo County families should designate a safe place to meet in case of evacuation, develop an emergency plan for communicating with relatives and friends in other areas and put together a "readiness kit" of important supplies; and

WHEREAS, Hidalgo County residents should heed all warnings, information and instructions provided by emergency management personnel; and

WHEREAS, Hidalgo County residents should remain mindful of the dangers presented by hurricanes, stay informed about current threats and take steps towards preparedness; and

NOW, THEREFORE, THE COUNTY COMMISSIONERS OF HIDALGO COUNTY do hereby proclaim May 25 - 31, 2008 Hurricane Awareness Week in Hidalgo County.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the County of Hidalgo, on this the _____ day of May, 2008.

_____
J.D. SALINAS III
County Judge

_____
SYLVIA S. HANDY
County Commissioner, Pct. 1

_____
HECTOR "TITO" PALACIOS
County Commissioner, Pct. 2

_____
JOE M. FLORES
County Commissioner, Pct. 3

_____
OSCAR L. GARZA, JR.
County Commissioner, Pct. 4

Attest:

_____
ARTURO GUAJARDO, JR.
County Clerk

AI-9490 **8.A.**

FY 08-09 Membership Dues
CC REGULAR

Date: 05/27/2008
Submitted By: Angela Garcia, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Public Defender's Office

Information

CAPTION

Request and approval to pay the FY 08-09 membership dues in the amount of $1,022.00 to The State Bar of Texas (Due: June 1, 2008) for the following attorneys:

1. Jaime E. Gonzalez (Chief Public Defender) = $235.00
2. Pilar V. Espinoza (1st Assistant PD) = $148.00
3. John M. Schulz (Assistant PD) = $98.00
4. Jose L. Bravo (Assistant PD) = $235.00
5. Sophia Kamal (Assistant PD) = $158.00
6. Jennifer A. Narvaez (Assistant PD) - $148.00

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-412-30-085-003-0-810
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 05/23/2008 $1,550.00

Attachments

Link: membership renewal
Link: Affidavits

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/23/2008 03:35 PM	APRV
2	Andres Castro	Andres Castro	05/23/2008 03:44 PM	APRV
3	Auditor's Office		05/23/2008 05:00 PM	NEW
Form Started By: Angela Garcia			Started On: 05/23/2008 02:35 PM	
Final Approval Date: 05/23/2008				

DUES STATEMENT

The State Bar of Texas
2008-2009 Membership Statement

35043

Read The Important Message at Right

MR. JAIME EDUARDO GONZALEZ
1616 WARBLER
MCALLEN, TX 78504-5674

State Bar membership renewals are due June 1, 2008. To pay your fees online go to www.texasbar.com. Click the MyBarPage tab. Log in using your Bar number and PIN or password. Scroll down and click "Pay Dues & Taxes."

Visit www.texasbar.com/annualmeeting to register for the State Bar of Texas Annual Meeting in Houston, June 26-27, 2008.

Directions For Completing Your 2008-2009 Membership Form

STEP 1: Verify Membership Statement Information!

Please review your section membership(s) and demographic information on the reverse side of this form.

STEP 2: Keeping Last Year's Options?

If you DO NOT need to make changes to your section membership(s), verify the dollar amounts reflected on line ❷ below. Read item ❸ below regarding the Access To Justice (ATJ) contribution. Check the appropriate box on line ❹ to reflect your payment amount. Detach the original coupon below and remit with your payment in the return envelope provided. **DO NOT COPY – SEND ORIGINAL. DO NOT STAPLE OR TAPE.** ⇒ SKIP TO STEP 4 ⇐

STEP 3: Changing Your Options?

If you need to make changes to your section membership(s), complete SIDE 2 of the enclosed Change Form. You must specify all sections to which you wish to subscribe (**including those you may already have and wish to keep**). Next, bubble in your Access to Justice (ATJ) contribution in the box provided. Total your new charges at the bottom of the Change Form and remit with payment in the envelope provided. DO NOT SEND BACK ANY PORTION OF THIS FORM UNLESS YOU HAVE UPDATES TO YOUR MEMBERSHIP INFORMATION ON THE REVERSE SIDE OF THIS FORM – SEND ONLY THE CHANGE FORM AND YOUR PAYMENT.

STEP 4: Updating Your Demographic Information?

If you need to make changes to your demographic information, complete SIDE 1 of the enclosed Change Form and RETURN IT IN THE ENCLOSED ENVELOPE ALONG WITH THE APPROPRIATE PAYMENT FORM COMPLETED FOR EITHER STEP 2 OR 3.

Detach Here

ALL PAYMENTS ARE DUE JUNE 1, 2008. (Penalty of 50% applies to membership dues postmarked after Aug. 31, 2008 or 100% after Nov. 30, 2008.)

Totals for MR. JAIME EDUARDO GONZALEZ (2007-2008)

DUE BY JUNE 1, 2008	
❶ **Required State Bar Dues for Fiscal 2008-2009**	$235.00
❷ Optional Section Membership Renewals	$0.00
TOTAL RENEWAL FEES	**$235.00**
❸ **Voluntary Access To Justice Contribution:** (This tax-deductible donation will support civil legal services to the poor through local programs funded by the Texas Equal Access to Justice Foundation and the Texas Bar Foundation. See enclosed letter from the Texas Supreme Court.)	$100.00
❹ **Select Total State Bar Payment:** (Check the appropriate box to confirm your payment)	
Total Renewal Fees with ATJ contribution.....	❑ $335.00
Total Renewal Fees without ATJ contribution.....	☒ $235.00

Please do not write below this line.

Remit payment in the envelope provided. See reverse for mailing address. Make your check payable to:
Clerk, Supreme Court

OR to pay by credit card fill out the information below:

❑ Visa ❑ MasterCard

_ _ _ _/_ _ _ _/_ _ _ _/_ _ _ _
Credit Card Number
Expiration Date _ _/_ _

Signature

$
Amount Authorized

0132611 24036654 0 319811 0 033500 023500

DUES STATEMENT

The State Bar of Texas
2008-2009 Membership Statement

35430

Read The Important Message at Right

PILAR V. ESPINOSA
100 E. CANO. SUITE 206
EDINBURG. TX 78539-4548

State Bar membership renewals are due June 1, 2008. To pay your fees online go to www.texasbar. com. Click the MyBarPage tab. Log in using your Bar number and PIN or password. Scroll down and click "Pay Dues & Taxes."

Visit www.texasbar.com/annualmeeting to register for the State Bar of Texas Annual Meeting in Houston, June 26-27, 2008.

Directions For Completing Your 2008-2009 Membership Form

STEP 1: Verify Membership Statement Information!

Please review your section membership(s) and demographic information on the reverse side of this form.

STEP 2: Keeping Last Year's Options?

If you DO NOT need to make changes to your section membership(s), verify the dollar amounts reflected on line ❷ below. Read item ❸ below regarding the Access To Justice (ATJ) contribution. Check the appropriate box on line ❹ to reflect your payment amount. Detach the original coupon below and remit with your payment in the return envelope provided. **DO NOT COPY – SEND ORIGINAL. DO NOT STAPLE OR TAPE.** ⇒ SKIP TO STEP 4 ⇐

STEP 3: Changing Your Options?

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STEP 4: Updating Your Demographic Information?

If you need to make changes to your demographic information, complete SIDE 1 of the enclosed Change Form and RETURN IT IN THE ENCLOSED ENVELOPE ALONG WITH THE APPROPRIATE PAYMENT FORM COMPLETED FOR EITHER STEP 2 OR 3.

Detach Here

ALL PAYMENTS ARE DUE JUNE 1, 2008. (Penalty of 50% applies to membership dues postmarked after Aug. 31, 2008 or 100% after Nov. 30, 2008.)

Totals for PILAR V. ESPINOSA (2007-2008)

DUE BY JUNE 1, 2008	
❶ **Required State Bar Dues for Fiscal 2008-2009**	$148.00
❷ Optional Section Membership Renewals	$0.00
TOTAL RENEWAL FEES	**$148.00**
❸ **Voluntary Access To Justice Contribution:** (This tax-deductible donation will support civil legal services to the poor through local programs funded by the Texas Equal Access to Justice Foundation and the Texas Bar Foundation. See enclosed letter from the Texas Supreme Court.)	$100.00
❹ **Select Total State Bar Payment:** (Check the appropriate box to confirm your payment)	
Total Renewal Fees with ATJ contribution.....	❑ $248.00
Total Renewal Fees without ATJ contribution.....	☒ $148.00

Please do not write below this line.

Remit payment in the envelope provided.
See reverse for mailing address.
Make your check payable to:
Clerk, Supreme Court

OR to pay by credit card fill out the information below:

❑ Visa ❑ MasterCard

_ _ _ _/_ _ _ _/_ _ _ _/_ _ _ _
Credit Card Number
Expiration Date _ _/_ _

Signature

$
Amount Authorized

0144413 24048456 0 328910 0 024800 014800

DUES STATEMENT

The State Bar of Texas
2008-2009 Membership Statement

35422

Read The Important Message at Right

MR. JOHN MARTIN SCHULZ
HIDALGO COUNTY PUBLIC DEFENDER'S
100 E. CANO STE. 206
EDINBURG, TX 78539-4548

State Bar membership renewals are due June 1, 2008. To pay your fees online go to www.texasbar.com. Click the MyBarPage tab. Log in using your Bar number and PIN or password. Scroll down and click "Pay Dues & Taxes."

Visit www.texasbar.com/annualmeeting to register for the State Bar of Texas Annual Meeting in Houston, June 26-27, 2008.

Directions For Completing Your 2008-2009 Membership Form

STEP 1: Verify Membership Statement Information!

Please review your section membership(s) and demographic information on the reverse side of this form.

STEP 2: Keeping Last Year's Options?

If you DO NOT need to make changes to your section membership(s), verify the dollar amounts reflected on line ❷ below. Read item ❸ below regarding the Access To Justice (ATJ) contribution. Check the appropriate box on line ❹ to reflect your payment amount. Detach the original coupon below and remit with your payment in the return envelope provided. **DO NOT COPY – SEND ORIGINAL. DO NOT STAPLE OR TAPE.** ⇒ SKIP TO STEP 4 ⇐

STEP 3: Changing Your Options?

If you need to make changes to your section membership(s), complete SIDE 2 of the enclosed Change Form. You must specify all sections to which you wish to subscribe (**including those you may already have and wish to keep**). Next, bubble in your Access to Justice (ATJ) contribution in the box provided. Total your new charges at the bottom of the Change Form and remit with payment in the envelope provided. DO NOT SEND BACK ANY PORTION OF THIS FORM UNLESS YOU HAVE UPDATES TO YOUR MEMBERSHIP INFORMATION ON THE REVERSE SIDE OF THIS FORM – SEND ONLY THE CHANGE FORM AND YOUR PAYMENT.

STEP 4: Updating Your Demographic Information?

If you need to make changes to your demographic information, complete SIDE 1 of the enclosed Change Form and RETURN IT IN THE ENCLOSED ENVELOPE ALONG WITH THE APPROPRIATE PAYMENT FORM COMPLETED FOR EITHER STEP 2 OR 3.

Detach Here

ALL PAYMENTS ARE DUE JUNE 1, 2008. (Penalty of 50% applies to membership dues postmarked after Aug. 31, 2008 or 100% after Nov. 30, 2008.)

Totals for MR. JOHN MARTIN SCHULZ (2007-2008)

DUE BY JUNE 1, 2008	
❶ **Required State Bar Dues for Fiscal 2008-2009**	$68.00
❷ Optional Section Membership Renewals	$30.00
TOTAL RENEWAL FEES	**$98.00**
❸ **Voluntary Access To Justice Contribution:** (This tax-deductible donation will support civil legal services to the poor through local programs funded by the Texas Equal Access to Justice Foundation and the Texas Bar Foundation. See enclosed letter from the Texas Supreme Court.)	$100.00
❹ **Select Total State Bar Payment:** (Check the appropriate box to confirm your payment)	
☐ **Total Renewal Fees with ATJ contribution.....**	$198.00
☒ Total Renewal Fees without ATJ contribution.....	$98.00

Please do not write below this line.

Remit payment in the envelope provided.
See reverse for mailing address.
Make your check payable to:
Clerk, Supreme Court

OR to pay by credit card fill out the information below:

☒ Visa ☐ MasterCard

4313070042909751
Credit Card Number

Expiration Date 05/09

John M. Schulz
Signature

$ 30,00
Amount Authorized

0149484 24051635 0 331829 0 019800 009800

DUES STATEMENT

The State Bar of Texas
2008-2009 Membership Statement

68854

Read The Important Message at Right

MR. JOSE LUIS BRAVO
1223 S KANSAS
SAN JUAN, TX 78589-2816

State Bar membership renewals are due June 1, 2008. To pay your fees online go to www.texasbar. com. Click the MyBarPage tab. Log in using your Bar number and PIN or password. Scroll down and click "Pay Dues & Taxes."

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Directions For Completing Your 2008-2009 Membership Form

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STEP 2: Keeping Last Year's Options?

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STEP 3: Changing Your Options?

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Detach Here

ALL PAYMENTS ARE DUE JUNE 1, 2008. (Penalty of 50% applies to membership dues postmarked after Aug. 31, 2008 or 100% after Nov. 30, 2008.)

Totals for MR. JOSE LUIS BRAVO (2007-2008)

DUE BY JUNE 1, 2008	
❶ **Required State Bar Dues for Fiscal 2008-2009**	$235.00
❷ Optional Section Membership Renewals	$0.00
TOTAL RENEWAL FEES	**$235.00**
❸ **Voluntary Access To Justice Contribution:** (This tax-deductible donation will support civil legal services to the poor through local programs funded by the Texas Equal Access to Justice Foundation and the Texas Bar Foundation. See enclosed letter from the Texas Supreme Court.)	$100.00
❹ **Select Total State Bar Payment:** (Check the appropriate box to confirm your payment)	
Total Renewal Fees with ATJ contribution.....	❑ $335.00
Total Renewal Fees without ATJ contribution.....	☒ $235.00

Please do not write below this line.

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See reverse for mailing address.
Make your check payable to:
Clerk, Supreme Court

OR to pay by credit card fill out the information below:

❑ Visa ❑ MasterCard

_ _ _ _/_ _ _ _/_ _ _ _/_ _ _ _
Credit Card Number
Expiration Date _ _/_ _

Signature

$
Amount Authorized

0134738 24038781 0 321445 0 033500 023500

DUES STATEMENT

The State Bar of Texas
2008-2009 Membership Statement

35027

Read The Important Message at Right

MS. SOFIA KAMAL
121 E. OUAMASIA AVE. #123
MCALLEN, TX 78504-2628

State Bar membership renewals are due June 1, 2008. To pay your fees online go to www.texasbar. com. Click the MyBarPage tab. Log in using your Bar number and PIN or password. Scroll down and click "Pay Dues & Taxes."

Visit www.texasbar.com/annualmeeting to register for the State Bar of Texas Annual Meeting in Houston, June 26-27, 2008.

Directions For Completing Your 2008-2009 Membership Form

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STEP 2: Keeping Last Year's Options?

If you DO NOT need to make changes to your section membership(s), verify the dollar amounts reflected on line ❷ below. Read item ❸ below regarding the Access To Justice (ATJ) contribution. Check the appropriate box on line ❹ to reflect your payment amount. Detach the original coupon below and remit with your payment in the return envelope provided. **DO NOT COPY – SEND ORIGINAL. DO NOT STAPLE OR TAPE.** ⇒ SKIP TO STEP 4 ⇐

STEP 3: Changing Your Options?

If you need to make changes to your section membership(s), complete SIDE 2 of the enclosed Change Form. You must specify all sections to which you wish to subscribe (**including those you may already have and wish to keep**). Next, bubble in your Access to Justice (ATJ) contribution in the box provided. Total your new charges at the bottom of the Change Form and remit with payment in the envelope provided. DO NOT SEND BACK ANY PORTION OF THIS FORM UNLESS YOU HAVE UPDATES TO YOUR MEMBERSHIP INFORMATION ON THE REVERSE SIDE OF THIS FORM – SEND ONLY THE CHANGE FORM AND YOUR PAYMENT.

STEP 4: Updating Your Demographic Information?

If you need to make changes to your demographic information, complete SIDE 1 of the enclosed Change Form and RETURN IT IN THE ENCLOSED ENVELOPE ALONG WITH THE APPROPRIATE PAYMENT FORM COMPLETED FOR EITHER STEP 2 OR 3.

Detach Here

ALL PAYMENTS ARE DUE JUNE 1, 2008. (Penalty of 50% applies to membership dues postmarked after Aug. 31, 2008 or 100% after Nov. 30, 2008.)

Totals for MS. SOFIA KAMAL (2007-2008)

DUE BY JUNE 1, 2008	
❶ **Required State Bar Dues for Fiscal 2008-2009**	$148.00
❷ Optional Section Membership Renewals	$10.00
TOTAL RENEWAL FEES	**$158.00**
❸ **Voluntary Access To Justice Contribution:** (This tax-deductible donation will support civil legal services to the poor through local programs funded by the Texas Equal Access to Justice Foundation and the Texas Bar Foundation. See enclosed letter from the Texas Supreme Court.)	$100.00
❹ **Select Total State Bar Payment:** (Check the appropriate box to confirm your payment)	
Total Renewal Fees with ATJ contribution.....	❑ $258.00
Total Renewal Fees without ATJ contribution.....	☑ $158.00

Please do not write below this line.

Remit payment in the envelope provided.
See reverse for mailing address.
Make your check payable to:
Clerk, Supreme Court

OR to pay by credit card fill out the information below:

❑ Visa ❑ MasterCard

_ _ _ _/_ _ _ _/_ _ _ _/_ _ _ _
Credit Card Number
Expiration Date _ _/_ _

Signature

$
Amount Authorized

0139703 24043746 0 325133 0 025800 015800

DUES STATEMENT

The State Bar of Texas
2008-2009 Membership Statement

68563

Read The Important Message at Right

MS. JENNIFER ANNETTE NARVAEZ
4605 HAVERHILL
CORPUS CHRISTI, TX 78411-4937

State Bar membership renewals are due June 1, 2008. To pay your fees online go to www.texasbar.com. Click the MyBarPage tab. Log in using your Bar number and PIN or password. Scroll down and click "Pay Dues & Taxes."

Visit www.texasbar.com/annualmeeting to register for the State Bar of Texas Annual Meeting in Houston, June 26-27, 2008.

Directions For Completing Your 2008-2009 Membership Form

STEP 1: Verify Membership Statement Information!

Please review your section membership(s) and demographic information on the reverse side of this form.

STEP 2: Keeping Last Year's Options?

If you DO NOT need to make changes to your section membership(s), verify the dollar amounts reflected on line ❷ below. Read item ❸ below regarding the Access To Justice (ATJ) contribution. Check the appropriate box on line ❹ to reflect your payment amount. Detach the original coupon below and remit with your payment in the return envelope provided. **DO NOT COPY – SEND ORIGINAL. DO NOT STAPLE OR TAPE.** ⇒ SKIP TO STEP 4 ⇐

STEP 3: Changing Your Options?

If you need to make changes to your section membership(s), complete SIDE 2 of the enclosed Change Form. You must specify all sections to which you wish to subscribe (**including those you may already have and wish to keep**). Next, bubble in your Access to Justice (ATJ) contribution in the box provided. Total your new charges at the bottom of the Change Form and remit with payment in the envelope provided. DO NOT SEND BACK ANY PORTION OF THIS FORM UNLESS YOU HAVE UPDATES TO YOUR MEMBERSHIP INFORMATION ON THE REVERSE SIDE OF THIS FORM – SEND ONLY THE CHANGE FORM AND YOUR PAYMENT.

STEP 4: Updating Your Demographic Information?

If you need to make changes to your demographic information, complete SIDE 1 of the enclosed Change Form and RETURN IT IN THE ENCLOSED ENVELOPE ALONG WITH THE APPROPRIATE PAYMENT FORM COMPLETED FOR EITHER STEP 2 OR 3.

Detach Here

ALL PAYMENTS ARE DUE JUNE 1, 2008. (Penalty of 50% applies to membership dues postmarked after Aug. 31, 2008 or 100% after Nov. 30, 2008.)

Totals for MS. JENNIFER ANNETTE NARVAEZ (2007-2008)

DUE BY JUNE 1, 2008	
❶ **Required State Bar Dues for Fiscal 2008-2009**	$148.00
❷ Optional Section Membership Renewals	$0.00
TOTAL RENEWAL FEES	**$148.00**
❸ **Voluntary Access To Justice Contribution:** (This tax-deductible donation will support civil legal services to the poor through local programs funded by the Texas Equal Access to Justice Foundation and the Texas Bar Foundation. See enclosed letter from the Texas Supreme Court.)	$100.00

❹ **Select Total State Bar Payment:**
(Check the appropriate box to confirm your payment)

- ❑ **Total Renewal Fees with ATJ contribution.....** $248.00
- ☒ Total Renewal Fees without ATJ contribution..... $148.00

Please do not write below this line.

Remit payment in the envelope provided.
See reverse for mailing address.
Make your check payable to:
Clerk, Supreme Court

OR to pay by credit card fill out the information below:

❑ Visa ❑ MasterCard

_ _ _ _/_ _ _ _/_ _ _ _/_ _ _ _
Credit Card Number
Expiration Date _ _/_ _

Signature

$
Amount Authorized

0137520 24041563 0 323621 0 024800 014800

TO THE COUNTY AUDITOR

AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Jaime E. Gonzalez, do hereby state that my membership in the State Bar of Texas on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official / employee of Hidalgo County. I further state the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: _____ DATE: 5/9/08

TITLE: CHIEF PUBLIC DEFENDER

Before me Lurin Yvette Pacheco, a Notary Public, appeared Jamie E. Gonzalez, and on his / hers oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

(SEAL

LURIN YVETTE PACHECO
Notary Public, State of Texas
My Commission Expires
November 14, 2009

_____
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	**LGC § 113.064(b)**
AUTHORITY TO PAY MEMBERSHIP DUES:	**LGC § 89.002**

COUNTY AUDITOR'S FORM: RE-CA-041
REVISED: 02/2007

_____
DEPARTMENT HEAD APPROVAL

TO THE COUNTY AUDITOR

AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, John Schulz, do hereby state that my membership in the State Bar of Texas on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official / employee of Hidalgo County. I further state the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: _____ DATE: 5/9/08

TITLE: Assistant Public Defender

Before me Lurin Yvette Pacheco, a Notary Public, appeared John M. Schulz, and on his / hers oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

(SEAL)

LURIN YVETTE PACHECO
Notary Public, State of Texas
My Commission Expires
November 14, 2009

_____
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	**LGC § 113.064(b)**
AUTHORITY TO PAY MEMBERSHIP DUES:	**LGC § 89.002**

COUNTY AUDITOR'S FORM: RE-CA-041
REVISED: 02/2007

_____
DEPARTMENT HEAD APPROVAL

TO THE COUNTY AUDITOR

AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Jose Luis Bravo, do hereby state that my membership in the State Bar of Texas on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official / employee of Hidalgo County. I further state the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: Jose Bravo DATE: 5/8/08

TITLE: Assistant Public Defender

Before me Lurin Yvette Pacheco, a Notary Public, appeared Jose Luis Beavo, and on his / hers oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

(SEAL)

LURIN YVETTE PACHECO
Notary Public, State of Texas
My Commission Expires
November 14, 2009

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	**LGC § 113.064(b)**
AUTHORITY TO PAY MEMBERSHIP DUES:	**LGC § 89.002**

COUNTY AUDITOR'S FORM: RE-CA-041
REVISED: 02/2007

DEPARTMENT HEAD APPROVAL

TO THE COUNTY AUDITOR

AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Sofia Kamal, do hereby state that my membership in the State Bar of Texas on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official / employee of Hidalgo County. I further state the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: Sofia Kamal DATE: 5/9/08

TITLE: Asst. Public Defender

Before me Lurin Yvette Pacheco, a Notary Public, appeared Sofia Kamal, and on his / hers oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

(SEAL) LURIN YVETTE PACHECO
Notary Public, State of Texas
My Commission Expires
November 14, 2009

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	**LGC § 113.064(b)**
AUTHORITY TO PAY MEMBERSHIP DUES:	**LGC § 89.002**

COUNTY AUDITOR'S FORM: RE-CA-041
REVISED: 02/2007

DEPARTMENT HEAD APPROVAL

TO THE COUNTY AUDITOR

AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Jennifer A. Narvaez, do hereby state that my membership in the State Bar of Texas on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official / employee of Hidalgo County. I further state the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: _____ DATE: 5/12/08

TITLE: Assistant Public Defender

Before me Lurin Yvette Pacheco, a Notary Public, appeared Jennifer A. Narvaez, and on his / hers oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

(SEAL)

LURIN YVETTE PACHECO
Notary Public, State of Texas
My Commission Expires
November 14, 2009

_____
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	**LGC § 113.064(b)**
AUTHORITY TO PAY MEMBERSHIP DUES:	**LGC § 89.002**

COUNTY AUDITOR'S FORM: RE-CA-041
REVISED: 02/2007

_____
DEPARTMENT HEAD APPROVAL

TO THE COUNTY AUDITOR

AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Pilar Espinosa, do hereby state that my membership in the State Bar of Texas on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official / employee of Hidalgo County. I further state the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: P. V. Espinosa DATE: 5/12/08

TITLE: 1st Assistant Public Defender

Before me Lurin Yvette Pacheco, a Notary Public, appeared Pilar V. Espinosa, and on his / hers oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

(SEAL) LURIN YVETTE PACHECO
Notary Public, State of Texas
My Commission Expires
November 14, 2009

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	**LGC § 113.064(b)**
AUTHORITY TO PAY MEMBERSHIP DUES:	**LGC § 89.002**

COUNTY AUDITOR'S FORM: RE-CA-041
REVISED: 02/2007

DEPARTMENT HEAD APPROVAL

AI-9345 **9.A.**

Request for Reimbursement
CC REGULAR

Date: 05/27/2008
Submitted By: Alma Ybarra, GEN. GOVT. BLDGS.
Submitted For: Alma Ybarra
Department: GEN. GOVT. BLDGS.
Agenda Area: Buildings and Grounds

Information

CAPTION

Requesting approval to reimburse a Buildings & Grounds employee, for the purchase of fuel for a B&G vehicle (Unit #30) from the Stripes store located at 1218 E. Canton in Edinburg,Tx., in the amount of$88.25. Purchase using personal funds due to Comdata card being declined at the pump.

BACKGROUND

Ramiro Castro (B&G Maintenance) claims that he went to the Stripes Store located at 1218 E. Canton in Edinburg,Tx to fuel county unit #30 and the fuel pump declined his comdata fuel card and therefore had to pay for the purchase with personal funds. and is requesting reimbursement in the amount of $88.25

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1100-419-40-220-001-0-682
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance is $19,561.01 as of 5/15/08. Funding available for pending req# 132382 as of 5/15/08.

Attachments

Link: B&G Memo
Link: 02
Link: Copy of Receipt
Link: B&G Affidavit

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/14/2008 04:00 PM	APRV
2	Dale Kennan	Dale Kennan	05/15/2008 08:55 AM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 04:21 PM	APRV
4	Purchasing Department	Nielda Cavazos	05/21/2008 01:38 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 02:15 PM	APRV

Form Started By: Alma Ybarra

Started On: 05/14/2008 03:02 PM

Final Approval Date: 05/21/2008

BUILDING & GROUNDS
County Of Hidalgo

From: Daniel Flores, Buildings & Grounds Director

Date: May 13, 2008

Ref: Request for Reimbursement

One of our employees Ramiro Castro went to the Stripes Store # 9137 located at 1218 E,Canton to fuel his county unit and claimed that the pump was not working and had to go into the store and pay with personal funds. Therefore he is requesting reimbursement in the amount of $ 88.25

Funds available in account number 8-1100-419-40-220-001-0-682

Thank you in advance for your attention to this matter if you have any questions or require additional information, please call me @ 289-7850

If an employee finds it necessary to purchase fuel for a county vehicle or rental vehicle with personal funds, as opposed to the fuel card, a request for reimbursement should be submitted to the County Auditor's Accounts Payable Division, along with proper supporting documentation (i.e. original receipts).

Fuel cards will have a credit limit of $500.00 per month and two transactions per day, unless otherwise requested and approved.

PROCEDURES

The following procedures are required and will be adhered to when using the Card.

a. A Statement of Understanding (attached hereto) acknowledging the understanding of this policy, and the sanctions for misuse must be signed and kept in a file by the Elected Official/Department Head/Agency and Program Director for each individual utilizing the card.

b. A Purchase Order for the purchase of fuel must be open and valid prior to using the Card. All funds for the Cards shall be in the appropriated budget line items.

c. A signed roster of the employees using or possessing a card must be kept with the Elected Office/Department Head with a copy to the Purchasing Department (County Wide Administrator) Agent.

d. If an emergency arises requiring the Employee to use the Card for purchases other than fuel, the employee shall contact his/her supervisor. The supervisor in turn shall notify the Hidalgo County Purchasing Department who in turn must declare the emergency in accordance with Chapter Nine of the Hidalgo County Purchasing Policy. The employee is not to use the Card until such authorization has been authorized by the Hidalgo County Purchasing Agent.

e. When using the Card at a self serve pump, the employee will:
    - Enter the vehicle number.
    - Enter the odometer reading.
    - Enter P.I.N. (Personal Identification Number).
    - Request for receipt.
    - Sign or initial receipt and write in his/her County Employment Identification Number.
    - Submit receipt to their Elected Office/Department/Agency or Program Budget Clerk the same date.
    - If fueling after established Office/Department/Agency or Program hours, submit the receipt to the Elected Official/Department Head the next business day.

132382

Stripes # 9137
1218 E. Canton
Edinburg, TX

TP48570511-001 PCC 9137
1218 E CANTON RD
EDINBURG TX 78539

Descr.	qty	amount
UNLD CA #07	23.859G @ 3.699/ G	88.25
	Sub Total	88.25
	Tax	0.00
	TOTAL	88.25
	CASH $	100.00
	Change $	-11.75

THANKS, COME AGAIN
REG# 0003 CSH# 005 DR# 01 TRAN# 35037
05/12/08 11:33:34 ST# 9137

HIDALGO COUNTY AUDITOR'S OFFICE
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Ramiro Castro, do hereby state that the item(s) listed on the invoice(s) named below
PURCHASER'S NAME
were purchased for the exclusive use of Hidalgo County:

INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
35037	5-12-08	88.25	Stripes # 9137
TOTAL		88.25	

I further state that I was authorized to make such a purchase(s).

I therefore request reimbursement of this invoice (these invoices) from Hidalgo County and that payment be made payable to me.

SIGNATURE: Ramiro Castro

TITLE: MAINTENANCE
PERSON MAKING PURCHASE

Before me Alma R. Ybarra, a Notary Public, appeared Ramiro Castro and on h e oath deposed and stated that the foregoing facts as set forth in the above request for expense reimbursement are true and correct in every respect. H e / S ___ further stated h e / s ___ requested payment of the same.

(SEAL)

ALMA R. YBARRA
Notary Public, State of Texas
My Commission Expires
March 11, 2011

Alma R. Ybarra
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

APPROVAL: DEPARTMENT HEAD

APPROVAL: COUNTY AUDITOR

COUNTY AUDITOR'S FORM: MCJR-CA-004
REVISED: 04/04/2001

AI-9472 **9.B.**

Request use of courtrooms for annual Regional Level Mock Trial Tournament

CC REGULAR

Date: 05/27/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Buildings and Grounds

Information

CAPTION

Approval of request from Region One to use courtrooms at the courthouse for the Annual Regional Level Mock Trial Tournament on February 7, 2009 and February 9, 2009.

BACKGROUND

Fiscal Impact

Attachments

Link: request

Link: e-mail

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 01:22 PM	APRV
2	Dale Kennan	Dale Kennan	05/22/2008 02:13 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 06:43 PM	APRV
4	Purchasing Department	Marty Salazar	05/23/2008 11:48 AM	APRV
5	Court Administrator (Originator)	Angela Garcia	05/23/2008 01:10 PM	APRV

Form Started By: Monica Badillo — Started On: 05/22/2008 11:21 AM

Final Approval Date: 05/23/2008

Jack C. Damron
Executive Director

Region One Education Service Center
1900 West Schunior • Edinburg, Texas 78541 • Phone: (956) 984-6000 Fax: (956) 984-6299

May 15, 2008

The Honorable J.D. Salinas,
Hidalgo County Judge
100 N. Closner
Edinburg, Texas 78539

The Honorable J.D. Salinas,

The Region One ESC Mock Trial Competition held in February of this past year was quite a success. It was a pleasure working with the courthouse judges, court coordinators, security and custodial crew this past year. Once more, Region One ESC is requesting the use of the Hidalgo County Courthouse all day for this competition on Saturday, February 7, 2009 and one courtroom on the evening of Monday, February 9, 2009.

We are also requesting arrangements to have a maintenance person, preferably Fernando Rodriguez, to serve as the custodian for the event. He was extremely easy to work with and did an excellent job unlocking the courthouse and courtrooms along with the general cleanup. If possible, we would like someone to be assigned now so that we can maintain contact with them throughout the year.

Thank you,

Lisa Erickson
Region One Education Service Center
Mock Trial Coordinator
Office: (956) 984-6155
Fax: (956) 984-7641

Show Header Print Hide Envelope

From: Lisa Erickson Add to Address Book
To: monica.badillo@co.hidalgo.tx.us
CC: Linda Graves, Diana Gonzalez
Date: Tuesday, May 20, 2008 3:47:17 PM
Subject: Courtroom Use
letter to buildings and grounds 2008 jd salinas.doc

Ms. Badillo,

Enclosed is a request for all of the Hidalgo County Courtrooms for our annual Regional Level Mock Trial Tournament. We are requesting that this item be placed on the county commissioner's agenda dated Tuesday, May 27, 2008 for their approval.

If you have any questions, please do not hesitate to call Mrs. Linda Graves at 984-6224.

Thank you,

Lisa Erickson
Region One ESC
Social Studies Specialist
Office of Curriculum, Instruction and Assessment
(956) 984-6155

AI-9449 **10.A.**

Cell Phone Request Form
CC REGULAR

Date: 05/27/2008
Submitted By: Griselda Salazar, IT DEPARTMENT
Submitted For: Renan Ramirez
Department: IT DEPARTMENT
Agenda Area: IT Department

Information

CAPTION

Pursuant to Hidalgo County Cellular Telephone Policy, presentation for consideration, acceptance and approval of Cellular Phone Request Form for the following elected official(s), department head(s), program director(s) and employee(s):

Department Name:	Name of Employee:	Basic Rate Plan:	Total Per Month:	One Time Equipment Cost:
Emergency Management	Belinda Alvarez	Unlimited	$55.00	$99.99 data card only

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-429-00-300-023-0-534
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 05/22/2008 $4,330.02

Attachments

Link: Data Card Request

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 08:27 AM	APRV
2	Andres Castro	Andres Castro	05/22/2008 10:50 AM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 11:35 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 01:14 PM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 01:37 PM	APRV

Form Started By: Griselda Salazar Started On: 05/21/2008 04:16 PM

Final Approval Date: 05/22/2008

CELLULAR PHONE REQUEST FORM

HIDALGO COUNTY, TEXAS

(1) Type of Request:

☐ Phone and service (NEW)
☐ Phone and service (Porting/Existing number: 956-___-_____)
☐ Plan change
☐ User Name Change
☐ Delete Service
☒ Other data card

(2) Requesting employee/position: Belinda Alvarez / Planner

Employee ID #: 147915 Office: Emergency Management **Budget Acct. #:** 8-1100-429-00-300-023-0-534

(3) Type of duties:

☒ Offsite duties ☒ On-call duties ☐ Law Enforcement ☒ Emergency Response ☐ Other:_____

(4) Describe how cell phone will be used: Data Card is necessary to run HC VPN which allows access to SOGE & TRAP away from the office. This will allow employee to work efficiently at Emergency situation away from office.

(5) Anticipated usage in minutes per month (check only one):

Sprint	☐ Other	☐ BE1000	☒ Data Plan	☐ Equipment Type	☒ Equipment Cost
Plan Cost	$____	$55.00	$55.00	_____	$ 99.99

(6) Will phone be used outside of the County of Hidalgo _____. If yes indicate where and how frequently

_____

(7) Cell phones come with desktop charger. Additional accessories needed:

Car charger _____ Carrying case _____ Extra battery _____ Other:_____

(8) If requesting a different model or make of cell phone than is supplied under the current contract indicate justification for additional expense_____

Department Head / Elected Official

Signature	Print Name	Date Signed
[signature]	A.A. Tony Pena, Jr.	5/21/08

APPROVED BY HIDALGO COUNTY COMMISSIONERS' COURT

APPROVAL DATE : _____

For multiple phone requests, please continue on the following page.

V5 – modified 3/12/2008

AI-9454 **10.B.**

Replacement Of Cellular Phones
CC REGULAR

Date: 05/27/2008
Submitted By: Griselda Salazar, IT DEPARTMENT
Submitted For: Renan Ramirez
Department: IT DEPARTMENT
Agenda Area: IT Department

Information

CAPTION

Pursuant to Hidalgo County Telephone Policy, presentation for consideration, acceptance and approval of Cellular Request Form (for the replacement of malfunctioning equipment) for the following elected official(s), department head(s), program director(s) and employee(s):

Department Name:	Name of Employee:	Equipment Type:	One Time Equipment Cost:
Constables Pct. 3	David Munoz	IC 502	$50.00
Commissioner Pct. 3	Daniel Hernandez	IC 502	$50.00
Commissioner Pct. 2	Armando Rivera	IC 502	$50.00
Commissioner Pct. 2	Jose A. Ibarra	IC 502	$50.00

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** Various
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Account #8-1285-421-00-293-005-8-664, Pending transfer from agenda item 9478, in the amount of $50.00
Available balance in account #8-1203-431-00-123-005-0-664, as of 5/22/2008 $2,859.09
Available balance in account #8-1212-452-00-122-008-0-664, as of 5/22/2008 $5,279.40

Attachments

Link: Replacements of Cellular Phones

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 08:34 AM	APRV
2	Andres Castro	Andres Castro	05/22/2008 03:34 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 06:46 PM	APRV
4	Purchasing Department	Marty Salazar	05/23/2008 11:46 AM	APRV

5	Court Administrator	Angela Garcia	05/23/2008 01:09 PM	APRV

Form Started By: Griselda Salazar Started On: 05/21/2008 04:46 PM

Final Approval Date: 05/23/2008

CELLULAR PHONE REQUEST FORM
HIDALGO COUNTY, TEXAS

(1) Type of Request:

☐ Phone and service (NEW)
☑ Phone and service (Porting/Existing number: 956-451-5221)
☐ Plan change
☐ User Name Change
☐ Delete Service
☐ Other_____

(2) Requesting employee/position: David Munoz

Employee ID #: 111074 Office: _____ **Budget Acct. #:** 8-1285-431-00-293-005-8-6064

(3) Type of duties:

☐Offsite duties ☐On-call duties ☑Law Enforcement ☐Emergency Response ☐Other:_____

(4) Describe how cell phone will be used: Truancy officer makes and receives calls from parents and school administrators regarding summons and school related items

(5) Anticipated usage in minutes per month (check only one):

Sprint	☐ Other	☐ BE1000	☐ Data Plan	☑ Equipment Type	☑ Equipment Cost
Plan Cost	$	$55.00	$55.00	IC502	$ 50.00

(6) Will phone be used outside of the County of Hidalgo Yes. If yes indicate where and how frequently once a year when deputy travels for training.

(7) Cell phones come with desktop charger. Additional accessories needed:

Car charger _____ Carrying case _____ Extra battery _____ Other:_____

(8) If requesting a different model or make of cell phone than is supplied under the current contract indicate justification for additional expense_____

Department Head / Elected Official

Lazaro Gallardo Jr.	Lazaro Gallardo, Jr.	05-14-08
↑ Signature ↑	↑ Print Name ↑	↑ Date Signed ↑

APPROVED BY HIDALGO COUNTY COMMISSIONERS' COURT

APPROVAL DATE : _____

For multiple phone requests, please continue on the following page.
V5 – modified 3/12/2008

CELLULAR PHONE REQUEST FORM
HIDALGO COUNTY, TEXAS

(1) Type of Request:

- ☐ Phone and service (NEW)
- ☑ Phone and service (Porting/Existing number: 956-369-3607)
- ☐ Plan change
- ☐ User Name Change
- ☐ Delete Service
- ☐ Other_____

(2) Requesting employee/position: Daniel Hernandez / Paving Supervisor

Employee ID #: 103608 Office: Pct. 3 Budget Acct. #: 8-1203-431-00-123-005-0-6064

(3) Type of duties:

☐Offsite duties ☑On-call duties ☐Law Enforcement ☑Emergency Response ☐Other:_____

(4) Describe how cell phone will be used:_____

(5) Anticipated usage in minutes per month (check only one):

Sprint	☐ Other	☐ BE1000	☐ Data Plan	☑ Equipment Type	☐ Equipment Cost
Plan Cost	$_____	$55.00	$55.00	IC502	$50.00

(6) Will phone be used outside of the County of Hidalgo No. If yes indicate where and how frequently

(7) Cell phones come with desktop charger. Additional accessories needed:

Car charger _____ Carrying case _____ Extra battery _____ Other:_____

(8) If requesting a different model or make of cell phone than is supplied under the current contract indicate justification for additional expense_____

Department Head / Elected Official

Signature	Print Name	Date Signed
	Mona Parras	5/20/08

APPROVED BY HIDALGO COUNTY COMMISSIONERS' COURT

APPROVAL DATE : _____

For multiple phone requests, please continue on the following page.
V5 – modified 3/12/2008

CELLULAR PHONE REQUEST FORM
HIDALGO COUNTY, TEXAS

(1) Type of Request:

☐ Phone and service (NEW)
☒ Phone and service (Porting/Existing number: 956-207-9845)
☐ Plan change
☐ User Name Change
☐ Delete Service
☐ Other_____

(2) Requesting employee/position: Armando Rivera / Park Foreman

Employee ID #: 044741 Office: Pct. #2 Budget Acct. #8-1212-452-00-122-008-0-664

(3) Type of duties:

☐Offsite duties ☒On-call duties ☐Law Enforcement ☐Emergency Response ☐Other:_____

(4) Describe how cell phone will be used: This replacement phone is for the park and weekends while at the different parks

(5) Anticipated usage in minutes per month (check only one):

Sprint	☐ Other	☒ BE1000	☐ Data Plan	☑ Equipment Type	☐ Equipment Cost
Plan Cost	$____	$55.00	$55.00	IC502	$ 50.00

(6) Will phone be used outside of the County of Hidalgo No. If yes indicate where and how frequently

(7) Cell phones come with desktop charger. Additional accessories needed:

Car charger ____ Carrying case X Extra battery ____ Other:_____

(8) If requesting a different model or make of cell phone than is supplied under the current contract indicate justification for additional expense_____

Department Head / Elected Official

Hector Palacios	Hector "Tito" Palacios	May 21, 2008
↑ Signature ↑	↑ Print Name ↑	↑ Date Signed ↑

APPROVED BY HIDALGO COUNTY COMMISSIONERS' COURT

APPROVAL DATE : _____

For multiple phone requests, please continue on the following page.
V5 – modified 3/12/2008

CELLULAR PHONE REQUEST FORM
HIDALGO COUNTY, TEXAS

(1) Type of Request:

☐ Phone and service (NEW)
☒ Phone and service (Porting/Existing number: 956-720-5055)
☐ Plan change
☐ User Name Change
☐ Delete Service
☐ Other_____

(2) Requesting employee/position: Jose A. Ibarra / Maintenance III

Employee ID #: 026417 Office: Pct. #2 Budget Acct. #: 8-1212-452-00-122-008-0-664

(3) Type of duties:

☐Offsite duties ☒On-call duties ☐Law Enforcement ☐Emergency Response ☐Other:_____

(4) Describe how cell phone will be used: This replacement phone is for the use while working at the North San Juan Park.

(5) Anticipated usage in minutes per month (check only one):

Sprint	☐ Other	☒ BE1000	☐ Data Plan	☐ Equipment Type	☐ Equipment Cost
Plan Cost	$____	$55.00	$55.00	IC502	$ 50.00

(6) Will phone be used outside of the County of Hidalgo No. If yes indicate where and how frequently

(7) Cell phones come with desktop charger. Additional accessories needed:

Car charger __ __ Carrying case X Extra battery _____ Other:_____

(8) If requesting a different model or make of cell phone than is supplied under the current contract indicate justification for additional expense_____

Department Head / Elected Official

Signature	Print Name	Date Signed
Hector Palacios	Hector "Tito" Palacios	May 21, 2008

APPROVED BY HIDALGO COUNTY COMMISSIONERS' COURT

APPROVAL DATE : _____

For multiple phone requests, please continue on the following page.
V5 – modified 3/12/2008

AI-9422 **11.A.**

Contracts - Home Rehab Prog.
CC REGULAR

Date: 05/27/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

The Urban County Program is requesting the award of bids and approval of contracts to (the vendors submitting the lowest bids and meeting all specifications and/or requirements) for the demolition and reconstruction of one (1) unit in the Countywide area and two (2) units in the City of Weslaco in the total amount of $126,124.00 to Gonzalez Brother Construction and the demolition and reconstruction of one (1) unit in the City of Elsa and two (2) units in the Countywide area in the total amount of $115,344.00 to R & R General Contractors.

BACKGROUND

These families were approved to receive assistance under the HOME-Homeowner Occupied Housing Rehabilitation Program by the County Commissioners' Court on February 26, March 11, and April 7, 2008. Bids were received and opened at the Hidalgo County Purchasing Department on Wednesday, May 14, 2008 for the reconstruction including demolition of one (1) existing structure in the Countywide area, two (2) in the City of Weslaco, one (1) in the City of Elsa and two (2) in the Countywide area. A review and tabulation of bids revealed that the following contractors were the lowest bidders for the one (1) unit in the Countywide area and two (2) units in the City of Weslaco in the total amount of $126,124.00 to Gonzalez Brother Construction and the demolition and reconstruction of one (1) unit in the City of Elsa and two (2) units in the Countywide area in the total amount of $115,344.00 to R & R General Contractors.

(See attachments)

Fiscal Impact

Attachments

Link: contract award of bids

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 08:10 AM	APRV
2	Veronica Lopez	Veronica Lopez	05/21/2008 02:05 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 09:11 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 09:55 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 10:20 AM	APRV

Form Started By: Estella Webber

Started On: 05/20/2008 04:28 PM

Final Approval Date: 05/22/2008

URBAN COUNTY PROGRAM

Hidalgo County Commissioner's Court
Agenda Request Form

Date: May 19, 2008
Deadline for Action: May 27, 2008
Department: HOME PROGRAM
Diana R. Serna, Urban County Director AB for D.R. Serna

Meeting Date Request: May 27, 2008
Contact Person: DIANA R. SERNA, DIRECTOR
Phone: (956) 787-8127 Fax: (956) 787-5291

AGENDA:

The Urban County Program is requesting the award of bids and approval of contracts for the demolition and reconstruction of one (1) unit in the Countywide area and two (2) units in the City of Weslaco in the total amount of $126,124.00 to Gonzalez Brother Construction, demolition and reconstruction of one (1) unit in the City of Elsa and two (2) units in the Countywide area in the total amount of $115,344.00 to R & R General Contractors.

STAFF COMMENTS & RECOMMENDATION:

These families were approved to receive assistance under the HOME-Homeowner Occupied Housing Rehabilitation Program by the County Commissioners' Court on February 26, March 11, and April 7, 2008. Bids were received and opened at the Hidalgo County Purchasing Department on Wednesday, May 14, 2008 for the reconstruction including demolition of one (1) existing structure in the Countywide area, two (2) in the City of Weslaco, one (1) in the City of Elsa and two (2) in the Countywide area. A review and tabulation of bids revealed that the following contractors were the lowest bidders for the one (1) unit in the Countywide area and two (2) units in the City of Weslaco in the total amount of $126,124.00 to Gonzalez Brother Construction and the demolition and reconstruction of one (1) unit in the City of Elsa and two (2) units in the Countywide area in the total amount of $115,344.00 to R & R General Contractors.

CONTRACTOR	APPLICANT	CASE NO.	CITY	FUND.YR.	LOCATION OF PROPERTY
Gonzalez Brothers Construction $41,174.00	Francisco & Maria Tovar Reconstruct Deferred - Elderly	CW 85-08-04	Countywide Precinct #1	HOME 2007	All of Lot 19, Block 2, COLONIA LAS PALMAS SUBDIVISION, Hidalgo County, Texas.
Gonzalez Brothers Construction $42,475.00	Teresa Valadez Reconstruct Deferred - Elderly	WE 80-08-02	Weslaco Precinct #1	HOME 2007	The North one-half of Lot 9, Block 28, ORIGINIAL TOWNSITE OF THE CITY OF WESLACO, Hidalgo County, Texas.
Gonzalez Brothers Construction $42,475.00	Elva Flores Reconstruct Deferred - Elderly	WE 80-08-04	Weslaco Precinct #1	HOME 2007	Lot One (1) and Two (2), block Five (5), of the Christensen Subdivision being an addition to the City of Weslaco, Hidalgo County, Texas.
R & R General Contractors $38,448.00	Elbia R. Salinas Reconstruct Deferred - Elderly	EL 25-08-01	Elsa Precinct #1	HOME 2007	Lots Forty-One and Forty-Two (41 &42), in Block Four (4) of Frank A. Smith Addition Part No. (5) Elsa, Texas Hidalgo County, Texas.
R & R General Contractors $38,448.00	Gerardo & Alejandra Cavazos Reconstruct Deferred - Elderly	CW 85-08-05	Countywide Precinct #1	HOME 2007	Lot 2, Block 47, Original Townsite of Rollo, Hidalgo County, Texas.
R & R General Contractors $38,448.00	Victor & Francisca Hernandez Reconstruct Deferred - Elderly	CW 85-08-01	Countywide Precinct #1	HOME 2007	A tract of land containing (0.53) of an acre, and being a part of Lot 14, Section 260 of the TEXAS-MEXICAN RAILWAY COMPANY'S SURVEY of lands in Hidalgo County, Texas.

Approval is recommended by staff: HOME Manager _____ Finance _____

Please initial for approval:

Legal Council _____ Budget _____ Human Resources _____
Dept./ Fund No: _____ Amt. Expended: $_____ Funds/ Staffing Budgeted: Yes _____ No _____
Amount Code: _____ Impact on Future Budget: Yes _____ No
Comments:
Action Taken by Commissioners' Court:
Approved _____ Tabled _____ Denied _____ Motion made by _____ Vote_____

HIDALGO COUNTY PURCHASING DEPARTMENT

BID TABULATION SHEET

DEPARTMENT NAME:COUNTY OF HIDALGO COUNTY URBAN COUNTY PROGRAM

BID OPENING DATE: MAY 14, 2008 | BID OPENING TIME: 9:30 A.M.

DESCRIPTION OF BID: The demolition and reconstruction of three (3) units in the Countywide area, along with a one (1) unit in the City of Elsa, and two (2) units in the City of Weslaco.

CONTRACTORS	TOVAR	VALADEZ	FLORES	SALINAS	CAVAZOS	HERNANDEZ
TORRES BUILDING & CONSTRUCTION						
GONZALES BROTHER CONSTRUCTION	$ 41,174.00	$ 42,475.00	$ 42,475.00	$ 42,774.00	$ 44,475.00	$ 44,475.00
R & R GENERAL CONTRACTORS				$ 38,448.00	$ 38,448.00	$ 38,448.00
ROLANDO'S GENERAL CONSTRUCTION	$ 43,000.00		$ 43,000.00	$ 43,000.00	$ 43,000.00	$ 43,000.00
GUSTAVO DE LEON	$ 45,200.00					$ 44,300.00
J.D. VILLARREAL CONSTRUCTION	$ 49,800.00	$ 49,800.00	$ 49,800.00	$ 51,900.00	$ 52,800.00	
BENCHMARK CONSTRUCTION		$ 45,000.00				
QUALITY INVESTMENTS				$ 47,999.99	$ 47,999.99	

Housing Rehab Program

ENTITY: Countywide

PROJECT: Bid Approval for Assistance under the HOME Homeowner Occupied Housing Rehabilitation Program.

FUNDING YEAR: HOME 2007

SYNOPSIS:

The family is being submitted for bid approval before the County Commissioner's Court. The family has been on the wait list since February 2006 and has met all of the program requirements for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program. The following is a profile of the project.

Francisco & Maria Tovar	Total annual household income:	$ 20,487.60
	HUD Income Limits (family of 2):	$ 27,600.00
	Pay Back:	No
	Total Living Area:	864
	Bedrooms:	2
	Bid Amount:	$41,174.00
	Contractor:	Gonzalez Brothers Construction
	Precinct:	**# 1**
	Cement siding on concrete foundation	

Existing Dwelling: 3 bedrooms frame home, built in 1975.

RECOMMENDATION:

The HOME Staff recommends bid approval for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program by the County Commissioners' Court.

Housing Rehab Program

ENTITY: City of Weslaco

PROJECT: Bid Approval for Assistance under the HOME Homeowner Occupied Housing Rehabilitation Program.

FUNDING YEAR: HOME 2007

SYNOPSIS:

The family is being submitted for bid approval before the County Commissioner's Court. The family has been on the wait list since October 1996 and has met all of the program requirements for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program. The following is a profile of the project.

Teresa Valadez	Total annual household income:	$ 7,716.00
	HUD Income Limits (family of 1):	$ 24,150.00
	Pay Back:	No
	Total Living Area:	864
	Bedrooms:	2
	Bid Amount:	$42,475.00
	Contractor:	Gonzalez Brothers Construction
	Precinct:	**# 1**
	Cement siding on concrete foundation	
Existing Dwelling:	2 bedrooms frame home, built in 1944.	

RECOMMENDATION:

The HOME Staff recommends bid approval for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program by the County Commissioners' Court.

Housing Rehab Program

ENTITY: City of Weslaco

PROJECT: Bid Approval for Assistance under the HOME Homeowner Occupied Housing Rehabilitation Program.

FUNDING YEAR: HOME 2007

SYNOPSIS:

The family is being submitted for bid approval before the County Commissioner's Court. The family has been on the wait list since June 1997 and has met all of the program requirements for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program. The following is a profile of the project.

Elva Flores	Total annual household income:	$ 7,716.00
	HUD Income Limits (family of 1):	$ 24,150.00
	Pay Back:	No
	Total Living Area:	864
	Bedrooms:	2
	Bid Amount:	$42,475.00
	Contractor:	Gonzalez Brothers Construction
	Precinct:	**# 1**
	Cement siding on concrete foundation	

Existing Dwelling: 3 bedrooms frame home, built in 1917.

RECOMMENDATION:

The HOME Staff recommends bid approval for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program by the County Commissioners' Court.

Housing Rehab Program

ENTITY: City of Elsa

PROJECT: Bid Approval for Assistance under the HOME Homeowner Occupied Housing Rehabilitation Program.

FUNDING YEAR: HOME 2007

SYNOPSIS:

The family is being submitted for bid approval before the County Commissioner's Court. The family has been on the wait list since November 2005 and has met all of the program requirements for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program. The following is a profile of the project.

Elbia R. Salinas	Total annual household income:	$ 24,498.00
	HUD Income Limits (family of 2):	$ 27,600.00
	Pay Back:	No
	Total Living Area:	864
	Bedrooms:	2
	Bid Amount:	$38,448.00
	Contractor:	R & R General Contractors
	Precinct:	**# 1**
	Cement siding on concrete foundation	

Existing Dwelling: 3 bedrooms frame home, built in 1969.

RECOMMENDATION:

The HOME Staff recommends bid approval for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program by the County Commissioners' Court.

Housing Rehab Program

ENTITY: Countywide

PROJECT: Bid Approval for Assistance under the HOME Homeowner Occupied Housing Rehabilitation Program.

FUNDING YEAR: HOME 2007

SYNOPSIS:

The family is being submitted for bid approval before the County Commissioner's Court. The family has been on the wait list since August 2005 and has met all of the program requirements for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program. The following is a profile of the project.

Gerardo & Alejandra Cavazos	Total annual household income:	$ 13,216.80
	HUD Income Limits (family of 2):	$ 27,600.00
	Pay Back:	No
	Total Living Area:	864
	Bedrooms:	2
	Bid Amount:	$38,448.00
	Contractor:	R & R General Contractors
	Precinct:	**# 1**
	Cement siding on concrete foundation	

Existing Dwelling: 3 bedrooms frame home, built in 1967.

RECOMMENDATION:

The HOME Staff recommends bid approval for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program by the County Commissioners' Court.

Housing Rehab Program

ENTITY: Countywide

PROJECT: Bid Approval for Assistance under the HOME Homeowner Occupied Housing Rehabilitation Program.

FUNDING YEAR: HOME 2007

SYNOPSIS:

The family is being submitted for bid approval before the County Commissioner's Court. The family has been on the wait list since November 2005 and has met all of the program requirements for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program. The following is a profile of the project.

Victor & Francisca Hernandez	Total annual household income:	$ 11,448.00
	HUD Income Limits (family of 2):	$ 27,600.00
	Pay Back:	No
	Total Living Area:	864
	Bedrooms:	2
	Bid Amount:	$38,448.00
	Contractor:	R & R General Contractors
	Precinct:	**# 4**
	Cement siding on concrete foundation	

Existing Dwelling: 2 bedrooms frame home, built in 1907.

RECOMMENDATION:

The HOME Staff recommends bid approval for assistance under the HOME Homeowner Occupied Housing Rehabilitation Program by the County Commissioners' Court.

AI-9401 **11.B.**

Street Imp. - City of San Juan
CC REGULAR

Date: 05/27/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

The Urban County Program for City of San Juan is requesting authority to award bid and enter into a construction contract with Valley Paving, Inc. (lowest bidder meeting all specifications and/or requirements) for street improvements at San Juan Del Norte Subdivision in the City of San Juan in the amount of $216,310.00 utilizing San Juan Year 20 (2007) Street Improvement funds.

BACKGROUND

Bid opening was held April 30, 2008 with Valley Paving, Inc. submitting the lowest bid meeting all specifications and/or requirements in the amount of $216,310.00. The street improvements at San Juan Del Norte Subdivision will be completed with City of San Juan Urban County Program Year 20 (2007) Street Improvement funds. See attached recommendation by the project engineer. (Project Engineer: Cruz-Hogan Consultants, Inc.)

Contractor: Valley Paving, Inc.
Contract Amount: $216,310.00
Funds Available: $239,230.25 (Year 20 - 2007)

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Contractor: Valley Paving, Inc.
Contract Amount: $216,310.00
Funds Available: $239,230.25 (Year 20- 2007)

Attachments

Link: street imp. proj.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/20/2008 08:55 AM	APRV
2	Veronica Lopez	Veronica Lopez	05/20/2008 01:16 PM	APRV

3	Auditor's Office	Linda Fong	05/20/2008 05:35 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:36 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:43 PM	APRV

Form Started By: Estella Webber

Started On: 05/19/2008 04:23 PM

Final Approval Date: 05/21/2008

CRUZ - HOGAN *Consultants, Inc.*
Engineers • Planners • Consultants
Harlingen • McAllen

April 30, 2008

Mayor Sanchez and City Commissioners
City of San Juan
709 S. Nebraska
San Juan, TX 78589

RE: **Letter of Recommendation**
Street Improvements at San Juan Del Norte Subdivision
Urban County Program No. 5007-75-0311-5000-7500-ML

Dear Mayor and City Commissioners,

Bids were received on April 30, 2008 for the above referenced project. We are happy to have received 3 bids. The low bidder was Valley Paving Inc. of Edinburg, Texas. Attached is itemized bid tabulation and below is the bid tabulation:

1. Valley Paving, Inc. $216,310.00
2. RML Hauling and Milling $222,837.00
3. Sascon, Inc. $257,350.00

Upon review of the submitted bids, I recommend awarding Valley Paving Inc. which submitted the low bid of $216,310.00. The estimated cost of construction for the project was $226,000.00.

If you have any questions please feel free to contact me at (956) 682-5022.

Sincerely,

Ronnie Cruz, P.E.
CRUZ-HOGAN *Consultants, Inc.*

MAY 12 2008

605 E. Violet Avenue • Suite 5 • McAllen, Texas 78504
(956) 682-5022 • Fax (956) 682-5089

Bid Tabulation For: Street Improvements at San Juan Del Norte Subdivision
San Juan, Texas
Urban County Program No. 5007-75-0311-5000-7500-ML

Engineer: CRUZ-HOGAN *Consultants, Inc.*

Bid Date: April 30, 2008

Item	Description	Unit	QTY.	Valley Paving, Inc.		RML Hauling and Milling		Sascon, Inc.	
				Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	Scarify existing asphalt paving and base material and prepare existing base material for reuse. To include all scarifying, break down of existing asphalt pavement, mixing, watering of existing base material, reshaping and compaction to final grade. All complete, in place. (Total reused base thickness shall be 6" minimum).	SY	15700	$ 2.45	$ 38,465.00	$ 2.25	$ 35,325.00	$ 3.00	$ 47,100.00
2	Lime Stabilization of 6" thick existing Caliche salvage base (1% lime, 5 lbs./sy). To include all mixing, watering and compaction, etc. All complete, in place.	SY	15,700	$ 1.50	$ 23,550.00	$ 1.15	$ 18,055.00	$ 3.50	$ 54,950.00
3	Prime Coat (.20 gal/sy). All complete in place.	SY	15,700	$ 0.90	$ 14,130.00	$ 0.75	$ 11,775.00	$ 0.80	$ 12,560.00
4	1-1/2" Inch Hot Mix Asphalt Concrete Pavement (165 lbs/sy). To include compaction. All complete, in place.	SY	15,700	$ 6.95	$ 109,115.00	$ 8.66	$ 135,962.00	$ 7.70	$ 120,890.00
5	Remove existing curb and gutter and replace with new 18" curb and gutter. To include demolition, concrete, return filets, steel reinforcing, joints and etc. All complete, in place.	LF	90	$ 20.00	$ 1,800.00	$ 20.00	$ 1,800.00	$ 13.00	$ 1,170.00
6	Remove existing Valley Gutter and replace with new six foot (6') Valley Gutter. To include demolition, concrete, return filets, steel reinforcing, joints and etc. All complete, in place.	SY	360	$ 65.00	$ 23,400.00	$ 47.00	$ 16,920.00	$ 38.00	$ 13,680.00
7	Traffic Control.	LS	1	$ 3,500.00	$ 3,500.00	$ 1,000.00	$ 1,000.00	$ 1,500.00	$ 1,500.00
8	Temporary Erosion, Sedimentation, and Water Pollution Prevention and Control.	LS	1	$ 1,850.00	$ 1,850.00	$ 500.00	$ 500.00	$ 2,000.00	$ 2,000.00
9	Construction Staking and Surveying. All complete, in place.	LS	1	$ 500.00	$ 500.00	$ 1,500.00	$ 1,500.00	$ 3,500.00	$ 3,500.00
	TOTAL				$216,310.00		$ 222,837.00		$ 257,350.00

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY – URBAN COUNTY PROGRAM

BID OPENING DATE: APRIL 30, 2008	**BID OPENING TIME: 9:30 A.M.**

DESCRIPTION OF BID: "City of San Juan – Street Improvements at San Juan Del Norte Subdivision"

BID NO: 5007-75-0311-5000-7500-ML			**PROCURMENT SPECIALIST:**	
BID # RFB#	**NAME OF COMPANY**	**UNIT PRICE**	**TOTAL PRICE**	**BID BOND OR CHECK INCLUDE**
#1	Sasco Inc.		$257,350.00	✓
#2	Valley Paving Inc.		$216,310.00	✓
#3	RML Hauling & Millings		$222,857.00	✓
#4				
#5				
#6				
#7				
#8				
#9				
#10				
#11				
#12				

RECEIVED
MAY 12 2008

AI-9382 **11.C.**

Purchase price - Homebuyer Prog.

CC REGULAR

Date: 05/27/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

Requesting approval to decrease the maximum home purchase price of properties assisted through the HOME Homebuyer Assistance Program from $102,125.00 to $84,645.00.

BACKGROUND

HUD program rules guiding the Administration of HOME dollars require that the maximum home purchase price of properties assisted through the HOME Homebuyer Assistance Program cannot exceed 95% of the area median sales price. The Texas A&M Real Estate Center recently released data showing that the area median sales price has decreased to $89,100.00 therefore the area maximum purchase price is now $84,645.00.

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No funding needed. Approval to decrease maximum purchasing price.

Attachments

Link: purchase price decrease

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/20/2008 08:52 AM	APRV
2	Veronica Lopez	Veronica Lopez	05/20/2008 01:12 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:31 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:33 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:42 PM	APRV

Form Started By: Estella Webber Started On: 05/19/2008 11:00 AM

Final Approval Date: 05/21/2008

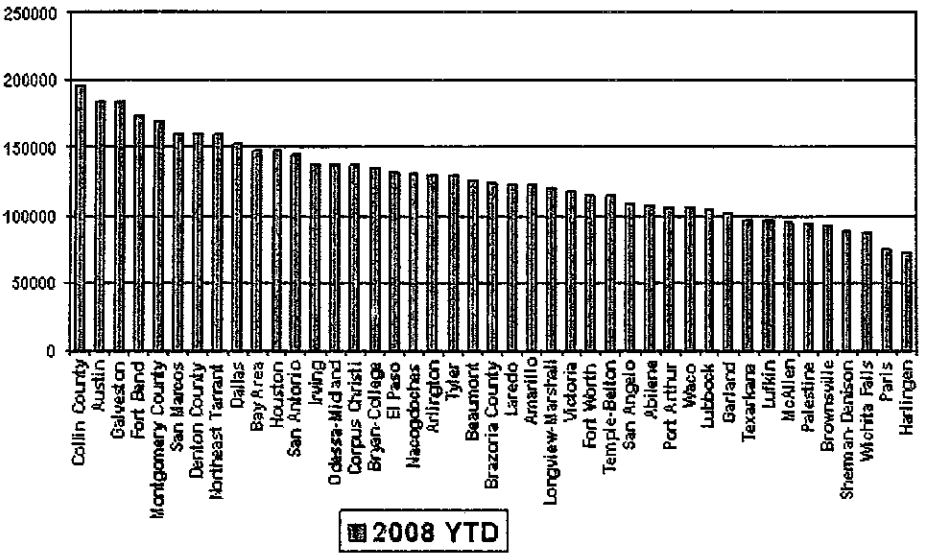
REAL ESTATE CENTER

Thursday, 15 May 2008

Data
Home Sales
Housing Affordability
Rural Land

MARKET REPORTS 2007
Texas Cities...

Texas Residential MLS Activity Median Price



MLS Area	Mar 2008	Feb 2008	Mar 2007	Mar 08-Mar 07 % Chg	Year-to-Date 2008	Year-to-Date % Chg Year Ago
Abilene	106,700	113,100	86,500	23	107,100	18
Amarillo	122,300	122,700	117,100	4	122,800	9
Arlington	133,600	127,300	131,700	1	129,600	0
Austin	188,000	180,400	177,300	6	184,700	5
Bay Area	156,900	146,400	151,300	4	148,100	-1
Beaumont	121,100	120,600	122,100	-1	126,000	4
Brazoria County	126,000	119,000	113,200	11	124,400	8
Brownsville	90,000	90,000	115,000	-22	92,700	-9
Bryan-College Station	139,700	129,600	137,100	2	135,000	1
Collin County	198,500	195,700	196,900	1	196,400	2
Corpus Christi	144,800	136,700	136,400	6	137,000	5
Dallas	162,200	148,400	159,900	1	153,300	-2
Denton County	166,800	155,000	168,900	-1	159,900	-1
El Paso	128,700	133,800	129,200	0	131,700	4
Fort Bend	178,700	172,400	167,400	7	173,900	5
Fort Worth	114,600	115,800	114,500	0	114,300	1
Galveston	222,200	170,000	195,000	14	184,500	1
Garland	108,300	99,300	105,000	3	102,200	-5
Harlingen	64,300	74,400	84,000	-23	72,400	-19
Houston	151,700	150,900	151,500	0	148,000	1

Irving	146,000	133,800	132,500	10	138,000	4
Killeen-Fort Hood	113,800	112,000	111,300	2	112,800	2
Laredo	125,000	132,000	129,100	-3	123,100	-6
Longview-Marshall	128,300	114,600	123,600	4	120,900	5
Lubbock	104,100	101,300	102,400	2	104,100	2
Lufkin	87,000	100,000	92,500	-6	96,500	-4
McAllen	89,100	97,300	102,400	-13	94,700	-11
Montgomery County	171,700	170,200	166,700	3	170,200	6
Nacogdoches	116,000	130,000	135,000	-14	130,800	18
Northeast Tarrant County	160,000	163,500	155,400	3	159,600	2
Odessa-Midland	153,800	133,900	131,700	17	144,400	13
Palestine	80,000	91,200	82,900	-3	91,100	12
Paris	80,000	65,000	66,000	21	75,000	-1
Port Arthur	108,900	112,000	87,200	25	106,300	15
San Angelo	105,700	110,600	93,800	13	108,700	17
San Antonio	148,900	143,200	145,700	2	144,800	1
San Marcos	190,000	153,300	117,500	62	160,000	26
Sherman-Denison	99,300	84,000	90,000	10	88,000	-5
Temple-Belton	118,100	108,700	111,900	6	115,800	8
Texarkana	98,000	94,200	90,000	9	96,700	-1
Tyler	130,300	130,700	128,500	1	129,400	-1
Victoria	123,800	119,100	125,800	-2	118,300	2
Waco	115,200	110,000	104,100	11	110,000	2
Wichita Falls	82,600	93,300	87,500	-6	87,200	-4
Texas	147,100	142,500	144,700	2	143,100	1

Source: Real Estate Center at Texas A&M University
For questions, contact Mark Baumann

Printer Friendly

Solutions Through Research

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REAL ESTATE CENTER

Thursday, 15 May 2008

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Staff Listing

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2115 TAMU
College Station,
TX 77843-2115

About RECenter

Can a homeowner trim a neighbor's tree when the limbs cross the property line? How do you get a Texas real estate license? What's the median price of an existing Midland home? Why are water rights being bought and sold? My landlord won't install a smoke detector. What can I do?

Everyone has real estate questions. The Real Estate Center at Texas A&M University has the answers.

The Center is the nation's largest publicly funded organization devoted to real estate research. Most of our $2 million in annual funding comes from real estate license fees paid by more than 140,000 professionals. A nine-member advisory committee appointed by the governor provides research guidance and approves the budget.

The Center's staff conducts research on financial, socioeconomic, public policy, trade, legal, land use and local market analysis issues related to real estate.

The results of Center research are communicated in a variety of formats, including this website, print publications (many of which are available as free downloads) and videos. The Center's flagship periodical — *Tierra Grande*, a quarterly magazine — has a circulation of 142,000. Twice a week, an electronic real estate newsletter, Real Estate Center Online News (RECON) is sent to over 25,000 subscribers. Our most requested publications (listed below) reflect the wide variety of issues our constituents want to know about.

- *Obtaining a Texas Real Estate License*
- *English-Spanish Real Estate Glossary*
- *Landlords' and Tenants' Guide*
- *The Texas Deer Lease*
- *The Texas Property Tax System*
- *Hints on Negotiating an Oil and Gas Lease*
- Market reports on Texas' 25 MSAs

Real Estate Center staff members also travel around Texas disseminating research findings through speaking engagements to industry and citizen groups and conferences such as the Annual Outlook for Texas Land Markets and the Annual Ad Valorem Taxation Legal Seminar.

Part of the Mays Business School, the Real Estate Center is located in room 340 of the E.L. Wehner Business Administration Building on the Texas A&M University west campus in College Station.

Printer Friendly

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AI-9413 **11.D.**

Sewer Imp. - Alamo

CC REGULAR

Date: 05/27/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code 262.024 (a)(4) for professional engineering services in connection with Hidalgo County Urban County Program from Program Year 20 (2007) for a Sewer Improvements Project in the City of Alamo.

2. Presentation of the scoring grid (of at least three (3) engineering firms from the County's approved "pool" as graded and evaluated by the city of Alamo) for the purposes of ranking by CC in connection with an Urban County Program Sewer Improvements Project in the City of Alamo.

3. Authority to negotiate a professional engineering service contract with the No. 1 ranked firm of _____ for the provision of engineering services for a City of Alamo Sewer Improvements Project.

BACKGROUND

The City of Alamo has graded and evaluated three engineering firms from the County's approved "pool". Quintanilla, Headley & Associates, Inc., R. Gutierrez Engineering Corporation, and KK Engineering consultants for the 2007 Sewer Improvements Project to include the sanitary sewer lines at Lopez Subdivision. See attached grading grid for your review.

Fiscal Impact

Attachments

Link: sanitary sewer imp.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/20/2008 03:37 PM	APRV
2	Veronica Lopez	Veronica Lopez	05/21/2008 01:03 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 09:14 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 09:45 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 10:19 AM	APRV
Form Started By: Estella Webber			Started On: 05/20/2008 03:29 PM	

Final Approval Date: 05/22/2008

City of Alamo
Professional Engineering Services
Sewer Improvements- Lopez Subdivision
FY 2007
Grading Grid

	Quintardila, Headley & Associates, Inc. /		R. Gutierrez Engineering Corporation /		KK Engineering Consultants	
	Grader 1	Grader 2	Grader 1	Grader 2	Grader 1	Grader 2
Professional Qualifications of Teams	19	20	18	20	14	20
Experience of Project Team	24	25	22	25	19	25
Experience/Availability of Project Manager	19	20	17	20	14	15
Understanding of Project	25	25	25	20	20	20
Familiarity w/Applicable Rules & Regulations	10	10	10	10	10	10
TOTALS	97	100	92	95	70	90
AVERAGES	98.5%	98.5%	93.5%	93.5%	80%	80%
RANKING						

AI-9412 **11.E.**

Street Imp. - Alamo

CC REGULAR

Date: 05/27/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code 262.024 (a)(4) for professional engineering services in connection with Hidalgo County Urban County Program from Program Year 20 (2007) for a Street Improvements Project in the City of Alamo.

2. Presentation of the scoring grid (of at least three (3) engineering firms from the County's approved "pool" as graded and evaluated by the city of Alamo) for the purposes of ranking by CC in connection with an Urban County Program Street Improvements Project in the City of Alamo.

3. Authority to negotiate a professional engineering service contract with the No. 1 ranked firm of _____ for the provision of engineering services for a City of Alamo Street Improvements Project.

BACKGROUND

The City of Alamo has graded and evaluated three engineering firms from the County's approved "pool". Quintanilla, Headley & Associates, Inc., R. Gutierrez Engineering Corporation, and KK Engineering consultants for the 2007 Street Improvements Project to include the construction of streets at Lopez Subdivision. See attached grading grid for your review.

Fiscal Impact

Attachments

Link: grading grid - street imp.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/20/2008 03:36 PM	APRV
2	Veronica Lopez	Veronica Lopez	05/21/2008 01:03 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 09:15 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 09:44 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 10:19 AM	APRV

Form Started By: Estella Webber

Started On: 05/20/2008 03:13 PM

Final Approval Date: 05/22/2008

City of Alamo
Professional Engineering Services
Street Improvements- Lopez Subdivision
FY 2007
Grading Grid

	Quintanilla, Headley & Associates, Inc.		/ R. Gutierrez Engineering Corporation /		KK Engineering Consultants	
	Grader 1	Grader 2	Grader 1	Grader 2	Grader 1	Grader 2
Professional Qualifications of Teams	19	20	18	20	14	20
Experience of Project Team	24	25	22	25	19	25
Experience/Availability of Project Manager	19	20	17	20	14	15
Understanding of Project	25	25	25	20	20	20
Familiarity w/Applicable Rules & Regulations	10	10	10	10	10	10
TOTALS	97	100	92	95	70	90
AVERAGES	98.5%	98.5%	93.5%	93.5%	80%	80%
RANKING						

AI-9415 **11.F.**

Resolution - Colonia Self Help Prog.
CC REGULAR

Date: 05/27/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

Approval of a resolution authorizing the Hidalgo County Urban County Program to apply for a Self Help Center Application in the amount not to exceed $1,200,000.00 using the services of Proyecto Azteca and authorizing the County Judge to act as the County's Executive Officer and Authorized Representative in all matters pertaining to the County's participation in the Texas Community Development Program, TDHCA-OCI 2008 (2007 allocation) Self Help Center Program Fund Application.

BACKGROUND

The Urban County Program will be submitting an application for the funding of the Colonia Self Help Center Program. If approved, this application will fund housing activities in five colonias in areas of Precinct #2, Precinct #3, and Precinct #4. Other activities will also take place such as public services, home repair counseling, construction classes, small repairs program, and technology access. The colonias are Muniz Subdivision, LJ#1 Subdivision, Sanchez Ranch Subdivision, South Tower Estates, and Linda Vista Subdivision. In response to a request for proposals from non-profit organizations, one service provider submitted a proposal for the implementation of activities in those areas. We are recommending Proyecto Azteca as the service provider to be awarded the contract with the funds provided. (See copy of resolution and Self Help proposal and budget attached).

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Urban County funds will be used.

Attachments

Link: Colonia Self Help

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 08:17 AM	APRV
2	Veronica Lopez	Veronica Lopez	05/21/2008 02:00 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 09:41 AM	APRV

4	Dina Trevino	Dina Trevino	05/22/2008 12:01 PM	APRV
5	Veronica Lopez	Veronica Lopez	05/22/2008 02:58 PM	APRV
6	Purchasing Department	Marty Salazar	05/22/2008 05:03 PM	APRV
7	Court Administrator	Angela Garcia	05/23/2008 08:01 AM	APRV

Form Started By: Estella Webber Started On: 05/20/2008 03:46 PM

Final Approval Date: 05/23/2008

RESOLUTION

A RESOLUTION OF THE COMMISSIONERS' COURT OF THE COUNTY OF HIDALGO, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT PROGRAM APPLICATION TO THE OFFICE OF HOUSING AND COMMUNITY AFFAIRS - OFFICE OF COLONIA INITIATIVES - SELF HELP CENTER PROGRAM IN THE AMOUNT NOT TO EXCEED $1,200,000.00 AND AUTHORIZING OTHER MATTERS RELATING THERETO.

WHEREAS, THE COMMISSIONERS' COURT OF THE COUNTY OF HIDALGO IS DESIROUS TO CONTINUE PROVIDING ASSISTANCE TO COLONIAS, AND

WHEREAS, THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS - COLONIA INITIATIVES PROGRAM HAS MADE FUNDING AVAILABLE FOR THE CREATION AND IMPLEMENTATION OF A SELF HELP CENTER AND RELATED ACTIVITIES.

NOW THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS' COURT OF THE COUNTY OF HIDALGO, TEXAS:

1. That the Urban County Program be and hereby is authorized to submit and implement an application to the Texas Department of Housing and Community Affairs - Office of Colonia Initiatives - Self Help Center Program.

2. That the Commissioners' Court directs and designates the County Judge as the County's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the County's participation in the Texas Community Development Program.

PASSED, AND APPROVED THIS 27TH DAY OF MAY, 2008.

J.D. Salinas, III
Hidalgo County Judge

ATTEST:

Arturo Guajardo, Jr.
Hidalgo County Clerk

PROPOSAL

EXHIBIT A

PERFORMANCE STATEMENT

COLONIA SELF HELP CENTER CONTRACT NO. _____

HIDALGO COUNTY

HIDALGO COUNTY PROPOSAL

EXHIBIT A

PERFORMANCE STATEMENT

COLONIA SELF-HELP CENTER CONTRACT NO. 728___

HIDALGO COUNTY

Contractor shall carry out the following activities in the Hidalgo County Colonia Self-Help Center (SHC) service area colonias of South Tower Estates, Mufiiz, LJ#1, Linda Vista and Sanchez Ranch as identified in its 2007/2008 Colonia SHC Program Proposal. The persons to benefit from the activities described in this Performance Statement must be receiving service or a benefit from the use of the new or improved facilities and activities for the contract obligations to be fulfilled. The Contractor shall ensure that the amount of funds expended for each activity described does not exceed the amount specified for such activity in Exhibit B, Budget. The total number of beneficiaries to be targeted will be three thousand five hundred seventy-three (3,573) persons of which three thousand two hundred fifteen (3,215) or ninety percent (90%) are of low to moderate income.

1. **Acquisition, Disposition**

Contractor shall assist ten (10) families with up to four thousand dollars ($4,000) of lot acquisition. This would assist families in paying off lot or conversion from warranty deed with a lender's lien.

These activities shall benefit forty-five (45) persons, of which forty-five (45) or one hundred percent (100%) are of low to moderate income.

7. **Public Services**

Construction Skills Training

Contractor shall conduct fifteen (15) classes on construction skills necessary to repair or build a home or install necessary residential infrastructure. Construction classes will be prioritized for the residents of the Hidalgo County Colonia SHC service area.

These activities shall benefit three hundred (300) persons, of which two hundred seventy (270) or ninety percent (90%) are of low to moderate income.

Homeownership Classes

Contractor shall conduct fifteen (15) homeownership classes to educate individuals and families on their rights and responsibilities as homeowners. The homeownership classes will be prioritized for residents of the Hidalgo County Colonia SHC service area.

These activities shall benefit four hundred (400) persons, of which three hundred sixty (360) or ninety percent (90%) are of low to moderate income.

Solid Waste Removal

Contractor shall implement five (5) solid waste removal activities such as colonia lot clean-up campaigns, the removal of junk vehicles and large item trash pick-up as needed. Activities will include the proper disposal of all solid waste for the residents of the Hidalgo County Colonia SHC service area.

These activities shall benefit one thousand eight hundred thirty-seven (1,837) persons, of which one thousand six hundred fifty-three (1,653) or ninety percent (90%) are of low to moderate income.

Technology Access

Contractor shall conduct fifteen (15) computer literacy classes, provide computer tutoring and operate, maintain and purchase equipment to provide access to computers and the internet. Access to technology and any associated classes will be prioritized for the residents of the Hidalgo County Colonia SHC service area.

These activities shall benefit two hundred (200) persons, of which one hundred eighty (180) or ninety percent (90%) are of low to moderate income.

Tool Library Program

Contractor shall operate one (1) tool library and maintain and purchase tools as necessary to provide tools for home construction and improvement for the benefit of property owners in colonias who are building or repairing a residence or installing necessary residential infrastructure. The tool library resources will be prioritized for the residents of the Hidalgo County Colonia SHC service area.

These activities shall benefit four hundred (400) persons, of which three hundred sixty (360) or ninety percent (90%) are of low to moderate income.

9a. Residential Rehabilitation

Colonia Housing Rehabilitation

Contractor shall conduct thirteen (13) residential rehabilitations of housing units for residents of the Hidalgo County Colonia SHC service area at an average cost of seven thousand nine hundred fifty four dollars and twenty-three cents ($7,954.23) that will bring the rehabilitated homes up to, at a minimum, Colonia Housing Standards.

These activities shall benefit sixty-three (63) persons, of which sixty-three (63) or one hundred percent (100%) are of low to moderate income.

Colonia Self-Help Home Repair

Contractor shall assist fifty (50) residences within the Hidalgo County Colonia SHC service area with minor self-help methodology home repairs at an average cost of three thousand dollars ($3,000) that will bring the repaired section of the home up to, at a minimum, Colonia Housing Standards.

These activities shall benefit two hundred twenty-five (225) persons, of which two hundred twenty-five (225) or one hundred percent (100%) are of low to moderate income.

13. Administration, Planning and Management

Contractor shall ensure the amount of funds expended for all eligible project-related administration activities that are intended to be charged to the contract, including the required annual program compliance and fiscal audit costs, do not exceed the amount specified for administration in Exhibit B, Budget.

15b. Not Feasible for Rehabilitation (Reconstruction)

Contractor shall conduct ten (10) reconstructions of housing units for residents of the Hidalgo County Colonia SHC service area at an average cost of thirty three thousand five hundred dollars ($33,500) that will bring the reconstructed homes up to, at a minimum, Housing Quality Standards.

These activities shall benefit forty-five (45) persons, of which forty-five (45) or one hundred percent (100%) are of low to moderate income.

15c. Other 105 (a) (15) - New Construction

Contractor shall conduct twelve (12) new constructions of housing units for residents of the Hidalgo County Colonia SHC service area at an average cost of thirty three thousand five hundred dollars ($33,500). Upon completion, the homes will meet Housing Quality Standards.

These activities shall benefit fifty-eight (58) persons, of which fifty-eight (58) or one hundred percent (100%) are of low to moderate income.

17. Homeownership Assistance

Contractor shall assist twelve (12) families with up to fifty percent (50%) of down payment expenses, principal reductions and/or cover reasonable closing costs associated with the purchase of new housing at an average cost of one thousand three hundred dollars ($1,300) within the Hidalgo County Colonia SHC service area.

These activities shall benefit fifty eight (58) persons, of which fifty eight (58) or one hundred percent (100%) are of low to moderate income.

PROPOSAL

EXHIBIT B

BUDGET

COLONIA SELF HELP CENTER CONTRACT NO. _____

HIDALGO COUNTY

PROPOSAL
EXHIBIT B
BUDGET
COLONIA SELF HELP CENTER CONTRACT NO. _____

HIDALGO COUNTY

LINE	CATEGORIES	CONTRACT FUNDS	OTHER FUNDS	TOTAL
1	Acquisition, Disposition	40,000		40,000
2	Clearance			
3	Center/Facility			
4	Public Facilities (use 4a, 4b, or 4c)			
4a	Water			
4b	Sewer			
4c	Flood and Drainage Facilities			
5	Street/Bridges			
6	Other Public Facilities			
7	Public Service (Limited to 15% of Request)	33,995	-0-	33,995
8	Relocation			
9	Rehabilitation (use 9a or 9b)			
9a	Residential Rehabilitation	253,405	-0-	253,405
9b	Commercial Rehabilitation			
10	Public Housing Modernization			
11	Removal of Architectural Barriers			
12	Planning Only			
13	Administration, Planning and Management	120,000	-0-	120,000
14	Economic Development (use 14a, 14b or 14c)			
14a	Assistance to Non-Profit			
14b	Assistance to For-profit Entities			
14c	Micro enterprises or Small Business			
15	New Construction (use 15a, 15b, or 15c)			
15a	Last Resort			
15b	Not feasible for Rehabilitation (Reconstruction)	335,000	-0-	335,000
15c	Other 105 (a) 15 (New Construction)	402,000	-0-	402,000
16	Unspecified Activities			
17	Homeownership Assistance	15,600	-0-	$ 15,600
	Totals	$ 1,200,000	-0-	$ 1,200,000

AI-9380 **11.G.**

Membership dues - NCDA
CC REGULAR

Date: 05/27/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

Request and approval to renew 2008-2009 membership dues in the amount of $50.00 to the NCDA Region VI - Southwest for Hidalgo County Urban County Program (Due: October 1, 2008).

BACKGROUND

The National Community Development Association Region VI is a professional organization representing community development practitioners, officials, and citizens involved with community and economic development issues within the States of Arkansas, Louisiana, New Mexico, Oklahoma and Texas. The purpose of the NCDA Region VI is to foster and promote the programs of the National Community Development Association. The NCDA Region VI's objective is the attainment of sound communities through the processes of development, preservation, conservation, rehabilitation and redevelopment.

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:
Urban County funds will be used.

Attachments

Link: membership dues

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 02:54 PM	APRV
2	Veronica Lopez	Veronica Lopez	05/20/2008 08:39 AM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:30 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:33 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:42 PM	APRV

Form Started By: Estella Webber — Started On: 05/19/2008 10:10 AM

Final Approval Date: 05/21/2008

NCDA REGION VI – SOUTHWEST
ANNUAL MEMBERSHIP REGISTRATION

ANNUAL DUES: July 1, 2008 through June 30, 2009 $50.00

Community/Organization: HIDALGO COUNTY URBAN COUNTY PROGRAM

Name of Organization Representative: DIANA R. SERNA

Mailing Address: 1916 TESORO BLVD. , PHARR, TEXAS 78577

Telephone: (956) 787-8127

Fax: (956) 787-5291

Email: ucp@bizrgv.rr.com

Please submit this registration form with a check made out to NCDA Region VI – Southwest for $50.00 **NO LATER THAN OCTOBER 1, 2008.** Mail the check to:

Jo Anne Longoria, NCDA Sec/Treasurer
Community Development
1201 E. 8th Street
Mission, Texas, 78572.

Phone – 956-580-8670 Email – jlongoria@mission.lib.tx.us

All dues collected will be used to support the NCDA Region VI – Southwest Association annual conference and in other areas such as accounting support, newsletter publication, etc. Payment of dues will ensure that your community or organization is on the membership list and receives all future mailings concerning NCDA Region VI activities.

ONLY ONE MEMBERSHIP PER CITY/COUNTY IS REQUIRED. THESE ARE NOT INDIVIDUAL MEMBERSHIPS!

AI-9423 **11.H.**

cancellation - home rehab

CC REGULAR

Date: 05/27/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

Requesting approval to cancel the Urban County Program Housing Loan Agreement for a Simple Home for Dalia De Los Santos in the amount of $40,460.00.

BACKGROUND

The agreement for emergency housing between Urban County Program and Dalia De Los Santos in the amount of $40,460.00 is recommended for cancellation by the Housing Rehab staff due to family refusal to abide by Urban County Program's policy regarding demoliton of existing structure when reconstruction of new one.

APPLICANT: Dalia De Los Santos
Deferred Loan, disabled

CASE # CW 85-06-07
CITY: Countywide, Pct. # 1

FUNDING YEAR: Home 2005

LOCATION OF PROPERTY: Lot Twenty-nine (29), Los Castillos Estates, Hidalgo County, Texas, according to the map. Thereof recorded in Volume 19, page 25, Map Records, Hidalgo County, Texas.

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 08:09 AM	APRV
2	Veronica Lopez	Veronica Lopez	05/22/2008 09:33 AM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 09:42 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 09:48 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 10:20 AM	APRV

Form Started By: Estella Webber — Started On: 05/20/2008 04:40 PM

Final Approval Date: 05/22/2008

AI-9442 **12.A.**

La Sienna - EDA Agreement Modifications
CC REGULAR

Date: 05/27/2008
Submitted By: Roxanne De La Garza, COUNTY JUDGE
Submitted For: Sofia Hernandez
Department: COUNTY JUDGE
Agenda Area: County Judge's Office

Information

CAPTION

Approval of modifications to the La Sienna Economic Development Agreement as approved by Commissioners' Court on February 26, 2008.

BACKGROUND

Fiscal Impact

Attachments

Link: draft agreement

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 03:33 PM	APRV
2	Erika Reyna	Erika Reyna	05/22/2008 01:28 PM	APRV
3	Auditor's Office	Linda Fong	05/23/2008 11:03 AM	APRV
4	Purchasing Department	Marty Salazar	05/23/2008 11:09 AM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 01:09 PM	APRV

Form Started By: Roxanne De La Garza Started On: 05/21/2008 03:21 PM

Final Approval Date: 05/23/2008

Draft Date: May 13, 2008

ECONOMIC DEVELOPMENT AGREEMENT

By and Among

CITY OF EDINBURG, TEXAS,

HIDALGO COUNTY, TEXAS,

CITY OF EDINBURG, TEXAS LOCAL GOVERNMENT CORPORATION

and

BURNS BROTHERS, LTD.

Effective as of _____ __, 2008

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ECONOMIC DEVELOPMENT AGREEMENT

This **ECONOMIC DEVELOPMENT AGREEMENT** (this "***Agreement***") is entered into to be effective as of the ____ day of _____, 2008 (the "***Effective Date***"), by and among the **CITY OF EDINBURG, TEXAS** (the "***City***"), a home-rule municipality organized under the laws of the State of Texas, **HIDALGO COUNTY, TEXAS** (the "***County***"), the **CITY OF EDINBURG, TEXAS LOCAL GOVERNMENT CORPORATION**, a non-profit corporation organized under Subchapter D of Chapter 431 of the Texas Transportation Code, as amended (the "***LGC***"), and **BURNS BROTHERS, LTD**, a Texas limited partnership (the "***Developer***").

RECITALS

WHEREAS, the Developer desires to construct a mixed use commercial and residential development on 704+ acres of land (the "***Project***") on the site described on ***Exhibit A*** attached hereto (the "***Site***"); and

WHEREAS, the Developer has advised the City and the County that a contributing factor that would induce the Developer to develop the Project would be the creation of a tax increment reinvestment zone to defray a portion of the costs to be incurred by the Developer as a consequence of developing the Project; and

WHEREAS, under the Tax Increment Financing Act, Chapter 311, Texas Tax Code, as amended (the "***TIF Act***"), the City has the power to designate a reinvestment zone to promote development or redevelopment of property within the jurisdiction of the City; and

WHEREAS, under the TIF Act, the City has the power to utilize tax increment (as defined in the TIF Act) within the reinvestment zone to finance and refinance public works and public improvement projects; and

WHEREAS, the City Council of the City and the Commissioners Court of the County each has found and determined that by entering into this Agreement, the construction and acquisition of the Public Infrastructure (as hereinafter defined) will further the public interest and welfare, and the potential economic benefits that will accrue to the City and the County, respectively, under the terms and conditions of this Agreement which are consistent with the City's and County's economic development objectives; and

WHEREAS, the City and the County have further determined that development of the property within the TIF Zone (as hereinafter defined) will not occur solely through private investment in the reasonably foreseeable future and the property is predominately open and, because of obsolete platting, deterioration of structures or site improvements, or other factors, substantially impairs or arrests the sound growth of the City and the County; and

WHEREAS, the City is entering into this Agreement with the understanding and intention that the use of tax increment generated from ad valorem taxes levied by the City within the TIF Zone

will be used solely for public works and public infrastructure projects which relate to the portion of the Project intended for commercial development and for public works and public infrastructure within the TIF Zone which are deemed by the City to have regional benefits to enable the City to serve areas of the City outside of the TIF Zone (i.e., oversizing of utility lines, road improvements, etc.), and the City does not intend for any portion of the tax increment generated from ad valorem taxes levied by the City within the TIF Zone to be used for public works or public infrastructure which relate to the residential portion of the Project; and

WHEREAS, the County is entering into this Agreement with the understanding and intention that the use of tax increment generated from ad valorem taxes levied by the County within the TIF Zone will be used primarily for public works or public infrastructure which relate to the residential portion of the Project and, in the event the expense for such portion of the Project is less than originally estimated, for commercial infrastructure in excess of the amount paid by the City but within the projected budget in this agreement; and

WHEREAS, the parties recognize that all agreements of the parties hereto and all terms and provisions hereof are subject to the laws of the State of Texas and all rules, regulations and interpretations of any agency or subdivision thereof at any time governing the subject matters hereof;

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

ARTICLE I

PURPOSE AND INTERPRETATION

SECTION 1.1 OBJECTIVES. The Developer is interested in developing a mixed use development on approximately 704 acres of land located in the North East quadrant of the City as a commercial and residential development, including green spaces and public amenities and educational facilities. The City and the County believe that the development of the Project at the Site may attract additional businesses, development, and investment in the City and the County and may serve as an economic stimulus to this developing area, resulting in significant job growth and increased tax revenue for the City and the County.

The parties acknowledge that the infrastructure on and in the vicinity of the Site is underdeveloped and/or non-existent and cannot support the anticipated development by the Developer. Following the development of the Project at the Site, additional development by other businesses is anticipated to occur on the land surrounding the Site. The City shall form a Tax Increment Financing Reinvestment Zone, the boundaries of which will initially be established as depicted on ***Exhibit B*** attached hereto (the "***TIF Zone***"). In order to encourage the Developer to

locate the Project within the City and County and to make the area surrounding the Site more attractive to other businesses seeking to establish new facilities near the Site, the Developer has requested that the City and the County fund certain costs related to Public Infrastructure necessary to support the Site as described in this Agreement.

SECTION 1.2 CONCEPT AND STRUCTURE. Development of the Project will include the Public Infrastructure. Development of the Project at the Site will result in increased property and sales tax revenues to the City, the County and other taxing units with jurisdiction at the Site. To accomplish the objectives listed above, the Developer will be responsible for the development and construction of the Project at the Site and related Public Infrastructure. In return, (i) the board of directors of the TIF Zone, subject to the terms of this Agreement, will reimburse the Developer for all or a portion of the Reimbursable Public Infrastructure Costs (as defined herein) from available revenues as they are generated by the TIF Zone after set asides for costs associated with imputed administrative costs of the City and those costs associated with the management of the TIF Zone, and the LGC may, at the request of the Developer, reimburse the Developer for all or a portion of the Reimbursable Public Infrastructure Costs from the issuance of Public Infrastructure Bonds (as defined herein) by the LGC, which Public Infrastructure Bonds shall be payable solely from TIF Revenues (as defined herein) which are generated in the TIF Zone and associated with the City's or the County's ad valorem taxes. Subject to the terms of this Agreement, the City's and the County's participation in reimbursing the Developer for the construction of Public Infrastructure will include the following components:

(A) establishment of the TIF Zone in which the City and the County agree to participate (as more specifically described in Article IV hereof);

(B) possible issuance by the LGC of Public Infrastructure Bonds secured by the City TIF Revenues or the County TIF Revenues (each as defined below) for all or a portion of the Reimbursable Public Infrastructure Costs, subject to the Developer's compliance with certain conditions (as more specifically described in Section 5.3 hereof); and

(C) approval of the Tri-Party Agreement (as defined below) between the City, the TIF Zone and the LGC.

SECTION 1.3 INTERPRETATION. In this Agreement, unless a clear contrary intention appears:

(a) the singular number includes plural number and vice versa;

(b) reference to any Person includes such Person's successors and assigns, but if applicable, only if such successor and assigns are permitted by this Agreement, and reference to a Person in a particular capacity excludes such Person in any other capacity or individually;

(c) reference to any gender includes each other gender;

(d) reference to any agreement, document or instrument means such agreement, document or instrument as amended or modified and in effect from time to time in accordance with the terms thereof;

(e) reference in this Agreement to any article, section, appendix, annex, schedule, or exhibit means such article or section thereof or appendix, schedule or exhibit thereto;

(f) each of the items or agreements identified on the attached Index of Exhibits is deemed part of this Agreement to the same extent as if set forth therein;

(g) "hereunder", "hereof", "hereto", and words of similar import shall be deemed references to this Agreement as a whole and not to any particular article, section or other provision thereof;

(h) "including" (and with correlative meaning "include") means including without limiting the generality of any description preceding such term;

(i) relative to the determination of any period of time, "from" means "from and including" and "to" means "to but excluding"; and

(j) reference to any constitutional, statutory, or regulatory provision means such provision as it exists on the Effective Date and any amendatory provision thereof or supplemental provision thereto.

SECTION 1.4 ACCOUNTING TERMS. Unless expressly otherwise provided, accounting terms shall be construed and interpreted, and accounting determination and computations shall be made, in accordance with GAAP.

SECTION 1.5 LEGAL REPRESENTATION OF THE PARTIES. This Agreement was negotiated by the parties hereto with the benefits of legal representation and any rules of construction or interpretation otherwise requiring this Agreement to be construed or interpreted against any party shall not apply to any construction or interpretation hereof or thereof.

[End of Article I]

ARTICLE II

DEFINITIONS

All capitalized terms used in this Agreement shall have the meanings ascribed to them in this Article II, or as otherwise provided herein.

"***Affiliate***" means any person, entity or group of persons or entities which controls the Developer, which the Developer controls or which is under common control with the Developer. As used herein, the term "control" shall mean the possession, directly or indirectly, of the power to direct or cause the direction of management and policies, whether through the ownership of voting securities, by contract or otherwise.

"***Agreement***" means this Economic Development Agreement by and among the City, the County, the LGC, and the Developer.

"***Bond Trustee***" means any trustee for the Public Infrastructure Bonds, as designated in the indenture governing such Public Infrastructure Bonds.

"***CERCLA***" means the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended.

"***City***" means the City of Edinburg, Texas.

"***City Council***" means the city council of the City.

"***City TIF Revenues***" means TIF Revenues on deposit in the Tax Increment Fund which were derived from ad valorem taxes levied in the TIF Zone by the City.

"***City's Reimbursement Commitment***" means the amount the City has agreed to reimburse the Developer for the actual costs incurred to construct Commercial/Regional-Related Public Infrastructure as set forth in Section 5.1.2 of this Agreement.

"***Closing Date***" means the date on which a series of Public Infrastructure Bonds, if any, are issued and delivered to the initial purchaser thereof.

"***Collateral Documents***" means all documents and agreements contemplated under or executed pursuant to or in connection with either (i) this Agreement, or (ii) the issuance of any Public Infrastructure Bonds.

"***Collateral Documents***" means all documents and agreements contemplated under or executed pursuant to or in connection with this Agreement.

"***Commercial/Regional-Related Public Infrastructure***" means the Public Infrastructure relating to the portion of the Project intended for commercial development and for Public Infrastructure within the TIF Zone which is deemed by the City to have regional benefits to enable the City to serve areas in more than one subdivided plat within the project and/or outside of the TIF Zone (i.e., oversizing of utility lines, road improvements, etc.), which is more specifically shown on or described in ***Exhibit F-1*** attached hereto.

"***Construction Indemnitees***" has the meaning assigned thereto in Section 3.4.8 of this Agreement.

"***Construction Schedule***" means the schedule governing the construction of the Project and the related Public Infrastructure as set forth on ***Exhibit D*** attached hereto.

"***Contractor***" has the meaning assigned thereto in Section 3.4.4.(a) of this Agreement.

"***County***" means Hidalgo County, Texas.

"***County TIF Revenues***" means TIF Revenues on deposit in the Tax Increment Fund which were derived from ad valorem taxes levied in the TIF Zone by the County.

"***County's Reimbursement Commitment***" means the amount the County has agreed to reimburse the Developer for the actual costs incurred to construct Residential-Related Public Infrastructure as set forth in Section 5.1.3 of this Agreement.

"***Damages***" has the meaning assigned thereto in Section 11.1 of this Agreement.

"***Developer***" means Burns Brothers, Ltd., a Texas limited partnership.

"***Developer Records***" has the meaning assigned thereto in Section 6.2 of this Agreement.

"***Effective Date***" means the date of this Agreement first above written.

"***Environmental Regulation(s)***" means any and all present and future laws, statutes, ordinances, rules, regulations and orders of any Governmental Agency having jurisdiction over the parties hereto or any portion of the Site and pertaining to the protection of human health, Hazardous Substances, pollution or the environment.

"***Force Majeure***" means an event beyond the reasonable control of a party obligated to perform an act or take some action under this Agreement including, but not limited to, acts of God, earthquake, fire, explosion, war, civil insurrection, acts of the public enemy, act of civil or military authority, sabotage, terrorism, floods, lightning, hurricanes, tornadoes, severe snow storms or utility disruption, strikes, lockouts, major equipment failure or the failure of any major supplier to perform its obligations.

*"**Fundamental Breach***" has the meaning assigned thereto in Section 8.1(b) of this Agreement.

*"**GAAP***" means generally accepted accounting principles.

"General Partner" has the meaning assigned thereto in Section 10.1.1 of this Agreement.

*"**Governmental Authorities***" shall mean any and all jurisdictions, entities, courts, boards, agencies, commissions, offices, divisions, subdivision, departments, bodies or authorities of any nature whatsoever of any governmental unit (federal, state, county, district, municipality, city or otherwise), whether now or hereafter in existence.

*"**Hazardous Substance***" means any substance that is defined or listed as a hazardous or toxic substance and which is regulated as such or may form the basis of liability under any present or future Environmental Regulation, or that is otherwise prohibited or subject to investigation or remediation under any present or future Environmental Regulation because of its hazardous, toxic or dangerous properties, including, without limitation, (i) any substance that is a "hazardous substance" under CERCLA, and (ii) petroleum, natural gas, natural gas liquids, liquefied natural gas, and synthetic gas usable for fuel (or mixtures of natural gas and such synthetic gas), only to the extent that the constituents of such synthetic gas are released or threatened to be released into the environment.

"Interlocal Agreement" has the meaning assigned thereto in Section 7.2 of this Agreement.

*"**Indemnitees***" has the meaning assigned thereto in Section 11.1 of this Agreement.

*"**Indemnitor***" has the meaning assigned thereto in Section 3.4.8 of this Agreement.

*"**Liabilities***" has the meaning assigned thereto in Section 3.4.8 of this Agreement.

"***Local Government Corporation***" or "***LGC***" shall mean the **CITY OF EDINBURG, TEXAS LOCAL GOVERNMENT CORPORATION**, a non-profit corporation established by the City pursuant to Subchapter D of Chapter 431 of the Texas Transportation Code for the purpose of assisting with financing and constructing economic development projects within the City in order to promote economic development and to stimulate business and commercial activity in the City, all at the request of the City Council of the City.

"***Maximum Commercial/Regional-Related Public Infrastructure Reimbursement***" has the meaning assigned thereto in Section 5.1.1 of this Agreement.

"***Maximum Residential-Related Public Infrastructure Reimbursement***" has the meaning assigned thereto in Section 5.1.1 of this Agreement.

"***Other Project Costs***" has the meaning assigned thereto in Section 3.3.2 of this Agreement.

"Person" shall mean any natural person, firm, partnership, association, corporation, limited liability company, trust, entity, public body or government or other entity.

"Plans and Specifications" means the design and construction plans and specifications for the Project and related Public Infrastructure as described in Section 3.4.3.

"***Project***" has the meaning assigned thereto in the recitals to this Agreement.

"***Project Costs***" has the meaning assigned thereto in Section 3.3.1 of this Agreement.

"Projected Budget" means the budget for development and construction of the Public Infrastructure to be constructed as a component of the Project, which is attached hereto as ***Exhibit C***.

"***Public Infrastructure***" means the streets, roads, water, wastewater and storm drainage, and other public works and public improvements necessary in connection with the Project, together with other costs incidental to those improvements, as further shown on ***Exhibit F*** attached hereto.

"Public Infrastructure Bond Documents" means the Public Infrastructure Bond Indenture and all other documents related to the issuance of the Public Infrastructure Bonds.

"Public Infrastructure Bond Indenture" means the trust indenture governing the issuance of the Public Infrastructure Bonds, in form approved by the LGC.

"***Public Infrastructure Bonds***" means bonds or other obligations to be issued in one or more series pursuant to Section 5.3 of this Agreement.

"***Public Infrastructure Contract***" has the meaning assigned thereto in Section 3.4.4 of this Agreement.

"***Public Infrastructure Costs***" has the meaning assigned thereto in Section 3.3.2 of this Agreement.

"***Public Infrastructure Reimbursement***" has the meaning assigned thereto in Section 5.1(i)(A) of this Agreement.

"***Reimbursable Public Infrastructure Costs***" has the meaning assigned thereto in Section 5.1.1 of this Agreement.

"***Residential-Related Public Infrastructure***" means the Public Infrastructure relating to the portion of the Project intended for residential development, which is more specifically shown on ***Exhibit F-2*** attached hereto.

"***Site***" means the land on which the Project will be constructed, as described on ***Exhibit A*** attached hereto.

"***State***" means the State of Texas.

"***Subcontractors***" has the meaning assigned thereto in Section 3.4.7 of this Agreement.

"Tax Increment" has the meaning assigned to it in Section 311.012 of the TIF Act.

"***Tax Increment Fund***" means the tax increment fund required to be established by the City in connection with the creation of the TIF Zone pursuant to Section 311.004 of the TIF Act.

"***Termination Date***" means the termination date of this Agreement, as defined in Section 8.2 of this Agreement.

"***TIF Act***" means Chapter 311, Texas Tax Code, as amended.

"***TIF Revenues***" has the meaning assigned thereto in Section 4.4 of this Agreement.

"***TIF Term***" has the meaning assigned thereto in Section 4.4 of this Agreement.

"***TIF Zone***" means the geographic area including the Site described by metes and bounds in ***Exhibit B*** hereto, to be designated by the City as a reinvestment zone eligible for tax increment financing under Section 311.003 of the TIF Act pursuant to Article IV of this Agreement.

"***Tri-Party Agreement***" means the agreement among the City, the LGC and the TIF Zone with respect to the administration of TIF Revenues and the development of the Public Infrastructure within the TIF Zone.

[End of Article II]

ARTICLE III

DEVELOPMENT AND OPERATION OF THE PROJECT

SECTION 3.1 OVERVIEW. Subject to the terms and conditions set forth in this Agreement, (a) the Developer shall develop and construct the Project on the Site and related Public Infrastructure as contemplated in this Article III, which will be financed in accordance with Article V, and (b) the Public Infrastructure will be conveyed to the City following completion in accordance with Section 3.5.

SECTION 3.2. PUBLIC INFRASTRUCTURE. The City and the Developer agree that the Public Infrastructure will be owned by the City for the benefit of and use by the general public, and shall be operated in accordance with State law and the rules, regulations and policies of the City for the benefit of the general public. During development and construction, the Developer shall keep separate records and accountings for the portion of the Project designated as the Public Infrastructure, and within such accounting of Public Infrastructure the Developer shall separately account for the Commercial/Regional-Related Public Infrastructure and the Residential-Related Public Infrastructure. To the extent feasible, the construction contracts for the Public Infrastructure will be structured in order to avoid the payment of sales taxes on the cost of the materials used in construction of the Public Infrastructure.

SECTION 3.3. PROJECTED BUDGET.

SECTION 3.3.1. PROJECT COSTS. The "***Project Costs***" shall be the following:

(a) costs of design and construction of the Project and related Public Infrastructure in accordance with the Plans and Specifications, including without limitation costs of preparing the Site for construction and costs of all work undertaken because of environmental considerations, including monitoring air and water quality;

(b) costs of the services of an architect and general contractors;

(c) reasonable costs of legal counsel of the City, the County, and the Developer with respect to the negotiation and consummation of this Agreement and the Collateral Documents and representation of the City, the County and the Developer in all other matters relating to the Project;

(d) reasonable fees and expenses of agencies or individuals associated with the financing of the Project and related Public Infrastructure, financial advisors, financial printers, bond counsel, legal counsel, underwriters, escrow agents, trustees and other persons incurred in connection with obtaining financings contemplated in this Agreement;

(e) costs of acquisition of the Site, including title work, surveys, inspections, engineering reports, legal fees and expenses;

(f) costs of furnishing and equipping the Project in accordance with the Plans and Specifications;

(g) without limitation, any other costs related to the development and construction of the Project; and

(h) any reasonable costs incurred by the Developer, the City, or the County, prior to the Effective Date of this Agreement including infrastructure costs incurred for the Project as set forth in the Exhibit XX attached;

(i) Creation costs associated with creation of the TIF Zone; and

(j) Interest on Developer advances.

SECTION 3.3.2. REIMBURSABLE PUBLIC INFRASTRUCTURE COSTS AND OTHER PROJECT COSTS. The Developer has proposed and the City hereby approves an estimated budget (a copy of which is attached hereto as ***Exhibit C***) (the "***Projected Budget***") for the Public Infrastructure to be constructed as a component of the Project in accordance with the Plans and Specifications (projected as of the Effective Date of this Agreement). As shown in Exhibit C, the Projected Budget for the Public Infrastructure describes the portion of the Project Costs that are expected to be incurred to construct the Commercial/Regional-Related Public Infrastructure and separate describes the portion of the Project Costs that are expected to be incurred for Residential-Related Public Infrastructure. As more fully set forth in Article V hereof, the Developer is eligible to be reimbursed, solely with TIF Revenues, for all or a portion of the Project Costs that are actually incurred by the Developer to construct the Commercial/Regional-Related Public Infrastructure and the Residential-Related Public Infrastructure (defined in Section 5.5.1 as the "Reimbursable Public Infrastructure Costs"). All Project Costs other than the Reimbursable Public Infrastructure Costs are collectively referred to herein as the "***Other Project Costs***." The Developer shall provide the City, County, and the TIF Zone with an updated budget if any changes are made to the Public Infrastructure costs shown in the Projected Budget or any subsequent updated budget.

SECTION 3.4. DEVELOPMENT AND CONSTRUCTION REMEDIES.

SECTION 3.4.1. DEVELOPER'S RESPONSIBILITIES. The Developer shall, at its cost and expense cause the Project and related Public Infrastructure to be constructed and developed as contemplated in this Agreement. The Developer shall proceed diligently with construction of the Project and related Public Infrastructure in a manner consistent with the build out schedule as set forth in the preliminary project plan and reinvestment zone financing plan. Developer will use best faith efforts to maintain the development schedule,

and will not be penalized if the schedule is delayed due to market conditions, shortages in materials, and/or any unforeseen circumstances that serve to delay the project. See attached Exhibit D labeled "Construction Schedule".

SECTION 3.4.2. COMPLIANCE WITH LAW BY DEVELOPER. The Developer shall conduct all its activities in compliance with all applicable laws, ordinances, rules and regulations of any Governmental Authority, including without limitation all applicable licenses, permits, building codes, restrictive covenants, zoning and subdivision ordinances and flood disaster and environmental protection laws. The Developer shall, or shall cause the architect, the general contractors and the subcontractors to, obtain all necessary permits, licenses, and approvals to construct the Project and related Public Infrastructure in accordance with the Plans and Specifications, and shall provide copies thereof to the LGC. The Developer acknowledges that the City will not waive any fees or related expenses for permits, licenses or approvals that must be obtained from the City in connection with the construction and operation of the Project and related Public Infrastructure.

SECTION 3.4.3. DESIGN AND CONSTRUCTION OF THE PROJECT. The Project and related Public Infrastructure shall be designed and constructed in accordance with the Plans and Specifications, which will be prepared by or under the direction of the Developer and the form of which will be mutually agreed upon in writing by the Developer and the City. Unless otherwise required by law, rule, regulation or interpretation by an agency of the State, the Developer will not be required to bid construction contracts for the Project and related Public Infrastructure.

SECTION 3.4.4. OBLIGATIONS SPECIFIC TO THE PUBLIC INFRASTRUCTURE.

(a) *Contract for Public Infrastructure*. The Developer will enter into a contract or contracts with third party contractors (each a "***Contractor***") to outline and oversee all work on the construction of the Public Infrastructure (each a "***Public Infrastructure Contract***"). The Public Infrastructure Contracts (i) may be separate from contracts that the Developer executes for construction of the portions of the Project that are not Public Infrastructure, or (ii) may be contained in contracts for construction of the entire Project (including Public Infrastructure) so long as such contracts contain appropriate terms requiring all parties to maintain separate records and accounting for construction of (A) the Public Infrastructure and (B) the other portions of the Project. The Developer shall not be obligated to follow governmental purchasing and bidding requirements unless the Developer is subject to such requirements other than through this Agreement; provided, however, that the Developer agrees to use best faith efforts to comply with government purchasing requirements. All Public Infrastructure Contracts must meet the requirements of this Agreement specifically including, without limitation, those of Section 3.4.6, 3.4.7, and 3.4.8.

(b) *Management of Construction of the Public Infrastructure*. The Developer shall perform the usual and necessary management services incident to projects of the nature and scope of the construction and installation of the Public Infrastructure. The Developer shall thoroughly inspect the work of all Contractors and all subcontractors undertaking work on the Public Infrastructure. In addition, the Developer shall strive to fully and completely settle, by litigation or otherwise, any claims of any Contractor or subcontractor relating to or arising out of the construction and/or installation of the Public Infrastructure or performance or non-performance under any Public Infrastructure Contract without involving the LGC, the City or the County.

(c) *Quarterly Certificates Related to Public Infrastructure*. During construction and until the all work on the Project is completed in accordance with the Plans and Specifications and this Agreement, the Developer shall submit quarterly certificates, signed by an officer or appointed agent of the Developer and any applicable general contractor, to the LGC and to the board of directors of the TIF Zone that state, as of a date certain: (i) the specific work on the Public Infrastructure that has been completed since the last quarterly report; (ii) the amount of money that the Developer has paid for completion of such work and that the Developer intends to claim as a Reimbursable Public Infrastructure Cost; including designating whether such work is for Commercial/Regional-Related Public Infrastructure or Residential-Related Public Infrastructure, and (iii) the Developer's calculation of the estimated cost remaining to complete the development and construction of the Public Infrastructure. Upon receipt of any such certificate, the LGC shall have thirty (30) calendar days to notify the Developer in writing of any objection that the LGC may have as to the amount of money that the Developer has paid or as to the Developer's calculation of the estimated cost remaining to complete the construction and installation of the Public Infrastructure. The grounds for any such objection shall be limited, respectively, to a good faith determination by the LGC that the amount of money paid by or on behalf of the Developer is not sufficiently supported by a respective Public Infrastructure Contract, does not otherwise qualify as a Reimbursable Public Infrastructure Cost under this Agreement or is not properly designated as either Commercial/Regional-Related Public Infrastructure or Residential-Related Public Infrastructure. If the Developer disagrees with such objection, the LGC and the Developer shall diligently work in good faith to resolve the dispute.

SECTION 3.4.5. REVIEW BY LGC. The LGC and any authorized designee shall have the right to review and inspect the design and construction of the Public Infrastructure in order to make sure that such construction is performed and completed in accordance with the Plans and Specifications. The Developer shall provide access to the Site for the LGC and any authorized designee to undertake such reviews and inspections. If the LGC, in its reasonable discretion, determines in good faith that the design and/or the construction of the Public Infrastructure is not being performed in any material respect substantially in

accordance with the Plans and Specifications, then the LGC, after consulting with the Developer (except in the case of an emergency as determined by the LGC), shall have the right to deliver written notice thereto to the Developer, in which event the Developer shall promptly cause each deficiency to be corrected in all material respects in conformity with the Plans and Specifications except in the case of deficiencies with respect to which the Developer, the LGC and the board of directors of the TIF Zone have agreed in writing either that the deficiency requires no corrective action or that the deficiency may be corrected over time in accordance with a specific corrective action. In the event that the Developer breaches its covenant in the immediately preceding sentence, then the LGC shall have the right to (A) take any and all actions to remedy such breach, (B) issue written instructions to the architect, the general contractors, and any other person or entity performing design and/or construction work for the Public Infrastructure to cease construction until such deficiencies are corrected, (C) obtain appropriate injunctive relief to prohibit the Developer, the architect, the general contractors, and any other person or entity performing design and/or construction work for the Public Infrastructure from proceeding with construction until such deficiencies are corrected; and/or (D) suspend the issuance of Public Infrastructure Bonds to provide the Public Infrastructure Reimbursement.

SECTION 3.4.6. INSURANCE REQUIREMENTS. The Developer shall ensure that the general contractors and architect shall, at their sole expense, maintain in effect at all times during the full term of the construction of the Project, insurance coverages substantially consistent with that required by the Developer on other similar projects with insurers licensed to do business in the State of Texas and reasonably acceptable to the LGC, the City and the County and the Developer. Such insurance shall be written on forms of policies reasonably satisfactory to the LGC, the City, the County and the Developer. The LGC, the City and the County will be deemed to have approved such insurance as reasonably acceptable and satisfactory in the event such party does not provide notice to the contrary to the Developer within ten (10) days of such party's receipt of notice thereof.

SECTION 3.4.7. RELEASE AND WAIVER. General contractors and all subcontractors ("***Subcontractors***"), including without limitation all Contractors, architects and engineers, shall release, and shall cause their insurers to release, the City, the County the board of directors of the TIF Zone, the Developer, and other Construction Indemnitees from any and all claims or causes of action whatsoever which they or their insurers might otherwise possess resulting in or from or in any way connected with any loss covered or which should have been covered by insurance, including the deductible portion thereof, maintained and/or required to be maintained pursuant to this Agreement, the construction contract, the architect agreement, or any other contract or subcontract, except to the extent such claims or causes of action arise from or are attributed to the sole or concurrent negligence of any Construction Indemnitee.

SECTION 3.4.8. INDEMNITY. The Developer shall ensure that an indemnity provision substantially in the form of the following is incorporated in the construction contracts,

including without limitation all Public Infrastructure Contracts, the architect agreement, and all other contracts and subcontracts, as applicable.

> "To the fullest extent permitted by applicable law, [**Contractors, Architect, Subcontractors]** ("***Indemnitor***") shall indemnify, protect, defend and hold harmless the board of directors of the **TIF Zone**, the **City**, the **County**, and the LGC, and each of their respective agents, employees, affiliated companies, successor and assigns (collectively, "***Construction Indemnitees***") for, from and against all liabilities, claims, damages, fines, penalties, losses, liens, causes of action, costs, and expenses (including court costs, attorneys' fees and costs of investigation) of any nature, kind or description of any person or entity, directly or indirectly arising out of, caused by, or resulting from (in whole or in part), (1) the services or work performed thereunder, (2) this Public Infrastructure Agreement, or (3) any act or omission or Indemnitor, anyone directly or indirectly employed by Indemnitor, or anyone that the Indemnitor controls or exercises control over (collectively, "***Liabilities***"). Indemnitor shall promptly advise [the **LGC]** and [the **Developer]** in writing of any action, administrative or legal proceeding or investigation as to which this indemnification may apply, and Indemnitor, at its expense, shall assume on behalf of [the **LGC**] and [the **Developer**] (and the other Construction Indemnitees) and conduct with due diligence and in good faith the defense thereof with counsel satisfactory to [the board of directors of the TIF **Zone**], the LGC, the City, the County and [the **Developer**]; provided, however, that [the **LGC**], the board of directors of the TIF Zone, the City, the County and [the **Developer**] shall each have the right, at their option, to be represented therein by advisory counsel of their own selection and at their own expense. This indemnification shall not be limited to damages, compensation or benefits payable under insurance policies, worker's compensation acts, disability benefit acts or other employee's benefit acts.

SECTION 3.5. CONVEYANCE OF PUBLIC INFRASTRUCTURE. After the Developer has completed the Public Infrastructure, the Developer shall convey and the City shall accept dedication of the Public Infrastructure. Upon such dedication and acceptance, the City shall be responsible for maintaining the Public Infrastructure in a manner consistent with similar infrastructure maintained by the City outside of the TIF Zone. The amount of the Public Infrastructure to be built by the Developer and dedicated to the City shall be limited in accordance with the projects set forth in the Projected Budget. The utility capacity generated by the construction of the public infrastructure will be initially reserved for and made available to the Developer for use in developing the Site, and then for surrounding areas.

[End of Article III]

ARTICLE IV

TIF ZONE FORMATION

SECTION 4.1. TIF ZONE FORMATION. The City will use its reasonable best efforts consistent with applicable law to form a Tax Increment Financing Reinvestment Zone in accordance with Section 311.005(a)(2) of the TIF Act covering the area described in ***Exhibit B*** hereto at the earliest practical date. The City and the County shall participate in the TIF Zone. The parties understand and agree that the Edinburg Consolidated Independent School District, the Hidalgo County Drainage District No. 1, and the South Texas Community College District will not participate in the TIF Zone.

SECTION 4.2. CITY'S CONTRIBUTION INTO TAX INCREMENT FUND. The City shall contribute into the Tax Increment Fund its Tax Increment generated from the lesser of (i) a tax rate of $0.52 per $100 valuation, or (ii) the City's then current Maintenance and Operations tax rate for the applicable tax year, until the earlier of (A) thirty (30) years from the effective date of the City ordinance creating the TIF Zone, or (B) the date on which the City's Reimbursement Commitment has been fully paid to the Developer in accordance with the terms of this Agreement. (Note: The foregoing formula for the participation of the City's Tax Increment is intended to include only Tax Increment generated from all or a portion of the City's Maintenance and Operations tax levy, and exclude that portion of the City's tax levy allocated to debt service.) Any portion of the City's Tax Increment related to the TIF Zone which has been contributed into the Tax Increment Fund and which remains therein after the City's Reimbursement Commitment has been fully paid to the Developer in accordance with the terms of this Agreement shall be refunded to the City.

SECTION 4.3. COUNTY'S CONTRIBUTION INTO TAX INCREMENT FUND. The County shall contribute into the Tax Increment Fund its Tax Increment generated from the lesser of (i) a tax rate of $0.5155 per $100 valuation, or (ii) the County's then current Maintenance and Operations tax rate for the applicable tax year, until the earlier of (A) thirty (30) years from the effective date of the City ordinance creating the TIF Zone, or (B) the date on which the County's Reimbursement Commitment has been fully paid to the Developer in accordance with the terms of this Agreement. (Note: The foregoing formula for the participation of the County's Tax Increment is intended to include only Tax Increment generated from all or a portion of the County's Maintenance and Operations tax levy, and exclude that portion of the County's tax levy allocated to debt service.) Any portion of the County's Tax Increment related to the TIF Zone which has been contributed into the Tax Increment Fund and which remains therein after the County's Reimbursement Commitment has been fully paid to the Developer in accordance with the terms of this Agreement shall be refunded to the County.

SECTION 4.4. TIF TERM AND USE OF TIF REVENUES. The City anticipates paying to the LGC, after receiving approval of the board of directors of the TIF Zone, monies on deposit in the Tax Increment Fund ("***TIF Revenues***") for the purpose of discharging obligations of the City and the County described in this Agreement and other costs, expenses and obligations incurred by the TIF

Zone, the LGC and/or the City under the terms of the Tri-Party Agreement. Unless earlier terminated pursuant to this Agreement, the term of the TIF Zone (the "***TIF Term***") will expire upon the earlier of (i) the date on which the City Reimbursement Commitment and the County Reimbursement Commitment have been fully paid to the Developer in accordance with the terms of this Agreement, or (ii) thirty (30) years from the effective date of the City ordinance creating the TIF Zone. At the expiration of the TIF Term, any remaining TIF Revenues will be distributed into the general funds of the City and the County in the proportion of each unit's contributions to the TIF Zone for the tax year most recently ended.

Section 4.5. Board Representation. The Developer shall have the right to recommend to the City and the County the name of at least one person to serve on the board of directors of the TIF Zone. The City and the County shall duly consider such request, but the Developer acknowledges that, in accordance with the Act, the Commissioners Court of the County shall have the right to appoint one member to the board of directors of the TIF Zone (unless the County waives such right), and the City Council shall appoint all other members of such board, and neither the City nor the County shall be obligated to appoint the person recommended by the Developer.

[End of Article IV]

ARTICLE V

FINANCING AND DEVELOPER REIMBURSEMENTS

SECTION 5.1. COST OF CONSTRUCTION; POTENTIAL REIMBURSEMENTS.

SECTION 5.1.1. REIMBURSABLE PUBLIC INFRASTRUCTURE COSTS. The Developer shall be responsible for, and shall finance, all costs of development and construction of the Project and related Public Infrastructure, including without limitation all Project Costs; provided, however, the Developer shall be eligible to be reimbursed, solely from TIF Revenues, for (i) up to ***$16,500,000*** (plus up to an additional $16,500,000 for interest on unreimbursed costs for all outstanding Developer debt attributable to the Commercial/Regional-Related Public Infrastructure costs, calculated at the lesser of (A) the rate of 6.00% per annum, or (B) the actual rate incurred by the Developer in connection with indebtedness incurred by the Borrower to finance Commercial/Regional-Related Public Infrastructure) for costs actually incurred by the Developer (as determined in accordance with Section 5.2 below) to construct Commercial/Regional-Related Public Infrastructure (the "***Maximum Commercial/Regional-Related Public Infrastructure Reimbursement***"), and (ii) up to ***$17,400,000*** (plus interest on unreimbursed costs for all outstanding developer debt attributable to the Residential-Related Public Infrastructure costs, calculated at the lesser of (A) the rate of 6.00% per annum, or (B) the actual rate incurred by the Developer in connection with indebtedness incurred by the Borrower to finance Residential-Related Public Infrastructure) for costs actually incurred by the Developer to finance and construct Residential-Related Public Infrastructure (the "***Maximum Residential-Related Public Infrastructure Reimbursement***" and, the costs actually incurred and paid by the Developer for Project Costs for Public Infrastructure that are reimbursable hereunder that are not in the aggregate in excess of the Maximum Residential-Related Public Infrastructure Reimbursement and the Maximum Commercial/Regional-Related Public Infrastructure Reimbursement, the "***Reimbursable Public Infrastructure Costs***"), but only upon compliance with the terms of this Agreement. Except as provided under Section 5.3 hereof with respect to the possible issuance of Public Infrastructure Bonds, the Developer shall be reimbursed for Reimbursable Public Infrastructure Costs on a "pay-as-you-go basis" over a period of years solely from TIF Revenues deposited by the City and the County into the Tax Increment Fund and upon compliance with the terms of this Agreement, and in no event shall any other funds of the City or the County be available to be used to reimburse the Developer for such costs.

SECTION 5.1.2. SOURCES OF FUNDING MAXIMUM COMMERCIAL/REGIONAL-RELATED PUBLIC INFRASTRUCTURE REIMBURSEMENT. The Maximum Commercial/Regional-Related Public Infrastructure Reimbursement shall be funded with TIF Revenues contributed by the City into the Tax Increment Fund. In addition, in the event the Developer's actual total costs to construct Commercial/Regional-Related Public Infrastructure exceed the Maximum Commercial/Regional-Related Public Infrastructure Reimbursement to be reimbursed with City TIF Revenues (i.e., $16,500,000, exclusive of the interest reimbursement described in Section 5.1.1 above) but the Developer's actual total costs to construct Residential-Related Public Infrastructure (which can only be reimbursed with County TIF Revenues) is less than $17,400,000 (exclusive of the interest

reimbursement described in Section 5.1.1 above), TIF Revenues contributed by the County into the Tax Increment Fund up to an amount equal to the difference between $17,400,000 and the amount of County TIF Revenues that have been used to reimburse the Developer for Residential-Related Public Infrastructure (exclusive of the interest reimbursement described in Section 5.1.1 above), may, upon written request to and consent of the County, be used to reimburse the Developer for costs related to Commercial/Regional-Related Public Infrastructure which exceed the Maximum Commercial/Regional-Related Public Infrastructure Reimbursement being provided with City TIF Revenues; provided, however, in no event may County TIF Revenues be used to pay for a cost component associated with Commercial/Regional-Related Public Infrastructure that exceeds the amount for such component shown in the Projected Budget attached hereto as Exhibit C or interest on any costs associated with Commercial/Regional-Related Public Infrastructure costs.

SECTION 5.1.3. SOURCE OF FUNDING OF MAXIMUM RESIDENTIAL-RELATED PUBLIC INFRASTRUCTURE REIMBURSEMENT. The Maximum Residential-Related Public Infrastructure Reimbursement shall be funded with TIF Revenues contributed by the County into the Tax Increment Fund. No TIF Revenues contributed by the City into the Tax Increment Fund shall be used to fund any portion of the Maximum Residential-Related Public Infrastructure Reimbursement.

SECTION 5.2. EVIDENCE OF REIMBURSABLE PUBLIC INFRASTRUCTURE COSTS. Notwithstanding anything to the contrary herein, before the Developer is entitled to receive any funds under this Agreement to reimburse itself for Reimbursable Public Infrastructure Costs, (i) the Developer must submit documentation reasonably acceptable to the City, the County, the board of directors of the TIF Zone and the LGC demonstrating (a) that the Developer has properly constructed, installed and completed all or a portion of the Commercial/Regional-Related Public Infrastructure or Residential-Related Public Infrastructure for which it is requesting reimbursement, and (b) that the Developer has actually paid or incurred Reimbursable Public Infrastructure Costs to construct such Commercial/Regional-Related Public Infrastructure (which costs may include interest on indebtedness incurred by the Developer to finance such construction up to the amount described in Section 5.1.1 above and at a rate not to exceed 6% per annum on the actual costs of Commercial/Regional-Related Public Infrastructure that has not previously been reimbursed with TIF Revenues provided by the City) or Residential-Related Public Infrastructure (which costs may include interest on indebtedness incurred by the Developer to finance such construction at a rate not to exceed 6% per annum on the actual costs of Residential-Related Public Infrastructure that has not previously been reimbursed with TIF Revenues provided by the County) in an amount at least equal to the amount for which the Developer is seeking reimbursement, and (ii) the Developer has conveyed such Commercial/Regional-Related Public Infrastructure or Residential-Related Public Infrastructure to the City, and the City has accepted such Commercial/Regional-Related Public Infrastructure or Residential-Related Public Infrastructure, in accordance with Section 3.5 hereof. The City will not unreasonably withhold the acceptance of such Commercial/Regional-Related Public Infrastructure or Residential-Related Public Infrastructure Public Infrastructure as long as such Public Infrastructure has been properly constructed, installed and completed and such Public Infrastructure has been constructed in accordance with all applicable building codes. Notwithstanding anything to the contrary herein, in the event the Developer has been reimbursed for

costs that are ineligible for reimbursement, the Developer shall promptly return such amounts to the board of directors of the TIF Zone for reimbursement of the Tax Increment Fund.

SECTION 5.3. PUBLIC INFRASTRUCTURE BONDS.

SECTION 5.3.1. ISSUANCE OF PUBLIC INFRASTRUCTURE BONDS. Upon satisfying all conditions set forth in Section 5.3.3 hereof, and at the Developer's request, the LGC will use its reasonable best efforts to issue one or more series of revenue bonds ("***Public Infrastructure Bonds***") in the principal amount sufficient to (i) reimburse the Developer for the lesser of (A) with respect to costs for Commercial /Regional-Related Public Infrastructure - $16,500,000, and with respect to Residential-Related Public Infrastructure - $17,400,000, and (B) the actual costs expended by the Developer for Commercial/Regional-Related Public Infrastructure or Residential-Related Public Infrastructure, as appropriate, prior to the issuance of such series of Public Infrastructure Bonds which have not previously been reimbursed to the Developer with proceeds of a series of Public Infrastructure Bonds or other City TIF Revenues (with respect to Commercial/Regional-Related Public Infrastructure) or County TIF Revenues (with respect to Residential-Related Public Infrastructure), plus (ii) an amount, if any, required to fund capitalized interest for such series and for the period of time recommended by the LGC's financial advisor (but in no event longer than one year following completion of the Public Infrastructure being reimbursed with proceeds of such series of Public Infrastructure Bonds), plus (iii) an amount required to fund a debt service reserve fund, if any (but not in excess of the maximum annual principal and interest payments on such series of the Public Infrastructure Bonds), and plus (iv) an amount sufficient to pay cost of issuance. The specific terms of each series of Public Infrastructure Bonds shall be approved by the LGC and shall be, subject to then prevailing market conditions and application laws, payable annually over not more than twenty (20) years, all of which will be set forth in greater detail in the Public Infrastructure Bond Documents. Each series of Public Infrastructure Bonds will be secured by a parity pledge of (i) the City TIF Revenues with respect to Public Infrastructure Bonds issued to reimburse the Developer for Commercial/Regional-Related Public Infrastructure, or (ii) the County TIF Revenues with respect to Public Infrastructure Bonds issued to reimburse the Developer for Residential-Related Public Infrastructure, and no funds of the City, the County or the EEDC will be available to be used to pay the Public Infrastructure Bonds.

SECTION 5.3.2. GENERAL ISSUANCE PROVISIONS. Each series of Public Infrastructure Bonds will be issued, to the extent permitted by applicable law, as tax-exempt obligations as described in Section 103 of the IRC; however, it is possible that not all of the improvements that comprise Public Infrastructure will qualify to be financed with tax-exempt obligations under Section 103 of the IRC. If the LGC is unable to obtain an opinion of nationally recognized bond counsel that Public Infrastructure Bonds in any series are tax-exempt obligations under Section 103 of the IRC, the LGC reserves the right to issue such series of Public Infrastructure Bonds as taxable obligations. The LGC shall use its reasonable best efforts to obtain a tax-exempt opinion and hereby acknowledges that the law firm of McCall, Parkhurst & Horton L.L.P. is considered a nationally recognized bond

counsel that could, in their sole discretion, provide such an opinion. The parties agree that all revenues pledged to the repayment of the Public Infrastructure Bonds shall be transferred to a Bond Trustee to be named in, and will be utilized in accordance with the terms of, the Public Infrastructure Bond Indenture, including the payment of debt service on each series of Public Infrastructure Bonds when due. Each series of Public Infrastructure Bonds (i) will be special, limited obligations of the LGC, (ii) will be non-recourse (no personal liability) to the City, the EEDC, the County or the LGC or their respective members, directors, officers, employees and agents, and (iii) will never be secured by or payable from the general credit or taxing power of the City, the County, the EEDC or the LGC.

SECTION 5.3.3. CONDITIONS TO THE OBLIGATIONS OF THE LGC TO ISSUE PUBLIC INFRASTRUCTURE BONDS. The LGC shall have no duty or obligation to issue any series of Public Infrastructure Bonds unless and until the following conditions have either been satisfied or waived in writing by the LGC:

(a) *Evidence of Reimbursable Public Infrastructure Costs*. The Developer shall have submitted documentation reasonably acceptable to the LGC demonstrating that the Developer has properly constructed and installed all or a portion of the Commercial/Regional-Related Public Infrastructure or Residential-Related Public Infrastructure for which it is requesting reimbursement and has incurred actual costs for such Public Infrastructure in an amount at least equal to the amount eligible to be reimbursed with such series of Public Infrastructure Bonds (as separately described in clause (i) of Section 5.3.1 above with respect to Commercial/Regional-Related Public Infrastructure and Residential-Related Public Infrastructure). Public Infrastructure Bonds issued to reimburse the Developer for Reimbursable Public Infrastructure Costs associated with Commercial/Regional-Related Public Infrastructure shall be solely payable from and secured by City TIF Revenues. Public Infrastructure Bonds issued to reimburse the Developer for Reimbursable Public Infrastructure Costs associated with Residential-Related Public Infrastructure shall be solely payable from and secured by County TIF Revenues.

(c) *Cash Flow Projection*. The LGC has received a cash flow projection from the LGC's financial advisor or a financial consulting firm selected by the LGC which reasonably demonstrates that the TIF Zone is expected to generate City TIF Revenues or County TIF Revenues, as appropriate, in an amount at least equal to 135% of the average annual principal and interest requirements on such series of Public Infrastructure Bonds and all other Public Infrastructure Bonds then outstanding which are secured on a parity basis with City TIF Revenues or County TIF Revenues, as appropriate, unless all purchasers of such series of Public Infrastructure Bonds and the owners of all then outstanding Public Infrastructure Bonds secured on a parity therewith specifically acknowledges and consents in writing to a lower percentage.

(d) *Representations and Warranties; Performance of Obligations*.

(1) The representations and warranties of the Developer set forth in this Agreement and in each certificate, agreement, document or instrument delivered pursuant hereto on or before the Closing Date or in connection with the transactions contemplated hereby on the Closing Date shall be true and correct in all material respects on the date of this Agreement and on the Closing Date as though made on and as of such Closing Date; and

(2) The Developer shall have timely performed in all material respects all of the covenants, agreements and obligations hereunder to be performed by the Developer on or prior to the Closing Date, and shall not be in material default under this Agreement or any Collateral Document delivered pursuant hereto on or before the Closing Date.

(e) *Terms Satisfactory*. The form and terms of such series of Public Infrastructure Bonds and the Collateral Documents shall have been approved by the Board of Directors of the LGC in accordance with Texas law, and all necessary documents shall have been executed by the respective parties.

(f) *Permits*. All approvals, consents and permits from the Attorney General of the State of Texas and other government agencies shall have been obtained as required by law to issue such series of Public Infrastructure Bonds.

(g) *Legal Opinions*. The LGC's Bond Counsel and the Developer's legal counsel shall have delivered to the LGC and the Developer legal opinions containing such opinions and being in such form as the LGC and the Developer may reasonably request.

(h) *Other Matters*. The Developer shall have delivered to the LGC, in form and substance satisfactory to the LGC, such certificates and other evidence as the LGC may reasonably request to confirm the satisfaction of the conditions contained in this Section 5.3 which are within the control of the Developer.

(i) *No Material Adverse Change*. Since the Effective Date of this Agreement, no material adverse change shall have occurred in the financial condition, assets, liabilities or business prospects of the Developer.

(j) *No Injunction or Restraints*. There shall be no temporary restraining order, preliminary or permanent injunction or other order issued by any court of competent jurisdiction or other legal restraint or prohibition questioning this Agreement or any obligation contained herein or preventing the collection and payment to the LGC of the revenues to be pledged as security for the Public Infrastructure Bonds or interfering with the use thereof by the LGC.

SECTION 5.4. SEPARATE OBLIGATIONS OF THE DEVELOPER. The payment of all indebtedness and obligations incurred by the Developer in connection with the development and construction of the Project and related Public Infrastructure and the operation of the Project shall be solely the obligations of the Developer. The City and the County shall not be obligated to pay any indebtedness or obligations of the Developer and shall only be obligated to make their respective payments into the Tax Increment Fund so that the board of directors of the TIF Zone may reimburse the Developer for the Reimbursable Public Infrastructure Costs in accordance with the terms and conditions of this Agreement.

[End of Article V]

ARTICLE VI

OTHER DEVELOPER OBLIGATIONS

SECTION 6.1. COMPLETION OF THE PROJECT. The Developer shall use reasonable best efforts to cause construction of the Project and related Public Infrastructure to be completed in a manner consistent with the schedule for build-out of the Project as set forth in Exhibit D.

SECTION 6.2. AUDITS OF DEVELOPER RECORDS. The Developer agrees that the City, the County, and the LGC will have the right to audit the financial and business records of the Developer (and its Affiliates) that relate specifically to the Public Infrastructure (collectively "***Developer Records***") at any time in order to determine compliance with this Agreement. To the extent reasonably possible, the Developer shall make all Developer Records available in electronic form or otherwise available to be accessed through the internet following reasonable advance notice by the LGC. The Developer also shall make all Developer Records available to the City, the County and the LGC at the Developer's home office following reasonable advance notice by the City, the County or the LGC and shall otherwise cooperate fully with the City, the County and the LGC during any audit.

SECTION 6.3. CONSTRUCTION OF WATER TOWER. Included within the Commercial/Regional-Related Public Infrastructure to be constructed by the Developer is an elevated water tower which is intended to serve residents and commercial enterprises in and near the TIF Zone. Developer agrees to immediately commence design and construction at the Site of such elevated water tower (with a minimum elevation of 130 feet, with a capacity of not less than 1.5 million gallons, and constructed of composite materials). Design and construction plans for such water tower must first be approved by the City's Public Works Department prior to commencement of construction thereof, and the Developer agrees to use best efforts to complete the construction of the water tower by no later than 18 months from the date of execution of this Agreement. The City agrees that the name of "La Sienna" may be displayed prominently on such water tower, subject to the City Manager's approval of final drawings illustrating how such name will be displayed, on the condition that the City's name shall also appear on the water tower in an appropriate manner approved by the City Manager.

[End of Article VI]

ARTICLE VII

OTHER CITY, COUNTY, AND LGC OBLIGATIONS

SECTION 7.1. FAST-TRACK DEVELOPMENT APPROVALS. The City, the County and the LGC will use all reasonable efforts to expedite the processes of establishing the TIF Zone, authorizing the Public Infrastructure Bonds, and obtaining any necessary rights of way or easements for the Public Infrastructure as required by this Agreement.

SECTION 7.2. INTERLOCAL AGREEMENT. The City, the County, the LGC and the Developer acknowledge and agree that:

(a) certain rights of the County related to the Project and the TIF Zone, including without limitation audit and oversight provisions, are to be included in an interlocal agreement (the "Interlocal Agreement") to be entered between the City and the County subsequent to the execution of this Agreement;

(b) notwithstanding anything to the contrary contained in this Agreement, the County's obligations in this Agreement are subject to (i) the negotiation, execution and delivery of the Interlocal Agreement and (ii) the City's compliance with the terms thereof and satisfaction of its obligations thereunder, including without limitation causing the LGC to facilitate the County's audit and oversight; and

(c) that the County would have required the Developer to grant additional direct audit and related rights to the County hereunder but for the agreement of the City and the LGC to provide such rights in the Interlocal Agreement.

The City and the County will use reasonable efforts to expedite the process of negotiating, executing and delivering the Interlocal Agreement and will consult with the LGC with respect to the City's and, through the City, the LGC's obligations thereunder. The City covenants and agrees to comply with the terms of the Interlocal Agreement and to satisfy its obligations thereunder. The LGC covenants and agrees that, while it is not intended to be a party to the Interlocal Agreement, that it will comply with the terms thereof.

SECTION 7.3. TRI-PARTY AGREEMENT. The City and the LGC will use reasonable efforts to expedite the process of negotiating, executing and delivering the Tri-Party Agreement.

[End of Article VII]

ARTICLE VIII

TERMINATION

SECTION 8.1. TERMINATION. This Agreement may be terminated for any of the following reasons:

(a) *By Mutual Consent*. By the mutual consent of the City, the County, the LGC and the Developer.

(b) *By City, County or LGC*. By the City, the County or the LGC after compliance with the procedures set forth in Section 8.4 hereof, if Developer commits a breach under Section 9.1 which is not cured in a timely manner (a "***Fundamental Breach***").

(c) *By Developer*. By the Developer (i) after compliance with the procedures set forth in Section 8.5, if (A) any of the City's, the County's or the LGC's representations or warranties contained in this Agreement is, or becomes, untrue in any material respect, or (B) the City, the County or the LGC has failed to perform any of their respective covenants contained in this Agreement.

(d) *Other*. Any party may terminate this Agreement at any time after the earlier to occur of (i) the expiration of the TIF Zone, and (ii) the reimbursement to the Developer in full of the Reimbursable Public Infrastructure Costs in accordance with Article V of this Agreement; provided, however, in no event shall this Agreement terminate unless all Public Infrastructure Bonds issued by the LGC, if any, are no longer outstanding.

SECTION 8.2. TERMINATION DATE. The date of termination of this Agreement (the "***Termination Date***") shall mean the date on which this Agreement is terminated for any of the reasons listed in Section 8.1 of this Agreement.

SECTION 8.3. NOTICE OF PROBLEMS. Each party will promptly give written notice to the other parties when it becomes aware of the occurrence or failure to occur, or the impending or threatened occurrence or failure to occur, of any fact or event that would cause or constitute, or would be likely to cause or constitute, (a) any of its representations or warranties contained in this Agreement being or becoming untrue or (b) its failure to perform any of its covenants contained in this Agreement. No such notice shall affect the representations or warranties, covenants or conditions of the parties hereunder, or prevent any party from relying on the representations or warranties contained herein.

SECTION 8.4. CITY, COUNTY, AND LGC TERMINATION PROCEDURE. If the City, the County or the LGC discovers, by reason of a notice given pursuant to this Agreement or otherwise, any Fundamental Breach, then the City, the County or the LGC may deliver a written notice to the Developer of such Fundamental Breach, specifying the factual basis therefore in reasonable detail. A copy of said notice shall be delivered promptly to the other parties. The Developer shall have the

right to cure any matter set forth in such notice within sixty (60) days following the date such notice is received or such additional time thereafter as is reasonably necessary in order to cure the breach provided Developer promptly commenced pursuing such cure upon receipt of such notice and diligently pursues the cure during such additional time. The Developer may request additional time particularly for construction related delays attributable to unforeseen circumstances in order to resolve them to avoid default. Delays requested to resolve development issues with the Project will not serve to restrict payments to the Developer pursuant to this Agreement. Upon such notice and the Developer's failure to timely cure, the City, the County or the LGC may terminate this Agreement by delivering written notice of termination to the other parties, which will be effective no less than ten (10) days after receipt of such notice by the Developer. A copy of said notice shall be delivered promptly to the other parties.

SECTION 8.5. DEVELOPER'S TERMINATION PROCEDURE. If the Developer discovers, by reason of a notice given pursuant to this Agreement or otherwise, that (i) any of the City's, the County's or the LGC's representations or warranties are or have become untrue in any material respect, or (ii) the City, the County or the LGC has failed to perform any of its covenants contained in this Agreement in any material respect, then the Developer may deliver a notice to the City, the County and the LGC of such event, specifying the factual basis therefore in reasonable detail. A copy of said notice shall be delivered promptly to the other parties. The City, the County or the LGC, as the case may be, shall have the right to cure any matter set forth in such notice within thirty (30) days following the date such notice is received. Upon such notice and failure by the City, County or LGC, as the case may be, to timely cure, the Developer may terminate this Agreement by delivering written notice of termination to the City, the County and the LGC, which will be effective no less than 10 days after receipt of such notice by the City, the County and the LGC

SECTION 8.6. EFFECT OF TERMINATION. Upon the termination of this Agreement pursuant to this Article VIII, unless otherwise required by applicable law, (i) neither the City, the County, the LGC nor the Developer shall have any further duties, obligations or liabilities under this Agreement except for the indemnification and hold harmless agreements set forth herein, (ii) the audit rights set forth above and through the Interlocal Agreement, (iii) all costs and expenses incurred by the Developer, the City, the County or the LGC, respectively, in connection with this Agreement and the transactions contemplated hereby prior to such termination shall remain the obligation of the party obligated to pay such costs hereunder and any costs incurred subsequent to such termination shall be the obligation of the party incurring such cost; and (iv) all Public Infrastructure shall be conveyed to the City at the City's option. Without limiting the generality of the foregoing, the costs of the development and construction of the Project and related Public Infrastructure, which were incurred and submitted to the City and the LGC for reimbursement prior to such termination and which are properly reimbursable pursuant to this Agreement shall be reimbursed to the extent funds are available in the TIF Fund at the date of termination.

[End of Article VIII]

ARTICLE IX

COVENANTS

SECTION 9.1. COVENANTS OF DEVELOPER. From the Effective Date of this Agreement until the later to occur of (i) the Termination Date, (ii) the date on which all Public Infrastructure Bonds are paid in full, and (iii) the date on which all Reimbursable Public Infrastructure Costs are paid in full:

SECTION 9.1.1. COMPLIANCE CERTIFICATE. Upon written request of the City or the County given no more frequently than annually, the Developer shall deliver to the City and the County a certificate executed by the principal financial officer of the Developer stating that a review of the activities of the Developer during the period since the last such certificate was issued has been made under such officer's supervision and that to the best of such officer's knowledge and belief after reasonable and due investigation, (i) the Developer has observed, performed and fulfilled each and every obligation and covenant contained in this Agreement and in each of the Collateral Documents or, if there is any exception to the foregoing, specifying the nature and status thereof; and (ii) there exists no event of default or potential default under this Agreement or any of the Collateral Documents as of the date of such certificate or, if any such event shall have occurred, specifying the nature and status thereof.

SECTION 9.1.2. BUSINESS OF THE DEVELOPER. The Developer shall conduct all operations within the Site in compliance with all federal and state laws and City ordinances, and any other applicable laws.

SECTION 9.1.3. COMPLIANCE WITH LAWS. The Developer shall timely comply in all material respects with all laws, issuances, rules and regulations of any governmental authority applicable to the Developer, including, without limitation, all applicable licenses, permits, building codes, restrictive covenants, zoning and subdivision ordinances and flood disaster and environmental protection laws affecting the Project or the Site, and, upon the request of the City or the County, deliver to the City and the County evidence thereof.

SECTION 9.1.4. INSPECTION OF BOOKS AND RECORDS. The Developer shall at all times keep complete and accurate books and records and accounts of their transactions, in accordance with GAAP, and permit any representative of the City, the County or the LGC designated in writing, at all reasonable times and with then (10) days prior notice, to examine and copy, or have the Developer provide a copy for them of, the books and records of the Developer pertaining to financing of the Public Infrastructure, including expenditures, employment data, all contracts, statements, invoices, bills, and claims for labor, material, services supplied for the construction of the Public Infrastructure.

SECTION 9.1.5. MODIFICATION, AMENDMENT OR TERMINATION OF THE COLLATERAL DOCUMENTS. The Developer shall not modify, amend or terminate any of the

Collateral Documents, or any of the other contracts or agreements concerning the construction or development of the Project that are hereafter approved by the City and the LGC without the prior written consent of the City or the LGC and which consent shall not be unreasonably withheld or delayed.

SECTION 9.2. COVENANTS OF THE CITY AND LGC. From the Effective Date of this Agreement until the later to occur of (i) the Termination Date, (ii) the date on which all Public Infrastructure Bonds are paid in full, and (iii) the date on which all Reimbursable Public Infrastructure Costs (or such lesser amount as required pursuant to Section 8.6) are paid in full, unless the Developer shall otherwise consent in writing:

SECTION 9.2.1. ORGANIZATION. The LGC shall not change, and the City will not permit the LGC to change, its organizational documents in any manner that would materially adversely affect the Project or the Developer.

SECTION 9.2.2. PLEDGE OF PLEDGED REVENUES. In the event Public Infrastructure Bonds are issued by the LGC, the LGC shall pledge all TIF Revenues received from the City (but not from the County) for the payment of principal of and interest on the Public Infrastructure Bonds.

SECTION 9.3. FURTHER ACTIONS. The City, the County, the LGC and the Developer will do all things reasonably necessary or appropriate to carry out the objectives, terms and provisions of this Agreement and to aid and assist each other in carrying out such objectives, terms and provisions.

[End of Article IX]

ARTICLE X

REPRESENTATIONS AND WARRANTIES

SECTION 10.1. REPRESENTATIONS AND WARRANTIES OF DEVELOPER. The Developer represents and warrants to the City, the LGC and the County, as of the Effective Date and any date on which the Developer conveys Public Infrastructure to the City or makes any certifications hereunder to the City or the County (each such date, a "Closing Date"), as follows:

SECTION 10.1.1. ORGANIZATION. The Developer is a limited partnership duly organized, validly existing and in good standing under the laws of the State of Texas and authorized to do business in the State of Texas. SKC Management Company, L.L.C. is the general partner of the Developer (the "***General Partner***"), and is a limited liability company, duly organized, validly existing and in good standing under the laws of the State of Texas and authorized to do business in the State of Texas. The business which the Developer carries on and which it proposes to carry on any lawfully be conducted by the Developer.

SECTION 10.1.2. AUTHORITY. The execution, delivery and performance by the Developer of this Agreement and the Collateral Documents to which the Developer may be a party are within the Developer's powers and have been duly authorized by all necessary action of the Developer and General Partner.

SECTION 10.1.3. NO CONFLICTS. Neither the execution and delivery of this Agreement or the Collateral Documents to which the Developer may be a party, nor the consummation of any of the transactions herein or therein contemplated nor compliance with the terms and provisions hereof or thereof will contravene the organizational documents of the Developer or the General Partner or any provision of law, statute, rule or regulation to which the Developer or the General Partner is subject or any judgment, decree, license, order or permit applicable to the Developer or the General Partner, or will conflict or be inconsistent with, or will result in a breach of any of the terms of the covenants, conditions or provisions of, or constitute a delay under, or result in the creation or imposition of a lien upon any of the property or assets of the Developer or the General Partner pursuant to the terms of any indenture, mortgage, deed of trust, agreement or other instrument to which the Developer or the General Partner is a party or, to the knowledge of the Developer or the General Partner, by which the Developer or the General Partner is bound, or to which the Developer or the General Partner is subject.

SECTION 10.1.4. NO CONSENTS. No consent, authorization, approval, order or other action by, and no notice to or filing with, any court or governmental authority or regulatory body or third party is required for the due execution, delivery and performance by the Developer of this Agreement, the Collateral Documents to which the Developer may be a party or the consummation of the transactions contemplated hereby or thereby.

SECTION 10.1.5. VALID AND BINDING OBLIGATION. This Agreement is the legal, valid and binding obligation of the Developer, enforceable against the Developer in accordance with its terms except as limited by applicable relief, liquidation, conservatorship, bankruptcy, moratorium, rearrangement, insolvency, reorganization or similar laws affecting the rights or remedies of creditors generally, as in effect from time to time.

SECTION 10.1.6. NO PENDING LITIGATION. There is no action, proceeding, inquiry or investigation, at law or in equity, before any court, arbitrator, governmental or other board or official, pending to the best knowledge of the Developer or the General Partner threatened against or affecting the Developer or the General Partner or any subsidiaries of the Developer or the General Partner, questioning the validity or any action taken or to be taken by the Developer in connection with the execution, delivery and performance by the Developer of this Agreement or the Collateral Documents to which the Developer may be a party or seeking to prohibit, restrain or enjoin the execution, delivery or performance by the Developer hereof or thereof, wherein an unfavorable decision, ruling or finding (i) would adversely affect the validity or enforceability of, or the authority or ability of the Developer to perform, its obligations under this Agreement or the Collateral Documents to which the Developer may be a party or (ii) would have an adverse effect on the consolidated financial condition or results of operations of the Developer or the General Partner or on the ability of the Developer or the General Partner to conduct its business as presently conducted or as proposed or contemplated to be conducted (including the operation of the Project).

SECTION 10.1.7. NO DEFAULTS. Neither the Developer nor the General Partner is in default in the performance, observance or fulfillment of any of the obligations, covenants or conditions contained in any material agreement or instrument to which the Developer or the General Partner is a party or by which the Developer or the General Partner or any of their property is bound that would have any material adverse effect on the Developer's ability to perform under this Agreement or the Collateral Documents to which the Developer is a party.

SECTION 10.1.8. FULL DISCLOSURE. Neither this Agreement nor any schedule or exhibit attached thereto in connection with the negotiation of this Agreement contains any untrue statement of a material fact or omits to state any material fact necessary to keep the statements contained herein or therein, in the light of the circumstances in which they were made, from being misleading.

SECTION 10.1.9. NECESSARY CONSENT. The Developer acknowledges that neither the City, the County nor the LGC is committed or obligated to pay any expenditure incurred with respect to the construction of the Project and related Public Infrastructure except as specifically provided in this Agreement.

SECTION 10.1.10. ENVIRONMENTAL CONDITION; INDEMNIFICATION.

(a) Except as set forth on ***Exhibit G*** attached hereto, to the actual knowledge

of the Developer, (i) the Project and the Site are now and at all times hereafter will continue to be in material compliance with all Environmental Regulations, including, but not limited to, CERCLA and SARA, and (ii) as of the date hereof, there are no Hazardous Substances (including without limitation, any materials containing asbestos) located on, in or under the Project or the Site or used in connection therewith (except as may be necessary in connection with any normal and customary use of the Project, which the Developer warrants will be stored, handled, used and disposed of properly and in accordance with applicable law). The Developer covenants and agrees that it will promptly notify the City, the County and the LGC of (i) any material change in the nature or extent of any hazardous materials, substances or wastes maintained on, in or under the Project or the Site or used in connection therewith and (ii) any material spill, emission, release, discharge, disposal, leakage or dumping of any hazardous materials, substances or wastes onto, in or from the Project or the Site which is not in compliance with applicable federal, state and local environmental laws and regulations, and will transmit to the City, the County and the LGC copies of any citations, orders, notices or other materials, substances, wastes or other environmentally regulated substances affecting the Project or the Site.

(b) The Developer will indemnify and hold the Indemnitees harmless from and against any and all damages, penalties, fines, claims, liens, suits, liabilities, costs (including clean-up costs), judgments and expenses (including attorneys', consultants' or experts' fees and expenses) of every kind and nature suffered by or asserted against the Indemnitees as a direct or indirect result of any warranty or representation made by the Developer in Section 10.1.10 (a) of this Agreement being false or untrue in any material respect, or any requirements under any law, regulation or ordinance, local, state or federal, which requires the elimination or removal of any hazardous materials substances, wastes or other environmentally regulated substances by the Developer, or any of the Indemnitees or the breach of any covenant of the Developer contained in Section 10.1.10 (a) of this Agreement.

(c) This Section 10.1.10 will survive the termination of this Agreement.

SECTION 10.2. REPRESENTATION AND WARRANTIES OF THE CITY, THE COUNTY, AND LGC. The City, the County, and the LGC severally represent and warrant to the Developer, to the actual knowledge of the Commissioner's Court as to the County and of the City Commission as to the City, as of the Effective Date and, with respect to the City, any Closing Date, as follows:

SECTION 10.2.1. AUTHORITY. The execution, delivery and performance such party of this Agreement and the Collateral Documents to which such party is a party are within the party's powers and have been duly authorized by all necessary action.

SECTION 10.2.2. NO CONFLICTS. Neither the execution and delivery of this Agreement or the Collateral Documents, nor the consummation of any of the transactions

herein or therein contemplated nor compliance with the terms and provisions hereof or thereof will contravene the governing documents of such party or any provision of law, statute, rule or regulation to which such party to such party's knowledge is subject or any judgment, decree, license, order or permit applicable to such party, or will conflict or be inconsistent with, or will result in a breach of any of the terms of the covenants, conditions or provisions of, or constitute a delay under, or result in the creation or imposition of a lien upon any of the property or assets of such party pursuant to the terms of any indenture, mortgage, deed of trust, agreement or other instrument to which such party is a party or by which such party is are bound, or to which such party is subject.

SECTION 10.2.3. VALID AND BINDING OBLIGATION. This Agreement is the legal, valid and binding obligation of such party, enforceable against such party in accordance with its terms except as limited by applicable relief, liquidation, conservatorship, bankruptcy, moratorium, rearrangement, insolvency, reorganization or similar laws affecting the rights or remedies of creditors generally, as in effect from time to time.

SECTION 10.2.4. NO PENDING LITIGATION. There is no action, proceeding, inquiry or investigation, at law or in equity, before any court, arbitrator, governmental or other board or official, pending to the knowledge of such party threatened against or affecting such party, threatened against or affecting such party, questioning the validity of any proceedings taken or to be taken by such party in connection with the execution, delivery and performance by such party of this Agreement or the Collateral Documents to which such party is a party or seeking to prohibit, restrain or enjoin the execution, delivery or performance by the such party hereof or thereof, wherein an unfavorable decision, ruling or finding (i) would adversely affect the validity or enforceability of, or the authority or ability of such party to perform, such party's obligations under this Agreement or the Collateral Documents to which such party is a party.

SECTION 10.2.5. NO DEFAULTS. Such party is not in default in the performance, observance or fulfillment of any of the obligations, covenants or conditions contained in any material agreement or instrument to which such party is a party or by such party is bound that would have any material adverse effect on such party's ability to perform under this Agreement or the Collateral Documents to which such party is a party.

[End of Article X]

ARTICLE XI

INDEMNIFICATION AND INSURANCE

SECTION 11.1. INDEMNITY. The Developer shall indemnity and hold harmless the LGC, the LGC's officers, directors, employees, and agents, the City and the City's council members, employees and agents, the County and the County's commissioners, employees and agents and the board of directors of the TIF Zone, and any Bond Trustee (collectively, the "***Indemnitees***") from any and all damages, losses, liabilities (joint or several), payments, obligations, penalties, claims, litigation, demands, defenses, judgments, suites, proceedings, costs, disbursements or expenses (including, without limitation, fees, disbursements and reasonable expenses of attorneys, accountants and other professional advisors and of expert witnesses and costs of investigation and preparation) of any kind or nature whatsoever (collectively, the "***Damages***"), directly or indirectly resulting from , relating to or arising out of:

(a) the construction, development, maintenance or operation of the Site, the Project, or the business of the Developer other than the maintenance or operation of the Public Infrastructure and other parts of the Site dedicated to the City following acceptance of such Public Infrastructure by the City;

(b) the formation, organization and operation of the Developer or the General Partner;

(c) any breach of or inaccuracy in any representation or warranty of the Developer contained in this Agreement or any of the Collateral Documents;

(d) any breach or non-performance, partial or total, by the Developer of any covenant or agreement of the Developer contained in this Agreement or in the Collateral Documents; or

(e) any actual or threatened violation of or non-compliance with, or remedial obligation arising under, any federal or state environmental laws arising from any event, condition, circumstance, activity, practice, incident, action or plan relating in any way to the Site, the Project, or the business of the Developer.

SECTION 11.2. INDEMNIFICATION PROCEDURES. In case any claim shall be brought or, to the knowledge of any Indemnitee, threatened against any Indemnitee in respect of which indemnity may be sought against the Developer, such Indemnified Party shall promptly notify the Developer in writing; provided, however, that any failure so to notify shall not relieve the Developer of its obligations under this Article XII. The Developer shall have the right to assume the investigation and defense of all claims, including the employment of counsel and the payment of all expenses. Each Indemnitee shall have the right to employ separate counsel in any such action and participate in the investigation and defense thereof, but the fees and expenses of such counsel shall be paid by such Indemnitee unless (i) the employment of such counsel has been specifically authorized by the

Developer, in writing, or (ii) the Developer has failed after receipt of notice of such claim to assume the defense and to employ counsel reasonably acceptable to such Indemnitee or (iii) in the event of a conflict of interest between the Developer and such Indemnitee. Each Indemnitee shall cooperate at the Developer's expense with the Developer in the defense of any action or claim. The Developer shall not be liable for any settlement of any action or claim without the Developer's consent but, if any such action or claim is settled with the consent of the Developer or there be final judgment for the plaintiff in any such action or with respect to any such claim, the Developer shall indemnify and hold harmless the Indemnitees from and against any Damages by reason of such settlement or judgment as provided in Section 11.1 of this Agreement.

[End of Article XI]

ARTICLE XII

MISCELLANEOUS

SECTION 12.1. ARTICLE, SECTION OR OTHER HEADINGS. Article or other headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

SECTION 12.2. ENTIRE AGREEMENT. This Agreement and the Collateral Documents contain the entire agreement between the parties with respect to the transactions contemplated herein.

SECTION 12.3. AMENDMENT. This Agreement may only be amended, altered, or revoked by written instrument signed by all parties.

SECTION 12.4. SUCCESSORS AND ASSIGNS. This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and assigns. Except as specifically provided herein, this Agreement and the Collateral Documents are not assignable without the prior written permission of the other parties thereto, which permission shall not be unreasonably withheld. However, the Developer can assign its rights to receive reimbursements under this Agreement to its lender(s) without the consent of the other parties.

SECTION 12.5. WAIVER. No term or condition of this Agreement shall be deemed to have been waived, nor shall there be any estoppel to enforce any provision of this Agreement, except by written instrument of the party charged with such waiver or estoppel.

SECTION 12.6. REMEDIES. Upon breach of any of the covenants contained in Article IX or the representations and warranties contained in Article X, in addition to any other remedies expressly set forth in this Agreement with respect to such breach, the aggrieved party shall have such remedies as are available in law or equity for breach of contract; provided, however, that no party shall be liable to any other party for incidental or consequential damages.

SECTION 12.7. NOTICES. Any notice, statement and/or communication required and/or permitted to be delivered hereunder shall be in writing and shall be mailed by first-class mail, postage prepaid, or delivered by hand, messenger, telecopy, or reputable overnight carrier, and shall be deemed delivered when received at the addresses of the parties set forth below, or at such other address furnished in writing to the other parties thereto:

DEVELOPER:

Burns Brothers Limited
3700 North 10th Street, Suite 230
McAllen, Texas 78501
Attn: Chris Burns
Telephone: (965) 992-0456

	Facsimile: (956) 630-1098
With a copy to:	Hawes Hill Calderon 2500 Tanglewilde, Suite 260 Houston, Texas 77063 Attn:_Bill Calderon Telephone:713-541-0447 Facsimile:713-541-9906
CITY:	City of Edinburg, Texas P.O. Box 1079 210 W. McIntyre Edinburg, Texas 78540 Attn: City Manager Telephone: (956) 383-5661 Facsimile: (956) 383-7111
With a copy to:	Edinburg Economic Development Corporation 602-B West University Edinburg, Texas 78539 Attn: Executive Director Telephone: (956) 383-7124 Facsimile: (956) 380-2738
COUNTY:	Hidalgo County 100 N. Closner Boulevard Edinburg, Texas 78539 Attn: County Judge Telephone: (956) 318-2600 Facsimile: (956) 318-2699
With a copy to:	Atlas & Hall, L.L.P. P.O. Box 3725 McAllen, Texas 78502 Attn: Stephen L. Crain Telephone: (956) 682-5502 Facsimile: (956) 686-6109

SECTION 12.8. APPLICABLE LAW. This Agreement is made, and shall be construed and interpreted under the laws of the State of Texas, and venue shall lie in State courts located in Hidalgo County, Texas.

SECTION 12.9. SEVERABILITY. In the event any provision of this Agreement is illegal, invalid, or unenforceability under the present or future laws, then, and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby, and

it is also the intention of the parties to this Agreement that in lieu of each clause or provision that is found to be illegal, invalid, or unenforceable a provision be added to this Agreement which is legal, valid and enforceability and is a similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

SECTION 12.10. NO THIRD-PARTY BENEFICIARIES. The City, the County, the LGC and the Developer intend that this Agreement shall not benefit or create any right or cause of action in or on behalf of any third-party beneficiary, or any individual or entity other than the City, the County, the LGC, and the Developer or permitted successors or assignees of such parties, except that the indemnification and hold harmless obligations by the Developer provided for in this Agreement shall inure to the benefit of the Indemnitees.

SECTION 12.11. NO JOINT VENTURE. Nothing contained in this Agreement or the Collateral Documents is intended by the parties to create a partnership or joint venture between the parties, and any implication to the contrary is hereby expressly disavowed. It is understood and agreed that this Agreement does not create a joint enterprise, nor does it appoint any party as an agent of another for any purpose whatsoever. Except as otherwise specifically provided herein, no party shall in any way assume any of the liability of the other parties for acts of the other or obligations of the other parties.

SECTION 12.12. COUNTERPARTS. This Agreement may be executed in multiple counterparts, each of which shall be considered an original, but all of which constitute one instrument.

[End of Article XII]

[Signature Pages Follow]

EXECUTED to be effective as of the Effective Date.

BURNS BROTHERS, LTD.,
a Texas limited partnership
By: SKC Management Company, L.L.C., its general partner

By:_____
Name:_____
Title:_____

CITY OF EDINBURG, TEXAS

ATTEST:

By:_____
Name:_____
Title:_____

_____
City Secretary

APPROVED AS TO FORM AND LEGALITY:

_____
City Attorney

CITY OF EDINBURG, TEXAS LOCAL GOVERNMENT CORPORATION

By:_____
Name:_____
Title:_____

HIDALGO COUNTY, TEXAS

ATTEST:

By:_____
Name: Juan D. Salinas III
Title: Hidalgo County Judge

_____
Arturo Guajardo, Jr.
County Clerk

APPROVED AS TO FORM:

_____
Stephen L. Crain
Atlas & Hall, L.L.P.

EXHIBIT A

Site

EXHIBIT B

TIF Zone

EXHIBIT C

Projected Budget

EXHIBIT D

Construction Schedule

EXHIBIT E

Description of Construction Phases

EXHIBIT F

Description of Public Infrastructure

EXHIBIT F-1

Description of Commercial/Regional-Related Public Infrastructure

EXHIBIT F-2

Description of Residential-Related Public Infrastructure

EXHIBIT G

Exceptions to Environmental Conditions

AI-9460 **12.B.**

Proclamation - Students of the Week
CC REGULAR

Date: 05/27/2008
Submitted By: Roxanne De La Garza, COUNTY JUDGE
Department: COUNTY JUDGE
Agenda Area: County Judge's Office

Information

CAPTION

Proclamation recognizing students of the week from McAllen High School.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No fiscal impact

Attachments

Link: Proclamation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 08:58 AM	APRV
2	Erika Reyna	Erika Reyna	05/22/2008 01:33 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 06:49 PM	APRV
4	Purchasing Department	Marty Salazar	05/23/2008 11:47 AM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 01:09 PM	APRV

Form Started By: Roxanne De La Garza Started On: 05/21/2008 05:08 PM

Final Approval Date: 05/23/2008

PROCLAMATION

WHEREAS, education is the foundation for the economic and cultural future of the County of Hidalgo; and

WHEREAS, each day a student from Hidalgo County is selected as a "Student of the Week" and represents the students in our area, their commitment to education and the community, and their outstanding achievements; and

WHEREAS, for the 2007-2008 school year, McAllen High School educated 21 of the students selected, the highest number of students represented in The Monitor as "Student of the Week" from one school; and

WHEREAS, it is widely known that an exceptional high school can open worlds of opportunity for its students; and

NOW, THEREFORE, BE IT PROCLAIMED, that the Hidalgo County Commissioners Court hereby recognizes McAllen High School, their students, teachers, administrators, school board and all those who contributed to the students' success, for their commitment to education, exemplary performance and outstanding accomplishments.

Approved this _____ May, 2008

_____
J.D. SALINAS III
County Judge

_____
SYLVIA S. HANDY
County Commissioner, Pct. 1

_____
HECTOR "TITO" PALACIOS
County Commissioner, Pct. 2

_____
JOE M. FLORES
County Commissioner, Pct. 3

_____
OSCAR L. GARZA, JR.
County Commissioner, Pct. 4

Attest:

_____
ARTURO GUAJARDO, JR.
County Clerk

AI-9459 **12.C.**

Proclamation - ENHS ROTC
CC REGULAR

Date: 05/27/2008
Submitted By: Roxanne De La Garza, COUNTY JUDGE
Department: COUNTY JUDGE
Agenda Area: County Judge's Office

Information

CAPTION

Proclamation recognizing Edinburg North High School ROTC.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No fiscal impact

Attachments

Link: Proclamation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 08:56 AM	APRV
2	Erika Reyna	Erika Reyna	05/22/2008 01:31 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 06:50 PM	APRV
4	Purchasing Department	Marty Salazar	05/23/2008 11:46 AM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 01:09 PM	APRV

Form Started By: Roxanne De La Garza Started On: 05/21/2008 05:05 PM

Final Approval Date: 05/23/2008

PROCLAMATION

WHEREAS, the optimism and determination of our County's volunteers reflect the true spirit and strength of our County; and

WHEREAS, the entire community can effect positive change with any volunteer action no matter how big or small; and

WHEREAS, during the emergency event in Alton, the members of the Edinburg North ROTC, gave most generously of their time, and assisted with the removal of debris; and

WHEREAS, the Edinburg North ROTC, inspired by example, and thus reflected the power volunteers have to inspire those they help, as well as, inspire others to serve; and

WHEREAS, it is important that we mobilize youth to identify and address the needs of their communities and support a life-long path of service and civic engagement; and

NOW, THEREFORE, BE IT PROCLAIMED, that the Hidalgo County Commissioners Court hereby recognizes the Edinburg North High School ROTC for their commitment to service and their community, and therefore urges all residents of Hidalgo County to seize any and all opportunities to help someone in need.

Approved this _____ May, 2008

_____
J.D. SALINAS III
County Judge

_____
SYLVIA S. HANDY
County Commissioner, Pct. 1

_____
HECTOR "TITO" PALACIOS
County Commissioner, Pct. 2

_____
JOE M. FLORES
County Commissioner, Pct. 3

_____
OSCAR L. GARZA, JR.
County Commissioner, Pct. 4

Attest:

_____
ARTURO GUAJARDO, JR.
County Clerk

AI-9443 **12.D.**

I-69 Interlocal Agreement
CC REGULAR

Date: 05/27/2008
Submitted By: Roxanne De La Garza, COUNTY JUDGE
Submitted For: Sofia Hernandez
Department: COUNTY JUDGE
Agenda Area: County Judge's Office

Information

CAPTION

Discussion and approval of an Interlocal Agreement for services by and between Hidalgo County and the Alliance for Interstate 69 Texas.

BACKGROUND

RGV Mobility Task Force Dues in the amount of $ 7,500.00 approved by CC on 4/29/08 - although payment has not been made due to legal review. Agreement needs to be approved by court now in order to process payment as per Steve Crain. -- MBadillo

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1100-413-30-115-017-0-810
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 05/22/08 $7,556.00

Attachments

Link: I-69 Agreement

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 03:33 PM	APRV
2	Erika Reyna	Erika Reyna	05/22/2008 02:08 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 07:07 PM	APRV
4	Purchasing Department	Marty Salazar	05/23/2008 11:10 AM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 01:09 PM	APRV

Form Started By: Roxanne De La Garza Started On: 05/21/2008 03:24 PM

Final Approval Date: 05/23/2008

AGREEMENT FOR PROVISION OF SERVICES

WHEREAS, Hidalgo County (the "County") is authorized pursuant to Section 381.004, of the Texas Local Government Code, to develop and administer state and local economic development programs in order to stimulate tourism within the County; and

WHEREAS, pursuant to Section 381.004, the County is authorized to spend public funds to finance such programs and to contract with another entity for the administration of such an economic development program; and

WHEREAS, the County has determined that the development of Interstate 69 within the State of Texas connecting the state with Shreveport, Louisiana; Memphis, Tennessee; and Indianapolis, Indiana; and other strategic roadways that are essential to establishing a network of highways capable of supporting increased tourism, would improve the business conditions within the State of Texas and the County and enhance the development of interstate and international trade within the State of Texas and the County; and

WHEREAS, the County has developed or intends to develop an economic development program to promote the development of Interstate 69 within the State of Texas for the purpose of improving the business conditions within the State of Texas and the County and enhancing tourism within the State of Texas and the County (the "Program"), and desires to contract with another entity to administer the Program; and

WHEREAS, the Alliance for Interstate 69 Texas, a Texas nonprofit corporation (the "Alliance"), has been created for the sole purpose of promoting the development of Interstate 69 within the State of Texas on behalf of various counties within the state; and

WHEREAS, the County now desires to enter into a contract with the Alliance, whereby the Alliance will administer the Program on behalf of the County, including the provision of the following services, among others, in connection with the Program: (i) disseminating educational information to the public on the development of Interstate 69; (ii) supporting formal project authorization, appropriations and completion of Interstate 69 at both the state and federal levels; (iii) serving as the communication link for Interstate 69 development between the federal and state governments and the private sector throughout Texas; and (iv) providing information and comments on the development of Interstate 69 to the executive branches of federal and state government, federal and state legislative bodies and committees, and administrative agencies; and

WHEREAS, the Alliance is agreeable to contracting with the County to assist the County in promoting the development of Interstate 69 as set forth above.

NOW, THEREFORE, the County and the Alliance for Interstate 69 Texas do hereby covenant and agree as follows:

1. The County finds, determines and declares that the development of the Program to promote the development of Interstate 69 within the State of Texas thereby establishing a network of highways capable of supporting increased trade will stimulate business and commercial activity within the County.
2. The Alliance agrees to contract with the County to administer the Program on behalf of the County, including the provision of the following services, among others, for the promotion of the development of Interstate 69 in the State of Texas, (i) the

dissemination of educational information to the public on the development of Interstate 69; (ii) the support of formal project authorization, appropriations and completion of Interstate 69 at both the state and federal levels; (iii) the service as the communication link for Interstate 69 development between the federal and state governments and the private sector throughout Texas; and (iv) the provision of information and comments on the development of Interstate 69 to the executive branches of federal and state government, federal and state legislative bodies and committees, and administrative agencies.

3. The County shall pay the Rio Grande Valley Regional Mobility Task Force, which in turn has already paid the Alliance for services in an amount based on the County's share of the Contribution Requirement attributable to its class of membership in the Alliance, as such is set forth in Article 1, Section 6 of the By-laws of the Alliance. The amount of $7,500.00 is payable within 15 days of receipt of request for payment from the Alliance for services rendered in 2008.
4. The Alliance shall use the funds received from the County only for the purposes set forth in this Agreement.
5. This Agreement shall be effective on the date set forth below and shall continue in full force and effective until December 31, 2008.

EXECUTED THIS ___ day of _____, 2008.

Hidalgo County, Texas

By:_____
J.D. Salinas, Judge

ATTEST:

By: _____

Hidalgo County Attorney

(SEAL)

ALLIANCE FOR INTERSTATE 69 TEXAS

John P. Thompson

John P. Thompson, Chairman

ATTEST:

_____

J. Jorge Verduzco, Secretary

AI-9441 **13.A.**

Planning Department

CC REGULAR

Date:	05/27/2008
Submitted By:	Nora Cavazos, PLANNING DEPT.
Submitted For:	Raul Sesin
Department:	PLANNING DEPT.
Agenda Area:	Planning Department

Information

CAPTION

1. Preliminary Approval:
   Elizondo Subdivision Pct. 1 (Myrna Elizondo)

2. Partial Release of Letter of Credit:
   Los Naranjos Phase 2 Subdivision - Pct. 3 (Pat Fletcher)

BACKGROUND

Fiscal Impact

Attachments

Link: Elizondo Subdivision - Preliminary

Link: Elizondo Subdivision;Plat

Link: Los Naranjos 2; partial release

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 04:16 PM	APRV
2	Dale Kennan	Dale Kennan	05/22/2008 11:02 AM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 11:35 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 11:56 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 01:37 PM	APRV

Form Started By: Nora Cavazos — Started On: 05/21/2008 03:16 PM

Final Approval Date: 05/22/2008

PLANNING DEPARTMENT
County Of Hidalgo

Raul E. Sesin, P.E., CFM
PLANNING ADMINISTRATOR

TO: Judge Juan D. Salinas III
County Commissioner's Court

FROM: Raul E. Sesin, P.E., Planning Administrator

DATE: May 21, 2008

RE: **Elizondo Subdivision– Pct. 1**
Preliminary Approval

Elizondo is a one (1) residential and one (1) commercial lot subdivision located on the Southwest corner of Owassa Road and Alamo Road.

The proposed Subdivision lies within the Rural Area of the County.

The Drainage Report was submitted to, reviewed, and approved by the H.C.D.D. No. 1 Manager on April 3, 2008. The proposed subdivision lies within a Zone "B" as per FEMA's FIRM.

The proposed subdivision plat will dedicate ten (10) feet on Owassa Road of additional Road Right of Way in accordance with the Hidalgo County Thoroughfare Plan.

Sanitary Sewer Services will be provided by OSSF. Soil Analysis Test were conducted by David O. Salinas, P.E. and approved by the Environmental Health Department.

Water Services will be provided by North Alamo Water Supply Corporation. There is an existing eight (8) inch waterline on Owassa Road that will serve as the primary source of water for the proposed development.

The Subdivision Plat has been reviewed and complies with the Hidalgo County Subdivision Rules, Texas Water Development Board Model Subdivision Rules and the Texas Local Government Code. Staff comments are attached for your review.

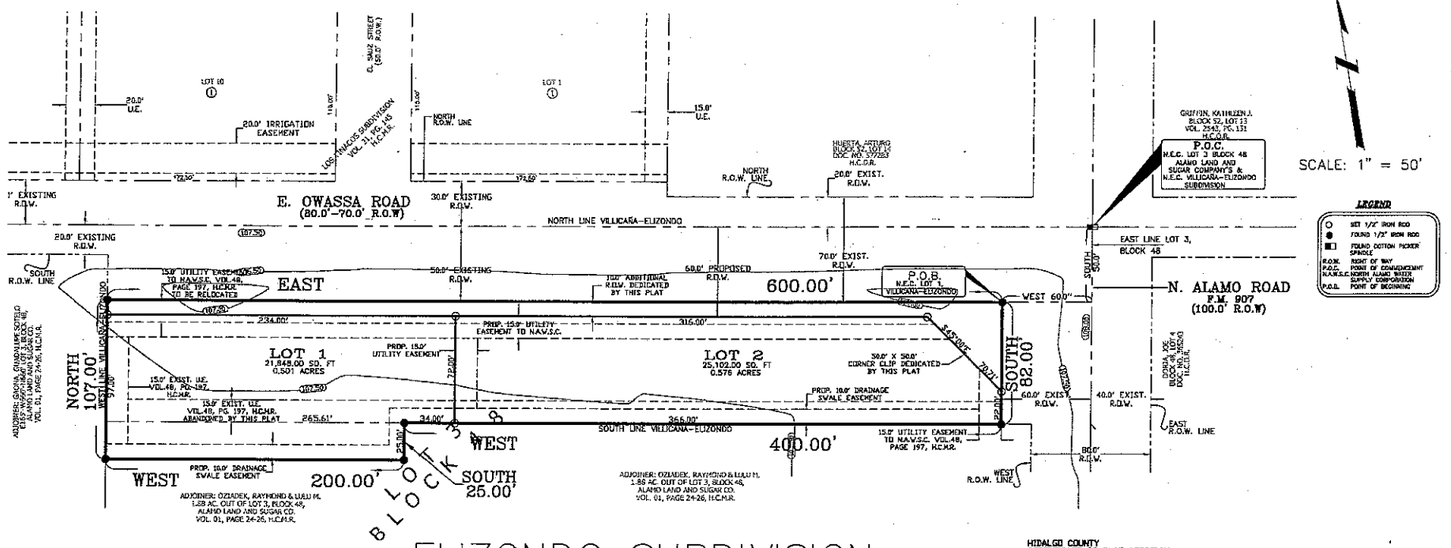
The Hidalgo County Advisory Board convened and recommended **Preliminary Approval** on **May 20, 2008** subject to staff comments and future recommendations by Planning and other departments.

LOG OF ITEMS LACKING DURING SUBDIVISION REVIEW

Name of Subdivision: **Elizondo 2nd Review** **Page** 1 of 1

Item Log	*DESCRIPTION OF ITEMS:* *Plat is subject to additional comments from Planning, Right of Way, Health and HCDD No. 1 prior to consideration for final approval.*	Date	Initials
		05-14-08	CP
A	**1ST SHEET COMMENTS:** Provide topography contours		
B	**2ND SHEET COMMENTS:** Provide topography contours and extend topo elevation at 500 feet from property line on map of topography and drainage layout.		
C	Correct cost estimate chart as per engineers construction cost estimate and show drainage cost.		

1304 S. 25th St. Edinburg, Texas 78539 (956) 318-2840 Fax. (956) 318-2844



ELIZONDO SUBDIVISION

HIDALGO COUNTY, TEXAS.

BEING A 1.25 ACRE TRACT OF LAND, MORE OR LESS, CONSISTING OF ALL OF LOT 1, VILLICARA-ELIZONDO SUBDIVISION, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 48, PAGE 197, MAP RECORDS OF HIDALGO COUNTY, TEXAS, AND, A PORTION OF LOT 3, BLOCK 8, ALAMO LAND & SUGAR COMPANY'S SUBDIVISION, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 01, PAGES 24 THRU 26, MAP RECORDS OF HIDALGO COUNTY, TEXAS.

GENERAL PLAT NOTES:

1. FLOOD ZONE STATEMENT:
FLOOD ZONE DESIGNATION: ZONE "B"
AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOOD PLAIN
PLAIN COMUNITY-PANEL NO. 480334 0425 C
EFFECTIVE DATE: NOV. 15, 1982
THE AREAS WITHIN WITH IN THE DRAINAGE EASEMENTS AND THE PROPOSED STREET RIGHT-OF-WAY ARE WITHIN THE 100-YEAR FLOOD PLAIN.
COMUNITY-PANEL NO. 480334 0425 B EFFECTIVE DATE: NOV 15, 1982, OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY MAPS FOR HIDALGO COUNTY, TEXAS AND THE LOCAL FLOOD PLAIN ADMINISTRATOR IDENTIFIES NO OTHER AREA WITHIN THE PROPOSED SUBDIVISION TO BE WITHIN THE 100-YEAR FLOOD PLAIN.

CONSTRUCTION OF RESIDENTIAL HOUSING WITHIN ANY AREA OF THE SUBDIVISION THAT IS IN THE 100-YEAR FLOOD PLAIN IS PROHIBITED UNLESS THE HOUSING QUALIFIES FOR INSURANCE UNDER THE NATIONAL FLOOD INSURANCE ACT OF 1968 (42 U.S.C. SECTIONS 4001 THROUGH 4127).

2. MINIMUM SET-BACK LINES:
FRONT SETBACK ON ALAMO ROAD (F.M. 907): 50.00'
FRONT SETBACK ON E. OWASSA ROAD; 25.00'
REAR SETBACK: 15.00'
SIDE SETBACK 10.0' OR EASEMENT WHICHEVER IS GRATER
CORNER SIDE SETBACK 20.0' ON LOT 2

3. GENERAL NOTE FOR SINGLE FAMILY RESIDENCES:
NO MORE THAN ONE SINGLE FAMILY DETACHED DWELLING SHALL BE LOCATED ON LOT 1. NO COMMERCIAL USE SHALL BE ALLOWED ON LOT 1. (ANY OTHER USE SHALL REQUIRE PLANNING DEPARTMENT, HEALTH DEPARTMENT AND FIRE MARSHALL APPROVAL). APPLICATIONS FOR CONSTRUCTION ARE REQUIRED PRIOR TO OCCUPYING THE LOT.

4. GENERAL NOTE FOR COMMERCIAL LOTS:
LOT 2 SHALL BE FOR COMMERCIAL USE ONLY. THERE SHALL BE NO OTHER USE OTHER THAN COMMERCIAL LOT 2 ARE FOR NONRESIDENTIAL USE. THIS MUST BE STIPULATED ON ALL DEEDS AND CONTRACT FOR DEEDS. APPLICATIONS FOR CONSTRUCTION APPROVED BY THE PLANNING DEPARTMENT, HEALTH DEPARTMENT AND FIRE MARSHAL ARE REQUIRED PRIOR TO OCCUPYING THE LOT.

5. MINIMUM FINISH FLOOR NOTE:
MINIMUM FINISH FLOOR ELEVATION SHALL BE 18" ABOVE CENTERLINE OF ROAD OR 18" ABOVE NATURAL GROUND, WHICHEVER IS GREATER ELEVATION CERTIFICATE MAY BE REQUIRED FOR LOTS LOCATED OUTSIDE A DESIGNATED FLOOD ZONE AT THE TIME FOR APPLICATION FOR CONSTRUCTION TO VERIFY PRE AND POST CONSTRUCTION FINISH FLOOR ELEVATIONS AN ELEVATION CERTIFICATE SHALL BE REQUIRED FOR ALL LOTS WITHIN A DESIGNATED FLOOD ZONE AT THE TIME FOR DEVELOPMENT PERMIT APPLICATION.

6. BENCHMARK NOTE:
THE FOLLOWING BENCHMARK IS IDENTIFIED ON THE FACE OF THE PLAT AND ON THE ATTACHED ENGINEERING PLANS.
B.M. NO. 1 – ELEV.= 106.80. DESCRIPTION: TOP OF 4 INCH DISK SET IN CONCRETE LOCATED 1 FOOT EAST FROM THE SOUTHEAST CORNER OF THIS SUBDIVISION.
BENCHMARK DATUM IS NAVD 88.

7. DRAINAGE:
IN ACCORDANCE WITH THE HIDALGO COUNTY DRAINAGE DISTRICT NO. 1 AND HIDALGO COUNTY REQUIREMENTS, THIS DEVELOPMENT WILL BE REQUIRED TO DETAIN A TOTAL OF 3,796.04 CUBIC FEET (OR 0.09 ACRE-FEET) OF DRAINAGE RUNOFF.
LOT 1 SHALL BE REQUIRED TO DETAIN A MINIMUM OF 1,980 CU. FT. AND LOT 2 2,116 SQ. FT. OF DRAINAGE RUNOFF.

8. DRAINAGE SWALE EASEMENTS NOTE: NO FILL OR PERMANENT STRUCTURES SHALL BE ALLOWED WITHIN ANY DRAINAGE SWALE EASEMENT. EACH DRAINAGE SWALE EASEMENT SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, PLANTINGS, AND OTHER OBSTRUCTIONS THAT WOULD INTERFERE WITH THE OPERATION OF THE DRAINAGE SWALE EASEMENT. THE LOT OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE SWALE.

9. NO STRUCTURE SHALL BE PERMITTED OVER ANY EASEMENT. EASEMENTS SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, SHEDS, SHRUBS, TREES, AND OTHER PLANTINGS (EXCEPT LOW, LESS THAN 18 INCHES MATURE HEIGHT, GROUND COVER, GRASS, OR FLOWERS) AND OTHER OBSTRUCTIONS THAT WOULD INTERFERE WITH THE OPERATIONS AND MAINTENANCE OF THE EASEMENT.

10. EACH PURCHASED CONTRACT MADE BETWEEN A SUBDIVIDER AND PURCHASER OF A LOT IN THIS SUBDIVISION SHALL CONTAIN A STATEMENT DESCRIBING HOW AND WHEN WATER, SEWER, ELECTRICITY, AND GAS SERVICES WILL BE MADE AVAILABLE TO THE SUBDIVISION.

11. ON-SITE SEWAGE FACILITIES (OSSF) NOTE:
THIS SUBDIVISION SHALL USE ON-SITE SEWAGE FACILITIES IN ACCORDANCE WITH TCEQ AND HIDALGO COUNTY REGULATIONS FOR SEWAGE DISPOSAL.
THE SUBDIVIDER IS RESPONSIBLE FOR PROVIDING AN OSSF ON ALL LOTS.
   A. OSSF SYSTEM IS BEING DESIGNED FOR DISPOSAL OF DOMESTIC SEWERAGE ONLY. A SEPERATE DESIGN SHALL BE SUBMITTED FOR COMMERCIAL USE AND MULTI-FAMILY USE.
   B. EACH LOT ON THIS PLAT COMPLIES WITH THE MINIMUM 21,780 SQUARE FEET LOT AREA WITH POTABLE WATER SUPPLY.
   C. OSSF SYSTEM SHALL REQUIRE INSPECTION AND APPROVAL BY HIDALGO COUNTY AUTHORIZED DEPARTMENT.
   D. SOIL ANALYSIS HAVE BEEN SUBMITTED TO THE AUTHORIZED HIDALGO COUNTY DEPARTMENT AND EXCERPTS MAY BE ALSO SEEN ON THE UTILITY LAYOUT FOR THIS SUBDIVISION AS SUBMITTED TO THE HIDALGO COUNTY PLANNING DEPARTMENT. THE ENGINEER HAS DETERMINED THAT THE SOIL IS SUITABLE FOR A STANDARD SEPTIC TANK AND ABSORPTIVE DRAIN FIELD SYSTEM.
   E. APPROVED "OSSF" PERMIT APPLICATION IS REQUIRED INCLUDING INDIVIDUAL LOT PLANNING MATERIALS PRIOR TO OCCUPYING A LOT.

12. THERE ARE NO WATER WELLS WITHIN 150 FEET FROM THE BOUNDARIES ON THIS SUBDIVISION.

13. MYRNA ELIZONDO AND JAVIER ELIZONDO, THE OWNERS OF ELIZONDO SUBDIVISION, RETAINS AN EASEMENT UPON THIS LOT FOR THE PURPOSE OF INSTALLING AN APPROVED OSSF ON THE LOT AS DESCRIBED ON SHEET NO. 2 OF THIS PLAT.

14. ALL PUBLIC UTILITY EASEMENTS DEDICATED BY THIS PLAT SHALL BE A MINIMUM WIDTH OF 15.0 FEET AS PER THE HIDALGO COUNTY MODEL SUBDIVISION RULES. BY SIGNING THIS PLAT DEVELOPER AND ENGINEER CERTIFY THAT ALL OTHER EASEMENTS SHOWN COMPLY WITH THE SIZE REQUIRED BY EACH UTILITY PROVIDER OCCUPYING AN EASEMENT.

15. AN OFF-STREET PARKING LOT SITE PLAN & DRAINAGE PLAN APPROVAL BY THE HIDALGO COUNTY PLANNING DEPARTMENT SHALL BE REQUIRED FOR COMMERCIAL, INDUSTRIAL, AND MULTIFAMILY USE AT THE TIME OF APPLICATION FOR CONSTRUCTION PRIOR TO THE ISSUANCE OF A BUILDING AND/OR DEVELOPMENT PERMIT. NO WATER OR LIGHT CLEARANCES SHALL BE ISSUED UNTIL THE SITE PLAN, DRAINAGE PLAN, AND OSSF PLAN ARE APPROVED AND PROPOSED IMPROVEMENTS ARE CONSTRUCTED IN ACCORDANCE WITH COUNTY AND STATE STANDARDS.

16. DRIVEWAY ENTRANCES WITH SAFETY ENDS WILL BE CONSTRUCTED AT BUILDING PERMIT STAGE.

17. NO ACCESS ALLOW FROM ALAMO ROAD (F.M. 907) TO LOT 2.

PRINCIPAL CONTACTS

	NAME	ADDRESS	CITY & ZIP	PHONE	FAX
OWNER:	MYRNA ELIZONDO	126 E. CIRO DR.	SAN JUAN, TEXAS 78589	(956) 878-8590	
OWNER:	JAVIER ELIZONDO	126 E. CIRO DR.	SAN JUAN, TEXAS 78589	(956) 878-8590	
ENGINEER:	DAVID O. SALINAS	2221 DAFFODIL AVE.	McALLEN, TEXAS 78501	(956) 682-9081	(956) 686-1489
SURVEYOR:	DAVID O. SALINAS	2221 DAFFODIL AVE.	McALLEN, TEXAS 78501	(956) 682-9081	(956) 686-1489

LOCATION OF SUBDIVISION WITH RESPECT TO THE EXTRATERRITORIAL JURISDICTION OF A MUNICIPALITY:
ELIZONDO SUBDIVISION IS LOCATED ON THE SOUTHWEST CORNER OF THE INTERSECTION OF OWASSA ROAD AND NORTH ALAMO ROAD (F.M. 907) ALONG THE SOUTH SIDE OF OWASSA ROAD AND THE WEST SIDE OF ALAMO ROAD ACCORDING TO THE OFFICIAL MAP IN THE OFFICE OF THE SECRETARY OF THE CITY OF ALAMO (POPULATION 15,975-2005 CENSUS). ELIZONDO SUBDIVISION DOES NOT LIE ADJACENT TO OR CONTIGUOUS WITH THE CITY LIMITS OF ALAMO, IT IS NOT WITHIN THE ONE MILE EXTRATERRITORIAL JURISDICTION OF ALAMO UNDER LOCAL GOVERNMENT CODE 42.021.

HIDALGO COUNTY
CERTIFICATE OF PLAT APPROVAL

I, THE UNDERSIGNED, CERTIFY THAT THIS PLAT OF ELIZONDO SUBDIVISION WAS REVIEWED AND APPROVED BY THE HIDALGO COUNTY RIGHT OF WAY DEPARTMENT ON _____.

_____ _____
HIDALGO COUNTY RIGHT OF WAY DIRECTOR DATE

HIDALGO COUNTY
CERTIFICATE OF PLAT APPROVAL

I, THE UNDERSIGNED, CERTIFY THAT THIS PLAT OF ELIZONDO SUBDIVISION WAS REVIEWED AND APPROVED BY THE HIDALGO COUNTY HEALTH DEPARTMENT ON _____.

_____ _____
HIDALGO COUNTY ASSISTANT CHIEF INSPECTOR DATE

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1 CERTIFICATION
HIDALGO COUNTY DRAINAGE DISTRICT NO. 1 HEREBY CERTIFIES THAT THE DRAINAGE PLANS FOR THIS SUBDIVISION COMPLY WITH THE MINIMUM STANDARDS OF THE DISTRICT ADOPTED UNDER TEXAS WATER CODE 49.211(c). THE DISTRICT HAS NOT REVIEWED AND DOES NOT CERTIFY THAT THE DRAINAGE STRUCTURES DESCRIBED ARE APPROPRIATE FOR THE SPECIFIC SUBDIVISION, BASED ON GENERALLY ACCEPTED ENGINEERING CRITERIA. IT IS THE RESPONSIBILITY OF THE DEVELOPER OF THE SUBDIVISION AND ITS ENGINEER TO MAKE THESE DETERMINATIONS.
HIDALGO COUNTY DRAINAGE DISTRICT NO. 1

BY:_____
DATE:

RIGHT OF WAY EASEMENT:

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, owners of the property shown on this plat, their successors, assigns, and transferees (hereinafter called "Grantor"whether one or more persons are named), in consideration of one dollar ($1.00) and other good and valuable consideration paid by North Alamo Water Supply Corporation, (hereinafter called "Grantee"), the receipt and sufficiency of which is hereby acknowledged, does hereby grant, bargain, sell, transfer, and convey to said Grantee, its successors, and assigns, an exclusive perpetual easement with the right to erect, construct, install and thereafter use, operate, inspect, repair maintain, replace, and remove water distribution lines and appurtenances over and across the lands shown on this plat, together with the right of ingress and egress over Grantor's adjacent lands of the purpose for which the above mentioned rights are granted. The easement hereby granted shall not exceed 15' in width, and Grantee is hereby authorized to designate the course of the easement herein conveyed except that when the pipeline(s) is installed, the easement herein granted shall be limited to a strip of land 15' in width, the center line thereof being the pipeline installed. In the event the easement hereby granted abuts on a public road and the city, county or state hereafter widens or relocates the public road so as to require the relocation of this water line as installed, Grantor further grants to Grantee an additional easement over and across the land shown on this plat for the purpose of laterally relocate said water line as may be necessary to clear the road improvements, which easement hereby granted shall be limited to a strip of land 15' in width, the center line thereof being the pipeline as relocated. The consideration recited herein shall constitute payment in full for all damages sustained by Grantor by reason of the installation, maintenance, repair, replacement and relocation of the structures referred to herein. Thus agreement together with other provisions of this grant shall constitute an easement for the benefit of the Grantee, its successors, and assigns. The Grantor covenents that it is the owner of the above-described lands and that said lands are free and clear of all encumbrances and liens except the following: The easement conveyed herein was obtained or improved through Federal financial assistance. This easement is subject to the provisions of Title VI of the Civil Rights Act of 1964 and the regulations issued pursuant thereto for so long as the easement continues to be used for the same or similar purpose for which financial assistance was extended or for so long as the Grantee owns it, whichever is longer.

IN WITNESS WHEREOF the said Grantor executed this instrument this___day of 200__.

_____
DEVELOPER

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW BY THE COUNTY OF HIDALGO ONLY & BY NO OTHERS UNDER THE AUTHORITY OF DAVID OMAR SALINAS, P.E., TX. REG. NO. 71973 ON APRIL 30, 2008. IT IS NOT TO BE USED FOR CONSTRUCTION PURPOSES.

STATE OF TEXAS
COUNTY OF HIDALGO

WE SERGIO VILLICARA AND WIFE MIRALDA VILLICARA, THE UNDERSIGNED, OWNER TO THE LAND SHOWN ON THIS PLAT DESIGNATED AS, ELIZONDO SUBDIVISION, HIDALGO COUNTY, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY DEDICATED TO THE USE OF THE PUBLIC OR ENTITIES, ALL STREETS, WATER WAYS, WATER COURSES, ALLEYS, EASEMENTS, AND RIGHTS-OF-WAY HEREIN SHOWN FOR THE PURPOSE OF CONSIDERATION HEREIN EXPRESSED, AND, FURTHER, HEREBY CERTIFY THAT THE REQUIREMENTS OF SECTION 232.032 OF THE TEXAS LOCAL GOVERNMENT CODE, PAGE 440, 2003 EDITION, HAVE BEEN MET AND THAT:

(A.) THE WATER QUALITY AND CONNECTIONS TO THE LOTS MEET, OR WILL MEET THE MINIMUM STATE STANDARDS;
(B) SANITARY SEWER CONNECTIONS TO ALL LOTS OR SEPTIC TANKS MEET, OR WILL MEET, STATE STANDARDS;
(C) ELECTRICAL CONNECTIONS PROVIDED TO THE LOT MEET, OR WILL MEET, THE MINIMUM STATE STANDARDS;
(D) GAS CONNECTIONS, IF AVAILABLE AND IF PROVIDED AS AN ALTERNATE SOURCE OF ENERGY, PROVIDED TO EACH LOT MEET, OR WILL MEET, THE MINIMUM STATE STANDARDS.

OWNER: MYRNA ELIZONDO
126 E. CIRO DR.
SAN JUAN, TEXAS-78589

OWNER: JAVIER ELIZONDO
126 E. CIRO DR.
SAN JUAN, TEXAS-78589

STATE OF TEXAS
COUNTY OF HIDALGO

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED THE ABOVE NAMED OWNER KNOWN TO ME TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING SUBSCRIBED INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____ 2008 A.D.

NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS
MY COMMISSION EXPIRES

HIDALGO COUNTY
CERTIFICATE OF PLAT APPROVAL
UNDER LOCAL GOVERNMENT CODE 232.028 (A)

WE THE UNDER SIGNED CERTIFY THAT THIS PLAT OF ELIZONDO SUBDIVISION WAS REVIEWED AND APPROVED BY THE HIDALGO COUNTY COMMISSIONERS COURT ON _____ 2008.

_____ _____
HIDALGO COUNTY JUDGE DATE

_____ _____
HIDALGO COUNTY CLERK DATE

ATTEST:

COUNTY CLERK'S RECORDING CERTIFICATE

I, _____ COUNTY CLERK OF HIDALGO COUNTY, THAT THE PLAT BEARING THIS CERTIFICATE WAS FILED FOR RECORD AT _____ O'CLOCK _____ M. ON _____ AND WAS RECORDED IN BOOK _____ SHEET(S) _____ THE PLAT RECORDS OF HIDALGO COUNTY AT _____ O'CLOCK _____M. ON _____ 2008.

_____ _____
HIDALGO COUNTY CLERK DATE

STATE OF TEXAS
COUNTY OF HIDALGO

I, DAVID OMAR SALINAS, P.E., A REGISTERED PROFESSIONAL ENGINEER LICENSED TO PRACTICE IN THE STATE OF TEXAS, REGISTRATION NUMBER TX. 71973, DO HEREBY CERTIFY THAT THIS PLAT HAS BEEN GIVEN PROPER AND ADEQUATE ENGINEERING CONSIDERATION, AND, FURTHER, DO HEREBY CERTIFY THAT NONE OF THE AREAS BEING PLATTED HEREIN AS " ELIZONDO SUBDIVISION " AS DESCRIBED BY METES AND BOUNDS DESCRIPTION (SEE METES AND BOUNDS DESCRIPTION AT THE RIGHT) ARE NOT LOCATED IN A FLOOD PRONE AREA DESIGNATED AS ZONE "A" OR "AH" DEFINED AND DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

STATE OF TEXAS
DAVID OMAR SALINAS
71973
REGISTERED
PROFESSIONAL ENGINEER

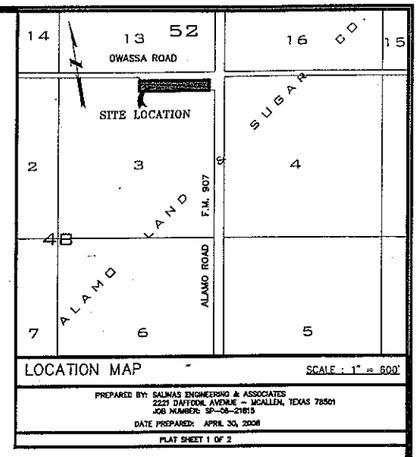
DAVID OMAR SALINAS, P.E.
REG. PROFESSIONAL ENGINEER #71973

STATE OF TEXAS
COUNTY OF HIDALGO

I, DAVID O. SALINAS, THE UNDERSIGNED A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND. TRUE AND CORRECTLY MADE AND IS PREPARED FROM AN ACTUAL SURVEY

STATE OF TEXAS
REGISTERED
DAVID O. SALINAS
5782
PROFESSIONAL
LAND SURVEYOR

DAVID O. SALINAS, R.P.L.S.
REG. PROFESSIONAL LAND SURVEYOR #5782



LOCATION MAP SCALE : 1" = 600'

PREPARED BY: SALINAS ENGINEERING & ASSOCIATES
2221 DAFFODIL AVENUE – McALLEN, TEXAS 78501
JOB NUMBER: SF-08-21815
DATE PREPARED: APRIL 30, 2008

PLAT SHEET 1 OF 2

METES AND BOUNDS DESCRIPTION

BEING A 1.25 ACRE TRACT OF LAND, MORE OR LESS, CONSISTING OF ALL OF LOT 1, VILLICARA-ELIZONDO SUBDIVISION, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 48, PAGE 197, MAP RECORDS OF HIDALGO COUNTY, TEXAS, AND, A PORTION OF LOT 3, BLOCK 8, ALAMO LAND & SUGAR COMPANY'S SUBDIVISION, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 01, PAGES 24 THRU 26, MAP RECORDS OF HIDALGO COUNTY, TEXAS: SAID 1.25 ACRE TRACT OF LAND IS MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING AT A ½ INCH DIAMETER IRON ROD FOUND ON THE NORTHEAST CORNER OF SAID LOT 1 FOR THE NORTHEAST CORNER AND POINT OF BEGINNING OF THIS HEREIN DESCRIBED TRACT; SAID CORNER IS ALSO LOCATED SOUTH, A DISTANCE OF 50.0 FEET AND THENCE, WEST, A DISTANCE OF 50.0 FEET ALL FROM THE NORTHEAST CORNER OF SAID LOT 3 LOCATED AT THE INTERSECTION OF E. OWASSA ROAD AND N. ALAMO ROAD (ALSO KNOWN AS F.M. 907);

(1) THENCE, SOUTH, COINCIDENT WITH THE EAST LINE OF SAID LOT 1, A DISTANCE OF 82.0 FEET TO A ½ INCH DIAMETER IRON ROD FOUND ON THE SOUTHEAST CORNER OF SAID LOT 1 FOR THE SOUTHEAST CORNER OF THIS HEREIN DESCRIBED TRACT;

(2) THENCE, WEST, COINCIDENT WITH THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 400.0 FEET TO A ½ INCH DIAMETER IRON ROD SET FOR AN INSIDE CORNER OF THIS HEREIN DESCRIBED TRACT;

(3) THENCE, SOUTH, AT A RIGHT ANGLE FROM THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 25.0 FEET TO A ½ INCH DIAMETER IRON ROD SET FOR AN OUTSIDE SOUTHERN CORNER OF THIS HEREIN DESCRIBED TRACT;

(4) THENCE, WEST, ALONG A LINE PARALLEL TO THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 200.0 FEET TO A ½ INCH DIAMETER IRON ROD SET FOR THE SOUTHWEST CORNER OF THIS HEREIN DESCRIBED TRACT;

(5) THENCE, NORTH, COINCIDENT WITH THE SOUTHERLY PROJECTED WEST LINE OF SAID LOT 1, A DISTANCE OF 25.0 FEET PASS A ½ INCH DIAMETER IRON ROD FOUND ON THE SOUTHWEST CORNER OF SAID LOT 1, AT A DISTANCE OF 107.0 FEET IN ALL TO A ½ INCH DIAMETER IRON ROD FOUND ON THE NORTHWEST CORNER OF SAID LOT 1 FOR THE NORTHWEST CORNER OF THIS HEREIN DESCRIBED TRACT;

(6) THENCE, EAST, COINCIDENT WITH THE NORTH LINE OF SAID LOT 1 SAME BEING THE EXISTING SOUTH RIGHT-OF-WAY LINE OF E. OWASSA ROAD, A DISTANCE OF 600.0 FEET TO THE POINT OF BEGINNING, CONTAINING 1.25 ACRES OF LAND, MORE OR LESS.

STATE OF TEXAS
HIDALGO COUNTY IRRIGATION DISTRICT NO. 2

THIS PLAT IS HEREBY APPROVED BY THE HIDALGO COUNTY IRRIGATION DISTRICT # 2 DATED THIS ___DAY OF _____2008.

NO IMPROVEMENTS OF ANY KIND (INCLUDING WITHOUT LIMITATIONS, TREES, FENCES, AND BUILDINGS) SHALL BE PLACED UPON HIDALGO COUNTY IRRIGATION # 2 RIGHTS-OF-WAYS OR EASEMENTS.

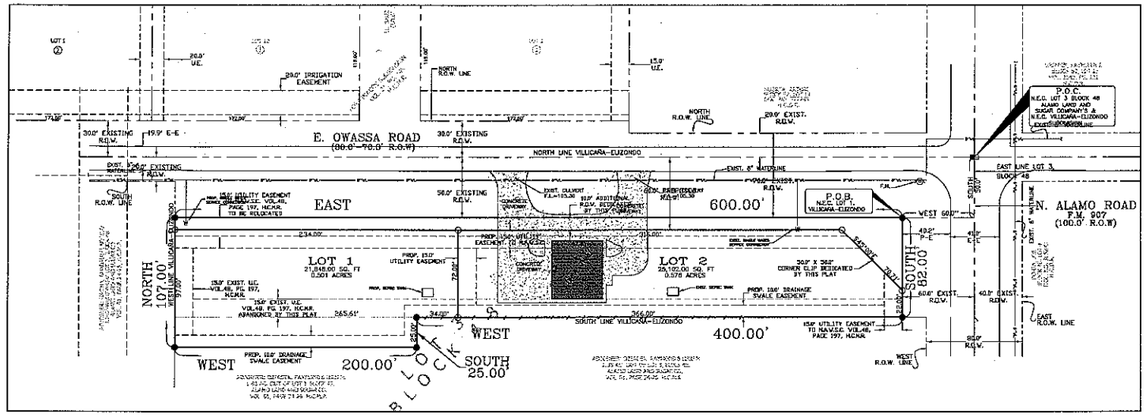
ATTEST: _____
PRESIDENT SECRETARY

ELIZONDO SUBDIVISION
PREPARED BY: SALINAS ENGINEERING & ASSOCIATES
DATE OF PREPARATION: FEBRUARY 19, 2008
OWNER: JAVIER ELIZONDO AND MYRNA ELIZONDO
126 E. CIRO DR.
SAN JUAN, TEXAS 78589

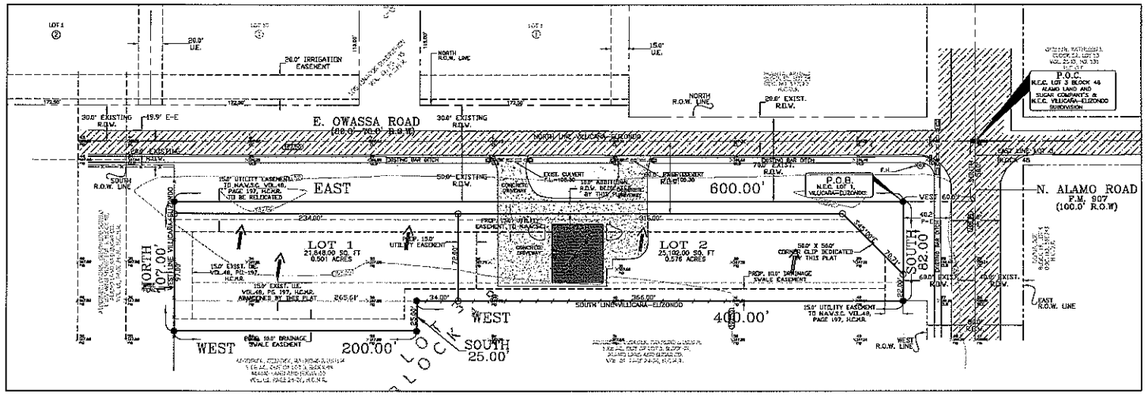
INDEX SHEET OF ELIZONDO SUBDIVISION

SHEET 1	MEANING, INDEX LOCATION MAP PRINCIPAL CONTACTS, PLAT WITH LOTS, STREETS, AND EASEMENT DESIGNATIONS, LEGAL DESCRIPTION (METES & BOUNDS), SURVEYOR'S AND ENGINEER'S CERTIFICATION, PLAT NOTES AND RESTRICTIONS, OWNERS DEDICATION, CERTIFICATIONS AND ATTESTATION, CITY APPROVAL CERTIFICATE, COUNTY CLERK'S RECORDING CERTIFICATE, HIDALGO COUNTY CERTIFICATE OF PLAT APPROVAL UNDER LOCAL GOVERNMENT CODE 232.028 (A), CERTIFICATE OF PLAT APPROVAL BY A CITY OF A MUNICIPALITY AND GUARANTEE THE PRESENCE THE PROJECT IS WITHIN THE E.T.J., CERTIFICATION REGARDING DISTRIBUTION OF APPROPRIATE WATER, HIDALGO COUNTY RIGHT OF WAY DEPT. CERTIFICATE OF APPROVAL, HIDALGO COUNTY HEALTH DEPT. CERTIFICATE OF APPROVAL, REVISION NOTES.
SHEET 2	WATER DISTRIBUTION AND SANITARY SEWER (OSSF) MAP, ENGINEERING REPORT (ENGLISH AND SPANISH VERSIONS) INCLUDING DESCRIPTION OF WATER AND WASTE WATER (OSSF) AND ENGINEER'S CERTIFICATION (ENGLISH AND SPANISH VERSIONS), EXAMPLE OF LOW RISK FOR OSSF SYSTEMS, PLAT NOTES AND RESTRICTIONS IN SPANISH, TYPICAL WATER SUPPLY CONNECTIONS, OWNER'S DEDICATION, RESTRICTIONS IN SPANISH, AND CERTIFICATION, ENGINEERING REPORT INCLUDING DESCRIPTION OF DRAINAGE AND HOW IT WILL SERVE THIS DEVELOPMENT, SOIL REPORT AND SUITABILITY AND DRAINAGE AND DRAINAGE CALCULATIONS, CERTIFICATION, REVISION NOTES, EXAMPLE OF LOW RISK FOR OSSF SYSTEMS, TYPICAL WATER SERVICE CONNECTIONS, OWNER'S DEDICATION, CERTIFICATION, AND ATTESTATION.

SEA
SALINAS ENGINEERING & ASSOC.
CONSULTING ENGINEERS & SURVEYORS
2221 DAFFODIL – McALLEN, TEXAS 78501
(956) 682-9081 (956) 686-1489 (FAX)



MAP OF WATER DISTRIBUTION AND SANITARY SEWER COLLECTION



MAP OF TOPOGRAPHIC AND DRAINAGE

SCALE: 1" = 60'

ELIZONDO SUBDIVISION

HIDALGO COUNTY, TEXAS.

BEING A 1.13 ACRE TRACT OF LAND; MORE OR LESS, KNOWN AS ALL OF LOT 1, VILLICANA-ELIZONDO SUBDIVISION, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 48, PAGE 197, MAP RECORDS OF HIDALGO COUNTY, TEXAS.

SUBDIVIDER CERTIFICATION:

1.- BY COMPLETING THE IMPROVEMENTS DESCRIBED ON THE PLAT, SUBDIVIDER WILL COMPLY WITH THE MINIMUM STATE STANDARDS AND THAT (a). WATER QUALITY AND CONNECTIONS INCLUDING WATER METERS TO THE LOTS MEET SUCH STANDARDS AND (b). SEWER CONNECTIONS TO THE LOTS OR SEPTIC TANKS MEET OR WILL MEET SUCH STANDARDS AND WILL BE CONSTRUCTED IN ACCORDANCE WITH STATE AND COUNTY REGULATIONS.

SUBDIVIDER STATEMENT:

1.- WE, MYRNA ELIZONDO AND JAVIER ELIZONDO, SUBDIVIDERS OF ELIZONDO SUBDIVISION, HEREBY CERTIFY SEWER PERMITS ARE REQUIRED PRIOR TO BUILDING ON ANY LOT; THAT AN ADEQUATE DRINKING WATER SOURCE IS IMMEDIATELY AVAILABLE TO EACH LOT OF THE TYPE, QUALITY AND QUANTITY TO ENABLE EACH PERSON PURCHASING A LOT TO HAVE ADEQUATE WATER TO COMPLY WITH THE REGULATIONS AND THE LAWS TO THE STATE AS REQUIRED BY STATE AND COUNTY REGULATIONS.

MYRNA ELIZONDO

JAVIER ELIZONDO

STATE OF TEXAS
COUNTY OF HIDALGO

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED _____ KNOWN TO ME TO BE THE PERSON (S) WHOSE NAME (S) IS (ARE) SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE _____ DAY OF _____, 2008.

NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS
MY COMMISSION EXPIRES. _____

DAVID OMAR SALINAS, P.E., R.P.L.S.
SALINAS ENGINEERING & ASSOCIATES
2221 DAFFODIL AVE.
MCALLEN, TEXAS 78501
(956) 682-9081
(956) 686-1489 FACSIMILE
(956) 648-5909 CELL
DSALINAS.SEA@SBCGLOBAL.NET

FEBRUARY 19, 2008

PROPOSED ELIZONDO SUBDIVISION IS A TWO-LOT 1.13 ACRE TRACT OF LAND CONSISTING OF ALL OF LOT 1, VILLICANA-ELIZONDO SUBDIVISION, AS RECORDED IN VOLUME 48, PAGE 197, MAP RECORDS OF HIDALGO COUNTY, TEXAS, AND, LOCATED AT THE SOUTHWEST CORNER OF ALAMO AND OWASSA ROADS. THE SITE IS LOCATED WITHIN THE JURISDICTION OF THE COUNTY OF HIDALGO.

THE SITE IS CURRENTLY OCCUPIED BY A NEIGHBORHOOD DRIVE-IN STORE PRIMARILY ON THE EASTERN SIDE OF THE EXISTING TRACT OF LAND. THE REMAINING PORTION OF THE SUBJECT TRACT IS COVERED WITH GRASS, SOME TREES AND OTHER NATIVE VEGETATION. OWASSA ROAD, A PUBLIC DEDICATED ROADWAY IS LOCATED NORTH OF AND ADJACENT TO THIS PROPERTY AND CURRENTLY SITS ON VARIABLE RIGHT-OF-WAY OF BETWEEN 70.0 AND 80.0 FEET. ALAMO ROAD IS A STATE ROADWAY AND IS LOCATED EAST OF AND ADJACENT TO THIS SITE. THE SUBDIVIDER IS PROPOSING TO CONSTRUCT A SINGLE FAMILY RESIDENTIAL DWELLING UNIT ON THE WEST SIDE OF THIS TRACT WHILE LEAVING THE EXISTING DRIVE-THRU BUSINESS ON THE EASTERN SIDE OF THE SUBJECT TRACT – BOTH NEW LOTS WILL CONTINUE TO HAVE FRONTAGE AND ACCESS ON OWASSA ROAD.

OWASSA ROAD, A COUNTY ROADWAY, HAS 70.0-80.0 FEET OF RIGHT-OF-WAY AND IS COMPRISED OF ASPHALT – NO CURB & GUTTER OR STORM SEWER IMPROVEMENTS – SMALL BAR DITCH ALSO EXISTS ALONG BOTH SIDE OF THIS ROADWAY. ALAMO ROAD, A STATE ROADWAY SITTING ON 110.0 FEET OF RIGHT-OF-WAY IS ALSO COMPRISED OF ASPHALT – NO CURB & GUTTER OR STORM SEWER. THERE IS LOCATED ALONG ALAMO ROAD A BAR DITCH WITH SAFETY END TREATMENT AT A SINGLE DRIVEWAY ENTRANCE TO THIS SITE. TO THE SOUTH AND WEST OF THIS SITE ARE RESIDENTIAL HOMESTEADS AND HAVE NO DRAINAGE IMPACT ON THIS SITE.

THE LANDS OCCUPIED BY THE PROPOSED SITE ARE LOCATED IN PART WITHIN ZONE "B" ACCORDING TO THE FIRM DATED NOVEMBER 15, 1982 – COMMUNITY PANEL NO. 480334 0425 C. A REVIEW OF SHEET 69 OF THE SOILS SURVEY OF HIDALGO COUNTY, TEXAS, REVEALS THAT THE UNDERLYING CONDITIONS OF THE SUBJECT PROPERTY CONSIST OF A HIDALGO SANDY CLAY LOAM COMPLEX WITH SLOPES BETWEEN 0 AND 1 PERCENT. SUCH SOILS ARE WELL DRAINED AND SURFACE RUNOFF IS SLOW. PERMEABILITIES ARE MODERATE AND THE AVAILABLE WATER CAPACITIES ARE HIGH.

CROSS SECTION ELEVATIONS OF THE SUBJECT PROPERTY REVEAL THAT DRAINAGE IS VIA OVERLAND FLOW IN A NORTHERLY DIRECTION AT AN AVERAGE SLOPE OF 0.92% OVER AN AVERAGE DRAINAGE RUN OF APPROXIMATELY 102.0 FEET. UPON REACHING A SATURATED CONDITION, RUNOFF FROM THIS SITE MAY ENTER OWASSA ROAD UNLESS PROVISIONS ARE MADE TO INTERCEPT THESE DRAINAGE WATERS. NO RUNOFF APPEARS TO ENTER INTO ALAMO ROAD FROM THIS PROPERTY. RUNOFF CREATED BY AND COLLECTED WITHIN ALAMO ROAD IS ROUTED SOUTHERLY AWAY FROM THIS LOCATION VIA A LARGE BAR DITCH.

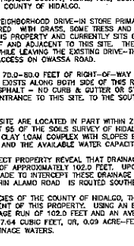
IN ACCORDANCE WITH THE DRAINAGE POLICIES OF THE COUNTY OF HIDALGO, THE SUBDIVISION SHALL BE REQUIRED TO RETAIN ON-SITE THE TOTAL VOLUME OF WATER CREATED BY THE POST-DEVELOPMENT OF THIS PROPERTY. USING AN EXISTING DRAINAGE COEFFICIENT OF 0.20 AND A FUTURE COMPUTED DRAINAGE COEFFICIENT OF 0.65, AN AVERAGE DRAINAGE RUN OF 102.0 FEET AND AN AVERAGE SLOPE OF 0.92%, IT WAS COMPUTED THAT THE IMPROVED CONDITION WOULD PRODUCE AN ADDITIONAL VOLUME OF 3,787.64 CUBIC FEET, OR, 0.09 ACRE-FEET (UP FROM 3,020.16 CUBIC FEET, OR, 0.07 ACRE-FEET FROM THE INITIAL PLAT OF VILLICANA-ELIZONDO SUBDIVISION) OF DRAINAGE WATERS.

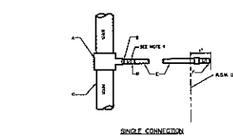
THE SUBDIVIDER IS REQUIRED TO LIMIT THE AMOUNT OF OFF-SITE DISCHARGE FROM THIS SITE TO A MAXIMUM OF 1.57 CFS. THE CURRENT DRAINAGE CONDITION AS COMPUTED ON SHOWN ON THE ACCOMPANYING 1-MINUTE HYDROGRAPH. DETENTION OF THE MINIMUM 3,789.04 CUBIC FEET OF DRAINAGE WATERS SHALL ACCOMPLISHED IN PART BY THE EXISTING LANDSCAPED AND GREEN AREAS THAT HAVE BEEN PROVIDED AS PART OF THE ORIGINAL VILLACANA-ELIZONDO SUBDIVISION AND ADDITIONAL GREEN OTHERS OF THE EXISTING TRACT OF LAND. USING A PRO-RATA PORTION OF THE NEW RUNOFF COMPUTED, LOT WOULD BE REQUIRED TO DETAIN A MINIMUM OF 1,680.0 CUBIC FEET OF WATER AND LOT 2 WOULD BE REQUIRED TO DETAIN A MINIMUM OF 2,115.9 CUBIC FEET (USING LAND AREA PERCENTAGES). A GRADING PLAN MAY BE REQUIRED BY THE COUNTY PLANNING DEPARTMENT FOR REVIEW AND APPROVAL PRIOR TO THIS ISSUANCE OF A BUILDING PERMIT FOR THE SINGLE FAMILY RESIDENTIAL HOME. BECAUSE ON A PORTION OF THE SITE IS ALREADY IMPROVED AND THE REMAINDER TO BE USED FOR THE PROPOSED RESIDENTIAL HOME, A SEPTIC TANK SYSTEM MUST BE DESIGNED BY A REGISTERED ENGINEER OR REGISTERED SANITARIAN TO INSURE THAT SUFFICIENT AREAS EXISTS FOR THE SEPTIC TANK SYSTEM. IT IS RECOMMENDED THAT THE MINIMUM FINISHED FLOOR OF ANY FUTURE BUILDING CONSTRUCTION SHALL BE NOT LESS THAN 20 INCHES ABOVE THE TOP OF THE HIGHEST CENTERLINE POINT OF EITHER OWASSA OR ALAMO ROADS.

AS STATED, ATTACHED TO THIS REPORT IS A 1-MINUTE HYDROGRAPH PREPARED FOR THIS SITE THAT ILLUSTRATES HOW THE REQUIRED DETENTION VOLUME WAS DETERMINED ALONG WITH ALL OTHER DRAINAGE PARAMETERS.

DATE: FEBRUARY 19, 2008

DAVID OMAR SALINAS, P.E.
REG. PROFESSIONAL ENGINEER #71973





CONSTRUCTION NOTES

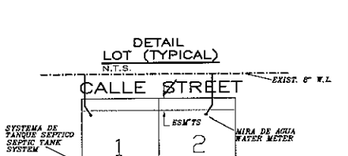
1. A WYE LINE SIZE X 4" PVC OR MAIN LINE SIZE X 4" PVC SCHED 40 SEWER.
2. 6" X 3/4" REDUCER (IF NEEDED)
3. WATER MAIN (CIRCLEINE SR-15 CLASS 100)
4. 3/4" CORPORATION STOP.
5. 3/4" SERVICE LINE, POLYETHYLENE WATER TUBING, TYPE K COPPER TUBING (SIZE WITH CITY OF MCALLEN)
6. 3/4" CORPORATION STOP.
7. 3/4" CORPORATION STOP

GENERAL NOTES

1. ON ALL SERVICE LINES INSTALLED FROM 4" OR 6" PVC SCHEDULE 40, A 4" WYE SHALL BE REQUIRED.
2. ALL SERVICE CONNECTION SHALL BE DONE PRIOR TO STREET CONSTRUCTION.
3. SERVICE CONNECTION LOCATION TO BE SHOWN ON PLANS.

SINGLE SERVICE CONNECTIONS

SCALE: 1 N.T.S.



DETAIL
LOT (TYPICAL)
N.T.S.

LEGEND

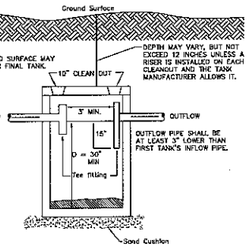
- = DENOTES PROPOSED SEPTIC AND DRAIN FIELD SYSTEM
- = DENOTES PROPOSED WATER METER LOCATION

SEPTIC TANK – 2-500 GALLON SYSTEM
SOIL ABSORPTION FIELD – 150 SQ. FT.
THIS IS BASED ON A 3 BEDROOM STRUCTURE

LEYENDA

- = DENOTA PROPUESTO SEPTICO Y SISTEMA DE CAMPO DE DESAGUE
- = DENOTA MEDIDOR DE AGUA PROPUESTO

TANQUE SEPTICO – 2-500 SYSTEMA DE GALON
CAMPO ABSORPCION DE LA TIERRA- 150 SQ. FT.
ESTO SE BASE EN UNA ESTRUCTURA DE 3 DORMITORIOS.



SEPTYC TANK TYPICAL
N.T.S. (AS REQUIRED BY COUNTY OF HIDALGO)

FINAL ENGINEERING REPORT FOR ELIZONDO SUBDIVISION:

BY DAVID O. SALINAS, P.E.

ELIZONDO SUBDIVISION WILL BE PROVIDED WITH POTABLE WATER BY NORTH ALAMO WATER SUPPLY CORPORATION ("N.A.W.S.C."). THE SUBDIVIDER AND N.A.W.S.C. HAVE ENTERED INTO A CONTRACT IN WHICH N.A.W.S.C. HAS PROMISED TO PROVIDE SUFFICIENT WATER TO THE SUBDIVISION FOR AT LEAST 30 YEARS AND N.A.W.S.C. HAS PROVIDED DOCUMENTATION TO SUFFICIENTLY ESTABLISHED THE LONG TERM QUANTITY AND QUALITY OF THE AVAILABLE WATER SUPPLIES TO SERVE THIS FULL DEVELOPMENT OF THIS SUBDIVISION. N.A.W.S.C. HAS AN EXISTING 8" DIAMETER WATER LINE RUNNING EAST AND WEST ON THE ON THE SOUTH SIDE OF OWASSA ROAD. ELIZONDO SUBDIVISION IS PROPOSING A SINGLE SERVICE CONNECTION FOR LOT 1. LOT 2 HAS AN EXISTING SERVICE CONNECTION. THE SINGLE CONNECTION LINE AND THE METER BOX WILL BE INSTALLED, AT A TOTAL COST OF $220.00. THE SUBDIVIDER HAS IN ADDITION PAID N.A.W.S.C. THE SUM OF $1,195.00, WHICH COVERS THE WATER METER (INCLUDING INSTALLATION N.A.W.S.C. WILL PROMPTLY INSTALL AT COST, ALL TAP FEES AND MEMBERSHIP FEES). UPON REQUEST BY THE OWNER OF A LOT, NO CHARGE THE WATER METER FOR THAT LOT 1. IF THE OWNER HAS NOT REQUESTED INSTALLATION BY JUNE, 2008, WILL NEVERHELESS PROCEED TO INSTALL THE METER. THE WATER METER WILL BE INSTALLED AND THE ENTIRE WATER WILL BE OPERABLE ON OR BEFORE JULY, 2008. THE SUBDIVISION DOES NOT NEED TO INSTALL FIRE HYDRANTS.

SEWAGE FACILITIES: Description, Costs, and Operability Data

SEWAGE FROM ELIZONDO SUBDIVISION WILL BE TREATED BY INDIVIDUAL ON-SITE SEWAGE FACILITIES ("OSSF") CONSISTING OF A STANDARD DESIGN DUAL COMPARTMENT SEPTIC TANK AND A DRAIN FIELD ON THE LOT. THE UNDERSIGNED PROFESSIONAL ENGINEER HAS EVALUATED THE SUITABILITY OF THE SUBDIVISION SITE FOR OSSF AND SUBMITTED A REPORT CONCLUDING THAT THE SITE IS SUITABLE FOR OSSF. THE REPORT WAS REVIEWED AND APPROVED BY THE HIDALGO COUNTY HEALTH DEPARTMENT.

HIGHLIGHTS OF THE REPORT ARE AS FOLLOWS:

THE ESTIMATED COST TO INSTALL A SEPTIC SYSTEM ON AN INDIVIDUAL LOT IS $1,000.00 INCLUDING THE COSTS FOR THE REQUIRED PERMIT AND LICENSE. NO OSSF HAVE BEEN INSTALLED AS OF THE TIME OF APPLICATION FOR FINAL PLAT APPROVAL.

WITH THE FILING OF FINAL PLAT, THE SUBDIVIDER IS PROVIDING ADEQUATE FINANCIAL GUARANTEES OF PERFORMANCE IN THE FORM OF A PERSONAL CHECK REPRESENTING A "CASH DEPOSIT" TO BE HELD BY THE COUNTY OF HIDALGO IN ESCROW IN THE AMOUNT OF $1,000.00, WHICH IS THE ESTIMATED TOTAL COST TO INSTALL A SEPTIC TANK SYSTEM ON EACH LOT. THE SUBDIVIDER WILL INCLUDE THE COST OF A SEPTIC TANK SYSTEM IN THE SALE PRICE OF THE LOT.

AT ANY TIME AFTER THE LOT IS SOLD, THE PURCHASER MAY INITIATE INSTALLATION OF A SEPTIC SYSTEM BY APPLYING OR CALLING THE SUBDIVIDER AND THEN FILING WITH THE HIDALGO COUNTY HEALTH DEPARTMENT AN APPLICATION FOR A PERMIT TO CONSTRUCT A SEPTIC SYSTEM. SEPTIC TANK SYSTEMS SHALL BE INSTALLED ON THE LOT PRIOR TO THE COUNTY ISSUANCE A FINAL LIGHT AND WATER CLEARANCE.

CERTIFICATION:

BY MY SIGNATURE BELOW, I CERTIFY THAT THE WATER AND SEWAGE SERVICE FACILITIES DESCRIBED ABOVE ARE IN COMPLIANCE WITH THE MODEL RULES ADOPTED UNDER SECTION 16.343, WATER CODE. I CERTIFY THAT THE ESTIMATED COSTS TO INSTALL UNCONSTRUCTED WATER AND ON-SITE SEWAGE FACILITIES, DISCUSSED ABOVE, ARE AS FOLLOWS: WATER FACILITIES– THESE FACILITIES ARE FULLY CONSTRUCTED, EXCEPT FOR THE INSTALLATION OF WATER METERS, WHICH COST A GRAND TOTAL OF $220.00. THE SUBDIVIDER HAS PAID A TOTAL OF 1,195.00 TO N.A.W.S.C. TO COVER THE COSTS OF METER INSTALLATION. SEWAGE FACILITIES– SEPTIC SYSTEMS ARE ESTIMATED TO COST 1,000.00 (ALL INCLUSIVE) TOTAL FOR THE SUBDIVISION.

DAVID O. SALINAS
P.E. 71973

DATE



EACH LOT IN THIS PROPOSED SUBDIVISION IS AT LEAST 0.5 ACRES IN SIZE. THE UNITED STATES DEPARTMENT OF AGRICULTURE, SOIL CONSERVATION SURVEY BOOK OF HIDALGO COUNTY, TEXAS INDICATED A FINE SANDY LOAM, AND TWO TEST BORINGS WERE MADE AT OPPOSITE AREAS OF THE SUBDIVISION . ADDITIONAL BORINGS WERE UNNECESSARY BECAUSE THE SOILS ARE VERY UNIFORM WITHIN THIS LIMITED AREA). THE SOIL IS A UNIFORM FINE SANDY LOAM EXTENDING MORE THAN 24" BELOW THE BOTTOM OF ANY PROPOSED EXCAVATIONS. THE SUBDIVISION DRAINS WELL. THE 10-YEAR FLOOD PLAIN BEING CONTAINED WITHIN THE STREET AND THE DRAINAGE EASEMENTS.

REPORTE FINAL DE INGENERIA PARA LA SUBDIVISION ELIZONDO:

BY DAVID O. SALINAS, P.E.

LA SUBDIVISION ELIZONDO SERA PROVISTA DE AGUA POTABLE POR LA COMPAÑIA DE AGUA NORTH ALAMO WATER SUPPLY CORPORATION (N.A.W.S.C.). EL DUEÑO DE LA SUBDIVISION Y LA COMPAÑIA N.A.W.S.C. HAN FIRMADO UN CONTRATO, EN EL CUAL LA SUBDIVISION RECIBIRA SU PROVISION DE AGUA POR LOS PROXIMOS 30 AÑOS. LA COMPAÑIA DE AGUA N.A.W.S.C.C TENDRA QUE PRESENTAR DOCUMENTACION PARA DEMOSTRAR A LARGO PLAZO LA CANTIDAD Y CALIDAD DE AGUA ADECUABLE PARA SOSTENER EL FUTURO DESARROLLO DE LA SUBDIVISION. N.A.W.S.C. TIENE UNA LINEA DE AGUA EXISTENTE DE 8 PULGADAS QUE CORRE AL ESTE Y OESTE EN EL LADO SUR DE OWASSA ROAD. LA PROPUESTA SUBDIVISION ELIZONDO ESTA PROPONIENDO UNA CONEXCION SENCILLA PARA EL LOTE 1, YA EL LOTE 2 YA EXISTE UNA CONEXION SENCILLA. LA CONEXCCION SENCILLA Y EL MEDIDOR DE AGUA, SERAN INSTALADOS A UN COSTO DE $220.00. EL DUEÑO DE LA SUBDIVISION A PAGADO PARA EL MISMO EL TOTAL DE $1,195.00 A N.A.W.S.C. QUE CUBRE EL COSTO DEL MEDIDOR DE AGUA (INCLUYE INSTALACION OTROS CARGOS Y TAMBIEN CARGOS DE MEMBRESIA). SI PARA JUNIO DEL 2008, EL DUEÑO DEL LOTE NO HA SOLICITADO LA INSTALACION DEL MEDIDOR DE AGUA, LA COMPAÑIA N.A.W.S.C. AUTOMATICAMENTE INSTALARA EL MEDIDOR, DE CUALQUIERA MANERA, TODOS LOS MEDIDORES DE AGUA SE INSTALARAN ANTES DE JUNIO DEL 2008 Y EL SISTEMA DE AGUA DE LA SUBDIVISION ESTARA EN OPERACION COMPLETA ANTES 0 EN JULIO DEL 2008. EL DUEÑO DE LA SUBDIVISION NO TENDRA QUE INSTALAR HIDRANTES.

DRENAJE: Descripcion, Costos y Fecha de Inicio

EL COSTO ESTIMADO PARA INSTALAR UN SISTEMA SEPTICO EN UN LOTE INDIVIDUAL ES $1,000.00 INCLUYENDO LOS COSTOS PARA EL PERMISO Y LA LICENCIA REQUERIDOS. NO SE HA INSTALADO NINGUNOS OSSF HASTA LA FECHA DE APLICACION PARA LA APROBACION FINAL DEL PLAT.

CON LA APLICACION FINAL, EL SUBDIVIDOR ESTA PROPORCIONANDO GARANTIAS FINANCIERAS ADECUADAS DEL FUNCIONAMIENTO BAJO LA FORMA DE UN CHEQUE PERSONAL QUE REPRESENTA EL "DEPOSITO EN EFECTIVO" PARA SER SOSTENIDO POR EL CONDADO DE HIDALGO EN FIDEICOMISO EN LA CANTIDAD DE $1,000.00, QUE ES EL COSTO TOTAL ESTIMADO PARA INSTALAR UN SISTEMA DE TANQUE SEPTICO EN CADA LOTE. EL SUBDIVIDOR INCLUIRA EL COSTE DE UN SISTEMA DE TANQUE SEPTICO EN EL PRECIO DE VENTA DEL LOTE.

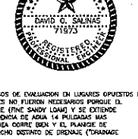
EN CUALQUIER MOMENTO DESPUES DE QUE SE VENDA EL LOTE, EL COMPRADOR PUEDE INICIAR LA INSTALACIÓN DE UN SISTEMA SEPTICO ESCRIBIENDO O LLAMANDO EL SUBDIVISOR Y DESPUES PRESENTAR CON EL DEPARTAMENTO DE LA SALUD DEL CONDADO DE HIDALGO UNA APLICACIÓN PARA UN PERMISO PARA CONSTRUIR UN SISTEMA SEPTICO. LOS SISTEMAS DEL TANQUE SEPTICO SERAN INSTALADOS EN EL LOTE ANTES QUE EL CONDADO PUEBLIQUE UNA SEPARACIÓN FINAL DE LA LUZ Y DEL AGUA.

CERTIFICACION

CON MI FIRMA, CERTIFICO QUE LOS SERVICIOS Y SISTEMAS DE AGUA Y DE DRENAJE, DESCRITOS EN ESTE DOCUMENTO, CUMPLEN CON LAS MODEL SUBDIVISION RULES (LAS REGLAS GOBERNANDO A LAS SUBDIVISIONES), ADOPTADAS EN LA SECCION 16.343 DEL TEXAS WATER CODE (CODIGO DE AGUA DE TEXAS). CERTIFICO QUE LOS COSTOS PARA INSTALAR LOS SISTEMAS DE AGUA Y DE DRENAJE, SON: AGUA: EL SISTEMA/SERVICIO DE AGUA SERA INSTALADO Y COMPLETAMENTE CONSTRUIDO, MENOS LOS MEDIDORES MECANICOS DE AGUA QUE COSTARAN 1.0. $220.00 POR LOTE. EL DUEÑO DE LA SUBDIVISION LE HA PAGADO UN TOTAL DE LOS $1,195.00.00 A LA COMPAÑIA NORTH ALAMO WATER SUPPLY N.A.W.S.C. PARA LA INSTALACION DE LOS MEDIDORES MECANICOS DE AGUA. DRENAJE: SE ESTIMA QUE LAS FOSAS SEPTICAS COSTARAN U.S $1,000.00 POR LOTE (TODO INCLUSO) PARA TODA LA SUBDIVISION.

DAVID O. SALINAS
P.E. 71973

FECHA



CADA LOTE EN ESTA SUBDIVISION MIDE AL MENOS 0.5 ACRES. SE HICIERON DOS POSOS DE EVALUACION EN LUGARES OPUESTOS EN LA SUBDIVISION – EN EL CENTRO DEL LORE, Y PARA EL OESTE. (POZOS ADICIONALES NO FUERON NECESARIOS PORQUE EL TERRENO EN ESTA AREA ES SIGNIFICANTEMENTE UNIFORME.) EL TERRENO ES UNIFORME (FINE SANDY LOAM) Y SE EXTIENDE MAS DE 24 PULGADAS BAJO TODAS LAS EXCAVACIONES PROPUESTAS. NO EXISTE EVIDENCIA DE AGUA 14 PULGADAS MAS ARRIBA DE LO MAS ABAJO DE LAS EXCAVACIONES PROPUESTAS. EL AGUA EN ESTA AREA CORRE BIEN Y EL PLANEO DE INUNDACION ("FLOODPLAIN") DE 100 AÑOS SE CONTIENE ENTRE LA CALLE Y EL DERECHO DISTINTO DE DRENAJE ("DRAINAGE EASEMENT") DE LA PROPIEDAD.

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW BY THE COUNTY OF HIDALGO ONLY & BY NO OTHERS UNDER THE AUTHORITY OF DAVID OMAR SALINAS, P.E., TX. REG. NO. 71973 ON APRIL 30, 2008. IT IS NOT TO BE USED FOR CONSTRUCTION PURPOSES.

SOIL EVALUATION REPORT INFORMATION

SOIL BORING NUMBER 001

DEPTH (FEET)	TEXTURE CLASS	SOIL TEXTURE	STRUCTURE (FOR CLASS III BLOCKY, PLATY OR MASSIVE)	DRAINAGE (MOTTLES/ WATER TABLE)	RESTRICTIVE HORIZON	OBSERVATIONS
0						
1	CLASS II	FINE SANDY LOAM	BLOCKY	NONE PRESENT	NONE	
2	CLASS III	FINE SANDY CLAY LOAM	-	NONE PRESENT	NONE	SOIL SUITABLE
3	CLASS III	-	-	NONE PRESENT	NONE	
4	CLASS III	BROWNISH SANDY CLAY LOAM	-	NONE PRESENT	NONE	
5	CLASS III		-	NONE PRESENT	NONE	

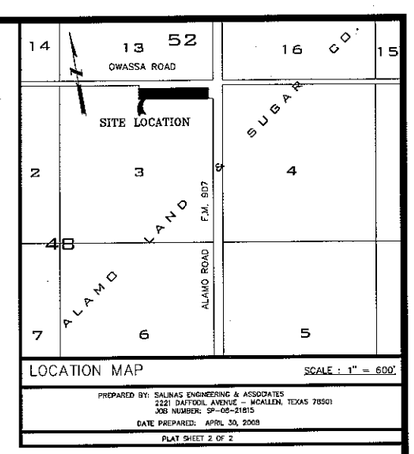
SOIL EVALUATION REPORT INFORMATION

SOIL BORING NUMBER 002

DEPTH (FEET)	TEXTURE CLASS	SOIL TEXTURE	STRUCTURE (FOR CLASS III BLOCKY, PLATY OR MASSIVE)	DRAINAGE (MOTTLES/ WATER TABLE)	RESTRICTIVE HORIZON	OBSERVATIONS
0						
1	CLASS II	FINE SANDY LOAM	BLOCKY	NONE PRESENT	NONE	
2	CLASS III	FINE SANDY CLAY LOAM	-	NONE PRESENT	NONE	SOIL SUITABLE
3	CLASS III	-	-	NONE PRESENT	NONE	
4	CLASS III	BROWNISH CLAY LOAM	-	NONE PRESENT	NONE	
5	CLASS III	-	-	NONE PRESENT	NONE	

REVISION NOTES

NO.	SHEET	REVISION	DATE	APPROVED



LOCATION MAP — SCALE : 1" = 600'

PREPARED BY: SALINAS ENGINEERING & ASSOCIATES
2221 DAFFODIL AVENUE – MCALLEN, TEXAS 78501
JOB NUMBER: SP-05-21815
DATE PREPARED: APRIL 30, 2008

PLAT SHEET 2 OF 2

COST ESTIMATE CHART

COST ESTIMATE	
PAVING IMPROVEMENTS:	$ N/A
DRAINAGE IMPROVEMENTS:	N/A
WATER DISTRIBUTION:	$ 1,195.00
SANITARY SEWER IMPROVEMENTS/OSSF:	$ 1,000.00
ESTIMACION DE COSTO	
PAVIMENTACION DE CALLES:	$ N/A
DRENAJE PLUVIAL:	$ N/A
SERVICIO DE AGUA POTABLE:	$ 1,195.00
SERVICIO DE DRENAJE SANITARIO/TANQUE SEPTICO	$ 1,000.00

INDEX SHEET OF ELIZONDO SUBDIVISION

SHEET 1	HEADING, INDEX, LOCATION MAP, PRINCIPAL CONTACTS, PLAT WITH LOTS, STREETS, AND EASEMENT DESIGNATIONS, LEGAL DESCRIPTION (METES & BOUNDS), SURVEYOR'S AND ENGINEER'S CERTIFICATION, PLAT NOTES AND RESTRICTIONAL, OWNERS DEDICATION, CERTIFICATION, AND ATTESTATION, CITY APPROVAL (CERTIFICATE), COUNTY CLERK'S RECORDING CERTIFICATE), HEALTH DEPARTMENT CERTIFICATE, FLOOD PLAIN CERTIFICATE, VICINITY MAP, SUBDIVISION WITH DISTANCE TO THE CITY, OF A MUNICIPALITY AND DESIGNATE THE PROJECT THE PROJECT IS SITUATED, NOTICE, CERTIFICATION, IRRIGATION DISTRICT, CERTIFICATE OF APPROVAL/DISAPPROVAL BY COUNTY ENGINEER, CERTIFICATE OF APPROVAL BY UTILITIES, HIDALGO COUNTY HEALTH DEPT. CERTIFICATE OF APPROVAL/REVISION NOTES.
SHEET 2	WATER DISTRIBUTION AND SANITARY SEWER (OSSF) MAP, ENGINEERING REPORT (ENGLISH AND SPANISH VERSIONS), INCLUDING DESCRIPTION OF WATER AND WASTE WATER FACILITIES AND EASEMENTS, CERTIFICATION (ENGINEER AND SURVEYOR), OWNERS DEDICATION, CERTIFICATION, AND ATTESTATION, DRAINAGE REPORT, INCLUDING DESCRIPTION OF DRAINAGE AND HOW IT WILL SERVE THE DEVELOPMENT AND ADJACENT PROPERTY AND DRAINAGE, AND ENGINEER'S CERTIFICATION, DRAINAGE NOTES, QUANTITY OF LOT SIZING FOR OSSF SYSTEM, TYPICAL WATER SERVICE CONNECTION, OWNERS DEDICATION, CERTIFICATION, AND ATTESTATION.

SEA
SALINAS ENGINEERING & ASSOCIATES
CONSULTING ENGINEERS & SURVEYORS
2221 DAFFODIL – McALLEN, TEXAS 78501
(956) 682-9081 (956) 686-1489 (FAX)

Raul E. Sesin, P.E.
Planning Administrator

PLANNING DEPARTMENT

County Of Hidalgo

TO: JUDGE JUAN D. SALINAS, III
COUNTY COMMISSIONER'S COURT

FROM: RAUL E. SESIN, P.E., PLANNING ADMINISTRATOR

DATE: MAY 21, 2008

RE: LOS NARANJOS PHASE 2 SUBDIVISION – PCT. 3

ON APRIL 22, 2008, THE COUNTY COMMISSIONERS COURT GRANTED FINAL APPROVAL WITH FINANCIAL GUARANTEE FOR THE ABOVE REFERENCED SUBDIVISION. LETTER OF CREDIT NO. 50028-24740 WAS USED TO SECURE THE FUNDS FOR THE WATER DISTRIBUTION, STREET PAVING, STORM DRAINAGE IMPROVEMENTS, LAND CLEARING, SEPTC TANK SYSTEMS AND STREET SIGNS & BARRICADES.

THE DEVELOPER IS REQUESTING A PARTIAL RELEASE OF THE LETTER OF CREDIT IN THE AMOUNT OF $149,500.00 DOLLARS. THIS AMOUNT REFLECTS THE COMPLETION OF THE WATER DISTRIBUTION SYSTEM LESS A 10% RETAINAGE AND THE COMPLETION OF LAND CLEARING.

STAFF HAS NO OBJECTION TO A PARTIAL RELEASE OF THE LETTER OF CREDIT IN THE AMOUNT OF $149,500.00 FOR THE AFOREMENTIONED IMPROVEMENTS.

BORDER CAPITAL BANK NO. 50028-24740

ORIGINAL AMOUNT	$ 607,500.00
1ST RELEASE	$ 149,500.00
BALANCE	$ 458,000.00

PLANNING DEPARTMENT
County Of Hidalgo

Raul E. Sesin, P.E.
Planning Administrator

Los Naranjos Phase 2 Subdivision

IRREVOCABLE LETTER OF CREDIT

IRREVOCABLE LETTER OF CREDIT NO. 50028-24740

TO: County Judge (in his or her official capacity) Hidalgo County, Texas

DATE: November 9, 2007

We hereby authorize you to draw at sight on **Border Capital Bank**, for the account of **Los Naranjos No. 2, Ltd.** (the Customer), up to the aggregate amount of SIX HUNDRED SEVEN THOUSAND FIVE HUNDRED AND NO/100 DOLLARS ($607,500.00) (the Stated Amount) available by our draft, accompanied by a certification by the county judge, any county commissioner, or the county treasurer that the following condition exists:

"A Condition of Draw exists under Subdivision Construction Agreement dated November 9, 2007, by and between the Customer and the County of Hidalgo (the Agreement). County is in substantial compliance with the terms of said Agreement and has calculated the amount of this draft in accordance with the terms of the Agreement."

Drafts must be drawn and presented by or on November 9, 2008 by the close of business of the Issuer of this credit and must specify the date and number of this credit. Drafts will be honored within five calendar days of presentment. We hereby engage all drawers that drafts drawn and presented in accordance with this credit shall be duly honored. Partial draws are permitted and the letter of credit shall be reduced by the amount of such partial draws as well as by any reduction letters authorized by the County. The sum of such partial draws shall on no account exceed the Stated Amount of this credit, and upon any draw or reduction letter which exhausts this credit, the original of this credit will be surrendered to us.

Except as expressly stated, this credit shall be subject to the Uniform Customs and Practice for Documentary Credits (1993 Revision), International Chamber of Commerce (Publication No. 500).

This credit is irrevocable prior to its expiration date unless both parties consent to revocation in writing.

Address of Issuer: 1801 South McColl Road, PO Box 5555, McAllen, Texas 78502-5555
Signature of Issuer's Authorized Officer

Printed Name: Fred Garza
Title: Senior Vice-President

AI-9403 **14.A.**

County Investment Officer 2008 Annual Dues
CC REGULAR

Date: 05/27/2008
Submitted By: Fred Zamarripa, TREASURER'S OFFICE
Submitted For: Norma Garcia
Department: TREASURER'S OFFICE
Agenda Area: County Treasurer

Information

CAPTION

Approval to pay the 2008 County Investment Officer annual dues to the Texas Association of Counties (requisition no. 131002 & 131006) in the total amount of $400.00.

BACKGROUND

Annual 2008 dues are for the Co. Treasurer & Office Manager @ $200.00 each. Invoices, requisitions, and affidavits are attached.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-415-16-150-001-0-810
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Amount available for req #131002 $200.00 as of 5-20-08 for TAC.
Amount available for req #131006 $200.00 as of 5-20-08 for TAC.

Attachments

Link: Co. Treasuer Annual TAC Dues

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/20/2008 08:59 AM	APRV
2	Ivan Cantu	Ivan Cantu	05/20/2008 11:02 AM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:37 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 05:05 PM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 08:14 AM	APRV

Form Started By: Fred Zamarripa Started On: 05/19/2008 04:56 PM

Final Approval Date: 05/22/2008

Texas Association of Counties
P.O. Box 2131
Austin, TX 78768
(800) 456-5974

STATEMENT OF ACCOUNT

Date	Account #
5/1/08	22931

Hon. Norma G. Garcia, CIO
Treasurer
Hidalgo County
2810 South Business Highway 281
Edinburg, TX 78539

Amount Enclosed $ _____

Date	Reference	Description	Amount	Credits	Balance
1/30/08	20416	County Investment Officer Annual Dues for the period from 01/01/2008 through 12/31/2008	200.00		200.00

Hidalgo County Treasurer
MAY 05 2008
Received

If you have any questions regarding this statement, please contact the TAC Education Department at (800) 456-5974.

Total Due: 200.00

Current	31 - 60 Days	61 - 120 Days	Over 120 Days
		200.00	

Texas Association of Counties

P. O. Box 2131
Austin, Texas 78768
(800) 456-5974

INVOICE

January 30, 2008
For TAC Use:
22931 / 22931

Invoice No. 20416

Hon. Norma G. Garcia, CIO
Treasurer
Hidalgo County
2810 South Business Highway 281
Edinburg, TX 78539

DESCRIPTION		AMOUNT
County Investment Officer Annual Dues	(01/01/2008 - 12/31/2008)	200.00
	Total Due	200.00

REMIT TO: Texas Association of Counties
CIO Dues
P.O. Box 2131
Austin, TX 78768

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS
COUNTY OF HIDALGO

I, Norma G. Garcia, do hereby state that my membership in the Texas Association of Counties on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official employee of Hidalgo County. I further state to the best of my knowledge and belief the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: Norma G. García DATE: 04/01/08

TITLE: Hidalgo County Treasurer

Before me Alfredo Zamarripa, a Notary Public, appeared Norma G. Garcia, and on his/her oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

ALFREDO ZAMARRIPA
My Commission Expires
October 05, 2011

(SEAL)

Alfredo Zamarripa
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	LGC § 113.064(b)
AUTHORITY TO PAY MEMBERSHIP DUES:	LGC § 89.002

COUNTY AUDITOR'S FORM: RE-CA-041
REVISED: 02/2007

Requisition

Req # 00131002

PO #

Date: 04/21/08

Bill To: x
x

Vendor : 183059

TEXAS ASSOCIATION OF COUNTIES
1210 SAN ANTONIO STREET
AUSTIN TX 78701
FAX (512)477-1324

Ship To: COUNTY TREASURER
2810 S. BUSINESS HWY 281
EDINBURG TX 78539-6243

Contact:

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
1	LOT	County Investment Officer Annual Dues (01/01/2008-12/31/2008 For Norma G. Garcia, County Treasuer.	200.00	200.00
		Account No	Encumbrance	
		8-1100-415-16-150-001-0-810	200.00	
			Freight	.00
			Total	200.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Texas Association of Counties
P.O. Box 2131
Austin, TX 78768
(800) 456-5974

STATEMENT OF ACCOUNT

Date	Account #
5/1/08	195949

Mr. Alfredo Zamarripa, CIO
Assistant Treasurer
Hidalgo County
100 East Cano Street, Third Floor
Edinburg, TX 78539

Amount Enclosed $ _____

Date	Reference	Description	Amount	Credits	Balance
1/30/08	20454	County Investment Officer Annual Dues for the period from 01/01/2008 through 12/31/2008	200.00		200.00

Hidalgo County Treasurer
MAY 05 2008
Received

If you have any questions regarding this statement, please contact the TAC Education Department at (800) 456-5974.

Total Due: 200.00

Current	31 - 60 Days	61 - 120 Days	Over 120 Days
		200.00	

Texas Association of Counties

P. O. Box 2131
Austin, Texas 78768
(800) 456-5974

INVOICE

Mr. Alfredo Zamarripa, CIO
Assistant Treasurer
Hidalgo County
100 East Cano Street, Third Floor
Edinburg, TX 78539

January 30, 2008
For TAC Use:
195949 / 195949

Invoice No. 20454

DESCRIPTION		AMOUNT
County Investment Officer Annual Dues	(01/01/2008 - 12/31/2008)	200.00
	Total Due	**200.00**

REMIT TO: Texas Association of Counties
CIO Dues
P.O. Box 2131
Austin, TX 78768

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Alfredo Zamarripa, do hereby state that my membership in the Texas Association of Counties on behalf of Hidalgo County and dues to be paid by Hidalgo County is necessary in the performance of my duties as an official employee of Hidalgo County. I further state to the best of my knowledge and belief the following:

1. My participation in the association or organization is for the betterment of County Government and the benefit of me as a County official or employee;
2. The association or organization is not affiliated with a labor organization;
3. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
4. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
5. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: Alfredo Zamarripa DATE: 04/01/08

TITLE: Office Manager

Before me Yolanda Agado, a Notary Public, appeared Alfredo Zamarripa, and on his/her oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

NOTARY PUBLIC STATE OF TEXAS
YOLANDA AGADO
My Commission Expires
May 31, 2011

(SEAL)

Yolanda Agado 4/1/08
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	LGC § 113.064(b)
AUTHORITY TO PAY MEMBERSHIP DUES:	LGC § 89.002

COUNTY AUDITOR'S FORM: RE-CA-041
REVISED: 02/2007

Requisition

Req # 00131006

PO #

Date: 04/21/08

Bill To: x
x

Vendor : 183059
TEXAS ASSOCIATION OF COUNTIES
1210 SAN ANTONIO STREET
AUSTIN TX 78701
FAX (512)477-1324

Ship To: COUNTY TREASURER
2810 S. BUSINESS HWY 281
EDINBURG TX 78539-6243

Contact:

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
1	LOT	County Investment Officer Annual Dues (01/01/2008-12/31/2008 For Alfredo Zamarripa, Office Manager.	200.00	200.00
		Account No	Encumbrance	
		8-1100-415-16-150-001-0-810	200.00	
			Freight	.00
			Total	200.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

AI-9385 **15.A.**

Program Calendar 2008-2009
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval of Program Calendar for Program Year 2008-2009

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Program Calendar

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:01 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:37 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:24 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:33 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:42 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 01:49 PM

Final Approval Date: 05/21/2008

Hidalgo County Head Start Program

Policy Council Agenda

DATE: May 21, 2008

SUBJECT: Discussion/Approval of the Program Calendar for Program Year 2008-2009

RATIONALE/NEED: Administration has involved the staff in the 2008-2209 school year calendar. The staff voted from three (3) options presented.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: 2008-2009 Program Calendar

****

INITIATED BY: Nora S. Munoz, Assistant Program Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

HIDALGO COUNTY HEAD START PROGRAM
2008 - 2009

PROGRAM ACTIVITIES	
DATE	EVENT
08/11-14/2008	Parent Orientation Meeting
08/18/2008	First Day of School
08/28/2008	Networking Meeting
09/3-4/2008	Volunteer Training Conference
09/13/2008	Parent Leadership Conference
10/08/2008	Open House
10/24-26/2008	Governance Leadership Institute
11/24/2008	HCHSP- Parent Fair
01/06/2009	Children Return - Winter Break
02/06/2009	Self-Assessment Training
02/09-13/2009	Self-Assessment Review
02/27/2009	Fatherhood Conference
03/06/2009	Recruitment Training-C. Mgrs.
3/10-12/2009	Nutrition Contest
03/13,23/2009	Recruitment Day
04/20-23/2009	Week of Young Child Festivities
05/07/2009	Community Partnership Banquet
05/08/2009	Parent Volunteer Banquet
05/14/2009	Staff Graduation Banquet
05/27/2009	Last Day Of School
05/28/2009	Staff Appreciation Banquet
05/29/2009	Last Day for Field Staff (Workday)

PROGRAM HOLIDAYS	
DATE	EVENT
07/04/2008	Independence Day
09/01/2008	Labor Day
10/13/2008	Columbus Day
11/11/2008	Veteran's Day
11/26-28/2008	Thanksgiving
12/22-01/02/2009	Winter Break
01/19/2009	Martin Luther King's Day
02/16/2009	Presidents Day
03/16-20/2009	Spring Break
04/10-13/2009	Easter Break
05/25/09	Memorial Day

STAFF WORKDAYS STUDENT HOLIDAYS
DATE
07/29/2008 - 08/08/2008 (Pre-Service Training)
10/03/2008 (LAP-D/CIP)
12/19/2008
01/05/2009
03/13,23/2009 (Recruitment Days)
05/28,29/2009

EARLY RELEASE DAYS
DATE
12/18/2009

July

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

				1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Service Days: 172

A

AI-9386 **15.B.**

Summer Work Schedule
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval of Summer Work Schedule

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Summer Work Schedule

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:02 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:38 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:23 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:34 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:42 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 01:52 PM

Final Approval Date: 05/21/2008

Hidalgo County Head Start Program

Policy Council Agenda

DATE: May 21, 2008

SUBJECT: Discussion/Approval of Summer Work Schedule

RATIONALE/NEED: The Administration Office Staff would like to work the four (4) day week this summer. The day will begin at 7:00 a.m. and end at 6:00 p.m. including one (1) hour for lunch. Administration Office staff were allowed to vote for this schedule and most everyone preferred to follow it.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Summer Work Schedule

****

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Summer Schedule

June 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Off	7
	7:00 A.M. to 6:00 P.M.					
8	9	10	11	12	13 Off	14
	7:00 A.M. to 6:00 P.M.					
15	16	17	18	19	20 Off	21
	7:00 A.M. to 6:00 P.M.					
22	23	24	25	26	27	28
	Administration Office Closed					
29	30 Administration Office Closed					

July 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Administration Office Closed				
6	7	8	9	10	11	12
	Administration Office Closed					
13	14	15	16	17	18	19
	Administration Office Closed	7:00 A.M. to 6:00 P.M.			Off	
20	21	22	23	24	25	26
	7:00 A.M. to 6:00 P.M.				Off	
27	28	29	30	31		
	Regular Schedule 8:00 A.M. to 5:00 P.M.					

AI-9387 **15.C.**

Disperse Summer Paychecks
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval to Disperse Summer Paychecks to Staff Who Resign as of the Last Summer Leave Day/Last Working Day for Position Assigned

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No fiscal impact

Attachments

Link: Disperse Summer Paychecks 2008

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:02 PM	APRV
2	Erika Reyna	Erika Reyna	05/22/2008 02:41 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 07:08 PM	APRV
4	Purchasing Department	Marty Salazar	05/23/2008 11:08 AM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 01:09 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 01:55 PM

Final Approval Date: 05/23/2008

Hidalgo County Head Start Program

Policy Council Agenda

DATE: May 21, 2008

SUBJECT: Discussion/Approval to Disperse Summer Paychecks to Staff Who Resign as of the Last Summer Leave Day/Last Working Day for Position Assigned

RATIONALE/NEED: Each staff member has worked all the days corresponding to their position by the end of their Summer Leave. Staff intending to resign as of the last summer leave day or last working day for position assigned will be allowed to be paid for total salary for position.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES:

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INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

AI-9384 **15.D.**

Financial Report - April 2008
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START

Information

CAPTION

Discussion/Approval of Financial Report: April 2008

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Financial Report

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:00 PM	APRV
2	Erika Reyna	Erika Reyna	05/22/2008 08:23 AM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 09:54 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 09:55 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 10:19 AM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 01:43 PM

Final Approval Date: 05/22/2008

Hidalgo County Head Start Program

Policy Council Agenda

DATE: May 21, 2008

SUBJECT: Discussion/Approval of Program Financial Report

RATIONALE/NEED: Approval is needed to comply with the Head Start Performance Standard 1304.51(h)(1).

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Financial Report - April 2008

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INITIATED BY: Elma Keller, Finance Director

REVIEWED BY: Edmundo Garcia, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County Head Start Program
Encumbrance Budget Report - 2008 POLICY COUNCIL BUDGET
From 4/1/2008 Through 4/30/2008

Account Code	Account Title	Total Budget	YTD Actual	YTD Encumbrance	Total Budget Variance	Percent Budget Remaining -	Current Actual
01	SALARIES	15,099,275.04	4,366,853.37	0.00	10,732,421.67	71.08%	1,098,581.66
02	FRINGE BENEFITS	5,564,297.06	1,678,923.32	0.00	3,885,373.74	69.83%	421,116.73
03	OUT OF TOWN TRAVEL	10,000.00	0.00	0.00	10,000.00	100.00%	0.00
04	EQUIPMENT	0.00	0.00	0.00	0.00	0.00%	0.00
05	SUPPLIES	827,802.60	364,922.21	0.00	462,880.39	55.92%	99,469.73
06	OTHER COST	1,725,032.30	637,608.74	151,175.58	936,247.98	54.27%	163,820.93
Report Total		23,226,407.00	7,048,307.64	151,175.58	16,026,923.78	69.00%	1,782,989.05

AI-9383 **15.E.**

One-Time Funding 2008
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval to Submit a One-Time Funding Application

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No cash match required

In-kind match will be met through Head Start Volunteers as per Mr. Edmundo Garcia

Attachments

Link: One-Time Funding 2008

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 02:59 PM	APRV
2	Erika Reyna	Erika Reyna	05/22/2008 02:42 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 07:10 PM	APRV
4	Purchasing Department	Marty Salazar	05/23/2008 11:08 AM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 01:09 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 01:41 PM

Final Approval Date: 05/23/2008

Hidalgo County Head Start Program

Policy Council Agenda

DATE: May 21, 2008

SUBJECT: Discussion/Approval to Submit Supplemental Application for One-Time Training and Technical Assistance Funding

RATIONALE/NEED: This funding will assist the Program in complying with the new Head Start Act section 648(A) regarding staff qualification requirements.

RECOMMENDATION: Administration recommends approval.

COST:

RELATED INFORMATION INCLUDES: Memo and Federal Notice for One-Time Training and Technical Assistance Funding

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INITIATED BY: Edmundo Garcia, Assistant Program Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County Head Start Program
Memorandum

Date: May 16, 2008

To: The Hidalgo County Policy Council

From: Teresa Flores, Executive Director

Subject: One Time Funding

The Hidalgo County Head Start Program has been able to remain at the forefront of the staff development mandates proposed by the Department of Health and Human Services. We have implemented an aggressive planning strategy whereby we have been able to accomplish the following:

- Ensure that all **assistant teachers** are placed on an educational track that will help them obtain Child Development Associate (CDA) credential.
- Ensure that all education coordinators have a bachelor of arts (BA) or advanced degree in early childhood education or a related degree with experience teaching pre-school age children.
- Ensure that all teachers attend at least 15 hours of professional development each year.
- Ensure that all teachers who receive financial assistance from the Hidalgo County Head Start Program to enroll in college courses sign an agreement to work in Head Start for at least three years or repay a prorated amount of their financial assistance.
- Ensure that all full-time employees have a professional development plan.

This specific One-Time request will be targeted to assist the Program with the work that still remains to be done in complying with the new Head Start mandates. More specifically, the Hidalgo County Head Start Program will be able to accomplish the following:

1. Ensure that **50% of Head Start teachers, by September 30, 2013, have a BA** or advanced degree in early childhood education or a related field with experience teaching pre-school age children.
2. Ensure that **by September 30, 2013, all Head Start teacher assistants have acquired at least a CDA credential** or be enrolled in a program leading to an associate's or bachelor's degree or be enrolled in a CDA credential program which will be completed within two years.
3. Ensure that **by October 1, 2011, all Head Start teachers have at least an Associate of Arts (AA)** degree in early childhood education or a related field with pre-school teaching experience or have a BA degree and been admitted in a certification program such as the Teach for America program.

The Hidalgo County Head Start Program employs 192 teachers, 26 of which have already obtained their BA Degree. This One Time funding will assist us with the initial process of paying for the educational expenses of the remaining 70 teachers needed to meet the **50% BA mandate by 2013**.

We have just completed the CDA training for 31 Assistant Teachers, placing the Program in full compliance with the **2013 mandate for Assistant Teachers**. This funding will be utilized to pay for the one-time assessment fees of those currently credentialed and to assist all other Assistant Teachers to maintain the credential. The CDA is valid for 3

years after which it must be renewed every five years. Renewal of the CDA credential requires:

1. First Aid certification;
2. 4.5 Continuing Education units CEU's or a 3 college credit hour course in early childhood education/child development;
3. A minimum of 80 hours of work experience in early childhood;
4. Membership in an early childhood professional organization.

Currently 143 teachers have obtained an AA degree or higher. The remaining 49 teachers without an AA degree are enrolled in an early education curriculum, 31 of those teachers' expenses are paid by the Head Start Program. This funding will allow us to pay for their first semester expenses, thereby bringing the Program closer to complying with the goal of having **100% of our teachers with associates' degrees by 2011**

This funding will also make it possible for additional training in **Positive Behavior Support (PBS)** to address children with challenging behavior in the classroom. This is the second year that we are implementing the PBS Program. PBS is a positive research based approach for working with children of all ages with challenging behaviors. It is also a comprehensive program which offers classroom staff a systematic approach to teach social emotional development. All classroom staff and support staff will be trained.

Staff will be trained in using **PROMIS** as well. This software tracks family data and history for all children enrolled in Head Start. It tracks all critical information on education, overall health, nutrition, family partnership agreements and overall program statistics in order to create the Program Information Report (PIR).

In addition, these funds will allow the Hidalgo County Head Start Program to enhance the teachers' computer and technical skills by investing in a **Technical Resource Lab** for staff development/training, data entry and education. This lab will include computers, peripherals, and teleconference devices to establish remote learning satellite sites at designated head start facilities. Teachers will be able to register and participate in college courses over the internet, access support materials for teaching in the eight domains and to assist parents in working with their children. It will also be used to assist classroom and support staff to develop a higher level of proficiency in the entry and management of individual child's and family information and data in all areas of services, i.e., assessment data, family partnership agreements, health data, nutrition data, mental health and social/emotional data, data on children with disability data, etc. This effort will also assist in enhancing their computer and communication skills. Staff will receive instructions in the use of the Program Resources and Outcomes Management Information System (PROMIS), Microsoft Word, Microsoft Excel and various other applications.

Tentative One-Time Funding Request Total.

Associates Degree X 31 X $827	$25,637.00
Bachelors Degree X 70 X $2,025	$141,712.00
CDA Assessment fee $325X31	$10,075.00
CDA Renewal 65 X $50	$3,250.00
CEU's ,3 college classes, tuition, fees, books @ $646 X 96	$62,016.00
PBS Training @ $125 per personX50	$6,250.00
Promise Training$ $1,800 per day X 5	$9,000.00
Computer Lab (MIS)	$129,100.00
Total	$387,040.00

Availability of FY 2008 One-time Training and Technical Assistance Funding

ACF-IM-HS-08-09

To help agencies meet the new staff qualifications requirements (Section 648A(a) of the new Head Start Act), the Office of Head Start is making available to grantees on a one-time basis a little more than $5 million in Head Start T/TA funding (PA 20). Grantees may apply for a portion of these funds by submitting a supplemental funding application to their OHS Regional Offices by June 2, 2008.

Availability of FY 2008 One-time Training and Technical Assistance Funding

<table>
<tr><td rowspan="4">ACF
Administration on Children and Families</td><td colspan="2">U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES
Administration for Children and Families</td></tr>
<tr><td>1. Log No. ACF-IM-HS-08-09</td><td>2. Issuance Date: 4/16/08</td></tr>
<tr><td colspan="2">3. Originating Office: Office of Head Start</td></tr>
<tr><td colspan="2">4. Key Word: One-time T/TA Funding</td></tr>
</table>

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Availability of FY 2008 One-time Training and Technical Assistance Funding

INFORMATION:

As you know, on December 12, 2007, President Bush signed P.L. 110-134 reauthorizing the Head Start program. Section 640(a)(1)(C)(i)(II)(aa) of the new Head Start Act requires that at least 50% of Head Start's annual Training and Technical Assistance (T/TA) allocation be awarded directly to Head Start grantees. In order to comply with this requirement the Office of Head Start is, in FY 2008, making available to grantees on a one-time basis a little more than $5 million in Head Start T/TA funding (PA 20) for the purpose of assisting agencies to meet the new staff qualifications requirements articulated in Section 648A(a) of the new Head Start Act.

Any grantee interested in applying for a portion of these funds should submit a supplemental funding application to its OHS Regional Office no later than June 2, 2008. This application should discuss why the grantee is requesting funding and how the training is necessary to assist the grantee in addressing the requirements of Section 648A(a); how many staff will be trained if the request is approved; the type of training that will be provided; which staff were selected to receive training and the basis for that selection, and any other information that will help your Regional Office better understand the nature of your request. Funding is not limited only to assisting staff with costs related to acquiring a college degree but may also be used to assist teacher assistants acquire a Child Development Associate (CDA) credential.

Those grantees selected to receive part of this funding will be notified by their Regional Office.

Please direct any questions on this instruction to your OHS Regional Office.

Patricia E. Brown
Acting Director
Office of Head Start

Availability of FY 2008 One-time Training and Technical Assistance Funding. ACF-IM-HS-08-09. HHS/ACF/OHS. 2008. English.

AI-9389 **15.F.**

Human Resources Plan
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START

Information

CAPTION

Discussion/Approval of Human Resources Management Plan 2008-2009

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Human Resources

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:03 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:41 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:14 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:35 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:42 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 02:02 PM

Final Approval Date: 05/21/2008

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the Program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the Program to provide and enhance the delivery of quality services to staff, children and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) An organizational chart is developed which depicts how the Grantee Board, and the Department of Health and Human Services, and the Hidalgo County Head Start staff is structured within the program.	Executive Director Assistant Program Directors	Executive Director	As deemed necessary	Organizational Chart
(2) Development and revisions of the organizational chart are conveyed to the Policy Council, Grantee Board (Commissioners Court), and County Judge for their review, approval and/or disapproval.	Executive Director	Executive Director	As deemed necessary	Organizational Chart
(3) The organizational chart illustrates staff positions and proper chain of command.	Executive Director	Executive Director	As deemed necessary	Organizational Chart
(4) All staff positions have a job description which indicates the level of knowledge, skills, and experience required to perform the job responsibilities.	Executive Director	Administrative Assistant	As deemed necessary	Job Descriptions

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (a) (1) (continued)

GOAL: The Hidalgo County Head Start Program will establish and maintain an organizational structure that supports the accomplishment of program objectives.

OBJECTIVE: The Program will ensure that the organizational structure describes how staff and functions are organized to fulfill the program's mission and goals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(5) The Program will ensure that the appropriate number of staff is hired to meet staff/child classroom ratio as required by Federal and State Law.	Administrative Assistant Education Area Directors	Education Area Directors	As deemed necessary	Job Requisition Form Announcement Interview Orientation
(6) The program will ensure that the Grantee Board (County Commissioners) and the Hidalgo County Judge receive proper training to assist with legal and fiscal matters for the administration of the Hidalgo County Head Start Program.	Executive Director Assistant Program Directors Family Services Director	Executive Director	Annually	Training Packet

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (a) (1) (continued)

GOAL: The Hidalgo County Head Start Program will establish and maintain an organizational structure that supports the accomplishment of program objectives.

OBJECTIVE: The Program will ensure the organizational structure illustrates how staff is organized to fulfill the program's administration.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(7) The program will ensure that the Policy Council assist with their responsibilities in developing, reviewing, and approving or disapproving policies related to the following: -All funding applications and amendments; shared decision making; selection and enrollment priorities; personnel policies; -Hiring and terminating. This will be accomplished by providing program training and opportunities to attend local Head Start training and state, regional, and national conferences.	Executive Director	Executive Director	Annually	Training Agendas
(8) The program will ensure that the Policy Council serves as a mediator with parent committees, Grantee Board, and community organizations.	Executive Director	Executive Director	Annually	Policy Council Minutes

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (a) (2) (i) (ii) (iii)

GOAL: The Grantee Board and Policy Council will ensure that the program management functions are formally assigned to and adopted by staff within the program.

OBJECTIVE: The Head Start Program will ensure to designate staff who will manage delivery of services to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(i) The Grantee Board and Policy Council will select and hire a Head Start Program Director who is sensitive to the community, staff, and families. The Program Director needs to be knowledgeable with program services, organizational structure, and its mission.	Grantee Board (Commissioners Court) Policy Council Civil Service Executive Director	Policy Council	As deemed necessary	Job Application Resume Job Announcement Personnel file
(ii) Qualified staff will be hired to provide leadership, direction, and management of delivery services to children and families.	Executive Director	Assistant Program Directors	As deemed necessary	Job Applications Job Announcement Resume Credentials Personnel File
(1) The following positions for the Head Start program will be identified: - Education Area Directors - Health Services Director - Mental Health Services Director - Special Services Director - Field Operation Director - Family Services Director	Executive Director Assistant Program Directors	Assistant Program Directors	As deemed necessary	Organizational Chart

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (a) (2) (i) (ii) (iii) (continued)

GOAL: The Grantee Board and Policy Council will ensure that the program management functions are formally assigned to and adopted by staff within the program.

OBJECTIVE: The Head Start Program will ensure to designate staff who will manage delivery of services to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(iii) Qualified staff will be hired to provide leadership services to families.	Executive Director	Assistant Program Directors	As deemed necessary	Job Application Job Announcement Resume Credentials Personnel File
(1) The program will ensure that management staff will do the following: (a) Plan and implement procedures for each area of Service. (b) Maintain data on children and families in the program. (c) Seek community partnerships to provide resources for the children and families. (d) Maintain strong communication between staff and parents. (e) Knowledge in personnel administration. (f) Have leadership skills in team building, and staff development training.	Executive Director	Assistant Director for Programmatic Services Assistant Director for Operations	As deemed necessary	Job Description Evaluations

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (b) (1) & (2)

GOAL: The Hidalgo County Head Start Program will ensure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibility.

OBJECTIVE: To ensure the provision of program quality service, qualified staff will be recruited and hired to interact with children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) Qualified staff will be hired accordingly for each position within the Hidalgo County Head Start Program. (2) Qualified staff must be sensitive regarding the cultural differences of low income children and families.	Executive Director Department Directors	Assistant Program Directors Administrative Assistant	As deemed necessary	Requisitions Job Announcement Interviews Evaluations R.F.Q. (Request for Qualifications)
(3) The Hidalgo County Head Start Program employs highly qualified staff via newspaper advertisement, internal job announcements, and recruitment at UTPA, STC, and the Texas Work Force Commission. In addition, the program highly considers Head Start parents who qualified for positions within the program.	Administrative Assistant Staff Development Director	Administrative Assistant	As deemed necessary	Job Announcement in the newspaper Staff Development training by informal and formal trainings

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (b) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all current and former Head Start Parents, if qualified, will receive preference for employment vacancies.

OBJECTIVE: The program will ensure to give preference in employment to Head Start parent who qualify to fulfill the Program's mission and goal.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) Program will highly consider Head Start parents who are qualified and are seeking employment.	Executive Director Administrative Assistant	Administrative Assistant	As deemed necessary	Job Announcement Job Description Personnel File
(2) Staff will encourage Head Start parents to participate in program activities, such classroom volunteering, parent committees, workshops, and trainings.	Family Service Director Center Manager Staff	Center Managers	Annually	In-kind records Parent take home activities Lesson plans
(3) Parents will be encouraged to participate in Literacy Programs such as English as a Second Language (ESL), General Equivalency Diploma (GED)…etc.	Transition, Literacy, and Community Partnership Director Center Managers	Transition, Literacy, and Community Partnership Director	Annually	Parent Records F.P.A. Referrals (Family Partnership Agreement)

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (b) (3) (continued)

GOAL: The Hidalgo County Head Start Program will ensure that all current and former Head Start Parents, if qualified, will receive preference for employment vacancies.

OBJECTIVE: The program will ensure to give preference in employment to Head Start parent who qualify to fulfill the Program's mission and goal.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(4) Job vacancies are posted at each center within the program, Hidalgo County Civil Service Department, and newspaper.	Administrative Assistant Center Staff Human Resources Director	Executive Team	As deemed necessary	Job Announcement
(5) Job vacancies include job descriptions for vacancies include job requirements and responsibilities.	Administrative Assistant Civil Service Human Resources Director	Administrative Assistant		Job Description Job Announcement

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (b) (4)

GOAL: The Hidalgo County Head Start Program will hire program staff and consultants that are familiar with the ethnic background and heritage of families in the program and must be able to communicate effectively in the family's primary language.

OBJECTIVE: To establish an atmosphere of recognition and respect for the beliefs and practices of families and children the program serves.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) The program will recruit qualified bilingual staff and consultants who are culturally and ethnically diverse to ensure appropriate representation of the ethnicity and cultures of families served.	Executive Director Service Directors	Executive Team	As deemed necessary	Job Announcement Job Description Personnel File Request for Qualifications (RFQ's)
(2) The program will ensure to hire staff and find parents from the community to use as resources for understanding different cultures.	Executive Director Administrative Assistant	Administrative Assistant	As deemed necessary	Job Announcement Job Description Personnel File

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (b) (4) (continued)

GOAL: The Hidalgo County Head Start Program will hire program staff and consultants that are familiar with the ethnic background and heritage of families in the program and must be able to communicate effectively in the family's primary language.

OBJECTIVE: To establish an atmosphere of recognition and respect for the beliefs and practice of families and children that the program serves.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(3) The program will provide staff development trainings to develop skills in accepting culture differences and conflicts resolutions.	Education Area Directors Staff Development Director	Education Area Directors	As deemed necessary	Teacher's Lesson Plans Training Calendar
(4) The program will encourage the use of community resources such as libraries and museum theater groups to help staff and parents appreciate and enjoy diverse cultures.	Education Area Directors	Education Area Directors	As deemed necessary	Curriculum Calendar Teachers Lesson Plans
(5) The program will conduct staff trainings which discuss issues of cultural diversity along with local organizations.	Staff Development Director	Staff Development Director	Pre-Service In-Service training and As deemed necessary	Program Training Agenda's Training Calendar

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (c)

GOAL: The Hidalgo County Head Start Program will hire a Head Start Director who has skills and abilities in management capacity relevant to a human service program management

OBJECTIVE: To ensure leadership, management skills, and ability to oversee the operation of a comprehensive quality child and family program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that the Executive Director has the following attributes: - Leadership skills. - Good interpersonal and communication skills. - The ability to develop and manage a budget. - Experience in Human Services. - Understands the Head Start philosophy and ability to share authority and decision making.	Grantee Board (Commissioners Court) County Judge Policy Council	Policy Council	As vacancy occurs	Job Description Credentials Experience

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (d)

GOAL: The Hidalgo County Head Start Program will ensure hiring staff and consultants who meet the qualifications to provide content area expertise and oversight on an ongoing scheduled basis. The program will determine appropriate staffing pattern necessary to provide these functions.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure hiring qualified Directors who have the following abilities: - Plan and administer the required program services for children and families. - Coordinate program activities with staff, other content areas and community agencies. - Engage in the on going assessment of quality services provided. - Communicate effectively with others. - Provides staff training and development. - Ability to supervise.	Executive Director Administrative Assistant	Administrative Assistant	As vacancies occur	Job Description Credentials Personnel File

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.52 (d) (1)

GOAL: The Hidalgo County Head Start Program will ensure staff or consultants meet the qualifications for classroom teachers with experience in the theories and principals of child growth and development.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) The program will ensure that the Area Directors meet the qualifications of classroom teachers such as: Child Development Associate Credential (C.D.A.) State award certificate that exceeds the C.D.A. An Associate, Baccalaureate, or advance degree in Early childhood Education.	Executive Director Education Area Directors	Administrative Assistant	As vacancies occur	Job Description Credentials Degrees Personnel File
(2) The program will ensure that all staff employed for the Education Department plan and implement a comprehensive Child Development Program that meets the Head Start standards.	Executive Director	Administrative Assistant	As vacancies occur	Job Description Credentials Degrees Personnel File

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.52 (d) (1) (continued)

GOAL: The Hidalgo County Head Start Program will ensure staff meets the qualifications of a classroom teacher and has experience in the theories and principals of child growth and development.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
- Implement theories and sound principals for child and adult education. - Promote the role of the parent as the primary educator of the child. - Promote support between parent and child.	Education Area Directors	Education Area Directors Center Managers	Continuously	Curriculum Lesson Plans

POLICY COUNCIL APPROVED

PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (d) (2)

GOAL: The Hidalgo County Head Start Program will ensure that health services are supported by staff and consultants with training and experience in public health, nursing, health education, maternal and child health or health administration.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will employ a qualified Health Director with the abilities to: -Provide health care, assist parents with the selection of a health provider, counsel parents on child/family health problems, and promote parent involvement in all aspects of health problems. -Negotiate with the Health Service Advisory Committee, local health care professionals and service providers to ensure services for families. -Review, evaluate, and interpret health records. -Promote health and safety practices in the program. -Coordinate safety, sanitation procedures, first aid, and emergency medical procedures.	Executive Director Administrative Assistant	Administrative Assistant	As vacancy occurs	Job Description Credentials Personnel File

POLICY COUNCIL APPROVED

PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (d) (3)

GOAL: The Hidalgo County Head Start Program will ensure that nutrition services are supported by staff or consultants that are registered dieticians or nutritionists.

OBJECTIVE: To ensure quality nutrition services to children and families served.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will employ a qualified Nutrition Director with the following qualifications: - Experience in menu planning including the quantity, quality, and variety of food to be purchased. - Ability to interpret nutrition assessment data, provides nutrition counseling to families, and promotes good nutrition habits among children and families. - Have expertise to assist staff in dealing with children who are having difficulty in acquiring a taste for certain types of food and special nutritional needs.	Executive Director Administrative Assistant	Administrative Assistant	As vacancy occurs	Job Description Credentials Personnel File

POLICY COUNCIL APPROVED

PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (d) (4)

GOAL: The Hidalgo County Head Start Program will ensure that Mental Health services is supported by staff or consultants who are licensed professionals with experience and expertise in serving young children and their families.

OBJECTIVE: To ensure quality mental health services to children and families served.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure to hire a qualified Mental Health Services Director with the following qualifications: - Knowledge of treatment strategies in the area of child behavior management and family crisis intervention. - Ability to work with families in a supportive manner throughout diagnosis and referral process. - Ability to work with staff, children and families to improve their own health. - The ability to provide counseling, treatment for children, and families with diagnosed problems.	Executive Director Administrative Assistant	Administrative Assistant	As vacancy occurs	Job Description Credentials Personnel File

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.52 (d) (5) (6)

GOAL: The Hidalgo County Head Start Program will ensure that family and community partnerships and parent involvement is supported by staff and consultants who are qualified.

Objective: To ensure quality services to families in the areas of social and human services plus advocating for children and families in decision making for their families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will hire a qualified Family and Community Partnership and Parent Involvement Services Director with the following qualifications: -Have the ability to develop referral systems, procedures, coordinate social service referrals, and follow-ups. -Provide on site consultation to family and community partnership staff. -Conduct advocacy work. -Oversee the recruitment, training, and scheduling of parent volunteers. -Work with Policy Committee and serve as a resource for parent committee. -Assist parents with social activities. -Assist staff in integrating a plan for parent involvement that crosses all service areas.	Executive Director Administrative Assistant	Administrative Assistant	As vacancy occurs	Job Description Credentials Personnel File

POLICY COUNCIL APPROVED

SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (d) (7)

GOAL: The Hidalgo County Head Start Program will ensure that disability services are supported by staff or consultants with training and experience in securing services for children with disabilities.

OBJECTIVE: To ensure quality disability services to children being served.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will hire a qualified Disability Services Director with the abilities to: -Coordinate the process of assessing children including initial screening, on-going development, and specialized assessments to determine disabilities. -Work with interdisciplinary team staff and parents in developing Individualized Educational Plan (I.E.P.), Service Plan, and Individualized Family Service Plan (I.F.S.P.). -Consult regularly with parents and staff on the progress of disability services and of children with disabilities who are enrolled. -Work closely with local school districts to ensure coordination of services. -Advocate in the community for appropriate services for children with disabilities and their families.	Executive Director Administrative Assistant	Administrative Assistant	As vacancy occur	Job Description Credentials Personnel File

SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (d) (8)

GOAL: The Hidalgo County Head Start Program will ensure to secure on going services of a qualified fiscal officer.

OBJECTIVE: To ensure on going quality services in finance department.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will hire a qualified Finance Director with the abilities to: -Develop, monitor, evaluate, and report on financial control programs and procedures. -Develop and maintain accurate charts of accounts including the allocation of program income and out lays and in-kind contribution. -Assist in the audit process and implementation of auditors' recommendations. -Report all findings to management staff and governing bodies.	Executive Director Administrative Assistant Finance Director	Administrative Assistant	As vacancy occur	Job Description Credentials Personnel File

POLICY COUNCIL APPROVED

SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD:1304.52 (g) (1)

GOAL: The Hidalgo County Head Start Program will ensure that the appropriate staff/child ratio is maintained at all times.

OBJECTIVE: Maintaining the staff/child ratio will have a more positive outcome for young children and generate more positive social interaction with peers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will hire the appropriate number of staff required to maintain staff/child classroom ratio by monitoring and replacing staff when vacancies occur through resignations or promotions.	Executive Director Education Area Directors Administrative Assistant	Education Area Directors	continuously	Job Requisition Job Announcement

POLICY COUNCIL APPROVED

SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (g) (2)

GOAL: The Hidalgo County Head Start Program will ensure that at least one classroom staff member interacting regularly with the children, must speak their language.

OBJECTIVE: Classroom staff who speak the child's home language provides reassurance and support to the child's development and sense of identity and respect for values and beliefs of family.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will emphasize on employing staff from the service area. Through this process multi-cultural bilingual awareness is ensured.	Executive Director Education Area Directors	Administrative Assistant	As vacancies occur	Job Requisition Job Announcement Job Description

POLICY COUNCIL APPROVED

SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD:1304.52 (g) (3)

GOAL: The Hidalgo County Head Start Program will ensure that the appropriate staff/child ratio is maintained when classroom staff is absent through the use of substitute teachers.

OBJECTIVE: Substitute teachers will be contracted as needed.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that substitutes are contracted when teachers are absent in order to maintain staff/child ratio. -The program implements a substitute pool. -The pool is generated from parent volunteers and from the community service area.	Executive Director Administrative Assistant	Education Area Directors	As Substitutes are needed	Job Announcement Personnel File Substitute Plan Substitute Pool

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD:1304.52 (g) (5)

GOAL: The Hidalgo County Head Start Program will ensure that staff supervises the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.

OBJECTIVE: The staff will ensure that all children be observed to prevent mishaps. Should any mishap occur, children can be quickly reached.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that staff:				
Regularly the checks the safety and cleanliness of indoor and outdoor play areas. Regularly monitors outdoor equipment.	Center Managers Teachers	Center Managers	continuously	Monitoring Checklist
-Will develop a written schedule for outdoor play which will ensure staff/ratio supervision.	Center Managers Teachers	Center Managers	continuously	Daily Schedule

POLICY COUNCIL APPROVED

SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (h) (1) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, substitutes and volunteers abide by the program's standards of conduct.

OBJECTIVE: (h) (1) The standards of conduct will support and reinforce appropriate professional behavior.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure the Standards of Conduct guidelines are incorporated with Head Start policies and introduced to staff, consultants, substitutes, and volunteers during orientation.	Executive Area Director Administrative Assistant	Administrative Assistant	As deemed necessary	Standards of Conduct Policy
The Standards of Conduct Policy will address appropriate staff behavior.				
Staff will respect the unique identity of each child and family by refraining from stereotyping on basis of gender, race, ethnicity, culture, religion, or disability. Encourage male participation in the classroom and other activities of the program. Provide opportunities for various intergenerational activities through the participation of community elders, foster grandparents, Winter Texans…etc.	Education Area Director Center Managers Teachers Facilitators	Executive Team	Annually	Monitoring Checklist Lesson Plans

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.52 (h) (1) (i) (ii) (iii) (iv) (continued)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers abide by the programs' standards of conduct.

OBJECTIVE: (i) To ensure that children of all races, religions, family back grounds, and cultures are treated with respect and consideration.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Provide boys and girls with equal opportunities to participate in playing activities that promote independent learning. The educational classrooms will have materials in the learning activities and decorations that reflect the diversity of all children. All educational classrooms will provide an engaging environment that exhibits the diversity of all children.	Education Area Director Center Managers Teachers Facilitators	Executive Team	continuously	Monitoring Checklist Lesson Plans

PERFORMANCE STANDARD: 1304.52 (h) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers adhere by the programs Standards of Conduct.

OBJECTIVE: (ii) To comply with Federal, State, Tribal, and local laws staff and consultants will follow the confidentiality policies concerning information about children, families and other staff members.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
To comply with Federal, State, Tribal, local laws, and the Health Insurance Portability Accountability Act (HIPAA), the Confidentiality Policy ensures:	Health Director	Executive Team Center Managers		
-Confidential information will be disclosed to only those staff members for the purposes of performing the job responsibilities (children, family, and staff records).	Executive Team	Executive Team Center Managers	Continuously	Children Records Family Records
-Personnel records will not be disclosed without written submitting a written consent to the Administrative Assistant.	Administrative Assistant	Administrative Assistant	As deemed necessary	Personnel File
-Staff members are permitted to review their personnel file.	Administrative Assistant	Administrative Assistant	As deemed necessary	Personnel File

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.52 (h) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers adhere by the program's Standards of Conduct.

OBJECTIVE: (iii) To ensure that children are under adult supervision at all times and that child/ staff ratios are met.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that child/staff ratio is maintained at all times and that no child is left unattended. (15 to 1 - 3 year olds) (18 to 1 - 4 year olds)	Education Area Directors Center Managers	Center Manager Executive Team	Continuously	Substitute Pool

POLICY COUNCIL APPROVED

SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (h) (1) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers adhere by the program's Standards of Conduct.

OBJECTIVE: (iv) To ensure the use of positive, non punitive methods of guidance and discipline.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Staff will ensure that positive methods of child guidance are used and will not engage in corporal punishment, emotional abuse, physical abuse, or humiliation. Employees will not use methods of discipline that involve isolation, the use of food as punishment, or denial of personal needs. In accomplishing this standard staff will: -Staff will develop clear, reasonable, appropriate age rules and expectations on children. -Work with children to help them problem solve by providing positive guidance. -Provide supervision and guidance at all times in order to ensure the potential need to discipline. -Staff will respect and acknowledge children's feelings by listening, praising, and providing guidance.	Teachers Assistant Teacher Disability Aides Substitutes	Center Managers Executive Team	Continuously	Daily Schedule Curriculum Progress Notes Classroom rules

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.52 (h) (2) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers adhere by the program's Standards of Conduct.

OBJECTIVE: (2) To ensure that employees deal appropriately with contract and financial awards in significant monetary value.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that all employees engaged in the award and administration of contracts or other financial awards sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.	Administrative Assistant	Administrative Assistant	Continuously	Statement of Ethical Conduct and Behavior

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.52 (h) (2) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants and volunteers abide by the program's Standards of Conduct.

OBJECTIVE: (3) To ensure that all staff, consultants and volunteers are accountable for meeting the agency's Standards of Conduct.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that the Personnel policies and procedures must include provision for appropriate penalties for violating the standards of conduct. Misconduct and/or breach of the standards of conduct are subject to disciplinary action, which may include dismissal in accordance to the Hidalgo County Civil Service Rules and Policies.	Executive Director	Administrative Assistant	Continuously	Civil Service Personnel Policies and Procedures Personnel File Standards of Conduct Policy Form

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.52 (i)

GOAL: The Hidalgo County Head Start Program will ensure to perform performance evaluations on all staff.

OBJECTIVE: To identify training and professional development needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program will ensure that all staff members upon employment receive a performance evaluation to identify their professional growth. Staff will be evaluated on the following manner: During a six month probationary period of employment, employees will be evaluated once a month, thereafter twice a year.	Administrative Assistant	Personnel Officer	Upon employment, (6months probationary) and semi-annually	Evaluation Form Personnel File
A list of training requirements or requests is provided to the staff Development Director for the purpose of planning and scheduling trainings.	Education Area Directors	Executive Team		Training Agendas

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.52 (j) (1)

GOAL: The Hidalgo County Head Start Program will ensure that all employed staff acquire a health evaluation and tuberculosis evaluation.

OBJECTIVE: (j) (1) To ensure a safe and health environment for children and staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will assure that each staff member has an initial health examination (includes a screening for tuberculosis) to assure they are free of a communicable disease and do not pose a significant risk to the health and safety of others. This will be accomplished as follow: Upon employment the employee will have thirty (30) working days to acquire a health appraisal by his/her doctor; thereafter, screened every three (3) years, including a tuberculosis examination. The tuberculosis questionnaire will be conducted annually. If a Health Appraisal has not been submitted to Personnel Department a written notice will be mailed to employee. - On 3rd notice, employees will be given five (5) working days. - After five (5) working days employees will be subject to disciplinary action constituting leave without pay until Health Appraisal is provided. Reference to Civil Service Policy Standards of conduct.	Administrative Assistant	Personnel Officer	Continuously	Health Appraisal Tuberculosis Form Confidential Files

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
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SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (j) (2)

GOAL: The Hidalgo County Head Start Program will ensure that active volunteers who participate on regular basis will be screened for tuberculosis.

OBJECTIVE: (j) (2) To ensure a safe healthy environment for children and staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that all active volunteers participating on a daily basis will be screened for tuberculosis for compliance purposes with state, tribal, and local laws. It will be accomplished during the parent/volunteer training and thereafter when necessary.	Family Service Director Center Manager	Center Manager	Continuously	Volunteer File

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
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SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (j) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all staff receives mental health and wellness information.

OBJECTIVE: To alleviate daily work pressure, the program will provide mental health and wellness service to staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that mental health and wellness information is available to staff with personal issues that may affect their job performance. This will be accomplished by: Providing information on job related stress, mental health, and wellness training. Sponsor mental wellness programs such as exercise or staff support groups. Make referrals to community agencies such as mental health centers and/or alcohol and drug counseling centers.	Mental Health Director	Mental Health Director	As deemed necessary	Training Agendas Referrals

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (k) (1) - (3)

GOAL: The Hidalgo County Head Start Program will ensure that orientation to all new staff, consultants and volunteers includes the goals and underlying philosophy of Head Start.

OBJECTIVE: (1) To assist staff, volunteers, and consultants in acquiring or increasing the knowledge and skills required to fulfill their job responsibilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that staff, volunteers, and consultants receive orientation on the goals and underlying philosophy of Head Start.	Administrative Assistant Staff Development Director	Staff Development Director	Continuously	Orientation Agendas
All new staff upon starting will receive a comprehensive orientation that covers the philosophy of the program including introduction of the entire program.				
All volunteers will receive orientation training in the philosophy of Head Start through the Parent Volunteer and Fatherhood Conferences.	Family Service Director Mental Health Director	Family Service Director Mental Health Director	Annually	Agendas

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (k) (1) -(3)

GOAL: The Hidalgo County Head Start Program will establish and implement a structured approach to implement training and development.

OBJECTIVE: (2) To maintain program excellence by having well trained qualified staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that all staff is provided with trainings in all facets of the program during pre-service and throughout the year. In addition, academic trainings will be available to all interested staff and parent volunteers.	Executive Director Staff Development Director Executive Team	Staff Development Director	Continuously	Staff Development files Training Calendars Agendas

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (k) (1) - (3)

GOAL: The program will implement a training system that will continuously provide opportunities for staff to gain knowledge and skills necessary to implement the Head

Start Performance Standards.

OBJECTIVE: (3) A creative process for training staff to reach program goals will be implemented.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program ensures a comprehensive form of staff development for staff to acquire knowledge and skills about the program's performance standards: and advancement into their academics formal education through college course work. This is accomplished through: -Staff orientation designed for the program's goals, performance standards, and personnel policies. -Pre-Service and on going training through the year. -Individualized training and technical assistance at work site. -Academic college course training -Educational Leave -Paid Tuition -Increase in Salaries	Staff Development Director	Staff Development Director	As deemed necessary	Training Calendar Staff Development Files Agendas

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52. (K) (3) (i) & (ii)

GOAL: The Hidalgo County Head Start Program will ensure that the method used to indentify child abuse and neglect complies with state and local laws.

OBJECTIVE: (3) (1) To support staff who have on going relationship with families on regular basis with issues concerning identifying and reporting suspected child abuse and neglect.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will provide staff with policies and guidelines on how to identify and report suspected child abuse and neglect. Staff will acknowledge (signature) a statement on how to identify and report suspected child abuse and neglect.	Health Service Director Administrative Assistant	Head Start Personnel Officer	Continuously	Policy on Suspected Child Abuse and Neglect Acknowledgment document

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52. (K) (3) (i) & (ii)

GOAL: The Program will ensure that a plan to transition children from home to Head Start be developed and implemented.

OBJECTIVE: 3 (ii) To have a method that supports a successful transition for families and children.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Staff will implement activities on transitions from home to program and from program to public entities such as school and private day care. Staff will prepare families and children with the transition. Assist parents in advocating for their children in the school system and exercising their rights and responsibilities concerning their child's education. Maintaining on going communication and cooperation with schools and other child care settings. A written plan on how to transition children with disabilities.	Transition, Literacy and Community Partnership Director Center Managers Family Service Director Special Service Director	Transition Literacy and Community Partnership Director	Continuously	Schedule Plan Lesson Plan

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009

PERFORMANCE STANDARD: 1304.52 (k) (4)

GOAL: The Hidalgo County Head Start Program will provide training /orientation to the Head Start governing body members, Policy Council, and Policy Committee Members on

their roles and responsibilities within the Head Start program.

OBJECTIVE: To familiarize members of the governing body, Policy Council, and Policy Committee with Head Start and their program's roles and responsibilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that the governing body, Policy Council, and Policy Committees are adequately trained with their program's roles and responsibilities. . Training will be provided for the following areas: The Program's history, mission statement, and organizational structure. The roles and responsibilities of governing, organizing, and operating the program. The goals, underlying philosophy, and performance standards of Head Start.	Executive Director Family Service Director	Executive Director	Annually	Training Calendar Training Agendas Conferences (local, state, regional and national)

POLICY COUNCIL APPROVED

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008 - 2009

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the program to provide and enhance the delivery of quality services to staff, children, and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	DATE OF COMPLETION	DOCUMENTS OR FORMS
<u>Employment Application:</u> All employees must have an employment application which identifies the position, credentials, and work experience the employee has acquired.	Personnel Secretaries Personnel Officer	Administrative Assistant	As personnel is hired	Application
<u>Reference Letters:</u> Reference letters are requested to objectively appraise the employee's job performance and character.	Personnel Secretaries Personnel Officer	Administrative Assistant	Upon employment	3 reference letters
<u>Drug and Alcohol Policy:</u> The Grantee has adopted the Drug and Alcohol Policy as part of the Civil Service Commission Rules for all employees.	Benefits Specialist	Administrative Assistant	Upon employment then after on yearly basis during Pre-Service	Drug/Alcohol Policy

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the program to provide and enhance the delivery of quality services to staff, children, and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	DATE OF COMPLETION	DOCUMENTS OR FORMS
Criminal Background Checks/Finger Printing: 1. Affidavit for Employment 2. Staff Information Record Criminal background checks/Finger Printing implemented at the beginning of employment and thereafter every two (2) years, to ensure that employees are free of criminal charges for the safety of the children and personnel.	Personnel Secretaries Personnel Officer	Administrative Assistant	Upon employment then after every 2 years	Affidavit for employment Staff Information Record
Health Appraisals and T.B. Skin Test: Health Appraisals and T.B. Skin Test are required of all employees to ensure that they are in healthy conditions. This is implemented upon employment; thereafter, every (3) years on the anniversary date of employment.	Personnel Secretaries Personnel Officer	Administrative Assistant	Upon employment then after every 3 years	Health Appraisal Form T.B. Form
T.B. Questionnaire: The T.B. Questionnaire is conducted on yearly basis during Pre-Service.	Personnel Secretaries Personnel Officer	Administrative Assistant	On yearly basis during Pre-Service	T.B. Questionnaire

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the program to provide and enhance the delivery of quality services to staff, children, and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	DATE OF COMPLETION	DOCUMENTS OR FORMS
Acknowledgment of Job Description: To ensure that personnel is aware of his/her job responsibilities.	Personnel Secretaries Personnel Officer	Administrative Assistant	Upon employment	Job Description
Civil Service Commission Rules Policies: To ensure that employees are aware of policies and benefits.	Personnel Secretaries Personnel Officer	Administrative Assistant	Upon employment	Civil Service Commission Rules Policy Manual
Professional Development Plan: Personnel Training and Development Survey: To ensure that employees get the appropriate trainings necessary to perform the job.	Personnel Secretaries Personnel Officer	Staff Development Director	Upon employment during Orientation	Professional Development Plan Personnel Training and Development Survey

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the program to provide and enhance the delivery of quality services to staff, children, and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	DATE OF COMPLETION	DOCUMENTS OR FORMS
<u>C.P.R. / First Aid Training:</u> To ensure that employees are trained and capable to assist children in an emergency.	Personnel Secretaries County Risk Management Staff	Personnel Secretaries Administrative Assistant	On expiration date	First Aid and C.P.R. cards
<u>Performance Appraisals:</u> Performance Appraisals are implemented during the six (6) month probationary period and then after twice a year. This procedure is to identify training needs and monitor the employee's performance.	Personnel Secretaries Personnel Officer	Administrative Assistant	Probationary May / Dec. On going and on a yearly basis during Pre-Service	Appraisal Forms
<u>Sexual Harassment Training and Safety Trainings:</u> To maintain a good and safe environment for employees.	County Risk Management Staff	Administrative Assistant		Certificate of training

POLICY COUNCIL APPROVED

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the Program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the Program to provide and enhance the delivery of quality services to staff, children, and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	DATE OF COMPLETION	DOCUMENTS OR FORMS
<u>Employment Eligibility:</u> 1. Employment Eligibility verification (I-9) 2. Social Security 3. W-4 Forms 4. Drivers License/State Issued Identification To establish employment eligibility and for payroll purposes.	Personnel Secretaries Personnel Officer	Administrative Assistant Finance Director	Upon employment	(I-9) Social Security card W-4 Form Drivers License State Issued I.D.
<u>Personnel Action Form:</u> To establish any and all changes in the employee's job status.	Personnel Secretaries	Administrative Assistant	Upon employment and/or employee changes	Personnel Action Form

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the Program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the Program to provide and enhance the delivery of quality services to staff, children and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	DATE OF COMPLETION	DOCUMENTS OR FORMS
<u>Mandated Administrative Policies:</u> 1. Code of Ethics 2. Family Medical Leave Act 3. Time Keeping Requirements 4. Release of Public Information Notice 5. Sanitation and Infection Control Policy 6. Release of Children Policy 7. Child Abuse and Neglect Policy 8. Discipline and Guidance Policy 9. Confidentiality Policy 10. Civil Rights Policy 11. Standards of Conduct Policy 12. Dress Code Policy These policies are to ensure the protection and safety of the employees, families, and children.	Personnel Secretaries Personnel Officer Administrative Assistant	Administrative Assistant	During Orientation and upon employment Annually during Pre-Service	Written acknowledgment of Policies

AI-9396 **15.G.**

Child Nutrition Plan

CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval of Child Nutrition Services 2008-2009 Program Plan

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Child Nutrition Plan

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:27 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:55 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:16 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:35 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:43 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 02:23 PM

Final Approval Date: 05/21/2008

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (a)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work with the children's family to identify possible nutritional needs of children.

OBJECTIVE: To discuss with the child's parent/guardian any concerns related to possible nutritional needs during enrollment, periodic home visits, and or when any concerns arise.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The staff will interview parent/guardian upon enrollment of children and document any pertinent information relating to possible nutritional needs of the child.	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-At time of enrollment -As needed -On-going	-Nutritional Assessment Form -Inter-Agency Referral Form as applicable

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (a)(1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any relevant nutrition-related assessment data (height, weight, hemoglobin, hematocrit) obtained under 45 CFR 1304.20 (a).

OBJECTIVE: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin, hematocrit that requires a referral.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will refer any child with health/nutrition related abnormality to a Dietitian or any other agency as deemed necessary (for example: overweight, acanthosis nigricans, or low Hgb/HCT)	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-At time of enrollment -At time of initial screening -On-going	-Screenings and other exams -Inter-Agency Referral Form as applicable
2. Staff will also discuss with parent/guardian the results and reason for a referral.	-Center Managers -Facilitators -Support Service Assistants -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-At time of initial screening -On-going	-Screenings and other exams -Inter-Agency Referral Form as applicable

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (a) (1) continued

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any Relevant nutrition-related assessment data (height, weight, hemoglobin, hematocrit) obtained under 45 CFR 1304.20 (a).

OBJECTIVE: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin, hematocrit that requires a referral.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. A consent shall be obtained from a parent/guardian.	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-At time of initial screening -On-going	-Inter-Agency Referral Form as applicable -Follow Up Form as needed
4. Parent/guardian will be encouraged to take **free** nutrition classes offered by The Expanded Nutrition Program throughout the school year. It's important for the parents to understand the importance of a well-balanced meal.	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Food Monitors	-August thru May -On-going	-Partnership Agreement

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (a) (1) continued

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any Relevant nutrition-related assessment data (height, weight, hemoglobin, hematocrit) obtained under 45 CFR 1304.20 (a).

OBJECTIVE: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin, hematocrit that requires a referral.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
5. Parent/guardian will be encouraged to participate in the Supplemental Nutrition Program for Women, Infant and Children (WIC) as needed.	-Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-At the time of enrollment -On-going	-Acknowledgment Form -Partnership Agreement

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (a) (2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will obtain pertinent information, through discussion, concerning family eating patterns including cultural preferences, special dietary requirements for each child with nutrition-related health problems and each child with disabilities (see 45 CFR 1308.20).

OBJECTIVE: To interview each parent/guardian at the time of enrollment to determine areas of concern.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The program will meet the total nutritional needs of each child utilizing the nutritional assessment form as a source of data gathering.	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Special Services Director -Executive Team Members assigned to monitor center -Food Monitors	-At time of enrollment -At time of initial screening -On-going	-Nutritional Assessment Form -Inter-Agency Referral Form as applicable -Follow-up Form documentation as needed
2. Bring parent/guardian and staff to a level of understanding and involvement in the area of nutrition concern to enable them to meet their appropriate responsibilities through counseling and training. Including data on special needs relating to infant/toddler requirements nutritionally and health priorities.	-Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Disability Aides	-Child Nutrition Director -Health Services Director -Special Services Director -Education Area Directors -Food Monitors	-At time of enrollment -At time of initial screening -On-going	-Nutritional Assessment Form -Inter-Agency Referral Form as applicable -Follow-up Form documentation as needed

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (a) (3)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START does not serve infants.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
N/A				

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (a) (4)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will inform parent/guardian of any major community nutritional issues as identified through the community assessment or by the health services advisory committee or local health department.

OBJECTIVE: To provide the parent/guardian the programs, agriculture extension service, expanded nutrition program, special nutrition program for women, infant and children (WIC) and local health department data to address major community nutritional issues.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. A newsletter along with literature and brochures will be disseminated to parent/guardians.	-Child Nutrition Director -Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members as assigned to monitor center -Food Monitors	-Quarterly	-Hidalgo County Head Start Newsletter -Resource brochures
2. Interaction with local nutrition programs such as WIC, Expanded Nutrition Program, Agriculture Extension Service and local health department will aid in accessing data. Problems will then be identified and community interaction and support will be fostered to engage the community's involvement in efforts to change factors related to the identified problems.	-Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-On-going	-Training Agendas (Parent Conference, Fatherhood Conference) -Parent Corner

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (b) (1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements including special needs and children with disabilities. The program will also serve a variety of foods, which consider cultural and ethnic preferences and which will broaden the child's food experience.

OBJECTIVE: To reflect culture and ethnic preferences taking into consideration special dietary needs of children.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Menus developed will reflect: 1. Culture and ethnic preferences, which will broaden the child's nutritional experience. Menus shall include foods that are familiar to children and also introduce new foods on ongoing bases.	-Child Nutrition Director -Center Managers -Facilitators -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-August thru May -On-going	-Menus
2. A nutrition care plan for children with disabilities shall include menu changes, special feeding equipment and food modification.	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Disability Aides	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-August thru May -As needed -On-going	-Physician's Prescription/orders -Therapeutic Menus

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (b)(1)(i)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will utilize funds from Texas Department of Agriculture Special Nutrition Program-Child and Adult Care Food Program as the primary source of payment for meal services.

OBJECTIVE: To develop a system to ensure TDA/USDA funds are used primarily for meal service.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The program's child nutrition clerk will produce a monthly-computerized listing of all TDA/USDA expenditures reflecting vendors and dollar amounts to the Child Nutrition Director for verification.	-Executive Program Director -Assistant Program Directors -Finance Director Procurement Director -Child Nutrition Director -child nutrition clerk	-Assistant Program Directors -Finance Director -Procurement Director -Child Nutrition Director	-On-going	-Budget -Requisitions -Purchase Orders

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (b)(1)(ii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will provide meals to each enrolled child to meet 1/2 to 2/3 of the child's daily nutritional needs.

OBJECTIVE: To provide foods which will assist in meeting the child's nutritional needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will prepare and provide breakfast, lunch and PM snack in recommended amounts and sizes, thus ensuring the children will receive the recommended 1/2 to 2/3 of their daily nutritional needs.	-Head Cooks -Food Production Staff -Center Mangers -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-August thru May (Daily) -On-going	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record)
2. Menus will reflect one vitamin C source daily and one vitamin A source three times per week. Parent/guardian will be encouraged to follow the child's daily nutritional needs during off school days.	-Head Cooks -Food Production Staff -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-August thru May (Daily) -On-going -Summer months	-Menus -TDA Form 1530 (Daily Meal Production Record)

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (b)(1)(iii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve a nourishing breakfast to children who have not received breakfast at arrival time at the center.

OBJECTIVE: Will determine by interviewing parent/guardian, whether the child has received breakfast or not.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will serve a complete and nourishing breakfast every day. In addition, center will stock a few grain/bread item, juice and milk to provide to all latecomers breakfast as well.	-Head Cooks -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Health Services Director -Education Area Directors -Food Monitors	-August thru May (Daily) -On-going	-TDA Form H1606 (Monitor Review)

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (b)(1)(iv)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will provide the adequate amount of food to meet the infant/toddlers needs as appropriate to development readiness and feeding skills.

OBJECTIVE: To base all meals according to the childcare food program meal patterns.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The infant/toddler-feeding pattern shall reflect amount appropriate to needs, development stage and feeding skills. Any form of reduced fat milk shall not be provided until the child reaches the age of three (3). All meals shall be developed in accordance to USDA recommendations for meal patterns and nutrient content.	-Child Nutrition Director -Head Cooks -Food Monitors -Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Health Services Director -Education Area Directors -Food Monitors	-August thru May (Daily) -On-going	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form H1606 (Monitor Review) -TDA Form 1530 (Daily Production Record)

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (b)(1)(v)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve quantities and kinds of food in accordance with recommended serving size and minimum standards for meal patterns.

OBJECTIVE: To provide nutritionally balanced meals and supplements that conform to the Head Start guidance meal pattern and requirements as set forth by USDA Child Care Food Program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will ensure that serving size and quantity of foods be served. Menus will reflect as follows: Breakfast: milk 6 oz, juice 4 oz or fruit ½ c., bread ½ serving Lunch: Milk 6 oz., meat/meat alternative 1 ½ oz., vegetable (including beans) ¼ c., fruit ¼ c., bread/cereal ½ serving. PM Snack: Choice of 2 of 4 (milk, vegetable, fruit, bread/cereal, meat, cheese)	-Head Cooks -Center Managers -Custodians -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-August thru May (Daily) -On-going	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record) -TDA Form H1606 (Monitor Review)

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (b)(1)(vii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will schedule meals and snacks appropriately and adjusted where necessary to ensure individual needs are met. Also adjust schedule for infant/toddler who must be fed on demand.

OBJECTIVE: To post the meal schedule on each menu to reflect meal patterns. All adjustments will also be noted on all respective menus.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will implement the following meal/snack schedule: Breakfast 8:00 AM Lunch 12:00 PM PM Snack 3:00 PM This schedule shall be flexible to accommodate toddlers requiring additional "on demand" feeding.	-Head Cooks -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-August thru May (Daily) -As needed -On-going	-TDA Form 1606 (Monitor Review) -TDA Form 1530 (Dialy Meal Production Record)
2. Changes/modifications will be implemented to accommodate children with disabilities or children requiring a different schedule. Children with disabilities and/or feeding problems will receive help to achieve an adequate level of self-feeding skills.	-Center Manager -Facilitator -Support Service Assistant -Teachers -Assistant Teachers -Custodians -Disability Aide as assigned	-Child Nutrition Director -Health Services Director -Special Services Director -Executive Team Members as assigned to monitor center -Food Monitor	-August thru May (Daily) -As needed -On-going	-Observation Notes -Menus and Therapeutic Menus

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (b)(2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START is not currently operating a Home-Based Program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
N/A				

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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PERFORMANCE STANDARD: 1304.23 (b)(3)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will promote effective dental hygiene among children in conjunction with meals.

OBJECTIVE: To ensure that every child will receive effective dental hygiene in conjunction with meals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will supervise children brushing their teeth as follows: AM – the children brush their teeth after snack with water only PM – the children brush their teeth with fluoride tooth-paste	-Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers	-Health Services Director -Child Nutrition Director -Education Area Directors -Food Monitors	-August thru May (Daily) -On-going	-Toothpaste Calendar -Dental Curriculum -Health Procedure Manual
2. The dental curriculum will also reinforce the importance of brushing their teeth after meals. Parents and staff are educated about proper ways to prevent baby-bottle tooth decay and other early childhood cavities.	-Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers	-Health Services Director -Child Nutrition Director -Education Area Directors -Food Monitors	-August thru May (Daily) -On-going	-Dental Curriculum -Health Procedure Manual

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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PERFORMANCE STANDARD: 1304.23 (b)(4)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will involve parent/guardian and appropriate community agencies to plan, implement and evaluate the program's nutritional services.

OBJECTIVE: To involve the parent/guardian and community agencies in evaluating the program's nutritional services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will implement an advisory committee comprised of members representing the Expanded Nutrition Program, WIC Program, University of Texas Pan American Dietetics Professor/Coordinator, Parent/Guardian and staff to evaluate and ensure quality service delivery.	-Child Nutrition Director -Health Services Director	-Child Nutrition Director -Health Services Director	-August thru May -On-going	-Resource File -Approved Program Plan -Meeting Agenda -Sign-In Sheet
2. Meetings will be held during the school year to present and discuss the on-going service of the nutrition services.	-Child Nutrition Director -Health Services Director	-Child Nutrition Director -Health Services Director	-August thru May -On-going	-Meeting Agenda -Sign-In Sheet

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (c)(1)(2)(3)(4)(5)(6)(7)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will contribute to the development and socialization of enrolled children by providing that: a variety of food is served which broadens the child's food experience; food is not used as punishment or reward; sufficient time is allowed for each child to eat; classroom staff including volunteers eat together family style sharing the same menu as much as possible; medically-based diets or other dietary requirements are accommodated and developmentally appropriate opportunity, is provided for the involvement of children in food related activities. Staff, while feeding, hold the infant and communicate with him/her gently and calmly.

OBJECTIVE: To provide a meal service that supports the development and socialization of children and introduces to children a variety of food that broaden their food experience considering their culture and ethnic preferences.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will introduce children to a variety of foods to broaden their food experience considering their cultural and ethnic preferences. Food is not used as a punishment or reward, and each child is encouraged but not forced to eat or taste his or her food. Sufficient time is allowed for each child to eat, including those with disabilities. All children and assigned classroom staff including volunteers eat together family style and share the same menu to the extent possible. Children with a medically based diets or other dietary requirements are accommodated. Medicals prescription be referred to Child Nutrition Department for development of a therapeutic diet, modification of menu items and family nutrition education as needed.	-Head Cooks Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Disability Aides	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-August thru May (Daily) -On-going	- Cycle Menu -TDA Form 1606 (Monitor Review) -TDA Form 1530 (Daily Meal Production Record) -Therapeutic Diet Menus

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.23 (c)(1)(2)(3)(4)(5)(6)(7) (cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will contribute to the development and socialization of enrolled children by providing that: a variety of food is served which broadens the child's food experience; food is not used as punishment or reward; sufficient time is allowed for each child to eat; classroom staff including volunteers eat together family style sharing the same menu as much as possible; medically-based diets or other dietary requirements are accommodated and developmentally appropriate opportunity, is provided for the involvement of children in food related activities. Staff, while feeding, hold the infant and communicate with him/her gently and calmly.

OBJECTIVE: To introduce children to a variety of food to broaden their food experience considering their culture and ethnic preferences. Also to help infants develop a bond and a sense of security.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
2. Classroom staff will implement Head Start Nutrition Education Curriculum including Food, Early Choices, Smart Snack, My Pyramid (Food Groups) and others. Staff will encourage children to participate in nutrition activities implementing fruits and vegetables and will be explain the importance of proper nutrition. Parents will be provided the opportunity to participate with the children during these activities. Lessons will be incorporated into the education calendar.	-Center Managers -Facilitators -Teachers -Assistant Teachers	- Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitor	-August thru May (Daily) -On-going	-Nutrition Lessons Plans -Education Calendar -Menus
3. Currently Hidalgo County Head Start does not serve infants.				

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EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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PERFORMANCE STANDARD: 1304.23 (d)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will include opportunities to assist individual families with food preparation and nutritional skills.

OBJECTIVE: To provide opportunities to parent/guardian to participate in a basic nutrition course.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will develop and implement an inter-agency collaboration agreement with the Expanded Nutrition Program to enroll parent/guardian in their basic food preparation course. This course will also offer consumer education. Parent/guardian successfully completing the course will be awarded certificate of accomplishment. The Expanded Nutrition Program also includes courses on money management, self-esteem, parenting, feeding children, storing of foods properly, food safety and label reading.	-Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Family Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-August thru May -On-going	-Community Partnership Agreements

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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PERFORMANCE STANDARD: 1304.23 (e)(1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will post evidence of compliance with all applicable federal, state and local food safety and sanitation laws including storage, preparation and services of food and the health of food handlers.

OBJECTIVE: To comply with all local, state and federal regulations for food services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Child Nutrition department and any other staff with some type of involvement with meal service will receive pre-service and on-going training relating to food service and sanitation.	-Head Cooks -Food Production employees -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians -Volunteers	-Child Nutrition Director -Health Services Director -Family Services Director -Education Area Directors -Food Monitors	-August thru May -On-going	-Food Program Required Trainings -Training Agendas
2. The program will ensure that inspections by local and state sanitation departments are conducted and posted for review	-Head Cooks -Center Managers -Facilitators -Custodians	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Member assigned to monitor center	-August thru May -On-going	-Inspection Documents -Food and Refrigeration Temperature Logs

PERFORMANCE STANDARD: 1304.23 (e)(1) (Cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will post evidence of compliance with all applicable federal, state and local food safety and sanitation laws including storage, preparation and services of food and the health of food handlers.

OBJECTIVE: To comply with all local, state and federal regulations for food services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Child Nutrition department staff and parent/guardian/ volunteers **directly involved** in the preparation of food will possess a health card and food handler's certificate.	-Head Cooks -Center Managers -Facilitators -Teachers -Assistant Teachers -Custodians -Volunteers	-Child Nutrition Director -Health Services Director -Family Services Director -Education Area Directors -Executive Team Member assigned to monitor center -Food Monitors	-August thru May -On-going	-Training Agendas -Certified Food Handler's Certificate

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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2008-2009

PERFORMANCE STANDARD: 1304.23 (e)(2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will provide facilities for proper storage and handling of breast milk and formula.

OBJECTIVE: To make available proper storage and handling of breast milk and formula.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. At present Hidalgo County Head Start Program serving 3 to 5 year old children. Non-Formula or Breastfeed children unless medically needed.				

AI-9395 **15.H.**

Special Services Plan
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval of Special Services 2008-2009 Program Plan

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Special Services Plan

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:24 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:54 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:16 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:35 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:43 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 02:21 PM

Final Approval Date: 05/21/2008

HIDALGO COUNTY HEAD START PROGRAM
P.O. BOX 0117 EDINBURG, TEXAS 785117 PHONE (956) 383-0706 FAX (956) 380-4146

Special Services Program Plan
2008-2009

Connie Horta, Special Services Director

Health Advisory Committee Approval Date: 05.06.08
Policy Council Approval Date:
Commissioners' Court Approval Date:

Rev. 4/08

NARRATIVE

Hidalgo County Head Start/Early head Start Program believes that the early years of life are critical for learning and growth. It is during this time that children's cognitive, language, social and emotional development can be most influenced. If special needs are recognized and met during these years, children with disabilities will have a much better chance of becoming competent and independent adults.

Hidalgo County Head Start/Early Head Start Program believes that children with disabilities benefit from inclusion in a regular preschool setting. The benefits of inclusion are enhanced by teachers who are able to adapt their teaching techniques and activities. In an inclusive preschool program, children with disabilities will truly have a "Head Start" in achieving their fullest potential.

The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) support the right of young children with disabilities to participate in natural environments such as Hidalgo County Head Start/Early Head Start Program that also serve young children without disabilities.

Young children with disabilities require a variety of services to ensure that their developmental needs are appropriately addressed. Hidalgo County Head Start/Early Head start Program believes that appropriate intervention includes addressing the entire family and that parents need to be actively involved with every phase of their child's program. In order to provide these comprehensive services, integration and collaboration between content areas within the agency and among other community resource agencies are essential.

At Hidalgo County Head Start/Early Head Start Program, the overall purpose of the special services effort is to ensure that children with disabilities receive comprehensive services and are included in the full range of activities within the child development program.

In striving to meet the overall purpose of the Hidalgo County Head Start/Early Head Start Program Special Services effort we are committed to the following major goals:

- Recruiting and enrolling a minimum of 10% of the total funded enrollment slots which are to be made available for children with disabilities with particular enphasis on providing enrollment opportunities to children with more significant disabilities.
- Providing support to assist parents in the acceptance of, and learning about, their child's special needs.
- Establishing a collaborative effort between Hidalgo County Head Start/Early Head Start Program and other agencies and organizations serving children with disabilities to identify and to facilitate a continuity of services necessary to meet the child's developmental needs.
- Promoting content area coordination to ensure the delivery of comprehensive program services for every Hidalgo County Head Start/Early Head Start Program Child with a disability and their families.
- Enhancing Hidalgo County Head Start/Early Head Start Program staff's understanding of disabilities related issues through a proactive staff development program.

Hidalgo County Head Start/Early Head Start Program is located in a primarily rural community with a significant Hispanic, Spanish speaking population. Hidalgo County Head Start is funded to serve 3,570 children ages 3-5 in the 2008-2009 program year, a minimum of 10% of the total funded enrollment slots which are to be made available for children with disabilities. A Special Services Director and two (2) staff are designated to implement the Special Services Plan. A nine (9) member Special Services Advisory Committee is organized to provide input into the development and implementation of the Special Services Plan. A parent from five (5) of the service areas is selected to represent the Advisory Committee. Four (4) community representatives are also selected. The Special Services Advisory Committee membership is presented to the Health Advisory Committee, for approval and ultimately to Policy Council.

In an attempt to provide services collaboratively, Hidalgo County Head Start/Early Head Start Program has signed agreements with Local Education Agencies (LEA's), Early Childhood Intervention Program's (ECI's) Community Resources Agencies, and other independent special services provider agencies to provide evaluations, related services and direct services if necessary.

Hidalgo County Early Head Start/Head Start Program
Early Childhood Development and Health Services
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Performance Standard: 45 CFR part 1308.4, 1308.4 (a)(b)

Goal: The Hidalgo County Head Start/Early Head Start Program will develop a disability services plan providing strategies for meeting the special needs of children with disabilities and their families.

Objective: The purpose of the disability plan is to assure that all content areas of Head Start are appropriately involved in the integration of children with disabilities and their families and that resources are used efficiently.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. The Head Start/Early Head Start Program will insure that a minimum of 10% of the total funded enrollment slots are made available for children with disabilities who are most in need of services including those with severe disabilities who meet the Head Start eligibility criteria. The Head Start Program will coordinate with LEAs and other agencies to provide services to children in the least restrictive environment in accordance with the Individual Education Plan (IEP) and Individual Family Services Plan (IFSP).	Special Services Director Center Manager Teacher Staff	Executive Director Early Head Start Director Special Services Director Family Services Director Executive Team	July 2008- May 2009	-Child application -Enrollment Roster -IEP"s on file -IFSP on file -ECI transition referrals -Community Assessment -PIR
2. The Plan is updated annually and presented to Policy Council for approval.	Special Services Director	Executive Director Early Head Start Director Special Services Director Policy Council	May 2008	-Plan accessible to staff/parents -Access to copy in Head Start centers

Hidalgo County Early Head Start/Head Start Program
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Performance Standard: CFR Part 1308.4(c)(d)(e)(f), Related Standards 1304.51 (a), 1304.41 (a)(2)(iv)(viii), 1304.51 (g)

Goal: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP/IFSP are provided.

Objective: To assure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities to help the child benefit fully from the program.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Maintain open communication with all content areas regarding services being provided or required for children with disabilities and their families. A referral system is maintained in order to assist families in receiving services. Needs will also be identified through use of Family Partnership Agreement (F.P.A.)	Special Services Director Support Services Staff Center Manager	Special Services Director Family Services Director Support Services Staff Center Manager Executive Team	Ongoing	-FPA on file -Child's disability reflected on FPA
2. A community resource directory will be provided to families in order to ensure maximum use of the local resources. LEA Special Services will be included; a Social Services network meeting will be hosted by Head Start and local agencies will present an overview of their services.	Special Services Director Family Services Director Support Services Staff Center Manager	Special Services Director Family Services Director Support Services Staff Center Manager	Ongoing	-Resource Directory on file -Sign in and agenda of Network meeting -Agree-ments on file

Hidalgo County Early Head Start/Head Start Program
Early Childhood Development and Health Services
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Performance Standard: CFR Part 1308.4 (c)(e)(f), Related Standards 1304.51 (a), 1304.41 (a)(2)(vi)(viii), 1304.51 (g)

Goal: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP/IFSP are provided.

Objective: To assure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities to help the child benefit fully from the program.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
3. Accommodations for children with disabilities will include assigning volunteers, and/or disability service aides to provide one to one instruction in small and large group activities and providing adequate special utensils, materials, equipment and facility accessibility.	Special Services Director Support Services Staff Center Manager	Special Services Director Family Services Director Support Services Staff Center Manager Executive Team	Ongoing	-All forms and progress reports on file. -Ongoing Monitoring Report

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Performance Standard: 45 CFR Part 1308.4 (g), Related Standards 1304.40 (h)(1-4)

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure the smooth transition of children with disabilities into Head Start and from Head Start to the next placement.

Objective: In collaboration with Early Childhood Intervention (ECI), and LEA's, transition 3 year old Head Start eligible children with disabilities into Head Start. In collaboration with LEA's, transition children exiting Head Start into the public school. Provide parents and staff with information and training on transition issues and process.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Maintain open communication with all ECI agencies and LEA's through use of faxes, e-mails, telephone, mailings, ARD's, transition meetings, about children with disabilities for possible enrollment in Head Start.	Transition Specialist (ECI) Special Services Director Transition Director	Special Services Director Support Services Staff Center Manager Executive Team	Ongoing	-Document-ation on file -Ongoing Monitoring Report
2. Maintain documentation on ECI transition meetings attended by Transition Director/Support Services Facilitator.	Special Services Director Transition Director Support Service Facilitator	Special Services Director Support Services Facilitator	Ongoing	-ECI Notice of Transition meeting -Transition paper work
3. Maintain open communication with LEA's regarding 3 & 4 year old Head Start eligible children with disabilities who may benefit from dual enrollment placement. Secure documentation on any type of communication.	Special Services Director Support Services Staff Center Manager	Special Services Director Executive Team	Ongoing	-Ongoing Monitoring Report -ARD minutes on file -Commu-nity Assessment

Hidalgo County Early Head Start/Head Start Program
Early Childhood Development and Health Services
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2008-2009

Performance Standard: 45 CFR Part 1308.4(g), Related Standards 1304.40(h)(1-4)

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure the smooth transition of children with disabilities into Head Start and from Head Start to the next placement.

Objective: In collaboration with Early Childhood Intervention (ECI), and LEA's transition 3 year old Head Start eligible children with disabilities into Head Start. In collaboration with LEA's, transition children exiting Head Start into the public school. Provide parents and staff with information and training on transition issues and process.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
4. Provide LEA Special Education Departments a list of children with disabilities exiting Head Start and enrolling in public school.	Special Services Director Support Services Staff Center Manager	Transition Director Special Services Director	May 2009	-Transition List to Special Ed. Dept.
5. Schedule training workshops or meetings in conjunction with LEA's, Region One ESC and ECI agencies to provide parents and Head Start Staff with information on the transition process and what procedures to follow.	Transition Director Special Services Director Support Services Staff Center Manager	Special Services Director Transition Director	Ongoing	-Transition meeting agenda and sign-in on file
6. Provide transition letter to parents with information on Special Education contacts to ensure a smoother transition for their children with special needs.	Transition Director Support Services Staff Center Manager	Special Services Director Transition Director Executive Team	May 2009	-Parent transition letter on file
7. Schedule transition meetings for parents with LEA Special Education Departments and community representative to educate parents on the transition process.	Transition Director Special Services Director Support Services Staff	Special Services Director Transition Director Executive Team	April-may 2009	-Transition meeting sign-ins -Notice of meeting

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Performance Standard: 45 CFR Part 1308.4(h)(1-7)

Goal: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start and ensure that all services on the IEP/IFSP are provided.

Objective: Arrange for, provide, or procure services which may include, but are not limited to, special education and related services (audiology, physical and occupational therapy, speech therapy, psychological services, transportation and assistive technology).

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. In conjunction with Family Services and other content areas, a referral and follow-up system will be utilized in order to assure that needed services, to include special education and related services are addressed and delivered in a timely manner.	Special Services Director Mental Health Director Family Services Director Support Services Staff Center Manager	Family Services Director Support Services Staff Center Manager Special Services Director Mental Health Director Executive Team	Ongoing	-Referral log -Follow-up -Progress reports -Self-Assessment -Ongoing Monitoring Report
2. Secure lists from center managers on any children who failed the speech screening instrument for follow-up purposes in an attempt to avoid missing any child in need of further evaluation.	Support Service Staff Center Manager Education Area Director	Support Services Staff Center Manager Special Services Director Education Area Director Executive Team	Ongoing	-Speech Screener -Child Assessment Screening Record -Ongoing Monitoring Report

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Performance Standard: 45 CFR Part 1308.4 (j)(j)(1-5)(iii)

Goal: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the fill range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP/IFSP are provided.

Objective: Arrange for options to meet the needs of each child to include joint placement, shared services, or shared personnel and strategies to ensure that special needs are met.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Dual enroll children with LEA or other service provider as needed.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Education Area Director Executive Team	Ongoing	-Progress reports -ARD minutes -Ongoing Monitoring Report
2. Strategies to be used to ensure that special needs are met include using substitutes, volunteers, supervised students from UTPA Occupational Therapy Department and STC and disability service aides who provide one to one instruction for children with disabilities. Also utilize special equipment/materials.	Special Services Director Education Area Director UTPA/STC Supervisor Teacher Support Services Staff Center Manager	Special Services Director Education Area Director Executive Team	Ongoing	-Agree-ments with UTPA/STC -Progress notes -Ongoing Monitoring Report

Hidalgo County Early Head Start/Head Start Program
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Performance Standard: CFR Part 1308.4 (k), Related Standards 1304.52(d)(7)

Goal: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP/IFSP are provided.

Objective: To assure that special education and related services are provided by or under the supervision of personnel meeting state qualifications.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. All LEA Special Education Staff are certified through the Texas Education Agency (TEA) or meet state licensure qualifications. LEA's require copies of certification/licensure on file for each staff.	Special Services Director Special Education Director (LEA)	Special Services Director Executive Team	Ongoing	-Staff Certification Licensure on file with LEA
2. All contracted Special Services Providers are certified/licensed to meet state licensure requirements. Copies on file.	Special Services Director Procurement Director Contracted Provider	Special Services Director Executive Team	Ongoing	-Contracted provider certification on file -Ongoing Monitoring Report
3. Request for Qualification (RFQ) on file for contracted providers.	Special Services Director Procurement Director	Special Services Director Executive Team	May-August 2009	-RFQ information on file -Ongoing Monitoring Report -Self-Assessment

Hidalgo County Early Head Start/Head Start Program
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Performance Standard: CFR Part 1308.4(l),(1-7)

Goal: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP /IFSP are provided.

Objective: Inter-agency agreements will be developed to address Child Find, joint staff and parent training, procedures for referrals, IEP meetings and placement, transition, resource sharing, December 1 child count, and any other jointly agreed upon item.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Inter-agency agreements will be secured with LEA and other agencies to provide services for children with disabilities and families. Agreements will address all of the above.	Special Services Director Transition/Commu-nity Partnership Director	Special Services Director Executive Team	June-August 2008	-Agree-ments on file -PIR
2. Attend Child Find meetings, workshops, fairs, Special Services Director will participate on Child Find Advisory Committee with Region One ESC.	Special Services Director	Special Services Director	As scheduled	-Agendas information on file
3. Participate in resource sharing and joint training with LEA.	Special Services Director	Support Services Staff Center Manager Special Services Director Executive Team	Ongoing	-Network meetings

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Performance Standard: 45 CFR Part 1308.4(m)(n)(o)(1-7)

Goal: The Hidalgo County Head Start/Early Head Start Program will develop a special services plan providing strategies for meeting the special needs of children with disabilities and their families.

Objective: The purpose of the special services plan is to assure that all content areas of Head Start are appropriately involved in the integration of children with disabilities and their families and that resources are used efficiently. Maintain level of fiscal support to fully implement the plan and make available a minimum of 10% of total funded enrollment slots to children with disabilities and allow for expenditures such as salaries, evaluations, therapy services, transportation, special equipment/materials T/TA, facility accessibility etc.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. The Special Service budget will be prepared and reviewed by the Head Start Executive Director, Finance Director and the Special Services Director. An appropriate allotment of funds will be assigned to ensure services to the minimum of 10% children with disabilities are met. Non-Head Start funding such as Medicaid, health insurance, in-kind etc. will be used to the maximum feasible coverage before Head Start funds are utilized.	Special Services Director Assistant Program Director Finance Director	Special Services Director Finance Director Executive Director	Beginning to end of fiscal year	-Budget copy -Monthly budget reports -PIR -Commu-nity Assessment
2. Allowable budget expenses include salaries for special services staff, evaluations, special equipment/materials (eating utensils, manipulatives, walkers, special scissors etc., and T/TA (for substitutes, travel, per diem, conference registration, consultants etc.,) and facility accessibility.	Special Services Director Assistant Program Director Finance Director	Special Services Director Assistant Program Director Executive Director	Ongoing	-Monthly budget reports

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Performance Standard: 45 CFR Part 1308.4(m)(n)(o)(1-7)

Goal: The Hidalgo County Head Start/Early Head Start Program will develop a special services plan providing strategies for meeting the special needs of children with disabilities and their families.

Objective: The purpose of the special services plan is to assure that all content areas of Head Start are appropriately involved in the integration of children with disabilities and their families and that resources are used efficiently. Maintain level of fiscal support to fully implement the plan and make available a minimum of 10% of total funded enrollment slots to children with disabilities and allow for expenditures such as salaries, evaluations, therapy services, transportation, special equipment/materials T/TA, facility accessibility etc.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
3. Transportation is an allowable expense for those children that require busing to and from home or to therapy treatments. When transportation to treatment services can be accessed from other agencies, it should be used.	Support Services Staff Center Manager Special Services Director Transportation Coordinator	Special Services Director Executive Team	Ongoing	-Request for transporta-tion -Parent consent -Bus route schedules -Community Assess-ment -Self-Assessment -Ongoing Monitoring Report

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Performance Standard: 45 CFR Part 1308.5, (a)(b) Related Standards-1305.5 (c), 1304.41 (a)(l)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities.

Objective: To insure that a minimum of 10% of the total funded enrollment opportunities are made available to children with disabilities to include infant and toddlers. Insure the recruitment of children with significant disabilities. Provide needed training for staff and volunteers in recruitment regarding disabilities regulations, IDEA, and ADA and Section 504. Coordinate recruitment efforts with LEAs and other agencies in the Child Find process. Provide staff training by agencies who specialize in working with children with disabilities.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Contact Early Childhood Intervention (ECI) agencies, child care centers, WIC, local health clinics, public schools and any other community organizations that may have contact with families who have 0-5 year old children with disabilities and provide them with information on Head Start/Early Head Start Program.	Family Services Director Special Services Director Center Manager Teacher Support Services Staff	Special Services Director Family Services Director Executive Team	Ongoing	-Flyers -Advertise-ment posters -Community Assessment
2. Develop and distribute Public Service Announcements (PSA's) for TV, radio, and newspaper; flyers; posters; and brochures on Head Start that include invitation for families of children 0-5 with disabilities as well as those with significant disabilities to apply.	Family Services Director Special Services Director Center Manager Support Services Staff Teacher	Family Services Director Special Services Director Executive Team	Ongoing	-Child Find posters -Recruit-ment documenta-tion -Brochures -PSA'S -Community Assessment
3. Participate in community Child Find efforts with LEA's, ECI's and Region I Education Service Center (ESC) Child Find Specialist for recruitment purposes.	Special Services Director Transition Director Support Services Staff Center Manager	Special Services Director Transition Director Executive Team	Ongoing	-Child Find meeting -LEA Child Find activities -Community Assessment

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Performance Standard: 45 CFR Part 1308.5, (a)(b) Related Standards – 1305.5 (c), 1304.41 (a) (l)

Goal: The Hidalgo County Head Start/Early head Start Program will establish and maintain an out reach and recruitment process to actively locate and recruit children with disabilities.

Objective: To insure a minimum of 10% of the total funded enrollment opportunities are made available to children with disabilities to include infant and toddlers. Insure the recruitment of children with significant disabilities. Provide needed training for staff and volunteers in recruitment regarding disabilities regulations, IDEA, and ADA and Section 504. coordinate recruitment efforts with LEAs and other agencies in the Child Find pocess. Provide staff training by agencies who specialize in working with children with disabilities.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
4. Provide training on the American with Disability Act by agencies (ASA), Section 504/Non-discrimination policy, and Disability Laws (IDEA,45 CFR-1308) to staff, particularly those directly involved in recruitment. Also for bus drivers and those working with special needs children.	Special Services Director Staff Development Director	Special Services Director Staff Development	Ongoing	-Training agenda's -Sign-in's -Ongoing Monitoring Report
5. Provide ADA training/information to program Policy Council.	Special Services Director Special Services Director Support Services Staff	Special Services Director Family Services Director	As needed Ongoing	-Training agendas -Brochures -Copy of application on file
6. Provide enrollment opportunity to any family requesting enrollment of a child with a disability regardless of severity.	Center Manager Family Services Director	Special Services Director Executive Team		-Community Assessment -PIR
7. Provide specially equipped buses with lifts to transport children with physical disabilities for compliance with ADA.	Special Services Director Transportation Coordinator Center Manager	Special Services Director Transportation Coordinator Executive Team	Ongoing	-Transporta-tion plan -Ongoing Monitoring Report

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Performance Standard: 45 CFR part 1308.5 (c) (1-4)(d) (1-5) (e) (1-3) (f), Related Standards (d) (l) (viii), 1304.53 (a) (10) (xviii), 1304.52 (b) (l) (iii), 1304.53 (a) (2) (ii)

Goal: The Hidalgo County Head Start/Early Head Start Program will enroll a minimum of 357, (10%) of the total funded enrollment, children with disabilities.

Objective: Will assure non-discrimination against children with disabilities in the selection process in meeting 10% provided they meet age and income. After 10% enrollment is met, children will compete equally. Will observe applicable state laws regarding immunizations in enrollment process. Will ensure that no child is denied enrollment due to severity or type of disability, staff attitudes, facility inaccessibility, staff unfamiliarity with disabling conditions, and need for personalized services or specialized equipment. Children previously identified as having a disability must not be excluded in the recruitment process.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. All age appropriate children with disabilities, to include those previously identified, (regardless of severity) will be granted equal opportunity in applying for enrollment, if Head Start is the appropriate placement. Children will be placed on a waiting list after 10% is met unless slots are still available; all will compete equally; all must be income eligible.	Family Services Director Special Services Director Support Services Staff Center Manage	Special Services Director Family services Director Education Area Director Executive Team	Ongoing	-Enrollment application -Waiting list -Community Assessment -PIR
2. Immunization records are part of the application process and will be requested of parents. Those children in need of immunizations will have to meet such requirements before enrollment.	Health Services Director Special Services Director Support Services Staff Center Manager Parent/Teacher	Health Services Director Special Services Director Family Services Director Executive Team	Ongoing	-Copy of immuniza-tion on file -Community Assessment -Ongoing Monitoring Report

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Performance Standard: 45 CFR Part 1308.6 (a) (1-3) (b) (1-3) Related Standards – 1304.20 (b) (l), 1304.20 (a) (l) (ii)

Goal: The Hidalgo County Head Start/Early Head Start Program will identify children in need of further evaluation within forty-five (45) calendar days of enrollment.

Objective: To provide developmental screenings to all Head Start and Early Head Start children within forty-five (45) calendar days of enrollment in the following areas: visual/motor, language and cognition, gross motor, body awareness including speech, hearing and vision. To coordinate screening efforts with LEA, and Child Find, when appropriate. Will maintain a record keeping system for screening process and identification of children who do not pass the screening.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Medical examinations and any and all follow ups will be performed. Height and Weight will be obtained twice a year and blood pressure one time a year. Visual acuity will be tested for each eye using the Visual Chart. Strabismus Testing will be performed annually. Audiometric testing will be performed annually, the Receptive & Expressive Language sections of the LAP-D will be used in identifying children with suspected language problems in conjunction with a speech screening tool which also screens articulation, fluency and voice for possible referral to LEA/private entity.	Support Services Staff Center Manager	Health Services Director Medical Providers Parents Special Services Director Executive Team	Within forty-five (45) days of enrollment and as needed Preferably encourage parents to complete before school year begins	-Ongoing Monitoring Report -Speech Screener -Student file -Health Record -LAP-D on file -Speech Screening training agenda -Child Assessment/ Screening Record
2. A training is provided to all teaching staff by a certified/licensed speech/ language pathologist to screen children in these areas.	Speech Language Pathologist/Provider Teacher	Special Services Director Provider-SLP	Pre-Service as nedded	-Training agendas

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Performance Standard: 45 CFR Part 1308.6 (c) (d), Related Standards 1304.20 (b), 1304.40 (e) (3)

Goal: The Hidalgo County Head Start/Early Head Start Program will document progress and plan program activities that are developmentally appropriate and individualized for children with disabilities.

Objective: Will collect ongoing information on child's functioning in gross and fine motor skills, perceptual discrimination, cognition, attention skills, self-help, social, receptive and expressive language. Notify parents of assessment results and provide parents with information on developmental milestones and the 8 Domains of Learning. Offer support groups/information to parents/families or groups that will teach parents how to play and interact with their children, how to discipline, how to advocate, learn more about disability, etc.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Each child will be administered a standardized health and developmental assessment screening. The Deveraux Educational Child Assessment, Speech Screening tool, as well as the LAP-D, in addition to any required screening instruments for children 0-5.	Teacher Support Services Staff Center Manager	Special Services Director Health Services Director Education Area Director Mental Health Director Executive Team	Forty-five (45) days after enrollment	-Copy of assessment screenings -Ongoing Monitoring Report
2. Parents will be provided with brochures on disability and developmental milestones, and IEP's progress reports in conjunction with the 8 Domains of Learning, and six weeks progress reports.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Education Area Director Executive Team	Ongoing	-Brochures -IEP Progress Reports -Six Weeks Progress Reports
3. Notify Parents about the ARC of Rio Grande Parents Supporting Parent Network (PSPN) meetings and trainings as scheduled. Provide parents with support group information. Parents will also be provided with information on any other community organization sponsoring conferences, workshops, trainings etc.	Special Services Director Support Services Staff Center Manager	Special Services Director Education Area Director Executive Team	Ongoing	-Community participation information -PSPN information -Community Assessment

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Performance Standard: 45 CFR Part 1308.6 (e), (1-3) Related Standard 1304.20 (a) (l) (iii), 1304.20 (e) (5)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish a diagnostic process to ensure children with disabilities receive appropriate services through referral system.

Objective: Will refer to the LEA/ECI/Private Entity for evaluation as soon as the need is evident. When LEA does not provide an evaluation, Head start will conduct an evaluation utilizing a multi-disciplinary team approach through contracted providers. The Support Services Facilitator/Center Manager will conduct staffings on referrals.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Children who require further specialized assessment to determine whether they have a disability will be referred to LEA for appropriate evaluation/assessment which will assess all areas related to the suspected disability.	Special Services Director Support Services Staff Center Manager	LEA Specialist Special Services Director Executive Team	Ongoing	-Head Start referral form -LEA referral -Ongoing Monitoring Report
2. If LEA does not provide the evaluation, other contracted Special Services Licensed/Certified providers will be contacted to conduct assessment. Parental consents will be obtained prior to assessments. More than one validated measure of information source will be used.	Special Services Provider Support Services Staff Center Manager	Special Services Director Contracted Provider LEA Specialist Executive Team	Ongoing	-Parental consent form -Eligibility reports
3. Support Services Staff will conduct staffings on referrals in an attempt to rule out cultural/linguistic differences, socio-economic factors, inappropriate educational environment, determine whether the referral is warranted and to discuss appropriate adaptations for administration of evaluation.	Special Services Director Support Services Staff Content Area Directors	Special Services Director Parent Support Services Staff Content Area Directors	Ongoing	-Staffing sign-in -Staffing documentation -Self-Assessment

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Performance Standard: 45 CFR Part 1308.6 (e),(4) (5) Related Standard 1304.52 (h)(l)(ii), 1304.52 (d) (7)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish a diagnostic process to ensure children with disabilities receive appropriate services.

Objective: To maintain confidentiality in accordance with Program and State requirements. Evaluations will be administered by trained, state certified licensed personnel. Will determine eligibility for Head Start Disability services using a multidisciplinary team.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Confidentiality must be maintained through training and professional speaking presentations at in-services, workshops, conferences, parent conferences, etc. Make use of a confidentiality form and obtain staff signatures. Training on Health Insurance Portability and Accountability Act (HIPAA) will be provided.	Human Resource Director Special Services Director Health Services Director HIPAA Representative Staff Development Director	Special Services Director Support Services Staff Center Manager Teacher	Ongoing	-Sign in's -Agendas -Confidentiality signed forms on file -Training sign-ins -Self – Assessment
2. Reports requiring signature of certified/licensed Special Services provider will be obtained. Evaluations will be administered only by qualified specialists.	Special Services Director Special Services Specialist	Special Services Director Procurement Director Executive Team	Ongoing	-Contracts -Partnership Agreements -RFQ
3. Request For Qualifications (RFQ's) will be secured allowing for proper documentation for contracted Special Services Providers.	Special Services Director Procurement Director	Special Services Director Executive Team	May 2008-September 2008	-Provider credentials on file -Contracts in procurement -RFQ

Performance Standard: 45 CFR Part 1308.6 (e), (4) (5) Related Standard 1304.52 (h) (l) (ii), 1304.52 (d) (7)

Goal: The Hidalgo County Head Start/Early Head Star Program will establish a diagnostic process to ensure children with disabilities receive appropriate services.

Objective: To maintain confidentiality in accordance with Program and State requirements. Evaluations will be administered buy trained, state certified licensed personnel. Will determine eligibility for Head Start disability services using a multidisciplinary team.,

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
4. A multi-disciplinary team approach will be utilized to determine eligibility for special services upon completion of assessment. Proper documentation such as Diagnostic Referral and Reporting, Eligibility Determination Forms, and Evaluation Reports will be required.	Special Services Director Support Services Staff Center Manager Teacher Parent Specialist	Special Services Director Executive Team	Ongoing	-Multi-Disciplinary Team -Referral -IEP meeting documenta-tion -Notice of IEP meeting -ARD minutes -PIR

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Performance Standard: CFR Part 1308.7 (a)-17 (e)

Goal: The Hidalgo County Head Start/Early Head Start Program will identify through a systematic process and meet the eligibility criteria for all identified disabilities to ensure services are adequately and professionally provided to children with special needs.

Objective: Ensure that eligibility criteria is met when classifying children with an identified disability, per performance standards. The eligibility criteria are as follows: Health impairment, Emotional/Behavioral disorders, Speech/Language impairment, Mental Retardation, Hearing impairment including deafness, Orthopedic impairment, Visual impairment including blindness, Learning disabilities, Autism, Traumatic Brain Injury, Other impairment.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Attend staffings on children whose needs may be unique/specific.	Support Services Staff Center Manager Teacher Special Services Director	Special Services Director Content Area Directors Executive Team	Ongoing	-Staffing notice -Staffing notes -Community Assessment
2. Develop Plan of Care to monitor medical health condition/development (504 plan).	Support Services Staff Center Manager Teacher Health Director	Health Services Director Special Services Director Executive Team	As needed	-Plan of care (504)
3. Review classroom observation reports and all screening tools for follow-up on possible suspected disabilities. Review with parent for possible further evaluation (speech, hearing, vision, other impairments etc.)	Support Services Staff Center Manager Teacher Special Services Director Mental Health Director	Mental Health Director Education Area Director Special Services Director Executive Team	Within 45 days of enrollment Ongoing	-Information on file -Ongoing Monitoring Report -Behavior documentation
4. Follow-up on child's challenging behavior by utilizing the Mental Health Process/Positive Behavior support (PBS).	Support Services Staff Center Manager, Mental Health Director	Mental Health Director Special Services Director Executive Team	As needed	-Ongoing Monitoring Report -Cameras

Performance Standard: CFR Part 1308.7 (a)-(17) (e)

Goal: The Hidalgo County Head Start/Early Head Start Program will identify through a systematic process and meet the eligibility criteria for all identified disabilities to ensure services are adequately and professionally provided to children with special needs.

Objective: Ensure that eligibility criteria is met when classifying children with an identified disability, per performance standards. The eligibility criteria are as follows: Health impairment, Emotional/Behavioral disorders, Speech/Language impairment, Mental Retardation, Hearing impairment including deafness, Orthopedic impairment, Visual impairment including blindness, Learning disabilities, Autism, Traumatic Brain Injury, Other impairment

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
5. Refer child to LEA for a Full Individual Evaluation (FIE) for possible dual enrollment with LEA via Pre-School Programs for Children with Disabilities, (PPCD).	Special Services Director Support Services Staff Center Manager	Content Area Director Special Services Director Executive Team	As deemed necessary	-Evaluation Report -ARD/IEP minutes
6. Follow-up on physicals for possible suspected orthopedic impairments. Observe the child in the educational setting while performing fine/gross motor skill activities.	Support Services Staff Center Manager Teacher Special Services Director	Health Services Director Special Services Director Teacher Support Services Staff Center Manager Executive Team	Ongoing	-Progress notes -Ongoing Monitoring Report -Cameras -Training agenda -Physical
7. Provide staff with T/TA and literature on orientation and mobility for the visually impaired/blind.	Support Services Staff Center Manager Special Services Director	Special Services Director Visual/Impairment Specialist	As deemed necessary	-Literature on Visual Impairment

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Performance Standard: 45 CFR Part 1308.18 (a) (b)

Goal: The Hidalgo County Head Start/Early Head Start Program will have procedures established that allow for the full and efficient implementation of the disability content area according to the Performance Standards.

Objective: Ensure that Disabilities, Health and Mental Health Directors work closely together in the assessment process and follow-up to assure that the special needs of children with health and mental health needs are met.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. A referral and follow-up system in conjunction with mental health and health service will be utilized to ensure that children with mental health and health impairments receive ongoing medical treatment.	Center manager Support Service Staff Teachers Special Services Director	Health Services Director Special Services Director Mental Health Director Executive Team	Ongoing	-Referral and follow-up -Ongoing Monitoring Report -Self-Assessment
2. Staffings to include the health, mental health and disability services content areas will be scheduled to maintain close communication regarding any children with medical health impairments and of children with possible signs of depression, withdrawal, anxiety or abuse.	Center manager Support Service Staff Teachers	Health Services Director Special Services Director Mental Health Director Executive Team	Ongoing	-Staffing sign-in and notes -Notice of Staffing
3. Develop a plan of care for any child with a medical condition (504).	Health Services Director	Health Services Director Special Services Director Executive Team	Ongoing	-Plan of care (504)

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Performance Standard: 45 CFR Part 1308.18 (c) (d)

Goal: The Hidalgo County Head Start/Early Head Start Program will have procedures established that allow for the full and efficient implementation of the disability content area according to the Performance Standards.

Objective: Ensure that all medications are properly administered and that parental consents are secured; that all medications dispensed are properly recorded and reviewed with parents; record any change in child's behavior and share with staff, parents and physician; store, label and lock all medications.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Staff will educate teachers and parent/guardian on the proper administration of medication.	Support Services Staff Center Manager Health Services Director	Health Services Director Special Services Director Executive Team	Ongoing	-Training agendas
2. Staff will administer, handle and store all medication in accordance with program policy and procedures which includes doctors instruction, properly labeled medication by the pharmacist, parent consent to administer medication, record keeping etc. (refer to policy and procedure on medication administration in the Health Procedures Manual).	Support Service Staff Health Services Director Center Manager	Health Services Director Special Services Director Executive Team	Ongoing	-Documen-tation notes -Medication policy -Parent Consent

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Performance Standard: 45 CFR Part 1308.19 (a) (k), Related Standard 1304.20 (f) (l) 1304.20 (f) (2) (iv), 1304.40 (a)(3) 1304.21 (a) (1) (ii), 1304.21 (a)(5)(iii),1304.20 (c) (4) 1304.24 (a) (3) (iii), 1304.23 (b) (l), 1304.23 (c) (6)

Goal: The Hidalgo County Head Start/ Early Head Start Program will develop an Individualized Education Plan (IEP), or an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom.

Objective: Participate and provide input into the LEA IEP/IFSP. For Head Start only IEPs, will organize a multi-disciplinary team meetin within thirty (30) days of evaluation for eligibility determination; will develop IEPs or IFSPs for all children found to meet the Head Start Disability eligibility criteria; will implement IEPs as soon as possible after IEP meeting, or if child enters Head Start with IEP completed two (2) months prior, implement such IEP within two (2) weeks; will ensure inter-component collaboration in IEP/IFSP implementation; when LEA develops the IEP, a Head Start representative will participate. Head Start developed IEP's will address child's unique needs and strengths; monitor implementation of IEps or IFSPs and child's progress; encourage more interaction between classroom teachers and service providers.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Ensure attendance of required Head Start staff, parent and other special service agencies by notifying them well in advance of scheduled IEP/IFSP meeting.	Special Services Director Support Services Staff Center Manager	Special Services Director Executive Team	Ongoing	-IEP/ARD sign-ins -ARD Notice -IEP Notice
2. Schedule IEP/IFSP meeting with special services provider (ECI/LEA) upon assessment completion to discuss eligibility results and notify required team members and parents.	Special Services Director Support Services Staff Center Manager Parent Specialist	Special Services Director Specialist Executive Team	Within thirty (30) days of evaluation or ASAP	-Head start/LEA notice of IEP/ARD meetings on file

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Performance Standard: 45 CFR Part 1308.19, Related Standard 1304.20 (f) (l), 130420 (f)(2)(i), 1304.20 (f)(2)(iv), 1304.40 (a)(3), 1304.21 (a)(l)(ii), 1304.21 (a)(5)(iii), 1304.20 (c)(4), 1304.24 (a)(3)(iii),1304.23 (b)(l), 1304.23 (c)(6)

Goal: The Hidalgo County Head Start/Early Head Start Program will develop an Individualized Education Plan (IEP), or an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom.

Objective: Participate and provide input into the LEA IEP/IFSP. For Head Start only IEPs, organize a multi-disciplinary team meeting within thirty (30) days of evaluation for eligibility determination; will develop IEPs or IFSPs for all children found to meet the Head Start Disability eligibility criteria; will implement IEPs as soon as possible after IEP meeting, or if child enters Head Start with IEP completed two (2) months prior, implement such IEP within two (2) weeks; will ensure inter-component collaboration in IEP/IFSP implementation; when LEA develops the IEP, a Head Start representative will participate. Head Start developed IEP's will address child's unique needs and strengths; monitor implementation of IEPs or IFSPs and child's progress; encourage more interaction between classroom teachers and service providers.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
3. The multi-disciplinary team will provide input into developing an appropriate IEP/IFSP to meet the special needs of children. The team will include a Head Start representative.	Special Services Director Support Services Staff Center Manager Teacher/Parent	Special Services Director	Within thirty (30) days of evaluation or ASAP	-ARD minutes -IFSP/IEP documenta-tion -PIR
4. The LEA agreement will note that LEA will notify Head Start of any scheduled IEP meeting for their participation.	Special Services Director Transition Director	Special Services Director Transition Director	Ongoing	-IEP Notice -Agreement -PIR

Performance Standard: 45 CFR Part 1308.19, Related Standard 1304.20 (f)(l), 1304.20(f)(2)(i), 1304.20(f)(2)(iv), 1304.40(a)(3), `1304.21 (a)(l)(ii), 1304.21 (a)(5)(iii), 1304.23 (b)(l), 1304.23 (c)(6), 1304.20 (c)(4), 1304.24 (a)(3)(iii)

Goal: The Hidalgo County Head Start/Early Head Start Program will develop an Individualized Education Plan (IEP), and an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom.

Objective: Participate and provide input into the LEA IEP/IFSP. For Head Start only IEPs, will organize a multi-disciplinary team meeting within thirty (30) days of evaluation for eligibility determination; will develop IEPs or IFSPs for all children found to meet the Head Start Disability eligibility criteria; will implement IEPs as soon as possible after IEP meeting, or if child enters Head Start with IEP completed two (2) months prior, implement such IEP within two (2) weeks; will ensure inter-component collaboration in IEP/IFSP implementation; when LEA develops the IEP, a Head Start representative will participate. Head Start developed IEP's will address child's unique needs and strengths; monitor implementation of IEPs or IFSPs and child's progress; encourage more interaction between classroom teachers and service providers.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
5. Schedule appointments for required services provider as soon as possible as mandated in IEP; a child enrolled in HS whose IEP for special services is dated 2 months prior to enrollment is still eligible for services. However, existing IEP, has to be implemented within 2 weeks.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Special Services Provider Center Manager Executive Team	As soon as possible after meeting or enrollment Ongoing	-Notice of ARD/IEP -Ongoing Monitoring Report
6. Involve the different content areas when implementing the child's IEP/IFSP to ensure that every area of need is satisfied, (nutrition, mental health etc.) Children with disabilities will be included in the full range of activities within the child development program.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Content Area Director Executive Team	Ongoing	-Notice of ARD/IEP to all staff involved -Reflect IEP objectives in weekly lesson plan -cameras

Performance Standard: 45 CFR Part 1308.19 Related Standard 1304.20 (f)(l), 1304.20 (f)(2)(i),1304.20 (f)(2)(iv), 1304.40 (a)(3),1304.21 (a)(l)(ii), 1304.21 (a)(5)(iii), 1304.20 (c)(4), 1304.24 (a)(3)(iii), 1304.23 (b)(l), 1304.23(c)(6)

Goal: The Hidalgo County Head Start/Early Head Start Program will develop an Individualized Education Plan (IEP), and an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom.

Objective: Participate and provide input into the LEA IEP/IFSP. For Head Start only IEPs, will organize a multi-disciplinary team meetin within thirty (30) days of evaluation for eligibility determination; will develop IEPs or IFSPs for all children found to meet the Head Start Disability eligibility criteria; will implement IEPs as soon as possible after IEP meeting, or if child enters Head Start with IEP completed two (2) months prior, implement such IEP within two (2) weeks; will ensure inter-component collaboration in IEP/IFSP implementation; when LEA develops the IEP, a Head Start representative will participate. Head Start developed IEP's will address child's unique needs and strengths; monitor implementation of IEPs or IFSPs and child's progress; encourage more interaction between classroom teachers and service providers.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
7. Child's unique needs, strengths and developmental potential will be documented through use of different sources – IEP progress reports, six weeks progress report, monthly follow-up, etc.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Support Services Staff Center Manager Executive Team	Ongoing	-IEP/IFSP -Progress Reports -Monthly follow-up
8. Establish a process for tracking child's IEP progress such as requesting therapy progress notes from special services provider at least every 3 months. Request observation notes from disability service aide. Document Child's IEP progress relating to the 8 domains of learning on the IEP progress report.	Special Service Director Support Services Staff Center Manager Teacher Disability Service Aide	Special Services Director Executive Team	Ongoing	-Disability Tracking Report -IEP Progress Report -Teacher Progress Report -IEP objectives reflected in weekly lesson plan -Monthly follow-up

Performance Standard: 45 CFR Part 1308.19, Related Standard 1304.20 (f)(l), 1304.20 (f) (2)(i), 1304.20 (f) (2) (iv), 1304.40 (a)(3), 1304.21 (a)(l)(ii), 1304.21 (a)(5)(iii), 1304.20 (c)(4), 1304.24 (a)(3)(iii), 1304.23 (b)(l), 1304.23 (c)(6)

Goal: The Hidalgo County Head Start/Early Head Start Program will develop an Individualized Education Plan (IEP), and an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom.

Objective: Participate and provide input into the LEA IEP/IFSP. For Head Start only IEPs, will organize a multi-disciplinary team meeting within thirty (30) days of evaluation for eligibility determination; will develop IEPs or IFSPs for all children found to meet the Head Start Disability eligibility criteria; will implement IEPs as soon as possible after IEP meeting, or if child enters Head Start with IEP completed two (2) months prior, implement such IEP within two (2) weeks; will ensure inter-component collaboration in IEP/IFSP implementation; when LEA develops the IEP, a Head Start representative will participate. Head Start developed IEP's will address child's unique needs and strengths; monitor implementation of IEPs or IFSPs and child's progress; encourage more interaction between classroom teachers and service providers.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
9. Encourage more interaction between teachers and service providers through face-to-face contact, periodic telephone calls, classroom material sharing, child/parent home activities. Schedule visits and observe child/parent home activities. Schedule visits and observe child during implementation of IEP in therapy session; LEA's and other special services providers usually accommodate such request.	Special Services Director Support Services Staff Center Manager Teacher	Support Services Staff Center Manager/Teacher Assistant Teacher Executive Team	Ongoing	-Communic-ation documentation -Take home activities -Cameras -Teacher/ Parent conference -Teacher Home Visit
10. If Child is dually enrolled with LEA unit in the PPCD, visit such unit.	Special Services Director Support Services Staff Center Manager Teacher Parent	Special Services Director Center Manager Assistant Teacher Disability Service Aide Executive Team	Ongoing	-IEP meetings -Sign-in's -Visitation log

Hidalgo County Early Head Start/Head Start Program
Early Childhood Development and Health Services
Program Plan
2008-2009

Performance Standard: 45 CFR Part 1308.20 (a)(b)(c)(d)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish a process to ensure that staff and the department heads work together to ensure that provisions for the nutrition needs of children are met.

Objective: Consult with physical, occupational, and speech therapists and dieticians on ways to assist the staff and parents on problems of chewing, swallowing and feeding for children with severe disabilities.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Schedule trainings/workshops conducted by the appropriate professionals on specific nutrition disabilities for parents/staff to ensure that proper procedures are learned and followed when caring for children with special nutritional needs, such as chewing, swallowing and feeding.	Special Services Director Health Director Nutrition Director	Support Service Staff Center Managers Special Services Director Executive Team	Ongoing	-Training agendas and -Sign-in's -Pre-service training topics
2. Encourage children with special needs to participate in meal/snack time interactions and weekly nutrition activities.	Support Service Staff Teachers Center Managers Special Services Director	Special Services Director Education Area Director Health Director Executive Team	Ongoing	-Classroom observation notes -Teacher weekly plan reflects nutrition activities -Cameras
3. Provide special diets for children with chewing, swallowing and feeding problems.	Nutrition Director	Nutrition Director Special Services Director Support Service Staff Center Manager Teachers Executive Team	Ongoing	-Cameras

Performance Standard: 45 CFR Part 1308.20 (a)(b)(c)(d)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish a process to ensure that staff and the department heads work together to ensure that provisions for the nutrition needs of children are met.

Objective: Consult with physical, occupational, and speech therapists and dieticians on ways to assist the staff and parents on problems of chewing, swallowing and feeding for children with severe disabilities.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
4. Hold staffings to ensure that children with special nutrition needs are identified for appropriate delivery of services.	Support Service Staff Center Managers Special Services Director Teachers Nutrition Director	Nutrition Director Health Director Special Services Director Executive Team	Ongoing	-Notice of staffing -Staffing notes

Hidalgo County Early Head Start/Head Start Program
Early Childhood Development and Health Services
Program Plan
2008-2009

Performance Standard: 45 CFR Part 1308.21 (a)(1-10)

Goal: The Hidalgo County Head Start/Early Head Start Program will involve parents throughout the disability effort and meet the families needs when relating to the transition process.

Objective: Assist in the transition of children into Head Start and from Head Start to public school; Provide information to parents on fostering their child's disabilities, to include siblings. Provide opportunities to parents to observe large and small group activities to include program activities as per IEP/IFSP; inform parents of their rights under IDEA; inform parents of available resources, (i.e.SSI, EPSDT), provide parents with support group information.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Head Start staff will attend the ECI transition meetings at least 120 days prior to the child's 3rd birthday to provide the parent information on Head Start.	Support Services Staff Transition Director	Special Services Director Transition Director	Ongoing	-Child's ECI records
2. Provide parents with brochures on disabilities, federal and state laws, community resource directory and home programs developed by licensed providers to be reinforced at home.	Support Services Staff Center Manager Special Services Director	Special Services Director Transition Director	Ongoing	-Disability brochures -Flyers
3. Encourage parents to evaluate the program by participating in the yearly self assessment, to attend child's screening and assessments, to attend child's ARD/IEP meetings, to volunteer in the classroom and attend therapy sessions with their children.	Support Services Staff Center Manager Special Services Director Teacher	Special Services Director Transition Director	Ongoing	-Documents on file -Self-Assessment -Cameras

Performance Standard: 45 CFR Part 1308.21(a)(1-10)

Goal: The Hidalgo County head Start/Early Head Start Program will involve parents throughout the disability effort and meet the families needs when relating to the transition process.

Objective: Assist in the transition of children into Head Start and from Head Start to public school; Provide information to parents on fostering their child's disabilities, to include siblings. Provide opportunities to parents to observe large and small group activities to include program activities as per IEP/IFSP; inform parents of their rights under IDEA; inform parents of available resources, (i.e. SSI, EPSDT), provide parents with support group information.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
4. Referrals for group parent support meetings will be made to such agencies as The ARC of Rio Grande Parent Supporting Parent Network (PSPN). Parents will be informed of any support groups they may benefit from. A support group list will be made available to parents through center managers.	Support Services Staff Center Manager Special Services Director	Special Services Director Education Area Director Executive Team	Ongoing	-Support group list at center
5. Encourage parents to attend trainings, workshops, conferences and be informed on IDEA/Section 504, ADA IEP's and ARD meetings. Such information will be sent to centers.	Support Services Staff Center Manager Special Services Director Teacher	Special Services Director Education Area Director Executive Team	Ongoing	Training agendas /sign-in -Flyers -Brochures

Performance Standard: 45 CFR Part 1308.21 (a)(1-10)

Goal: The Hidalgo County head Start/Early Head Start Program will involve parents throughout the disability effort and meet the families needs when relating to the transition process.

Objective: Assist in the transition of children into Head Start and from Head Start to public school; Provide information to parents on fostering their child's disabilities, to include siblings. Provide opportunities to parents to observe large and small group activities to include program activities as per IEP/IFSP; inform parents of their rights under IDEA; inform parents of available resources, (i.e. SSI, EPSDT), provide parents with support group information.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
6. A resource directory will be provided at the 1st parent orientation meeting. Parents and staff will be provided opportunity to learn about first aid, principals of preventative health, safety measures and any information on disabilities that may assist parents with their family's disability needs.	Support Services Staff Center Manager Teacher	Family Services Director Special Services Director Health Services Director Executive Team	Beginning of school year Ongoing	-Training documentation -Resource directory -Flyers -Brochures
7. A family Partnership Agreement (FPA) will be utilized to assist families in identifying basic life support needs to include siblings needs related to disabilities. A referral system is maintained in order to assist families in receiving services.	Support Services Staff Center Manager	Family Services Director Special Services Director Executive Team	Beginning of school year Ongoing	-Documentation on file -FPA -PIR

Hidalgo County Early Head Start/Head Start Program
Early Childhood Development and Health Services
Program Plan
2008-2009

Performance Standard: 45 CFR Part 1308.21 (b)(c)

Goal: The Hidalgo County head Start/Early Head Start Program will involve parents throughout the disability effort and meet the families needs when relating to the transition process.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child's planned enrollment prior to date of enrollment.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
1. Provide parents with information on special services available in the public school.	Support Services Staff Center Manager Special Services Director	Special Services Director Transition Director Executive Team	May2009	-Transition information
2. Provide parent with transition brochures.	Support Services Staff Center Manager Transition Director	Special Services Director Transition Director Executive Team	May 2009	Ttransition brochures
3. With parent consent, transfer children's records to special education department. Provide special education with list of all transitioning children with disabilities.	Support Services Staff Center Manager Special Services Director	Special Services Director Transition Director	May 2009	-Copies of consent on file -Transition list to LEA
4. Provide parents with a transition letter that documents special education staff contacts, phone numbers, campus assignment etc. in an attempt to provide a seamless transition process.	Support Services Staff Center Manager Special Services Director	Special Services Director Transition Director Executive Team	May 2009	-Transition letter

Hidalgo County Early Head Start/Head Start Program
Early Childhood Development and Health Services
Program Plan
2008-2009

Performance Standard: 1304.51 (i)(2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality services delivery in the area of Special Services.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
Administration of Speech Screener – All children will be administered a Speech Screening Tool which will address the areas of articulation, voice and fluency. This tool is administered either in English or Spanish as deemed necessary.	Teacher Assistant Teacher	Center Manager Special Services Director Support Service Staff Education Area Director Executive Team	Within 45 days of enrollment	-Speech Screener
Development of Individual Education Plans (IEP's) – The multidisciplinary team will develop an IEP for children who were evaluated and qualified for a particular service. IEP objectives will be reflected in the weekly lesson plan for reinforcement purposes by the teaching staff.	Teacher Assistant Teacher Disability Service Aide	Center Manager Special Services Director Support Service Staff Education Area Director Executive Team	Yearly or every six (6) months	-IEP/ARD packet -Notice of – -IEP meeting -Weekly lesson plan
Referral Tracking Log – A referral tracking log will be maintained in the Special Services Department. The tracking log will be updated as the referrals are received in the department.	Special Services Secretary Disability Coordinator	Special Services Director	Ongoing	Tracking Log

Hidalgo County Early Head Start/Head Start Program
Early Childhood Development and Health Services
Program Plan
2008-2009

Performance Standard: 1304.51 (i)(2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality services delivery in the area of Special Services.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
IEP Progress Report – IEP Progress Report will be prepared by the teachers and sent out to parents every nine (9) weeks. The IEP Progress Report is connected to the Eight Domains of Learning/Child Outcomes and will reflect the child's progress on the IEP objectives.	Teacher	Center Manager Special Services Director Support Service Staff Executive Team	Every nine (9) weeks	Copy of IEP Progress Report
Therapy Classroom Sign Out/In log for tracking services- The teachers will maintain the Therapy Tracking Log in their classrooms individually for every child receiving services. The service provider will sign the child out and in when returning to the classroom after the service. The teacher will submit the log to the Special Services Department at the end of the month.	Teacher Assistant Teacher	Center Manager Special Services Director Support Service Staff Executive Team	Monthly	Sign Out/In Log
Monthly Follow-Up Notes- The case worker (Center Manager or Support Services Staff) will submit monthly follow-up notes reflecting the child's progress to the Special Services Department on a monthly basis.	Center Manager Support Service Staff	Special Services Director Executive Team	Monthly	Monthly Follow-Up Notes

Hidalgo County Early Head Start/Head Start Program
Early Childhood Development and Health Services
Program Plan
2008-2009

Performance Standard: 1304.51 (i)(2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality services delivery in the area of Special Services.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
Staffing Meetings – Staffing meetings will be held for children with significant disabilities. All areas of need will be discussed (ie-special diets, special equipment/materials, medical plan of action etc.) so that the best possible services may be provided to the child upon enrollment	Teacher Parent Support Services Staff Center Manager Special Services Director Department Directors (as needed)	Special Services Director Executive Team	Ongoing	-Staffing Notice -Staffing Notes
Disability Observation Notes –The Disability Service Aides will document observation notes on the children with significant disabilities for whom they are assigned to. The teacher is responsible for reviewing the observation notes and for signing the notes. Notes are done daily and submitted to the Special Services Department weekly.	Disability Service Aide Teacher	Teacher Center Manager Support Service Staff Special Services Director	Weekly	Observation Notes

AI-9394 **15.I.**

Mental Health Plan
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval of Mental Health Services 2008-2009 Program Plan

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Mental Health Plan

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:23 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:46 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:17 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:35 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:43 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 02:19 PM

Final Approval Date: 05/21/2008

HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICE
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.24 (a) (1) (i) (ii) (iii) (iv) (v) (vi)

GOAL: The grantee will work collaboratively with parents to solicit parental information, observations, and concerns on child's mental health. Staff will share observations of the child's behavior with parents and discuss development, separation and attachment issues. Furthermore, staff will discuss with parents how they should respond appropriately to child's behavior and how to provide nurturing and supportive environments at home and in the program. Staff will provide information to parents on mental health issues and support parents in any needed mental health interventions.

OBJECTIVE: To provide opportunities to solicit and discuss with parents information and concerns about their child's mental health.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will obtain information about a child's mental health thru activities such as enrollment, home visits reports, staffings, parent partnership agreement and children's health records.	Teachers Center Managers Support Services Facilitators and Assistants	Mental Health Services Director	August thru May	Home visit report Child's health Records, parent partnership agreement Parent orientation
2. Parents are provided information on topics such as child's social and emotional development, separation and attachment issues at parent meetings conferences, and the quarterly newsletter. The Mental Health Parent Handbook informs parents of the mental health process once a behavior concern is identified.	Mental Health Consultants and Providers, M.H. Services Dir.	Mental Health Services Director	August thru May	Meetings/orientation and conferences Quarterly Newsletter, Parent Handbook and 6-week Report Card
3. Mental Health and Education Directors, including all Center Managers, are trained and certified on Positive Behavior Support for children with challenging behaviors. They are trained on how to identify and manage the behavior through effective intervention strategies. The mental health process promotes a working relationship with staff, parents, and the consultant to encourage a child's desired behavior.	Teachers, Center Managers, Support Services Facilitators and Assistants, Consultants	Mental Health Services Director, Education Area Directors	August thru May	Positive Behavior Support and Pre-Service Training Logs, Mental Health Process, Individualized Behavior Support Plan
4. Parents are issued a community resource directory that identifies mental health and health care agencies and other community organizations that benefit the family. Staff assists parents in obtaining services, in providing information and support around parent practices to prevent problems.	Center Managers Support Services Facilitators and Assistants	Community Partnership Services Director, Mental Health Services Director	August	Community Resource Directory, Mental Health Parent Hand Book

PERFORMANCE STANDARD: 1304.24 (a)(2)(3)

GOAL: Grantee must secure the services of mental health professionals on a schedule of sufficient frequency to enable the timely and effective identification of and intervention in family and staff concerns about a child's mental health; and mental health program services must include on-site mental health consultation involving the mental health professional, program staff, and parents.

OBJECTIVE: Mental Health Professionals are secured to provide services for children, families and program staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The HCHSP ensures that qualified Mental Health Professionals provide services to enrolled children, families, and staff. Request for Qualifications (RFQ) are secured and kept on file. All contracted Mental Health Providers are certified to meet state licensure requirements for program year 2008-2009.	Mental Health Services Director	Mental Health Services Director Procurement Director	August thru May	Health Advisory Committee, Request for Qualifications, newspaper advertisements, Policy Council minutes for approval
2. The Mental Health Professional will provide schedules of on-site classroom visits. Posting the professionals' schedule allows parents and staff the opportunity to speak to them. Visits are at least twice a year; once in the Fall and in the Spring. A copy of the classroom observation is kept at the center and the original is sent to the Mental Health Services Department.	Mental Health Services Director Mental Health Professional	Mental Health Services Director	Sept thru Nov and Jan thru March	2008-2009 Mental Health Professional list and schedule

PERFORMANCE STANDARD: 1304.24 (a) (3) (i) (ii) (iii)

GOAL: Mental Health Professional will assist with design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group, promote children's mental wellness by providing staff and parent education on mental health issues and professional will assist in providing children with atypical behavior or development and utilize the community resources.

OBJECTIVE: To ensure early identification regarding "possible" behavior concerns.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Teachers will administer the Devereux Early Childhood Assessment (DECA) to all children within 45 days of enrollment. This screening is performed to identify behavioral concerns. Only the teacher rating scale is performed on the DECA.	Teachers	Center Managers and Support Services Facilitators, Mental Health Services Director	Within forty-five (45) days	Devereux Early Childhood Assessment (DECA)
2. Results of the Devereux Early Childhood Assessment is shared with parents during the teacher's first home visit. Periodic home visits and six weeks report cards allow for staff to share with parents the child's social/emotional development.	Teachers Assistant Teachers	Center Managers, Support Services Facilitators, M. H. Services Director	Within 90 days	Home Visit Reports, Six Weeks Report card, DECA Teacher's Rating Scale
3. Children with severe and persistent challenging behaviors will have an Individualized Positive Guidance Plan developed by the parents and staff as indicated in the mental health process. The plan is proactive and focuses on teaching new skills in the classroom and home environment.	Teachers, Case Manager, Parents, M.H. Services Dir.	Case Manager, Center Manager, Education Area Dir., M.H. Services Dir.	Sept. thru May	Observation forms, Progress notes, Individual Positive Guidance Plan

PERFORMANCE STANDARD: 1304.24 (a) (3) (i) (ii) (iii)

GOAL: Mental Health Professional will assist with design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group, promote children's mental wellness by providing staff and parent education on mental health issues and professional will assist in providing children with atypical behavior or development and utilize the community resources.

OBJECTIVE: To ensure early identification regarding "possible" behavior concerns.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
4. The "Kindness Curriculum" is a mental health curriculum that promotes positive self-concept and enhances individual strengths in children. Through the Education Services Department, monthly mental health activities are scheduled in the curriculum calendar.	Teachers	Center Managers, Education Area Dir. Mental H. Services Dir.	Sept. thru May	Kindness Curriculum Education Curriculum Calendar, Weekly Lesson Plan
5. The annual Fatherhood/Healthy Marriages Conference offers parents training on child's social and emotional development, special needs of children, communication in the family, fathers as educators and informs parents of resources in the community.	Mental Health Services Director	Mental Health Services Director	August thru May	Parent Sign-In Posters/booklet
6. The Mental Health Professional may be part of the team to guide parent/guardian and staff by helping to develop behavior management plans for children with atypical development.	Center Managers Support Services Facilitators	Mental Health Services Director	August thru May	Individual Positive Guidance Plan

PERFORMANCE STANDARD: 1304.51 (i) (2) On-going Compliance Monitoring

GOAL: (2) The grantee must establish and implement procedures for the on-going compliance monitoring of their own Early Head Start and Head Start operations to ensure that these operations, as well as those of each of their delegate agencies, effectively implement Federal regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the Program to provide and enhance the delivery of quality services to staff, children and Families in the area of Mental Health.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. On-going compliance monitoring is performed at least twice a year to ensure that all state and federal mandates are in compliance.	Center Manager Executive Team	Executive Director Assistant Director	Fall and Spring	Compliance Monitoring Instrument
2. Devereux Early Childhood Assessment (DECA) is administered and recorded within 45 days of child's enrollment.	Teachers	Case Managers & Center Managers, Mental Health Services Director	Within 45 days of enrollment	Child Assessment Screening Records
3. The mental health process is an on-going system once a child has been identified with a challenging behavior.	Teachers, Case & Center Managers	Mental Health Services Director	On-going	Referral and follow-up forms
4. The Program Resources Outcomes Management Information Systems (PROMIS) is the reporting system established to ensure that appropriate services and interventions are completed in a timely manner. This reporting system allows for case managers to input data daily or as needed for children and families receiving mental health services.	Case Managers	Mental Health Services Director	August thru May	Program Resources Outcomes Management Information System (PROMIS) Reports

AI-9393 **15.J.**

Transition Plan
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval of Transition 2008-2009 Program Plan

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Transition Plan

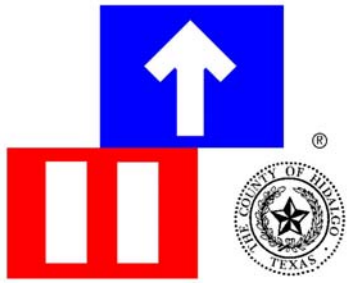
Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:22 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:45 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:18 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:35 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:42 PM	APRV

Form Started By: Linda Galaviz Started On: 05/19/2008 02:18 PM

Final Approval Date: 05/21/2008

Hidalgo County
Head Start Program



Transition Program Plan
2008-2009
Ramiro Silva, Director

Advisory Committee Approval: 04.29.08
Policy Council Approval:
Commissioners' Court Approval:

HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2008 - 2009

Performance Standard C. F. Regulation: 1304. 41 (c) (1) (i) (iii), and 1304.41 (c) (3) ***Transition Services***

Goal: ***To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.***

Objective: ***To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The parents will be notified of necessary records and information that are required for enrollment for their designated local education agency. Staff will prepare a packet to be transferred to the next educational setting.	Center Managers	Transition Director	On-going	Confidentiality Statement – Child Record
2. The Program will maintain on-going communication and cooperation between the Head Start staff and their counterparts in the schools and community programs.	Center Managers	Transition Director	On-going	Networking Meeting Record
3. The Program will meet with the center managers and support services facilitators to facilitate preparing and involving children and parents in transition activities.	Transition Director Area Directors	Transition Director	On-going As scheduled in May	Field Trip Request Form
4. The Program will encourage community participation through community wide events to allow parents, staff, community organizations, and children to meet, visit the program, and ask questions.	Transition Director Family Services Director	Transition Director	On-going	

HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2008 - 2009

Performance Standard C. F. Regulation: 1304. 41 (c) (2) 1304.20 (f) (2) (iii) ***Transition Services***

Goal: ***To encourage and involve parents in the transition of their child into Head Start.***

Objective: ***To involve the parents in the transition of their children into the Head Start Program; and to plan the transition of children with disabilities into the Head Start Program.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The Program will coordinate with ECI Early Childhood Intervention agencies on children who are being referred to the Head Start Program.	Center Managers, Support Services Facilitators and Support Services Assistants	Transition Director	On-going	Referral Data Confidentiality Statement
2. The Program will conduct "face to face" transition meetings with the parents, ECI agency, and the local education agency.	Center Managers, Support Services Facilitators and Support Services Assistants	Transition Director	On-going	Referral Data
3. The Program will ensure that appropriate placement of children enrolled with developmental programs, are provided with the steps necessary to participate and enroll in the Head Start Program.	Transition Director & Special Services Director	Transition Director & Special Services Director	On-going	Confidentiality Statement

HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2008 - 2009

Performance Standard C. F. Regulation: 1304. 41 (c) (2) 1304.20 (f) (2) (iii) ***Transition Services***

Goal: ***To ensure that the Transition Services are successfully implemented.***

Objective: ***To ensure that the performance standards on Transition Services are met.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The Program will ensure that implementation and compliance of the Head Start Performance Standards in the areas of Transition.	Transition Director	Transition Director	On-going	Referral Data Form Information Packet
2. The Program will provide joint in-service opportunities and cross-program visitations for staff and parents to increase the understanding of early childhood development and assist in placing practices which assures developmental continuity across the different programs.	Transition Director, Staff Development & Dept. Directors	Transition Director	On-going	
3. The Program will prepare and submit a monthly report on all Transition activities.	Transition Director	Transition Director	On-going	

HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2008 - 2009

Performance Standard C. F. Regulation: 1304. 41 (c) (1) (i) (iii), and 1304.41 (c) (3) ***Transition Services/On-going Monitoring***

Goal: ***To ensure that the program is effectively implementing Federal regulations.***
Objective: ***To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Transition.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms

1. Transition Packets-Parents are notified of necessary records and information that is required for enrollment to their designated school district. We will prepare a packet to be given to local education agency at the end of school year.	Center Managers	Transition Director	On-going	Confidentiality Statement – Child Record
2. Transition Networking Meeting- The department will have an ongoing communication and cooperation with the Head Start staff and the local education agency and community partners.	Center Managers	Transition Director	On-going	Networking Meeting Record
3. The Program will meet with the center managers and support services facilitators to prepare and involve children and parents into transition to public school	Transition Director Area Directors	Transition Director	On-going As scheduled in May	Field Trip Request Form
4. ECI Early Childhood Intervention Agencies- The department will arrange for meetings to be held between the referring agency and the Head Start staff.	Transition Director Family Services Director	Transition Director	On-going	Referral forms Tracking Logs
5. Face to Face Meetings-The department conducts meetings with the parent, ECI agency and with the local community partners.	Transition Director	Transition Director	Ongoing	Referral forms Tracking Logs
6. Community / LEA Meeting for Transition Packages – The department will meet with the Local Education (school districts) to hand deliver Head Start children's transition packages.	Transition Director	Transition Director	Ongoing	Agendas Sign-In Forms

AI-9392 **15.K.**

Health Services Plan
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval of Health Services 2008-2009 Program Plan

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Health Services Plan

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:22 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:44 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:19 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:35 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:43 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 02:11 PM

Final Approval Date: 05/21/2008

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008 - 2009

PERFORMANCE STANDARD: 1304.20 (a) (1) (i)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will insure that there is ongoing health care for each child and will assist the parent/guardian to access a source of care.

OBJECTIVE: To determine whether or not a child has an ongoing source of continuous and accessible health care and to collaborate with parents to access a source for their children.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will inform/educate the parent/guardian how to access community resources which provide health care services during monthly meetings, the newsletter and program activities.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Within 90 Days of Enrollment	Community Health Directory
2. The staff will inform parent/guardian at monthly meetings about availability of health resources.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly	Community Health Directory
3. The staff will initiate the referrals for heath services for children/families when needed.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Ongoing	Referrals
4. The staff will empower parent/guardian to follow-up on referrals made for health services.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Ongoing	Referrals

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008 - 2009

PERFORMANCE STANDARD: 1304.20 (a) (1) (ii)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will ensure that parents of children enrolled will follow the requirements of child wellness used by the Early and Periodic Screening Diagnosis and treatment (EPSDT) program of the Medicaid Agency in Texas and follow the immunizations issued by the Center for Disease Control and Prevention and other local requirements to address health problems.

OBJECTIVE: To determine if the child is on a schedule of age appropriate preventive and primary health care this includes medical, dental and mental health reflected by information provided from the primary health care provider.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. At the time of enrollment, the staff will collaborate with the parent/guardian to secure information from the primary health care provider regarding the health status (immunization record, current treatments, etc) of the child.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen
2. Parents will follow the requirements of child wellness used by the Early and periodic Screening Diagnosis and Treatment (EPSDT) program of the Medicaid agency in Texas.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen
3. Parents will follow the immunizations issued by the Centers for Disease Control and Prevention and the recommendations of the Health Services Advisory Committee (HSAC) or community health providers.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.20 (a) (1) (ii) (A)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will provide comprehensive health services to ensure that all Head Start children are up to date with their age-appropriate schedule of well child care.

OBJECTIVE: To provide children with a series of screening tests and exams to identify and address the individual needs of the child.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will refer the parent/guardian to local clinics and health professionals who provide services at reduced fees or who will accept Medicaid. Also, staff may arrange for health providers to provide services at center level. **Screens:** Vision/Hearing/Strabismus ** **Physical Examination:** Appearance, Head, Skin/Nodes, Eyes, Ears, Nose, Mouth/Throat, Teeth, Neck, Chest/Breast, Heart/Pulses, Lungs, Abdomen, Genitalia/Anus, Spine, Extremities, Neurological (Performed by a US Licensed Health Professional) **Vitals:** Temp. Pulse, Resp. B/P, Ht. / Wt. **Immunizations:** Up to Date (*To include Tuberculin Skin Test) **Dental Exam:** Periodic and comprehensive evaluation every six months.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Screens within 45 days of enrollment Annual Exam or every twelve months Immunizations prior to first day of school	Physical Exam Screens Child Heath Summary
2. Health Services Advisory Committee (HSAC) along with staff will inform all health providers including managed care organizations about full scope of services provided to Head Start children. *** INCLUDES T.B. SKIN TEST WITH DATE, RESULTS AND SIGNATURE.** ** Certified Center staff will provide vision/hearing screens as needed.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Annual	Provider Contracts

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.20 (a) (1) (ii) (B)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will provide comprehensive health services to ensure all Head Start children are up to date on their age-appropriate schedule of well child care.

OBJECTIVE: To ensure that all children continue to follow their appropriate schedule of well child care.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will monitor the children's health records on a regular basis to ensure that they are in compliance with their recommended schedule of well child care. If they lack in their schedule, measures will be taken to update them. For example, if children lack immunizations, the staff will refer to their local health department or brings the providers to the center. If children lack a screen, the center staff will inform the health staff immediately.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals
2. Staff will discuss with the parents the importance of prevention and well child care via letters, parent conference, appointments, monthly parent meetings, etc.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals
3. Staff will educate the parent/guardian on Medicaid services and how to advocate for the delivery of quality health services by asking the parent to attend health appointments with child and ask questions on services.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

PERFORMANCE STANDARD: 1304.20 (a) (1) (ii) (C)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will establish procedures to track the provision of health care services.

OBJECTIVE: To follow up on all medical exams on a timely basis.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. All medical/dental exams/immunizations will be documented on a tracking record. This record will be accessible to center staff.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly As needed	(PROMIS) Child Health Summary
2. All referrals and follow-up will be documented on the referral tracking log kept by staff.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly As needed	(PROMIS) Child Health Summary

PERFORMANCE STANDARD: 1304.20 (a) (1) (iii)

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
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GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will provide further diagnostic testing, examination, and treatment by a health professional for each child with an observable known or suspected health or developmental problem.

OBJECTIVE: To initiate a referral as soon as any suspected health concern is noted or found during the physical examination.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. A referral will be made at time of physical by the provider or when an observable known or suspected health or developmental problem occurs. Parent/guardian will be notified immediately of suspected abnormality and permission to refer will be secured.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Referrals Physical Exam Dental Exam
2. Staff will monitor on a regular basis the child's screens, assessment and immunizations by inquiring with the parents.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly	Immunization Tracking Record (PROMIS)
3. Encourage health providers to explain all procedures to parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Ongoing	Referrals Physical Exam Dental Exam

PERFORMANCE STANDARD: 1304.20 (a) (1) (iv)

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will develop and implement a follow-up plan for any condition identified in 45CFR 1304.20 (a)(1)(ii) and (iii) so that any needed treatment is initiated begins.

OBJECTIVE: To develop and implement a follow-up plan for any abnormal condition or suspected health problem.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will refer and follow-up on any abnormal conditions or suspected health problems. The referral will be initiated immediately with the follow- up within 30 days of referral date.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly	Referrals Family Contact Notes Promis Tracking System

PERFORMANCE STANDARD: 1304.20 (c) (1)

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will establish a system of ongoing communication with the parent/guardian of the children with identified health needs to facilitate the implementation of the follow-up plan.

OBJECTIVE: To follow-up on a timely manner with the parent/guardian to determine the health status of the children with identified needs.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will follow-up with the parent/guardian and document pertinent information in regards to the child's health status.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Weekly Monthly As needed	Health Progress Notes Parent Notices Promis Tracking System
2. The staff will discuss with the parent/guardian the child's progress and/or results.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Weekly Monthly As needed	Health Progress Notes Parent Notices Promis Tracking System

PERFORMANCE STANDARD: 1304.20 (c) (2)

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will provide assistance to the parent/guardian as needed to enable them to learn how to obtain any prescribed medications or equipment for medical and dental conditions.

OBJECTIVE: To inform and educate the parent/guardian on community health resources available to them for assistance on acquiring equipment and medical aids for dental or medical conditions. The staff will also educate the parent/guardian on the proper administration of prescribed medication as needed.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will give the parent/guardian a health community resource book on assistance for medical and dental equipment.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	EPSDT Providers T/TA Sign-In Sheet Medication Administration Policy/ Checklist
2. Nurse will also educate teachers and the parent/guardian on the proper administration of medication.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	EPSDT Providers T/TA Sign-In Sheet Medication Administration Policy/ Checklist

PERFORMANCE STANDARD: 1304.20 (c) (3) (i)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will educate the parent/guardian and children on the proper measures taken for fluoride

treatment and daily oral applications.

OBJECTIVE: To provide fluoride supplements and treatment as recommended by dental professionals in communities where it has been determined there is a lack of adequate fluoride levels.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Children will brush teeth after breakfast by wetting toothbrush and rinsing with water. After lunch children will brush using fluoride toothpaste.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily for Oral Hygiene Parent Meetings	Consents Form for use of Toothpaste Daily Health Checks
2. Infants/toddlers will have their gums cleaned according to procedure.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily for Oral Hygiene Parent Meetings	Consents Form for use of Toothpaste Daily Health Checks
3. The parent/guardian will be provided with information on dental care at monthly meetings.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily for Oral Hygiene Parent Meetings	Consents Form for use of Toothpaste Daily Health Checks
4. The parent/guardian will sign consent for daily tooth brushing.			Daily for Oral Hygiene Parent Meetings	

PERFORMANCE STANDARD: 1304.20 (3) (ii)

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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2008-2009

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will follow up on all measures recommended to the child by the dental professional.

OBJECTIVE: To implement preventive measures and proper dental treatment as recommended by the dental professional.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will ensure all dental follow-ups are done in a timely manner and provide all the necessary paper work to the health department.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly As needed	(PROMIS) Child Health Summary Appointment Letters Dental Follow-up Notices Family Contact Notes
2. Staff will assist with providing transportation by utilizing other resources.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly As needed	Family Contact Notes Referrals
3. Staff will inform the parent/guardian on dental follow-ups every six months as indicated by state regulations. This will be done via notices and telephone calls.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly As needed	Appointment Letters Dental Follow-up Notices Family Contact Notes

PERFORMANCE STANDARD: 1304.20 (c) (5)

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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2008-2009

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will utilize federal funds when no other source of funding is available.

OBJECTIVE: To arrange for the use of program funds and provide written documentation that all non-Head Start sources have been exhausted prior to using Head Start funds.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will refer non-Medicaid parents/guardians to community health resources for assistance.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes
2. The Head Start Program will require a denial letter for assistance from the community resource. For example, a Medicaid letter stating reason for denial of services before agreeing to pay.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes
3. The parent/guardian will be instructed if no insurance is available that they must then apply for public assistance prior to Hidalgo County Head Start disbursing payment.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes

PERFORMANCE STANDARD: 1304.20 (d)

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will ensure that any recurring medical, dental or developmental concerns are addressed in a timely manner.

OBJECTIVE: To implement ongoing procedures to identify any new or recurring medical, dental or developmental concerns so that they may quickly make appropriate referrals.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will document as needed any concerns regarding medical, dental and developmental areas. The parent/guardian concerns will also be documented.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily Weekly As needed	Notice of Illness/Injury LAP-D DECA Speech Screener Physical Exam Dental Exam Referrals
2. Staff will identify special needs using the parent/guardian concerns, screens, physical/dental exams and professional observations and assessments.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily Weekly As needed	Notice of Illness/Injury LAP-D DECA Speech Screener Physical Exam Dental Exam Referrals
3. Staff will share with the parent/guardian ongoing observations on a daily basis as needed.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily Weekly As needed	Notice of Illness/Injury LAP-D DECA Speech Screener Physical Exam Dental Exam Referrals

PERFORMANCE STANDARD: 1304.20 (e) (1)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will make all possible efforts to ensure that each child is receiving appropriate health care

services and consult with the parent/guardian immediately if a health or developmental problem is suspected or identified.

OBJECTIVE: To consult with the parent/guardian immediately when health concerns are suspected or identified.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will inform the parent/guardian of health concerns and/ or referrals made by a Head Start provider during physical and/or dental exam.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen Results Family Contact Notes
2. The parent/guardian will inform the staff of any health concerns expressed during the exam done by their primary physician.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen Results Family Contact Notes
3. Staff will consult with the parent/guardian immediately and permission to refer will be obtained.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen Results Family Contact Notes

PERFORMANCE STANDARD: 1304.20 (e) (2)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will familiarize the parent/guardian with the use of all rational health and developmental procedures administered through the program and obtain advance parent/guardian authorization for such procedures. The results of such procedures will be shared with the

parent/guardian.

OBJECTIVE: To educate the parent/guardian on the rationale and results of all screens and seek proper authorization prior to such procedures.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will obtain consent from the parent/guardian prior to exams and screening procedures. At this time all screens, exams and immunizations needed for their child will be explained to the parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results
2. A copy of all results will be given and explained to the parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results
3. The referral will be discussed with the parent/guardian and permission to refer will be obtained.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results
4. A child health record with the child's results of all screens including the dates will be given to the parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results

PERFORMANCE STANDARD: 1304.20 (e) (3)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will discuss with the parent/guardian how to familiarize their child in an appropriate developmental way about all the procedures they will receive while enrolled in the program.

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

OBJECTIVE: To encourage the parent/guardian to participate in informing their child about all procedures administered during their enrollment with the program.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will encourage the parent/guardian to participate in the daily health lessons.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
2. Staff will encourage the parent/guardian to accompany their child during the exams and screening procedure.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
3. Staff will encourage the parent/guardian to participate in all related health activities.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
4. Staff will explain and inform the parent/guardian the purpose of health procedures and exams the child will receive through out the school year	Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule

PERFORMANCE STANDARD: 1304.20 (e) (4)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will assist the parent/guardian in accordance with 45CFR 1304.40 (f) (2) (i) and (ii) to enroll and participate in a system of ongoing family health care and encourage the parent/guardian to be active partners in their child's health care process.

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

OBJECTIVE: To ensure that all Head Start families will participate in a system of ongoing family health care and encourage the parent/guardian to be active in their child's health care process.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will review health records on a regular basis to ensure medical and dental concerns be completed and address in a timely manner.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference
2. Staff will encourage the parent/guardian to become active partners thru the following: • Promote preventive health care via newsletter, conferences and workshops. • Introduce the parent/guardian to community health resources and assist them in becoming clients. • Encourage the parent/guardian by empowering them to take their child for medical and dental appointments. • Encourage and remind the parent/guardian to keep a copy of all health records in a safe place for transitional purposes. • Encourage the parent/guardian to participate on the Health Services Advisory Committee.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference

PERFORMANCE STANDARD: 1304.20 (e) (5)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will maintain written documentation in the event that the parent/guardian refuses to give authorization for health services.

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

OBJECTIVE: To encourage the parent/guardian to allow health services for their child. However, if the parent/guardian refuses the services, documentation will be obtained and the consequences of such action will be explained.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will explain to the parent/guardian the importance of the health services and the consequences of denial.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Refusal of Medical Services Refusal of Dental Services Family Contact Notes
2. Staff will act as a "liaison" between the parent/guardian and health provider by assisting with communication of health concerns to the provider and Health Services Advisory Committee if needed.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Refusal of Medical Services Refusal of Dental Services Family Contact Notes
3. Staff will acquire documentation when the parent/guardian refuses authorization for services.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Refusal of Medical Services Refusal of Dental Services Family Contact Notes
4. Staff will explain the consequences of refusal.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Refusal of Dental Services Family Contact Notes

PERFORMANCE STANDARD: 1304.22 (a)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will establish and implement policies and procedures to respond to medical and dental health emergencies with which staff is familiar and trained.

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

OBJECTIVE: To be knowledgeable and aware of health measures, emergency measures and safety practices through training provided by the health staff.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will post policies and plans of action for emergencies that require rapid response on part of the staff (e.g., a child choking) or immediate medical and/or dental attention. This information will be posted on the health bulletin boards located in every classroom at all centers. This is to include the parent/guardian's room, literacy room and administration sites.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency
2. The Health Advisory Committee will help establish emergency policy and procedures by revising "Health Emergency Bulletin" annually.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency
3. Emergency policies and procedures are posted in both Spanish and English.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency

PERFORMANCE STANDARD: 1304.22 (a) (1)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will post policies and plans of action. Emergencies will require rapid response on part of the staff (e.g., a child choking).

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

OBJECTIVE: To provide staff with polices and plans of action for emergency care.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will post policies and plans of action for emergencies that require rapid response on part of the staff (e.g., a child choking) or immediate medical and/or dental attention. This information will be posted on the health bulletin boards located in every classroom at all centers. This is to include the parent/guardian's room, literacy room and administration sites.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures
2. The Health Services Advisory Committee will help establish emergency policy and procedures by revising all health emergency procedures annually.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures
3. Emergency policies and procedures are posted in both Spanish and English.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures

PERFORMANCE STANDARD: 1304.22 (a) (2)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will post locations and telephone numbers of emergency response systems, update family contact information and authorization for each child must be readily available.

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

OBJECTIVE: To make readily available emergency response systems, emergency telephone numbers and authorization for emergency care for each child.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will post all emergency response systems as part of the health bulletin board.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
2. The parent/guardian will sign consents for emergency treatment, dental treatment and transportation. This will be located in each child's folder.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
3. Staff will have for each child emergency contacts, which are to include the parent/guardian's physical address, home and/or work telephone number, physician name and telephone number in every classroom and at all telephone stations. (Emergency Plan II)	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
4. All consent forms for emergency treatment will accompany the child to every fieldtrip and/or outdoor activity.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact

PERFORMANCE STANDARD: 1304.22 (a) (4)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will notify the parent/guardian in the event of an emergency involving their child.

OBJECTIVE: To notify the parent/guardian of all emergencies involving their child.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. In case of an emergency involving a Head Start child, the staff will notify the parent/guardian immediately. If the parent/guardian is unavailable, the staff will notify the emergency contact. A notice of illness or injury will be sent home with the child. Documentation will also be written in the family contact notes and an incident report will be sent to administration.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager	Center Managers Executive Team Education Area Director Nurse Health Services Director	Ongoing As needed	Notice of Injury/ Illness Family Contact Notes Accident/Incident Report

PERFORMANCE STANDARD: 1304.22 (a) (5)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will establish a method for handling cases of suspected or known child abuse and neglect that are in compliance with applicable federal, state and/or tribal laws.

OBJECTIVE: To handle all cases of suspected or known child abuse and neglect in compliance with applicable federal, state and/or tribal laws.

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will report all suspected causes of abuse and neglect to the appropriate agency immediately.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
2. Staff will fill out the suspected abuse and neglect form and write a summary of what occurred.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
3. All information will be kept **strictly** confidential and under lock and key.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
4. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form

PERFORMANCE STANDARD: 1304.22 (b) (1)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will temporarily exclude a child with a short-term injury, an acute and/or short- term contagious illness that cannot be readily accommodated from program participation in the center base activities or group experiences, but only for that generally short-term period when keeping the child in care poses a significant risk to the health and/or safety of the child or anyone in contact with the child.

HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2007-2008

OBJECTIVE: To uphold the minimum standards required that temporarily exclude a child with a short-term injury, an acute and/or short-term contagious illness.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. When the parent/guardian presents a child at the center with an acute or short-term contagious illness the parent/guardian will be notified that the child cannot stay. The staff will refer to the communicable disease chart and minimum standards for assistance.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child
2. If the child has a short term injury that prohibits him/her from participating in the center based activities or group experiences the staff will ask the parent/guardian for a doctor's order stating the child may or may not participate. If the child cannot participate, the parent/guardian will be notified that the center cannot accommodate the child while injured. All measures should be taken to accommodate the child at home.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child
3. The staff will explain to the parent/guardian the significant health and safety risks of the child or anyone in contact with the child if allowed to stay at the center.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child

PERFORMANCE STANDARD: 1304.22 (b) (2)

GOAL : The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** must not deny program admission to any child, nor exclude any enrolled child from program participation for a long-term period, solely on the basis of his/her health care needs or medication requirements.

OBJECTIVE: To not deny program admission to any child unless the health or safety risk cannot be eliminated or reduced to an acceptable level.

HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008-2009

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will request a staffing or ARD with key personnel and the parent/guardian to determine the child's health status.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children
2. The staff will make reasonable accommodation for each child's required special needs by providing staff training, monitoring supplies and equipment to perform necessary health procedures.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children
3. The parent/guardian and health providers will provide clear and detailed instructions on how best to care for the child.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children
4. Protect the privacy of the affected child and family.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children

PERFORMANCE STANDARD: 1304.22 (b) (3)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will request the parent/guardian to inform Head Start of any health or safety needs of the child that the program may be required to address.

OBJECTIVE: To obtain any and all pertinent health information from the parent/guardian to address all of the health and safety needs of the child.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. At the time of enrollment the staff will ask for all information regarding the child's health status. If special needs are requested, the staff will ask the parent/guardian for all information in writing. This information will be obtained from a health professional.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Diagnostic Referral and Reporting Form Parental Agreement for Enrollment Statement Confidentiality Policy Physical Exam
2. Staff will ensure that all information obtained is kept **confidential** accordingly.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Diagnostic Referral and Reporting Form Parental Agreement for Enrollment Statement Confidentiality Policy Physical Exam

PERFORMANCE STANDARD: 1304.22 (c) (1)-(6)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will establish and maintain written procedures regarding the administration, handling and storage of medication for every child.

OBJECTIVE: To know the storage, handling and administration for all medication.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms

1. Staff will administer, handle and store all medication in accordance with the programs policy and procedures.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Consent for Administration of Medication Observation Notes Procedures Manual Technical / Training Form Delegation of Tasks

PERFORMANCE STANDARD: 1304.22 (d) (1) & (2)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will ensure staff and volunteers can demonstrate safety practices and foster safety awareness between the child and the parent/guardian by incorporating it into child and parent/guardian activities.

OBJECTIVE: To have general knowledge in all safety practices.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms

1. Staff, parent/guardian and volunteers will have ongoing training on safety practice for both home and program settings. This training will be provided by community agencies.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety
2. Children will be involved in practicing safety practices through daily lessons, classroom activities, field trips and etc.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety

PERFORMANCE STANDARD: 1304.22 (e) (1) & (2)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will ensure staff must wash their hands with soap and running water at the following times: after diapering or toilet use; before food preparation and handling, consumption or any other food related activity; whenever hands are contaminated with blood or bodily fluids and after handling pets or other animals.

OBJECTIVE: To practice safety and good hygiene methods on a daily basis. The parent/guardian and volunteers will practice these methods as well.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms

1. Staff and volunteers will read sign and abide by the Sanitation and Infection Control Policy. This form will be filed in the employee's record or volunteer folder.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Sanitation and Control Policy
2. Staff will ensure that a copy of the Sanitation and Infection Control Policy is posted on the Health Bulletin Board located in every classroom.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Sanitation and Control Policy
3. Staff will have ongoing training on Universal Precautions.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Sanitation and Control Policy

PERFORMANCE STANDARD: 1304.22 (e) (3) (4)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will ensure that all staff will wear non-porous gloves when they are in contact with spills of blood or other visible bodily fluids. Spills of bodily fluids will be cleaned and disinfected immediately in keeping with professionally established guidelines (Standards of the Occupational Safety Health Administration). Any tools used to clean such spills will also be cleaned and disinfected immediately. Other blood contaminated materials will be disposed of in a plastic bag with a secure tie.

OBJECTIVE: To practice universal precautions on a daily basis.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Gloves are made available to all staff and will be worn when in contact with spills of blood or other visible bodily fluids.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Sanitation and Infection Control Policy
2. Spills or bodily fluids will be cleaned with the disinfecting solutions as recommended by the Health Services Advisory Committee.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Sanitation and Infection Control Policy
3. Hands will be washed after every given use.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Sanitation and Infection Control Policy

PERFORMANCE STANDARD: 1304.22 (e) (5)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will establish procedures for diapering that adequately protect the health and safety of children served by the program staff.

OBJECTIVE: To ensure that proper diapering procedures are implemented.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will do the following when diapering:	Case Manager to	Center Managers	As needed	Diapering Policy

• Ensure child's safety at all times. • Change diaper on an elevated, non porous surface used only for changing diapers. • Talk to infant/toddler/child while diapering. • Note anything unusual in the child's diaper. • Change diapers at regular intervals or as needed. • Always use Universal Precautions.	include: Support Services Facilitators Support Services Assistants Center Managers	Executive Team Education Area Director Nurse Health Services Director		

PERFORMANCE STANDARD: 1304.22 (f) (1) (2)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will have readily available, well-supplied first-aid kits appropriate for the ages served and the program size. The kits will be maintained at each facility and available on outings away from the center. Kits will be restocked and inventoried on a regular basis.

OBJECTIVE: To have appropriate first-aid kits available at every classroom and every outing away from the center.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will make sure that a well stocked first-aid kit is available at all times.	Case Manager to include: Support Services	Center Managers Executive Team Education Area Director	August thru May	First-Aid Monitor Check

	Facilitators Support Services Assistants Center Managers	Nurse Health Services Director		
2. Staff will carry a first-aid kit any time the children and staff are away from the center.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	First-Aid Monitor Check
3. Staff will stock and monitor the inventory of first-aid supplies on a regular basis.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	First-Aid Monitor Check

PERFORMANCE STANDARD: 1304.23 (b) (3)

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will promote effective dental hygiene among children in conjunction with meals.

OBJECTIVE: To ensure that every child will receive effective dental hygiene in conjunction with meals.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms

1. Staff will supervise children brushing their teeth as follows: • A.M.- the children brush their teeth after snack with water only. • P.M.- the children brush their teeth with fluoride toothpaste.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May (Daily)	Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment
2. The dental curriculum will also reinforce the importance of brushing their teeth after meals.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May (Daily)	Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment
3. Parents and staff are educated about proper ways to prevent baby-bottle decay and other early childhood cavities.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May (Daily)	Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment
4. Infant teeth are cleaned beginning with the eruption of the first tooth accordingly.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May (Daily)	Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment

PERFORMANCE STANDARD C. F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

GOAL: The ***HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM*** will ensure that the program is effectively implementing Federal regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the

area of Health.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
I. **Child Health Summary** – The parent/guardian will assist staff by providing up-to-date health information. For example: medical provider information, physical/dental exams, vision/hearing screening, immunizations, tuberculin and lead testing. The information will allow us to update the child's health status according to State/Federal guidelines.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to first day of school 45 days 90 days Ongoing	Medical Provider Information Physical Exam Dental Exam Vision/Hearing Screening Immunization Card Promis Tracking System
II. **Accident/Incident Report** – In case of an emergency involving a Head Start child, the staff will notify the parent/guardian immediately. If the parent/guardian is unavailable, the staff will notify the emergency contact. A notice of illness or injury will be sent home with the child. Documentation will be written in the family contact notes and an accident report will be sent to administration.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Ongoing	Notice of Injury/Illness Family Contact Notes Accident/Incident Report
III. **Suspected Child Abuse Report** – Staff will report all suspected causes of abuse and neglect to the appropriate agency immediately. Also, staff will complete the Suspected Abuse and Neglect form and including a summary of the incident that occurred. All information is kept **strictly** confidential and secured under lock and key. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Ongoing	Suspected Child Abuse and Neglect Form
IV. **Medication Administration Agreement –** Staff will give the parent /guardian a health community resource book on assistance for medical services and dental, if needed. The Registered Nurse will also educate teachers and the parent/guardian on the proper administration of medication. This information will be tracked by nurses and follow-ups will be done accordingly.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Ongoing	Medication Administration Checklist Medication Authorization Form & Log Promis Tracking System

AI-9391 **15.L.**

Family Services Plan
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval of Family Services 2008-2009 Program Plan

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Family Services Plan

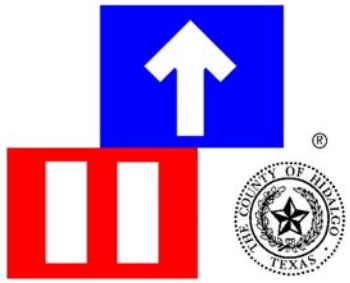
Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:21 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:42 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:20 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:35 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:42 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 02:08 PM

Final Approval Date: 05/21/2008

Hidalgo County
Head Start Program



Family & Community Partnerships
Program Plans
2008 - 2009

Advisory Committee Approval: 04.29.08
Policy Council Approval:
Commissioners' Court Approval:

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2008 - 2009

Performance Standard C. F. Regulation: 1304.40 (a) (1) ***Family Goal Setting***

Goal: ***To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.***

Objective: ***To enable parents to interact with staff and develop one-on-one relationships.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will establish positive relationships with families. Privacy issues and confidentiality policies are maintained. All staff are required to sign the confidentiality policy as acknowledgment of understanding and adherence.	All Head Start Staff	Personnel Officer Area Directors Family Services Director	Upon Entering Employment Status Ongoing	Confidentiality Policy Personnel File
Staff will allow the necessary time to establish a partnership with families, taking into account individual, cultural, ethnic and family values. All staff will respect the sensitivity to parents' rights to share information.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Executive Team	Daily	Pre-Service Training Staff Development Workshops
Early and frequent interaction activities will take place in order to provide families with a comfortable environment for building trust. Activities include.... Enrollment & Health Fairs Volunteer Observer Opportunities Orientation Training Parent Committee Meetings Open House Parent-Staff Conferences Home Visits Scheduled Parent Workshops Volunteer Training Parent Fair Parent Leadership Training	Teachers Center Managers Support Services Facilitators, and Support Services Assistant	Area Directors Family Services Director Executive Team	Daily Ongoing	HCHS Program Calendar

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2008 - 2009

Performance Standard C.F. Regulation: ***1304.40 (a) (2) (3) Family Goal Setting***

Goal: ***To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.***

Objective: ***To develop and implement an individualized Family Partnership Agreement with all Head Start families.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(1). The Family Partnership Agreement process will be initiated as early as possible after enrollment, taking into account the family=s readiness and willingness to participate in the process.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Within 90 Days After Enrollment Follow-up Ongoing	Family Needs & Strengths Assessment Family Partnership Agreement
(2). The Family Partnership Agreement will offer parents opportunities to develop family goals and outline responsibilities, timetables and strategies for the progress and achievement of these goals.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Follow-up Ongoing	Family Partnership Agreement
(3). During the implementation of the Family Partnership Agreement, families will be asked if any preexisting family plans have been developed between other programs. If such a plan exists, a request for the release of information form will be initiated, in order to avoid duplication and to coordinate, to the extent possible, with families and other agencies.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Follow-up Ongoing	Family Needs & Strengths Assessment Family Partnership Agreement

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2008 - 2009

Performance Standard C.F. Regulation: ***1304.40 (a) (4) (5) Family Goal Setting***

Goal: ***To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.***
Objective: ***To develop and implement an individualized Family Partnership Agreement with all Head Start families.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(4). A variety of opportunities for interaction with parents will be provided throughout the year, such as... Family Partnership Agreement Meetings Parent Committee Meetings Parent Workshops Volunteer Training Socialization Programs Parent Conference Exploring Parenting - Parent Curriculum Training Parent Fair	Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director	August thru May	Family Partnership Agreement Family Services Procedures Manual HCHS Program Calendar
(5). The Family Partnership Agreement and other meetings with families, will take place in the language of their choice. Special emphasis will be placed on respecting each family=s diversity, and cultural and ethnic background.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Executive Team	August thru May Daily	Family Partnership Agreement Parent Conferences Parent Committee Meetings Parent Workshops

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: 1304.40 (b) (1) (i, ii, iii) ***Accessing Community Services and Resources***

Goal: ***To be responsive and understanding to families= needs and assist them in developing their own goals.***
Objective: ***To work collaboratively with all Head Start parents and other agencies to identify and access services and resources through direct services or referrals.***

Task To Be Accomplished	Person Responsible	Person Responsible To Monitor	Projected Date of Completion	Documents or Forms
(i) Emergency and/or crisis assistance will be made accessible & available to all families in need through referrals or other resources and services. $ HCSHP Community Resource Directory $ Emergency Assistance Program - Policy Council Sponsored Fund	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Family Services Staff Family Services Director and Coordinators	Ongoing August thru May	Referral Form Follow-up Form Community Resource Directory
(ii) Parents are given opportunities to participate and/or given information on programs in the areas of substance abuse, child abuse and neglect, and domestic violence. $ Parent Workshops $ Parent Committee Meetings $ Counseling Referrals $ Parent Support Groups - Mental Health Collaboration $ Parent Fair/Conference	Support Services Facilitators and Support Services Assistants Mental Health Director	Area Directors Family Services Director Mental Health Services Director	Ongoing August thru May	HCHS Program Calendar Referral Form
(iii) The Hidalgo County Head Start Program maintains partnership agreements with agencies that offer classes in the areas of ESL, ABE, GED, and Job Readiness and refers parents to the appropriate agency. The Program has established a Partnership Agreement with Texas Workforce Solutions to collaborate for additional services to parents.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Transition/Community Partnerships Director Area Directors Family Services Director	Ongoing August thru May	Referral Form Texas Workforce Solutions Partnership Agreement

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: 1304.40 (b) (2) ***Accessing Community Services and Resources***

Goal: ***To be responsive and understanding to families= needs and assist them in developing their own goals.***

Objective: ***To follow-up with each family to insure that the services received through the referrals met the family=s expectations in regards to manner, quality and convenience.***

Task To Be Accomplished	Person Responsible	Person Responsible To Monitor	Projected Date of Completion	Documents or Forms
Follow-up contact is made to each family after the initial Family Partnership Agreement (FPA) visit is made. Appropriate follow-up will be conducted to all referrals initiated during the FPA to insure proper case management.	Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Ongoing August thru May	FPA Tracking Report Referral Forms Follow-up Referral Forms
Appropriate follow-up will be conducted to all emergency and crisis assistance referrals in order to insure prompt delivery and quality of services.	Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Ongoing August thru May	Referral Forms Follow-up Referral Forms

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Performance Standard C.F. Regulation: 1304.40 (c) (1) (i) (ii) (iii) (2) (3) ***Services to Pregnant Women Who Are Enrolled in Programs Serving Pregnant Women, Infants & Toddlers***

Goal: ***To enable pregnant women to receive health, nutrition and mental health intervention.***

Objective: ***To link pregnant women to comprehensive prenatal and postpartum care.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Hidalgo County Head Start Program does NOT operate an Early Head Start Program.	**N/A**	**N/A**	**N/A**	**N/A**

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FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: ***1304.40 (d) (1), (2), (3) Parent Involvement - General***
Goal: ***To enable parents to become involved in the planning and implementation of the program.***
Objective: ***To provide parents with opportunities and information on programs that they have an opportunity to develop and to become volunteers and/or employees.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1). Advisory Committees are established and maintained to assist in the development and review of all programs to be implemented in the program. The membership in these committees includes Head Start parents, community representatives with expertise in specific content areas and Head Start staff. The committees are: $ Health Services Advisory Committee (Health, Special Services, Nutrition, and Mental Health) $ Family Services and Community Partnership/Transition Advisory Committee $ Education Services Advisory Committee	Department Directors	Health Services Director Family Services Director Head Start Director	Ongoing	Program Plans Departmental Procedures Manuals Advisory Committee Minutes Reports
2). Parents are welcomed and encouraged to participate in the program as volunteers and/or observers. They are encouraged, in particular to observe the children in the classroom setting. Parent participation in the program is **NOT** a requirement of enrollment. During the enrollment process, parents are advised and provided a written agreement attesting to that fact. A formal volunteer training conference takes place at the beginning of the program year.	All Center Staff All Administrative Staff	Family Services Director Head Start Director	Ongoing	Child=s Folder Form - Parental Agreement for Enrollment Statement Volunteer Training Conference Program
3). Parents are provided an opportunity to participate in the program as volunteers and/or employees. $ Job Placement Notices are posted at all Head Start Centers $ The interview and selection rating system specifically provides additional points for prospective applicants if they are Head Start parents.	Center Managers, Support Services Facilitators, and Support Services Assistants	Personnel Officer Head Start Director	Ongoing	Interview Rating Form

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Performance Standard C.F. Regulation: 1304.40 (e) (1) (2) (3) ***Parent Involvement in Child Development and Education***

Goal: ***To enable parents to become involved in the program=s approach to child development and education.***
Objective: ***To provide parents with opportunities in the development of the program=s curriculum and overall understanding of child development and education.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. Parents will be selected to be members of the education advisory committee and participants of the curriculum development committees that are established.	Education Services Staff	Education Services Area Directors	Ongoing	Education Program Plans Education Procedures Manual
2. Currently the program is not implementing a home-based option program.	**N/A**	**N/A**	**N/A**	**N/A**
3. Parents are provided with training and opportunities to enhance and enrich their parenting skills, child development and overall knowledge. Parents also are encouraged and provided with opportunities to share concerns regarding their children with staff. This is done on a daily basis and other opportunities such as... $ Parent workshops $ Conference sessions with teachers $ Home Visits $ Parent Committee Meetings $ Parent Fair/Conference	Teachers Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Ongoing	HCHS Program Calendar Parent Committee Meeting/Workshop Schedule Home Visit Reports

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FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: 1304.40 (e) (4) (i) (ii) Parent *Involvement in Child Development and Education*

Goal: ***To enable parents to become involved in the program=s approach to child development and education.***

Objective: ***To provide parents with opportunities to become adult learners and address their own literacy goals.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
4. (i) Parents are provided with ***Parent Child Take Home Activities*** to promote family literacy and interaction between the child and his/her parents. Parents are encouraged to become classroom volunteers in order to allow the parent to participate in the educational activities that take place in the Head Start classroom.	Teachers Center Managers	Area Directors	August thru May	Parent Child Take Home Activities Tracking Log
4. (ii) The Hidalgo County Head Start has partnership agreements with agencies that offer classes in the areas of English as a Second Language ESL, Adult Basic Education ABE, General Education Diploma GED, and Job Readiness. Parents are informed about the different agencies offering these services during the Family Partnership Agreement FPA visit that is provided to all families.	Center Managers, Support Services Facilitators, and Support Services Assistants	Transition - Community Partnership Director Area Directors Family Services Director	August thru May	Family Partnership Agreement Referral Form

HIDALGO COUNTY HEAD START PROGRAM
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Performance Standard C.F. Regulation: 1304.40 (e) (5) ***Parent Involvement in Child Development and Education***

Goal: ***To enable parents to become involved in the program's approach to child development and education.***

Objective: ***To provide parents and staff with opportunities to communicate and monitor the child=s progress and activities.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Two (2) home visits are conducted to all Head Start families in the fall and spring. The visits are conducted in the family=s primary language. The visit allows for interaction between the teacher and the parent. Additional home visits are scheduled if it is deemed necessary or requested.	Teachers Center Managers	Center Managers Area Directors	August thru May	Home Visit Report Home Visit Tracking Log
Parent-Teacher conferences are scheduled and conducted through out the year. Some of the conferences are specifically designed to discuss the Lap-D Assessment Instrument that is implemented with all the children. The conferences are scheduled to discuss the Six Weeks Progress Report. This report provides parents with knowledge regarding the child=s progress in the classroom. Additional conferences are held in the event that the parent or teacher may find it necessary.	Teachers Center Managers	Center Managers Area Directors	August thru May	Lap-D Assessment Report Lap-D Tracking Log Six Weeks Progress Report Six Weeks Progress Report Tracking Log

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: 1304.40 (f) (1) ***Parent Involvement in Health, Nutrition, and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children=s medical, dental, nutritional, and mental health.***

Objective: ***To provide parents with opportunities to establish healthy habits in the home and secure access to services.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program provides parents with opportunities for formal training in the area of health, dental health, nutrition and mental health during the..... $ Orientation Training during 1st Parent Committee Meeting $ Parent Workshops $ Parent Committee Meetings - Training Section of Agenda $ Mental Health - Fatherhood Conference $ Parent Fair/Conference - A variety of workshops will be offered with topics in these areas $ CPR & First Aid Certification & Training is offered to parents $ Exploring Parenting - Parent Curriculum Training	Department Directors Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	August thru May	HCHS Program Calendar Monthly Parent Workshop Schedule CPR & First Aid Training Schedule
The program provides parents with updated information and training regarding health, dental health, nutrition and mental health through the Health Newsletters, Nutrition Newsletters and the quarterly Program Newsletters. The program provides all families with a Community Resource Directory and training is provided during the Family Partnership Agreement visit.	Department Directors Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Health Services Director	August thru May	Program Newsletters HCHS Program Calendar Community Resource Directory Family Partnership Agreement

HIDALGO COUNTY HEAD START - HEAD START PROGRAM
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Performance Standard C.F. Regulation: 1304.40 (f) (1) ***Parent Involvement in Health, Nutrition, and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children=s medical, dental, nutritional, and mental health.***

Objective: ***To provide parents with opportunities to establish healthy habits in the home and secure access to services.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program makes use of content experts in areas of health, dental health, nutrition and mental health by establishing partnerships with WIC (Women, Infants, & Children), Hidalgo County Health Department, Texas A & M Expanded Nutrition Program, University of Texas-Pan American Nutrition Department, Health Services Providers, Texas Tropical MHMR, etc. (See Family and Community Partnerships Program Plan: Pages FS - #28, FS - #29)	Department Directors	Community Partnership/ Transition Director Head Start Director	August thru July	Community Partnership Agreements Program Plans
Content area experts and professionals collaborate with the program by becoming active members of the various Advisory Committees that are maintained by the program. $ Health Services Advisory Committee $ Family Services and Transition/Community Partnership Advisory Committee $ Education Advisory Committee	Department Directors	Community Partnership/ Transition Director Head Start Director	August thru July	Community Partnership Agreements Advisory Committee Membership Rosters

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FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: 1304.40 (f) (2) (i), (ii) ***Parent Involvement in Health, Nutrition, and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children=s medical, dental, nutritional and mental health.***

Objective: ***To provide opportunities for parents to become active partners and empower them in securing services in the overall health care of their families.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
2. (i) A family is identified during the enrollment process if they are participating in a system of ongoing health care. A computerized identification and tracking system is utilized by the program. (PROMIS) Upon identification that a child or family is not enrolled in a health care system, a referral is initiated to Texas Dept. of Human Services for Medicaid and/or the Hidalgo County Health Care Corporation, CHIPS, and/or other health care sources. Referrals are initiated during enrollment time and during the FPA Family Partnership Agreement visit.	Center Managers Support Services Facilitators Support Services Assistants	Health Services Director Family Services Director	August thru July	PROMIS Software Program Child=s Comprehensive File Health Control Summary
2. (ii) Parents are asked to provide the program with a health history of the child along with the immunization record and any other appropriate medical documents. It is explained to each parent at the time of enrollment that health and dental health services would be provided to children. It is strongly recommended that parents accompany their children to all health and dental screenings and follow-ups. Parents are provided with opportunities to become volunteers or observers in the classroom. Encouragement is given to parents to participate during the health, dental health and nutrition curriculum activities.	Teachers Center Managers Support Services Facilitators Support Services Assistants	Health Director Nutrition Director Area Directors Family Services Director	August thru July	Child=s Folder: Health Information Section Weekly Lesson Plans Health, Dental, Mental Health and Nutrition Curriculums

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PROGRAM YEAR 2008 - 2009

Performance Standard C. F. Regulation: 1304.40 (f) (2) (iii) ***Parent Involvement in Health, Nutrition and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children=s medical, dental, nutritional and mental health.***

Objective: ***To provide opportunities for parents to attain knowledge in basic principles of health, safety and environmental care and issues.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Formal training in the areas of health, dental health, CPR & First Aid, health safety practices and environmental issues are provided to parents during the... $ Scheduled Parent Workshops $ Parent Committee Meetings - Training Section of Agenda $ Parent Fair/Conferences $ CPR & First Aid Certification and Training	Center Managers Support Services Facilitators	Health Services Director Family Services Director	August thru May	HCHS Program Calendar Sign In Forms CPR & First Aid Training Schedule
Parents are provided with opportunities to communicate and collaborate with agencies and content area experts that deal with health, dental health, safety and environmental services during the annual Parent Fair/Conference and the Health Services Advisory Committee Meetings.	Center Managers Support Services Facilitators	Health Services Director Family Services Director	August thru May	HCHS Program Calendar Health Advisory Committee Meeting Reports
Parents are provided with opportunities to participate in curriculum and weekly lesson plan development, which include health, dental health, safety and environmental lessons and activities.	Teachers Center Managers	Center Managers Area Directors	August thru July	Education & Health Advisory Committee Meeting Reports Curriculums & Weekly Lesson Plans

PROGRAM YEAR 2008 - 2009

Performance Standard C.F. Regulation: 1304.40 (f) (3) (i) ***Parent Involvement in Health, Nutrition and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children=s medical, dental, nutritional and mental health.***

Objective: ***To provide parents opportunities to attain knowledge and understanding in nutrition education.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will provide opportunities for training to parents in the areas of proper nutritional habits, budgeting, food preparation and storage, and creative ways to get children to eat nutritional rich foods through the... $ Scheduled Parent Workshops $ Parent Committee Meetings - Training Section of Agenda $ Parent Fair/Conference	Nutrition Services Staff	Nutrition Director	August thru May	HCHS Program Calendar Monthly Parent Workshop Schedule Nutrition Services Procedures Manual
The program maintains a community partnership agreement with the Texas A & M Expanded Nutrition Program. This program collaborates with and provides Head Start parents an opportunity to participate in a course in nutrition & health education. Upon successful completion of the course, participants receive a certificate which provides training experience for job readiness.	Nutrition Director	Nutrition Director	August thru May	Community Partnership Agreement Referral Form

PROGRAM YEAR 2008 - 2009

Performance Standard C.F. Regulation: 1304.40 (f) (3) (ii) ***Parent Involvement in Health, Nutrition and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children=s medical, dental, nutritional and mental health.***

Objective: ***To provide parents with opportunities to establish good communication with staff regarding their child=s nutritional status.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will obtain from parents during enrollment time pertinent information regarding dietary habits of the child and family, eating patterns, personal and cultural likes and dislikes, and special nutritional concerns or requirements. Information and tracking will be maintained through the PROMIS program. Parents are also encouraged to discuss with staff any changes or concerns regarding nutritional habits throughout the program year. Special emphasis is placed on children with special dietary requirements because of health related problems or disabilities.	Teachers Center Managers Support Services Facilitators Support Services Assistants	Nutrition Director Special Services Director	Upon Enrollment and Ongoing	PROMIS Program - Health Section Child=s Folder
The program will conduct and/or obtain periodic assessments such as height, weight, hemoglobin and hematocrit to identify any health/nutritional related abnormalities. The program will attain consent from parents prior to assessments and immediately after the assessments take place. The program will communicate and share results with parents.	Center Managers, Support Services Facilitators, and Support Services Assistants	Nutrition Director Health Services Director	August thru May	$PROMIS: Health Section $Physical Exam Report $Health Control Summary
The program will provide follow-up services for children found to have a health/nutritional related abnormalities. Counseling, training and special diets are provided, along with activities and guidance for home implementation.	Center Managers, Support Services Facilitators, and Support Services Assistants	Nutrition Specialist Health Services Director	August thru May	Referral Form Follow-up Form Screening Reports

PROGRAM YEAR 2008 - 2009

Performance Standard C.F. Regulation: 1304.40 (f) (4) (i) ***Parent Involvement in Health, Nutrition, & Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children=s medical, dental, nutritional and mental health.***
Objective: ***To provide parents with opportunities to meet with staff and discuss mental health related issues regarding their child and family in a group session.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
A mental health professional conducts classroom observations and assessments. The mental health professional will conduct training for parents and staff upon completion of the observations. This training will provide both parents and staff information which will help better understand normal development, as well as common behavior problems.	Mental Health Consultant Mental Health Director	Area Directors Mental Health Services Director	August thru May	Mental Health Observation & Training Schedule Training Agendas
Mental health training sessions and workshops are conducted throughout the program year by the mental health consultant. These workshops and group sessions will allow for parents and staff interaction. Topics will include the following: $ Understanding Mental Health $ Normal vs. Abnormal Behavior $ Positive Guidance and Discipline $ Child Growth and Development $ Classroom Behavior and Management $ Positive Behavior Management	Mental Health Consultant Center Managers Support Services Facilitators	Mental Health Services Director	August thru May	Mental Health Training Schedule Training Agendas
Opportunities are provided to parents and staff to communicate and collaborate in order to assist them in attaining mental health services during the... $ Mental Health Training Sessions $ Parent Fair/Conference $ Parent Workshops	Mental Health Consultants Mental Health Director	Mental Health Services Director	August thru May	$ HCHS Program Calendar $ Parent Workshop Schedule $ Mental Health Training Schedule

FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: 1304.40 (f) (4) (ii) (iii) ***Parent Involvement in Health, Nutrition, and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children=s medical, dental, nutritional and mental health education.***

Objective: ***To provide opportunities for parents to individually meet with staff to discuss issues, and plan and be involved in implementing mental health intervention.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
4. (ii) A mental health screening instrument and other assessments are utilized with children with a suspected behavior problem (Social/Emotional Checklist, Physical Exam, Lap-D). Teachers will conference with parents and discuss outcome. Teachers schedule two (2) home visits with parents in the fall and spring. A variety of topics and information is shared, along with mental health issues. Parents are encouraged to meet with staff as the need arises. Teachers are provided with training during Pre-Service, In-Service and Staff Development regarding mental health issues. Staff is also trained on developing a trusting and respectful relationship with families. Training is provided on understanding their limitations and knowledge in detecting a need for a referral.	Teachers Center Managers Support Services Facilitators and Assistants Mental Health Consultant	Mental Health Services Director Special Services Director Area Directors	August thru May	Social/Emotional Checklist Weekly Lesson Plan Home Visit Report Referrals Staff Development Training Schedule
4. (iii) Mental health services are available to children and their families. If it is deemed necessary, a behavior management plan will be developed, and children will be referred for play therapy as needed. Support group information is made available to parents. Staffings will take place to address mental health issues.	Teachers Center Managers Support Services Facilitators, and Assistants Mental Health Consultant	Special Services Director Mental Health Services Director	August thru May	Referral Form IEP Individual Education Plan Behavior Management Plan

FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: 1304.40 (g) (1) (i) (ii) ***Parent Involvement in Community Advocacy***

Goal: ***To enable parents to become involved in community advocacy that best responds to their needs and interests.***

Objective: ***To provide parents with opportunities to collaborate and work along side with community members on activities that enhances resources and services.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. (i) Parents are provided with opportunities to meet with agencies and community members to discuss issues regarding social climate, community services, and to influence the character of their community. The following provides such an avenue for parents: Networking Meeting - Community agencies, cities, and schools are invited to participate in this function. Information and referrals systems, collaboration and partnership strategies, tracking systems, and improvement of services are items discussed during this meeting. Parent Fair/Conference - Community agencies, businesses, advocacy groups, school districts, municipalities, etc., are invited to set up information and exhibit booths. Parents have an opportunity to meet on an individual basis with agency representatives and receive information and link with those agencies.	Department Directors Center Managers, Support Services Facilitators, and Support Services Assistants	Family Services Director Community Partnerships/ Transition Director	October November August thru May	HCHS Program Calendar Family Services Procedures Manual Parent Notices of Activities
1. (ii) Parents are provided a Community Resource Directory. Parents are provided with individualized and group training on how to utilize the directory. The Community Resource Directory is in both English and Spanish. Training is provided at the... $ Parent Workshops $ Family Partnership Agreement Visit	Center Managers, Support Services Facilitators, and Support Services Assistants	Community Partnerships/ Transition Director Family Services Director	September Ongoing	Community Resource Directory Family Services Procedures Manual

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Performance Standard C.F. Regulation: 1304.40 (g) (2) ***Parent Involvement in Community Advocacy***

Goal: ***To enable parents to become involved in community advocacy that best responds to parent=s needs and interests.***

Objective: ***To provide parents with opportunities to work together with other community members to develop parent initiated activities.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Parents are informed and trained on the roles and functions of the Parent Committees and the Policy Council during the Parent Orientation Training and the Parent Committee Meetings. Parents are provided with a Head Start Parent Handbook that outlines these groups and ways in which parents can participate. Parents are provided additional training on the Policy Council. Parents wanting to participate in that capacity will receive specialized training on program design and governance when undertaking these roles.	Center Managers Support Services Facilitators Family Services Director	Family Services Director Program Director	August September October Ongoing	Head Start Parent Handbook Policy Council By-Laws Parent Committee Meeting Agenda
Parents are provided with opportunities to develop their Head Start Center=s Parent Committee goals and objectives during their first meeting. Staff will assist in facilitating and providing guidance by developing strategies to meet those goals. Parents will meet on a monthly basis at their Parent Committee Meetings to discuss their goals, activities and projects for increased participation, etc.	Support Services Facilitators Center Managers	Family Services Director	August August thru May	Parent Committee Meeting Reports Family Services Procedures Manual
Parents are provided with opportunities to participate in the different advisory committees that are set up by the program. Parents, content area experts and community members assist in developing and reviewing program plans and procedures.	Department Directors	Family Services Director	August thru July	Advisory Committee Reports Program Plans

FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: 1304.40 (h) (1) ***Parent Involvement in Transition Activities***

Goal: ***To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.***

Objective: ***To provide opportunities that will assist parents in becoming their child=s advocate in the transition process.***

Tasks To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
During the enrollment process and/or soon after, parents are asked to share information regarding child=s placement prior to entering Head Start. Parent consents are obtained in order to acquire information, such as assessment and evaluation reports, family plans, ARD reports for children with special needs, and child development and progress reports.	Center Managers, Support Services Facilitators, and Support Services Assistants	Community Partnerships/ Transition Director Special Services Director	August thru May	Parent Consent for Release of Information Family Services Procedures Manual
Transition presentations are conducted during the Parent Committee Meetings. Public school officials and staff are invited to provide information regarding public school and meet with Head Start parents. Prior to this meeting, parents will be provided training on becoming advocates for their children and families. Parents will be encouraged to ask questions regarding services, curriculum, rights and responsibilities, and parent involvement activities. This practice will provide empowerment to parents. Parents will also have an opportunity to meet with school officials and personnel at the Transition Fair and the Parent Conference.	Center Managers, Support Services Facilitators, and Support Services Assistants	Community Partnerships/ Transition Director Area Directors Family Services Director	February August thru May	Parent Committee Meeting Agendas Family Services Procedures Manual
Transition meetings will take place for all children with special needs entering public school. Participants of these meetings will be the parent, teacher, professional, and the LEA representative.	Teachers, Center Managers, SS Facilitators, and SS Assistants	Special Services Director Community Partnerships/ Transition Director	April Ongoing	Consent for Release of Information Partnership Agreements - LEA=S

FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: 1304.40 (h) (2) (3) (i) (ii) ***Parent Involvement in Transition Activities***

Goal: ***To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.***

Objective: ***To provide parents the opportunity to continue involvement in their children=s education and empower them to exercise their rights as the primary care-givers.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
2. Teachers will schedule a home visit with parents in the spring and discuss the transition process from Head Start. Teachers will illustrate to parents the Transition Packet which will include parent consents, child and family information, parents' rights and responsibilities and special services information.	Teachers Center Managers	Area Directors, Special Services Director, and Community Partnerships/ Transition Director	April Ongoing	Home Visit Report Transition Packet Child=s Folder
3. (i) A field trip is scheduled in the spring to allow for Head Start children to visit their new school setting and meet the teachers and other public school personnel. Parents are invited and strongly encouraged to accompany the child to the field trip. Parents are encouraged to ask questions and gather information about the school.	Teachers Center Managers	Area Directors Community Partnerships/ Transition Director	April May	Field Trip Request & Schedule Report Form Child=s Folder
3. (ii) Parents are provided with information and encouraged to participate in the development of their child=s education during the... $ Parent/Teacher Home Visit-Transition Conference $ Parent Workshop - Transition Training $ Field Trips to Transitioning School	Teachers Center Managers Support Services Facilitators Support Services Assistants	Area Directors Community Partnerships/ Transition Director Family Services Director	February April Ongoing	Home Visit Report Parent Committee Meeting Agendas Transition Activities Tracking Record Field Trip Schedule

FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2008 - 2009

Performance Standard C. F. Regulation: 1304.40 (h) (4) ***Parent Involvement in Transition Activities***

Goal: ***To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.***

Objective: ***Refer to: CFR 1304.41 (c)***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
4. Review: Transition Program Plan				

PROGRAM YEAR 2008 - 2009

Performance Standard C.F. Regulation: 1304.40 (i) (1) (2) (3) ***Parent Involvement in Home Visits***

Goal: ***To enable parents and staff to establish a trusting and respectful relationship in order to broaden the understanding of the child.***

Objective: ***To provide parents and staff opportunities to visit in the child=s home where individualized attention is given to families.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The program does NOT require home visits as a condition for participation and enrollment in Head Start. Parents are informed during enrollment that two (2) home visits would be scheduled and implemented by the teacher upon their approval. The advantages of conducting home visits is communicated to parents, such as developing a relationship with staff, allowing for a communication to develop, initiating discussions regarding individualized progress reports, linking home and program experiences, etc.	Teachers Center Managers Support Services Facilitators and Support Services Assistants.	Area Directors Assistant Director	August thru May	Parent Orientation Parent Handbook Home Visit Reports
2. The teacher conducts two (2) home visits with parents once during the fall and once during the spring. Support services staff may join the teacher or schedule any additional meetings with families. In the event that the family refuses a home visit, parents are encouraged to meet with program staff at the center or at an alternative location. Staff will make every effort to build a positive relationship, which, over time may provide an opportunity to meet with the family in the home.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director	October April Ongoing	Home Visit Reports Education Services Procedures Manual Family Services Procedures Manual
3. The teacher will schedule the two (2) home visits at a time when it is mutually convenient. Particular sensitivity is placed on working parents.	Teachers Center Managers	Area Directors	October April Ongoing	Home Visit Reports & Schedules

PROGRAM YEAR 2008 - 2009

Performance Standard C.F. Regulation: 1304.40 (i) (4) (5) (6) ***Parent Involvement in Home Visits***

Goal: ***To enable parents and staff to establish a trusting and respectful relationship in order to broaden the understanding of the child.***

Objective: ***To provide parents with an opportunity to request that the visit take place outside the home at an alternative place.***

Tasks To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
4. The program allows flexibility in conducting visits outside the home and at an alternative place, until family is ready to allow for the visit to take place in the home. Staff may request an alternative site because the home or environment presents significant safety hazard for staff. Authorization would be provided by the education or family services directors.	Teachers Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director	August thru May	Home Visit Report Education Services Procedures Manual Family Services Procedures Manual
5. The Hidalgo County Head Start Program currently does NOT operate a Home Based Program Option.	**N/A**	**N/A**	**N/A**	**N/A**
6. The Hidalgo County Head Start Program currently does NOT operate an Early Head Start Program Option.	**N/A**	**N/A**	**N/A**	**N/A**

PROGRAM YEAR 2008- 2009

Performance Standard C.F. Regulation: 1304.41 (a) (1) *Partnerships*

Goal: ***To enable the program to collaborate with partners in our communities in order to provide the highest level of services to children and families.***

Objective: ***The program will foster the development of a continuum of family centered services and to advocate for communities that share responsibility for the healthy development of children and families of all cultures.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will facilitate community partnerships by developing formal and informal networks with a wide range of community organizations. The program will sponsor a networking meeting to encourage community cooperation and develop linkages. Program staff will also participate in networking meetings hosted by other agencies and organizations.	Department Directors	Community Partnerships/ Transition Director Family Services Director	December	Family Services Procedures Manual Networking Meeting Agenda & Listing
Confidentiality policies are established and maintained to ensure that privileged information is shared in a manner that improves service delivery. Partnership Agreements that required the sharing of child and/or family information will include appropriate confidentiality clauses.	Department Directors	Community Partnerships/ Transition Director Human Resource Director	Ongoing	Community Partnership Agreements Confidentiality Policy
The program will establish local agreements and will supplement them by building upon existing agreements such as the agreement with the Texas Education Agency (TEA) and the Texas Head Start Association (THSA).	Department Directors	Community Partnerships/ Transition Director Head Start Director	Ongoing	Partnership Agreement Between TEA and THSA Local Partnership Agreements

PROGRAM YEAR 2008 - 2009

Performance Standard C. F. Regulation: 1304.41 (a) (2) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program=s community assessment and the findings resulting from discussions with parents and staff have identified the organizations that the program needs to enter into formal and informal partnership agreements.	UT-Pan American (Consultants) Department Directors Center Managers	Assistant Director Head Start Director	May Ongoing	HCHS Program Community Assessment Family Partnership Agreements
A series of meetings will be conducted between parents, staff and potential partners. The purpose of these meetings will is to discuss the goals and purpose of the proposed partnership agreements. At these meetings, all participants will have an opportunity to contribute to the discussion. Particular emphasis will be placed on parent experiences and comments.	UT-Pan American University Consultants Center Managers	Family Services Director Assistant Program Director Head Start Executive Director	May Ongoing	Partnership Agreements Listing of Formal & Informal Partnership Agreements Memorandum or Minutes of Meetings

Performance Standard C.F. Regulation: 1304.41 (a) (2) (i) (ii) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families***

Objective: ***The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(i) Collaboration and partnership agreements will be established with health care providers. They include.... Physicians — Nurse Practitioners Pediatricians — Dentists Specialists — Hospitals Clinics — Pharmacies EPSDT — Medicaid American Heart Assoc. — CHIPS The agreement established with Texas Health Steps and Medicaid is supplemented by the national interagency agreements with the Head Start Bureau.	Health Services Director	Health Services Director Community Partnerships/ Transition Director	November Ongoing	National Interagency Agreements with the Head Start Bureau & Texas Health Steps and Medicaid Local Partnership Agreements with Health Care Providers and Agencies
(ii) Collaboration and partnership agreements will be established with mental health providers. They include... Psychologists Licensed Professional Counselors Psychiatrists MSW Master of Social Work Hospitals and Clinics Pharmacies MHMR	Mental Health Director	Mental Health Services Director Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Mental Health Care Providers and Agencies

Performance Standard C.F. Regulation: 1304.41 (a) (2) (iii) (iv) *Partnerships*

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families***

Objective: ***The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(iii) Collaboration and partnership agreements will be established with nutritional services providers. They include.... Texas A & M Expanded Nutrition Program Texas Agricultural Extension Service University of Texas-Pan American: Dietetic Department Rio Grande Valley Food Bank WIC - The agreement established with the WIC program is supplemented by the national interagency agreement with the Head Start Bureau and the National Food and Consumer Services Supplemental Nutrition Program for Women, Infants and Children	Nutrition Director	Nutrition Director Community Partnerships/ Transition Director	November	National Interagency Agreement between the Head Start Bureau and WIC Local Partnership Agreements with Nutrition Service Providers and Agencies
(iv) Collaboration and partnership agreements will be established with providers and agencies that provide services to children with disabilities and their families. All agreements include (IDEA) requirements and consideration for children needing services through the summer months. They include.... LEA=s Local Education Agencies Region I/Easter Seals - ECI Program Physicians & Specialists Hospitals & Clinics Therapists UTPA – OT Dept. MHMR Pharmacies	Special Services Director Health Services Director Mental Health Director	Special Services Director Community Partnerships/ Transition Director	November Ongoing	IDEA Local Partnership Agreements with Providers & Agencies That Provide Services to Children with Disabilities & their Families

Performance Standard C.F. Regulation: 1304.41 (a) (2) (v) (vi) *Partnerships*

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(v) Collaboration and partnership agreements will be established with family preservation and support services. They include.... Attorney General=s Office - Child Support Division Texas Health and Human Services Department- TANF Salvation Army Mujeres Unidas - Battered Women=s Shelter & Counseling Center Hidalgo County Community Service Agency Hidalgo County Indigent Services American Red Cross	Family Services Director	Family Services Director Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Family Preservation and Support Services Providers & Agencies
(vi) Collaboration and partnership agreements will be established with Child Protective Agencies and other agencies that child abuse can be reported under state law. They include... Texas Dept. of Protective & Regulatory Services - CPS Division Hidalgo County Sheriff=s Department	Health Services Director	Health Services Director Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Agencies that Deal with Child Abuse & Neglect

Performance Standard C.F. Regulation: 1304.41 (a) (2) (vii) (viii) (ix) *Partnerships*

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Document or Forms
(vii) Collaboration and partnership agreements will be established with local elementary schools, cultural institutions, libraries, and other organizations. They include: McAllen International Museum Museum of South Texas History City Libraries Local Elementary Schools	Education Area Directors Center Managers	Education Area Directors Community Partnerships/ Transition Director	December Ongoing	Local Partnership Agreements with Cultural and Educational Institutions
(viii) Collaboration and partnership agreements will be established with child care providers. They include..... CCS - Child Care Systems TMC - Texas Migrant Council Inc. OIC - Opportunities Industrialization Centers	Education Area Directors Center Managers	Education Area Directors Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Child Care Providers
(ix) Collaboration and partnership agreements will be established with other organizations and businesses that provide support and resources to families. They include.... Local Chamber of Commerce Rio Grande Valley Chamber of Commerce Knights of Columbus Lions Club US Border Patrol	Family Services Director Center Managers	Family Services Director Community Partnerships/ Transition Director	December Ongoing	Local Partnership Agreements with Organizations and Businesses Provide Support & Resources To Head Start Children & Families

Performance Standard C. F. Regulation: 1304.41 (a) (3) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships with organizations to recruit volunteers to participate in the program.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Collaboration and partnership agreements will be established with organizations to promote community members to volunteer in the Head Start program. They include.... Foster Grandparent Program Youth Programs TANF - Welfare to Work Program Winter Texan Groups School Districts	Family Services Director Center Managers	Family Services Director Community Partnerships/ Transition Director	Ongoing	Local Partnership Agreements with Organizations to Promote Volunteers for Head Start

Performance Standard C.F. Regulation: 1304.41 (a) (4) *Partnerships*

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships with organizations and agencies that are responsive to Head Start children with disabilities and their families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Review 1304.41 (a) (2) (iv): Family and Community Partnerships Program Plan - Page FS #29				

Performance Standard C. F. Regulation: 1304.41 (b) ***Advisory Committees***

Goal: ***To enable the program to promote linkages that will address issues affecting Head Start children and families.***

Objective: ***To establish and maintain advisory committee that will be involved in the program planning and systems review in order to attain successful program implementation.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program has established and will maintain a Health Services Advisory Committee that has a broad range of professional expertise and help promote linkages to exiting community resources. It=s members include Head Start parents, community volunteers, and a variety of health and human service providers. The Health Services Advisory Committee is involved in many different aspects of program design and operations as specified in the Early Childhood Development & Health Services Program Plans. The advisory committees assist in developing and reviewing the program=s operating plan.	Department Directors	Health Services Director Community Partnerships/ Transition Director	Bi-Annually	Meeting Agendas Minutes Reports Signature Sheets
The Program has established and will maintain Family Services, Transition/Community Partnerships, and Education Advisory Committees that have a broad range of professional expertise and help promote linkages to exiting community resources in specialized areas. It=s members include Head Start parents, community volunteers, and a variety experts in different fields. These Advisory Committees are involved in many different aspects of program design and operations. These advisory committees assist in developing and reviewing the program=s operating plan.	Department Directors	Family Services Director Transition - Community Partnerships Director	Bi-Annually	Meeting Agendas Minutes Reports Signature Sheets

Performance Standard C. F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

Goal: ***To ensure that the program is effectively implementing Federal regulations.***

Objective: ***To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Family and Community Partnerships.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Children's Applications – Applications for enrollment are completed at the center level, and then submitted to the Family Services Department for processing. During the processing step the applications are reviewed to ensure that documentation is collected to validate age and income eligibility. Finally, the policy council reviews and approves all applications on a monthly basis.	Case Managers Family Services Coordinators	Family Services Director	Ongoing Monthly	Applications for Enrollment Application Summary Report
Children's Attendance – Average daily attendance (ADA) reports are completed on a daily basis. Center staff reports actual number of children enrolled, present, absent and individual remarks. This report allows the Family Services Department to monitor attendance to ensure that the centers are within 85% attendance ratio.	Center Managers MIS Staff	Family Services Director MIS Director	Daily	Daily ADA Reports
Family Partnership Agreements (FPA) and Referrals – An FPA Tracking Log is completed on a monthly basis by case managers. This ensures that FPA's are completed on a timely basis and tracks the number of referrals generated based on strengths and needs. **Crisis Intervention** – The FPA Tracking Log also monitors referrals for crisis intervention.	Case Managers Family Services Staff	Family Services Coordinators Family Services Director	Monthly	Family Partnership Agreement Tracking Log
Exploring Parenting – The Exploring Parenting Parent Curriculum takes place at the individual centers. The numbers of parents participating and completing the course are tracked in the Family Services Monthly Activity Report.	Center Managers	Family Services Coordinators Family Services Director	Monthly	Family Services Monthly Activity Reports

Performance Standard C. F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

Goal: ***To ensure that the program is effectively implementing Federal regulations.***

Objective: ***To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Family and Community Partnerships.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Family Services Activities – The Family Services Department has established and maintains monthly activity reports. This report tracks all areas overseen by the Family Services Department to include ERSEA data, volunteer and parent involvement activities, parent committee meetings information and training and technical assistance information, etc.	Center Managers Family Services Coordinators	Family Services Director	Monthly	Family Services Monthly Activity Report
Child and Family Tracking – The Family Services Department is utilizing the ***PROMIS*** software program to maintain a child and family tracking system. The ***PROMIS*** program tracks information to compile the Program Information Report (PIR).	Case Managers Family Services Staff	Family Services Director MIS Director	Ongoing	PROMIS Reports
Community Partnership Agreements – The Family Services Department is utilizing the ***PROMIS*** software program to maintain a tracking system for informal and formal community partnership agreements. The ***PROMIS*** program tracks information to compile the Program Information Report (PIR).	Department Directors	Community Partnership and Transition Director	Ongoing	PROMIS Reports
Parent Complaints and Concerns – Parent Complaints and Concerns can be filed by any parent. Parents are encouraged to submit their complaints in writing. A Log is maintained to ensure that all parent complaints and concerns are followed up.	Center Managers Department Directors	Family Services Coordinators Family Services Director	Ongoing	Parent Complaints and Concerns Form Parent Complaints and Concerns Tracking Log

AI-9390 **15.M.**

Education Services Plan
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval of Education Services 2008-2009 Program Plan

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Education Plan

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:21 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:42 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:21 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:35 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:42 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 02:06 PM

Final Approval Date: 05/21/2008

Hidalgo County Early Head Start/Head Start Program
Early Childhood Development and Health Services
Program Plan
2008-2009

Performance Standard: **1304.20 (b)(3)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM utilizes multiple sources of information to address all aspects of children's development including social, emotional, cognitive and physical growth through input from family members, teachers, and other governing bodies.**

Objective: **To use all available resources and methods to ensure that quality services to each child are being provided.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff, in cooperation with the parents and other professional resources, develop, individual plans for each child in the Program as necessary.	**- Teachers** **- Parents** **- Educational Consultants (if applicable)**	**- Center Manager** **- Area Directors**	**- October 2008** **- April 2009** **- As needed (2007-2008)**	**- Child's Individual Plan Forms** **Progress Notes Form**

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Performance Standard: **1304.20 (f)(1)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM uses information from the developmental, sensory, and behavioral screening, the on-going observations, medical and dental evaluation and treatments and insight from the child's parents to determine how the program can best respond to their child's needs.**

Objective: **To provide opportunity for staff and parents to discuss and develop individual plans in order to ensure that each child is provided with all necessary services to respond to their individual characteristic strengths and needs.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The developmental level of each child is assessed upon their entry into the Program using the following instruments: - Learning Accomplishment Profile Diagnostic (LAP-D) - Language Survey - Devereux Early Childhood Assessment Program (DECA) - Speech Screener	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors -Special Services Director	-45 days of enrollment -At time of enrollment -and as needed (2008-2009)	-LAP-D Assessment Protocol -Language Assessment From -DECA Instrument -Speech Screener Instrument
The results of all the screenings and assessments are discussed by the classroom staff with the parents or guardians and an Individual Plan is developed for each child.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-45 days of enrollment -and as needed (2008-2009)	-LAP-D results -Home Visit Form -Parent Conference Form

Hidalgo County Early Head Start/Head Start Program
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Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM ensures that all children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(i) To provide the children with developmentally appropriate techniques to recognize that each child is an individual with different rates of development, interests, temperaments, languages, cultural backgrounds and learning styles.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
All the staff hired is qualified, sensitive, and caring about cultural differences and has knowledge in the area of child growth and development.	-Civil Service Personnel -Head Start Policy Council	-Head Start Program Director -Head Start Personnel Department	-On going as positions are needed (2008-2009)	-Job application -Resume -Personnel files
Upon enrollment of each child in the program, a language survey is completed by the staff to identify the dominant language of each child and his/her family.	-Teachers -Assistant Teacher (only in the absence of the teacher)	-Center Managers -Area Directors	-At time of enrollment -Three weeks after enroll-ment (2008-2009)	-Language Assessment Form
Training and guidance is provided to the classroom staff on the proper usage of the Spanish and English language to ensure that the needs of each child and his/her family are met.	-Area Directors -Specialized Education Consultants	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Training agendas -Training Sign-In Rosters -On Site T/TA Forms
All the activities and concepts introduced to the children by the classroom staff are done in their primary language. Resources used besides the Program's Curriculum are: Head Start Child Outcomes Framework, Language, and Literacy Development. S.T.E.P. Manuals (Strategic Teachers Education Program) C.I.R.C.L.E. (Center for Improving the Readiness of Children for Learning and Education)	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Manager -Area Directors	-Daily August thru May (2008-2009)	-Weekly Lesson Plan -Checklist for Monitoring

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Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM ensures that all children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(i) To provide for the children developmentally appropriate techniques recognizing that each child is an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The Lesson Plans are prepared by the classroom teacher to reflect activities that are developmentally appropriate and help the children learn to make choices.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Manager -Area Directors	-Weekly August thru May (2008-2009)	-Weekly Lesson Plans -Checklist for monitoring
The children are allowed to do for themselves as much as they can, to encourage Social and Emotional Development as specified in the Head Start Outcomes Framework. The children develop self-help skills such as pouring, dressing , brushing teeth, cleaning up after activities… etc.	-Teachers -Assistant teachers (only in the absence of the teacher)	-Center Manager -Area Directors	-Daily August thru May (2008-2009)	-Weekly Lesson Plan –Checklist for monitoring
The classroom staff encourages and recognizes the children's accomplishments by providing them with consistent positive reinforcement.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Checklist for monitoring
The classroom staff makes modifications as necessary in order to ensure that all the activities are developmentally appropriate and help all the children achieve success.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily as needed August thru May (2008-2009)	-Checklist for monitoring

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Performance Standard: **1304.23 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM ensures that all children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(ii) To ensure that daily activities support individualization for all children, including children with disabilities, and plan according to their individual needs.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The children are grouped according to specific needs and levels of development and activities are provided to help them grow and respond to their individual needs.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-LAP-D Assessment -Weekly Lesson Plans
The children are provided with individualized assistance during small group activity and throughout the day as needed to satisfy their specific needs.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-IEP -LAP-D Protocols Weekly Lesson Plans
All the classroom staff are trained to integrate special activities in the daily plan which help to remediate the special needs of the children with disabilities. NOTE: TRAINING FOCUSES ON THE NEEDS OF THE CHILDREN SUCH AS VISUALLY OR PHYSICALLY IMPAIRED, BEHAVIOR MANAGEMENT, AND/OR ANY OTHER CONDITION EXHIBITED BY THE CHILDREN ENROLLED IN THE PROGRAM.	-Staff Development Director -Special Services Directors -Area Directors	-Center Managers -Area Directors	-Pre-Services Training 8/07 -In-Services Training for PY 2008-2009 -On-Site Training if Applicable	-Staff Training Logs -Staff Training Sign-In Rosters -Training agendas

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Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM ensures that all children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(iii) To provide an environment for all children where they will feel accepted and which supports and respects gender, culture, language, ethnicity, and family.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff is provided with training to enhance their knowledge and understanding of the cultural background of the children and families. (Through interviews with the parents and the use of the "Suggestion Box" at the centers, parents are encouraged to share ideas, books, music, and food which are relevant to their culture.)	-Staff Development Director -Area Directors -Education Consultants	-Center Managers -Area Directors	-Pre Services Training (8/08) -In-Services Training for PY 2008-2009 -On going as needed	-Training Logs -Training sign in Rosters -Training Agendas
The classroom staff demonstrates courtesy and respect to all the children and responds to their individual needs for belonging and developing a positive self concept.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Checklist for Monitoring
The classroom staff provides the children with opportunities throughout the day to come together as a group (circle time, group games, etc.) to enhance their social skills.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily As needed August thru May (2008-2009)	-Checklist for Monitoring -Weekly Lesson Plan
The Program selects and hires classroom staff who are qualified, sensitive, caring about cultural differences, and have knowledge in the area of child growth and development.	-Civil Services Department -Personnel Officer -H.S. Policy Council	-H. S. Program Director -H. S. Personnel Officer -Area Directors	-On going as the positions are needed	-Job Application -Resumes -Personnel Files

Hidalgo County Early Head Start/Head Start Program
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Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM ensures that all children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(iii) To provide an environment for all children where they will feel accepted and which supports and respects gender, culture, language, ethnicity, and family composition.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The Program selects and hires classroom staff who understands and speaks the language of the children and families in the Program.	-Civil Services Department -Personnel Officer -H.S. Policy Council	-H.S. Program Director -H.S. Personnel Officer -Area Directors	-On going as positions are needed (2008-2009)	-Job Application -Resumes -Personnel Files
The classroom staff provides activities with materials and story books to reflect equal opportunities for both boy and girl participants, and which are culturally sensitive (activities are taken from the Curriculum and from resources such as the Strategic Teachers Education Program Manual and other resources available to the staff.)	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily (August thru May 2008-2009)	-Weekly Lesson Plans

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Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEADSTART PROGRAM ensures that all children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(iv) To provide daily a balanced program of child initiated and adult directed activities, including individual and group activities.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff plans and implements activities using the Building Bridges, Bilingual Curriculum, for three and four year old children.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily (August thru May 2008-2009)	-Checklist for Monitoring -Weekly Lesson Plans
The Weekly Lesson Plans reflect the following types of activities/opportunities: small group instruction large group instruction individualized instruction self directed instruction	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily (August thru May 2008-2009)	-Daily schedule -Weekly Lesson Plan
The daily schedule is flexible and allows for spontaneous learning for child initiated activities and also blocks of time for teacher directed activities.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily (August thru May 2008-2009)	-Daily Schedules -Checklist for Monitoring
To supplement the curriculum in place, the classroom teacher uses activities and strategies from the S.T.E.P. Program to enhance the children's Pre-Writing, Pre-Math, and Early Literacy skills. These curriculum supplements are from the: C.I.R.C.L.E. – Center for Improving the Readiness of Children for Learning and Education S.T.E.P. – Strategic Teacher Education Program and Classroom Assessment Planning Guide	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily (August thru May 2008-2009)	-S.T.E.P.s Manual

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Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM ensures that all children gain the skills and confidence necessary to be prepared to succeed in their present environment and with future responsibilities in school and life.**

Objective: **(v) To provide the children with opportunities to independently use toilet facilities and also to support/ encourage children who need help and additional training in this area.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff helps the children learn the location of the bathroom facilities at the center.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Upon enrollment of children -Daily thereafter August thru May (2008-2009)	-N/A
The classroom staff introduces the children to a set schedule for bathroom routine during the first days of class and on a regular basis thereafter.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Daily Classroom Schedule
The classroom staff reminds and encourages the children throughout the day to use toilet facilities when necessary.	-Teachers -Assistant Teachers	-Center Managers -Area Managers	-Daily August thru May (2008-2009)	-Daily Classroom Schedule
The classroom staff talks with the parents about their child's toileting experiences at home and encourages them to dress the child in clothing that the child can easily manage.	-Teachers -Assistant Teachers	-Center Managers -Area Managers	-Upon enrollment of children -Daily August thru May (2008-2009)	-Daily Classroom Schedule

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Performance Standard: **1304.21 (a)(2)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.**

Objective: **(i) To invite all parents to become involved in the development of the Program's curriculum and approach to child development and education.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
Parents are included in curriculum planning for the Program and in developing activities for the classrooms that reflect the ethnic background of the children and families in the Program. -Holiday Celebrations -Preparing Ethnic Foods -Sharing music, stories, etc. -Art projects -Volunteering in the classroom and field trips	- Center Managers -Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-August thru May (2008-2009)	-Advisory Committee Minutes -Agendas and Sign-In Roster -Volunteer Sign-In-Roster -Weekly Lesson Plans
The parents are invited to become involved in updating the Education Program Plan by having them become part of the Advisory Committee. (The number of members will be determined by the Area Directors.)	-Area Directors -Center Managers	-Program Director -Ass't Program Director	-April (2008) and throughout the year as needed.(2008-2009)	-Advisory Committee Minutes -Advisory Committee Sign-In Roster
The parents are encouraged to share their ideas, books, music, and foods that are relevant to their culture through interviews, the "Suggestion Box" at the center, and during their participation in lesson planning.	-Center Managers -Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-August thru May (2008-2009)	-Home visits -Parent Conference Forms -Suggestion Box notes

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Performance Standard: **1304.21 (a)(2)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.**

Objective: **(i) To invite all parents to become involved in the development of the Program's curriculum and approach to child development and education.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff prepares Take-Home activities for each child. These are sent home to encourage the parents to spend time with their child and help them to understand their child's academic development. **NOTE: THESE ACTIVITIES ARE AN EXTENSION OF THE CURRICULUM UNITS BEING IMPLEMENTED IN THE CLASSROOM.**	**-Teachers** **-Assistant Teachers (only in the absence of the teacher)**	**-Center Managers** **-Area Directors**	**-August thru May (2008-2009)**	**-Parent/ Child Take-Home Activities Forms** **-Parent's Sign-In Rosters**

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Performance Standard: **1304.21 (a) (2)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM involves the parent in all aspects of their child's growth and development.**

Objective: **(ii) To provide opportunities for the parents to increase their skills in observing the children and to share information with the staff which will help in planning the learning experiences for the children.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
Training is provided to parents through workshops, seminars, conferences, and through the use of community resources such as the WIC Program (Women, Infants and Children) to help them to better understand child growth and development.	-Directors from Family Services Health Services Disability Services Mental Health Services Area Directors	-Center Managers -Area Directors	-August thru May as needed (2008-2009)	-Parent Training Sign-In Rosters -Parent Training Agendas
Coordinated trainings with parents and staff are provided to help the parents understand their child in relation to developmental milestones.	-Directors from Family Services, Health Services, Disability Services, Mental Health Services Area Directors	-Center Managers -Area Directors	-August thru May as needed (2008-2009)	-Parent Training Sign-In Rosters -Parent Training Agendas
All the classroom staff and parents are provided with training to help them understand the developmental milestones of the children.	-Directors from Mental Health Services Disability Services Area Directors	-Center Managers -Area Directors	-August thru May as needed (2008-2009)	-Parent and Staff Training Rosters -Parent and Staff Training Agendas

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Performance Standard: **1304.21 (a) (2)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM involves the parent in all aspects of their child's growth and development.**

Objective: **(ii) To provide opportunities for the parents to increase their skills in observing the children and to share information with staff that will help in planning the learning experiences for the children.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff encourages the parents to observe their children in the classroom and at home to help them understand their child's developmental needs and discuss with the staff their concerns, if any.	**-Teachers -Assistant Teachers (only in the absence of the teacher)**	**-Center Managers -Area Director**	**-August thru May (2008-2009)**	**-Home Visits Forms -Conference Notes Forms**

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Performance Standard: **1304.21 (a) (2)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.**

Objective: **(iii) To encourage the parents to participate in staff and parent conferences and home visits to discuss their child's development and education.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff schedules parent conferences periodically to inform them of their child's progress and results of the screenings and assessments and involve them in developing an individual plan for their child.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-August thru May as needed (2008-2009)	-Parent Conference Form -Progress Report Forms -Weekly Lesson Plan
The classroom staff conducts two (2) home visits to each child's home during the program year. These are done at the beginning and at the end of the year. (Other home visits are done as needed throughout the year.)	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-October 2008 -April 2009 as needed	-Home Visit Form
The parents are provided with training in child rearing practices and parenting skills through the use of programs such as "Exploring Parenting" and other community resources which are available to the Program.	-Family Services Director -Support Services Facilitators	-Family Services Director -Area Director	-August thru May (2008-2009)	-Exploring Parenting Program

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Performance Standard: **1304.21 (a) (3)(i) (A)(B)(C)(D)(E) (ii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides for and supports the social and emotional development of each child enrolled in the program.**

Objective: **(i) To encourage development which enhances each child's individual strengths.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff builds a trusting relationship with each child by: -warm greetings -using the child's name at all times -communicating with the children in their primary language; and -providing and ensuring that the environment is safe and nuturing	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring Tool
The classroom staff fosters independence by increasing the children's understanding of themselves as individuals in relation to others and by allowing them to do for themselves as much as they can to enhance their self- help skills.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring Tool
The classroom staff encourages self control by setting clear, consistent limits, and establishing realistic expectations by: -involving children in establishing classroom rules; -providing positive guidance and reinforcement; -expecting from the children only that which they are capable of doing; and -giving positive praise and encouragement.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring Tool

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Performance Standard: **1304.21(a) (3)(i) (A)(B)(C)(D)(E)(ii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides for and supports the social and emotional development of each child enrolled in the Program.**

Objective: **(i) To encourage development to enhance each child's individual strengths.**

Task to be Accomplish	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classsroom staff encourages the children to respect the feelings and rights of others by: **-Showing respect to each child, listening, and responding to individual needs and addressing each child by name;** **-providing the children with the opportunity to come together as a group to enhance their social skills; and** **-being positive role models.**	**-Teachers** **-Assistant Teachers**	**-Center Managers** **-Area Directors**	**-Daily August thru May (2008-2009)**	**-Center Monitoring Tool** **-Classroom Observation Tool**
The classroom staff supports and respects home language, culture, and family composition of each child in ways that support the child's mental health and well being by: **- Presenting activities and concepts to the children in their primary language; and** **- ensuring that all materials and activities in the classroom reflect acceptance and support of the different kinds of families enrolled in the program.**	**-Teachers** **-Assistant Teachers**	**-Center Managers** **-Area Directors**	**-Daily August thru May (2008-2009)**	**-Center Monitoring Tool**

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Performance Standard: **1304.21 (a) (3)(i)(A)(B)(C)(D)(E)(ii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides for and supports the social and emotional development of each child enrolled in the Program.**

Objective: **(ii) To provide the children with routines and transitional activities which occur on a timely, predictable and unrushed manner and which are developmentally appropriate.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff follows a daily schedule and provides consistent routines throughout the day to ensure that the children know at all times what is happening in the classroom. The schedule is flexible and allows opportunities for spontaneous learning.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Daily Schedule
The classroom staff develops transitional activities which are introduced to the children to help them recognize signs of preparing for or completing an activity.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Daily Schedule -Weekly Lesson Plans

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Performance Standard: **1304.21 (a) (4)(i)(ii)(iii)(iv)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides for the development of each child's cognitive and language skills.**

Objective: **(i) To support each child in their learning by using various strategies including experimentation, inquiry, observation, play and exploration.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff sets up learning centers, offers materials, and plans activities which are developmentally appropriate for the children in the group. (Some of the learning centers are Math/Science, Pretend and Learn, Library and Listening, etc.)	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring Tool -Weekly Lesson Plans
The classroom staff plans and carries out field trips which are relevant to the curriculum units and which encourage exploration and questioning. NOTE: A LIST OF SUGGESTIONS FOR FIELD TRIPS IS LOCATED IN THE EDUCATION PROCEDURES MANUAL.	-Teachers -Assistant Teachers (only in the absence of the teachers)	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Field Trip Request -Field Trip Monitoring Tool -Weekly Lesson Plan

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Performance Standard: **1304.21 (a) (4)(i)(ii)(iii)(iv)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides for the development of each child's cognitive and language skills.**

Objective: **(ii) To provide the children with opportunities for creative self expression through activities such as art, music, movement and dialogue.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff sets up learning centers, offers materials, and plans activities which are appropriate for the children's age and stage of development. (The learning centers include: Math/Science, Pretend and Learn, Construction, Writers' Corner, Creativity Station, Alphabet, and Library and Listening.)	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Weekly Lesson Plans -Daily Schedule -Center Monitoring Tool
The classroom staff provides a music center, plenty of musical instruments, music with different tempos, and other props to encourage the children's self expression.	-Teachers -Assistant Teachers (only in the absence of the teacher	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Weekly Lesson Plans -Daily Schedule
The classroom staff gives the children many opportunities to interact with each other and with the adults in the classroom through games, circle time, and meals.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily -August thru May (2008-2009)	-Weekly Lesson Plans -Daily Schedule

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Performance Standard: **1304.21 (a) (4)(i)(ii)(iii)(iv)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides for the development of each child's cognitive and language skills.**

Objective: **(iii) To promote interaction and language use among children and between children and adults.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff interacts with the children in the learning centers, during meals, and outdoor play to encourage social interaction and conversation among peers and other adults.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring Tool
The classroom staff provides games, songs, stories, finger plays, etc. with new and interesting words to help the children increase their vocabulary.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Weekly Lesson Plan -Center Monitoring Tool

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Performance Standard: **1304.21 (a) (4)(i)(ii)(iii)(iv)**

Goal: **The HIDALGO COUNTY EARLY HEAD START /HEAD START PROGRAM provides for the development of each child's cognitive and language skills.**

Objective: **(iv) To provide support for emergent literacy and numeracy development through materials and activities according to the developmental level of each child.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff encourages the children to acquire letter and number recognition through the use of learning centers, alphabet wall and labeling of children's cubbies and personal belongings.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Weekly Lesson Plans -Center Monitoring Tool
The classroom staff labels furniture and items in the classroom (doors, shelves, chairs) in both English and Spanish. Example: (door-puerta, chair-silla)	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily -August thru May (2008-2009)	-Center Monitoring Tool
The classroom staff provides materials and opportunities for children to write and see their words written by the adults.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring Tool
The classroom staff shares with the parents ways that the home environment may encourage literacy and numeracy development.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily -August thru May (2008-2009)	-Parent/ child Take-Home Activities Form

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Performance Standard: **1304.21 (a) (5)(i) (ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM ensures that each child's physical development will be promoted.**

Objective: **(i) To provide time, indoor and outdoor space, equipment, materials, and adult guidance for active play and movement that supports the development of each child's gross motor skills.**

Task to be Accomplish	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff provides the children with a schedule of activities to encourage large motor development. These include both guided and independent activities for indoor and outdoor use. Some of the equipment used include the climbing apparatus, tricycles, swings , balance beams, and musical instruments, etc.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Weekly Lesson Plans -Center Monitoring Tool Daily Schedule
The classroom staff is actively involved with the children during games and motor development activities to ensure safe and active learning.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring -Tool
All the materials and equipment for both indoor and outdoor use are carefully selected to ensure that the needs are met for all of the children participating.	-Area Directors -Maintenance/ Transportation Director	-Center Managers -Area Directors	-August thru May (2008-2009) -As needed	N/A

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Performance Standard: **1304.21` (a) (5)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM ensures that each child's physical development will be promoted.**

Objective: (i) **To provide time, indoor and outdoor space, equipment, materials, and adult guidance for active play and movement that supports the development of each child's gross motor skills.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff arranges the physical space both indoors and outdoors to allow the children to have room to roll over, crawl, sit, walk, and test new skills.	**-Teachers** **-Assistant Teachers**	**-Center Managers** **-Area Directors**	**-Daily** **August thru May (2008-2009)**	**-Center Monitoring Tool**

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Performance Standard: **1304.21 (a) (5)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM ensures that each child's physical development is promoted.**

Objective: **(ii) To provide time, space, equipment, materials, and adult guidance for the development of fine motor skills according to each child's development le**vel.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff plans and provides developmentally appropriate activities for the children to encourage fine motor development and eye/hand coordination.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Weekly Lesson Plans**
The classroom staff uses materials such as lacing beads, lacing cards, puzzles, clay, scissors, buttoning, zipping, with the children to enhance fine motor development.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Weekly Lesson Plans**

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Performance Standard: **1304.21 (a) (5)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM ensures that each child's physical development is promoted.**

Objective: **(iii) To provide an appropriate environment and adult guidance for the participation of children with special needs.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff provides developmentally appropriate activities for the children with special needs to encourage small muscle and eye/hand coordination using the IEP (Individual Education Plan) recommendations as guides.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors -Disability Services Director	-Daily August thru May (2008-2009)	-Weekly Lesson Plan
The classroom staff uses materials such as lacing beads, lacing cards, puzzles, clay, scissors, etc., with the special needs children to encourage fine motor development using the IEP (Individual Education Plan) recommendations as guides.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors -Disability Services Director	-Daily August thru May (2008-2009)	-Weekly Lesson Plan
The classroom staff plans activities and uses strategies to include the children in social activities to encourage them to participate in all or most activities as specified in the IEP (Individual Education Plan) recommendations.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors -Disability Services Director	-Daily -August thru May (2008-2009)	- Weekly Lesson Plan

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Performance Standard: **1304.21 (b)(1) (i)(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START /HEAD START PROGRAM provides a planned, organized, consistently implemented curriculum to support child development and education for infants and toddlers.**

Objective: **(i) To provide the development of secure relationships in out-of-home care settings for infants and toddlers by having a limited number of consistent teachers over an extended period of time.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff are assigned to the children in Early Head Start with a ratio of 1-4 taking into consideration the home culture and language.	-Area Directors -Center Managers	-Center Managers -Area Directors	-August thru May (2008-2009) As needed	-Classroom Rosters -Staff Assignment
The classroom staff communicates with family members daily and encourages parental involvement from both parents when possible.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	Conference Notes -Parent sign In Rosters.
The classroom staff provides a stable environment to ensure that care givers remain with the same child as long as possible. When a change occurs, appropriate transition is implemented. AT THE PRESENT TIME HIDALGO COUNTY DOES NOT OPERATE AN EARLY HEAD START PROGRAM.	-Teachers -Assistant Teachers (only in the absence of the teacher)	-Center Managers -Area Directors	-August thru May (2008-2009) On going	N/A

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Performance Standard: **1304.21 (b) (1)(i0(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START provides a planned, organized, consistently implemented curriculum to support child development and education for infants and toddlers.**

Objective: **(ii) To provide trust and emotional security so that each child can explore the environment according to his or her developmental level.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff responds to infant's needs for food and comfort, thus enabling the infant to develop trust in the adult who cares for him/her.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring Tool
The classroom staff interacts with infants and toddlers by gently holding, talking, and gesturing with them.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Daily Schedules -Center Monitoring Tool
The classroom staff provides an emotionally secure and physically safe environment that allows mobile infants and toddlers to explore and to develop independence and control.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Daily Schedule -Center Monitoring Tool
The classroom staff nurtures the individuality of infants and toddlers by allowing them to select from limited choices to foster independence and develop a positive self-concept. AT THE PRESENT TIME THE HIDALGO COUNTY HEAD START PROGRAM DOES NOT OPERATE AN EARLY HEAD START PROGRAM	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Daily Schedule -Center Monitoring Tool 1304.21

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Performance Standard: **1304.21 (b) (1)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides a planned, organized, consistently implemented curriculum to support child development and education for infants and toddlers.**

Objective: **To provide the children with opportunities to explore a variety of sensory and motor experiences with support and stimulation from the teachers and parents.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff changes the areas of play by moving infants from one area or position to another.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Daily Schedule -Center Monitoring Tool**
The classroom staff changes and rotates objects to stimulate and challenge infants and toddlers.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Daily Schedule -Center Monitoring Tool**
The classroom staff engages infants and toddlers through their senses through physical contact, making sounds, feeling texture, tasting, and smelling foods.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Daily Schedule -Center Monitoring Tool**
The classroom staff interacts with infants and toddlers face-to-face during routine activities, including diapering and feeding time. **AT THE PRESENT TIME THE HIDALGO COUNTY HEAD START PROGRAM DOES NOT OPERATE AS EARLY HEAD START PROGRAM.**	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Daily Schedule -Center Monitoring Tool**

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Performance Standard: 1304.21 (b) (2) (i)(ii)

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides a planned, organized, consistently implemented curriculum to support child development and education for infants and toddlers.**

Objective: **(i) To provide an environment that encourages the development of self-awareness, autonomy, and self-expression.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
Support is provided to the children through periods of stress preparation, transitions, and other crisis.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Director**	**-August thru May (2008-2009) As needed**	**-Center Monitoring Tool**
The classroom staff offers and honors the children's preferences in activities, materials, and food.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Director**	**-Daily August thru May (2008-2009)**	**-Center Monitoring Tool**
The classroom staff provides opportunities for all children to experience success, and gain the positive recognition of others.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Center Monitoring Tool**
The classroom staff assists the children to become aware of their feelings and those of others by talking with the children about of their own feelings.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Center Monitoring Tool**
AT THE PRESENT TIME THE HIDALGO COUNTY HEAD START PROGRAM DOES NOT OPERATE AN EARLY HEAD START PROGRAM				

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Performance Standard: **1304.21 (b)(2)(i)(ii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides a planned, organized and consistently implemented curriculum to support child development and education for infants and toddlers.**

Objective: (ii) **To support the emerging communication skills of infants and toddlers by providing daily opportunities for each child to interact with others and to express him or herself freely.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff converses with each child and stimulates conversation among the children and the adults in the classroom.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring Tool
The classroom staff provides activities that encourage children to develop listening, speaking, and comprehension skills.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Weekly Lesson Plan -Center Monitoring Tool
The classroom staff listens attentively/and tries to understand what the children want to communicate, and helps them to express themselves.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring Tool
The classroom staff shares the children's communication/language achievements with the parents.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-August thru May (2008-2009) As needed	-Parent Conference -Progress Reports
The classroom staff uses a variety of songs, stories, books and games, including those from the children's culture to enhance language development. AT THIS TIME THE HIDALGO COUNTY HEAD START PROGRAM DOES NOT OPERATE AN EARLY HEAD START PROGRAM.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Weekly Lesson Plan -Center Monitoring Tool

Hidalgo County Early Head Start/Head Start Program
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Performance Standard: **1304.21 (b)(3)(i)(ii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides a planned, organized, consistently implemented curriculum to support child development and education for infants and toddlers.**

Objective: **To support an individualized curriculum.**

Task to be Accomplish	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff increases the variety of opportunities for large and small muscle activities and sensory development which are developmentally appropriate to each child.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Weekly Lesson Plan -Center Monitoring Tool**
The classroom staff provides open and accessible indoor and outdoor space for children to practice skills such as crawling, walking, and reaching activities.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Weekly Lesson Plan -Center Monitoring Tool**
The classroom staff provides areas for mobile and immobile infants.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Weekly Lesson Plan -Center Monitoring Tool**
THE HIDALGO COUNTY HEAD START PROGRAM DOES NOT OPERATE AN EARLY HEAD START PROGRAM.				

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Performance Standard: **1304.21 (b) (3)(ii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM provides a planned, organized, and consistently implemented curriculum to support child development and education for infants and toddlers.**

Objective: **(ii) To create opportunities for fine motor development that encourage the control and coordination of small specialized motions using the eyes, mouth, hands, and feet.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff provides appropriate activities and materials to help infants develop small muscle coordination such as: grasping, dropping, pulling, throwing, and mouthing.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily -August thru May (2008-2009)**	**-Weekly Lesson Plan -Center Monitoring Tool**
The classroom staff encourages active manipulation of objects and the use of tools such as: pull toys, container to carry objects, a shovel to scoop, etc.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily -August thru May (2008-2009)**	**-Weekly Lesson Plan -Center Monitoring Tool**
AT THIS TIME THE HIDALGO COUNTY HEAD START PROGRAM DOES NOT OPERATE AN EARLY HEAD START PROGRAM.				

Hidalgo County Early Head Start/Head Start Program
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Performance Standard: **1304.21 (c) (1) (i)(ii)(iii)(iv)(v)(vi)(vii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START PROGRAM, in collaboration with the parents/guardians, develops and implements a comprehensive curriculum.**

Objective: (i) **To support each child's individual patterns of development and learning.**

Task to be Accomplished	Person Responsible	Person Responsible	Date of Completion	Forms
The classroom staff, together with the parents, discusses information gathered from observations, physicals, screenings, assessments, etc. to plan for an individual program for each child.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Upon enrollment (within 45 or 90 days) 2008-2009**	**-Physical Exams -Classroom Observation Notes -Assessment Instrument (LAP-D, DECA.)**
The classroom staff observes the children during classroom activities and records progress and/or changes. The data gathered is shared with parents during parent conferences, home visits, etc.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily -August thru May (2008-2009)**	**-Progress Notes**
The children are grouped according to the developmental levels in specific areas and are provided with activities to help them grow and respond in these areas. Parents are provided additional home activities that assist in the development.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Weekly Lesson Plan**
The classroom staff is trained on developmental milestones for infants and toddlers. **AT THIS TIME THE HIDALGO COUNTY HEAD PROGRAM DOES NOT OPERATE AN EARLY HEAD START PROGRAM.**	**-Staff Development Director -Area Directors**	**-Center Managers -Area Directors**	**-August thru May 2008-2009 (as needed)**	**-Training Agendas -Training Sign- In Roster**

Hidalgo County Early Head Start/Head Start Program
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Performance Standard: **1304.21 © (1)(i)(ii)(iii)(iv)(v)(vi)(vii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM, in collaboration with the parents, develops and implements a comprehensive curriculum.**

Objective: **(ii) To provide for the development of cognitive skills of the children by encouraging each child to organize their experiences, to understand concepts, and to develop age appropriate skills in literacy, numeracy, reasoning, problem solving and decision making which will form a foundation for school readiness.**

Task to be Accomplish	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff provides activities using games, beads, sorting materials, puzzles, etc., to increase the children's cognitive and communication skills.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Weekly Lesson Plan
The classroom staff, with parent collaboration, includes more complex materials and activities depending on the cognitive development of the child.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May 2008-2009) (as needed)	-Weekly Lesson Plan
The classroom staff is provided with guidance and training on questioning techniques to help the children develop their thinking skills.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Pre Services 2008 -In Services PY 2008-2009	-Training Agendas -Training Sign- In Rosters

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Performance Standard: **1304.21 © (1)(i)(ii)(iii)(iv)(v)(vi)(vii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM, in collaboration with the parents, develops and implements a comprehensive curriculum.**

Objective: **(iii) To integrate all educational aspects of the Health, Nutrition, and Mental Health into the program activities.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff, in collaboration with the parents, prepares the children for physical exams and all health related services using the following: -home activities; -books about doctors and dentists; and -materials in the dramatic areas (nurse's and doctor's uniforms, lights, stethoscopes, etc.)	-Health Services Director -Teachers -Assistant Teachers	-Center Managers -Area Directors	-August upon enrollment (2008-2009) as needed	-Weekly Lesson Plan (Special Events Section)
The classroom staff implements nutrition activities based on the Head Start Nutrition Curriculum and other resources on a weekly basis.	-Nutrition Services Director -Teachers -Assistant Teachers	-Center Managers -Area Directors	-Weekly August thru May (2008-2009)	-Weekly Lesson Plan -Curriculum Calendar -Nutrition-Curriculum
The classroom staff uses a mental health curriculum "Kindness Curriculum" to implement activities related to concerns, fears and issues which are identified through observations of the children.	-Mental Health Director -Teachers -Assistant Teachers	-Center Managers -Mental Health Director -Area Directors	-Weekly August thru May (2008-2009)	-Weekly Lesson Plan -Curriculum Calendar -Kindness Curriculum

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Performance Standard: **1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM, in collaboration with the parents, develops and implements a comprehensive curriculum.**

Objective: **(iv) To ensure that the classroom environment helps the children develop emotional security and facility in social relationships.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff engages the children in cooperative play so that they may recognize themselves as individuals and develop skills to get along with others.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily -August thru May (2008-2009)	-Center Monitoring Tool
The classroom staff uses the children's names often both verbally and through identifying their work and their belongings.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Center Monitoring Tool
The classroom staff provides space labeled with each child's name so that he/she may store personal belongings.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-August thru May 2008-2009 As needed	-Center Monitoring Tool

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Performance Standard: **1304.21 © (1)(i)(ii)(iii)(iv)(v)(vi)(vii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM, in collaboration with the parents, develops and implements a comprehensive curriculum.**

Objective: **(v) To enhance each child's understanding of themselves as individuals and as a member of the group.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff conducts daily activities which are developmentally appropriate and helps the children develop their ability to make choices.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Daily August thru May (2008-2009)	-Daily Schedule -Weekly Lesson Plan
The classroom staff provides the children with opportunities to play and interact together during games and group activities to help them feel comfortable in the classroom environment.	-Teachers -Assistant Teachers	-Center Managers -Area Directors -Daily August thru May (2008-2009)		-Daily Schedule -Weekly Lesson Plan -Center Monitoring Tool
The classroom staff allows the children hands-on opportunities and activities where they can experience success and develop self-help skills.	-Teachers -Assistant Teachers	-Center Managers -Area Directors -Daily August thru May (2008-2009)		-Center Monitoring Tool
The classroom staff shows respect for the children by listening and responding to individual needs and addressing each child by name.	-Teachers -Assistant Teachers	-Center Managers -Area Directors -Daily August thru May (2008-2009)		-Center Monitoring Tool

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Performance Standard: **1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(iv)(vii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM, in collaboration with the parents, develops and implements a comprehensive curriculum.**

Objective: (vi) **To provide opportunities for each child to succeed and to develop feelings of competence, self esteem and positive attitudes toward learning**.

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff provides the children with a safe and healthy learning environment where the children are comfortable and happy.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Center Monitoring Tool**
The classroom staff provides the children with consistent and positive praise to increase their self-esteem.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Center Monitoring Tool**
The classroom staff adapts the curriculum in order to offer developmentally appropriate activities to help all the children achieve success.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Weekly Lesson Plan -Child's Individual Plan**
Parents are provided the opportunities to attend parent sessions which address strategies to help their children develop competence self-esteem and a positive learning attitude.	**-Facilitators -Center Managers**	**-Family Services Director -Area Directors**	**-Monthly 2008-2009 (as needed)**	**-Exploring Parenting Curriculum -Center Committee Agendas**

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Performance Standard: **1304.21 (c) (1)(i)(ii)(iii)(iv)9v)(vi)(vii)**

Goal: **The HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM, in collaboration with the parents, develops and implements a comprehensive curriculum.**

Objective: **(vii) To provide individual and small group experiences both for indoor and outdoor activities.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff, in collaboration with the parents, provides the children with scheduled activities to encourage motor development. These include individual and small group activities to be used both indoors and outdoors.	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Daily August thru May (2008-2009)**	**-Daily Schedule -Weekly Lesson Plan**

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Performance Standard: **1304.21 (c) (2)**

Goal: **The HIDALGO COUNTY EARLY HEAD START /HEAD START PROGRAM utilizes a variety of strategies to promote and support children's learning and developmental progress.**

Objective: **To provide the children with activities and experiences to enhance their growth and development.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff uses a variety of screening/assessment instruments, progress notes, observation notes, and individual plans to support the children's learning and developmental progress. (LAP-D Assessments -Pre, Mid, Post, Devereux Early Childhood Assessment Program, and on-going observations)	**-Teachers -Assistant Teachers**	**-Center Managers -Area Directors**	**-Within 45 Days of Enrollment -On going as needed (2008-2009)**	**-LAP-D Assessment Profiles -Child's Individual Plan - Notes of Classroom Observation -Progress Notes -Progress Reports**

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Performance Standard: **1310.21 (a)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that all parents and the children are trained in pedestrian safety within 30 days of enrollment.**

Objective: **To provide training opportunities to the parents and the children in the program which emphasize the importance of learning pedestrian safety.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff provides the parents, including parents of children with special needs, with comprehensive information and training on pedestrian safety in the orientation meetings during the months of August and September. Activities are provided throughout the year as needed for field trips or follow ups.	-Transportation Personnel Assisted by Area Directors	-Transportation Director -Area Directors	-30 days of enrollment 2008-2009 -As needed thereafter	-Trans-portation education program -Sign-In rosters & Training Agendas
The classroom staff provides activities for the children, including children with special needs, to help them learn pedestrian safety, within 30 days of enrollment.	-Teachers -Assistant Teachers	-Center Managers -Transportation Director -Area Directors	-30 days of enrollment 2008-2009 -As needed thereafter	-Weekly Lesson Plan -Trans-portation Curriculum

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Performance Standard: **1310.21 (b)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that all the children (including special needs children) have opportunities to learn procedures, gain skills and confidence in riding the bus safely.**

Objective: **To provide all the children (including special needs children) with opportunities to learn bus safety procedures.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff provides all the children (including special needs children) with activities to help them learn bus safety procedures.	-Teachers -Assistant Teachers	-Center Managers -Transportation Director -Area Director	-30 days of enrollment 2008-2009 -As needed thereafter	-Trans-portation Safety Program
The classroom staff provides the following training to all the children (including special needs children) -safe riding practices; -procedures for safely boarding the bus; -procedures for safely crossing the street to and from bus stop; -recognize danger zones around the bus; and -procedures for emergency evacuation of the bus.	-Teachers -Assistant Teachers	-Center Managers -Transportation Director -Area Directors	-30 days of enrollment 2008-2009 -As needed thereafter	-Trans-portation Safety Curriculum

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Performance Standard: **1310.21 (c)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM provides training for all the parents (including parents of special needs children) on bus safety.**

Objective: **To ensure that all the parents (including parents of special needs children) know and understand procedures for bus safety.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
All the parents, including parents of special needs children, are provided with information on the importance of escorting their child to and from the bus stop.	-Transportation Coordinator & -Transportation personnel	-Transportation Director -Area Directors	-30 days of enrollment (2008-2009) -As needed thereafter	-Safety Procedures handout
The classroom staff encourages all the parents to reinforce the safety practices in both Head Start and at their home.	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-On-going throughout the year (2008-2009)	-N/A

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Performance Standard: **1310-21 (d) (e)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM provides the children with opportunities to participate in emergency evacuation drills.**

Objective: **The children are involved in developmentally appropriate activities to help them learn and participate in emergency evacuation drills.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
The classroom staff involves the children, including special needs children, in emergency evacuation drills throughout the program year.	-Center Manager -Teachers -Assistant Teachers	-Administrative Staff -Area Directors	-2 Drills Fall and Spring and -Fire Drills monthly throughout the Program Year	-Schedule of Center Evacuation
The classroom staff includes activities in their weekly plans to reinforce safety procedures to all the children, (including special needs children).	-Teachers -Assistant Teachers	-Center Managers -Area Directors	-Weekly (2008-2009)	-Weekly Lesson Plans

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Performance Standard: 1304.51 (i) (2) – Ongoing Monitoring

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that the Program effectively implements all Federal Regulations.**

Objective: **To establish and maintain procedures for ongoing monitoring that will allow the Program to provide and enhance the delivery of quality services to staff, children and families in the area of Education.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
Language Survey - To ensure that each child's primary language is correctly identified, the Language Survey is assessed at time of enrollment through an interview with parents and through classroom observation by the teacher.	**-Case Managers -Center Managers -Teachers**	**-Education Area Directors -Administrative Team**	**-2 weeks of enrollment**	**-Language Survey Form**
Learning Accomplishment Profile-Diagnostic (LAP-D) – The LAP-D Assessment is administered to assess the strengths and needs of each child in eight critical areas of Child Development.	**-Teachers Or -Assistant Teachers**	**-Center Managers -Education Area Directors -Administrative Team**	**-45 days of enrollment**	**-Palm Pilots -LAP-D Protocols**
Parent Conference/Child Individual Plan - After the LAP-D Assessment is completed, a parent conference is held with parents and teachers to discuss outcomes and to develop an individual plan for the child using data gathered.	**-Teachers -Assistant Teachers**	**-Center Managers -Education Area Directors -Administrative Team**	**-45 days of enrollment**	**-Parent Conference /CIP Form**
Progress Notes – Progress Notes based on Outcomes are documented for every child every 2 weeks to ensure plans indicate progress.	**-Teachers -Assistant Teachers**	**-Center Managers -Education Directors -Administrative Team**	**-Every 2 weeks or -As needed**	**-Progress Notes Based on Outcomes Form**
Home Visits – Home visits are made by the Teachers or Case Managers twice a year or as necessary.	**-Case Managers -Teachers -Assistant Teachers**	**-Center Managers -Education Directors -Administrative Team**	**-90 days of enrollment (Fall and Spring)**	**-Home Visit Form**

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Performance Standard: 1304.51 (i) (2) – Ongoing Monitoring

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that the program effectively implements all Federal Regulations.**

Objective: **To establish and maintain procedures for ongoing monitoring that will allow the Program to provide and enhance the delivery of quality services to staff, children and families in the area of Education.**

Task to be Accomplished	Person Responsible	Person Responsible For Monitoring	Date of Completion	Forms
Observation/Feedback – The classroom is observed regularly to ensure that the teacher is on task with plans and effectively implementing developmentally appropriate activities.	**-Center Managers -Education Directors -Administrative Team**	**-Executive Director -Assistant Director**	**-Weekly - as needed**	**Observation /Feedback Form**
Compliance Monitoring Instrument - An in-depth monitoring of every classroom and Center environment is done to ensure all State and Federal mandates are in compliance.	**-Center Manager -Administrative Team**	**-Executive Director -Assistant Director**	**- Fall and Spring**	**Compliance Monitoring Instrument**
Lesson Plans – Weekly Lesson Plans are prepared by classroom staff to ensure a daily schedule is followed and Child Individual Plans are considered in the delivery of services to the children.	**-Teachers -Assistant Teachers**	**-Center Managers -Education Directors -Administrative Team**	**-Weekly**	**-Lesson Plan Form**
On-Site Training and Technical Assistance/ Bi-Weekly Staff Meeting – On-site T/TA and Bi-Weekly meetings are conducted at the center level to provide current information and technical assistance as needed to the center staff.	**-Center Managers**	**-Education Director -Administrative Team**	**-Bi-weekly -As needed**	**-On-Site T&TA / Bi-Weekly Form**

CHILD OUTCOMES

The Child Outcomes Framework was introduced to Head Start in 1998 through the Head Start Act. The eight Domains are to serve as building blocks and are linked to our curriculum and on-going assessment. The Child Outcomes contain 8 domains, 13 domain elements, and over 100 indicators. The Head Start Bureau requires that programs gather data in 3 domains – literacy, mathematics, and language. The data gathered must be obtained through multiple sources, to include on-going assessment, teacher's observations, parental input, and home visits/center conferences. Program's on-going assessments must include data in the eight domains and must be gathered and analyzed three times a year. The analysis report must be included in the program's annual self assessment. The Hidalgo County Head Start Program is implementing the Child Outcomes requirements as follows:

The Hidalgo County Head Start Program uses the Language Accomplishment Profile Diagnostic (LAP-D) instrument within 45 days of the child's first day of attendance. These results are reviewed by the Assistant Program Director, the Education Area Directors, the Center Managers, the Support Services Facilitators and the Classroom Teachers. Referrals are generated as needed.

The Child's Individualized Plan is developed in collaboration with the parents to establish individual goals and objectives for each child. A time-frame is also established to monitor goal/objective achievement. Bi-weekly progress notes are written by the teaching staff, which documents the outcome of the on-going assessment.

A Six Weeks Progress Report is completed by the classroom teacher and explained to the parents. This report details the progress the children are making in all areas of development. Parent/Child Take-Home Activities are also implemented to extend the learning process to the home and develop good study habits.

The Learning Accomplishment Profile Diagnostic Computer Scoring Assistant, (Palm Pilot) Red-e Learner software product, is used to gather and analyze the child outcome data. The Classroom Teacher enters the data into the Palm Pilot after each assessment three times a year. A report is generated and analyzed. This report summarizes an individual child's classroom /center LAP-D assessment results and compares them to classroom/center/program's averages in the context of the Head Start Child Outcomes Framework. LAP-D items related to specific Domains, Domain Elements and Indicators are summarized. The assessment report is presented to the Policy Council and Governing Board. The report includes patterns of development, areas of high/low achievement, and training needs.

The assessment report and analysis is included in our program self-assessment. A Program Improvement Plan is written and strategies are listed to improve results. A copy of the report becomes an official part of the self-assessment findings.

The Hidalgo County Head Start Program provides training for teachers as needed. Education Procedures Manual training is conducted annually and as needed. Child Outcome procedures are reviewed and hands-on activities are provided to ensure that staff understand and are able to implement all requirements. Pre-Service training is provided in July/August of each year. Education topics are presented to support Child Outcome Domains, as well as areas identified by the assessment report. Individual small group training is provided as needed to enhance and improve teachers' Child Outcomes knowledge and/or skills.

The Hidalgo County Head Start Program prides itself in providing the best curriculum possible for its classrooms, which includes:

- **lesson plans;**
- **materials which support the Child Outcome Domains;**
- **resource books to assist teachers with planning;**
- **appropriate buildings, furniture and classroom supplies;**
- **on-going assessment which is aligned with all curriculum goals;**
- **core curriculum used in Building Bridges (developed by Region I Educational Service Center);**
- **qualified staff; and**
- **Parent Involvement.**

The Hidalgo County Head Start Program will define specific responsibilities, based on our local planning efforts. This new effort in assessing and using child outcome data means:

- **continuing to collect information on children's individual characteristics, progress, and accomplishments;**
- **continuing to use on-going assessment information to improve curriculum implementation and individualize learning experiences;**
- **continuing to communicate with the families;**
- **continuing to contribute to improving program quality and effectiveness.**

AI-9388 **15.N.**

Discussion/Approval of Transportation Plan
CC REGULAR

Date: 05/27/2008
Submitted By: Linda Galaviz, HEAD START
Submitted For: Edmundo Garcia
Department: HEAD START
Agenda Area: Head Start

Information

CAPTION

Discussion/Approval of Transportation Services 2008-2009 Program Plan

BACKGROUND

Policy Council Approval: 05-21-08

Fiscal Impact

Attachments

Link: Transportation Plan

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 03:03 PM	APRV
2	Erika Reyna	Erika Reyna	05/20/2008 03:40 PM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:22 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:34 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:42 PM	APRV

Form Started By: Linda Galaviz — Started On: 05/19/2008 01:58 PM

Final Approval Date: 05/21/2008

Hidalgo County Head Start Program

Transportation Services Program Plan 2008-2009

Oscar Palacios, Field Operations/Transportation Director
Oliver Solis, Transportation Coordinator

Transportation Advisory Committee Approval: 04.17.08
Policy Council Approval:
Commissioners' Court Approval:

Hidalgo County Head Start Program

Maintenance/Transportation

OSCAR PALACIOS
Field Operations Director



Oliver Solis
Transportation Coordinator

Mirella Rodriguez
Field Operations Secretary

Darlene Garza
Field Operations/Transportation Clerk

Janie Garza
Inventory Clerk

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.1

GOAL: The Hidalgo County Head Start Program in collaboration with parents/guardians will establish a plan to transport children in a safe manner.

OBJECTIVE: To ensure an on-going training and certification program for all assigned drivers and parents where applicable to include pedestrian safety and cost control.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. Parents of qualifying children are provided with a set of bus safety rules and an acknowledgement form to sign. Bus safety is also presented to all children at the beginning and during the school year in the curriculum's daily lesson plan. The transportation plan shall be developed with staff, parent and community member participation. Drivers will receive required training and certifications to ensure the safety of children. Vehicles will be inspected daily as part of a preventive maintenance and cost control program.	Field Operations Director, Transp. /Maint. Coordinator, Bus Drivers	Field Operations Director, Transp. /Maint. Coordinator, Center Managers	Pre-service, On-going, Parent Orientation May of current school year (to be implemented the following year) August thru May	Agendas, Sign-In forms Agendas, Certificates of Completion Vehicle Inspection Report

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
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PERFORMANCE STANDARD: 1310.2 (a) (b) (c)

GOAL: The Hidalgo County Head Start Program will ensure that all transportation regulations are enforced regardless of whether it is provided by our own vehicles or outside providers.

OBJECTIVE: To ensure compliance with all sections of the head start standards by the appropriate date as stated in the standards.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. Monitor all vehicles whether program owned vehicles or owned by providers for compliance. 2. In situations where the program is not able to accommodate transportation, then private services shall be considered for cost effectiveness.	Field Operations Director, Transp. /Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	On-going On-going	Transportation Request form, Vehicle Inventory Transportation Request Form, Lease Contracts

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.10 (a) (b) (c) (d) (1) (2) (3) (4) (e) (f) (g)

GOAL: Hidalgo County Head Start Program is to provide transportation for as many children as is fiscally possible and to assist the parents of those children we cannot transport to arrange for transportation to and from program activities.

OBJECTIVE: To ensure that all transportation services comply with all applicable safety standards whether provided by the program or outside providers. Each transportation unit must be equipped with the following:

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS FORMS
1. The program will continue providing transportation to a portion of the enrolled children with a total of twenty-nine (29) regular routes. All other families whose children are not being transported and request assistance are provided with guidance for other alternatives.	Field Operations Director, Transp. /Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	Pre-service On-going training Parent orientation	Agendas Sign-in Forms
2. We will continue to maintain all vehicles used for transportation that are equipped with all safety requirements to include, but are not limited to, fire extinguisher with sign, reflective triangles, spare fuses, first aid kit with sign and seat belt cutter, both with signs.	Field Operations Director, Trans/Maint. Coordinator, Bus Drivers	Field Operations Director, Transp. /Maint. Coordinator	Pre-service On-going Training	Agendas Sign-in Forms
3. Continue to inspect annually as part of the required annual inspection for compliance.	Field Operations Director, Transp. /Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	August thru May	Transp. Notice Letter

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.11

GOAL: The Hidalgo County Head Start Program will ensure that all transportation vehicles are equipped with appropriate and approved restraint systems.

OBJECTIVE: Each designated transportation vehicle will be inspected to ensure that restraint systems, as required by children are appropriate for height and weight.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program will continue to monitor all transportation units to ensure as per effective compliance date of February 20, 2004 ensuring that all transportation units were equipped with an approved child restraint system in proportion to height and weight.	Field Operations Director, Transp. /Maint. Coordinator, Bus Drivers	Assigned bus driver	On-going	Inspection Log

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.12 (a) (b) (1) (2) (c) (b)

GOAL: The Hidalgo County Head Start Program will ensure that all children are transported in school buses or allowable alternative vehicles equipped with approved safety equipment.

OBJECTIVE: To ensure that all vehicles used for transporting children will not only be in compliance with child restraint systems, but reverse beepers as well, and that transportation vehicles purchased with grant funds meet all federal, state and local requirements.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program will continue to ensure that all vehicles used for transporting children are school buses or allowable alternate vehicles with reverse beepers.	Field Operations Director, Transp. /Maint. Coordinator Procurement Officer	Field Operations Director Transp. /Maint. Coordinator	Grant award Guidelines Grant award Guidelines	Specification Sheet Specification Sheet
2. Specifications for new vehicles will be drawn from an approved source, such as the State's General Service Agency.				

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.13 (a) (b) (c)

GOAL: Hidalgo County Head Start will ensure that all vehicles are in a safe operation condition at all times

OBJECTIVE: To implement a monitoring system for safety compliance and service on all vehicles utilized for transportation.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program has established and is implementing procedures to continue to enforce the programs current system of safety monitoring such as: • Yearly inspections by the state on all motor vehicles. • Preventive maintenance program. • Daily pre and post trip inspection by drivers.	Field Operations Director, Transp. /Maint. Coordinator Drivers	Field Operations Director, Transp. /Maint. Coordinator	On-going	Preventive Maintenance Log Pre/Post Trip Inspection Report

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.14

GOAL: Hidalgo County Head Start Program will specify correct specifications of new vehicles, school buses and alternate allowable vehicles

OBJECTIVE: Hidalgo County Head Start Program will ensure a thorough review of all specification and applicable certification upon the receipt of all new vehicles.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program will continue to ensure that all bid announcements comply, with state and federal regulations including its intended use. Furthermore, the program will continue to examine all the vehicles upon receipt to ensure compliance to all bid specifications and certification with Federal Motor Vehicle Safety Standards.	Field Operations Director, Transp. /Maint. Coordinator, Procurement Director	Field Operations Director, Transp. /Maint. Coordinator, Procurement Director	Proposal request date and receipt of vehicles	Proposal outline and specification check list

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.15 (a) (b) (c) (d)

GOAL: Hidalgo County Head Start Program will ensure that children be safely transported to and from the center, program related activities and service providers.

OBJECTIVE: Hidalgo County Head Start Program will ensure that appropriate height and weight restraint systems be utilized for children weighing 50 pounds or less while vehicle is in motion; isles and emergency exits be kept clear and loose articles be properly restraint.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program will continue to ensure that all vehicles used for transportation are equipped with an approved restraint system as per regulation in effective January 2004. The bus monitor will also ensure that all baggage and loose articles are properly secured including maintaining clear aisles and emergency exits unobstructed at all times.	Field Operations Director, Transp. /Maint. Coordinator, Driver	Assigned bus driver, bus aide, Transportation Director and Transportation Coordinator	On-going	Monitoring instrument

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.16 (a) (1) (2) (b) (1) (2) (3) (c)

GOAL: Hidalgo County Head Start Program will ensure that all drivers are qualified and in possession of valid current required certification, as well as meet all physical and mental ability required to perform job related functions.

OBJECTIVE: Hidalgo County Head Start Program will ensure a safe and efficient transportation operation by implementing a comprehensive and screening process for all applicants seeking employment as drivers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program will ensure that all drivers are current on all the required drug testing certifications and be tested randomly for drugs, mental and physical ability, or with reasonable accommodations be able to perform duties determined by a medical examination. Medical examination shall be completed prior to commencing driving duties. All applicants will be subject to a review process that includes: • Background check as per criteria already established and exposed. • A drug test policy which includes random drug testing as per civil service rule. • Physical evaluation of ability to perform the task	Field Operations Director, Transp. /Maint. Coordinator, Risk Management, Human Resources	Field Operations Director, Transp. /Maint. Coordinator	On-going	Driver license, required training and certifications
2. The Hidalgo County Head Start Program will develop a questionnaire relevant to driving and work experience to be implemented during the interview process, including previous employment verification, criminal background check and driving traffic violations	Field Operations Director, Transp. /Maint. Coordinator, Risk Management, Human Resources	Field Operations Director, Transp. /Maint. Coordinator	On-going	Questionnaire form

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.17 (a) (b) (1) (2) (3) (4) (5) (6) (7) (c) (d) (e) (f) (1) (2)

GOAL: To provide safe transportation to program participants.

OBJECTIVE: Hidalgo County Head Start Program will ensure that all drivers and monitors receive the required training within the allowed time frame.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program provides the required training to all drivers upon hiring and during pre-service, and an on-going basis. Topics include classroom, behind-the-wheel to safely and efficiently operate the vehicle; running fixed routes; loading/unloading children; stopping at railroad crossings and other maneuvers; evacuation procedures and the operation of special equipment (lifts assistive devices). Bus monitors are also trained in their area of responsibility.	Field Operations Director, Transp. /Maint. Coordinator	Transp. /Maint. Coordinator	July thru May	Calendar
2. Fixed routes are implemented with no backing or "U" turns only for safety reasons. When roadway crossing is required, children are escorted by monitor or adult person.	Field Operations Director, Transp. /Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	July thru May	Agendas, sign-in sheets

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.20 (a) (b) (1) (2) (3) (4) (5) (6) (7)

GOAL: To make parents aware and responsible on the transportation regulations to provide proper planning in developing fixed routes for transporting children safely

OBJECTIVE: Hidalgo County Head Start Program will ensure that training be provided to parents at the beginning of the school year.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program's primary concern is the safety of the children. Parents are provided training within the first thirty days of the child's enrollment. The program also ensures that each route does not exceed one-hour ride only if there is no shorter route or poses a safety concern. The HCHSP will ensure that the following principles are followed: • Not to exceed one hour route trip • Vehicles will not be used beyond capacity • No U turns will be allowed • Stops will be located at safest intersections • All crossing precautions will be taken • Alternate routes will be planned in case of emergencies.	Field Operations Director, Transp. /Maint. Coordinator Center Manager	Field Operations Director, Transp. /Maint. Coordinator	September	Training agendas, Sign-in sheets

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.21 (a) (b) (1) (2) (3) (4) (5) (c) (1) (2) (e)

GOAL: To ensure an on-going transportation safety program for children and parents by conducting safety education training

OBJECTIVE: The Hidalgo County Head Start Program in collaboration with the parents and children will conduct training related to pedestrian safety, safe riding practices, safe loading and unloading procedures, roadway crossing to and from the vehicle at stops, danger zones around the bus and emergency evacuation procedures. The program will also conduct three evacuation drills during the school year including activities reminding children of the training.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program provides bus safety training in areas such as pedestrian safety for children and parents. The training takes place within the first thirty days of the program year.	Field Operations Director, Transp. /Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator,	August thru May	Agendas Hand-outs
2. The children are taught safe riding practices, boarding and unloading procedures, roadway crossings, the danger zones, and emergency evacuation procedures as part of the daily lessons.	Field Operations Director, Transp. /Maint. Coordinator Center Manager	Field Operations Director, Transp. /Maint. Coordinator	Two times during the program year	Evacuation Record

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.22 (a) (b) (c) (1) (2) (3) (4) (5)

GOAL: To ensure the appropriate and safe transporting of children with disabilities

OBJECTIVE: The Hidalgo County Head Start Program will make available appropriate number of buses or allowable alternate vehicles for transporting children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program provides transportation to children with disabilities in appropriately equipped buses to their respective school district for services. The program also mainstreams children with disabilities by transporting them on the regular bus routes. Individual Education Plan (IEP) reflect child's need for transportation and is accommodated with special adaptive equipment, if needed, including bus driver and monitor training and ensure compliance with the American with Disabilities Act (42 U.S.C. 1201 et seq.) The HHS regulations at 45 CFR Part 84, section 504 of the Rehabilitations Act of 1973 (29 U.S.C. 794) and the Head Start Performance Standards of CFR 1308.	Field Operations Director, Transp. /Maint. Coordinator, Center Manager	Field Operations Director, Transp. /Maint. Coordinator	Present-2006	Memorandum Budget work Shop

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.23 (a) (b) (1) (2) (3)

GOAL: The Hidalgo County Head Start Program will make a coordinated effort to explore the possibility of implementing private or other human services agencies to improve the cost of transportation services.

OBJECTIVE: To ensure adequate and cost effective transportation to qualifying children.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program has a collaborative agreement with Texas Migrant Head Start to facilitate transportation should our program not have adequate number of buses for program sponsored events. The program has also developed a "cost per child" report to determine the feasibility of transportation by geographical areas. The program has also contacted the Lower Rio Grande Valley Development Council, but currently the program does not have to need for alternate transportation.	Field Operations Director, Transp. Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	On-going	Comparison Work sheet

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that an effective on-going monitoring is implemented to comply **w**ith Federal Standards.

OBJECTIVE: To establish and maintain procedures for on-going monitoring that will allow the program to provide and improve **t**he delivery of quality services to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
Daily Maintenance Log: The program utilizes this instrument to document all required work and repair that is done and recorded on an on-going basis.	Field Operations Director; Transportation/ Maintenance Coordinator	Field Operations Director; Transportation/ Maintenance Coordinator	On-going	Maintenance Log copy Document copy
Preventive Maintenance Checklist: All maintenance staff utilizes this instrument at each of their assigned sites to identify needed or potential repair on a monthly basis.	Field Operations Director; Transportation/ Maintenance Coordinator	Field Operations Director; Transportation/ Maintenance Coordinator	On-going	Maintenance Log copy Document copy

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that an effective on-going monitoring is implemented to comply **w**ith Federal Standards.

OBJECTIVE: To establish and maintain procedures for on-going monitoring that will allow the program to provide and improve **t**he delivery of quality services to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
Playground Checklist: This instrument is utilized monthly to conduct a playground walk through by the Center Manager and the maintenance staff to identify needed repair for compliance with State Licensing Performance Standards.	Center Manager, Maintenance Staff	Field Operations Director, Transportation/ Maintenance Coordinator	On-going	Document Copy
Pre/Post Trip Checklist: Each vehicle used is inspected daily utilizing this instrument to determine the vehicle safe and road worthy. Any malfunction is reported, repaired and determined safe by a certified mechanic before utilizing the vehicle.	Driver	Field Operations Director, Transportation/ Maintenance Coordinator	On-going	Document Copy
Bus Route Monitoring Report: An on-going bus route monitoring is conducted to ensure the safety of the children, the duration of the route and the driver's driving ability. This instrument is implemented to be compliant with 1310 Transportation Standards.	Center Manager, Facilitator, Transportation/ Maintenance Coordinator	Field Operations Director, Transportation/ Maintenance Coordinator	On-going	Document Copy

AI-9373 **16.A.**

Amend WIC Contract
CC REGULAR

Date: 05/27/2008
Submitted By: Margarita Gonzalez, WIC
Submitted For: Norma L. Longoria
Department: WIC
Agenda Area: WIC

Information

CAPTION

Presentation for discussion, consideration, acceptance and approval to amend the WIC Contract with DSHS to reflect an increase of .62cents from $11.23 to $11.85 per participant.

BACKGROUND

An increase of approximately $45,000 per month.

Amended Contract attached

Fiscal Impact

Attachments

Link: AMENDED CONTRACT

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 02:43 PM	APRV
2	Damaris San Miguel	Damaris San Miguel	05/22/2008 03:58 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 06:03 PM	APRV
4	Purchasing Department	Marty Salazar	05/23/2008 11:08 AM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 01:09 PM	APRV

Form Started By: Margarita Gonzalez — Started On: 05/16/2008 03:00 PM

Final Approval Date: 05/23/2008

DEPARTMENT OF STATE HEALTH SERVICES

Amendment
To

The Department of State Health Services (DSHS) and HIDALGO COUNTY HEALTH DEPARTMENT_ (Contractor) agree to amend the Program Attachment # _001_ (Program Attachment) to Contract # _2008-024628_ (Contract) in accordance with this Amendment No. 001A : NSS - WIC CARD PARTICIPATION_, effective _05/01/2008_ .

The purpose of this Amendment is _to increase the participant rate due to a realignment of FY 08 funds.

Therefore, DSHS and Contractor agree as follows:

SECTION II. SPECIAL PROVISIONS, first paragraph under section titled PARTICIPANTS SERVED PER MONTH MAXIMUM REIMBURSEMENT, is replaced with the following:

PARTICIPANTS SERVED PER MONTH MAXIMUM REIMBURSEMENT:

During the term of the contract Attachment, Contractor shall earn administrative funds at the rate of ~~$11.23~~ $11.85 each participant served as defined above.

Department of State Health Services	**Contractor**
_____	_____
Signature of Authorized Official	Signature of Authorized Official
Date: _____	Date: _____
Evelyn Delgado	Name: _____
Assistant Commissioner for Family and Community Health Services	Title: _____
1100 WEST 49TH STREET AUSTIN, TEXAS 78756	Address: _____ _____
512.458.7321	Phone: _____
Evelyn.Delgado@dshs.state.tx.us	Email: _____

AI-9338 **17.A.**

Donation

CC REGULAR

Date: 05/27/2008
Submitted By: Emilia Uriegas, SHERIFF DEPT.
Submitted For: Anacleto Martinez
Department: SHERIFF DEPT.
Agenda Area: Sheriff's Office

Information

CAPTION

Presentation for discussion, consideration, and approval to accept and utilize military surplus weapons. Surplus military weapons (20 M16's and 20 M14's) from the Defense Reutilization & Marketing Service Program (DRMS 1033).

BACKGROUND

Temporary loan that will revert to the military once maximum use is utilized.

The only expense to be incurred is the freight in transporting the weapons to our facility.

Fiscal Impact

Attachments

Link: weapons.donation
Link: weapon.value

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Anacleto Martinez	Anacleto Martinez	05/21/2008 08:56 AM	APRV
2	Budget & Management	Dina Trevino	05/21/2008 09:00 AM	APRV
3	Rey Salazar	Rey Salazar	05/22/2008 10:07 AM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 11:38 AM	APRV
5	Purchasing Department	Marty Salazar	05/22/2008 02:08 PM	APRV
6	Court Administrator	Angela Garcia	05/22/2008 02:09 PM	APRV

Form Started By: Emilia Uriegas — Started On: 05/14/2008 09:36 AM

Final Approval Date: 05/22/2008

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 3422
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY REFER TO J-3722

April 15, 2008

MEMORANDUM FOR: STATE COORDINATOR
ATTN: DEP TOM WILEMON

SUBJECT: WEAPONS REQUEST RESPONSE

TX HIDALGO CO SHERIFF DEPT
711 EL CIBOLO RD
EDINBURG, TX 78541-

Dear DEP TOM WILEMON:

This letter is to inform you that your agency has been approved by the Law Enforcement Support Office to receive 20 EA, RIFLE,5.56 MILLIMETER on TRANCHE 138, pending shipment of weapons while quantities are available. The offical weapons transfer agreements will be forwarded to your state coordinator.

If you have any questions regarding this correspondence, contact your state coordinator. If they are unavailable, contact this office at 1-800-532-9946.

Sincerely,

Wendi O. Brown
Acting Director
Law Enforcement Support Office

05/05/2008 07:41 FAX 703 787 3083 WWW.LESO.HQ.DLA.MIL • TX 003/003

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 3422
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY REFER TO J-3722

April 15, 2008

MEMORANDUM FOR: STATE COORDINATOR
ATTN: DEP TOM WILEMON

SUBJECT: WEAPONS REQUEST RESPONSE

TX HIDALGO CO SHERIFF DEPT
711 EL CIBOLO RD
EDINBURG, TX 78541-

Dear DEP TOM WILEMON:

This letter is to inform you that your agency has been approved by the Law Enforcement Support Office to receive 20 EA, RIFLE,7.62 MILLIMETER on TRANCHE 138, pending shipment of weapons while quantities are available. The offical weapons transfer agreements will be forwarded to your state coordinator.

If you have any questions regarding this correspondence, contact your state coordinator. If they are unavailable, contact this office at 1-800-532-9946.

Sincerely,

Wendi O. Brown
Acting Director
Law Enforcement Support Office

05/05/2008 07:41 FAX 703 767 3083 WWW.LESO.HQ.DLA.MIL + TX 002/003

Edit | New Memo | Reply | Forward | Delete | Copy Into New | Go to

"Foushee, Audrey SGT NGTX" <audrey.foushee@us.army.mil>

05/06/2008 03:40 PM EST

To <twilemon@hidalgoso.org>
cc
bcc
Subject TX 1033 Program - Weapons Request STATUS

ALCON –

Please know the Law Enforcement Support Office (LESO) approved your office's request for twenty (20) M16 Rifles and twenty (20) M14 Rifles. Attached is the approval letter for your records. I will be in contact when we reach the next step, which is receiving the official weapons transfer agreement from LESO. This could take 2 to 8 weeks.

Please forward this to the Sheriff or brief him at your convenience.

Please call me if you have any concerns or questions. Thank you.

V/r,

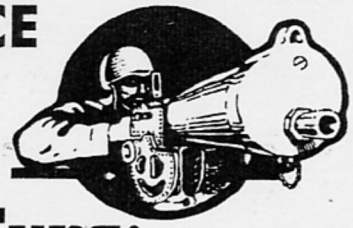
Audrey M. Foushee
Sergeant, TXARNG
TX 1033/1122 Program Administrator
(512) 782-5966 office
(512) 782-5683 fax
(512) 917-8110 cell
audrey.foushee@us.army.mil

Nothing will work unless you do. Maya Angelou

Madness ••• Machine Gun Madness ••• Machine Gun Madness •

RECON ORDNANCE COMPANY

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Fond du Lac, WI 54936
920-922-1515 VC • 920-922-0737 FAX



Machine Guns:

Set of 5 Colt Thompsons

To include Models 1921A, 1921AC, 1921/28 Navy Overstamp, Savage Commercial and Model 1927. All guns have original hardcases, drums, spare parts kits, cleaning rods and manuals; sold as complete set only.....**$250,000**



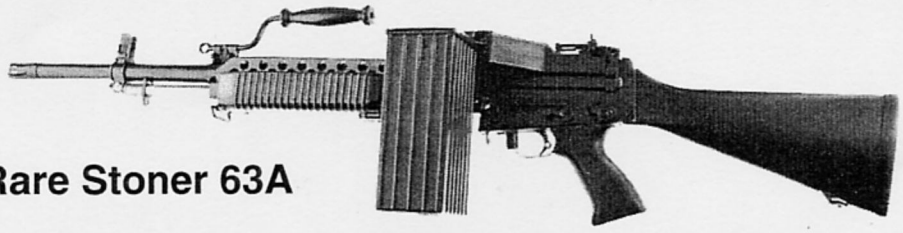
Collector's Dream!

WWII Rock Island Armory 1917A1. Mint gun complete with tripod, belt loader, steam can, water carrier and hose	$40,000
MG 42 LMG, WWII Bring Back, 95% finish	$40,000
DLO 1919A4 LMG in .308, with tripod and spade grips, as new	$17,500
U.S. M3 "GREASEGUN", with flash hider, sling, 6 mags in pouches	$18,000
Colt M16A1	$14,500
Ruger 10/22, Selective-Fire (Norrell), Suppressed	$12,500
M16, Bushmaster/EA Co. Commando Style	$12,000
Valmet M76 in .233	$15,000
MP-40 SMG, WWII German, mismatch/reblue	$12,500
Chinese RPK LMG, heavy barrel, bipod, 75rd drum magazines	$18,000
MK II Sten Guns (not C&R)	$5,000 each
MP 44, German WWII Bring Back	$16,500
Marlin Model 1914 "Potato Digger" LMG, has correct tripod, ammo box, belts and other accessories	$24,000
Ingram M6 SMG, .45 cal Thompson clone	$6,900
Colt Thompson Model 1921A, 90% finish, all correct	$34,000
American 180, .22 SMG with 3 drum magazines	$ 9,500
MK 5 Sterling SMG (suppressed), brand new	$15,000
M16, Frankford Arsenal, A4 upper	$12,000
Norenco AKM, folding stock model in 7.62X39	$15,000
Clayco AKM, full stock model in 7.62X39	$15,000
Swedish "K" SMG, (tube gun), new	$10,500
German WWII MP-40 SMG, 90% original finish, all match except bolt assembly	$17,500
Sterling MK 4 SMG, built by Andrewski, as new	$ 7,900
MG-81 LMG, ground gun, 1800 RPM!	$24,000
Italian Modello 30 LMG	$24,000
French Model 24/29 Chatterlerault LMG, in .308	$24,000
West Harley M1 Thompson SMG	$15,000
UZI, IMI registered receiver gun, as new	$7,900
Group Industries 1918A2 Bar w/ Bipod, sling and magazines	$26,000
Ruger AC556F, Stainless w/choate folding stock, 13" barrel	$6,800

Destructive Devices:

For Sale Fully Transferable Investment Grade Guns

Always delighted in providing professionally taken pictures to interested parties, just email your request.



Rare Stoner 63A

Rare, Stoner 63A, Fully Transferable, Knights Armament. Currently set up as a Left Hand Belt Fed gun and includes necessary parts and accessories to convert it to a Carbine. Includes lots of accessories and spare parts. Appraised at $95,000.00, will sell for $75,000.00 may consider trades.

C&R Transferable

Winchester BAR, 1918 Commercial, Excellent, ...**$39,995.00**
Marlin - Rockwell BAR 1918, Excellent, ...**$37,995.00**

Fully Transferable

Vickers, .303, Water cooled, Wilson assembled by Pat Tomlinson. Also available an astonishing amount of spare parts, accessories, gunner's kits, armour gauges, gadgets, gizmos, and much more. Truly a magnificent piece of history.

Colt M16A1, Rifle, Excellent, ...**$15,495.00**
Colt M16A1, Carbine, Excellent, ...**$15,495.00**
Colt M16A2, Rifle, NIB, ...**$20,995.00**
Beretta, BM59 W/2 magazines, Excellent, ...**$10,995.00**
M14, Smith Enterprises. The Best Non-GI M14 ever made. Absolutely beautiful gun & wood, ...**$14,995.00**
Wilson MP40, very nice. **$9,995.00**
M11, 380, 97%. **$3,395.00**
Colt AR15, SP1, 223 Conversion, ...**$10,495.00**
Sterling MK IV, New, Don's Gun, ...**$6,795.00**
HK G3 with Fleming Sear registered in all 3 calibers, ...**$17,995.00**
HK 33A3 by S&H with Fleming Sear registered in all 3 calibers, Excellent++, ...**$17,995.00**
HK MP5A3 by S&H with Fleming Sear registered in all 3 calibers, Excellent++, ...**$19,955.00**
HK MP5K-PDW by S&H with Fleming Sear registered in all 3 calibers, Excellent++, ...**$19,995.00**
HK G3 Registered Receiver, ...**$10,495.00**
BAR, 1918A2 Group Industries, ...**$22,995.00**
American 180 W/1 drum & winder, Excellent, ...**$8,495.00**
IMI, Uzi w/ B&G Bolt, Excellent, ...**$6,495.00**
Steyr AUG, Excellent, w/ Qualified Trigger Pack Registered in .223 & 9mm, ...**$14,995.00**
Sten, Mark II Tube Gun, ...**$4,995.00**
Thompson M1 Auto Ordnance, WH, Excellent, ...**$13,995.00**
Thompson, 1928 Auto Ordnance, WH, Excellent, w/Drum, Excellent, ...**$14,995.00**
Rare .22 LR, Thompson, 1928A22 Auto Ordnance, WH, Excellent, w/ Rare Drum & Stick magazine, ...**$9,995.00**

Pre-May Sales Samples

HK 33A3, 4-Position trigger, Excellent, Have consecutive serial # pair, ...**$6,995.00 Each**
MP40, Very nice, ...**$6,995.00**
FN, FN-D (30-06), ...**$9,995.00**
FN, FAL, G1, Excellent, ...**$6,995.00**

Consistently Providing Excellent Service & Fairly Priced High Quality Machine Guns for Over 22 Years

Before Selling Your Guns Please Call Me To Make Sure You Are Getting The Most For Them.

Dealing Only in High Quality Machine Guns Since 1985
No Collection Too Large. Generous Finder's Fees Gladly Paid
Law Enforcement Outright Transactions & Cashless Trades Welcome
Call For Most Up To Date Inventory!

Ruben A Mendiola Jr.
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PO Box 566300, Miami, FL 33256-6300 • 305-271-3436, Fax: 305-499-3674

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AI-9471 **17.B.**

New Position Request
CC REGULAR

Date: 05/27/2008
Submitted By: Rey Salazar, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Sheriff's Office

Information

CAPTION

1. Approval to create one (1) permanent fulltime Criminal Intelligence Research Analyst position, slot no. 280-001-0330 and set salary at $33,306 per year.
2. Approval of revised salary schedule.

BACKGROUND

Position is being requested due to increased demand for intelligence and crime analysis. Funding to be provided from within general fund.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-415-00-115-002-0-899
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funding pending CC approval.

Attachments

Link: Job Description

Link: Personnel Adjustment Request Form

Link: Fiscal Note

Link: revised salary schedule

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Rosalinda Cantu	Rosie Cantu	05/23/2008 11:23 AM	APRV
2	Human Resources		05/23/2008 05:00 PM	NEW

Form Started By: Rey Salazar Started On: 05/22/2008 10:58 AM

Final Approval Date: 05/23/2008

HIDALGO COUNTY
SHERIFF'S OFFICE

Job Title: Criminal Intelligence Research Analyst
FLSA Status: Non-Exempt

Department: 280 **Civil Service Status: Non-Exempt**

SUMMARY:

To perform professional, technical, and analytical work in the research, selection, collection, correlation, organization, analysis and evaluation of data for use in law enforcement activities and operations aimed at the prevention, suppression, and detection of criminal activity and the apprehension of criminals.

SPECIAL REQUIREMENTS:

- Knowledge and understanding of the principles, practices, methods and techniques of criminal law enforcement, administration, and crime prevention.
- Knowledge and understanding of law enforcement policies, rules, regulations, practices and procedures.
- Knowledge and skill in the use of computers and applicable software in research, analysis, evaluation, and statistical and graphic presentations.
- Knowledge and the ability to research, recognize, detect, forecast or project patterns and trends of criminal activity in terms of time, location, type, suspects, victims or other factors.
- Knowledge and understanding of the use of national, regional and local networks and databases in the analysis and evaluation of criminal activity.
- Ability to communicate clearly, orally and in writing, and to make accurate, factual, concise, well-organized and effective statistical and analytical reports and presentations.

ESSENTIAL FUNCTIONS:

- Designs/Develops methods of gathering, collating, selecting, organizing, analyzing and evaluating significant criminal activity data for the purpose of aiding in the prevention, detection and suppression of crime.
- Designs/Develops methods for correlating crime data in the determination of patterns, trends, and characteristics of criminal activity within the County of Hidalgo.
- Utilizes existing or establishes new or modified databases and related records, develops presentation formats, and compiles statistical and analytical reports and statements.

- Conducts studies and performs research of criminal investigations and intelligence documents relating to organized crime, terrorism, and professional criminal activity and prepares reports on trends, patterns, characteristics and projected activity. Conducts oral briefings.
- Assists and/or develops and prepares crime summaries, charts, maps, diagrams, graphs and related materials in order to track and present findings related to criminal intelligence, criminal activity, patterns, and trends; assists the Senior Crime Analyst in preparing predictions based upon previous reported activities. Develops biographical or criminal activity profiles for use in detection and prevention of crime.
- Prepares and develops organizational charts, flow charts, link analysis charts and time lines of events associated with targeted individuals and/or criminal organizations.

- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

QUALIFICATONS REQUIREMENTS:

An Associate Degree from an accredited college or university, plus one (1) year experience in research and analytical work in a criminal justice law enforcement organization, involving the skilled use of computer science spreadsheet, database, graphics, and similar software; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.

CERTIFICATES, LICENSES & REGISTRATION

- Must possess a valid Texas Motor Vehicle Operator's license;
- Must be able to be insured by the County's insurance carrier.

APPLICANT SCREENING:

The top candidates, based on a review of the completed applications for employment and the information submitted with the applications, will be referred to the Sheriff's Office for a personal review.

Successful applicant will undergo a thorough background investigation prior to being offered the position. Applicant must pass the background investigation to be selected for the position.

INFORMATION AND DOCUMENTS TO BE SUBMITTED TO HIDALGO COUNTY HUMAN RESOURCES DEPARTMENT

- Application for Employment;
- Copy of High School Diploma or GED Certificate;
- College transcript, if applicable;
- Copies of certificates of training;
- Military Service Discharge Certificate (DD214), if applicable;
- Copy of current Texas Motor Vehicle Operator's License;
- Any other background information and documentation the Applicant desires to present.

PUBLIC CONTACTS

Contacts are with other officers and employees of the HCSO to obtain/provide information, and with the Information Technology Department and other County departments to obtain or provide assistance relating to the crime analysis activity. Contacts are also established and maintained with personnel of other law enforcement agencies and jurisdictions to share information and data on crime analysis activities and developments.

SUPERVISION RECEIVED

Under the supervision of the Captain of Special Services or designated representative who assigns and reviews work, and establishes priorities for accomplishment. Work is primarily reviewed for adequacy and completeness and results achieved. Incumbent is expected to use considerable initiative and judgment in planning and developing systems and procedures and in making presentations of information and data.

PHYSICAL REQUIREMENTS

Normal physical activity in an office environment plus extensive use of computer screens requiring visual acuity.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Sheriff's Office

DATE: 5-13-2008

CURRENT POSITION TITLE:

CURRENT SLOT. #: RE 280-001-330

REQUESTED POSITION TITLE: Criminal Intelligence Research Analyst
(For new positions or reclassifications)

RECEIVED
MAY 13 2008
HUMAN RESOURCES

REQUEST FOR:

☑ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 33,306 Current Budgeted Salary $ 33,306 Proposed Budgeted Salary $ 33,306.00 Net Change

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☑ RE Will Require Additional Funds

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☑ Part Time Employee Object 114 ☐

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☐

Enter hourly rate for temp. positions

$ _____

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		**FLSA:**	
Exempt	☐	Exempt	☐
Non-Exempt	☑	Non-Exempt	☑

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Due to increase demand for intelligence and crime analysis from Hidalgo County Sheriff's Office specialized units, ie... Special Crime Unit, Gang Unit, CID, and Linebacker Unit, and additional analyst is being requested.

NEW POSITION: Brief job description and attach a copy of the new job description.

To perform professional, technical, and analytical work, in the research, selection, collection, correlation, organization, analysis and evaluation of data for use in Law Enforcement use.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

The additional position would allow the Hidalgo County Sheriff's Office to be more proactive in combating crimes against property that has shown a large increase while other crimes have decreased.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	DATE 5-13-08	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☑ NO
2.	HUMAN RESOURCES DIRECTOR	DATE 5/14/2008	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	☐ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Valde Guerra, Budget Officer
CC Date: Thursday, May 22, 2008

Agenda Item: 9471

Summary of request/proposal:
The Sheriff's Department is requesting the approval to create one (1) Criminal Intelligence Research Analyst position (slot #280-001-0330) at $33,306 per year. Effective date of 05/27/08.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Criminal Intelligence Research Analyst	0330	113	0.00	33,306.00	33,306.00
				0.00	33,306.00	33,306.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8-1100-421-00-280-001-0-	113	SHERIFF-	PERM F/T EMPLOYEES	$19,958.18
8-1100-421-00-280-001-0-	211	SHERIFF-	HEALTH INSURANCE	$2,495.22
8-1100-421-00-280-001-0-	212	SHERIFF-	LIFE INSURANCE	$19.77
8-1100-421-00-280-001-0-	220	SHERIFF-	FICA	$1,526.80
8-1100-421-00-280-001-0-	230	SHERIFF-	RETIREMENT	$1,752.33
8-1100-421-00-280-001-0-	250	SHERIFF-	UNEMPLOYMENT COMP	$99.79
8-1100-421-00-280-001-0-	260	SHERIFF-	WORKER'S COMP	$910.09
			2008 Budgetary Impact	$26,762.18

2009 Budgetary Impact: **$44,660.46**

Possible Funding Sources: General Fund- Co Wide Contingency

Budget Office Recommendation:

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-421-00-280-001-0
SHERIFF

AI-9471

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY SHERIFF	$125,000.00	$0.00	$125,000.00	0.04	$5,000.00	$0.00	$130,000.00	$130,000.00	$0.00	$0.00	$3,600.00	$0.00	$500.00	$134,280.00
0002	113	CHIEF DEPUTY	$69,602.00	$0.00	$69,602.00	0.04	$2,784.00	$0.00	$72,386.00	$72,386.00	$180.00	$0.00	$3,300.00	$0.00	$500.00	$76,366.00
0003	113	DIVISION COMMANDER	$63,275.00	$0.00	$63,275.00	0.04	$2,531.00	$0.00	$65,806.00	$65,806.00	$1,080.00	$0.00	$1,800.00	$0.00	$500.00	$69,186.00
0004	113	DIVISION COMMANDER	$63,275.00	$0.00	$63,275.00	0.04	$2,531.00	$0.00	$65,806.00	$65,806.00	$1,320.00	$0.00	$1,800.00	$0.00	$500.00	$69,066.00
0005	113	CAPTAIN	$57,522.00	$0.00	$57,522.00	0.04	$2,301.00	$0.00	$59,823.00	$59,823.00	$1,020.00	$0.00	$1,800.00	$0.00	$500.00	$63,143.00
0006	113	CAPTAIN	$57,522.00	$0.00	$57,522.00	0.04	$2,301.00	$0.00	$59,823.00	$59,823.00	$1,200.00	$0.00	$1,800.00	$0.00	$500.00	$63,143.00
0007	113	CAPTAIN	$57,522.00	$0.00	$57,522.00	0.04	$2,301.00	$0.00	$59,823.00	$59,823.00	$1,140.00	$0.00	$1,200.00	$0.00	$500.00	$62,663.00
0008	113	CAPTAIN	$57,522.00	$0.00	$57,522.00	0.04	$2,301.00	$0.00	$59,823.00	$59,823.00	$180.00	$0.00	$600.00	$0.00	$500.00	$61,103.00
0009	113	EXECUTIVE ASSISTANT	$48,410.00	$5,090.00	$53,500.00	0	$0.00	$0.00	$53,500.00	$53,500.00	$0.00	$0.00	$0.00	$0.00	$500.00	$54,000.00
0010	113	LIEUTENANT STEP III	$46,921.00	$0.00	$46,921.00	0.035	$1,642.00	$0.00	$48,563.00	$48,563.00	$1,500.00	$0.00	$3,300.00	$0.00	$0.00	$53,423.00
0011	113	LIEUTENANT STEP III	$46,921.00	$0.00	$46,921.00	0.035	$1,642.00	$0.00	$48,563.00	$48,563.00	$1,500.00	$0.00	$1,800.00	$0.00	$0.00	$51,923.00
0012	113	LIEUTENANT STEP III	$46,921.00	$0.00	$46,921.00	0.035	$1,642.00	$0.00	$48,563.00	$48,563.00	$1,320.00	$0.00	$1,800.00	$0.00	$0.00	$51,383.00
0013	113	LIEUTENANT STEP III	$46,921.00	$0.00	$46,921.00	0.035	$1,642.00	$0.00	$48,563.00	$48,563.00	$1,080.00	$0.00	$1,200.00	$0.00	$500.00	$51,343.00
0014	113	LIEUTENANT STEP III	$46,921.00	$0.00	$46,921.00	0.035	$1,642.00	$0.00	$48,563.00	$48,563.00	$1,140.00	$0.00	$1,200.00	$0.00	$500.00	$51,403.00
0015	113	LIEUTENANT STEP III	$46,921.00	$0.00	$46,921.00	0.035	$1,642.00	$0.00	$48,563.00	$48,563.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$50,483.00
0016	113	INFORMATION TECHNOLOGY MANAGER	$46,350.00	$4,650.00	$51,000.00	0	$0.00	$0.00	$51,000.00	$51,000.00	$360.00	$0.00	$0.00	$0.00	$500.00	$51,860.00
0017	113	SR. CRIME ANALYST	$45,619.00	$0.00	$45,619.00	0.04	$1,824.76	$0.00	$47,444.00	$47,444.00	$600.00	$0.00	$0.00	$0.00	$500.00	$48,544.00
0018	113	LIEUTENANT STEP I	$45,334.00	$0.00	$45,334.00	0	$0.00	$0.00	$45,334.00	$45,334.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$47,674.00
0019	113	LIEUTENANT STEP III	$46,921.00	$0.00	$46,921.00	0.035	$1,642.00	$0.00	$48,563.00	$46,921.00	$1,380.00	$0.00	$1,200.00	$0.00	$500.00	$50,001.00
0020	113	LIEUTENANT STEP III	$46,921.00	$0.00	$46,921.00	0.035	$1,642.00	$0.00	$48,563.00	$48,563.00	$780.00	$0.00	$1,200.00	$0.00	$0.00	$50,543.00
0021	113	AUDITOR	$43,826.00	$0.00	$43,826.00	0.04	$1,753.04	$0.00	$45,579.00	$45,579.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$47,199.00
0022	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$1,500.00	$0.00	$1,800.00	$0.00	$500.00	$48,008.00
0023	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$540.00	$0.00	$2,700.00	$0.00	$0.00	$47,388.00
0024	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$780.00	$0.00	$1,800.00	$0.00	$500.00	$47,228.00
0025	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$1,080.00	$0.00	$1,200.00	$0.00	$500.00	$46,928.00
0026	113	SERGEANT STEP I	$41,213.00	($1,213.00)	$40,000.00	0.0303	$1,213.00	$0.00	$41,213.00	$41,213.00	$540.00	$0.00	$1,200.00	$0.00	$500.00	$43,453.00
0027	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$540.00	$0.00	$1,200.00	$0.00	$500.00	$46,388.00
0028	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$1,020.00	$0.00	$1,200.00	$0.00	$0.00	$46,368.00
0030	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$540.00	$0.00	$1,200.00	$0.00	$0.00	$45,888.00
0031	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$480.00	$0.00	$1,200.00	$0.00	$500.00	$46,328.00
0032	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$660.00	$0.00	$600.00	$0.00	$500.00	$45,908.00
0033	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$420.00	$0.00	$600.00	$0.00	$500.00	$45,668.00
0034	113	CRIME SCENE SPECIALIST SUPERVISOR	$42,655.00	$0.00	$42,655.00	0.04	$1,706.20	$0.00	$44,361.00	$44,361.00	$1,320.00	$0.00	$0.00	$0.00	$500.00	$46,181.00
0035	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$840.00	$0.00	$1,200.00	$0.00	$500.00	$46,688.00
0036	113	SERGEANT STEP II	$41,213.00	$0.00	$41,213.00	0.035	$1,442.00	$0.00	$42,655.00	$42,655.00	$1,080.00	$0.00	$1,200.00	$0.00	$0.00	$44,935.00
0037	113	SERGEANT STEP II	$41,213.00	$0.00	$41,213.00	0.035	$1,442.00	$0.00	$42,655.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	SERGEANT STEP II	$41,213.00	$0.00	$41,213.00	0.035	$1,442.00	$0.00	$42,655.00	$42,655.00	$780.00	$0.00	$1,200.00	$0.00	$0.00	$44,635.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-421-00-280-001-0
SHERIFF

AI-9471

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0039	113	SERGEANT STEP II	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$42,655.00	$540.00	$0.00	$1,200.00	$0.00	$500.00	$44,895.00
0040	113	SERGEANT STEP III	$42,655.00	$0.00	$42,655.00	0.035	$1,493.00	$0.00	$44,148.00	$44,148.00	$780.00	$0.00	$1,200.00	$0.00	$0.00	$46,128.00
0041	113	SERGEANT STEP I	$41,213.00	$0.00	$41,213.00	0.035	$1,442.00	$0.00	$42,655.00	$41,213.00	$300.00	$0.00	$1,200.00	$0.00	$0.00	$42,533.00
0042	113	CRIME SCENE SPEC	$40,415.00	$0.00	$40,415.00	0.04	$1,616.60	$0.00	$42,032.00	$42,032.00	$420.00	$0.00	$0.00	$0.00	$500.00	$42,952.00
0043	113	CRIME SCENE SPEC	$40,415.00	$0.00	$40,415.00	0.04	$1,616.60	$0.00	$42,032.00	$42,032.00	$420.00	$0.00	$0.00	$0.00	$500.00	$42,952.00
0044	113	CRIME SCENE SPEC	$40,415.00	$0.00	$40,415.00	0.04	$1,616.60	$0.00	$42,032.00	$42,032.00	$360.00	$0.00	$0.00	$0.00	$500.00	$42,892.00
0045	113	Mechanic/Supervisor	$39,710.00	$0.00	$39,710.00	0.04	$1,588.40	$0.00	$41,298.00	$41,298.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,298.00
0046	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,500.00	$0.00	$3,900.00	$0.00	$500.00	$46,035.00
0047	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,260.00	$0.00	$3,900.00	$0.00	$500.00	$45,795.00
0048	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,440.00	$0.00	$3,900.00	$0.00	$500.00	$45,495.00
0049	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,200.00	$0.00	$3,600.00	$0.00	$500.00	$45,435.00
0050	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,320.00	$0.00	$3,900.00	$0.00	$0.00	$45,355.00
0051	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$780.00	$0.00	$3,600.00	$0.00	$500.00	$45,015.00
0052	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,260.00	$0.00	$3,900.00	$0.00	$500.00	$45,495.00
0053	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$44,835.00
0054	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$44,775.00
0055	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,357.00	$0.00	$40,134.00	$40,134.00	$1,320.00	$0.00	$3,000.00	$0.00	$500.00	$44,954.00
0056	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$44,655.00
0057	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$3,300.00	$0.00	$500.00	$44,475.00
0058	113	DEPUTY SHERIFF	$38,777.00	($4,717.00)	$34,060.00	0	$0.00	$0.00	$34,060.00	$32,698.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0059	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$3,300.00	$0.00	$500.00	$44,475.00
0060	113	DEPUTY SHERIFF	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	($7,437.00)	$32,698.00	$32,698.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$34,198.00
0061	113	DEPUTY SHERIFF STEP I	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$34,060.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$35,260.00
0062	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$480.00	$0.00	$3,300.00	$0.00	$0.00	$43,915.00
0063	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$43,875.00
0064	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$43,875.00
0065	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0066	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$43,875.00
0067	113	DEPUTY SHERIFF STEP I	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$34,060.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$35,260.00
0068	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$480.00	$0.00	$2,700.00	$0.00	$500.00	$43,815.00
0069	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$43,875.00
0070	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$480.00	$0.00	$2,700.00	$0.00	$500.00	$43,815.00
0071	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$480.00	$0.00	$2,700.00	$0.00	$500.00	$43,815.00
0072	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$480.00	$0.00	$2,700.00	$0.00	$500.00	$43,815.00
0073	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$480.00	$0.00	$2,700.00	$0.00	$500.00	$43,815.00
0074	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,020.00	$0.00	$1,800.00	$0.00	$500.00	$43,455.00
0075	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$420.00	$0.00	$2,700.00	$0.00	$500.00	$43,755.00
0076	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$43,875.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-421-00-280-001-0
SHERIFF

AI-9471

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0077	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$420.00	$0.00	$2,700.00	$0.00	$500.00	$43,755.00
0078	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$420.00	$0.00	$3,300.00	$0.00	$500.00	$44,355.00
0079	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$900.00	$0.00	$2,700.00	$0.00	$0.00	$43,735.00
0080	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$43,275.00
0081	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$43,275.00
0082	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$43,335.00
0083	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$3,300.00	$0.00	$500.00	$44,475.00
0084	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$720.00	$0.00	$2,100.00	$0.00	$500.00	$43,455.00
0085	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$43,215.00
0086	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$480.00	$0.00	$2,700.00	$0.00	$500.00	$43,815.00
0087	113	DEPUTY SHERIFF STEP I	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$34,060.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,060.00
0088	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$43,155.00
0089	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$43,335.00
0090	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,095.00
0091	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,095.00
0092	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,080.00	$0.00	$1,800.00	$0.00	$0.00	$43,015.00
0093	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$600.00	$0.00	$1,800.00	$0.00	$0.00	$42,535.00
0094	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$42,475.00
0095	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$480.00	$0.00	$600.00	$0.00	$0.00	$41,215.00
0096	113	DEPUTY SHERIFF STEP I	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$34,060.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,060.00
0097	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,020.00	$0.00	$1,200.00	$0.00	$0.00	$42,355.00
0098	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,080.00	$0.00	$1,200.00	$0.00	$0.00	$42,415.00
0099	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,200.00	$0.00	$1,200.00	$0.00	$0.00	$42,535.00
0100	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$42,235.00
0101	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$1,320.00	$0.00	$1,200.00	$0.00	$0.00	$42,655.00
0102	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,357.00	$0.00	$40,134.00	$40,134.00	$780.00	$0.00	$1,200.00	$0.00	$0.00	$42,114.00
0103	113	DEPUTY SHERIFF	$38,777.00	($4,717.00)	$34,060.00	0	$0.00	$0.00	$34,060.00	$32,698.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0104	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$42,415.00
0105	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$420.00	$0.00	$600.00	$0.00	$0.00	$41,155.00
0106	113	SR. DEPUTY SHERIFF STEP III	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$40,135.00	$540.00	$0.00	$0.00	$0.00	$0.00	$40,675.00
0107	113	SR. DEPUTY SHERIFF STEP II	$38,777.00	$0.00	$38,777.00	0.035	$1,358.00	$0.00	$40,135.00	$38,778.00	$540.00	$0.00	$0.00	$0.00	$0.00	$39,318.00
0108	113	DEPUTY SHERIFF STEP I	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$34,060.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$35,560.00
0109	113	DEPUTY SHERIFF TRAINEE	$32,698.00	$0.00	$32,698.00	0.0417	$1,362.00	$0.00	$34,060.00	$32,698.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,758.00
0110	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$120.00	$0.00	$5,100.00	$0.00	$500.00	$44,497.00
0111	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$300.00	$0.00	$4,800.00	$0.00	$500.00	$44,377.00
0112	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$180.00	$0.00	$4,200.00	$0.00	$500.00	$43,657.00
0113	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$180.00	$0.00	$3,600.00	$0.00	$500.00	$43,057.00
0114	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$3,300.00	$0.00	$500.00	$42,937.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0115	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$3,300.00	$0.00	$500.00	$42,937.00
0116	113	DEPUTY SHERIFF	$32,698.00	$0.00	$32,698.00	0.0417	$1,362.00	$0.00	$34,060.00	$32,698.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,758.00
0117	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$420.00	$0.00	$2,700.00	$0.00	$500.00	$42,457.00
0118	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$2,700.00	$0.00	$500.00	$42,337.00
0119	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$2,700.00	$0.00	$500.00	$42,337.00
0120	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$2,700.00	$0.00	$500.00	$42,337.00
0121	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$36,872.00
0122	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$300.00	$0.00	$2,700.00	$0.00	$500.00	$42,277.00
0123	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$1,320.00	$0.00	$1,800.00	$0.00	$0.00	$41,957.00
0124	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$41,737.00
0125	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$41,677.00
0126	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$41,617.00
0127	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$41,617.00
0128	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$41,617.00
0129	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$180.00	$0.00	$2,100.00	$0.00	$500.00	$41,557.00
0130	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$300.00	$0.00	$3,000.00	$0.00	$0.00	$42,077.00
0131	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$420.00	$0.00	$2,400.00	$0.00	$0.00	$41,597.00
0132	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$1,800.00	$0.00	$500.00	$41,437.00
0133	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$41,237.00
0134	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$480.00	$0.00	$2,700.00	$0.00	$0.00	$41,957.00
0135	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0136	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$0.00	$0.00	$0.00	$39,137.00
0137	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$1,800.00	$0.00	$0.00	$40,937.00
0138	113	DEPUTY SHERIFF TRAINEE	$32,698.00	$0.00	$32,698.00	0.0417	$1,362.00	$0.00	$34,060.00	$32,698.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,758.00
0139	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,017.00
0140	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$2,400.00	$0.00	$0.00	$41,417.00
0141	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$1,800.00	$0.00	$0.00	$40,817.00
0142	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0143	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$1,800.00	$0.00	$0.00	$40,817.00
0144	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$180.00	$0.00	$1,800.00	$0.00	$0.00	$40,757.00
0145	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0146	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$540.00	$0.00	$1,200.00	$0.00	$0.00	$40,517.00
0147	113	DEPUTY SHERIFF STEP I	$37,466.00	($3,406.00)	$34,060.00	0	$0.00	$0.00	$34,060.00	$34,060.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,060.00
0148	113	DEPUTY SHERIFF	$32,698.00	$0.00	$32,698.00	0.0417	$1,362.00	$0.00	$34,060.00	$32,698.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,758.00
0149	113	DEPUTY SHERIFF	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$32,698.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0150	113	DEPUTY SHERIFF STEP I	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$34,060.00	$60.00	$0.00	$0.00	$0.00	$0.00	$34,120.00
0151	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$40,217.00
0152	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$120.00	$0.00	$1,200.00	$0.00	$0.00	$40,097.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-421-00-280-001-0
SHERIFF

AI-9471

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0153	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$120.00	$0.00	$3,000.00	$0.00	$0.00	$41,897.00
0154	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$480.00	$0.00	$600.00	$0.00	$0.00	$39,857.00
0155	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$36,812.00
0156	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$120.00	$0.00	$3,000.00	$0.00	$0.00	$41,897.00
0157	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$120.00	$0.00	$600.00	$0.00	$0.00	$39,497.00
0158	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$41,737.00
0159	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$360.00	$0.00	$0.00	$0.00	$0.00	$39,137.00
0160	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$120.00	$0.00	$1,800.00	$0.00	$0.00	$40,697.00
0161	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,077.00
0162	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$40,877.00
0163	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,077.00
0164	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,077.00
0165	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$2,100.00	$0.00	$0.00	$41,117.00
0166	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,897.00
0167	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,017.00
0168	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$180.00	$0.00	$2,100.00	$0.00	$500.00	$41,557.00
0169	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$41,797.00
0170	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,957.00
0171	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,957.00
0172	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,957.00
0173	113	DEPUTY SHERIFF	$32,698.00	$0.00	$32,698.00	0.0417	$1,362.00	$0.00	$34,060.00	$32,698.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,758.00
0174	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,957.00
0175	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$41,677.00
0176	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$300.00	$0.00	$600.00	$0.00	$0.00	$39,677.00
0177	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$120.00	$0.00	$1,800.00	$0.00	$0.00	$40,697.00
0178	113	SR. DEPUTY SHERIFF STEP II	$37,466.00	$0.00	$37,466.00	0.035	$1,311.00	$0.00	$38,777.00	$38,777.00	$120.00	$0.00	$600.00	$0.00	$0.00	$39,497.00
0179	113	DEPUTY SHERIFF	$32,698.00	$0.00	$32,698.00	0.0417	$1,362.00	$0.00	$34,060.00	$32,698.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,758.00
0180	113	DEPUTY SHERIFF TRAINEE	$32,698.00	$0.00	$32,698.00	0.0417	$1,362.00	$0.00	$34,060.00	$32,698.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$34,198.00
0181	113	ACCOUNTANT	$37,041.00	$0.00	$37,041.00	0.04	$1,481.64	$0.00	$38,523.00	$38,523.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$39,963.00
0182	113	MECHANIC	$36,575.00	$0.00	$36,575.00	0.04	$1,463.00	$0.00	$38,038.00	$38,038.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,638.00
0183	113	MECHANIC	$36,575.00	$0.00	$36,575.00	0.04	$1,463.00	$0.00	$38,038.00	$38,038.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$39,058.00
0184	113	MECHANIC	$36,575.00	$0.00	$36,575.00	0.04	$1,463.00	$0.00	$38,038.00	$38,038.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,038.00
0185	113	MECHANIC	$36,575.00	$0.00	$36,575.00	0.04	$1,463.00	$0.00	$38,038.00	$38,038.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,398.00
0186	113	MECHANIC	$36,575.00	$0.00	$36,575.00	0.04	$1,463.00	$0.00	$38,038.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0187	113	MECHANIC	$36,575.00	$0.00	$36,575.00	0.04	$1,463.00	$0.00	$38,038.00	$38,038.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,038.00
0188	113	DEPUTY SHERIFF TRAINEE	$32,698.00	$0.00	$32,698.00	0.0417	$1,362.00	$0.00	$34,060.00	$32,698.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0189	113	SR. DEPUTY SHERIFF STEP I	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$37,466.00	$180.00	$0.00	$1,500.00	$0.00	$0.00	$39,146.00
0190	113	SR. DEPUTY SHERIFF STEP I	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$37,466.00	$120.00	$0.00	$600.00	$0.00	$0.00	$38,186.00

HIDALGO COUNTY
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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0191	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$35,252.00	$120.00	$0.00	$1,500.00	$0.00	$500.00	$37,372.00
0192	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$1,800.00	$0.00	$0.00	$37,112.00
0193	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$36,992.00
0194	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$36,992.00
0195	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$36,812.00
0196	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$36,812.00
0197	113	DEPUTY SHERIFF STEP II	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$36,812.00
0198	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$120.00	$0.00	$1,200.00	$0.00	$0.00	$36,572.00
0199	113	DEPUTY SHERIFF STEP I	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$34,060.00	$360.00	$0.00	$0.00	$0.00	$0.00	$34,420.00
0200	113	DEPUTY SHERIFF STEP II	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$36,512.00
0201	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$36,512.00
0202	113	DEPUTY SHERIFF STEP I	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	($1,192.00)	$34,060.00	$34,060.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$35,320.00
0203	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$36,512.00
0204	113	DEPUTY SHERIFF STEP II	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$35,252.00	$540.00	$0.00	$600.00	$0.00	$0.00	$36,392.00
0205	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0206	113	DEPUTY SHERIFF STEP I	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$34,060.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,060.00
0207	113	DEPUTY SHERIFF	$32,698.00	$0.00	$32,698.00	0.0417	$1,362.00	$0.00	$34,060.00	$32,698.00	$420.00	$0.00	$0.00	$0.00	$0.00	$33,118.00
0208	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$35,252.00	$120.00	$0.00	$0.00	$0.00	$0.00	$35,372.00
0209	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$35,252.00	$300.00	$0.00	$0.00	$0.00	$0.00	$35,552.00
0210	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$0.00	$0.00	$0.00	$35,312.00
0211	113	DEPUTY SHERIFF	$32,698.00	$0.00	$32,698.00	0.0417	$1,362.00	($1,362.00)	$32,698.00	$32,698.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0212	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$35,252.00	$300.00	$0.00	$0.00	$0.00	$0.00	$35,552.00
0213	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$35,252.00	$180.00	$0.00	$0.00	$0.00	$0.00	$35,372.00
0214	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$35,252.00	$180.00	$0.00	$0.00	$0.00	$0.00	$35,372.00
0215	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$35,252.00	$240.00	$0.00	$0.00	$0.00	$0.00	$35,492.00
0216	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$35,252.00	$240.00	$0.00	$0.00	$0.00	$0.00	$35,492.00
0217	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0.0628	$2,214.00	$0.00	$37,466.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0218	113	DEPUTY SHERIFF STEP I	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0219	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,252.00
0220	113	DEPUTY SHERIFF STEP II	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$0.00	$0.00	$0.00	$35,312.00
0221	113	DEPUTY SHERIFF STEP I	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$34,060.00	$300.00	$0.00	$0.00	$0.00	$0.00	$34,360.00
0222	113	DEPUTY SHERIFF STEP II	$35,252.00	$0.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$0.00	$0.00	$0.00	$35,312.00
0223	113	DEPUTY SHERIFF STEP II	$34,060.00	$1,192.00	$35,252.00	0	$0.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$0.00	$0.00	$0.00	$35,312.00
0224	113	DEPUTY SHERIFF STEP I	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0225	113	DEPUTY SHERIFF STEP II	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$0.00	$0.00	$0.00	$35,312.00
0226	113	DEPUTY SHERIFF STEP I I	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$0.00	$0.00	$0.00	$35,312.00
0227	113	DEPUTY SHERIFF STEP I	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$34,060.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,060.00
0228	113	DEPUTY SHERIFF	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$32,698.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,698.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-421-00-280-001-0
SHERIFF

AI-9471

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0229	113	DEPUTY SHERIFF STEP II	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$0.00	$0.00	$0.00	$35,312.00
0230	113	DEPUTY SHERIFF STEP II	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$0.00	$0.00	$0.00	$35,312.00
0231	113	DEPUTY SHERIFF	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$32,698.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0232	113	DEPUTY SHERIFF STEP II	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$0.00	$0.00	$0.00	$35,312.00
0233	113	DEPUTY SHERIFF STEP II	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$35,252.00	$60.00	$0.00	$0.00	$0.00	$0.00	$35,312.00
0234	113	DEPUTY SHERIFF STEP I	$34,060.00	$0.00	$34,060.00	0.035	$1,192.00	$0.00	$35,252.00	$34,060.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,060.00
0235	113	DEPUTY SHERIFF	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$32,698.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0236	113	DEPUTY SHERIFF	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$32,698.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0237	113	DEPUTY SHERIFF	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$32,698.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0238	113	DEPUTY SHERIFF	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$32,698.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0239	113	DEPUTY SHERIFF TRAINEE	$32,698.00	$1,362.00	$34,060.00	0	$0.00	$0.00	$34,060.00	$32,698.00	$180.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0240	113	CRIMINAL INTELLIGENCE RESEARCH ANALYST	$32,025.00	$0.00	$32,025.00	0.04	$1,281.00	$0.00	$33,306.00	$33,306.00	$0.00	$0.00	$0.00	$0.00	$500.00	$33,806.00
0241	113	EVIDENCE TECH	$31,899.00	$0.00	$31,899.00	0.04	$1,275.96	$0.00	$33,175.00	$33,175.00	$480.00	$0.00	$0.00	$0.00	$500.00	$34,155.00
0242	113	EVIDENCE TECH	$31,899.00	$0.00	$31,899.00	0.04	$1,275.96	$0.00	$33,175.00	$33,175.00	$0.00	$0.00	$0.00	$0.00	$500.00	$33,675.00
0243	113	PERSONNEL OFFR	$30,349.00	$0.00	$30,349.00	0.04	$1,214.00	$0.00	$31,563.00	$31,563.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,563.00
0244	113	SR COMM OFFR.	$28,707.00	$0.00	$28,707.00	0.04	$1,148.28	$0.00	$29,855.00	$29,855.00	$720.00	$0.00	$0.00	$0.00	$0.00	$30,575.00
0245	113	SR COMM OFFR.	$28,707.00	$0.00	$28,707.00	0.04	$1,148.00	$0.00	$29,855.00	$29,855.00	$540.00	$0.00	$0.00	$0.00	$0.00	$30,395.00
0246	113	SR COMM OFFR.	$28,707.00	$0.00	$28,707.00	0.04	$1,148.00	$0.00	$29,855.00	$28,660.80	$0.00	$0.00	$0.00	$0.00	$0.00	$28,661.00
0247	113	QUARTER MASTER	$28,492.00	$0.00	$28,492.00	0.04	$1,139.68	$0.00	$29,632.00	$29,632.00	$420.00	$0.00	$0.00	$0.00	$0.00	$30,052.00
0248	113	ADMINISTRATIVE SUPPORT SUPERVISOR	$28,492.00	$3,008.00	$31,500.00	0	$0.00	$0.00	$31,500.00	$31,500.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$32,520.00
0249	113	BUDGET CONTROL OFFICER	$28,492.00	$0.00	$28,492.00	0.04	$1,139.68	$0.00	$29,632.00	$29,632.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,632.00
0250	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,091.56	$0.00	$28,381.00	$28,381.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,381.00
0251	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$27,245.76	$0.00	$0.00	$0.00	$0.00	$0.00	$27,246.00
0252	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$28,381.00	$420.00	$0.00	$0.00	$0.00	$0.00	$28,801.00
0253	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$27,245.76	$0.00	$0.00	$0.00	$0.00	$0.00	$27,246.00
0254	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$27,245.76	$0.00	$0.00	$0.00	$0.00	$0.00	$27,246.00
0255	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,091.56	$0.00	$28,381.00	$28,381.00	$480.00	$0.00	$0.00	$0.00	$0.00	$28,861.00
0256	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,091.56	$0.00	$28,381.00	$28,381.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,381.00
0257	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,091.56	$0.00	$28,381.00	$28,381.00	$900.00	$0.00	$0.00	$0.00	$0.00	$29,281.00
0258	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$27,245.76	$840.00	$0.00	$0.00	$0.00	$0.00	$27,246.00
0259	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,091.56	$0.00	$28,381.00	$28,381.00	$420.00	$0.00	$0.00	$0.00	$0.00	$28,801.00
0260	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,091.56	$0.00	$28,381.00	$28,381.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,381.00
0261	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,091.56	$0.00	$28,381.00	$28,381.00	$480.00	$0.00	$0.00	$0.00	$0.00	$28,861.00
0262	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$27,245.76	$0.00	$0.00	$0.00	$0.00	$0.00	$27,246.00
0263	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,091.56	$0.00	$28,381.00	$28,381.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,681.00
0264	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$27,245.76	$0.00	$0.00	$0.00	$0.00	$0.00	$27,246.00
0265	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$28,381.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,381.00
0266	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$28,381.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,381.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0267	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,091.56	$0.00	$28,381.00	$28,381.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,381.00
0268	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,091.56	$0.00	$28,381.00	$28,381.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,381.00
0269	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$28,381.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,381.00
0270	113	COMMUNIC OFFCR	$27,289.00	$0.00	$27,289.00	0.04	$1,092.00	$0.00	$28,381.00	$27,245.76	$0.00	$0.00	$0.00	$0.00	$0.00	$27,246.00
0271	113	CRIME ANALYST	$27,058.00	$0.00	$27,058.00	0.04	$1,082.32	$0.00	$28,140.00	$28,140.00	$660.00	$0.00	$0.00	$0.00	$0.00	$28,800.00
0272	113	ADMINISTRATIVE SPECIALIST	$26,688.00	$2,312.00	$29,000.00	0	$0.00	$0.00	$29,000.00	$29,000.00	$420.00	$0.00	$0.00	$0.00	$500.00	$29,920.00
0273	113	ASSISTANT QUARTER MASTER	$25,887.00	$0.00	$25,887.00	0.04	$1,035.48	$0.00	$26,922.00	$26,922.00	$420.00	$0.00	$0.00	$0.00	$0.00	$27,342.00
0274	113	SECRETARY III	$23,737.00	$0.00	$23,737.00	0.0421	$1,000.00	$0.00	$24,737.00	$24,737.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$25,817.00
0275	113	SECRETARY III	$23,737.00	$0.00	$23,737.00	0.0421	$1,000.00	$0.00	$24,737.00	$24,737.00	$600.00	$0.00	$0.00	$0.00	$0.00	$25,337.00
0276	113	SECRETARY III	$23,737.00	$0.00	$23,737.00	0.0421	$1,000.00	$0.00	$24,737.00	$24,737.00	$960.00	$0.00	$0.00	$0.00	$0.00	$25,697.00
0277	113	SECRETARY III	$23,737.00	$0.00	$23,737.00	0.0421	$1,000.00	$0.00	$24,737.00	$24,737.00	$600.00	$0.00	$0.00	$0.00	$0.00	$25,337.00
0278	113	SECRETARY III	$23,737.00	$0.00	$23,737.00	0.0421	$1,000.00	$0.00	$24,737.00	$24,737.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$25,817.00
0279	113	SECRETARY II	$23,084.00	$0.00	$23,084.00	0.0433	$1,000.00	$0.00	$24,084.00	$24,084.00	$720.00	$0.00	$0.00	$0.00	$0.00	$24,804.00
0280	113	SECRETARY II	$23,084.00	$0.00	$23,084.00	0.0433	$1,000.00	$0.00	$24,084.00	$24,084.00	$660.00	$0.00	$0.00	$0.00	$0.00	$24,744.00
0281	113	SECRETARY II	$23,084.00	$0.00	$23,084.00	0.0433	$1,000.00	$0.00	$24,084.00	$24,084.00	$600.00	$0.00	$0.00	$0.00	$0.00	$24,684.00
0282	113	SECRETARY II	$23,084.00	$0.00	$23,084.00	0.0433	$1,000.00	$0.00	$24,084.00	$23,120.64	$0.00	$0.00	$0.00	$0.00	$0.00	$23,121.00
0283	113	SECRETARY II	$23,084.00	$0.00	$23,084.00	0.0433	$1,000.00	$0.00	$24,084.00	$24,084.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,084.00
0284	113	SECRETARY II	$23,084.00	$0.00	$23,084.00	0.0433	$1,000.00	$0.00	$24,084.00	$24,084.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,084.00
0285	113	SECRETARY II	$23,084.00	$0.00	$23,084.00	0.0433	$1,000.00	$0.00	$24,084.00	$24,084.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,084.00
0286	113	SECRETARY II	$23,084.00	$0.00	$23,084.00	0.0433	$1,000.00	$0.00	$24,084.00	$24,084.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,084.00
0287	113	CUSTODIAN	$22,616.00	$0.00	$22,616.00	0.0442	$1,000.00	$0.00	$23,616.00	$23,616.00	$900.00	$0.00	$0.00	$0.00	$0.00	$24,516.00
0288	113	SECRETARY I	$21,117.00	$0.00	$21,117.00	0.0474	$1,000.00	$0.00	$22,117.00	$21,232.22	$0.00	$0.00	$0.00	$0.00	$0.00	$21,232.00
0289	113	SECRETARY I	$21,117.00	$0.00	$21,117.00	0.0474	$1,000.00	$0.00	$22,117.00	$22,117.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,117.00
0290	113	SECRETARY I	$21,117.00	$0.00	$21,117.00	0.0474	$1,000.00	$0.00	$22,117.00	$22,117.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,117.00
0291	113	SECRETARY I	$21,117.00	$0.00	$21,117.00	0.0474	$1,000.00	$0.00	$22,117.00	$22,117.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,117.00
0292	113	SECRETARY I	$21,117.00	$0.00	$21,117.00	0.0474	$1,000.00	$0.00	$22,117.00	$22,117.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,117.00
0293	113	SECRETARY I	$21,117.00	$0.00	$21,117.00	0.0474	$1,000.00	$0.00	$22,117.00	$22,117.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,117.00
0294	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.0517	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0295	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.0517	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0296	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.0517	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0297	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.0517	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
G298	113	DEPUTY SHERIFF STEP II	$4,035.00	($390.00)	$3,645.00	0	$0.00	$0.00	$3,645.00	$3,645.00	$60.00	$0.00	$0.00	$0.00	$0.00	$3,705.00
G299	113	DEPUTY SHERIFF STEP II	$5,227.00	$0.00	$5,227.00	0.0628	$328.00	$0.00	$5,555.00	$3,645.00	$300.00	$0.00	$1,500.00	$0.00	$0.00	$5,445.00
G300	113	DEPUTY SHERIFF STEP I	$1,091.00	$47.00	$1,138.00	0	$0.00	$1,315.00	$2,453.00	$2,453.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,453.00
G301	113	DEPUTY SHERIFF	$1,091.00	$47.00	$1,138.00	0	$0.00	$1,315.00	$2,453.00	$1,091.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,091.00
G302	113	DEPUTY SHERIFF STEP II	$5,227.00	$0.00	$5,227.00	0.0628	$328.00	$0.00	$5,555.00	$3,645.00	$300.00	$0.00	$0.00	$0.00	$0.00	$3,945.00
G303	113	DEPUTY SHERIFF STEP II	$5,227.00	($1,582.00)	$3,645.00	0.0628	$229.00	$0.00	$3,874.00	$3,645.00	$240.00	$0.00	$0.00	$0.00	$0.00	$3,885.00
G304	113	DEPUTY SHERIFF STEP II	$5,227.00	$0.00	$5,227.00	0.0628	$328.00	$0.00	$5,555.00	$3,645.00	$180.00	$0.00	$0.00	$0.00	$0.00	$3,825.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-421-00-280-001-0
SHERIFF

AI-9471

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
G305	113	DEPUTY SHERIFF STEP II	$5,227.00	$0.00	$5,227.00	0.0628	$328.00	$304.00	$5,859.00	$3,645.00	$300.00	$0.00	$0.00	$0.00	$0.00	$3,945.00
G306	113	DEPUTY SHERIFF STEP I	$4,035.00	$0.00	$4,035.00	0.035	$141.00	($531.00)	$3,645.00	$2,453.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,453.00
G307	113	DEPUTY SHERIFF STEP II	$5,227.00	$0.00	$5,227.00	0.0628	$328.00	$0.00	$5,555.00	$3,645.00	$180.00	$0.00	$0.00	$0.00	$0.00	$3,825.00
G308	113	DEPUTY SHERIFF STEP II	$5,227.00	$0.00	$5,227.00	0.0628	$328.00	$0.00	$5,555.00	$3,645.00	$180.00	$0.00	$0.00	$0.00	$0.00	$3,825.00
G309	113	DEPUTY SHERIFF STEP II	$5,227.00	$0.00	$5,227.00	0.0628	$328.00	$0.00	$5,555.00	$3,645.00	$120.00	$0.00	$0.00	$0.00	$0.00	$3,765.00
G310	113	DEPUTY SHERIFF STEP II	$4,035.00	$0.00	$4,035.00	0.035	$141.00	$1,683.00	$5,859.00	$3,645.00	$60.00	$0.00	$0.00	$0.00	$0.00	$3,705.00
G311	113	DEPUTY SHERIFF STEP II	$4,035.00	$0.00	$4,035.00	0.035	$141.00	$1,683.00	$5,859.00	$3,645.00	$60.00	$0.00	$0.00	$0.00	$0.00	$3,705.00
G312	113	DEPUTY SHERIFF STEP I	$5,227.00	($4,089.00)	$1,138.00	0	$0.00	$1,315.00	$2,453.00	$2,453.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$3,953.00
G313	113	CRI VIC LIASON	$7,390.00	$0.00	$7,390.00	0.1889	$1,396.00	$0.00	$8,786.00	$8,786.00	$480.00	$0.00	$0.00	$0.00	$0.00	$9,266.00
A316	113	SR. DEPUTY SHERIFF STEP III	$0.00	$0.00	$0.00	0.035	$0.00	$0.00	$0.00	$0.00	$41.76	$0.00	$1,200.00	$0.00	$0.00	$1,241.76
A318	113	SR. DEPUTY SHERIFF STEP II	$0.00	$0.00	$0.00	0.035	$0.00	$0.00	$0.00	$0.00	$25.20	$0.00	$1,200.00	$0.00	$0.00	$1,225.20
A319	113	SERGEANT STEP III	$0.00	$0.00	$0.00	0.035	$0.00	$0.00	$0.00	$0.00	$480.00	$0.00	$600.00	$0.00	$0.00	$1,080.00
A320	113	SR. DEPUTY SHERIFF STEP II	$0.00	$0.00	$0.00	0.035	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A321	113	SR. DEPUTY SHERIFF STEP II	$0.00	$0.00	$0.00	0.035	$0.00	$0.00	$0.00	$0.00	$7.20	$0.00	$1,200.00	$0.00	$0.00	$1,207.20
A322	113	SR. DEPUTY SHERIFF STEP III	$0.00	$0.00	$0.00	0.035	$0.00	$0.00	$0.00	$0.00	$6.17	$0.00	$600.00	$0.00	$0.00	$606.17
A323	113	SR. DEPUTY SHERIFF STEP III	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A326	113	SR. DEPUTY SHERIFF STEP I	$0.00	$0.00	$0.00	0.0628	$0.00	$0.00	$0.00	$0.00	$5.50	$0.00	$1,800.00	$0.00	$0.00	$1,805.50
0327	113	DEPUTY SHERIFF	$0.00	$38,777.00	$38,777.00	0	$0.00	$0.00	$38,777.00	$32,698.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,698.00
0328	113	SR. DEPUTY SHERIFF STEP II	$0.00	$38,777.00	$38,777.00	0	$0.00	$0.00	$38,777.00	$38,777.00	$240.00	$0.00	$600.00	$0.00	$0.00	$39,617.00
0329	113	SR. DEPUTY SHERIFF STEP II	$0.00	$38,777.00	$38,777.00	0	$0.00	$0.00	$38,777.00	$38,777.00	$180.00	$0.00	$600.00	$0.00	$0.00	$39,557.00
0330	113	CRIMINAL INTELLIGENCE RESEARCH ANALYST	$0.00	$33,306.00	$33,306.00	0	$0.00	$0.00	$33,306.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TOTAL	$10,829,132.00	$160,851.00	$10,989,983.00		$365,849.80	($2,907.00)	$11,352,931.00	$10,794,557.98	$118,825.83	$0.00	$324,000.00	$0.00	$46,000.00	$11,280,445.83

New Position Requested Pending CC Approval.

AI-9428 **18.A.**

H & V Equipment Claims
CC REGULAR

Date: 05/27/2008
Submitted By: Noe Montez, COMM. PCT. #1
Submitted For: Joseph Palacios
Department: COMM. PCT. #1
Agenda Area: Precinct #1

Information

CAPTION

Presentation for discussion, consideration, acceptance, and approval of claims (invoices) with authority for County Treasuer to issue check to H & V Equipment for invoice no's. 4726, 4727, 4602, and 4603 after review, audit, and processing procedures are completed by the County Auditor. This was the result of equipment being acquired for rental purposes as per AI-7089 on 12/18/07, and subsequently being rescinded with AI-7246 on 1/2/08.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1201-431-00-121-005-0-442
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 5-22-08 $14,100.00. Additional funding in the amount of $7,000.00, refer to AI 9451 Consent Agenda, to be transferred pending CC approval to cover claims to be paid.

Attachments

Link: H & V Claims

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 11:51 AM	APRV
2	Ivan Cantu	Ivan Cantu	05/22/2008 08:56 AM	APRV
3	Auditor's Office	Becky Morales	05/22/2008 09:04 AM	APRV
4	Ivan Cantu	Ivan Cantu	05/22/2008 09:06 AM	APRV
5	Auditor's Office	Linda Fong	05/22/2008 10:01 AM	APRV
6	Purchasing Department	Marty Salazar	05/22/2008 11:55 AM	APRV
7	Court Administrator	Angela Garcia	05/22/2008 01:37 PM	APRV

Form Started By: Noe Montez Started On: 05/21/2008 10:51 AM

Final Approval Date: 05/22/2008

H & V EQUIPMENT, INC.
P.O. BOX 909
PROGRESO, TX 78579

INVOICE NO. 4603

DATE: 12/27/07
DUE DATE: 01/26/08

Phone: (956) 565-3788
Fax: (956) 565-2252

PAGE NO. 1

Ship To/Remarks

HIDALGO COUNTY PRECINCT #1
1902 JOE STEPHENS AVE.
WESLACO TX 78596

TERMS:	DUE IN 30 DAYS	YOUR#:	AP915	OUR#:	S/N0307103	SALESMAN:	THAD

DESCRIPTION	ITEM #	ORDERED	SHIPPED	PRICE	EXT PRICE
RENTAL OF ONE INGRAM AP915 ROLLER S/N 03071038 PICKED UP ON 11/30/07. BUT WE DIDN'T START RENTAL PERIOD UNTIL 12/04/07.					
1ST MONTH RENTAL 12/04/07-12/31/07					1950.00
WEEK RENTAL 01/01/07-01/07/08					650.00

Thank you for using H & V Equipment,Inc.

RECEIVED APR 25 2007

Sub-Total:		2600.00
Tax	:	0.00
Total	:	2600.00
	:	
Net To Pay:		2600.00

H & V EQUIPMENT, INC.
P.O. BOX 909
PROGRESO, TX 78579

INVOICE NO. 4726

DATE: 02/25/08
DUE DATE: 03/26/08

Phone: (956) 565-3788
Fax: (956) 565-2252

PAGE NO. 1

Ship To/Remarks

HIDALGO COUNTY PRECINCT #1
1902 JOE STEPHENS AVE.
WESLACO TX 78596

TERMS:	DUE IN 30 DAYS	YOUR#:	AP915	OUR#:	S/N0307103	SALESMAN:	THAD

DESCRIPTION	ITEM #	ORDERED	SHIPPED	PRICE	EXT PRICE

RENTAL OF ONE INGRAM AP915 ROLLER
S/N 03071038.

2ND MONTH RENTAL 01/08/08-2/04/08	1950.00
3RD MONTH RENTAL 02/05/08-03/04/08	1950.00

Thank you for using H & V Equipment,Inc.

RECEIVED APR 25 2007

Sub-Total:		3900.00
Tax	:	0.00
Total	:	3900.00
	:	
Net To Pay:		3900.00

H & V EQUIPMENT, INC.
P.O. BOX 909
PROGRESO, TX 78579

INVOICE NO. 4602

DATE: 12/27/07
DUE DATE: 01/26/08

Phone: (956) 565-3788
Fax: (956) 565-2252

PAGE NO. 1

Ship To/Remarks

HIDALGO COUNTY PRECINCT #1
1902 JOE STEPHENS AVE.
WESLACO TX 78596

TERMS:	DUE IN 30 DAYS	YOUR#:	CHAMP 710A	OUR#:	S/N 0B0058	SALESMAN:	THAD

DESCRIPTION	ITEM #	ORDERED	SHIPPED	PRICE	EXT PRICE

RENTAL OF ONE CHAMPION 710A MOTORGRADER
S/N 0B0058 HRS. 4580.7 PICKED UP ON
11/30/07 BUT WE DIDN'T START RENTAL
PERIOD UNTIL 12/04/07.

1ST MONTH RENTAL 12/04/07-12/31/07	4950.00
WEEK RENTAL 01/01/07-01/07/08	1650.00

Thank you for using H & V Equipment,Inc.

Sub-Total:		6600.00
Tax	:	0.00
Total	:	6600.00
	:	
Net To Pay:		6600.00

H & V EQUIPMENT, INC.
P.O. BOX 909
PROGRESO, TX 78579

INVOICE NO. 4727

DATE: 02/25/08
DUE DATE: 03/26/08

Phone: (956) 565-3788
Fax: (956) 565-2252

PAGE NO. 1

Ship To/Remarks

HIDALGO COUNTY PRECINCT #1
1902 JOE STEPHENS AVE.
WESLACO TX 78596

TERMS:	DUE IN 30 DAYS	YOUR#:	CHAMP 710A	OUR#:	S/N 0B0058	SALESMAN:	THAD

DESCRIPTION	ITEM #	ORDERED	SHIPPED	PRICE	EXT PRICE

RENTAL OF ONE CHAMPION 710A MOTORGRADER
S/N 0B0058 HRS. 4580.7

2ND MONTH RENTAL 1/08/08-2/04/08 4950.00
3RD MONTH RENTAL 02/05/08-03/04/08 4950.00

Thank you for using H & V Equipment,Inc.

Sub-Total:		9900.00
Tax	:	0.00
Total	:	9900.00
	:	
Net To Pay:		9900.00

AI-9436 **19.A.**

Interdepartmental transfer to Tower Road Project
CC REGULAR

Date: 05/27/2008
Submitted By: Yolanda Cisneros, COMM. PCT. #2
Submitted For: Yolanda Cisneros
Department: COMM. PCT. #2
Agenda Area: Precinct #2

Information

CAPTION

Approval of 2008 interdepartmental transfer from Precinct #2 Road & Bridge (122-006) to Tower Road (Moore-Balli) (122-027) in the amount of $50,000.00.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1202-431-00-122-0XX-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

From 006-0-890 to program 027-0-711 in the amount of $50,000.00. Available balance is $270,945.30 as of 5/21/08.

Attachments

Link: 05-27-2008 Tower RD Interdepartmental Transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 02:53 PM	APRV
2	Dale Kennan	Dale Kennan	05/21/2008 03:28 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 10:03 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 11:56 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 01:37 PM	APRV

Form Started By: Yolanda Cisneros Started On: 05/21/2008 02:10 PM

Final Approval Date: 05/22/2008

INTERDEPARTMENTAL TRANSFER

DATE **May 19, 2008**

DEPARTMENT NAME: **Hidalgo County Precinct No. 2**

ACCOUNT NUMBER: **8-1202-431-00-122-0XX-0-XXX**

SUBJECT: **Interdepartmental Transfer (increase/decrease)**

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Interdepartmental Transfer (increase/decrease) in accordance with Local Government, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
From:			
8-1202-431-00-122-006-0-890		**OTHER**	**($50,000.00)**
To:			
8-1202-431-00-122-027-0-711		**Tower Road (Moore -Balli) ROW**	**50,000.00**
		TOTAL BUDGET INCREASE (DECREASE)	**$0.00**

Reason: **Transfer needed for the continued operation of Tower Road Project**

DEPARTMENT HEAD SIGNATURE

/ /

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-9372 **19.B.**

Pct 2 Parks - Sam's Club invoice for late fee
CC REGULAR

Date: 05/27/2008
Submitted By: Yolanda Cisneros, COMM. PCT. #2
Submitted For: Yolanda Cisneros
Department: COMM. PCT. #2
Agenda Area: Precinct #2

Information

CAPTION

Request authorization and approval to pay Sam's Club invoice statement for finance charges in the amount of $4.85 with the authority for the County Treasurer to issue payment/check after County Auditor's review and processing procedures are completed.

BACKGROUND

These finance charges still reflect on purchases made on 01/10/2008 for P.O. 596910 which invoice was paid (late) on 04/07/2008

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1212-452-00-122-008-0-855
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

PO# 596910 has been fully liquidated (Chk# 329035 on 4/7/08). Available balance in object 855 is $104.34 as of 5/20/08, to pay pending late fee.

Attachments

Link: my computer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/19/2008 02:42 PM	APRV
2	Dale Kennan	Dale Kennan	05/20/2008 08:42 AM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:28 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:29 PM	APRV
5	Court Administrator	Angela Garcia	05/21/2008 12:42 PM	APRV

Form Started By: Yolanda Cisneros Started On: 05/16/2008 01:44 PM

Final Approval Date: 05/21/2008

Payment Due Date	Minimum Payment Due	New Balance	Account Number
06/01/2008	$50.00	$53.82	771 5 09 0413941410

60322050904139414l0

AMOUNT PAID $ _____ .__

☐ New address or email? Check the box at left and print changes on back.

HIDALGO COUNTY PRECI
YOLANDA CISNEROS
301 E STATE AVE
PHARR TX 78577-3977

26014 II 413

Make Payment To: SAM'S CLUB
P.O. BOX 530970
ATLANTA, GA 30353-0970

00050000091729 0005000000053820O0 771509041394141O 22

Detach and mail this portion with your check to SAM'S CLUB . Please use blue or black ink. Write your account number on your check.

ACCOUNT INFORMATION

Account Number :	771 5 09 0413941410
Billing Date :	05/07/2008
Payment Due Date :	06/01/2008
Days In Billing Period :	30
Total Credit Line :	$5,000.00
Total Available Credit :	$4,946.00

BALANCE SUMMARY

Previous Balance	$966.26
(-) Payments & Credits	$917.29
(+/-) FINANCE CHARGE(net)	**$4.85**
(+) Purchases	$0.00
(+) Insurance, Fees & Adjustments	$0.00
(=) New Balance	$53.82
Minimum Payment	$50.00

* See reverse for cash advance guidelines

TRANSACTIONS

Date	Invoice Number	Description	Amount
05/07		*FINANCE CHARGE*	$4.85
04/14		PAYMENT - THANK YOU	$917.29CR

THE PERIODIC RATE SHOWN ON THIS STATEMENT MAY VARY, EXCEPT IN PR.

THE PERIODIC RATE SHOWN ON THIS STATEMENT MAY VARY.

FINANCE CHARGE SUMMARY

How Your FINANCE CHARGE Was Calculated	Balance Subject To Finance Charge	Daily Periodic Rate	CORRESPONDING ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Balance Method Calculation # (See Reverse)
Regular Purchases	$236.27	.06847%	24.99%	$4.85	2D
ANNUAL PERCENTAGE RATE		24.990%	Total Periodic FINANCE CHARGE		$4.85

MEMBER NEWS & INFORMATION

Access your account online! Visit samsclubcredit.com today to pay your bill, request a credit line increase, update your account information, view recent activity and more!

Sam's Club® has the items you need to celebrate Memorial Day. Stop in to your local Club today and stock up on summer essentials, from party supplies to food and drinks.

Get ready for summer gatherings with outdoor furniture from Sam's Club®. Visit samsclub.com today and click on Outdoor Furniture to learn more about how to save with new reduced shipping rates!

up
8-1212-452-00-122-008-0-855

INVOICE RECEIVED BY:
_____ ON 5/12/08

GOODS/SERVICES RECEIVED BY:
Hector Palacios ON 5-12-08

MEMBER SERVICE: For account information, log onto: samsclubcredit.com, or call toll free 1-800-203-5764.
This account is not registered, the authentication code is: SCLP214
PAYMENT DUE BY 5P.M. ON THE DUE DATE. See reverse side for details.
NOTICE: See reverse side for Billing Rights and other important information.

AI-9445 **19.C.**

Las Milpas Park Pool
CC REGULAR

Date: 05/27/2008
Submitted By: Yolanda Cisneros, COMM. PCT. #2
Submitted For: Yolanda Cisneros
Department: COMM. PCT. #2
Agenda Area: Precinct #2

Information

CAPTION

Discussion for announcement of opening the Precinct No.2 Pool in Pharr (Las Milpas Area) for the summer. The pool will open June 3, 2008 for approximately 10 weeks with 2 Attendants and 3 Lifeguards.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1212-452-00-122-008-0-540
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

$3,000.00 is available to cover possible announcement costs. No other fiscal impact at this time.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 08:25 AM	APRV
2	Dale Kennan	Dale Kennan	05/22/2008 11:26 AM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 11:39 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 11:56 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 01:37 PM	APRV

Form Started By: Yolanda Cisneros Started On: 05/21/2008 03:40 PM

Final Approval Date: 05/22/2008

AI-9371 **20.A.5.**

Armored Car Services
CC REGULAR

Date: 05/27/2008
Submitted By: Vangie Garcia, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

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Information

CAPTION

Recommending award of bid and approval of contract document to sole bidder meeting all requirements as attached hereto for: RFB NO: 2008-054-05-14-VYG-Hidalgo County Armored Car Services".

BACKGROUND

Specifications/Requirements/Contract document reviewed and approved by legal counsel.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1297-423-00-320-002-8-350
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 5-22-08 $1,042.26. Services are to be paid on a monthly basis @ $214.34 per location/ per month by user depts.

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-415-40-180-001-0-350
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 5-22-08 $3,499.62; Services are to be paid on a monthly basis @ $214.34 per month/per location by user depts.

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-412-00-090-001-0-350
FUNDS AVAILABLE Y/N?: Y/pending **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funding for the District Clerk is pending approval of AI 9468 line item transfer CC 5-27-08 for $2,000.00 under Consent Agenda to cover Armored Car Contractual Services.
Services are to be paid on a monthly basis @ $214.34 per month/per location by user depts.

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-415-15-140-001-0-350

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 5-22-08 $34,839.75; Services are to be paid on a monthly basis @ $214.34 per month/per location by user depts.

Attachments

Link: Bid Tabulation

Link: Comparison Grid

Link: Participation Log

Link: CONTRACT

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 12:29 PM	APRV
2	Budget & Management	Dina Trevino	05/21/2008 01:22 PM	APRV
3	Ivan Cantu	Ivan Cantu	05/22/2008 10:30 AM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 11:50 AM	APRV
5	Martha Salazar		05/23/2008 05:00 PM	NEW

Form Started By: Vangie Garcia Started On: 05/16/2008 12:01 PM

Final Approval Date: 05/23/2008

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY

BID OPENING DATE: MAY 14, 2008	**BID OPENING TIME: 9:30 A.M.**

DESCRIPTION OF BID: "ARMORED CAR SERVICES"

BID NO: 2008-054-05-14-VYG	**BUYER II: VANGIE Y. GARCIA**

BID # RFB #	NAME OF COMPANY	OPTION I PER LOCATION/PER MONTH TOTAL PER Y EAR	OPTION II PER LOCATION/PER MONTH TOTAL PRICE PER YEAR
#1	ROCHESTER ARMORED CAR CO. INC.-OMAHA, NE	$214.24 PER LOCATION/PER MONTH $2,357.74 PER MONTH	$214.34 PER LOCATION/PER MONTH $2,357.74 PER MONTH
#2			
#3			
#4			
#5			
#6			
#7			
#8			
#9			
#10			

HIDALGO COUNTY – ARMORED CAR SERVICES
RFB NO: 2008-054-05-14-VYG

COMPARISON GRID

PRIOR BID PRICE		NEW BID PRICE	
OPTION I PER MONTH	**OPTION II PER MONTH**	**OPTION I PER LOCATION/PERMONTH**	**OPTION II PER YEAR**
$1,929.00 PER MONTH	$2,025.45 PER MONTH	$214.34 PER LOCATION $2,357.74 PER MONTH	$214.34 PER LOCATION $2,357.74 PER MONTH

BASED ON PRIOR YEAR'S BID, THERE IS AN INCREASEMENT OF $428.74 PER MONTH. SOLE RESPONSE RECEIVED FROM ROCHESTER ARMORED CAR SERVICES.

HIDALGO COUNTY – ARMORED CAR SERVICES
RFB NO: 2008-054-05-14-VYG

COMPARISON GRID

PRIOR BID PRICE		NEW BID PRICE	
OPTION I PER MONTH	**OPTION II PER MONTH**	**OPTION I PER LOCATION/PERMONTH**	**OPTION II PER YEAR**
$1,929.00 PER MONTH	$2,025.45 PER MONTH	$214.34 PER LOCATION $2,357.74 PER MONTH	$214.34 PER LOCATION $2,357.74 PER MONTH

BASED ON PRIOR YEAR'S BID, THERE IS AN INCREASEMENT OF $428.74 PER MONTH. SOLE RESPONSE RECEIVED FROM ROCHESTER ARMORED CAR SERVICES.

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING BIDDER'S LOG
SPECIFICATIONS/BID PACKETS

IBF-RFP-RFQ-RFI

BID OPENING DATE: MAY 14, 2008 **BID OPENING TIME: 9:30 A.M.**
DEPARTMENT/BID DESCRIPTION: "HIDALGO COUNTY – ARMORED CAR SERVICES
BID NO: 2008-054-05-14-VYG

NAME OF VENDOR: COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	ADDRESS & PHONE NO
ARMORED TRANSPORT TRINIDAD GUTIERREZ EMAIL: tsgutierrez@atsystemsinc.com	EMAIL AND MAIL	VANGIE Y. GARCIA	04/28//08	309 S. WARE ROAD MCALLEN, TEXAS 78501 (P) 956-686-6203 (F) 956-686-4616
LOOMIS FARGO	MAIL OUT	VANGIE Y. GARCIA	04/28/08	382 N. BOWIE STREET SAN BENITO, TEXAS 78586 (956) 399-4123
TEXAS SECURITY FORCE ATTN: GONZALO MEZA EMAIL: tsf007@sbcglobal.ent	EMAILED	VANGIE Y. GARCIA	04/28/08	1825 W. ROGERS EDINBURG, TEXAS 78541 (P) 956-316-0553 (F) 956-316-0053
ROCHESTER ARMORED CAR COMPANY – JOSEPH W. SHEA Email: jwshea@rocarmco.com	FEDERAL EXPRESS	VANGIE Y. GARCIA	04/28/08	3937 LEAVENWORTH STREET-P.O. BOX 8 DTS (68101) – OMAHA, NE. 68105 (800) 558-9323 (F)402-558-9326

***VIA:**
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-08-054-05-27

THIS CONTRACT is made and entered into this 27th day of May, 2008 by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **Rochester Armored Car Co.**, Inc. of Omaha, Nebraska("Company").

WHEREAS, Company responded to advertised notices for bids for "**Armored Car Services**"(the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of such specifications and bid being attached hereto as Exhibits "A" and "B" respectively, and incorporated herein for all purposes (the "Specifications"); and

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications, the Commissioners Court of County awarded the bid to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agree that this Contract is entered into in order to provide the Services to Hidalgo County. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the Services in accordance

with the Specifications within **Hidalgo County** following a request for Services by the **Elected Official or Department Head** or his designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period beginning **July 5, 2008** and ending on **July 4, 2010** and may be extended at the sole discretion of County for an additional one (1) year period, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional

insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: **The County of Hidalgo**
Attn: County Judge
100 E. Cano
Edinburg, Texas 78539

If to Company: **Rochester Armored Car Co., Inc.**
Attn: Michael Shea
P. O. Box 8, Downtown Station
Omaha, NE 68101

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. This Agreement may be terminated by either party without cause upon thirty (30) days written notice.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

Commitment of Current Revenues Only. In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of Buyer under this Agreement, Buyer may terminate this Agreement upon ninety (90) days written notice to Seller. Buyer agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. § 271.903 (Vernon Supp. 1996).

WITNESS our hands in duplicate originals this ____ day of _____, 2008.

COUNTY OF HIDALGO

By:_____
Juan D. Salinas, III, County Judge

Date:_____

ATTEST:

_____ _____
Arturo Guajardo, Jr., County Clerk Date

COMPANY: Rochester Armored Car Co. Inc.

By:_____

Printed Name:_____

Title:_____

Date:_____

Approved on Commissioners' Court:_____, 2008

APPROVED AS TO FORM
Atlas & Hall, L.L.P.

By:_____ Date:_____
Stephen L. Crain

EXHIBIT "A" SPECIFICATIONS

EXHIBIT "A"
"ARMORED CAR SERVICES"
BID NO: 2008-054-05-14-VYG

Specifications, Requirements and Other Terms and Conditions

SCOPE OF SERVICES:
HIDALGO COUNTY is seeking bids from qualified bidder(s) with which to establish a contract for the purposes of "Armored Car Services" on an "As Needed Basis".

1. Bidder(s) will be responsible for providing for picking up and transporting, on an **"As Needed Basis"**, deposits from numerous Hidalgo County Departments, and depositing into County's bank account.

2. Bidder(s) will provide armed, uniformed and bonded personnel. Every shipment must be totally insured against loss.

3. Bidder(s) will be required to deliver change and/or bank supplies at the time deposits are picked up.

BANK DEPOSITORY ACCOUNT:

4. Hidalgo County's Depository Bank is currently First National Bank, however, the County might do future business with another Depository Bank within the Hidalgo County area.

5. Hidalgo County's main Bank Depository is "First National Bank", located at 100 W. Cano Street, Edinburg, Texas. Deposits may be deposited at any local listed "First National Bank" branch locations.

6. Hidalgo County reserves the right to award this bid on a lump sum basis to one (1) bidder, or to multiple bidders; whichever is most advantageous to the County.

7. ***Hidalgo County Elected Official, department head, and/or their designees/contact person*** will instruct bidder(s) to as to where/which "First National Bank" branch location site(s) the deposits are to be transported to.

TERMS AND CONDITIONS:

8. Term of contract shall be for a period of two (2) years under Option I. Option II shall include Hidalgo County's option to renew contract for one (1) additional year under the same rates, terms and conditions as the initial two (2) year period.

9. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.

10. After bid is awarded and successful awarded vendor defaults in meeting the "general instructions to bidder(s)" and/or complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo

County shall charge the successful bidder the difference for any additional cost to the County.

REQUIREMENTS:

11. Bidder(s) must be licensed by the "Texas Board Of Private Investigators and Private Security Agencies". All of bidder(s)' personnel associated with this bid must also have the proper licenses by the "Texas Board Of Private Investigators and Private Security Agencies".

12. Bidder(s) will provide and maintain all the required "Insurances and Bonds" as described and listed in "Exhibit C" and under "Legal Terms and Conditions"-page 4-item #18.

13. Hidalgo County reserves the right to hold bid(s) for a period of ninety (90) days without taking action.

15. "Any" and "All" costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder(s) and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.

Further information required for this project can be addressed to, Hidalgo County Purchasing Department at (956) 318-2626. Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to, Martha L. Salazar, CPPB, Purchasing Agent, 2802 S. Business Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

All applicable forms in this packet must be filled out in its entirety and submitted with bid response.

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, May 7, 2008, 5:00 P.M. Responses will be sent to all applicants via facsimile by no later than, 5:00 P.M., Friday, May 9, 2008.

EXHIBIT "A"
"ARMORED CAR SERVICES"
BID NO: 2008-054-05-14-VYG

DEPARTMENT LOCATION(S) OF PICKUPS AND LIABILITY AMOUNT(S)

Honorable Arturo Guajardo, Jr.
Hidalgo County Clerk
Hidalgo County Co. Courthouse
100 N. Closner
Edinburg, Texas 78539

Regular time of deposit: 3:00 p.m.
Bank Name/Location: First National Bank/Edinburg
Deposit to be picked-up: (1) Once a day
Approximate amount of deposit: $25,000.00 per day/week

Honorable Laura Hinojosa
Hidalgo County District Clerk
Hidalgo County Co. Courthouse
100 N. Closner
Edinburg, Texas 78539

Regular time of deposit: Mornings
Bank Name/Location: First National Bank/Edinburg
Deposit to be picked-up: (1) Once a day
Approximate amount of deposit: $40,000.00 -$140,000.00 per day/week

Honorable Norma G. Garcia
Hidalgo County Treasurer
Hidalgo County Treasurer's Office
2810 S. Business Hwy. 281
Edinburg, Texas 78539

Regular time of deposit: 4:30 p.m.
Bank Name/Location: First National Bank/Edinburg
Deposit to be picked-up: (1) Once a day
Approximate amount of deposit: $20,000.00 - $4,000,000.00 per day/week

Honorable Armando Barrera
Hidalgo County Tax Assessor Collector
Hidalgo County Tax Office
2804 S. Business Hwy. 281
Edinburg, Texas 78539

Regular time of deposit: 3:00 p.m.
Bank Name/Location: First National Bank / 1920 S. Closner, Edinburg
Deposit to be picked-up: (1) Once a day
Approximate amount of deposit: $4,065,000.00 per day/week

Mr. Hector Solis: Dept. Head
Hidalgo County Auto License Dept.
2804 S. Business Hwy. 281
Edinburg, Texas 78539

Substation/Locations	Time Of Deposit	Pick-Up
#1 Edinburg	3:00 p.m.	1 (once a day)
#2 McAllen	2:30 p.m.	1 (once a day)
#3 Mission	2:00 p.m.	1 (once a day)
#4 Weslaco	1:30 p.m.	1 (once a day)
#5 San Juan	11:00 a.m.	1 (once a day)

Approximate amount of deposit: $ 424,000.00 per day/week

Mr. Joe Lopez, Director
Hidalgo County Community Supervision and Corrections Department (Adult Probation) 3100 S. Business Hwy. 281
Edinburg, Texas 78539

Regular time of deposit: 4:30 p.m.
Bank Name/Location: First National Bank / 100 W. Cano Street, Edinburg
Deposit to be picked-up: (1) Once a day
Approximate amount of deposit: $10,000.00-$45,000.00 per day

EXHIBIT "A"
"ARMORED CAR SERVICES"
BID NO: 2008-054-05-14-VYG

Depository Bank Branch Locations/Sites:
Deposits may be made at any of the following branch locations, however any and all deposits will be taken to the branch location site as requested and directed by the ***Hidalgo County Elected Official, department head, and/or their designees/contact person***.

FIRST NATIONAL BANK BRANCH LOCATIONS/SITES

Alamo	1329 W. Expressway 83, Alamo
Delta	900 E. Highway 107, Elsa
Donna	503 N.D. Salinas
Edinburg	100 W. Cano 1920 S. Closner 320 E. University 2810 N. Closner
Hidalgo	524 S. Bridge
La Joya	701 E. Expressway 83
McAllen	212 N. 23rd. Street 1821 S. 10th Street 7201 N. 10th Street
Mercedes	301 S. Texas Avenue
Mission	1709 N. Conway
Pharr	1311 S. Cage Blvd. 100 E. Nolana
Weslaco	621 S. International Drive (Weslaco-1015) 911 W. Expressway 83 (Weslaco-Border)

EXHIBIT "B"
PAYMENT SCHEDULE

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY

BID OPENING DATE: MAY 14, 2008	**BID OPENING TIME: 9:30 A.M.**

DESCRIPTION OF BID: "ARMORED CAR SERVICES"

BID NO: 2008-054-05-14-VYG	**BUYER II: VANGIE Y. GARCIA**

BID # RFB #	NAME OF COMPANY	OPTION I PER LOCATION/PER MONTH TOTAL PER Y EAR	OPTION II PER LOCATION/PER MONTH TOTAL PRICE PER YEAR
#1	ROCHESTER ARMORED CAR CO. INC.-OMAHA, NE	$214.24 PER LOCATION/PER MONTH $2,357.74 PER MONTH	$214.34 PER LOCATION/PER MONTH $2,357.74 PER MONTH
#2			
#3			
#4			
#5			
#6			
#7			
#8			
#9			
#10			

EXHIBIT "B"

BID FORM
Hidalgo County - Armored Car Services
Bid No.: 2008-054-05-14-VVG

Option I. Initial two (2) year term:

Monthly charge for "Armored Car Services" as requested, but not limited to, in the Specifications/Requirements to the Departments with "Branch Locations/Sites" as listed Exhibit "A" of this document and under the terms and conditions described for the initial two year term of the contract.

$214.34 per location, per/**month**
Total monthly charges per month: $2,357.74

Option II. Initial two-year term with an additional one (1) year renewal, at County's option:

Monthly charge for "Armored Car Services" as requested, but not limited to, in the Specifications/Requirements to the Departments with "Branch Locations/Sites" as listed in Exhibit "A" of this document and under the terms and conditions described for the initial two-year term with an additional one year renewal, at the County's option to renew.

$214.34 per location, per/**month**
Total monthly charges per month: $2,357.74

BIDDER/COMPANY NAME: Rochester Armored Car Co., Inc.

ADDRESS: P.O. Box 8, DTS

CITY/STATE/ZIP CODE: Omaha, NE 68101

PHONE NO: 800-558-9323 FAX NO: 402-558-9326

AUTHORIZED SIGNATURE: Michael Shea

PRINTED NAME: Michael T. Shea

TITLE: Sales & Service

DATE: 05/13/2008

EXHIBIT "C"
INSURANCE REQUIREMENTS

EXHIBIT "C"

Insurance Requirements
Applicable to the Acquisition of Goods and /or Services (other than **Professional Services)**

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand ($500,000.00) arising out of the services provided to County hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act. Texas Labor Code Chapter 401, et. seq.

Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

Insurance Requirement Acknowledgment

I, Michael T. Shea, authorized representative for Rochester Armored Car Co, Inc.,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

☐ will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court;

☐ will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: $_____ General Liability: $_____

☒ have already been met, see attached copy of insurance certificate.

Michael Shea
Authorized Representative

05/13/2008
Date

Notice to Bidder:
A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, Michael T. Shea, possess all of the APPLICABLE:

1. Licenses: Texas Board of Private Investigators and Private Security Agencies.
2. Bonds: _____.
3. Certificates: _____.
4. Permits: _____.
5. Other: _____.

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.

Michael Shea
Authorized Signature

5/13/2008
Date

Rochester Armored Car Co., Inc.
Company

3937 Leavenworth Street
Address

Omaha, NE 68105
City, State, Zip

Client#: 24420 ROC48818

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/15/08

PRODUCER
The Harry A. Koch Co.
P.O. Box 45279
Omaha, NE 68145-0279
402 861-7000

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.

INSURED
Rochester Armored Car Co., Inc.
Lewis System of Iowa, Inc.
P.O. Box 8 D.T.S.
Omaha, NE 68101

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: General Casualty Co of WI	
INSURER B: Regent Insurance Co.	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	CCI0262931	06/30/07	06/30/08	EACH OCCURRENCE	$1,000,000
		X COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
		CLAIMS MADE X OCCUR				MED EXP (Any one person)	$10,000
						PERSONAL & ADV INJURY	$1,000,000
						GENERAL AGGREGATE	$2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$2,000,000
		POLICY PRO-JECT LOC					
B		AUTOMOBILE LIABILITY	BA3198343	06/30/07	06/30/08	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
		X ANY AUTO					
		ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		SCHEDULED AUTOS					
		X HIRED AUTOS				BODILY INJURY (Per accident)	$
		X NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
A		EXCESS/UMBRELLA LIABILITY	CCU0262931	06/30/07	06/30/08	EACH OCCURRENCE	$5,000,000
		X OCCUR CLAIMS MADE				AGGREGATE	$5,000,000
							$
		DEDUCTIBLE					$
		RETENTION $					$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	CWC0262931	06/30/07	06/30/08	X WC STATU-TORY LIMITS OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$1,000,000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$1,000,000
						E.L. DISEASE - POLICY LIMIT	$1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

Hidalgo County
ATTN: Purchasing Dept, Admin Bldg, 5th Floor
2812 S Hwy 281
Edinburg, TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Scott Fruehauf

© ACORD CORPORATION 1988

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE 12/19/2007

PRODUCER 732-855-3155

Willis IIB
10 Woodbridge Center Dr.
Suite 601
Woodbridge, NJ 07095

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.

INSURED

Rochester Armored Car Co., Inc.
Lewis System of Iowa, Inc.
P.O. Box 8 DTS
Omaha, NE 68101

INSURERS AFFORDING COVERAGE	NAIC#
INSURER A: Navigators Insurance Company	42307-002
INSURER B: Underwriters at Lloyd's London	15792-001
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	$
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	$
		CLAIMS MADE ☐ OCCUR				MED EXP (Any one person)	$
						PERSONAL & ADV INJURY	$
						GENERAL AGGREGATE	$
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$
		POLICY ☐ PRO-JECT ☐ LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		ANY AUTO					
		ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		SCHEDULED AUTOS					
		HIRED AUTOS				BODILY INJURY (Per accident)	$
		NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		OCCUR ☐ CLAIMS MADE				AGGREGATE	$
							$
		DEDUCTIBLE					$
		RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS ☐ OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
A		OTHER	NY07ILM006353-01	1/1/2008	1/1/2009		
B		Armored Car Transit, Vault and Safe Risk	GNYA44L	1/1/2008	1/1/2009	SEE DESCRIPTION FOR LIMITS	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

SEE ATTACHED FOR LIMITS

CERTIFICATE HOLDER

Hidalgo County
100 E. Cano St., 5th Floor
Edinburgh, TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Joann Eppel

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Willis **CERTIFICATE OF LIABILITY INSURANCE** Page 2 of 3

DATE 12/19/2007

PRODUCER		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.	
	732-855-3155 Willis IIB 10 Woodbridge Center Dr. Suite 601 Woodbridge, NJ 07095	INSURERS AFFORDING COVERAGE	NAIC#
INSURED	Rochester Armored Car Co., Inc. Lewis System of Iowa, Inc. P.O. Box 8 DTS Omaha, NE 68101	INSURER A: Navigators Insurance Company	42307-002
		INSURER B: Underwriters at Lloyd's London	15792-001
		INSURER C:	
		INSURER D:	
		INSURER E:	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

LIMITS:
$50,000,000 any one transit/occurrence
$50,000,000 each & every loss for Omaha location
$42,000,000 each & every loss for Fargo location
$35,000,000 each & every loss for McAllen location
$30,000,000 each & every loss for Des Moines, Sioux Falls and Iowa City locations
$20,000,000 each & every loss all other locations

Texas Department of Public Safety

Certificate of License

The Texas Private Security Bureau certifies that:

ROCHESTER ARMORED CAR CO., INC.
B00821

Is Duly Licensed as

Security Contractor

Guard Company

Armored Car Company

Courier Company

Under the provisions of Chapter 1702 Texas Occupations Code, as amended
This License

EXPIRES: 4/30/2009

PSB-47(6/05)

Director, Tx Dept. of Public Safety

EXHIBIT "D"
CONFLICT OF INTEREST

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE — FORM CIQ

For vendor or other person doing business with local governmental entity

	OFFICE USE ONLY
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.	Date Received

1 **Name of person who has a business relationship with local governmental entity.**

N/A

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

N/A

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☒ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☒ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☒ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

N/A

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

EXHIBIT "E"
PROPOSER'S AFFIDAVIT

BIDDER'S AFFIDAVIT
Exhibit "E"

BIDDER'S AFFIDAVIT OF NON-COLLUSION
NON-CONFILICT OF INTERST, AND ANTI-LOBBYING

STATE OF TEXAS
COUNTY OF HIDALGO

Affiant, Michael T. Shea, being first duly sworn, deposes that:

(1) Affiant does hereby state neither the Bidder nor any of the Bidder's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or other bidder, or potential bidder, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached bid or the bid of any other bidder, and further states that no such money or other reward will be hereinafter paid.

(2) Affiant further states they have neither recommended or suggested to Hidalgo County or nay of its officials or employees, any of the terms or provisions set forth in their Request for Bid and subsequent agreement, except at a meeting open to all interested bidders, of which proper notice was given.

(3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between bidder submission date and award by the Hidalgo County County Commissioner's Court.

(4) Affiant further states no officer, or stockholder of the Bidder is a member of the staff, or related to any employee of the Hidalgo County except as noted herein below:

Signature/Title: Michael Shea

Subscribed and sworn to before me this 13 day of MAY, 2008.

Wayne Peterson

GENERAL NOTARY - State of Nebraska
WAYNE W. PETERSON
My Comm. Exp. Nov. 20, 2010

Notary Public

My commission expires: NOV 20, 2010, 2008

BIDDER/VENDOR APPLICATION

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department thru Facsimile: (956) 318-2629 or (956) 292-7612 in person or regular mail to: 2812 S. Business Hwy. 281 , Edinburg, Texas 78539 or email: purchasing@co.hidalgo.tx.us

Company Name: Rochester Armored Car Co. **Telephone No.** (800) 558-9323

dba Name:

Legal Name: Rochester Armored Car Co., Inc.

Mailing Address : P.O. Box 8, DTS **Fax No.** (402) 558-9326

Physical Address: 3937 Leavenworth Street

City, State, Zip Omaha, NE 68105 **Tax I.D. No.** 47-0488715

Remit to Address : P.O. Box 8, DTS **City, State, Zip** Omaha, NE 68105

E-Mail Address: mtshea@rocarmco.com

Representative(s) Name(s) & Title(s) Michael T. Shea

Type of Organization (check one): ____ Individual ____ Partnership X Corporation ____ Non-Profit ____ LLC ____ Sole Proprietor ____ Other, Specify

State Identification No. 47-0488715 **(Please attached completed W-9 form with this application)**
Federal Identification No. or (if individual) SS No.

State of Incorporation: Minnesota **Date:** 1964 **Other:**

Type of Business (check one): ____ Manufacturer ____ Wholesaler ____ Retailer ____ Broker ____ Distributor X Service Organization ____ Other, Specify

Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:

Michael T. Shea & Joseph W. Shea both Sales & Service, William J. McGowan / V.P.

Small and/or Disadvantaged Business Information (check application criteria)

Small Business:	Disadvantaged Business (At Least 51% Ownership)	
☐ Less than 125,000 annual gross receipt	☐ Black American	☐ Native American
☐ Less than 250,000 annual gross receipt	☐ Hispanic American	☐ Women
☐ Less than 499,000 annual gross receipt	☐ Asian Pacific American	☐ Other
☐ More than 500,000 annual gross receipt		

Have you been certified as a HUB or an MBE/WBE source?: ☐ Yes ☒ No

Indicate Certification No.(s): _____ **or are Certificate(s) attached?:** ☐ Yes ☐ No

What type of product(s) is/are solicited by your company?: Armored Car Services

Would you like to be provided with specifications for procurements of such products?: ☐ Yes ☒ No

To Be Completed by the County: Rec'd by (Purchasing): _____ **Date Rec'd by (Purchasing):**

Date Forwarded Information to Auditor's Office: _____ **Entry Date:** _____ **Vendor No.:**

Revised12/14/06

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: ☐Yes ☒ No

If yes, by whom?: ☐ Texas Building & Procurement Commission ☐ Other_____

Indicate Certification No(s).:_____ or Are Certificate(s) Attached?: ☐ Yes ☐ No

---

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP,or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ Other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ Other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ Other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

W-9 FORM

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above
ROCHESTER ARMORED CAR

Check appropriate box: ☐ Individual/ Sole proprietor ☑ Corporation ☐ Partnership ☐ Other ► ..... ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)
PO BOX 8 DTS

Requester's name and address (optional)

City, state, and ZIP code
OMAHA NE 68105

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
			-			-		

or

Employer identification number
4	7	-	0	4	8	8	7	1	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person ► [signature] Date ► 5/13/08

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. *Complete the certification as* indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. *You must give your correct TIN, but* you do not have to sign the certification unless you have *been notified that you have previously given an incorrect TIN.* "Other payments" include payments made in the course of *the requester's trade or business for rents, royalties, goods* (other than bills for merchandise), medical and health care *services (including payments to corporations), payments to a* nonemployee for services, payments to certain fishing boat *crew members and fishermen, and gross proceeds paid to* attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or single-owner LLC	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Sole proprietorship or single-owner LLC	The owner [3]
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt recipients 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.socialsecurity.gov/online/ss-5.pdf*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses/* and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting *www.irs.gov* or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

DEBARMENT FORM

Certification
Regarding Debarment, Suspension Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment 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, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature: Michael T. Shea

Print Name: Michael T. Shea

Title: Sales & Service

Telephone Number: 800-558-9323 ext: 244

Date: 05/13/2008

If the proposer is unable to certify to all of the statements in this Certification, such proposer should attach an explanation to this proposal.

AI-9407 **20.A.6.**

Hidalgo County-Invoice No. 11322572-L&G Engineering-C-07-400-11-06 CC REGULAR

Date: 05/27/2008
Submitted By: Letty Saenz, PURCHASING DEPT.
Submitted For: Letty Saenz
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Presentation for discussion, consideration, acceptance, and approval of payment of Invoice No. 11322572 in the amount of $3,875.00 from L & G Consulting Engineers Inc. d/b/a L & G Engineering in connection with Contract No. C-07-400-11-06 and Work Authorization No. 1 for "Turnkey Solution for the Demolition and Removal of Structures & Below Ground Tanks and Related Equipment" (located at 201 and 207 North Closner Street, Edinburg, Texas).

BACKGROUND

Invoice No. 11322572
PO# 597671

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1336-419-40-220-028-0-739
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

PO# 597671 has $11,250.00 available as of 5/21/08 to pay this pending invoice.

Attachments

Link: Invoice No. 11322572

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 12:39 PM	APRV
2	Budget & Management	Dina Trevino	05/21/2008 01:26 PM	APRV
3	Dale Kennan	Dale Kennan	05/21/2008 02:32 PM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 10:11 AM	APRV
5	Joy Hsu	Joy Hsu	05/22/2008 03:32 PM	APRV
6	Linda Fong	Linda Fong	05/22/2008 05:41 PM	APRV
7	Court Administrator	Angela Garcia	05/23/2008 08:01 AM	APRV
Form Started By: Letty Saenz			Started On: 05/20/2008 12:07 PM	

Final Approval Date: 05/23/2008

Consulting Engineers Inc
00 W. Expressway 83
Mercedes, TX 78570
(956) 565-9813 Fax (956) 565-9018

INVOICE #: 11322572
INVOICE DATE: 03/31/08

BILL TO: 45
Hidalgo County
100 E. Cano
Edinburg, TX 78539

JOB: 071501
Demolition/Removal
c/o County of Hidalgo

Contract# C-07-400-11-06 Account #7-1336-419-40-220-028-0-739

DESCRIPTION	CONTRACT	PREVIOUS APPLICATIONS	CURRENT COMPLETED	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH
Engineering services for the month of March 2008.						
12020-Report Prep	2,000.00				0.0	2,000.00
16360-Spec Document	3,500.00	3,500.00		3,500.00	100.0	
16400-Contract Mgmt	8,500.00	4,250.00	1,700.00	5,950.00	70.0	2,550.00
32001-Const. Insp.	1,500.00		675.00	675.00	45.0	825.00
32010-Const. Insp.	3,500.00		1,500.00	1,500.00	42.9	2,000.00
TOTALS:	19,000.00	7,750.00	3,875.00	11,625.00	61.2	7,375.00

ORIGINAL CONTRACT SUM	$	19,000.00
CHANGE BY CHANGE ORDER	$	0.00
CONTRACT SUM TO DATE	$	19,000.00
TOTAL COMPLETED TO DATE	$	11,625.00
LESS PREVIOUS INVOICES	$	7,750.00
CURRENT PAYMENT DUE	$	3,875.00

PROJECT MANAGER'S SIGNATURE

8-1336-419-40-220-028-0-739
P.O.#597671

4/21/08

INVOICE RECEIVED BY: 4/16/08
GOC: Hid. Co. APPROVED BY: March 2008

L&G Engineering

Transportation Consultants

April 1, 2008

Roy Quintanilha
Hidalgo County Safety Director
2802 South Bus Highway 281
Edinburg, Tx 78539

INVOICES RECEIVED BY: [illegible] on 4/16/08
Hid. Co. INVOICES RECEIVED BY: ____ on ____

RE: Demolition and Removal of Structures and Underground Storage Tanks

Dear Mr. Quintanilha:

Attached for your approval is our invoice for services rendered during the month of March 2008. The following is attached:

- L & G's Invoice

The Scope of Work includes drafting of specifications, project supervision and all reporting requirements to federal, state and local agencies of a turnkey solution for the demolition and removal of structures and below ground tanks and related equipment located at 201 and 207 North Closner Street in Edinburg. Tx.

TASK		% COMPL
FC 120 - REPORT PREPARATION		
This task has not begun.	L&G	0%
FC 163 - SPECIFICATIONS DOCUMENT		
This task is complete.	L&G	100%
FC 164 - CONTRACT MANAGEMENT		
L&G coordinated with the County to have the property boundaries surveyed and provided the contractor with a letter to proceed on the project.	L&G	70%
FC 320 - INSPECTION		
L&G held a pre-construction meeting for the project on March 5, 2008. The notice to proceed was issued on March 10, 2008. The contractor began removing the fence and debris from the site on March 11, 2008. During remainder of the week they removed concrete. On March 14, 2008, L&G held a short field visit to observe construction activities. On March 17, 2008 a field visit confirmed the beginning of the demolition of the 1st building. On March 19, 2008 another field visit indicated that the 1st building had been completely demolished and the debris was being removed. On March 24, 2008 the contractor began the removal of the 2nd building and the demolition of the 2nd building will be completed by the end of the month.	L&G	45%

Should you have any questions regarding this submittal, please do not hesitate to call me at (956) 565-9813.

Sincerely,

Velma N. Garcia
Project Manager

2008 APR 16 AM 11 51
HIDALGO COUNTY
BUDGET OFFICE

Attachment

2100 W. Expressway 83 • Mercedes, TX 78570 • (956) 565-9813 • Office Fax: (956) 565-9018 • ROW Dept. Fax: (956) 565-9953

AI-9361 **20.A.7.**

Approval of Comdata Fuel Card Requests and Cancellation of All Other Fuel Cards

CC REGULAR

Date: 05/27/2008
Submitted By: Roli Flores, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

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Information

CAPTION

A. Presentation for discussion, consideration and approval of application requests for Fleet Fueling Cards through our participation with Texas Procurement and Support Services (TPASS) contract with Comdata Corporation/Transmontaigne Product Services, Inc. (awarded vendor of State Council on Competitive Government) submitted by Elected Officials/Department Heads/Agency and/or Program Directors detailing holders and users as attached hereto, including but limited to the following and subject to the newly adopted and approved Hidalgo County Fuel Credit Card Policies and Procedures:

1. Hidalgo County Constable Precinct No. 4
2. Hidalgo County Precinct No. 3
3. Hidalgo County Health and Human Services
4. Hidalgo County Juvenile Bootcamp

B. Requesting authority to cancel all existing/current Fleet Fueling System cards (i.e. Arguindegui Oil Co., Comdata) upon receipt, activation and distribution of new cards with confirmation of applicable/required training.

BACKGROUND

Please see attached Comdata Fuel card Application/Request forms submitted by Department(s).

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-421-00-294-001-0-682
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 5-22-08 $20,141.13; Funding provided by department.

FISCAL YEAR: 2008 **ACCT. #:** 8-1295-423-00-330-028-0-682
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Avaiable Balance as of 5-22-08 $1.65, Open encumbrances for Transmontaigne Product Svcs and Arguindegui Oil Co.
Additional funding would need to be transferred (on an as needed basis) as the cards are being used by staff. Funding provided by department.

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-441-00-340-001-0-682
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 5-22-08 $2,444.48; Funding provided by department.

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-432-00-123-001-0-626
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 5-22-08 $9,677.50; Funding provided by department.

Attachments

Link: Request form for Const.4

Link: Request form for Juv. Bootcamp

Link: Request form for Health

Link: Request form for Pct. 3

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 12:27 PM	APRV
2	Budget & Management	Dina Trevino	05/21/2008 01:20 PM	APRV
3	Ivan Cantu	Ivan Cantu	05/22/2008 08:13 AM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 10:14 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 10:19 AM	APRV

Form Started By: Roli Flores Started On: 05/15/2008 11:35 AM

Final Approval Date: 05/22/2008

003/004
MAY 14 2008
By 3:35 p

COMDATA FUEL CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.

☑ Add Vehicle Card ☑ Add Driver Pin ☐ Delete Cancel Card ☐ Delete/Cancel Driver

Department: Constable Pct. 4
Billing Address: 1212 South 25th Edinburg, TX. 78539
Fuel Card Manager: Andres Rios
This person can not have use of the fuel card
Phone Number: 956-383-8560
County Email:
Web user Name: **Password:**
Hidalgo Co Acct Number: 8-1100-421-00-294-001-0-682
Requested By: X-A-R
Sign & Print Elected/Official Supervisor/Director

On behalf of my department, I hereby request fuel cards for the following department vehicles. I understand that there will be one fuel card per requested vehicle. I understand that each card is to be used for the purpose of obtaining fuel for the designated Hidalgo County vehicle for which the card is issued.

For Purchasing Department Use Only

Approved by Commissioners Court On:
Reviewed by Fuel Card Administrator:
Cards Received by Dept on: Date Returned/Cancelled:
Fuel Cards Received by Department:
Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle No	Vehicle Description	VIN Number	Purchasing Dept Only Card Number
98MTF4	2007 Expedition	1FMFU15567LA08116	
852BWY	2005 Crown Victoria	2FAFP71W85X121245	
240561	2007 Crown Victoria	2FAFP71W57X113428	
240583	2007 Crown Victoria	2FAFP71W77X113429	
228730	2006 Crown Victoria	2FAFP71W66X145056	
228731	2006 Crown Victoria	1FAFP71W46X145057	
885670	2005 Crown Victoria	2FAFP71W*X5X121246	

Driver ID/Pin List

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

	First Name	Last Name	Pin Number	Driver's Lic. Copy Attached	Proof of Insurance Copy Attached
1	Jorge	Lopez	060097	Yes	✓
2	Robert	Perez	007226	Yes	✓
3	Manuel	Benavidez	020095	Yes	✓
4	David	Duran	033685	Yes	✓
5	Raul	Salinas	138908	Yes	✓
6	Carlos	Gonzales	149217	Yes	✓
7	Joaquin	Vasquez	158305	Yes	✓
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

COMDATA FUEL CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.

☑ **Add Vehicle Card** ☐ **Add Driver Pin** ☐ **Delete Cancel Card** ☐ **Delete/Cancel Driver**

Department:	HIDALGO COUNTY BOOT CAMP (Juvenile)
Billing Address:	P.O. BOX 267 EDINBURG, TX 78540
Fuel Card Manager:	Elena Gaitan
	This person can not have use of the fuel card
Phone Number:	956-969-4908
County Email:	Elena.gaitan@jpd.co.hidalgo.tx.us
Web user Name:	Egaitan **Password:** juvenile
Hidalgo Co Acct Number:	8-1295-423-00-330-028-0-682
Requested By:	ISRAEL "BUDDY" SILVA, JR.
	Sign & Print Elected/Official Supervisor/Director

On behalf of my department, I hereby request fuel cards for the following department vehicles. I understand that there will be one fuel card per requested vehicle. I understand that each card is to be used for the purpose of obtaining fuel for the designated Hidalgo County vehicle for which the card is issued.

For Purchasing Department Use Only

Approved by Commissioners Court On: _____

Reviewed by Fuel Card Administrator: _____

Cards Received by Dept on: _____ Date Returned/Cancelled: _____

Fuel Cards Received by Department: _____

Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No	Vehicle Description	VIN Number	*Purchasing Dept Only* Card Number
	For lawn mowers use	4 Cards for Individuals	

RECEIVED
MAY 16 2008
9.24
By

Driver ID/Pin List

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

	First Name	Last Name	Employee I.D. Number	*DBM Use Only verification*	*Purchasing Dept Use Only Date of Signed Fuel Policy & training*
1	GILBERT	FLORES	100684		✓
2	BENJAMIN	GONZALEZ	134899		✓
3	RENE	DE LUNA	095192		✓
4	RICHARD	GARZA	078913		✓
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
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18					
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23					
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25					

COMDATA FUEL CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.

Add Vehicle Card **X Add Driver Pin** ☐ **Delete Cancel Card** ☐ **Delete/Cancel Driver**

Department:	Hidalgo County Health & Human Services
Billing Address:	1304 South 25th Ave, Edinburg, TX 78539
Fuel Card Manager:	Eduardo Olivarez
	This person can not have use of the fuel card
Phone Number:	(956)383-6221
County Email:	eddie.olivarez@hchd.org
Web user Name:	health **Password:** sweet
Hidalgo Co Acct Number:	8-1100-441-00-340-001-0-682
Requested By:	Eduardo Olivarez
	Sign & Print Elected/Official Supervisor/Director

On behalf of my department, I hereby request fuel cards for the following department vehicles. I understand that there will be one fuel card per requested vehicle. I understand that each card is to be used for the purpose of obtaining fuel for the designated Hidalgo County vehicle for which the card is issued.

For Purchasing Department Use Only

Approved by Commissioners Court On: _____

Reviewed by Fuel Card Administrator: _____

Cards Received by Dept on: _____ Date Returned/Cancelled: _____

Fuel Cards Received by Department: _____

Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No	Vehicle Description	VIN Number	*Purchasing Dept Only* *Card Number*

Driver ID/Pin List

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

	First Name	Last Name	Employee I.D. Number	*DBM Use Only verification*	*Purchasing Dept Use Only Date of Signed Fuel Policy & training*
26	Todd	Buster	161845		✓
27	Gloria	Salinas	057452		✓
28	Marisol	Escamilla	149772		✓
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
44					
45					
46					
47					
48					
49					
50					

COMDATA FUEL CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.

X☐**Add Vehicle Card** X☐**Add Driver Pin** ☐**Delete Cancel Card** ☐**Delete/Cancel Driver**

Department:	Hidalgo County Precinct No.3
Billing Address:	724 N. Breyfogle Rd.
Fuel Card Manager:	Norma Ceballos
	This person can not have use of the fuel card
Phone Number:	956 585-4509
County Email:	Norma.ceballos@co.hidalgo.tx.us
Web user Name:	normac **Password:** water
Hidalgo Co Acct Number:	8-1100-432-00-123-001-0-626
Requested By:	Commissioner Joe M. Flores X
	Sign & Print Elected/Official Supervisor/Director

On behalf of my department, I hereby request fuel cards for the following department vehicles. I understand that there will be one fuel card per requested vehicle. I understand that each card is to be used for the purpose of obtaining fuel for the designated Hidalgo County vehicle for which the card is issued.

For Purchasing Department Use Only

Approved by Commissioners Court On: _____

Reviewed by Fuel Card Administrator: _____

Cards Received by Dept on: _____ Date Returned/Cancelled: _____

Fuel Cards Received by Department: _____

Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No	Vehicle Description	VIN Number	*Purchasing Dept Only* *Card Number*
103-8708	*2008 Ford F-150*	*1FTPX14V28FB16668*	

Driver ID/Pin List

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

	First Name	Last Name	Employee I.D. Number	*DBM Use Only verification*	*Purchasing Dept Use Only Date of Signed Fuel Policy & training*
1	Alvin	Patina	115495		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

AI-9434 **20.A.8.**

Rate Increases for Disability Insurance
CC REGULAR

Date: 05/27/2008
Submitted By: Gricelda Villarreal, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Presentation for discussion, consideration, acceptance and approval increases reflected in the Notice for Renewal Rates from Unum Life Insurance Company (awarded vendor for a voluntary product qualifying under Hidalgo County's Section 125-Cafeteria Plan products) with an effective date of June 1, 2008.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Fiscal impact for employees with this type of insurance (approximately 400 employees).

Attachments

Link: New Rates

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/22/2008 11:56 AM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 01:42 PM	APRV
3	Dale Kennan	Dale Kennan	05/22/2008 03:07 PM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 07:15 PM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 08:01 AM	APRV

Form Started By: Gricelda Villarreal Started On: 05/21/2008 01:37 PM

Final Approval Date: 05/23/2008

Non-Occ: Sickness and Off Job
Rate Class: A

Voluntary Workplace Benefits

Short Term Disability - ISTD

Monthly Premiums

Non-Occ: Sickness and Off Job
Rate Class: A
Hidalgo County

These rates are not for use in California, Michigan, New Hampshire or New York

Monthly Income Range		Maximum Monthly Benefit	7 days Accident / 7 days Sickness / 3 months Benefit*		14 days Accident / 14 days Sickness / 3 months Benefit*	
			Issue ages 17 - 49	Issue ages 50 - 69	Issue ages 17 - 49	Issue ages 50 - 69
			Sickness & Off Job Accident	Sickness & Off Job Accident	Sickness & Off Job Accident	Sickness & Off Job Accident
$501	$666	$400	$13.48	$16.34	$10.01	$12.05
667	833	500	16.86	20.41	12.53	15.08
834	1,000	600	20.24	24.49	15.04	18.07
1,001	1,166	700	23.62	28.56	17.51	21.11
1,167	1,333	800	27.00	32.68	20.02	24.10
1,334	1,500	900	30.34	36.75	22.54	27.13
1,501	1,666	1,000	33.72	40.82	25.01	30.12
1,667	1,833	1,100	37.10	44.90	27.52	33.11
1,834	2,000	1,200	40.48	48.97	30.03	36.14
2,001	2,166	1,300	43.81	53.04	32.50	39.13
2,167	2,333	1,400	47.19	57.16	35.02	42.17
2,334	2,500	1,500	50.57	61.23	37.53	45.16
2,501	2,666	1,600	53.95	65.31	40.00	48.19
2,667	2,833	1,700	57.29	69.38	42.51	51.18
2,834	3,000	1,800	60.67	73.45	45.03	54.21
3,001	3,166	1,900	64.05	77.53	47.54	57.20
3,167	3,333	2,000	67.43	81.60	50.01	60.24
3,334	3,500	2,100	70.81	85.72	52.52	63.23
3,501	3,666	2,200	74.15	89.79	55.04	66.26
3,667	3,833	2,300	77.53	93.86	57.51	69.25
3,834	4,000	2,400	80.91	97.94	60.02	72.24
4,001	4,166	2,500	84.29	102.01	62.53	75.27
4,167	4,333	2,600	87.62	106.08	65.00	78.26
4,334	4,500	2,700	91.00	110.20	67.52	81.30
4,501	4,666	2,800	94.38	114.27	70.03	84.29

Maximum Percent of Income is 40% in California, Hawaii, New Jersey, New York and Rhode Island.
3 month benefit period is N/A in New Jersey and Vermont.

Provident Life and Accident Insurance Company
1 Fountain Square, Chattanooga, TN 37402

AI-9469 **20.A.9.**

Hidalgo County-Profl Eng Svc Agreement w/Quintanilla Headley & Assoc-C-08-128-06-03

CC REGULAR

Date: 05/27/2008
Submitted By: Letty Saenz, PURCHASING DEPT.
Submitted For: Letty Saenz
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Requesting approval of a professional engineering services agreement (as approved for negotiations by CC on 3-18-08 and as to form by legal counsel) with Quintanilla, Headley & Associates, Inc. for the "Primary Care and Substance Abuse Facility Ph I Environmental Site Assessment" with authority for County Judge or Commissioners Court member to execute contract. Contract No. C-08-128-05-27.

BACKGROUND

Contract approved by legal counsel

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-415-00-115-002-0-334
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 5-22-08 $93,636.05.

Attachments

Link: Profl Eng Svc Agreement w/Quintanilla Headley & Assoc

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/22/2008 01:16 PM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 01:36 PM	APRV
3	Ivan Cantu	Ivan Cantu	05/22/2008 02:44 PM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 07:20 PM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 08:02 AM	APRV

Form Started By: Letty Saenz Started On: 05/22/2008 10:42 AM

Final Approval Date: 05/23/2008

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
C-08-128-00-00

THIS AGREEMENT is made, by and between **HIDALGO COUNTY,** acting herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**", and **Quintanilla, Headley & Associates, Inc.** Professional Engineers of Edinburg, Texas, hereinafter called the "**Engineer**".

W I T N E S S E T H:

WHEREAS, the **Owner** desires to contract with the **Engineer** to provide Engineering Services for the, **"Primary Care and Substance Abuse Facility Phase I Environmental Site Assessment"** for **Hidalgo County**.

NOW, THEREFORE, the **Owner** and the **Engineer** in consideration of the mutual covenants and agreements herein contained do mutually agree as follows:

ARTICLE I
Employment of Engineer

The **Owner** agrees to employ the **Engineer** and the **Engineer** agrees to perform Topographic Surveying (ground elevations, gutter elevations, drainage structures elevations) as stated in the articles to follow, and for having rendered such services, the **Owner** agrees to pay the **Engineer** compensation as stated in the articles to follow.

ARTICLE 2
Character and Extent of Services

This Agreement will provide for the project with the following:

2.1. Scope of Work. The **Owner** will furnish items and provide those services for the development of and fulfillment of this Agreement, as identified in **EXHIBIT "A" -*Services to be Provided by the Owner***, attached hereto and made a part of this Agreement. The **Engineer** shall render professional engineering services for the development and fulfillment of this Agreement as identified in **EXHIBIT "B"-*Services to be Provided by the Engineer***, attached hereto and made a part of this Agreement.

2.2 Classification of Services. For this Agreement, the professional services to be provided by the **Engineer**, are more particularly identified in **EXHIBIT "B"**, attached hereto.

ARTICLE 3
Period of Service

Upon execution of this Agreement, the **Engineer** shall proceed with the work outlined under Article 2 hereof.

3.1 Termination Date. This Agreement shall terminate at the close of business upon completion of this project (hereinafter referred to as the "**Termination Date**"), unless extended by written supplemental agreement, as provided in Article 8 hereof, duly executed by the **Engineer** and the **Owner** prior to the **Termination Date**, or otherwise terminated as provided in Article 3.4 herein and below. The **Owner** assumes no liability or obligation for payment to the **Engineer** for work performed or costs incurred by the **Engineer** prior to the date authorized by the **Owner** for the **Engineer** to begin work, during periods when work is suspended, or subsequent to the **Termination Date**.

3.2 Extension of the Termination Date. The **Engineer** shall notify the **Owner** in writing as soon as possible if it is determined, or reasonably anticipated, that the work under this Agreement cannot be completed before the **Termination Date**, and the **Owner** may, at the

Owner's sole discretion, extend the **Termination Date** by written supplemental agreement as provided in Article 7 hereof. The **Engineer** shall allow adequate time for review and approval by the **Owner** of the written notice and request by the **Engineer** to extend the **Termination Date**.

3.3 Suspension of Work. Should the **Owner** desire to suspend the work under this Agreement, but not terminate this Agreement, the Owner shall provide thirty (30) calendar days verbal notification to the **Engineer**, followed by written confirmation from the **Owner** to the **Engineer** to that effect. The thirty-day notice may be waived as agreed in writing by both the **Owner** and the **Engineer**. The work under this Agreement may be reinstated and resumed in full force and effect within sixty (60) days of receipt of written notice from the **Owner** to the **Engineer**. The sixty-day notice may be waived as agreed in writing by both the **Owner** and the **Engineer**.

If the **Owner** suspends the work, the **Termination Date** as identified above is not affected, and this Agreement will terminate on the date specified, unless extended by written supplemental agreement, as provided in Article 7 hereof, duly executed by the **Engineer** and the **Owner** prior to the **Termination Date**.

3.4 Termination of Agreement. This Agreement may be terminated before the stated **Termination Date** identified in Article 3.1 herein by any of the following conditions:

(1) **Commitment of Current Revenues.** In the event that, during any term hereof, the **Owner** does not appropriate sufficient funds to meet to the obligations of this Agreement, the **Owner** may terminate this Agreement upon thirty (30) days written notice to the **Engineer**. The **Owner** agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a

continuing right to terminate this Agreement at the expiration of each budget period of the **Owner** pursuant to the provisions of Tex. Loc. Govt. Code Ann. § 271.903 (Vernon Supp.1995).

(2) By mutual agreement and consent, in writing, of both the **Engineer** and the **Owner**.

(3) By the **Owner**, upon failure of the **Engineer** to fulfill the **Engineer**'s obligations set forth herein in a satisfactory manner as determined by the **Owner** and in sole opinion of the **Owner**, after the **Owner** provides written notice to the **Engineer** of such failure and the **Engineer** has not corrected such failure within (30) days of such written notice by the **Owner**.

(4) By the **Engineer**, upon failure of the **Owner** to fulfill the **Owner**'s obligations set forth herein, after the **Engineer** provides written notice to the **Owner** of such failure and the **Owner** has not corrected such failure within thirty (30) days of such written notice by the **Engineer**.

(5) By the **Owner** without cause upon thirty (30) days written notice to the **Engineer**.

(6) By satisfactory completion of all services and obligations described herein.

Should the **Owner** terminate this Agreement as herein provided, no fees other than fees due and payable at the time of termination shall thereafter be paid to the **Engineer** notwithstanding anything herein to the contrary. In determining the value of the work performed by the **Engineer** prior to termination, the **Owner** shall be the sole judge of the value of such work performed. Compensation for work at termination will be based on a percentage of the work completed at that

time. Should the **Owner** terminate this Agreement under (5) of the paragraph above, the amount charged during the thirty (30) day notice period shall not exceed the amount charged during the preceding ninety (90) days.

If the termination of this Agreement is due to the failure of the **Engineer** to fulfill the **Engineer**'s obligations under this Agreement, the **Owner** may take over the Work Schedule, Exhibit "C" and prosecute the work to completion. In such case, the **Engineer** shall be liable to the **Owner** for any additional cost occasioned by the **Owner**.

If the **Engineer** defaults in the performance of this Agreement or if the **Owner** terminates this Agreement for fault on the part of the **Engineer**, the **Owner** will give consideration to payment of an amount in settlement to include: the actual costs incurred by the **Engineer** in performing the work to the date of default, the amount of work required which was satisfactorily completed to date of default, the value of the work which is usable to the **Owner**, the cost to the **Owner** of employing another consultant and/or firm to complete the work required and the time required to do so, and other factors which affect the value to the **Owner** of the work performed at the time of default. This Agreement shall not be considered as specifying the exclusive remedy for any default by the **Engineer**, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

The termination of the Agreement and payment of an amount in settlement as prescribed above shall extinguish all rights, duties, and obligations of the **Owner** and the **Engineer** under this Agreement, except the obligations set forth in Articles 11, 13, 14.3 and 15 hereto.

ARTICLE 4
Progress and Coordination

The **Engineer** shall, from time to time during the progress of the work, confer with the **Owner**. The **Engineer** shall prepare and present such information as may be pertinent and necessary, or as may be requested by the **Owner**, in order to evaluate features of the **Engineer**'s services and work.

At the request of the **Owner** or the **Engineer**, conferences shall be provided at the **Engineer**'s office, the office of the **Owner**, or at other locations designated by the **Owner**. These conferences shall also include evaluation of the **Engineer**'s services and work when requested by the **Owner**.

All applicable study reports shall be submitted in preliminary form for approval by the **Owner** before the final report is issued. The **Owner**'s comments regarding the **Engineer**'s preliminary report will be addressed by the **Engineer** in the final report.

If funds by other agencies or entities are to be used for the development of the **Project** under this Agreement, the **Engineer**'s services and work will be subject to periodic review and approval by other agencies or entities, including those of the city, county, state, and/or federal agencies.

Should it be determined that the progress in the production of the **Engineer's** services and work does not satisfy the requirements of the Scope of Services as provided by the engineer, the **Owner** shall review the approved Scope of Services with the **Engineer** to determine the corrective action needed by either the **Owner** or the **Engineer**.

The **Engineer** shall promptly advise the **Owner** in writing of events which have a significant impact upon the progress of the **Engineer**'s services and work and the approved Scope of Services, including:

(1) problems, delays, adverse conditions which will materially affect the ability to attain contract objectives, prevent the meeting of time schedules and goals, this disclosure will be accompanied by a statement by the **Engineer** of recommended or immediate action taken, or contemplated, and any **Owner** or other agency or entity assistance needed to resolve the situation; and

(2) favorable developments or events which enable meeting the Scope of Services goals sooner than anticipated.

ARTICLE 5
Compensation and Fees

For and in consideration of the services to be rendered by the **Engineer**, the **Owner** shall compensate the **Engineer** as follows:

5.1 *Services.* For and in consideration of the ***Services*** to be rendered by the **Engineer**, as identified in Article 2 and more particularly identified in **EXHIBIT "B"**, attached hereto, the amount payable by the **Owner** to the **Engineer** for ***Services*** will be in the amount of **$ 3,000.00**, subject to adjustment in accordance with Article 6.1 herein, will be provided in **EXHIBIT D1 - *Fee Breakdown*** attached. Payments to the **Engineer** for ***Services*** shall be made by the **Owner,** upon presentation by the **Engineer** of the **Request for Payment**, in accordance with the terms and provisions of Article 6 herein.

ARTICLE 6
Method of Payment

6. 1 Request for Payment. Payments to the **Engineer** for services rendered will be made while work is in progress as executed through a lump sum fee assigned. The **Engineer** shall prepare and submit to the **Owner** monthly progress reports in sufficient detail to support the progress of the work and in support of a request for payment (hereinafter referred to as "**Request for Payment**"). The progress report shall indicate the percent completion of the work accomplished by the **Engineer** during the billing period and to the date of the **Request for Payment**. On or before noon of the first Monday of each month during the performance of the services, the **Engineer** shall submit to the **Owner** for approval a **Request for Payment**. Payment of the lump sum fee identified in the **Request for Payment** will be in proportion to the percent completion of the work tasks identified together with a detailed breakdown of the amount and the sum of all prior payments. The **Owner** shall review each such **Request for Payment** and may make such exceptions as the **Owner** reasonably deems necessary or appropriate under the circumstances then existing. About ten (10) working days after the Commissioners Court of the **Owner** meets approving such payment, the **Owner** shall make payment to the **Engineer** in the amount approved as aforesaid subject to Article 6.4 herein and below.

6.2 Final Payment. After final completion of the work and acceptance thereof by the **Owner**, the **Engineer** shall submit a final request for payment ("**Final Request for Payment**") which shall set forth all amounts due and remaining unpaid to the **Engineer** and upon approval thereof by the **Owner**, the **Owner** shall pay to the **Engineer** the amount due ("**Final Payment**") under such **Final Request for Payment** in accordance with the provisions of Article 6.1 hereof. The **Final Payment** shall not be made until the **Engineer** delivers to the **Owner** an affidavit that so

far as the **Engineer** has knowledge or information any and all amounts due for materials and services over which the **Engineer** has control have been paid.

6.3 Qualification on Obligations to Pay. Any provision hereof to the contrary notwithstanding, the **Owner** shall not be obligated to make any payment (whether a payment under Article 6.1 hereof or **Final Payment**) to the **Engineer** hereunder if any one or more of the following conditions precedent exist:

(1) The **Engineer** is in default of any of its obligations hereunder or otherwise is in default under this Agreement or under any contract documents related to this Agreement;

(2) Any part of such payment is attributable to the **Engineer**'s services which are not performed in accordance with this Agreement; provided, however, such payment shall be made as to the part thereof attributable to the **Engineer**'s services which were performed in accordance with this Agreement;

(3) The **Engineer** has failed to make payments promptly to consultants or other third parties used for which the **Owner** has made payment to the **Engineer**;

(4) If the **Owner**, in good faith judgment, determines that the portion of the compensation then remaining unpaid will not be sufficient to complete the **Engineer**'s services in accordance with this Agreement, no additional payments will be due the **Engineer** hereunder unless and until the **Engineer**, at its sole cost, performs a sufficient portion of the **Engineer**'s services so that such portion of the compensation then remaining unpaid is determined by the **Owner** to be sufficient to so complete the **Engineer**'s services.

6.4 No partial payment made hereunder shall be or construed to be final acceptance or approval of that part of the **Engineer**'s services to which such partial payment related or relieves the **Engineer** of any of its obligations hereunder with respect thereto.

6.5 The **Engineer** shall promptly pay all bills for labor and material performed and furnished by others in connection with the performance of the **Engineer**'s services.

6.6 Waiver. The making of the **Final Payment** shall constitute a waiver of all claims by the **Owner** except those arising from (1) faulty or defective services of the **Engineer** appearing after completion of the **Project**, or (2) failure of the **Engineer**'s services to comply with the requirements of this Agreement. The acceptance of **Final Payment** shall constitute a waiver of all claims by the **Engineer** except those previously made in writing and identified by the **Engineer** as unsettled at the time of the **Final Request for Payment.**

ARTICLE 7
Supplemental Agreements

The terms of this Agreement may be amended by supplemental agreement if the **Owner** determines that (1) there is a need to extend the **Termination Date** identified in Article 3.1 hereof, (2) there has been a significant change in the scope, complexity or character of the services to be performed by the **Engineer**, and/or (3) for any other reason agreeable to the **Owner** and the **Engineer.**

If determined appropriate by the **Owner**, additional compensation to the **Engineer** for (1), (2) and/or (3) above shall be paid as a negotiated lump sum fee at the **Contract Rates** specified in **EXHIBIT "D1"**, attached hereto. The negotiated lump sum fee shall be incorporated into the **Supplemental Agreement.**

Any **Supplemental Agreement** must be executed by both the **Engineer** and the **Owner** prior to the **Termination Date** specified in Article 3 hereof.

It is distinctly understood and agreed that no claim by the **Engineer** for additional work, as identified in Article 8 hereof, or changes or revisions in work, as identified in Article 9 hereof, shall be made by the **Engineer** until full execution of the **Supplemental Agreement** and authorization

to proceed is granted by the **Owner**. The **Owner** reserves the right to withhold payment to the **Engineer** pending verification of satisfactory work performed by the **Engineer**.

ARTICLE 8
Additional Work

If the **Engineer** is of the opinion that any work it has been directed to perform is beyond the scope of this Agreement and constitutes extra work, the **Engineer** shall promptly notify the **Owner** in writing. In the event the **Owner** finds that such work does constitute extra work, the **Owner** shall so advise the **Engineer** and a written supplemental agreement will be executed between the **Owner** and the **Engineer** as provided herein. The **Engineer** shall not perform any proposed additional work or incur any additional costs prior to the execution by both the **Engineer** and the **Owner** of a supplemental agreement. Additional compensation from the Owner to the Engineer shall be paid as a negotiated lump sum fee at the **Contract Rates** specified in **EXHIBIT "D1"**, attached hereto. The negotiated lump sum fee shall be incorporated into the supplemental agreement as specified in Article 7 hereof. The **Owner** shall not be liable or under any obligation to compensate the **Engineer** for work performed or costs incurred by the **Engineer** relating to additional work not directly associated with the performance of the work authorized in this Agreement or as amended through supplemental agreement.

ARTICLE 9
Changes or Revisions in Work

If the **Owner** finds it necessary to request changes to the work, and the changes are within the applications of sound engineering principles, the **Engineer** shall make such revisions if requested and directed by the **Owner**.

9.1 Preliminary Work. The **Engineer** will make, without expense to the **Owner**, such revisions of any preliminary reports or drawings as may be required to meet the needs of the **Owner** and the applications of sound engineering principles.

ARTICLE 10
Ownership and Release of Documents

10.1 Ownership of Documents.

All documents furnished to the **Engineer** by the **Owner** shall be delivered to the **Owner** upon completion or termination of this Agreement. The **Engineer**, at the **Engineer**'s own expense, may retain copies of such documents or any other data under this Agreement.

ARTICLE 11
Records, Accounting, Inspection

The **Engineer** shall keep full and detailed records and accounts in a manner approved by the **Owner**. The **Engineer** shall afford the **Owner**'s authorized personnel and independent auditors, if any, full access to the work performed by the **Engineer** regarding the Work Schedule Exhibit "C" and to all of the **Engineer**'s books, records, correspondence, instructions, drawings, receipts, vouchers and other documents relating to such work under this Agreement, and the **Engineer** shall preserve all such records for three (3) years after final payment. The **Engineer** shall deliver to the **Owner** upon completion of such work, a statement of the cost of such work detailed according to the accounting procedure and requirements of the **Owner**.

ARTICLE 12
Subcontracting and Assignment

The **Engineer** shall not assign, subcontract or transfer the **Engineer**'s interest in this Agreement without the prior written consent of the **Owner**. The **Engineer** shall bind every sub-

consultant by written subcontract to observe all the terms of this Agreement to the extent that they may be applicable to each sub-consultant. No subcontract relieves the **Engineer** of any responsibilities under this Agreement.

The **Engineer**, and the **Owner**, do hereby bind themselves, their successors, executors, administrators and assigns to each other party of this Agreement and to the successors, executors, administrators, and assigns of such other party in respect to all covenants of this contract.

ARTICLE 13
Engineer's Seal, Responsibility and Warranties

13.1 Engineer's Seal. The **Engineer** shall assign a responsible engineer or engineers licensed to practice in the State of Texas, who shall sign, seal and date all appropriate engineering submissions to the **Owner** in accordance with the Texas Engineering Practice Act and the Rules of the State Board of Registration for Professional Engineers.

13.2 Engineer's Responsibility. The **Engineer** shall be responsible for the accuracy of the work performed, and shall promptly make necessary revisions or corrections resulting from errors, omissions, or negligent acts by the **Engineer**. No additional compensation will be made to the **Engineer** for any necessary revisions or corrections resulting from errors, omissions, or negligent acts by the **Engineer**.

The **Engineer**'s responsibility for all questions arising from errors and/or omissions will be determined by the **Owner** or a designee appointed by the **Owner**. The **Engineer** will not be relieved of the responsibility for subsequent correction of any such errors or omissions or for clarification of any ambiguities until after the construction phase of the **Project** has been completed.

ARTICLE 14
Engineer's Resources

The **Engineer** shall furnish and maintain, at the **Engineer**'s own expense, office space for the performance of all services, skilled and sufficient personnel, as well as adequate and sufficient equipment to perform the services as required under this Agreement.

14.1 Project Manager. The **Engineer** shall provide a manager (**Project Manager**) that is a registered professional engineer in the State of Texas. The **Project Manager** shall have such knowledge and experience as will enable the **Project Manager** to perform the duties required for the services under this Agreement. The **Engineer** may not change the **Project Manager** during the course of the Work Authorization without prior consent of the **Owner**. If, due to situations beyond the control of the **Engineer**, the **Engineer** must change the **Project Manager** prior to the completion and acceptance of the improvements, the **Engineer** will submit a request to change the **Project Manager** to the **Owner** for approval.

14.2 Employees of the Engineer. All employees of the **Engineer** shall have such knowledge and experience as will enable them to perform the duties assigned to them and required for the services under this Agreement. Any employee of the **Engineer** who, in the opinion of the **Owner**, is incompetent, or whose conduct becomes detrimental to the work required under this Agreement, shall immediately be removed from association with the Work Authorization when so instructed by the **Owner**. The **Engineer** certifies that the **Engineer** presently has employed sufficient and qualified personnel, and will maintain sufficient and qualified personnel for performance of the services under this Agreement.

14.3 Documents/Information Exchange. The purpose of this Article is to define the required automated resources, format for graphics files, and information exchange. Taking into

consideration that the **Owner** has a significant investment in the development of the information provided, there is a need for the **Engineer** to provide consistency in document development for information exchange. Consistency in document development for information exchange and production will help facilitate an economically efficient improvement. Therefore, the **Engineer** shall provide the **Owner** with documents and information in accordance with the special requirements outlined in **EXHIBIT "B"** attached hereto.

ARTICLE 15
Indemnification

To the fullest extent permitted by applicable law, the **Engineer** and its agents, partners, subcontractors, and consultants (collectively "**Indemnitors**") shall and do agree to indemnify, and hold harmless the **Owner**, the **Owner**'s respective directors, elected officials, employees and agents (collectively "**Indemnitees**") from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including attorney fees, of any nature, kind or description (collectively "**Liabilities**") of any person or entity whomsoever arising out of, caused by or resulting from the negligent performance of the **Engineer**'s services through activities of the **Engineer**, its agents, partners, subcontractors and/or consultants performed under this Agreement, and which are caused by or result from error, omission, or negligent act of the **Engineer** or of any person employed or contracted by the **Engineer** provided that any such **Liabilities** (1) are attributable to bodily injury, personal injury, sickness, disease or death of any person, or to the injury to or destruction of tangible personal property including the loss of use and consequential damages resulting therefrom and (2) are caused in whole or in part by any negligent act or omission of the **Engineer**, anyone directly or indirectly employed by the **Engineer** or anyone for whose acts the **Engineer** may be legally liable. The **Engineer** shall also save harmless the **Owner** from any and all

expense, including, but not limited to, attorney fees which may be incurred by the **Owner** in litigation or otherwise resisting said claim or liabilities which may be imposed on the **Owner** as a result of such activities by the **Engineer**, its agents, partners, subcontractors and/or consultants. In this connection, it is agreed and understood that the **Engineer** shall not be responsible for any portion of the liability proximately caused by the **Owner**'s negligence.

ARTICLE 16
Joint and Several Liability

In the event more than one of the **Indemnitors** are connected with an accident or occurrence covered by the indemnification in Article 19 hereof, then each of such **Indemnitors** shall be jointly and severally responsible to the **Indemnitees** for indemnification and the ultimate responsibility among such **Indemnitors** for the loss and expense of any such indemnification shall be settled by separate proceedings and without jeopardy to any **Indemnitee**. The provisions of this Article shall not be construed to eliminate or reduce any other indemnification or right which the **Owner** or any of the **Indemnitees** has by law.

ARTICLE 17
Insurance

The **Engineer** shall obtain and maintain insurance in the limits of liability for each of the types of insurance coverage identified as follows:

(1) Workers' Compensation, endorsed with a waiver of subrogation in favor of the **Owner** in accordance with the statutory obligations imposed by Worker's Compensation or Occupational Disease laws under the Texas Workers' Compensation Law ("**Statutory Texas**").

(2) Commercial General Liability, endorsed with the **Owner** as an additional insured and endorsed with a waiver of subrogation in favor of the **Owner** *all to the extent of the liabilities assumed by the Engineer under Article 15 and Article 16 herein*, in limits of liability not less than one million dollars (**$1,000,000**) combined single limit each occurrence and in the aggregate for bodily injury and property damage.

(3) Texas Business Automobile Policy, endorsed with the **Owner** as an additional insured and endorsed with a waiver of subrogation in favor of the **Owner** *all to the extent of the liabilities assumed by the Engineer under Article 15 and Article 16 herein*, in limits of liability not less than two hundred fifty thousand dollars (**$250,000**) each person for bodily injury, five hundred thousand dollars (**$500,000**) each occurrence for bodily injury, and one hundred thousand dollars (**$100,000**) each occurrence for property damage.

(4) Professional Liability in limits of (**$1,000,000**) each claim and aggregate.

The **Engineer** covenants and agrees to maintain an insurance policy in the minimum limits of liability for each of the types of insurance coverage identified above. The **Engineer** shall furnish the **Owner** with a certificate of insurance (***Hidalgo County Certificate of Insurance***) showing the said policy to be in full force and effect during the period of service, identified in Article 3 hereto, for this Agreement. The completed ***Hidalgo County Certificate of Insurance*** shall be attached hereto and identified as **EXHIBIT "E"- *Hidalgo County Certificate of Insurance***. The **Engineer** will be considered in breach of contract should the **Engineer** fail to maintain an insurance policy in the minimum limits of liability and requirements identified above while performing services for and under this Agreement, and will be subject to default and termination of the Agreement as outlined in Article 3.4 hereto. Additionally, the **Engineer** covenants and agrees to use its best efforts to

maintain an insurance policy in the minimum limits of liability and requirements identified above until one year following the date of the acceptance of the notice to proceed by the **Owner**.

ARTICLE 18
Gratuities

The **Owner** mandates that employees of the **Owner** shall not accept any benefits, gifts or favors from any person doing business or who reasonably speaking may do business with the **Owner** under this Agreement; the only exceptions allowed are ordinary business meals. Any person doing business with or who may reasonably seeking to do business with the **Owner** under this Agreement may not make any offer of benefits, gifts or favors to **Owner** employees, except as mentioned herein above. Failure on the part of the **Engineer** to adhere to this provision may result in the termination of this Agreement.

ARTICLE 19
Payment of Franchise Tax

The **Engineer** hereby certifies that the **Engineer** is not delinquent in Texas franchise tax payments, or that the **Engineer** is exempt from, or not subject to, such a tax. A false statement concerning corporation's franchise tax status shall constitute grounds for termination of the Agreement at the sole option of the **Owner**.

ARTICLE 20
Severability

In the event any one or more of the provisions contained in this Agreement shall for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

ARTICLE 21
Notices

All notices to either party by the other required under this Agreement shall be personally delivered or mailed to such party at the following respective addresses:

Owner: Hidalgo County
100 East Cano, 2nd Floor
Edinburg, Texas 78539

Engineer: Alfonso Quintanilla, President/P.E., R.P.L.S.
Quintanilla, Headley & Associates, Inc.
124 East Stubbs Street
Edinburg, Texas 78539

The address may be changed by either party by written notice, and notice so mailed shall be effective upon mailing.

ARTICLE 22
Miscellaneous Provisions

(a) This Agreement constitutes the entire Agreement between the **Engineer** and the **Owner** relating to the work herein described, and supersedes any prior understanding or written or oral contracts between the parties respecting the subject matter defined herein. There are no previous or contemporary representations or warranties of the **Owner** or the **Engineer** not set forth herein.

(b) Except as specifically provided herein, no modification, waiver, termination, rescission, discharge, or cancellation of this Agreement or of any terms thereof shall be binding on the **Owner** unless in writing and executed by an officer or employee of the **Owner** specifically authorized to do so.

(c) No waiver of any provision of or a default under this Agreement shall affect the right of the **Owner** thereafter to enforce said provision or to exercise any right or remedy in the event of any other default, whether or not similar.

(d) No modification, waiver, termination, discharge or cancellation of this Agreement or of any terms thereof shall impair the **Owner**'s rights with respect to any liabilities, whether or not liquidated, of the **Engineer** to the **Owner** theretofore accrued.

(e) All rights and remedies of the **Owner** specified in this Agreement are in addition to the **Owner**'s other rights and remedies.

(f) The **Engineer** shall remain an independent contractor and shall have no power, nor shall the **Engineer** represent that the **Engineer** has any power, to bind the **Owner** or to assume or to create any obligation express or implied on behalf of the **Owner** except as specifically authorized in advance by the **Owner**.

(g) The Agreement shall be construed under the laws of the State of Texas and is performable in Hidalgo County, Texas.

(h) This Agreement may only be amended by a written document executed by the **Owner** and the **Engineer** as provided by Article 7 herein.

ARTICLE 23
Signatory Warranty

The undersigned signatory or signatories for the **Engineer** hereby represent and warrant that the signatory is an officer of the organization for which he or she has executed this Agreement, and that he or she has full and complete authority to enter into this Agreement on behalf of the **Engineer**. The above-stated representations and warranties are made for the purpose of inducing the **Owner** to enter into this Agreement.

IN WITNESS WHEREOF, the **Engineer** and the **Owner** have caused this **Agreement for Professional Services** to be effective as of the _____ day of _____, 2008.

ENGINEER:

QUINTANILLA, HEADLEY & ASSOCIATES, INC.

BY: _____
Alfonso Quintanilla, President/P.E., R.P.L.S.

OWNER:

HIDALGO COUNTY

BY: _____
Juan D. Salinas, III, County Judge

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk

APPROVED AS TO FORM:
Atlas & Hall L.L.P.

_____
By: Stephen L. Crain

ATTACHMENTS:

EXHIBIT A	-Scope of Services to be Provided by the Owner
EXHIBIT B	-Scope of Services to be Provided by the Engineer
EXHIBIT C	-Work Schedule
EXHIBIT D	-Engineer's Contract Rates
EXHIBIT D1	-Fee Breakdown
EXHIBIT E	-Certificate of Insurance (*Hidalgo County*)

EXHIBIT A

-Scope of Services to be Provided by the Owner

EXHIBIT "A"

Services to be provided by the OWNER

The following provides an outline of the services to be provided by the **OWNER** in the development of the Project.

The **OWNER** will provide to the **ENGINEER** the following:

(1) Authorization to the **ENGINEER** to begin work in accordance with Section 3 of this Agreement.

(2) Payment for work performed by the **ENGINEER** and accepted by the **OWNER** in accordance with Section 6 of the Agreement.

(3) Assistance to the **ENGINEER,** as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **ENGINEER** cannot easily obtain.

(4) Provide any available relevant data the **OWNER** may have on file concerning the project.

(5) Provide timely review and decisions in response to the **ENGINEER'S** request for information and/or required submittals and deliverables, in order for the **ENGINEER** to maintain the agreed-upon work schedule prepared in accordance with Attachment "C" of this Agreement.

(6) Attend and participate in progress meetings as required and as coordinated and conducted by the **ENGINEER.**

(7) Assist the **ENGINEER** in the preparation of the project mailing list; provide representation, a site and stenographer for all public meetings; additionally:

Public Meetings

(a) Approve agenda and all exhibits prior to public meeting.
(b) Approve date and location of the meeting.
(c) Review/approve Public Meeting Report.

(8) Attend the Preliminary Concept Conference coordinated and conducted by the ENGINEER and more particularly identified in Attachment "B" of the Agreement.

(9) Assist the ENGINEER as required in the coordination with the USACE and the Federal Emergency Management Agency (FEMA) and any other coordinating agency or entity.

(10) Review and approve the Project design criteria.

(11) Review and approve change orders as required and prepared by the ENGINEER.

EXHIBIT B

-Scope of Services to be
Provided by the Engineer

Hidalgo County – "Primary Care and Substance Abuse Facility"
Phase I Environmental Site Assessment

Scope of Services

1. Prepare Phase I Environmental Site Assessment
2. Provide Hidalgo County with three copies of the report

Quintanilla, Headley and Associates, Inc.

EXHIBIT C

-Work Schedule

EXHIBIT "C"

Work Schedule

A detailed work schedule for each **Work Authorization**, identified and more particularly described in Article 7 of this Agreement, shall be prepared by the **Engineer** to be submitted and approved by the Owner in writing for each **Work Authorization**. The work schedule will provide specific work sequence and definite review times by the **Owner** and the **Engineer** of the work performed.

The **Engineer** will diligently pursue the completion of each **Work Authorization** as defined by the milestones and deliverable due dates outlined in each **Work Authorization**'s associated work schedule.

The **Engineer** will inform the **Owner** (in reasonable advance of the delay) should the **Engineer** encounter delays that would prevent the performance of all work in accordance with the established work schedule.

EXHIBIT D

-Engineer's Contract Rates

Hidalgo County – "Primary Care and Substance Abuse Facility"
Phase I Environmental Site Assessment

Fee Schedule

The fee for the items included on the scope of services is a lump sum of $ 3,000.00

EXHIBIT D1

-Fee Breakdown

Hidalgo County – "Primary Care and Substance Abuse Facility"
Phase I Environmental Site Assessment

Fee Breakdown

1. Preparation of report - $ 3,000.00

Total fee: $ 3,000.00

Quintanilla, Headley and Associates, Inc.

EXHIBIT E

-Certificate of Insurance (*Hidalgo County)*

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/25/2007

PRODUCER
GREG KLEMENT
THE KLEMENT AGENCY
P.O. BOX 820
PROSPER TX 75078
(972) 562-7455

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.

INSURED
Quintanilla, Headley & Associates, Inc.
124 E. Stubbs Street
Edinburg, TX 78539

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: EVANSTON INSURANCE	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY	AE813885	09/19/2007	09/19/2008	EACH OCCURRENCE	$ 1,000,000
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	$
		[X] CLAIMS MADE [ ] OCCUR				MED EXP (Any one person)	$
		X Professional E&O				PERSONAL & ADV INJURY	$
						GENERAL AGGREGATE	$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$
		X POLICY [ ] PRO-JECT [ ] LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		ANY AUTO				BODILY INJURY (Per person)	$
		ALL OWNED AUTOS				BODILY INJURY (Per accident)	$
		SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	$
		HIRED AUTOS					
		NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		[ ] OCCUR [ ] CLAIMS MADE				AGGREGATE	$
							$
		DEDUCTIBLE					$
		RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

AI 102756

CERTIFICATE HOLDER

HIDALGO COUNTY
EDINBURG TX 78541-

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

© ACORD CORPORATION 1988

CERTIFICATE OF INSURANCE

This certifies that
- ☒ STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois
- ☐ STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois
- ☐ STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario
- ☐ STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida
- ☐ STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Policyholder: QUINTANILLA, HEADLEY & ASSOCIATES INC.

Address of policyholder: 124 E STUBBS EDINBURG, TX 78539

Location of operations:

Description of operations:

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD Effective Date	POLICY PERIOD Expiration Date	LIMITS OF LIABILITY (at beginning of policy period)
90-63-2329-1L	Comprehensive Business Liability	03/30/2008	03/30/2009	BODILY INJURY AND PROPERTY DAMAGE
This insurance includes:	☒ Products - Completed Operations ☒ Contractual Liability ☐ Underground Hazard Coverage ☐ Personal Injury ☐ Advertising Injury ☐ Explosion Hazard Coverage ☐ Collapse Hazard Coverage ☐ ☐			Each Occurrence $1,000,000 General Aggregate $2,000,000 Products – Completed Operations Aggregate $2,000,000
	EXCESS LIABILITY ☐ Umbrella ☐ Other	POLICY PERIOD Effective Date	POLICY PERIOD Expiration Date	BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit) Each Occurrence $ Aggregate $
90-LN-5307-0	Workers' Compensation and Employers Liability	10-11-2007	10-11-2008	Part 1 STATUTORY Part 2 BODILY INJURY Each Accident $100,000 Disease - Each Employee $ Disease - Policy Limit $

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD Effective Date	POLICY PERIOD Expiration Date	LIMITS OF LIABILITY (at beginning of policy period)
014 9630F14 53B	Auto Insurance	12/14/2007	06/14/2008	500/500/500

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder 30 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Name and Address of Certificate Holder

COUNTY OF HIDALGO

Signature of Authorized Representative
Agent

04/29/2008
Title Date

Agent's Code Stamp

AFO Code 6720

EXHIBIT F

-Supplemental Agreement Form

EXHIBIT "F"

Supplemental Agreement Form

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SUPPLEMENTAL AGREEMENT NO. ___

TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS **SUPPLEMENTAL AGREEMENT** is made pursuant to the terms and conditions of Article 8 of the Agreement made by and between **HIDALGO COUNTY**, acting herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**", and _____, Professional Engineers of, _____, Texas, hereinafter called the "**Engineer**".

WITNESSETH

WHEREAS, the **Owner** and the **Engineer** executed the **Agreement** on the _____ day of _____ **2007** concerning engineering for _____ (hereinafter referred to as the "**Project**"); and,

WHEREAS, Article ___ of the **Agreement**, (article title), establishes _____; and,

WHEREAS, it has become necessary to amend the contract to _____

_____

A. AGREEMENT

NOW THEREFORE, premises considered, the **Owner** and the **Engineer** agree that said **Agreement** is amended as follows:

1. Article ___ of the **Agreement**, (article title), is revised to

_____
_____
_____
_____
_____
_____
_____

All other provisions are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the Engineer and the Owner have caused this Supplemental Agreement to the Agreement for Professional Services to be executed as of the _____ day of _____, 20__.

THE ENGINEER:
ENGINEER

BY:_____

THE OWNER:
HIDALGO COUNTY

BY:_____
Juan D. Salinas III, County Judge

LIST OF ATTACHMENTS

(as required)

AI-9427 **20.B.1.**

Computer Purchases for County Judge
CC REGULAR

Date: 05/27/2008
Submitted By: Matilde Faz, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.

Agenda Area: Purchasing Department **Purchasing only:** County Judge's Office

Information

CAPTION

Requesting authority to purchase computer equipment and/or peripherals through our membership/participation with (DIR) Department of Information Resource with CDW Government Inc. Req# 132844 in the total amount of $15,815.25 (8-1100-429-00-300-023-0-664 & 8-1100-429-00-300-023-0-745)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 81100429003000230664
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**
BUDGETARY IMPACT:

FISCAL YEAR: 2008 **ACCT. #:** 81100429003000230745
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**
BUDGETARY IMPACT:

Attachments

Link: REG AGENDA
AI-9427

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 05:05 PM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 08:07 AM	APRV
3	Erika Reyna		05/22/2008 08:07 AM	
4	Erika Reyna		05/22/2008 08:07 AM	
5	Erika Reyna		05/22/2008 08:07 AM	
6	Erika Reyna		05/22/2008 08:07 AM	
7	Auditor's Office		05/22/2008 08:07 AM	
8	Court Administrator		05/22/2008 08:07 AM	

Form Started By: Matilde Faz

Started On: 05/21/2008 10:46 AM

Final Approval Date: 05/22/2008

AI-9427
Computer Purchases for County Judge
CC REGULAR

Date: 05/27/2008
Submitted By: Matilde Faz, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** County Judge's Office

Information

CAPTION

Requesting authority to purchase computer equipment and/or peripherals through our membership/particitation with (DIR) Department of Information Resource with CDW Government Inc. Req# 132844 in the total amount of $15,815.25 (81100429003000230664 & 81100429003000230745)

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Form Started By: Matilde Faz Started On: 05/21/2008 10:46 AM

Requisition

Req # 00132844

PO #

Date: 05/20/08

Req. Agenda 9427 #

Bill To: x
x

Vendor : 153915
CDW GOVERNMENT, INC.
230 N. MILWAUKEE AVENUE
VERNON HILLS IL 60061

Ship To: COUNTY JUDGE
100 E. CANO, 2ND FL
EDINBURG TX 78539

Contact: B. ALVAREZ
956-318-2600

Contract No:

Special Instructions:
STATE CONTRACT : DIR-SDD-592

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		HIDALGO COUNTY EMERGENCY SERVICES-EMERGENCY MANAGEMENT DO NOT DUPLICATE ORDER		
4	EACH	1304302 ITRONIX GOBOOK VR-2 120GB 2GB DVDR MFG#: ITO-IX605GBVR2-168775 VR-2 2.-GHZ CORE2 DUO 9 CELL BATTER, 204MB (2X102MB), 120GB, 802.11 A/G/N, GPS, DVD-RW/CD-RW, WINXP, DUAL EXTERAL ANTENNA CONNECTOR	3,311.25	13,245.00
4	EACH	1441612 ITRONIX 3YR EXT NO-FAULT WTY MFG#$: ITO-NF-NVC3YRWAR	153.75	615.00
3	EACH	1212186 ITRONIX AC POWER ADAPTER W/CORD MFG#: ITO-62-0547-001R	71.25	213.75
3	EACH	1177799 ITRONIX UNIVERSAL VEHICLE ADAPTER MFG#: ITO-50-0162-001R	71.25	213.75
3	EACH	1445795 ITRONIX VEHICLE DOCK FR F/ GB VR-2 MFG#: ITO-50-0178-004R	411.75	1,235.25
3	EACH	1445989 ITRONIX SMART 6600 LI-ION MAIN BATT MFG#: ITO-60.4T1-T.-11R	97.50	292.50
		Account No	Encumbrance	
		8-1100-429-00-300-023-0-664	1,955.25	
		8-1100-429-00-300-023-0-745	13,860.00	
			Freight	.00
			Total	15,815.25
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

4 Labtops Computers into Vehicles

3 installed
1 Loader

Authorized By: _____

EBAFF 242-1005

CDW·G • The Right Technology. Right Away.™

www.CDWG.com
800-808-4239

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
KQL1827	10670906	5/05/2008

BILL TO
MARIO BETANCOURT
100 N CLOSNER BLVD

HIDALGO COUNTY
EDINBURG, TX 78539-3523

SHIP TO
HIDALGO COUNTY
100 N CLOSNER BLVD

MARIO BETANCOURT
EDINBURG, TX 78539-3523
Contact: MARIO BETANCOURT 956-318-2600

Customer Phone # 9563182600

Customer P.O. # VR-2 X4 QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
AY CARLILE 866-224-6448	FEDEX Ground	MasterCard/Visa Go	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
4	1304302	ITRONIX GOBOOK VR-2 120GB 2GB DVDR Mfg#: ITO-IX605GBVR2-168775 Contract: MARKET STATE CONTRACT: DIR-SDD-592 VR-2 2.0GHz Core2 Duo 9 Cell battery 2048MB(2x1024MB) 120GB, 802.11 a/g/n GPS, DVD-RW/CD-RW, WinXP Dual external antenna connector	3311.25	745 13245.00
3	1212186	ITRONIX AC POWER ADAPTER W/CORD Mfg#: ITO-62-0547-001R Contract: MARKET STATE CONTRACT: DIR-SDD-592	71.25	664 213.75
3	1177799	ITRONIX UNIVERSAL VEHICLE ADAPTER Mfg#: ITO-50-0162-001R Contract: MARKET STATE CONTRACT: DIR-SDD-592	71.25	664 213.75
4	1441612	ITRONIX 3YR EXT NO-FAULT WTY Mfg#: ITO-NF-SVC3YRWAR Contract: MARKET STATE CONTRACT: DIR-SDD-592	153.75	745 615.00
3	1445795	ITRONIX VEHICLE DOCK EF F/ GB VR-2 Mfg#: ITO-50-0178-004R Contract: MARKET STATE CONTRACT: DIR-SDD-592	411.75	664 1235.25
3	1445989	ITRONIX SMART 6600 LI-ION MAIN BATT	97.50	664 292.50

4 Computers & Accessories

BUY WITH CONFIDENCE. CDW IS A FORTUNE 500 COMPANY.

TOTAL ➧

Continued

req# 133844

CDW Government, Inc.
230 North Milwaukee Ave.
Vernon Hills, IL 60061
General Phone: 847-371-5000 Fax: 847-419-6200
Account Manager's Direct Fax: 312-705-9492

Please remit payment to:
CDW Government, Inc.
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

CDW·G The Right Technology. Right Away.™

www.CDWG.com
800-808-4239

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
KQL1827	10670906	5/05/2008

BILL TO
MARIO BETANCOURT
100 N CLOSNER BLVD

HIDALGO COUNTY
EDINBURG, TX 78539-3523

SHIP TO
HIDALGO COUNTY
100 N CLOSNER BLVD

MARIO BETANCOURT
EDINBURG, TX 78539-3523
Contact: MARIO BETANCOURT 956-318-2600

Customer Phone # 9563182600

Customer P.O. # VR-2 X4 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
AY CARLILE	866-224-6448	FEDEX Ground	MasterCard/Visa Go	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		Mfg#: ITO-60.4T10T.011R Contract: MARKET ITRONIX SMART 6600 LI-ION MAIN BAT STATE CONTRACT: DIR-SDD-592		
		SUBTOTAL		15815.25
		FREIGHT		.00
		SALES TAX		.00

607 - 1169.67
604 - 3705.57

19335.24

BUY WITH CONFIDENCE. CDW IS A FORTUNE 500 COMPANY.

TOTAL ➧ US Currency 15,815.25

CDW Government, Inc.
230 North Milwaukee Ave.
Vernon Hills, IL 60061
General Phone: 847-371-5000 Fax: 847-419-6200
Account Manager's Direct Fax: 312-705-9492

Please remit payment to:
CDW Government, Inc.
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

AI-9458 **20.C.1.**

R. Gutierrez Invoices
CC REGULAR

Date: 05/27/2008
Submitted By: Rocio Villarreal, PURCHASING DEPT.
Submitted For: Rocio Villarreal
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 2

Information

CAPTION

Presentation for discussion, consideration, acceptance, and approval of Requests for Payment of Invoices 2509, 2514 and 2511 from R. Gutierrez Engineering Corporation, contracted engineer for Precinct No. 2, "McColl Rd II; Eldora; Roadrunner NO. 2 Subd." with authority for Auditor to review, audit and complete processing procedures and County Treasurer to issue payment/check(s).:

Invoice	Amount	Description	Account Number	PO#	Avail. in PO
2509	$4,154.70	McColl Rd II	8-1202-431-00-122-028-0-731	593650	$20,895.71
2514	$4,800.43	Eldora/1426	8-1202-431-00-122-006-0-841	602514	$10,000.00
2511	$6,278.88	Roadrunner No. 2 Subd.	8-1202-431-00-122-006-0-734	593453	$ 8,073.56

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** Fiscal info listed
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Fiscal information listed in caption.

Attachments

Link: Invoice

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 05:19 PM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 08:55 AM	APRV
3	Dale Kennan	Dale Kennan	05/22/2008 11:43 AM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 11:58 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 01:37 PM	APRV

Form Started By: Rocio Villarreal Started On: 05/21/2008 04:58 PM

Final Approval Date: 05/22/2008

R. Gutierrez Engineering Corporation

130 E. Park
Pharr, TX 78577

Invoice Number: 2509
Friday, May 09, 2008

Invoice

To: Hidalgo County Precinct No. 2
301 E. State St.
Pharr, TX 78577
Attention: Hector Palacios, Commissioner

Project: ENG06.019c McColl Road II (Dicker - Orangewood) Const. Staking

Project Manager: Miguel A. Huitron
Professional Services for the Period: 03/01/2008 to 04/30/2008

Billing Group: 01 *Phased Fixed Fee*

Construction Staking (Dicker to Orangewood)

Contract #: *C-06-251-08-15 (WA#3)(PO#593650)*

Billing Fee: $93,258.99

Phase	Phase Fee	Percent of Total Fee	Percent Complete	Fee Earned	Prior Billing	Current Fee
January - December 2007	74,147.33	79.51	100.00	74,147.33	74,147.33	0.00
January 2008	11,761.74	12.61	100.00	11,761.74	11,761.74	0.00
February 2008	3,195.22	3.43	100.00	3,195.22	3,195.22	0.00
March 2008	2,006.56	2.15	100.00	2,006.56	0.00	2,006.56
April 2008	2,148.14	2.30	100.00	2,148.14	0.00	2,148.14
				Total Phases:		***$4,154.70***

593650
8-1202-431-00-122-028-0-731
Req. #120591

Phase Billing Totals: ***$4,154.70***

Billing Group Subtotal: 4,154.70

Project Totals:

*** ***Total Project Invoice Amount:*** ***$4,154.70***

Ramiro Gutierrez
President

INVOICE RECEIVED BY: _____ ON 5/13/08
GOODS/SERVICES RECEIVED BY: H. Palacios ON 5/09/08

R. Gutierrez Engineering Corporation

130 E. Park
Pharr, TX 78577

Invoice Number: 2514

Friday, May 09, 2008

Invoice

To: Hidalgo County Precinct No. 2
301 E. State St.
Pharr, TX 78577
Attention: Hector Palacios, Commissioner

Project: ENG07.032f Eldora/1426 (Santana Subd/Nadia Street) Construction Management

Project Manager: Luis Nava

Professional Services for the Period: 04/01/2008 to 04/30/2008

Billing Group: 01 *Phased Fixed Fee*

Construction Management & Staking

Contract #: *C-07-358-09-04 (WA#6)(PO#602514)*

Billing Fee: $4,800.43

Phase	Phase Fee	Percent of Total Fee	Percent Complete	Fee Earned	Prior Billing	Current Fee
April 2008	4,800.43	100.00	100.00	4,800.43	0.00	4,800.43

Total Phases: ***$4,800.43***

Phase Billing Totals: ***$4,800.43***

602514
8-1202-431-00-122-006-0-841
Req. #131140

Billing Group Subtotal: 4,800.43

Project Totals:

*** ***Total Project Invoice Amount:*** ***$4,800.43***

Ramiro Gutierrez
President

INVOICE RECEIVED BY:
ON 5/14/08
GOODS/SERVICES RECEIVED BY:
Hector Palacios ON 5/09/08

R. Gutierrez Engineering Corporation

130 E. Park
Pharr, TX 78577

Invoice Number: 2511
Friday, May 09, 2008

Invoice

To: Hidalgo County Precinct No. 2
301 E. State St.
Pharr, TX 78577
Attention: Hector Palacios, Commissioner

Project: ENG07.032b Roadrunner No. 2 Subdivision
Construction Staking

Project Manager: Luis Nava
Professional Services for the Period: 01/01/2008 to 04/30/2008

Billing Group: 01 *Phased Fixed Fee*

Construction Staking

Contract #: *C-07-358-09-04 (WA#2)(PO#593453)*

Billing Fee: $8,205.32

Phase	Phase Fee	Percent of Total Fee	Percent Complete	Fee Earned	Prior Billing	Current Fee
October 2007	1,485.34	18.10	100.00	1,485.34	1,485.34	0.00
November 2007	441.10	5.38	100.00	441.10	441.10	0.00
January 2008	2,123.66	25.88	100.00	2,123.66	0.00	2,123.66
February 2008	2,332.35	28.42	100.00	2,332.35	0.00	2,332.35
March 2008	1,712.59	20.87	100.00	1,712.59	0.00	1,712.59
April 2008	110.28	1.34	100.00	110.28	0.00	110.28
			Total Phases:			***$6,278.88***

Phase Billing Totals: ***$6,278.88***

593453
8-1202-431-00-122-006-0-734
Req. #119615

Billing Group Subtotal: 6,278.88

Project Totals:

*** ***Total Project Invoice Amount:*** ***$6,278.88***

Ramiro Gutierrez
President

INVOICE RECEIVED BY: ON 5/13/08
GOODS/SERVICES RECEIVED BY: Hector Palacios ON 5/09/08

AI-9432 **20.D.1.**

Renovations to Anzaldua's Park Fishing and Boating Pier
CC REGULAR

Date: 05/27/2008
Submitted By: Oscar Garza, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 3

Information

CAPTION

Presentation of a recommendation by Project architecht Jorge A. Garcia, AGADC with concurrence by Pct. 3 for discussion, consideration, acceptance and approval of a proposal solicited from Herrera and Hunt, Inc. (job order contractor) for project #08-119, aka, renovations to Anzalduas Park Fishing and Boating Pier -Phase I, exploratory assessment for the provision of labor and materials with related/necessary accessories including but not limited to removing joists and supporting beams in the amount of $5,926.03 so as to address the potential existing hazard to life and property.

BACKGROUND

As per AGADC the contractor has removed approximately 90% of the decking boards; however the removal of decking has caused joists to float in the river causing a hazard to boaters and therefore it has become necessary to remove the joists and the support beams in preparation for the renovation.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1287-452-00-123-043-9-739
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

Same acct # 8-1287-452-00-123-043-9-739 to be used amended SOW as provided by Pct. #3 for proposed project #08-119 Anzaldua's Park Fishing and Boating Pier.

PO # 602511 will be increased by $5,926.03 for a total of $19,926.03.

Account available balance as of 05/22/08 $206,463.82.

Attachments

Link: 08-119
Link: 08-119

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 05:11 PM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 08:09 AM	APRV

3	Erika Reyna	Erika Reyna	05/22/2008 02:24 PM	APRV
4	Auditor's Office		05/23/2008 05:00 PM	PEND

Form Started By: Oscar Garza

Started On: 05/21/2008 11:53 AM

Final Approval Date: 05/23/2008

AGADC
ALCÓCERGARCÍAASSOCIATES
DESIGN CONSULTING

May 20, 2008

Hon. Commissioner Joe M. Flores
Hidalgo County Precinct No. 3
c/o Mona Parras
County Commissioner's Office
724 N. Breyfogle Rd.
Mission, TX 78574

Re: Fishing Pier, Anzalduas Park

Dear Commissioner Flores,

As we previously reported, the contractor has removed approximately 90% of the decking boards. The removal of the decking boards is the limit of the scope of the work under the Phase I part of the project. Now that most of the decking has been removed, some of the support joists are loose. Several of the joists have fallen into the water. The contractor has removed these, however, we recommend that the rest of the joists be removed to prevent the risk of any joists floating out onto the river and becoming a hazard to boaters.

Attached is the contractor's cost proposal and breakdown for the additional work necessary to remove the joists and the support beams. Please process this at the earliest date possible, in the amount submitted of $ 5,926.03. Thank you for your attention to the above.

Sincerely,

George A. Garcia,
Project Architect

Received Fax @ 4:15



HERRERA & HUNT, INC.

Job Order Contracting Specialists

REQUEST FOR PROPOSALS
Hidalgo County
Edinburg, TX

Precinct No. 3

"Anzaldua's Park Fishing Pier & Boat Ramp Renovation."

RFP NO: 08-119-04-14-OGG
Job Order Contractor (JOC) proposals.

Owner Requested Additional Work

Attention: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address 2802 So. Bus. Hwy. 281
Edinburg, Texas 78539

SCOPE OF WORK AS PROVIDED BY:
ALCOSER GARCIA AND ASSOCIATES DESIGN CONULTANTS

To dismantle the fishing pier Joist and beams leaving only the existing Piers. Remove all debris and dispose of it at a legal dumpsite.
Maintain a safe, clean and orderly site at all times.

Total proposal for the above work : Five Thousand, Nine Hundred and Twenty Seven Dollars (5,927.00)

RS Means National Average		**$ 8,869.18**
City of McAllen Cost Indexed Applied	**.768**	**$ 6,811.53**
Choice Facility Partners Bid Coefficient Applied	**.870**	**$ 5,926.03**

Please be advised that we have a complete JOC proposal completed and ready for submission and review for the entire project asset forth in the plans and specifications provided to us by AGADC. Pursuant to JOC rules and procedures and pursuant to the formal RFP : 08-119-04-14-OGG

Herrera & Hunt Inc.

Keith F Hunt, PGM
Herrera & Hunt Inc

Alcocer Garcia Associates

Design Consulting

10125 N. 10th, Suite 'A'
McAllen, Texas 78504
Off. 956-380-6600
Fax. 956-380-6602

FAX

Date: 5 - 20 - 08

To: Hidalgo County Purchasing Dept.

Fax: 318-2629

Attn: **Oscar Garza**

From: George Garcia, Project Architect

Number of pages including cover: 3

Message: Attached is copy of AGADC letter to Commissioner Flores regarding extra work needed at Anzalduas fishing pier.

Joe M. Flores
County Commissioner Pct. No. 3

COUNTY COMMISSIONER PRECINCT 3
County of Hidalgo

MEMORANDUM

TO: Oscar Garza, Procurement Specialist
Hidalgo County Purchasing Dept.

FROM: Joe M. Flores, Commissioner
Hidalgo County Precinct #3

DATE: May 21, 2008

RE: Anzaldua's Park Fishing & Boat Ramp Project

Precinct #3 is requesting amendment to the original scope of services for the above-mentioned project. As recommended by the architect the additional work necessary will be to remove the joists and the support beams to prevent the risk of any joists floating onto the river and becoming a hazard.

Attached are the contractor's cost proposal and the breakdown for the additional work for $5,926.03.

Please prepare agenda item for next commissioner's court meeting for consideration and approval.

Thank you in advance for your assistance and if additional information is needed please feel free to contact me at (956)585-4509.

Office: (956) 585-4509 • Fax: (956) 205-7009
724 N. Breyfogle • Mission, Texas 78574

AI-9476 **20.D.2.**

SOQ - ENGINEERING SVCS PRECINCT NO 3
CC REGULAR

Date: 05/27/2008
Submitted By: Laura Moya, PURCHASING DEPT.
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 3

Information

CAPTION

A. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A)(4) a professional service for Engineering Services in connection with Pavilion, Meeting Room Conference Area located in Hidalgo County Precinct No 3;
B. Presentation of scoring grid (for the purposes of ranking by CC) of the firms graded & evaluated through the County's approved "pool" of Engineers in connection with professional Engineering Services required for the construction of Pavilion, Meeting Room Conference Area located in Hidalgo County Precinct No 3 ;
1st._____; 2nd._____;
3rd._____;
C. Authority for the Purchasing Department to negotiate a professional Engineering Services Contract with the No.1 ranked firm of _____ for the provision of Engineering Services for Pavilion Meeting Room Conference Area located in Hidalgo County Hidalgo County Precinct No 3.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1302-431-00-123-068-0-720
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 05/23/08 $637,225.00.

Attachments

Link: scoring grid

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/23/2008 12:00 PM	APRV
2	Budget & Management	Dina Trevino	05/23/2008 01:40 PM	APRV
3	Erika Reyna	Erika Reyna	05/23/2008 02:14 PM	APRV
4	Auditor's Office		05/23/2008 05:00 PM	NEW
Form Started By: Laura Moya			Started On: 05/22/2008 02:49 PM	

Final Approval Date: 05/23/2008

HIDALGO COUNTY PRECINCT NO 3
FOR
BBQ Pavilion, Meeting Room Conference Area

Scoring & Evaluation GRID

ENGINEERING SERVICES

Total Scores	**Hinojosa Engineering Inc.**	**R. Gutierrez Engineering**	**Flores Engineering**
Scores	**99**	**96**	**65**
RANKING	1	2	3

*SCORING & EVALUATION COMPLETED BY PCT NO 3

AI-9430 **20.E.1.**

Pct. 4-Certification of Completion-Asago Construction, LLC-C-07-355-10-23 & WA# 7-MEG-C-07-265-10-15

CC REGULAR

Date: 05/27/2008
Submitted By: Letty Saenz, PURCHASING DEPT.
Submitted For: Letty Saenz
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 4

Information

CAPTION

A. Requesting approval of "Certificate of Completion" with Asago Construction, LLC, reflecting the completion date of May 8, 2008 for the "Construction of Tamarron Estates-Drainage Improvments" for Hidalgo County Precinct No. 4 and as certified by project engineer, Quintanilla, Headley & Associates, Inc. in connection to Contract No. C-07-355-10-23.

B. Presentation for consideration, discussion acceptance and approval of Work Authorization No. 7 in the amount of $ 2,116.31 with MILLENNIUM ENGINEERS GROUP, INC. to provide engineering services to Hidalgo County Precinct No. 4 in connection with Contract No. C-07-265-10-15 for the "Construction Materials Testing Services for PAVED/UN-PAVED, LATERAL and CIP PROJECTS (North Doolittle Road (North of FM 2812)"

BACKGROUND

Certificate of Completion-Asago Construction, LLC
Work Authorization No. 7-Millenium Engineers Group, Inc.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1204-431-00-124-007-0-733
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

PO# 594450 has available $35,750.00 as of 5/22/08. Funds available as of 5/22/08. Payment#4 (Final) and Payment#5 (Retainage) were requested 5-19-08 CC AI#9318.

FISCAL YEAR: 2008 **ACCT. #:** 8-1204-431-00-124-007-0-731
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Account available balance as of 5/22/08 $269,681.42.

Attachments

Link: Certification of Completion-Asago Construction

Link: WA# 7-MEG

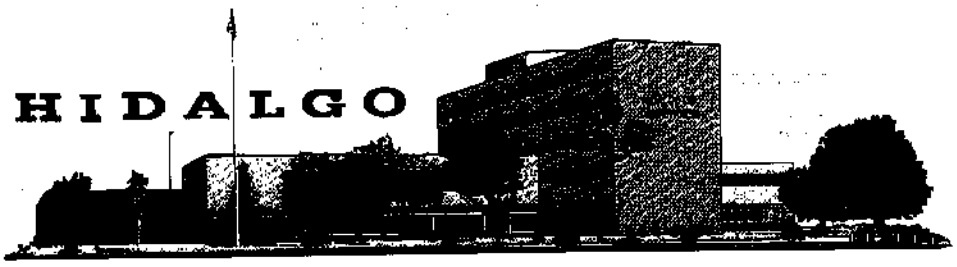
Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 01:01 PM	APRV
2	Budget & Management	Dina Trevino	05/21/2008 01:29 PM	APRV
3	Manuel Chapa	Manuel Chapa	05/22/2008 11:47 AM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 12:08 PM	APRV
5	Joy Hsu	Joy Hsu	05/23/2008 09:16 AM	APRV
6	Linda Fong	Linda Fong	05/23/2008 09:43 AM	APRV
7	Court Administrator	Angela Garcia	05/23/2008 10:00 AM	APRV

Form Started By: Letty Saenz Started On: 05/21/2008 11:20 AM

Final Approval Date: 05/23/2008

COUNTY of HIDALGO
OSCAR L. GARZA, JR.
1102 N. DOOLITTLE RD.
EDINBURG, TEXAS 78541
OFFICE: (956) 383-3112
FAX: (956) 381-5905



COUNTY COMMISSIONER, PCT. NO. 4

MEMO

DATE: MAY 21, 2008
TO: HIDALGO COUNTY PURCHASING DEPARTMENT
C/O LETICIA (LETTY) SAENZ, CPPB CONTRACTS MANAGER
FROM: HIDALGO COUNTY PRECINCT #4
REF: CERTIFICATE OF CONSTRUCTION COMPLETION
CONTRACT #07-355-10-23

HIDALGO COUNTY PCT. #4 IS HEREBY REQUESTING THAT YOUR DEPARTMENT PLEASE PLACE THE FOLLOWING **CERTIFICATE OF CONSTRUCTION COMPLETION,** FROM **ASAGO CONSTRUCTION, LLC,** FOR "TAMARRON ESTATES DRAINAGE IMPROVEMENTS PROJECT"ON THE NEXT COMMISSIONERS' COURT FOR APPROVAL.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT MY OFFICE, THANK YOU.

CC: COUNTY FILES
ATTACHMENT: CERTIFICATE OF CONSTRUCTION COMPLETION

CERTIFICATE OF CONSTRUCTION COMPLETION

THIS IS TO CERTIFY THAT ON 8th DAY OF MAY, 2008, A FINAL INSPECTION was made of the project herein described:

CONTRACT

DATE: **October 23, 2007**
OWNER: **Hidalgo County Precinct No. 4**
CONSTRUCTION CONTRACTOR: **Asago Construction, LLC**
OF THE CITY OF **Mission** STATE OF **Texas**

PROJECT DESCRIPTION

CONSTRUCTION OF **Tamarron Estates – Drainage Improvements**

located in or near the City/Pct. of **Hidalgo County Precinct No. 4**

THIS IS TO CERTIFY:

1. That the work has been completed in accordance with the plans and specification and all addenda, change orders, supplemental agreements thereto, and with the following exceptions: **N/A**

2. That the sum of **N/A** (**$**_____), deducted from the final payment of the Contractor is a fair and equitable settlement for the foregoing except work.

3. That the Contractor has presented a "Certificate of Release" stating under oath, that all claims arising out of the performance of work have been fulfilled, and the OWNER is released from all claims arising under or virtue of said contract.

4. That the CONTRACTOR has presented in behalf of itself and its sureties, satisfactory evidence that it is bound to repair, replace, and make good any faulty workmanship and/or materials discovered in the work within a period of one year from this date, as provided in said contract.

5.

Amount of Original Contract	$ 304,925.00
Present Amount of Contract	324,225.00
Total Amount Earned to Date	324,225.00
Less Previous Payments	259,627.50
Balance	64,597.50
Authorized Deductions	0.00
AMOUNT OF FINAL PAYMENT	$ 64,597.50

6. That the final payment in the amount of $ **Sixty-Four Thousand Five Hundred Ninety-Seven** dollars and **Fifty** cents ($ **64,597.50**) is now due and payable.

Engineer's Signature

CONCURRED BY:

ASAGO Construction, LLC
CONTRACTOR'S NAME

BY: _____

TITLE: **Manager**

CONCURRED BY:

_____
CITY/PRECINCT

BY: _____

TITLE: _____

Purchase Order

COUNTY OF HIDALGO

PO#: 594450

DATE: 11/08/07

VENDOR: 303313 REQ:00121427
FAX (956)585-7040 Email:
Phone:(956)607-0741
ASAGO, LLC DBA ASAGO CONSTRUCTION AND
LONE STAR NATIONAL BANK
2113 PECOS ST.
MISSION TX 78572

BUYER:
SHIP TO: HIDALGO CO. PCT 4
1102 N. DOOLITTLE RD.
EDINBURG TX 78539

CONTACT:
SITE: HIDALGO CO. PCT 4

Special Instructions:
PCT. REQ. #1473 / R-20

VENDOR NOTES

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		C-07-355-10-23 EXP 120 DAYS FROM THE DAY "NOTICED TO PROCESS"		
1	LOT	DESIGN AND CONSTRUCTION OF RETENTION PONDS AT TAMARRON ESTATES.	304,925.00	304,925.00
		CONTRACT #07-355-10-23 WITH THE DATE OCTOBER 23, 2008 APPROVED COMMISSIONERS' COURT OF 10/30/2007, AGENDA ITEM #AI-6247.		
		****NOTE****PROJECT CARRIED BY ENGINEER: QUINTANILLA HEADLY & ASSOCIATES, INC.		
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		304,925.00

****
For Hidalgo County use only
7-1204-431-00-124-007-C-733 304,925.00

Approved

19,300.00 PO (I)
324,225.00 4-1-08
(2) COPY

Authorized by: Marcus L. Salazar



HIDALGO COUNTY PRECINCT #4

COMMISSIONER OSCAR L. GARZA JR.
1102 N. DOOLITTLE ROAD
EDINBURG, TEXAS 78541

OFFICE (956) 383-3112
FAX (956) 381-5905

FAX TRANSMITTAL

TO: **LETTY SAENZ**
Hidalgo County Purchasing Department

FAX NO. (956)-

NO. OF PAGES: 4 (INCLUDING COVER PAGE)

FROM: RUMALDO MUNOZ JR.
ACCTS. PAYABLE CLERK

DATE: 5/21/2008
TIME: 9:30 AM. / P.M.

COMMENTS: **Please Place the following item on the next C.C.,**
Original to follow.
Any ? call me Thanks Rumaldo Munoz Jr.

Confidentiality Notice

This facsimile transmission (and/or the document accompanying it) may contain confidential information belonging to the sender. The information is intended only for the use of the individual of entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this information in error, please notify us immediately by collect telephone call to arrange for the return of these documents.

COUNTY of HIDALGO
OSCAR L. GARZA, JR.
1102 N. DOOLITTLE RD.
EDINBURG, TEXAS 78541
OFFICE: (956) 383-3112
FAX: (956) 381-5905



COUNTY COMMISSIONER, PCT. NO. 4

MEMO

DATE: MAY 21, 2008
TO: HIDALGO COUNTY PURCHASING DEPARTMENT
C/O LETICIA (LETTY) SAENZ, CPPB CONTRACTS MANAGER
FROM: HIDALGO COUNTY PRECINCT #4
REF: WORK AUTHORIZATION #7
CONTRACT #07-265-10-15
ACCT. #: 8-1204-431-00-124-007-0-731

HIDALGO COUNTY PCT. #4 IS HEREBY REQUESTING THAT YOUR DEPARTMENT PLEASE PLACE THE FOLLOWING WORK AUTHORIZATION NO: **#7,** IN THE AMOUNT OF **$2,116.31** FOR **MILLENNIUM ENGINEERS GROUP, INC.,** ON THE NEXT COMMISSIONERS' COURT FOR APPROVAL.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT MY OFFICE, THANK YOU.

CC: COUNTY FILES
ATTACHMENT: WORK AUTHORIZATION #7

HIDALGO COUNTY

Professional Engineering Services
Contract # C-07-265-10-15
Work Authorization Form

WORK AUTHORIZATION NO. 7

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, **Millennium Engineers Group, Inc.**, professional engineers of Edinburg , Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK
The purpose of this Work Authorization is for the **Engineer** to provide

Geotechnical Engineering Services and Construction Materials Testing Services at North Doolittle Road (North of FM 2812)

The scope of services to be provided by the **Owner** is identified in ***EXHIBIT "A" – Scope of Services to be Provided by the Owner*** attached hereto.

The scope of services to be provided by the **Engineer** is identified in ***EXHIBIT "B" – Scope of Services to be Provided by the Engineer*** attached hereto.

PART 2. ESTIMATED COST
The estimated cost for services under this Work Authorization is **$2,116.31**
This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as **EXHIBIT "D".**

PART 3. PAYMENT
Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with **Article**/Part/Section____ of the Agreement.

PART 4. FUNDING

This Work Authorization No. 7 shall be funded through funding source:
Account No. **8-1204-431-00-124-007-0-731** Requisition Number 132871
(MUST BE INCLUDED AFTER CC APPROVAL)

PART 5. PERIOD OF SERVICE
This Work Authorization shall become effective on the date of final acceptance of

the parties hereto, and terminate upon completion of scopes of the work authorization.

PART 6. RESPONSIBILITIES AND OBLIGATIONS
This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION
Acknowledgement and confirmation by **Hidalgo County** Precinct #4, Commissioner Oscar L. Garza JR. as to content and detail of this **Work Authorization No. 7**

HIDALGO COUNTY

BY: Oscar L. Garza Jr.

PART 8. ACCEPTANCE AND APPROVAL
This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on _____ as indicated below and effective as of ____ day of _____, 2008.

THE ENGINEER:

By: Raul Palma

THE OWNER:
HIDALGO COUNTY

By: Juan D. Salinas, III,
County Judge

ATTEST:

By: Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

ATTACHMENT "A" - Services to be Provided by the Owner
ATTACHMENT "B" - Services to be Provided by the Engineer
ATTACHMENT "C" - Work Schedule
ATTACHMENT "D" - Cost Proposal

ATTACHMENT "A"

SERVICES TO BE PROVIDED BY THE OWNER/COUNTY

The following provides an outline of the services to be provided by the **Owner** in the development of **Projects** (as defined and more particularly indentified in **EXHIBIT "B"** attached to this Agreement).

General

The Owner will provide to the **Engineer** the following:

(1) Provide the authorization to proceed with services through coordination with the project consulting and design Engineer.

(2) Payment for work performed by the **Engineer** and accepted by the **Owner** in accordance with Article 3 of this Agreement.

(3) Assistance to the **Engineer**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **Engineer** cannot easily obtain.

(4) Provide any available relevant data the **Owner** may have on file concerning the projects.

(5) Provide timely review and decisions in response to the **Engineer's** request for information and/or required submittals and deliverables, in order for the **Engineer** to maintain the work schedule agreed upon.

(6) Attend and participate in progress meetings as required and as coordinated and conducted by the **Engineer**.

(7) Provide the authorization to proceed with services on project by project basis through consulting design and construction engineer.

ATTACHMENT "B"

SCOPE OF SERVICES
TO BE PROVIDED BY THE ENGINEER

The services to be provided by the ENGINEER in providing geotechnical engineering services, construction materials testing services, construction inspection services and environmental services for Hidalgo County Projects is as follows:

A. Preliminary Phase:

(1) Attend preliminary conferences with the OWNER and, if requested, with the funding agency and other government agencies or interested parties regarding the Project.
(2) Provide for the necessary geotechnical investigation and testing necessary to develop the design.
(3) Provide environmental studies as may be necessary to complete a project.
(4) Provide assistance to the OWNER in providing material requirements and specifications for design, construction and maintenance projects.
(5) Provide assistance to the OWNER in providing pavement design recommendations for the design, construction and maintenance projects.
(6) Provide assistance to the OWNER in providing pavement rehabilitation recommendations for the design, construction and maintenance projects.
(7) Provide assistance to the OWNER in providing pavement condition studies.

B. Design Phase:

(1) Attend the OWNER'S and respective Party's meeting as requested for the purpose of explaining geotechnical investigation report recommendations and preliminary testing results and their impact to proposed design activities.
(2) Perform any additional geotechnical investigations, testing and environmental studies necessary to collect information required in the design of the Project.
(3) Provide assistance to the OWNER in providing material requirements and specification for design, construction and maintenance projects.
(4) Provide assistance to the OWNER in providing pavement design recommendations for the design, construction and maintenance projects.
(5) Provide assistance to the OWNER in providing pavement rehabilitation recommendations for the design, construction and maintenance projects.
(6) Provide assistance to the OWNER in providing pavement condition studies.
(7) Furnish the OWNER all necessary reports for preliminary design, design, construction and maintenance projects.

C. Construction/Maintenance Phase:

(1) Attend the OWNER'S and respective Party's pre-construction and construction meetings as requested for the purpose of explaining geotechnical investigation report recommendations and preliminary testing results and their impact to proposed construction activities and establish coordination and lines of communication for proposed construction materials testing during construction activities.

(2) Consult and advise with the OWNER during construction.

(3) Provide construction materials testing for construction and maintenance projects as required by the project plans and specifications and/or specified by the project design engineer.

(4) Review all material designs as requested by the OWNER and/or project design engineer.

(5) Furnish the OWNER all necessary reports for construction and maintenance projects.

(6) Provide construction inspection services as requested by the OWNER on construction and maintenance projects

ATTACHMENT "C"

Work Schedule

Millennium Engineers Group, Inc. will go out to site on an as-needed basis to perform testing services. Services will be provided as requested by project personnel. A 24-hour notice will be required from project personnel.

ATTACHMENT "D"

COST PROPOSAL

Millennium Engineers Group,
PO Box 4569
Edinburg, Texas 78540-4569

Proposal

Date	Proposal No.
5/15/2008	08-145

Name / Address
Hidalgo County Precinct 4 Commissioner Oscar Garza 1102 N. Doolittle Rd Edinburg, Texas 78541

Project
08M54-North Doolittle Rd. (N. of FM 2812)

Description	Qty	Cost	Total
Atterberg Limits	1	59.00	59.00
Gradation (Dry)	1	45.00	45.00
Washed Sieve Analysis	1	50.00	50.00
Standard Proctor	1	175.00	175.00
Field Density (Soils)	5	20.00	100.00
Asphalt Density (In-Place, Cores)	6	20.00	120.00
Wet Ball Mill	1	160.00	160.00
Asphalt Cores	6	50.00	300.00
Extraction, Grad. and % Asphalt	1	225.00	225.00
Bituminous Mix Theoretical SPG	1	55.00	55.00
Bitumounous Compacted Specimen SPG (Lab Density)(3 Ea)	3	20.00	60.00
Hveem Stability	1	85.00	85.00
Vehicle Trip Charge	3	30.00	90.00
Engr. Technician	6.25	39.25	245.31
Engr. Technician (Asphalt)	3.5	42.00	147.00
Clerical/Administrative	5	40.00	200.00

We thank you for your prompt payment. Please remit to the above address.

Total $2,116.31



HIDALGO COUNTY PRECINCT #4

COMMISSIONER OSCAR L. GARZA JR.
1102 N. DOOLITTLE ROAD
EDINBURG, TEXAS 78541

OFFICE (956) 383-3112
FAX (956) 381-5905

FAX TRANSMITTAL

TO: **LETTY SAENZ**
Hidalgo County Purchasing Department

FAX NO. (956)-

NO. OF PAGES: 11 (INCLUDING COVER PAGE)

FROM: RUMALDO MUNOZ JR.
ACCTS. PAYABLE CLERK

DATE: 5/21/2008
TIME: 9:00 AM. / P.M.

COMMENTS: **Please Place the following Work Auth., on the next C.C., Original to follow.**
Any ? call me Thanks Rumaldo Munoz Jr.

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AI-9455 **20.E.2.**

Architect Supplemental Instruction No. 1 CRC Design Consultant
CC REGULAR

Date: 05/27/2008
Submitted By: Rocio Villarreal, PURCHASING DEPT.
Submitted For: Rocio Villarreal
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 4

Information

CAPTION

Requesting approval and/or ratification (whichever is applicable) of Architect's Supplemental Instructions No. 1 (funded from the Betterment Allowance) in the amount of $10,000.00 , to contractor CRC Design Consultant in connection with the "Construction of New Offices for Hidalgo County Precinct No. 4." C-07-033-04-17

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1301-419-40-124-034-0-720
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No Budgetary Impact, allowances. PO#592783 has $13,000.00 available balance as of 5/22/08.

Attachments

Link: Supplemental Inst. No. 1

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/22/2008 10:02 AM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 11:47 AM	APRV
3	Manuel Chapa	Manuel Chapa	05/22/2008 02:53 PM	APRV
4	Auditor's Office	Linda Fong	05/23/2008 11:05 AM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 01:09 PM	APRV

Form Started By: Rocio Villarreal Started On: 05/21/2008 04:49 PM

Final Approval Date: 05/23/2008

AIA® Document G710™ – 1992

Architect's Supplemental Instructions

PROJECT *(Name and address)*:
Construction of New Offices for
Hidalgo County Pct. 4
Edinburg, Texas

OWNER *(Name and address)*:
Hidalgo County

FROM ARCHITECT *(Name and address)*:
Reynaldo Vargas, Architect, Inc. dba
V·A Architecture
2029 Industrial Drive, McAllen,
Texas 78504

TO CONTRACTOR *(Name and address)*:

Carlo R. Cantú dba CRC Design
Consultants.
2016 S. 45th Street
McAllen, Texas 7850

ARCHITECT'S SUPPLEMENTAL INSTRUCTION NO: 001

DATE OF ISSUANCE: March 14, 2008

CONTRACT FOR: General Construction

CONTRACT DATE: August 15, 2007

ARCHITECT'S PROJECT NUMBER: 07-1002
Contract No. C-07-0332C-09-25
PO # 592783

OWNER: ☐
ARCHITECT: ☒
CONSULTANT: ☐
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgment that there will be no change in the Contract Sum or Contract Time.

DESCRIPTION:

PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY FOR THE FOLLOWING:

1&2. "Sweeping 90's" all locations in lieu of standard installed "90's" $3,850.00
3. Electric Rough In for Strike (by others) at door number 1 $1,250.00
4. Relocate quad receptacle to 80" A.F.F. $150.00
5. Relocating Door frames as per attached Dwg. Including all electrical modifications aready in place. $2,850.00
6. Electric Rough In for Strike (others) at door number 28. Sheetrock patch.
7. New Accent Colors as per Precinct NO. 4 Employees $475.00
8. New Hollow Metal Window with wire glass employee office. $575.00
TOTAL $10,000.00

	ORIGINAL ALLOWANCE/ CONTINGENCY AMOUNT	NET CHANGE TO AMT. BY PREVIOUS ASI's	BALANCE PRIOR TO THIS ASI	INCREASE/ DECREASE OF AMT. BY THIS ASI	NEW BALANCE
Betterment	($10,000.00)	$0.00	($10,000.00)	$10,000.00	($0.00)
HVAC	($2,000.00)	$0.00	($2,000.00)	$0.00	($2,000.00)

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User Notes:

(1418080854)

Plumbing	($2,000.00)	$0.00	($2,000.00)	$0.00	($2,000.00)
Electrical	($2,000.00)	$0.00	($2,000.00)	$0.00	($2,000.00)
Structural	($2,000.00)	$0.00	($2,000.00)	$0.00	($2,000.00)
Lawn Sprinkler	($5,000.00)	$0.00	($5,000.00)	$0.00	($5,000.00)
TOTALS	($23,000.00)	$0.00	($23,000.00)	$0.00	($13,000.00)

ATTACHMENTS:

(Here insert listing of documents that support description.)

1. Proposal Request #2 dated 1/18/08 (2 pp) + 8½" x 11" dwgs" Electrical Power Plan and MEP Partial Site Plan
2. CRC Design Consultants response to PR#2 dated 3/4/08 (1 p)

ISSUED BY THE ARCHITECT:

(Signature)

Reynaldo Vargas, Architect/President, A.I.A.
(Printed name and title)

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User Notes:

(1416080964)

CRC Design Consultants
2016 S. 65th St.
McAllen, TX. 78503
(956) 451-3274
Fax (956) 664-2359

Proposal Request # 2
Date: 3-6-08

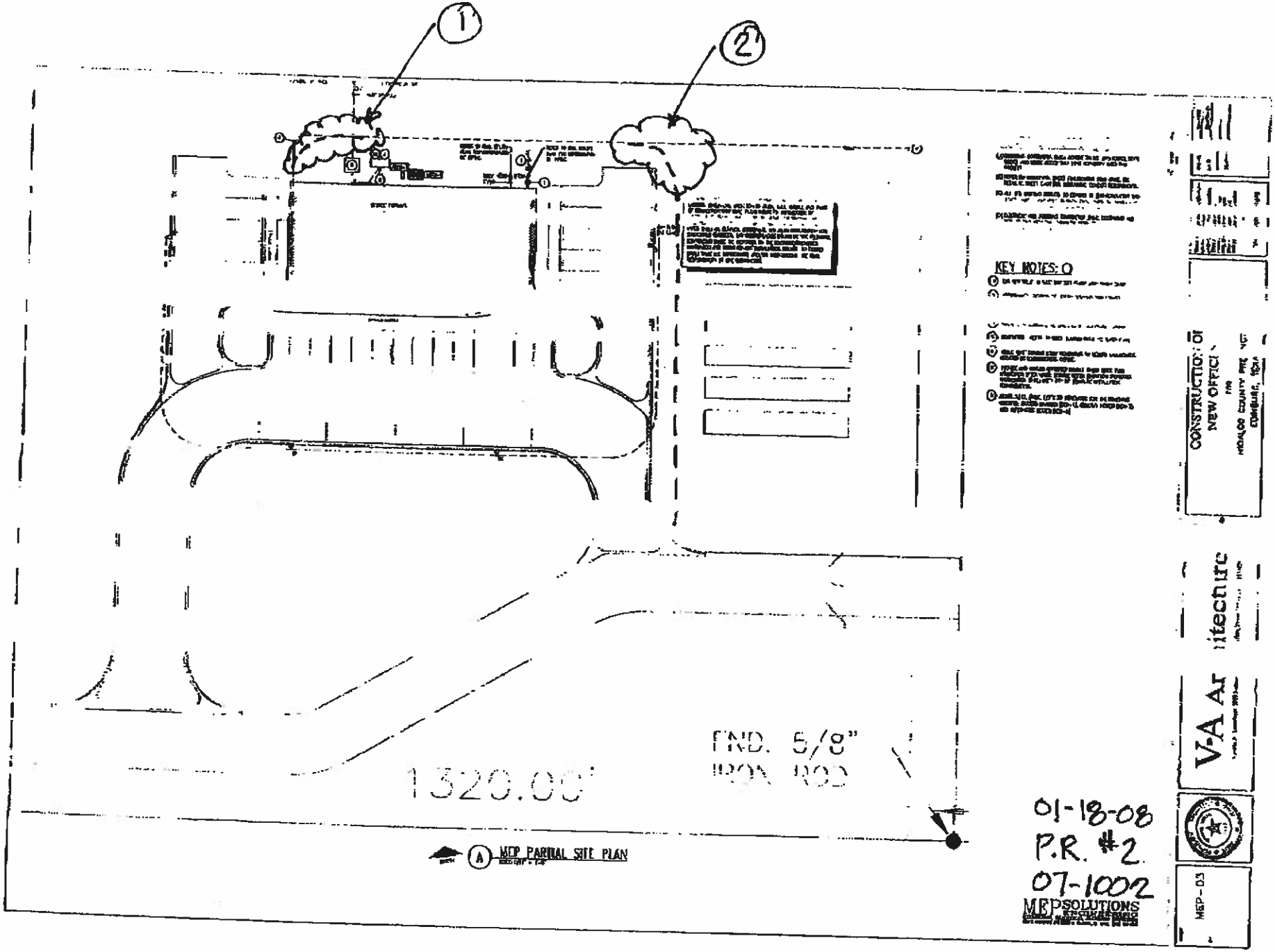
Proposal Request No.2

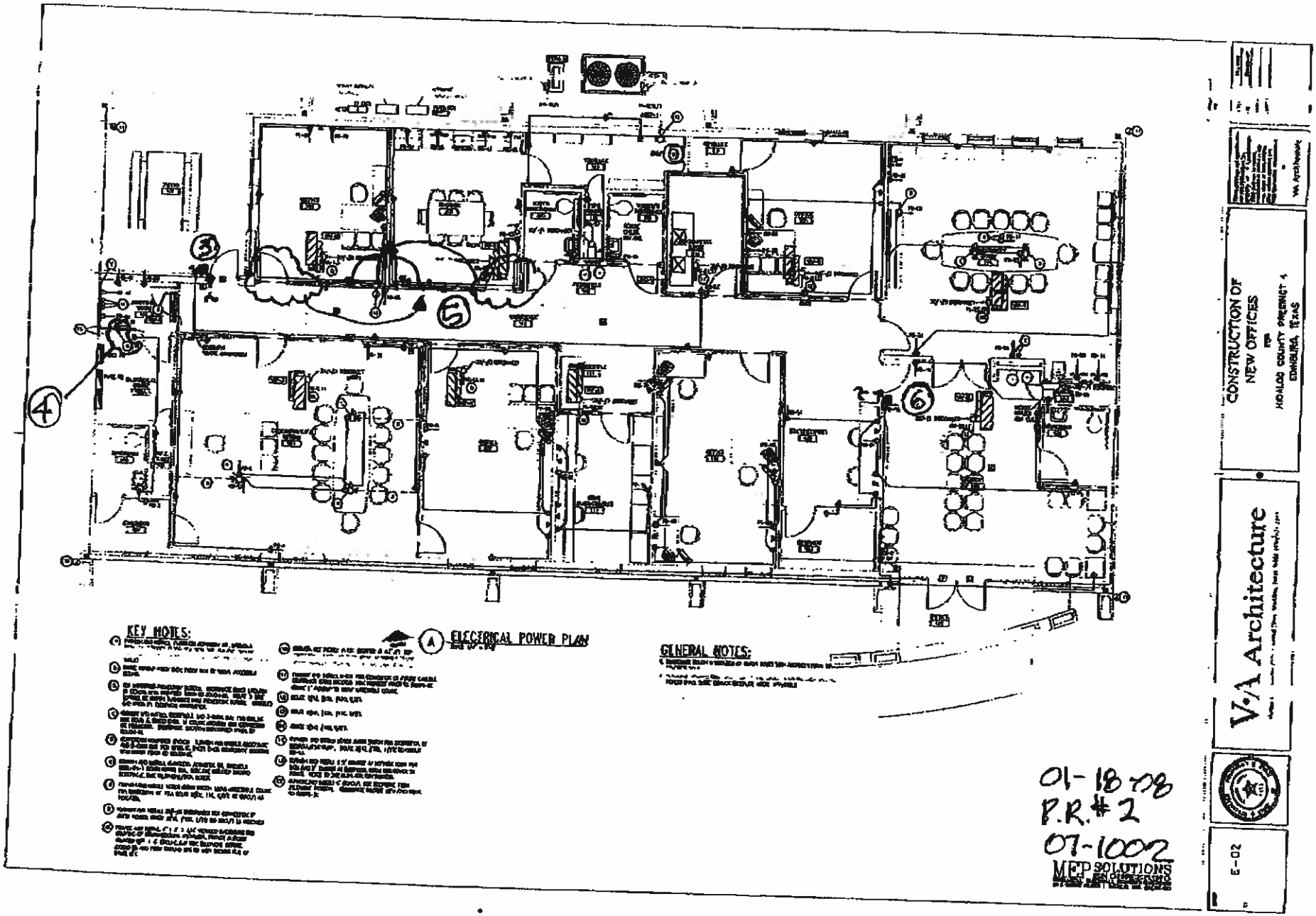
- Submitted To: V-A Architecture

ALL Equipment, Material, & Labor to perform Proposal Request No. 2

- Mail To: V-A Architecture
2020 Industrial Drive
McAllen, Texas 78504
Attn. Mr. Reynaldo Vargas, AIA

Item	Description	Unit Price	Total
1&2	"Sweeping 90's" all locations in lieu of standard installed 90's	$ 3,850	$ 3,850
3	Elecaric Rough In for Strike (by Others) at door number 1	$ 1,250	$ 1,250
4	Relocate quad receptacle to 80" A.F.F.	$ 150	$ 150
5	Relocating Door frames as per attached Dwg. Including all electrical modifications already in place.	$ 2,850	$ 2,850
6	Electric Rough In for Strike (by others) at door number 28. Sheetrock patch.	$ 850	$ 850
7	New Accent Colors as per Precinct No. 4 Employees.	$ 475	$ 475
8	New Hollow Metal Window with wire glass employee office	$ 575	$ 575
	Subtotal		$ 10,000
	Total Amount		$ 10,000
	Accepted Amount		_____


1
2
KEY NOTES: O
1320.00'
FND. 5/8"
IRON ROD
A MEP PARTIAL SITE PLAN
01-18-08
P.R. #2
07-1002
MEPSOLUTIONS
CONSTRUCTION OF
NEW OFFICE
FOR
HIDALGO COUNTY
V-A Ar
MEP-03



KEY NOTES:

GENERAL NOTES:

A ELECTRICAL POWER PLAN

01-18-08
P.R.# 2
07-1002
MEP SOLUTIONS

CONSTRUCTION OF
NEW OFFICES
FOR
HIDALGO COUNTY PRECINCT 4
EDINBURG, TEXAS

V·A Architecture

E-02

HIDALGO COUNTY PRECINCT #4

COMMISSIONER OSCAR L. GARZA JR.
1102 N. DOOLITTLE ROAD
EDINBURG, TEXAS 78541

OFFICE (956) 383-3112
FAX (956) 381-5905

FAX TRANSMITTAL

TO: **Rocio Villarreal**
Hidalgo County Purchasing Department

FAX NO. (956)-

NO. OF PAGES: 9 (INCLUDING COVER PAGE)

FROM: RUMALDO MUNOZ JR.
ACCTS. PAYABLE CLERK

DATE: 5/20/2008
TIME: 11:00 AM. / P.M.

COMMENTS: **Please place on the next CC Court.**

Any ? call me Thanks Rumaldo Munoz Jr.

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COUNTY of HIDALGO
OSCAR L. GARZA, JR.
1102 N. DOOLITTLE RD.
EDINBURG, TEXAS 78541
OFFICE: (956) 383-3112
FAX: (956) 381-5905



COUNTY COMMISSIONER, PCT. NO. 4

MEMO

DATE: MAY 20, 2008
TO: HIDALGO COUNTY PURCHASING DEPARTMENT
C/O ROCIO VILLARREAL, CPPB CONTRACTS MANAGER
FROM: HIDALGO COUNTY PRECINCT #4
REF: ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS
ACCT. #: 8-1301-419-40-124-034-0-720
C-07-033-04-17

HIDALGO COUNTY PCT. #4 IS HEREBY REQUESTING THAT YOUR DEPARTMENT PLEASE PLACE THE FOLLOWING ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS: **#001** IN THE AMOUNT OF **$10,000.00** FOR **VA ARCHITECTURE** ON THE NEXT COMMISSIONERS' COURT FOR APPROVAL.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT MY OFFICE, THANK YOU.

CC: COUNTY FILES

AI-9453 **20.F.1.**

Requesting for Extension of Lease of Office Space for Justice of the Peace Pct. 2, Pl 1 with CMK Construction

CC REGULAR

Date: 05/27/2008
Submitted By: Rocio Villarreal, PURCHASING DEPT.
Submitted For: Rocio Villarreal
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** J.P.'s

Information

CAPTION

Requesting authority to exercise the additional one year extension (as provided under contract) for the "Lease of Office Space for Justice Of the Peace Pct. 2, Pl. 1" under the same rates, terms and conditions with CMK Constructions Products with an effective date of 06/06/08 - 06/06/09. (Lease Contact No. C-06-127-06-06)

BACKGROUND

Terms of Lease Contract No. C-06-127-06-06:
a. Contract Date: June 06, 2006 thru June 06, 2007
---with three (3) one (1) year extensions
June 2007 thru June 2008
June 2008 thru June 2009
June 2009 thru June 2010
b. Contract monthly rent amount: $1,200.00
c. Contract monthly rent installments: monthly basis in advance on the 1st business day of each month

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-412-00-063-001-0-441
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

$7,200.00 available balance in JP PCT 2/PL 1-Land & Building Rental account.
$2,400.00 available balance in JP PCT 2/PL 1-Land & Building Rental account encumbered in P.O. #597428.

Attachments

Link: Extension Letter
Link: Original Contract

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 05:16 PM	APRV

2	Budget & Management	Dina Trevino	05/22/2008 08:33 AM	APRV
3	Rosalinda Cantu	Rosie Cantu	05/23/2008 12:10 PM	APRV
4	Auditor's Office		05/23/2008 05:00 PM	NEW

Form Started By: Rocio Villarreal Started On: 05/21/2008 04:33 PM

Final Approval Date: 05/23/2008

PURCHASING DEPARTMENT
County Of Hidalgo

May 21, 2008

Aaron Cardenas
CMK Construction Products
1510 N. Jackson Rd
Pharr, Texas 78577

Via Fax (956) 630-5199

Re: Lease of Office Space for Justice of the Peace Pct. 2, Pl 1

Dear Mr. Cardenas:

Commissioners' Court will take applicable action (Tuesday, May 27, 2008) in connection with the Hidalgo County's option to extend/renew for an additional one (1) year period as provided in the current lease agreement (under the same rates, terms and conditions). Effective date of renew/extension is of June 8, 2008. Please acknowledge receipt of this notice of extension by signing below and returning to the Purchasing Department by no later than, Friday, May 23, 2008, 5:00 p.m., via facsimile to (956) 956-318-2629.

By: _____ Date: _____

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,

Rocio Villarreal
Hidalgo County Contracts Manager

THE STATE OF TEXAS ▒

COUNTY OF HIDALGO ▒

LEASE
C-06-127-06-06

THIS LEASE is made and entered into by and between **CMK Construction Products, LLC** a Texas Limited Liability Company, hereinafterreferred to as Lessor, and **THE COUNTY OF HIDALGO**, hereinafter referred to as Lessee.

In consideration of the mutual covenants and agreements set forth in this Lease, and other good and valuable consideration, Lessor demises and leases to Lessee, and Lessee leases from Lessor, that certain real property described on Exhibit "A", attached hereto. The premises leased hereunder are referred to in this Lease as "the Premises" or "the Leased Premises."

ARTICLE 1. TERM

Term of Lease

1.1 Except as otherwise herein provided, the term of this Lease shalbe for one (1) year commencing on **June 6, 2006** ("Commencement Date") and ending on **June 6, 2007** ("Termination Date") unless sooner terminated as provided in this Lease, or unless renewed and extended in accordance with Paragraph 1.2, hereof. If the Premises are sold to an unrelated third party (not affiliatedby common ownership with Lessor) at a time when more than one (1) year remains on the unexpired portion of the term of this Lease, then the unexpired portion of this Lease may, at Lessee's option, be shortened to one (1) year from the date of such sale.

Renewal or Termination

1.2. Lessee shall have theright and option to renew and extend the term of this Lease for three (3) additional one (1) year periods. If Lessee desires to renew and extend the term of this Lease for such renewal period, Lessee must give Lessor written notice of such renewal at least sixty(60) days prior to the termination of the initial lease term. Any renewal or extension of this Lease shall be on the same terms and conditions as provided herein. This Lease shall terminate and become null and void without further notice on the expiration of the term specified in Article 1.1, unless sooner terminated or renewed and extended in accordance with this Article 1.2; and any holding over by Lessee after the expiration of that term shall not constitute a renewal of the Lease or give Lessee any rights under the Lease in or to the Leased Premises.

Holdover

1.2 If Lessee holds over and continues in possession of the Leased Premises after expiration of the term of this Lease, Lessee will be deemed to be occupying the Premises on the basis of a month to month tenancy, subject to all of the terms and conditions of this Lease. The inclusion of this Article 1.2 shall not be construed as Lessor's consent for Lessee to hold over.

Termination

1.3 Lessee may declare this Lease, and all rights and interest created by it, to be terminated upon giving the Lessor sixty (60) days written notice without cause. Upon Lessee's electing to terminate, this Lease shall cease and come to an endas if the day

of the termination party's election were the day originally fixed in the Lease for its expiration.

Lessor's Warranty of Quiet Enjoyment

1.4. Lessor covenants and agrees that Lessee on paying the rent and other charges herein provided for and observing and keeping the covenants, conditions, and terms of this Lease on Lessee's part to be kept or performed, shall lawfully and quietly hold, occupy, and enjoy the Leased Premises during the term of this Lease without hindrance or molestation of Lessor or any person claiming under Lessor except such portion of the Leased Premises, if any, as shall be taken under the power of eminent domain.

ARTICLE 2. RENT

Base Rent

2.1 Lessee agrees to pay to Lessor, during the term hereof, a monthly rent in the sum of $1,200.00 per month as rent. In the event the Commencement Date is a day other than the first day of the month, the rent for the period from the commencement date to the last day of the month shall be prorated by dividing the monthly rental by thirty days, and multiplying the result by the number of days remaining in the month that includes the Commencement Date.

Time and Manner of Payment

2.2 All rent due under this article shall be paid by Lessee on a monthly basis and in advance, on the 1st business day of each month commencing on the Commencement Date. All installments of rent shall be paid in lawful money of the United States to the Lessor at 1510 N. Jackson Rd., Pharr, TX 78577 or other such other location or locations as Lessor shall from time to time designate by written notice to Lessee. Any rent due for any partial month at the beginning or the end of the term hereof shall be prorated on the basis of a thirty

day month.

Taxes

2.3 Lessor is responsible for rendering and paying all real estate taxes on the Property. Lessee shall be responsible for taxes, if any, on lessee's personal property located on the Premises.

ARTICLE 3. USE OF PREMISES

Permitted Use

3.1 Lessee may use the premises for office space and for any other lawful purpose.

Waste, Nuisance, or Illegal Use

3.2 Lessee shall not use, or permit the use of, the Premises in any manner that results in waste of the Premises or constitutes a nuisance or violates any statute, ordinance, rule or regulation applicable to the premises or for any illegal purpose.

ARTICLE 4. REPAIRS AND MAINTENANCE

4.1 Lessee shall be responsible for providing general janitorial service. Lessee shall be responsible for all repairs and maintenance in connection with damage to the Premises, and damage to fixtures and improvements resulting form negligent for willful acts of the Lessee, or the Lessee's employees, agents, licenses or invitees. In addition, Lessee shall repair all injury caused by the installation or removal of furniture, fixtures or property permitted under this Lease to be removed from the Leased Premises. All such repairs shall be made in a good, workmanlike manner using high quality materials.

LESSOR'S AND LESSEE'S DUTIES TO REPAIR

4.2 Lessor shall maintain the foundation, roof, plumbing, heating, ventilation and

air conditioning systems ("HVAC") and structural integrity of the Leased Premises and shall make all such necessary repairs tot he foundation, roof plumbing, HVAC and structural integrity of the Leased Premises, except that Lessee shall make those repairs occasioned by Lessee's negligent use of the Leased Premises.

Lessor's duty

4.3 Lessor shall construct, repair and maintain the Leased Premises so that the Premises will have:

(1) Effective waterproofing and weather protection of the contents of the Leased Premises by watertight roof, exterior walls, windows, and doors.

(2) Plumbing facilities that conform to applicable law, maintained in good working order.

(3) A water supply approved under applicable law that is under the control of Lessee, capable of producing hot and cold running water, or a system that is under the control of Lessor that produces hot and cold u\running water furnished to Lessee and connected to a sewage disposal system conforming to applicable law.

(4) Heating, ventilation and air conditioning facilities conforming to applicable law which are more than adequate to heat, ventilate and air condition the improvements on the Leased Premises, and are maintained in good working order.

(5) Electrical lighting, with wiring and electrical equipment that conform to applicable law, maintained in good working order.

(6) Building, grounds, and appurtenances in every part clean, sanitary, and free from all accumulations of debris, and all areas under control of

Lessor kept in every part clean, sanitary, and free from all accumulations of debris.

(7) Floor, stairways, and railings maintained in good repair.

Lessee's Right to Repair for Lessor or Vacate

4.4 (a) If after Lessee's notice to lessor of repairs or maintenance which Lessor has a duty to undertake, Lessor neglects to make such repairs with sixty (60) days following written notice from Lessee, Lessee may make the repairs itself. In such a case, Lessee may deduct the expenses of the repairs from further payment of rent, terminate as of the date Lessee vacates the Premises and any rental shall be abated for the unexpired term of this Lease.

(b) For purposes of this Section 4.4, if Lessor make repairs at least fifteen (15) days following the date of Lessee's notice to Lessor, it will be presumed to have act in a reasonable time.

ARTICLE 5. UTILITIES

Utility Charges

Lessor shall pay all utility charges used in and about the Leased Premises during the term of this Lease, all such charges to be paid by lessor directly to the utility company or municipality furnishing the same, before the same shall become delinquent.

ARTICLE 6. ALTERATIONS, ADDITIONS, AND IMPROVEMENTS

Consent of Lessor

6.1 Lessee shall not make any alterations, additions, or improvements to the Leased Premises without the prior written consent of Lessor. Consent for nonstructural alterations, additions, or improvements shall not be unreasonably withheld by Lessor.

Property of Lessor

6.2 All alterations, additions, or improvements made by Lessee shall become the property of Lessor at the termination of this Lease. Lessor may, however, require that Lessee remove any or all alterations, additions, and improvements installed or made by Lessee, and any other property placed on the Premises by Lessee, upon termination of the Lease. In the event that Lessor requires Lessee to remove such alterations, additions, or improvements, Lessee shall repair any damage to the Premises caused by such removal.

ARTICLE 7. SIGNS

Signs

7.1 Subject to the written approval of Lessor, and further subject to applicable laws, ordinances and regulations, Lessee shall have the right to install a sign on the Leased Premises. Lessee must remove all signs at the termination of this Lease and repair any damage resulting from the erection or removal of the signs.

ARTICLE 8. MECHANIC'S LIEN

Lessee will not permit any mechanic's lien or liens to be placed upon the Leased Premises or improvements on the Premises, and if such lien is claimed as a result of the acts of Lessee, will promptly pay the lien. If default in payment of the lien continues for twenty (20) days after written notice from Lessor Lessee, Lessor may, at its option, pay the lien or any portion of it without inquiry as to its validity. Any amounts paid by the Lessor to remove a mechanic's lien caused to be filed against the Premises or improvements on the Premises by Lessee, including expenses and interest, shall be due from Lessee to Lessor and shall be repaid to Lessor immediately on rendition of notice, together with interest at ten percent (10%) per annum until repaid.

ARTICLE 9. INSURANCE AND INDEMNITY

Property Insurance

9.1 Lessor shall, at its own expense, during the term of this Lease, keep all buildings and improvements on the Leased Premises insured against loss or damage by fire with extended coverage to include direct loss by windstorm, hail, explosion, riot, or riot attending a strike, civil commotion, aircraft, vehicles, and smoke, in the aggregate amounts of not less than the full fair insurable value of the buildings and improvements. The insurance is to be carried by one or more insurance companies licensed to do business in Texas and approved by Lessee. The policies shall provide that any proceeds for loss or damage to buildings or to improvements shall be payable solely to Lessor, which sum Lessor shall use for repair and restoration purposes as provided herein. Lessee shall maintain all insurance on Lessee's personal property located within the Leased Premises and Lessee covenants and agrees that Lessor shall have no responsibility for damage or destruction of Lessee's personal property located within the Leased Premises.

General Liability Insurance

9.2 Lessee, at its own expense, shall provide and maintain in force during the term of this Lease liability insurance in the amounts deemed adequate by Lessor, naming Lessor as additional insured. Prior to occupancy of the Premises, lessee shall provide Lessor with evidence of such insurance.

Remedy for Failure to Provide Insurance

9.3 Lessor shall furnish Lessee with the original of all insurance policies required by this Article. If Lessor does not provide such policies or proof of such insurance within ten (10) days of the execution of this Lease, or if Lessor allows any insurance required under this Article to lapse after receipt of notice of cancellation or of non-renewal, or if Lessor fails to deliver proof of insurance showing coverages to Lessee prior to the effective date of such insurance and the original insurance policy within thirty (30) days thereafter, such failure shall

be a default of Lessor under this Lease; or Lessee may, but shall not be required, to take out such insurance and pay the premiums on the necessary insurance to comply with Lessor's obligations under the provisions of this Article. Lessor agrees to reimburse Lessee all amounts spent by Lessor to procure and maintain such insurance within fifteen (15) days after demand from Lessor. Failure to pay such amount when due shall be a default of Lessee under this Lease.

ARTICLE 10. DAMAGE OR DESTRUCTION OF PREMISES

Notice to Lessor

10.1 If the Leased Premises, or any structures or improvements on the Leased Premises, should be damaged or destroyed by fire, tornado, or other casualty, Lessee shall give immediate written notice of the damage or destruction to Lessor, including a description of the damage and, as far as known to Lessee, the cause of the damage.

10.2 If the building on the Leased Premises should be totally destroyed by fire, tornado, or other casualty, or if they should be so damaged that rebuilding or repairs occurrence of the damage, this Lease, at the option of the Lessee,shall terminate and rent shall be abated for the unexpired portion of this Lease, effective as of the date of said occurrence.

10.3 If the Leased Premises should be damaged by fire, tornado, or other casualty, but not to such an extent that rebuilding or repairs can reasonably be completed with thirty (3) working days from the date of the occurrence of the damage, this Lease shall not terminate, but Lessor shall, if the casualty has occurred prior to the final twelve (12) months of the lease term, at Lessor's sole cost and risk proceed forthwith to rebuild or repair the Leased Premises to substantially the condition in which they existed prior to such damage. If the casualty occurs during the final twelve (12) months of the lease ter, Lessor

shall not be required to rebuild or repair such damage. If the Leased Premises are to be rebuilt or repaired and are untenantable in whole or in part followingsuch damage, the rent payable hereunder during the period in which they are untenantable shall be adjusted equitably. In the working days from the date of the occurrence of the damage, Lessee may at its option terminate this Lease by written notification as such time to Lessor, whereon all rights and obligations hereunder shall cease.

ARTICLE 11. CONDEMNATION

Total Condemnation

11.1 If during the term of this Lease all of the Leased Premisesshould be taken for any public or quasi-public use under any governmental law, ordinance, or regulation, or by right of eminent domain, or should be sold to the condemning authority under threat of condemnation, the Lease shall terminate, and the rent shall be abated during the unexpired portion of this Lease, effective as of the date of the taking of the premises by the condemning authority.

Partial Condemnation

11.2 If less than all, but more than ten percent (10%) of the Leased Premises is taken for any public or quasi-public use under any governmental law, ordinance, or regulation, or by right of eminent domain, or should be sold to the condemning authority under threat of condemnation, Lessee may terminate the Lease by giving written notice to Lessor within thirty (30) days after possession of the condemned portion is taken by the entity exercising the power of condemnation.

If the Leased Premises are partially condemned and Lessee fails to exercise the option to terminate the Lease under this section, or if less than ten percent (10%) of the Leased Premises are condemned, this Lease shall not terminate, but Lessor may, at its sole expense,

restore and reconstruct the building and other improvements situated on the Leased Premises to make them reasonably tenantable and suitable for the uses for which the Premises are Leased. The rent payable under Sections 2.1 of this Lease shall be decreased equitably during the period of such restoration or reconstruction.

Condemnation Award

11.3 Lessor and Lessee shall each be entitled to receive and retain such separate awards, and portions of lump sum awards, as may be allocated to their respective interest in any condemnation proceedings. The termination of this Lease shall not affect the rights of the respective parties to such awards.

ARTICLE 12. DEFAULT

Default by Lessee

12.1 If Lessee shall allow the rent to be in arrears more than ten (10) days after written notice of such delinquency, or shall remain in default under any other condition of this Lease for a period of fifteen (15) days after written notice from Lessor, Lessor may at its option, without notice to Lessee, terminate this Lease or, in the alternative, Lessor may re-enter and take possession of the Premises and remove all persons and property without being deemed guilty of any manner of trespass and relet the Premises, or any part of the Premises, for all or any part of the remainder of the Lease term, to a party satisfactory to Lessor and at such monthly rental as Lessor may with reasonable diligence be able to secure. Should Lessor be unable to relet after reasonable efforts to do so, or should such monthly rental be less than the rental Lessee was obligated to pay under this Lease, or any renewal of this Lease, plus the expense of reletting, then Lessee shall pay the amount of such deficiency plus reasonable attorney's fees to Lessor.

Default by Lessor

12.2 If Lessor defaults in the performance of any terms, covenants, or conditions required to be performed by it under this Lease, in addition to other remedies afforded Lessee under this Lease or at law, lessee may elect that:

Upon Lessee's notice to Lessor of repairs or maintenance which Lessor has a duty to undertake, Lessor neglects to make such repairs within sixty (60) days following written notice from Lessee. Lessee may vacate the Premises, in which case it shall be discharged from further payment of rent, the performance of all other terms and conditions of this Lease, and this Lease shall terminate as of the date Lessee vacates the Premises and any rental shall be abated for the unexpired term of this Lease.

Cumulative Remedies

12.3 All rights and remedies of Lessor and Lessee under this Article shall be cumulative, and none shall exclude any other right or remedy provided by law or by any other provision of this Lease. All such rights and remedies may be exercised and enforced concurrently and whenever, and as often, as occasion for their exercise arises.

Waiver of Breach

12.4 A waiver by either Lessor or Lessee of a breach of this Lease by the other party does not constitute a continuing waiver or a waiver of any subsequent breach of the Lease.

ARTICLE 13. ASSIGNMENT AND SUBLETTING

Assignment and Subletting by Lessee

13.1 Lessee may not sublet, assign, encumber, or otherwise transfer this Lease, or any right or interest in this Lease or in the Leased Premises or the improvements on the Leased Premises, without the written consent of Lessor. If Lessee sublets, assigns,

encumbers, or otherwise transfers its rights or interest in this Lease or in the Leased Premises or the improvements on the Leased Premises, other than as specified herein, without the written consent of Lessor, Lessor may, at its option, declare this Lease terminated and Lessee and Lessor shall have no further obligation to each other under this Lease. In the event Lessor consents in writing to an assignment, sublease or other transfer of all or any of Lessee's rights under this Lease, the assignee or sublessee, must assume all of Lessee's obligations under this Lease, and Lessee shall remain liable for every obligation under the Lease. Lessor's consent under this section will not be arbitrarily or unreasonably withheld.

Assignment by Lessor

13.2 Lessor may assign or transfer any or all of its interests underthe terms of this Lease.

ARTICLE 14. MISCELLANEOUS

Notices and Addresses

14.1 All notices required under this Lease will be deemed delivered when deposited in certified or registered mail, addressed to the proper party, at the following addresses:

Lessor:
CMK Construction Products
1510 N. Jackson Rd
Pharr, TX 78577

Lessee:
County of Hidalgo
Attn: County Judge
P.O. Box 1356
Edinburg, Texas 78540

Either party may change the address to which notices are to be sent it by giving the other party notice of the new address in the manner provided in this section.

Parties Bound

14.2 This agreement shall be binding upon, and inure to the benefit of, the parties to the Lease and their respective heirs, executors, administrators, legal representatives,

successors and assigns when permitted by this agreement.

Texas Law to Apply

14.3 This agreement shall be construed under, and in accordance with, the laws of the State of Texas, and all obligations of the parties created by this Lease are performable in Hidalgo County, Texas.

Legal Construction

14.4 In case any one or more of the provisions contained in this agreement shall for any reason be held by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions of the agreement, and this agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been included in the agreement.

Prior Agreements Superseded

14.5 This agreement constitutes the sole and only agreement of the parties to the agreement and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this agreement.

Amendment

14.6 No amendment, modification, or alteration of the terms of this agreement shall be binding unless it is in writing, dated subsequent to the date of this agreement, and duly executed by the parties to this agreement.

Rights and Remedies Cumulative

14.7 The rights and remedies provided by this lease agreement are cumulative, and the use of any one right or remedy by either party shall not preclude or waive that party's right

to use any or all other remedies. The rights and remedies provided in this Lease are in addition to any other rights the parties may have by law, statute, ordinance or otherwise.

Attorneys' Fees and Costs

14.8 If, as a result of a breach of this agreement by either party, the other party employs an attorney or attorneys to enforce its rights under this Lease, then the breaching or defaulting party agrees to pay the other party the reasonable attorneys' fees and costs incurred to enforce the Lease.

Force Majeure

14.9 Neither Lessor nor Lessee shall be required to perform any term, conditions, or covenant in this Lease so long as such performance is delayed or prevented by force majeure, which shall mean acts of God, strikes, lockouts, material or labor restrictions by any governmental authority, civil riot, floods, and any other cause not reasonably within the control of Lessor or Lessee and which by the exercise of due diligence Lessor or Lessee is unable, wholly or in part, to prevent or overcome.

Real Estate Commission and Finder's Fees

14.10 Neither Lessor nor Lessee has entered into any real estate commission or finder's fee agreements with any broker, agent or finder in respect of this transaction, and Lessor and Lessee each agree to indemnify and hold harmless the other from and against any and all claims, losses, damages, costs or expenses of any kind, or arrangement or understanding alleged to have been made by the indemnifying party or on its behalf with any broker, salesman or finder in connection with this Lease or the transactions contemplated hereby.

Estoppel Information

14.11 Lessee shall, at the request of Lessor, provide any and all information with

respect to this Lease to any person designated by Lessor.

Time of Essence

14.12 Time is of the essence of this agreement.

THE UNDERSIGNED Lessor and Lessee execute this Lease on the 6 day of _____ 2006.

LESSOR: CMK Construction Products

By: _____
Aaron Cardenas, Owner

ATTEST:

Eddy Trevino, County Clerk

LESSEE:

Ramon Garcia, County Judge

Approved on Commissioners' Court June 6, 2006

Approved by Commissioners' Court on 10/6/06

APPROVED AS TO FORM:

Atlas & Hall, L.L.P.

By: _____

EXHIBIT "A"
SPECIFICATIONS

Legal Description

All of Lot1, YVONNE SUBDIVISION, an Addition to the City of Pharr, Hidalgo County Texas, according to the map recorded in Volume 10, Page 15, Map Records in the Office of the County Clerk of Hidalgo County, Texas, reference to which is here made for all purposes.

R331907

Current Owner	Legal Description	Exemptions	Appraised
CMK CONSTRUCTION PRODUCTS LLC (O761303) PO BOX 5128 MCALLEN,TX 78502-5128	YVONNE LOT 1		147,047
		Entities	Homestead Cap
		CPR, DR1, GHD, JCC, R17, SPA, SST	0

Situs Address

1510 N JACKSON RD
PHARR, TX

Sales

Date	Volume	Page	Seller Name
09/22/2005	1524055		CARDENAS, ALONZO, Jr.
05/23/1990	2917	430	BLACK, ROBERT J KATHRYN BLACK
	2554	837	Unknown

History Information

	2005	2004	2003	2002
Imp HS	-	-	-	-
Imp NHS	$106,045	$108,403	$109,581	$111,936
Land HS	-	-	-	
Land NHS	$42,180	$42,180	$42,180	$19,508
Ag Mkt	-	-	-	-
Ag Use	-	-	-	
Tim Mkt	-	-	-	
Tim Use	-	-	-	
HS Cap	-	-	-	-
Assessed	$148,225	$150,583	$151,761	$131,444

Building Attributes

Construction	Foundation	Exterior	Interior	Roof	Flooring
COM	SLB	CBK	PNT	SLP-CMP	TIL
Heat/AC	**Baths**	**Fireplace**	**Year Built**	**Rooms**	**Bedrooms**
AND	2		1991		

Improvements

Type	Description	Area	Year Built	Eff Year	Value
C	Commercial				$104,867
STR	Store	1356	1991	1991	$43,638
CAN	Canopy	450	1991	1991	$3,620
STG	Storage	2928	1996	1996	$47,113
OFF	Office	144			$4,634
ADD	Addition	72			$2,317
ASP	Asphalt	5082	1992	1992	$3,545

Land Segments

SPTB	Description	Area	Market	Ag Value
F1	Lot	10545.000F	42,180	

Improvement Sketch

HIDALGO COUNTY
"LEASE OF OFFICE SPACE FOR HIDALGO COUNTY JP PRECINCT 2 PLACE 1"
BID #: 06-127-04-127ROL

SPECIFICATIONS, TERMS & CONDITIONS

1. All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County

2. Lease of office space to be located in **Pharr Texas**.

2. The proposed office building shall consist of a **minimum of 500 to maximum of 1400 sq.ft.** of available office space to house Hidalgo County JP Pct. 2 Place 1.

3. Bidder shall charge by the square foot. The bid should reflect the actual square feet of the building being proposed.

4. The proposed bid premises will comply with all federal, state and local laws, ordinance and codes at the time of occupancy (examples: fire extinguisher, ADA).

5. The proposed bid premises shall meet all ADA (American Disability Act) accessibility requirements and shall be fully handicap accessible for all parking facilities provided by landlord.

6. The proposed bid premises shall have accessible handicapped bathroom facilities for both men & women.

7. Bidder shall maintain liability insurance on the proposed building. Bidder shall also maintain insurance against fire, accident and natural disaster.

6. Bid premises shall have electricity, water, sewer and garbage pickup. Lessor shall be responsible for electrical maintenance.

7. Bid premises shall be in good working condition and be handicap accessible to provide services. The bid premises shall have adequate air conditioning & heating available. Maintenance of air conditioning & heating shall be the responsibility of the Lessor.

8. An existing building must be ready for occupancy with all the specifications completed and in compliance with the Americans with Disabilities Act, ninety (90) days from the date of the awarding of the bid.

9. If any renovations to the building that are necessary in order to comply with the specifications mentioned herein said renovations will be made by the bidder and at the bidder's expense. All remodeling or renovations shall be completed ninety (90) days after the date of bid award.

10. The award of the bid will be evidenced by a written lease agreement in a form acceptable to Hidalgo County. A copy of the required lease is included as a draft in this bid package.

11. Hidalgo County reserves the right to reject all bids if it is in the best interest of the County.

12. The term of the lease will be for a period of one (1) year with the County's option to renew for three (3) additional one (1) year periods. Hidalgo County reserves the right to continue this bid for an additional sixty (60) days grace period at the end of the contract term due to any unforseen delay in the procurement process. During initial lease term, any renewals or extensions permitted herein, contract will be a thirty (30) day termination/cancellation clause.

13. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with a thirty (30) day's written notice prior to cancellation/termination.

14. The bidder who will be awarded the contract will ensure that the facilities (toilets, water faucets, air conditioning, heating, etc.) within the building are working properly before and during the rental of the building and will provide all upkeep and maintenance under the contract terms.

15. Any and all repairs will be done on a timely manner as prioritized by Hidalgo County.

16. The awarded bidder shall adhere to the following insurance requirements.

    A. Property insurance policy shall provide that any proceeds for loss or damage to buildings or to improvements shall be payable solely to Lessor, which sum Lessor shall use to repair and restoration purpose.

    Applicable Coinsurance: 80%

17. Certificates of insurance shall be submitted to Hidalgo County Purchasing Department for approval prior to rental services being performed by Lessor hereunder.

18. Each policy of insurance required hereunder shall extend for a period equivalent to or longer than the term of this Lease, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to cancellation of any such coverage on the termination date or otherwise the lease shall be automatically suspended upon the cancellation or other termination of required policy of insurance hereunder.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 100 E. Cano St.-4th Floor, Edinburg, Texas 78539. ***TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.***

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN ,April 5, 2006. Responses to said inquiries will be sent to applicants via facsimile by no later than, April 7, 2006.

PLEASE PROVIDE THE LEGAL DESCRIPTION OF THE PROPERTY ALONG WITH YOUR BID

EXHIBIT "B"
BID PAGE

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: Hidalgo County JP Pct. 2 Place 1

BID OPENING DATE: April 12, 2006 | **BID OPENING TIME: 9:30 A.M.**

DESCRIPTION OF BID: Lease of Office Space for Hidalgo County JP Pct. 2 Place 1

BID NO: 06-127-04-12ROL

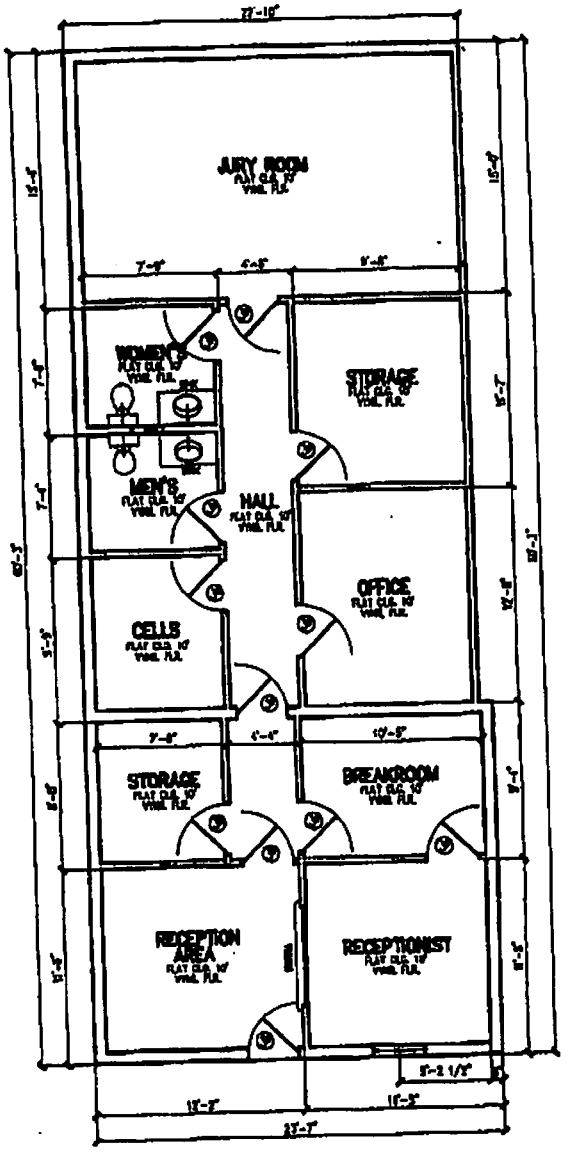
BID # RFB#	NAME OF COMPANY	TOTAL SQ. FT.	TOTAL BID PRICE PER MONTH	BID PRICE PER SQ. FT.
#1	CMK Construction Products L.L.C.	1,391	$1,200.00	$0.8627
#2				
#3				
#4				
#5				
#6				
#7				
#8				
#9				
#10				

HIDALGO COUNTY
"LEASE OF OFFICE SPACE FOR HIDALGO COUNTY JP PRECINCT 1 PLACE 2"
BID #: 06-127-04-12ROL

FILED AT 9:57 O'CLOCK A M
APR 12 2006
COUNTY CLERK
HIDALGO COUNTY, TEXAS
BY DEPUTY

BID PAGE

BID PRICE PER SQ. FT.	$ ~~1.16~~ .86 RP
TOTAL MONTHLY AMOUNT:	$ 1,200.00 AC
TOTAL SQ. FT OF PROPOSED BUILDING:	1391
LOCATION/ADDRESS OF PROPOSED BUILDING:	1510 N Jackson Rd Pharr TX 78577
BIDDER/COMPANY NAME	CMK Construction Products
ADDRESS	1510 N Jackson Rd
CITY/STATE/ZIP CODE	Pharr TX 78577
PHONE & FAX NO.'S	956 687 5755 / 956-687-5758
CELLULAR & BEEPER NO.'S	956-624-4257 / 956-453-2731
AUTHORIZED SIGNATURE	
PRINTED NAME	Aaron Cardenas
TITLE	Owner



FLOOR PLAN

SCALE: 1/8" = 1'-0"

AREAS		
LIVING	1,381.00	SQ. FT.
TOTAL	1,381.00	SQ. FT.

SHEET TITLE: FLOOR PLAN

OFFICE
JUDGE BOBBY CONTRERAS

CESAR IL SANCHEZ
DESIGN GROUP

EXHIBIT "C"
INSURANCE
REQUIREMENTS

Client#: 1 WKCONST

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/20/05

PRODUCER
Hilb Rogal & Hobbs
121 W Pecan
P O Drawer 3785
McAllen, TX 78502

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.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: First National Insurance Company	24724
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

INSURED
CMK Construction Products LLC
1510 N Jackson Road
Pharr, TX 78577

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	$
		☐ COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	$
		☐ ☐ CLAIMS MADE ☐ OCCUR				MED EXP (Any one person)	$
		☐ _____				PERSONAL & ADV INJURY	$
		☐ _____				GENERAL AGGREGATE	$
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$
		☐ POLICY ☐ PRO-JECT ☐ LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		☐ ANY AUTO				BODILY INJURY (Per person)	$
		☐ ALL OWNED AUTOS				BODILY INJURY (Per accident)	$
		☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	$
		☐ HIRED AUTOS					
		☐ NON-OWNED AUTOS					
		☐ _____					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		☐ ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		☐ OCCUR ☐ CLAIMS MADE				AGGREGATE	$
							$
		☐ DEDUCTIBLE					$
		☐ RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS ☐ OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
A		OTHER Property	25CC08706610	08/22/05	08/22/06	$180,000-Building	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Project: Justice of the Peace Bobby Contreras
1510 N Jackson
Pharr, TX 78577

CERTIFICATE HOLDER

Hidalgo County

100 E Cano
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Brian E Lewis

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ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY) 07/28/06

PRODUCER Thomas Equivel Insurance
5814 IH 10 West
San Antonio, TX 78201
(210)572-7777

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.

INSURED Cardenas, Aaron DBA CMK CONSTRUCTION PRODUCTS
PO Box 5128
Mcallen, TX 78502-

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Underwriters of Lloyds London	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

THE POLICIES OF INSURANCE LISTED 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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	☐	GENERAL LIABILITY ☑ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☑ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC	TBD0 [illegible]06-01	07/29/06	07/29/07	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	100,000 10,000 5,000 100,000 100,000 100,000
B	☐	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
C	☐	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	
D	☐	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION				EACH OCCURRENCE AGGREGATE	
E		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER / MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				☐ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
F		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Sales of Construction Products

CERTIFICATE HOLDER

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

ACORD 25 (2001/08) © ACORD CORPORATION 1988

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY) 07/28/06

PRODUCER
Thomas Esquivel Insurance
6814 IH 10 West
San Antonio, TX 78201
(210)572-7777

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.

INSURERS AFFORDING COVERAGE | NAIC #
INSURER A: Underwriters of Lloyds London
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

INSURED
Cardenas, Aaron DBA CMK CONSTRUCTION PRODUCTS
PO Box 6128
Mcallen, TX 78502-

COVERAGES

THE POLICIES OF INSURANCE LISTED 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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

ADD'L INSR LTR	SUBR WVD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY ☑ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☑ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC	TBD0 [illegible]006-01	07/28/06	07/28/07	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA OCCURRENCE) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	100,000 10,000 5,000 100,000 100,000 100,000
B		AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
C		GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	
D		EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION				EACH OCCURRENCE AGGREGATE	
E		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER / MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				☐ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
F		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Sales of Construction Products

CERTIFICATE HOLDER

Hidalgo County
100 E Cano 4th Floor
Edinburg, TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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AI-9414 **20.G.1.**

Repairs to affected areas to Court at Law #5 and Hallway due to water damage caused by chiller

CC REGULAR

Date: 05/27/2008
Submitted By: Oscar Garza, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Buildings & Grounds

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Information

CAPTION

Presentation for discussion, consideration, acceptance and approval (award) of proposal (s) received from Clean Air Solutions (awarded vendor for construction services through our membership/participation with Texas Interlocal Purchasing System (TIPS) for the provision of labor, materials and related accessories, to include but not limited to additional unforeseen asbestos abatement & remediation to A/C duct work, hallways and other affected areas on first and/or second floors of Courthouse due to water damage (sustained during the water line ruptures of 3/14-15/08) with the following proposed amounts for the various tasks to complete the on-going project to dry-out, abate/remediate and build back as approved by Commissioners Court on 04/22/08.

A. Asbestos Abatement for A/C duct system	$ 24,181.24
B. Build Back of A/C duct system	$ 12,647.28
C. Dry Out damage in courtroom (CCL#5) & hallway	$ 9,955.06
D. Asbestos abatement in courtroom (CCL#5) & hallway	$ 43,306.71
E. Build back of courtroom (CCL#5) & hallway	$122, 040.35
Combined Total	$ 212,130.64

BACKGROUND

Proposals for Court at Law #5 from CAS for dry out, abatement and build back to court room and damaged hallway areas to include the build back of the A/C Duct.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1334-412-00-220-010-0-431
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funds in the amount of $228,396.16 are availbable (as of 5/22/08) for the proposed projects as verified by our PO Administrator under acct. #8-1334-412-00-220-010-0-431.

Attachments

Link: 08-148
Link: 08-148

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 05:03 PM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 08:04 AM	APRV
3	Dale Kennan	Dale Kennan	05/22/2008 10:13 AM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 10:29 AM	APRV
5	Joy Hsu	Joy Hsu	05/22/2008 03:33 PM	APRV
6	Linda Fong	Linda Fong	05/22/2008 05:42 PM	APRV
7	Court Administrator	Angela Garcia	05/23/2008 08:01 AM	APRV

Form Started By: Oscar Garza Started On: 05/20/2008 03:42 PM

Final Approval Date: 05/23/2008

BUILDING & GROUNDS
County Of Hidalgo

DANIEL FLORES
Director

RECEIVED
MAY 14 2008
By
4:30 p.m.

To: Oscar Garza, Buyer - Purchasing Department

From: Daniel Flores, Director - Buildings and Grounds Department

Re: County Court 5 Renovations

Date: May 14, 2008

Please be informed due to unforeseen conditions the following are items that were encountered in the County Court #5 courtroom and hallways by CAS Companies. CAS has also provided the proposals for the following items, please place on the agenda:

ACI	Monitor asbestos on a/c duct system and courtroom		$ 5,150.00
CAS	Asbestos abatement on a/c duct system		$ 24,181.24
CAS	Build back of a/c duct system		$ 12,647,28
		Total	$ 41,978.52
CAS	Water damage in courtroom & hallway		$ 9,955,06
CAS	Asbestos abatement in courtroom & hallway		$ 43,306.71
CAS	Build back of courtroom & hallway		$ 122,040.35
		Total	$ 175,302.12
		Grand Total	$ 217,280.64

The account number being used for this project is: 8-1334-412-00-220-010-0-431

Thank you for your prompt attention to this matter, if in need of additional information please advice.

Cc: Noe Cavazos, E.D.S, - Budget
Martha Salazar, Agent – Purchasing
Valde Guerra, Exec. Off. – Comm. Crt.
Roy Quintanilha, Director – Safety

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

A/C (1.)

Client: Hidalgo County Court House (Asbestos Abatment Air Conditioning Duct) $24,181.24

Property: 100 No. Closner
Edinburg, TX 78539

Operator Info:
Operator: ALLAN
Estimator: Allan R. Moore Business: (281) 499-4747

Business: 111 Brand Ln Suite 400
Stafford, TX 77477
Reference: Business: (888) 599-4747
Company: CAS Companies

Business: 111 Brand Lane Suite 400
Stafford, TX 77477

Type of Estimate: Asbestos Abatement
Date Entered: 3/15/2008 Date Assigned: 3/15/2008

Price List: TXMC5B8B
Restoration/Service/Remodel
Estimate: HIDALGO-CTY-DUCT-ASB
File Number: 2008-126ST-06

RE: **Hidalgo County Court House**
Asbestos Abatement Air Conditioning Duct (2nd Floor)
CAS Quote # 2008-126ST-06

CAS Companies (Clean Air Solutions) is pleased to provide you with this proposal to provide services for **Abatement** to the Hidalgo County Court House. **Asbestos**

CAS Companies (Clean Air Solutions) is a Texas Interlocal Purchasing System (TIPS) approved contractor whom Hidalgo County would contract with to perform the work as described in the scope of work.

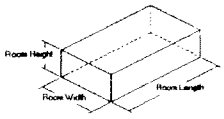
This proposal is inclusive of labor, materials, equipment, and insurance by a Best rated company.
purposes can be requested to The Interlocal Purchasing System by contacting TIPS directly at Request for auditing (866) 839-8477.

CAS Companies

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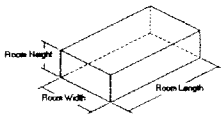
HIDALGO-CTY-DUCT-ASB

2nd Floor



2nd Floor Hallway **LxWxH 160'0" x 10'6" x 9'0"**

3,028.50 SF Walls	1,680.00 SF Ceiling
4,708.50 SF Walls & Ceiling	1,680.00 SF Floor
186.67 SY Flooring	336.50 LF Floor Perimeter
1,440.00 SF Long Wall	94.50 SF Short Wall
336.50 LF Ceil. Perimeter	



Subroom 1: Main Hallway Offset 1 **LxWxH 45'0" x 4'6" x 9'0"**

850.50 SF Walls	202.50 SF Ceiling
1,053.00 SF Walls & Ceiling	202.50 SF Floor
22.50 SY Flooring	94.50 LF Floor Perimeter
405.00 SF Long Wall	40.50 SF Short Wall
94.50 LF Ceil. Perimeter	

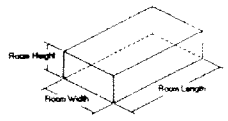
Missing Wall: **1 - 4'6" X 9'0"** **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Spray Encapsulant on abated area's	3,500.00 SF	0.00	0.34	1,190.00
Containment barrier - doors / windows (includes set-up & take down)	7.00 EA	0.00	42.50	297.50
Cleaning Technician - after hours	224.00 HR	0.00	37.85	8,478.40
4 men - 8 hr. nights - 7 days to remove asbestos contaminated duct insulation (3500 sf)				
Protect - Cover with plastic	941.25 SF	0.00	0.21	197.66
Abatement area of 2nd floor hallway				
Protect - Cover with plastic	1,939.50 SF	0.00	0.21	407.30
Totals: 2nd Floor Hallway				10,570.86

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

Environmental

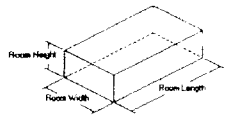


DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
NOTE: **This air conditioning duct abatement will take 7-10 days to complete due to the duct access difficulty for abatement. Because of the access difficulty, the abatement technician can remove only a small portion of the duct each night. Therefore the containment material will have to be set up and taken down 7-10 times. After the abated duct is complete our HVAC crew has to wrap the duct to prevent sweating. Work can only be competed after hours due to the location of the abatement area's and the presence of heavy public traffic and court staff.**				
Decon Room	1.00 EA	0.00	90.00	90.00
Decon Room (Secondary)	1.00 EA	0.00	90.00	90.00
Decontamination room	1.00 EA	0.00	400.00	400.00
Containment Barrier/Airlock/Decon. Chamber	504.00 SF	0.00	0.46	231.84
Seal of open area's during abatement				
Equip. setup, take down & monitoring - after hrs	7.00 HR	0.00	44.55	311.85
Plastic bag - used for hazardous/trauma cleanup - Large	500.00 EA	0.00	3.08	1,540.00
HEPA Vacuuming - hourly charge	14.00 HR	0.00	32.80	459.20
Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	7.00 DA	0.00	120.00	840.00
Add for personal protective equipment (hazardous cleanup)	35.00 EA	0.00	8.96	313.60
Respirator - Rubber mask w/dual cartridge - Disposable	35.00 EA	0.00	29.49	1,032.15
Respirator replacement cartridge (per pair)	7.00 EA	0.00	11.40	79.80
Equipment decontamination charge - HVY, per piece of equip	2.00 EA	0.00	32.30	64.60
Totals: Environmental				5,453.04
Total: 2nd Floor				16,023.90

CAS Companies

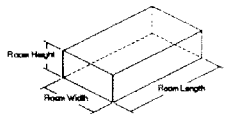
111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

Asbestos Survey



DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Asbestos test fee - full service asbestos survey	1.00 EA	0.00	357.30	357.30
Asbestos testing completed by ACI Environemental Consultants				
Totals: Asbestos Survey				357.30

General Conditions



DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Hazardous waste disposal	1.00 EA	0.00	1,200.00	1,200.00
Special hazardous waste disposal profile number necessary for disposal of asbestos				
Cleaning & Remediation - Supervisory - after hrs.	56.00 HR	0.00	45.89	2,569.84
8 hr nights for 7 days				
Nights and weekends				
Totals: General Conditions				3,769.84
Line Item Totals: HIDALGO-CTY-DUCT-ASB				**20,151.04**

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

Grand Total Areas:

3,879.00	SF Walls	1,882.50	SF Ceiling	5,761.50	SF Walls and Ceiling
1,882.50	SF Floor	209.17	SY Flooring	431.00	LF Floor Perimeter
1,845.00	SF Long Wall	135.00	SF Short Wall	431.00	LF Ceil. Perimeter
0.00	Floor Area	0.00	Total Area	0.00	Interior Wall Area
0.00	Exterior Wall Area	0.00	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

Coverage	Amount	%	Grand Total	%
Dwelling	20,151.04	100.00%	24,181.24	100.00%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	0.00	0.00%	0.00	0.00%
Total	20,151.04	100.00%	24,181.24	100.00%

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

Summary for Dwelling

Line Item Total				20,151.04
Overhead	@	10.0% x	20,151.04	2,015.10
Profit	@	10.0% x	20,151.04	2,015.10
Replacement Cost Value				**$24,181.24**
Net Claim				**$24,181.24**

Allan R. Moore

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

A/C (2)

Client: Hidalgo County Court House (Build Back Air Conditioning Duct)

$12,647.28

Property: 100 No. Closner
Edinburg, TX 78539

Operator Info:
Operator: ALLAN
Estimator: Allan R. Moore Business: (281) 499-4747

Business: 111 Brand Ln Suite 400
Stafford, TX 77477

Reference: Business: (888) 599-4747
Company: CAS Companies

Business: 111 Brand Lane Suite 400
Stafford, TX 77477

Type of Estimate: Asbestos Abatement
Date Entered: 3/15/2008 Date Assigned: 3/15/2008

Price List: TXMC5B8B
Restoration/Service/Remodel
Estimate: HIDALGO-CTY-DUCT-BB
File Number: 2008-126ST-06

RE: **Hidalgo County Court House**
build Back Air Conditioning Duct (2nd Floor)
CAS Quote # 2008-126ST-06

CAS Companies (Clean Air Solutions) is pleased to provide you with this proposal to provide services for **Abatement** to the Hidalgo County Court House. **Asbestos**

CAS Companies (Clean Air Solutions) is a Texas Interlocal Purchasing System (TIPS) approved contractor whom Hidalgo County would contract with to perform the work as described in the scope of work.

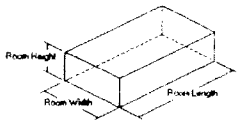
This proposal is inclusive of labor, materials, equipment, and insurance by a Best rated company.
purposes can be requested to The Interlocal Purchasing System by contacting TIPS directly at Request for auditing (866) 839-8477.

CAS Companies

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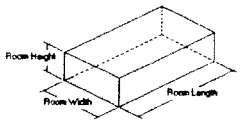
HIDALGO-CTY-DUCT-BB

2nd Floor



2nd Floor Hallway **LxWxH 160'0" x 10'6" x 9'0"**

3,028.50	SF Walls	1,680.00	SF Ceiling
4,708.50	SF Walls & Ceiling	1,680.00	SF Floor
186.67	SY Flooring	336.50	LF Floor Perimeter
1,440.00	SF Long Wall	94.50	SF Short Wall
336.50	LF Ceil. Perimeter		



Subroom 1: Main Hallway Offset 1 **LxWxH 45'0" x 4'6" x 9'0"**

850.50	SF Walls	202.50	SF Ceiling
1,053.00	SF Walls & Ceiling	202.50	SF Floor
22.50	SY Flooring	94.50	LF Floor Perimeter
405.00	SF Long Wall	40.50	SF Short Wall
94.50	LF Ceil. Perimeter		

Missing Wall: **1 - 4'6" X 9'0"** **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
1" blanket insulation for metal duct	3,600.00 SF	0.00	1.92	6,912.00
HVAC Technician - per hour - after hours - weekends	20.00 HR	0.00	82.89	1,657.80

2 men - 1 hr to cut access holes in metal duct (10 access points)

Totals: 2nd Floor Hallway	8,569.80
Total: 2nd Floor	8,569.80

General Conditions



CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Commercial supervision - per hour	20.00 HR	0.00	53.52	1,070.40
Supervisor for 2 hours per day for 10 days.				
Progressive and final clean up	40.00 HR	0.00	22.48	899.20
2 men - 2 hours per day - 10 days				
Totals: General Conditions				1,969.60
Line Item Totals: HIDALGO-CTY-DUCT-BB				**10,539.40**

Grand Total Areas:

3,879.00	SF Walls	1,882.50	SF Ceiling	5,761.50	SF Walls and Ceiling
1,882.50	SF Floor	209.17	SY Flooring	431.00	LF Floor Perimeter
1,845.00	SF Long Wall	135.00	SF Short Wall	431.00	LF Ceil. Perimeter
0.00	Floor Area	0.00	Total Area	0.00	Interior Wall Area
0.00	Exterior Wall Area	0.00	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

Coverage	Amount	%	Grand Total	%
Dwelling	10,539.40	100.00%	12,647.28	100.00%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	0.00	0.00%	0.00	0.00%
Total	10,539.40	100.00%	12,647.28	100.00%

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Summary for Dwelling

Line Item Total				10,539.40
Overhead	@	10.0% x	10,539.40	1,053.94
Profit	@	10.0% x	10,539.40	1,053.94
Replacement Cost Value				**$12,647.28**
Net Claim				**$12,647.28**

Allan R. Moore

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CCL #5 (1.)

Client:	Hidalgo County Court House (Supplement - Dry Out) $9,955.06	Business:	(956) 318-2626
Property:	100 No. Closner Edinburg, TX 78539		
Operator Info:			
Operator:	ALLAN		
Estimator:	Allan R. Moore	Business:	(281) 499-4747
Business:	111 Brand Ln Suite 400 Stafford, TX 77477		
Reference:		Business:	(888) 599-4747
Company:	CAS Companies		
Business:	111 Brand Lane Suite 400 Stafford, TX 77477		
Type of Estimate:	Water Damage		
Date Entered:	3/15/2008	Date Assigned:	3/15/2008
Price List:	TXMC2S7C Restoration/Service/Remodel		
Estimate:	HIDALGO-COURT-DO-SUP		
File Number:	2008-100ST-06		

RE: **Hidalgo County Court House**
Water Damage
CAS Quote # 2008-100ST-06

(Supplement)

CAS Companies (Clean Air Solutions)is pleased to provide you with this proposal to provide services to mitigate / dry out the water damage to the Hidalgo County Court House.

CAS Companies (Clean Air Solutions) is a Texas Interlocal Purchasing System (TIPS) approved contractor whom Hidalgo County would contract with to perform the work as described in the scope of work.

This proposal is inclusive of labor, materials, equipment, and insurance by a Best rated company.
purposes can be requested to The Interlocal Purchasing System by contacting TIPS directly at Request for auditing (866) 839-8477.

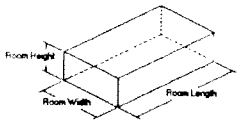
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HIDALGO-COURT-DO-SUP

2nd Floor

5th County Court



5th County Courtroom **LxWxH 38'0" x 27'0" x 11'0"**

1,430.00 SF Walls	1,026.00 SF Ceiling
2,456.00 SF Walls & Ceiling	1,026.00 SF Floor
114.00 SY Flooring	130.00 LF Floor Perimeter
418.00 SF Long Wall	297.00 SF Short Wall
130.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Baseboard - Detach	130.00 LF	0.00	0.41	53.30
Water extraction from floor - Heavy - after business hours	1,026.00 SF	0.00	0.53	543.78
Drill holes for wall cavity drying - After hrs	40.00 EA	0.00	0.28	11.20
Tear out wet non-salvage cpt, cut/bag - after business hrs	1,026.00 SF	0.32	0.00	328.32
Tear out tackless strip and bag for disposal - after hours	130.00 LF	0.77	0.00	100.10
Apply anti-microbial agent - after hours	1,026.00 SF	0.00	0.21	215.46
Contents - move out then reset - Extra large room	1.00 EA	0.00	198.98	198.98
Remove Jury Seating	12.00 EA	0.00	9.50	114.00
Seating is attached to floor. Necessary to remove seating in order to remove water damaged carpet				
Containment barrier - doors / windows (includes set-up & t	3.00 EA	0.00	42.50	127.50
Tear out non-salv laminate wall panels & bag - after hrs	291.00 SF	0.00	1.56	453.96

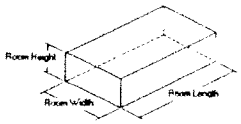
Wall panels are 4'x11' solid core custom stained paneling - (water damaged)
NOTE:
Not all of the wall panels were removed at this time due to the court being in use on a daily basis.

Totals: 5th County Courtroom	2,146.60
Total: 5th County Court	2,146.60
Total: 2nd Floor	2,146.60

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Water Mitigation



DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Emergency service call - after business hours	1.00 EA	0.00	120.16	120.16
Dehumidifier (per 24 hour period) - Large - No monitoring	4.00 EA	0.00	74.18	296.72
2 units for 2 days				
Air mover (per 24 hour period) - No monitoring	4.00 EA	0.00	25.98	103.92
4 units for 2 days				
HEPA Vacuuming - hourly charge	10.00 HR	0.00	32.74	327.40
Shop Vac	10.00 HR	0.00	46.00	460.00
Plastic bag - Large	225.00 EA	0.00	3.08	693.00
1 roll of regular trash bags - 75 each roll				
Tarp - all purpose poly - per sq ft (labor and material)	2,000.00 SF	0.00	0.39	780.00
Poly in place to cover and protect				

Totals: Water Mitigation 2,781.20

General Conditions



DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Dumpster load - Approx. 30 yards, 5-7 tons of debris	1.00 EA	389.59	0.00	389.59

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CONTINUED - General Conditions

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Water Extraction & Remediation Technician - after hours	40.00 HR	0.00	44.46	1,778.40
2 men for 2 days - daily and ongoing general clean-up and trash pick-up. Necessary due to the judges office, court room and county clerk area has ongoing business daily.				
Cleaning & Remediation - Supervisory - after hrs.	20.00 HR	0.00	45.80	916.00
Totals: General Conditions				3,083.99
Line Item Subtotals: HIDALGO-COURT-DO-SUP				**8,011.79**

Adjustments for Base Service Charges					**Adjustment**
Cleaning Remediation Technician					59.22
Coverage	Dwelling	@	100.00 % =	59.22	
Cleaning - Supervisory/Administrative					60.08
Coverage	Dwelling	@	100.00 % =	60.08	
Roofer					164.79
Coverage	Dwelling	@	100.00 % =	164.79	
Total Adjustments for Base Service Charges:					284.09
Line Item Totals: **HIDALGO-COURT-DO-SUP**					**8,295.88**

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Grand Total Areas:

1,430.00	SF Walls	1,026.00	SF Ceiling	2,456.00	SF Walls and Ceiling
1,026.00	SF Floor	114.00	SY Flooring	130.00	LF Floor Perimeter
418.00	SF Long Wall	297.00	SF Short Wall	130.00	LF Ceil. Perimeter
0.00	Floor Area	0.00	Total Area	0.00	Interior Wall Area
0.00	Exterior Wall Area	0.00	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

Coverage	Amount	%	Grand Total	%
Dwelling	8,011.79	100.00%	9,955.06	100.00%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	0.00	0.00%	0.00	0.00%
Total	8,011.79	100.00%	9,955.06	100.00%

CAS Companies

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Summary for Dwelling

Line Item Total				8,011.79
Total Adjustments for Base Service Charges				284.09
Subtotal				8,295.88
Overhead	@	10.0% x	8,295.88	829.59
Profit	@	10.0% x	8,295.88	829.59
Replacement Cost Value				**$9,955.06**
Net Claim				**$9,955.06**

Allan R. Moore

CAS Companies

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Suite 400
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COL #5 (2)

Client: Hidalgo County Court House (Supplement - Asbestos Abatment)

$43,306.71

Property: 100 No. Closner
Edinburg, TX 78539

Operator Info:
Operator: ALLAN
Estimator: Allan R. Moore Business: (281) 499-4747

Business: 111 Brand Ln Suite 400
Stafford, TX 77477

Reference: Business: (888) 599-4747
Company: CAS Companies

Business: 111 Brand Lane Suite 400
Stafford, TX 77477

Type of Estimate: Asbestos Abatement
Date Entered: 3/15/2008 Date Assigned: 3/15/2008

Price List: TXMC2S7C
Restoration/Service/Remodel
Estimate: HIDALGO-COURT-ASB-S
File Number: 2008-104ST-06

RE: **Hidalgo County Court House**
Asbestos Abatement
CAS Quote # 2008-104ST-06

(Supplement)

CAS Companies (Clean Air Solutions) is pleased to provide you with this proposal to provide services for **Abatement** to the Hidalgo County Court House. **Asbestos**

CAS Companies (Clean Air Solutions) is a Texas Interlocal Purchasing System (TIPS) approved contractor whom Hidalgo County would contract with to perform the work as described in the scope of work.

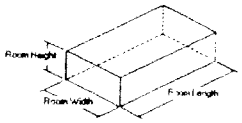
This proposal is inclusive of labor, materials, equipment, and insurance by a Best rated company.
purposes can be requested to The Interlocal Purchasing System by contacting TIPS directly at Request for auditing (866) 839-8477.

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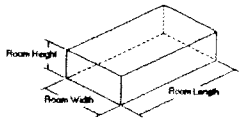
HIDALGO-COURT-ASB-S

2nd Floor



2nd Floor Hallway — **LxWxH 160'0" x 10'6" x 9'0"**

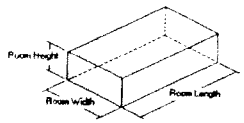
2,646.75 SF Walls	1,680.00 SF Ceiling
4,326.75 SF Walls & Ceiling	1,680.00 SF Floor
186.67 SY Flooring	294.08 LF Floor Perimeter
1,440.00 SF Long Wall	94.50 SF Short Wall
294.08 LF Ceil. Perimeter	



Subroom 1: Stairway / Landing — **LxWxH 27'0" x 16'5" x 9'0"**

633.75 SF Walls	443.25 SF Ceiling
1,077.00 SF Walls & Ceiling	443.25 SF Floor
49.25 SY Flooring	70.42 LF Floor Perimeter
243.00 SF Long Wall	147.75 SF Short Wall
70.42 LF Ceil. Perimeter	

Missing Wall: **1 - 16'5" X 9'0"** **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**



Subroom 2: Main Hallway Offset 1 — **LxWxH 45'0" x 4'6" x 9'0"**

850.50 SF Walls	202.50 SF Ceiling
1,053.00 SF Walls & Ceiling	202.50 SF Floor
22.50 SY Flooring	94.50 LF Floor Perimeter
405.00 SF Long Wall	40.50 SF Short Wall
94.50 LF Ceil. Perimeter	

Missing Wall: **1 - 4'6" X 9'0"** **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**



Subroom 3: Main Hallway Offset 2 — **LxWxH 36'7" x 6'0" x 9'0"**

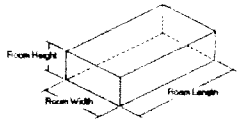
712.50 SF Walls	219.50 SF Ceiling
932.00 SF Walls & Ceiling	219.50 SF Floor
24.39 SY Flooring	79.17 LF Floor Perimeter
329.25 SF Long Wall	54.00 SF Short Wall
79.17 LF Ceil. Perimeter	

Missing Wall: **1 - 6'0" X 9'0"** **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**

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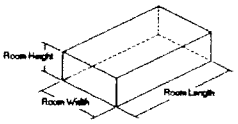
Subroom 4: East Hallway **LxWxH 96'4" x 10'0" x 9'0"**



1,824.00 SF Walls	963.33 SF Ceiling
2,787.33 SF Walls & Ceiling	963.33 SF Floor
107.04 SY Flooring	202.67 LF Floor Perimeter
867.00 SF Long Wall	90.00 SF Short Wall
202.67 LF Ceil. Perimeter	

Missing Wall: **1 -** **10'0" X 9'0"** **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**

Subroom 5: North Exit Hallway **LxWxH 84'3" x 10'0" x 9'0"**



1,606.50 SF Walls	842.50 SF Ceiling
2,449.00 SF Walls & Ceiling	842.50 SF Floor
93.61 SY Flooring	178.50 LF Floor Perimeter
758.25 SF Long Wall	90.00 SF Short Wall
178.50 LF Ceil. Perimeter	

Missing Wall: **1 -** **10'0" X 9'0"** **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**

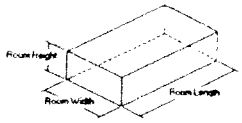
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Protect - Cover with plastic	1,250.00 SF	0.00	0.21	262.50
Protect - Cover with plastic	2,750.00 SF	0.00	0.21	577.50
Light fixture - Detach	11.00 EA	0.00	28.11	309.21
Detach & Reset Heat/AC register	3.00 EA	0.00	0.00	24.69
Tear out plaster ceiling, cleanup, bag- after hours	1,250.00 SF	0.00	0.95	1,187.50
Spray Encapsulant on abated area's	1,250.00 SF	0.00	0.34	425.00
Containment barrier - doors / windows (includes set-up & take down)	24.00 EA	0.00	42.50	1,020.00

Hallways, elevators and stairways to 1st floor

Totals: 2nd Floor Hallway 3,806.40

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5th County Courtroom **LxWxH 38'0" x 27'0" x 11'0"**

1,430.00 SF Walls	1,026.00 SF Ceiling
2,456.00 SF Walls & Ceiling	1,026.00 SF Floor
114.00 SY Flooring	130.00 LF Floor Perimeter
418.00 SF Long Wall	297.00 SF Short Wall
130.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Protect - Cover with plastic	1,026.00 SF	0.00	0.21	215.46
Protect - Cover with plastic	1,430.00 SF	0.00	0.21	300.30
Light fixture - Detach	8.00 EA	0.00	28.11	224.88
Detach & Reset Recessed light fixture	3.00 EA	0.00	0.00	176.85
Detach & Reset Heat/AC register	4.00 EA	0.00	0.00	32.92
Tear out plaster ceiling, cleanup, bag- after hours	1,026.00 SF	0.00	0.95	974.70
Tear out and bag wet insulation - after hours	1,026.00 SF	0.55	0.00	564.30
Spray Encapsulant on abated area's	1,026.00 SF	0.00	0.34	348.84
Tear out non-salv vinyl, cut & bag - Asbestos adhesive - after hrs	2,052.00 SF	1.55	0.00	3,180.60
2 layers				
Containment barrier - doors / windows (includes set-up & take down)	3.00 EA	0.00	42.50	127.50
Totals: 5th County Courtroom				6,146.35

Environmental



DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Decon Room	6.00 EA	0.00	90.00	540.00
6 set up's and take down's				

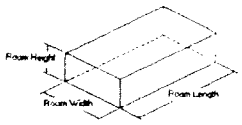
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CONTINUED - Environmental

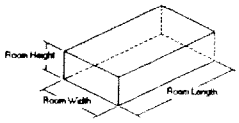
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Decon Room (Secondary)	6.00 EA	0.00	90.00	540.00
6 set up's and take down's				
Decontamination room	6.00 EA	0.00	400.00	2,400.00
6 set up's and take down's				
Containment Barrier/Airlock/Decon. Chamber	6.00 EA	0.00	500.00	3,000.00
6 set up's and take down's				
Equip. setup, take down & monitoring - after hrs	24.00 HR	0.00	44.46	1,067.04
Equipment set-up and take down 6 days				
Plastic bag - used for hazardous cleanup - Large	700.00 EA	0.00	3.08	2,156.00
HEPA Vacuuming - hourly charge	2.00 HR	0.00	32.74	65.48
Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	12.00 DA	0.00	120.00	1,440.00
2 units - 6 days				
Add for personal protective equipment (hazardous cleanup)	240.00 EA	0.00	8.96	2,150.40
10 hours per day - 4 men - 6 days				
Respirator - Rubber mask w/dual cartridge - Disposable	48.00 EA	0.00	29.49	1,415.52
4 men - 6 days - 2 changes				
Respirator replacement cartridge	48.00 EA	0.00	9.50	456.00
4 men - 6 days - 2 changes				
Equipment decontamination charge - HVY, per piece of equip	6.00 EA	0.00	32.26	193.56
Cleaning Technician - after hours	120.00 HR	0.00	37.85	4,542.00
Daily and progressive cleaning - 2 men 6 days 10 hours per day- Necessary due to the daily court house traffic in the area's of damage.				
Totals: Environmental				19,966.00

Asbestos Survey



DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Asbestos test fee - full service asbestos survey	1.00 EA	0.00	1,250.00	1,250.00
Asbestos testing completed by ACI Environemental Consultants				
Totals: Asbestos Survey				1,250.00
Total: 2nd Floor				31,168.75

General Conditions



DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Hazardous waste disposal	1.00 EA	0.00	1,200.00	1,200.00
Asbestos waste disposal - designated dump site				
Cleaning & Remediation - Supervisory - after hrs.	60.00 HR	0.00	45.80	2,748.00
Nights and week-ends - 10 hour days for 6 days				
Rolling scaffold rental	1.00 WK	0.00	225.00	225.00
5th County Court room high ceiling				
Scaffold rental - per section (per day)	18.00 DA	0.00	11.93	214.74
9 sections - 2 moves				
Labor to set up and take down scaffold - per section	36.00 EA	0.00	14.79	532.44
9 sections - 2 moves - initial and final set up and take down				

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CONTINUED - General Conditions

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Totals: General Conditions				4,920.18
Line Item Totals: HIDALGO-COURT-ASB-S				**36,088.93**

Grand Total Areas:

9,704.00	SF Walls	5,377.08	SF Ceiling	15,081.08	SF Walls and Ceiling
5,377.08	SF Floor	597.45	SY Flooring	1,049.33	LF Floor Perimeter
4,460.50	SF Long Wall	813.75	SF Short Wall	1,049.33	LF Ceil. Perimeter
0.00	Floor Area	0.00	Total Area	0.00	Interior Wall Area
0.00	Exterior Wall Area	0.00	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

Coverage	Amount	%	Grand Total	%
Dwelling	36,088.93	100.00%	43,306.71	100.00%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	0.00	0.00%	0.00	0.00%
Total	36,088.93	100.00%	43,306.71	100.00%

CAS Companies

111 Brand Lane
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Stafford, TX. 77477
888.599.4747
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Summary for Dwelling

Line Item Total				36,088.93
Overhead	@	10.0% x	36,088.93	3,608.89
Profit	@	10.0% x	36,088.93	3,608.89
Replacement Cost Value				**$43,306.71**
Net Claim				**$43,306.71**

Allan R. Moore

CAS Companies

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888.599.4747
www.cleanairsolutionstx.com

CCL #5 (3)

Client: Hidalgo County Court House - 5th County Court Room (Supplement Build Back)

$122,040.35

Property: 100 No. Closner
Edinburg, TX 78539

Operator Info:
Operator: ALLAN
Estimator: Allan R. Moore Business: (281) 499-4747

Business: 111 Brand Ln Suite 400
Stafford, TX 77477

Reference: Business: (888) 599-4747
Company: CAS Companies

Business: 111 Brand Lane Suite 400
Stafford, TX 77477

Type of Estimate: Water Damage
Date Entered: 3/15/2008 Date Assigned: 3/15/2008

Price List: TXMC2S7C
Restoration/Service/Remodel
Estimate: HIDALGO-COURT-BB-S
File Number: 2008-103ST-06

RE: **Hidalgo County Court House**
Water Damage
CAS Quote # 2008-103ST-06

(Supplement)

CAS Companies (Clean Air Solutions)is pleased to provide you with this proposal to provide services for build back to the Hidalgo County Court House.

CAS Companies (Clean Air Solutions) is a Texas Interlocal Purchasing System (TIPS) approved contractor whom Hidalgo County would contract with to perform the work as described in the scope of work.

This proposal is inclusive of labor, materials, equipment, and insurance by a Best rated company.
purposes can be requested to The Interlocal Purchasing System by contacting TIPS directly at Request for auditing (866) 839-8477.

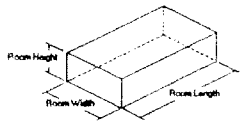
CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

HIDALGO-COURT-BB-S

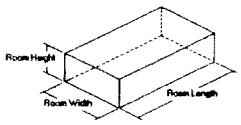
2nd Floor

2nd Floor Hallway **LxWxH 160'0" x 10'6" x 9'0"**



2,687.25 SF Walls	1,680.00 SF Ceiling
4,367.25 SF Walls & Ceiling	1,680.00 SF Floor
186.67 SY Flooring	298.58 LF Floor Perimeter
1,440.00 SF Long Wall	94.50 SF Short Wall
298.58 LF Ceil. Perimeter	

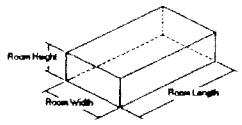
Subroom 1: Stairway / Landing **LxWxH 27'0" x 16'5" x 9'0"**



633.75 SF Walls	443.25 SF Ceiling
1,077.00 SF Walls & Ceiling	443.25 SF Floor
49.25 SY Flooring	70.42 LF Floor Perimeter
243.00 SF Long Wall	147.75 SF Short Wall
70.42 LF Ceil. Perimeter	

Missing Wall: **1 -** **16'5" X 9'0"** **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**

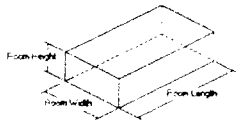
Subroom 2: Main Hallway Offset 2 **LxWxH 36'7" x 6'0" x 9'0"**



712.50 SF Walls	219.50 SF Ceiling
932.00 SF Walls & Ceiling	219.50 SF Floor
24.39 SY Flooring	79.17 LF Floor Perimeter
329.25 SF Long Wall	54.00 SF Short Wall
79.17 LF Ceil. Perimeter	

Missing Wall: **1 -** **6'0" X 9'0"** **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**

Subroom 3: East Hallway **LxWxH 96'4" x 10'0" x 9'0"**

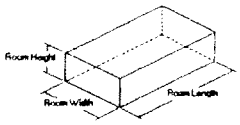


1,824.00 SF Walls	963.33 SF Ceiling
2,787.33 SF Walls & Ceiling	963.33 SF Floor
107.04 SY Flooring	202.67 LF Floor Perimeter
867.00 SF Long Wall	90.00 SF Short Wall
202.67 LF Ceil. Perimeter	

Missing Wall: **1 -** **10'0" X 9'0"** **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**

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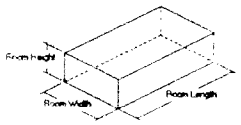
Subroom 4: North Exit Hallway **LxWxH 84'3" x 10'0" x 9'0"**

1,606.50 SF Walls	842.50 SF Ceiling
2,449.00 SF Walls & Ceiling	842.50 SF Floor
93.61 SY Flooring	178.50 LF Floor Perimeter
758.25 SF Long Wall	90.00 SF Short Wall
178.50 LF Ceil. Perimeter	

Missing Wall: 1 - 10'0" X 9'0" **Opens into 2nd Floor Hallway** **Goes to Floor/Ceiling**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Newly discovered water damage will include the entire 2nd floor plaster ceiling area.				
Three coat plaster over metal lath	2,762.96 SF	0.00	4.48	12,378.06
Approx. 1/3 of plaster ceiling area water damaged				
Fluorescent light fixture - 6' & 8' - Detach & reset	15.00 EA	0.00	54.52	817.80
Rolling scaffold rental	1.00 WK	0.00	225.00	225.00
Plaster repairs & painting				
Mask the floor per square foot - plastic and tape	4,148.58 SF	0.00	0.15	622.29
Mask the walls per square foot - plastic and tape	7,464.00 SF	0.00	0.15	1,119.60
Cover and protect floors and walls during construction				
Totals: 2nd Floor Hallway				15,162.75

5th County Court



5th County Courtroom **LxWxH 38'0" x 27'0" x 11'0"**

1,430.00 SF Walls	1,026.00 SF Ceiling
2,456.00 SF Walls & Ceiling	1,026.00 SF Floor
114.00 SY Flooring	130.00 LF Floor Perimeter
418.00 SF Long Wall	297.00 SF Short Wall
130.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Cove base molding - rubber or vinyl, 2 1/2" high	130.00 LF	0.00	1.33	172.90

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CONTINUED - 5th County Courtroom

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Carpet - High grade	739.20 SF	0.00	4.19	3,097.25
Carpet pad - High grade	739.20 SF	0.00	0.89	657.89
Courtroom staff / attorney area				
Floor preparation for sheet goods	391.50 SF	0.00	0.44	172.26
Vinyl tile - High grade	446.60 SF	0.00	4.43	1,978.44
Spectator area				
R&R Court Clerk Desk & Balif Desk	11.50 LF	4.07	356.65	4,148.29
Judge's Bench	10.60 SF	0.00	360.72	3,823.63
R&R Jury Platform - 2x6 - w/blocking - 16" oc	126.00 SF	0.33	3.40	469.98
Remove jury raised platform. The hardwood wall paneling is behind the framing for the jury stand. (3 men - 4 hours)				
R&R Sheathing - plywood - 3/4" - tongue and groove	126.00 SF	0.66	1.71	298.62
Jury seating platform				
R&R Pony wall - 2" x 4" - 12" oc	79.00 SF	0.12	3.76	306.52
3' privacy walls between spectators and courtroom staff, attorney area and jury.				
Tear out non-salv laminate wall panels & bag - after hrs	392.00 SF	0.00	1.56	611.52
Custom stained decorative panels and pony wall panel's for jury seating area				
Tear out non-salv laminate wall panels & bag - after hrs	1,139.00 SF	0.00	1.56	1,776.84
Remainder of paneling				
5/8" drywall - hung, taped, floated, ready for paint	1,430.00 SF	0.00	1.29	1,844.70
Special paneling - hardwood feature wall	1,861.20 SF	0.00	14.81	27,564.37
This hardwood paneling is 4'x11' and an exterior, waterproof custom paneling with a ash veneer finish. The manufacturer is WELDWOOD and no longer availiable. The paneling in the estimate is for like, kind and quality.				
Stain & finish paneling	1,861.20 SF	0.00	0.94	1,749.53
R&R Cove molding - 3/4" fir - stain grade	103.00 LF	0.08	1.21	132.87
Stain & finish cove molding	103.00 LF	0.00	0.66	67.98
Batt insulation - 10" - R30	1,026.00 SF	0.00	1.00	1,026.00
Batt insulation - 6" - R19	1,430.00 SF	0.00	0.75	1,072.50

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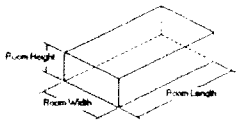
CONTINUED - 5th County Courtroom

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Three coat plaster over metal lath	1,026.00 SF	0.00	4.48	4,596.48
Approx. 1/3 of plaster ceiling area water damaged				
Seal then paint the ceiling twice (3 coats)	1,026.00 SF	0.00	0.82	841.32
Rolling scaffold rental	1.00 WK	0.00	225.00	225.00
5th County Court room high ceiling				
Scaffold rental - per section (per day)	18.00 DA	0.00	11.93	214.74
9 sections - 2 moves				
Labor to set up and take down scaffold - per section	36.00 EA	0.00	14.79	532.44
9 sections - 2 moves - initial and final set up and take down				
Fluorescent - recessed fixture - 4 tube - High grd	6.00 EA	0.00	298.67	1,792.02
Fluorescent - four tube - 4' - fixture w/lens	4.00 EA	0.00	137.23	548.92
Recessed light fixture - Premium grade	5.00 EA	0.00	149.22	746.10
Heat/AC register	4.00 EA	0.00	47.78	191.12
Public Address Speaker - ceiling/wall mount	4.00 EA	0.00	151.09	604.36
Reset Jury Seating	12.00 EA	0.00	22.50	270.00
Contents - move out then reset - Extra large room	1.00 EA	0.00	198.98	198.98
Totals: 5th County Courtroom				61,733.57
Total: 5th County Court				61,733.57
Total: 2nd Floor				76,896.32

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General Conditions



DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Dumpster load - Approx. 30 yards, 5-7 tons of debris - Construction Debris	3.00 EA	389.59	0.00	1,168.77
Commercial supervision - per hour	240.00 HR	0.00	53.52	12,844.80
Construction Supervisior required to be on site during working hours by the Hidalgo County Building & Grounds. (8 hours per day 5 days per week for 6 weeks)				
General Laborer - per hour	480.00 HR	0.00	22.48	10,790.40
Progressive and final clean up. Necessary to keep all public area's clean and free of construction material and debris. (2 men 8 hours per day, 5 days per week for 6 weeks)				
Totals: General Conditions				24,803.97
Line Item Totals: HIDALGO-COURT-BB-S				**101,700.29**

Grand Total Areas:

8,894.00	SF Walls	5,174.58	SF Ceiling	14,068.58	SF Walls and Ceiling
5,174.58	SF Floor	574.95	SY Flooring	959.33	LF Floor Perimeter
4,055.50	SF Long Wall	773.25	SF Short Wall	959.33	LF Ceil. Perimeter
0.00	Floor Area	0.00	Total Area	0.00	Interior Wall Area
0.00	Exterior Wall Area	0.00	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

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Coverage	Amount	%	Grand Total	%
Dwelling	101,700.29	100.00%	122,040.35	100.00%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	0.00	0.00%	0.00	0.00%
Total	101,700.29	100.00%	122,040.35	100.00%

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Summary for Dwelling

Line Item Total				101,700.29
Overhead	@	10.0% x	101,700.29	10,170.03
Profit	@	10.0% x	101,700.29	10,170.03
Replacement Cost Value				**$122,040.35**
Net Claim				**$122,040.35**

Allan R. Moore

From: joegordon@chubb.com [mailto:joegordon@chubb.com]
Sent: Tuesday, May 13, 2008 9:22 AM
To: Roy Quintanilha
Subject: RE: Water damage at Hidalgo County Court House

Roy: I now have the supplements and per my review with adjuster Dennis Nicoloff, the figures appear agreeable. For more specific information, please get with Dennis direclty. If you like, you may also call me -it is just that Dennis should be in better position to answer any specific questions you may have. The total of the supplements amounted to $175,302.12

Joe Gordon CPCU
Outside Property Adjuster

Chubb Group of Insurance Companies
P.O. Box 42065
Phoenix, AZ 85080

voice 800-252-4670 x 8693
fax 877-817-5699

please note I work out of Houston TX and my phone, fax, and mail are routed through Phoenix

"Roy Quintanilha" <roy.quintanilha@co.hidalgo.tx.us>

"Roy Quintanilha" <roy.quintanilha@co.hidalgo.tx.us>	To	<joegordon@chubb.com>
	cc	"Martha Salazar" <martha.salazar@co.hidalgo.tx.us>, <darlene.betancourt@co.hidalgo.tx.us>, "Valde" <valde.guerra@co.hidalgo.tx.us>
05/07/2008 10:29 AM	Subject	RE: Water damage at Hidalgo County Court House

Thank you for responding, please let me know when you get the information.

R.Q.

From: joegordon@chubb.com [mailto:joegordon@chubb.com]
Sent: Tuesday, May 06, 2008 2:20 PM
To: Roy Quintanilha
Subject: Re: Water damage at Hidalgo County Court House

Roy: I am still waiting on his report - I understand it is in the mail to me now

Joe Gordon CPCU
Outside Property Adjuster

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"Roy Quintanilha" <roy.quintanilha@co.hidalgo.tx.us>

"Roy Quintanilha" <roy.quintanilha@co.hidalgo.tx.us>	To	<joegordon@chubb.com>
	cc	"Valde" <valde.guerra@co.hidalgo.tx.us>, "Martha Salazar" <martha.salazar@co.hidalgo.tx.us>, <darlene.betancourt@co.hidalgo.tx.u
05/05/2008 09:42 AM	Subject	Water damage at Hidalgo County Court House

Good morning Mr. Gordon,

I'm following up on your email dated April 24, 2008 regarding the damage to County Court at Law 5. Has the adjuster sent in his estimation of the damage and subsequent costs? If so, could you please relay those costs to me?

Thank you in advance for your attention to this matter.

AI-9424 **20.G.2.**

Monitoring and Reporting SVCS in connection with Abatement of Asbestos

CC REGULAR

Date: 05/27/2008
Submitted By: Oscar Garza, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Buildings & Grounds

---

Information

CAPTION

Presentation discussion, consideration and approval to accept proposal/invoice from ACI Environmental Consultants in the amount not to exceed $5,150.00 to provide monitoring and reporting in connection with the abatement and remediation of the asbestos containing material found in the A/C duct (mastic tape) on 2nd Floor Hallway and arising from the water damage occurring during the ruptured water line(s) on 3/14-15/08.

BACKGROUND

Action to contract with ACI Environmental Consultants as approved by Commissioner Court on April 22, 2008 to provide monitoring and reporting services in connection with the abatement of asbestos containment to A/C Duct Mastic found in 2nd Floor hallway.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1334-412-00-220-010-0-431
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funds under acct. #8-1334-412-00-220-010-0-431 have been made available by B&G and verified by PO Administrator with an available amount of $228,396.16 9as of 5/22/08) for proposed project under project #08-146.

Attachments

Link: 08-146

Link: 08-146

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 05:04 PM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 08:05 AM	APRV
3	Dale Kennan	Dale Kennan	05/22/2008 10:25 AM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 10:42 AM	APRV
5	Joy Hsu	Joy Hsu	05/23/2008 09:15 AM	APRV

6	Linda Fong	Linda Fong	05/23/2008 09:43 AM	APRV
7	Court Administrator	Angela Garcia	05/23/2008 10:00 AM	APRV

Form Started By: Oscar Garza Started On: 05/20/2008 04:54 PM

Final Approval Date: 05/23/2008

BUILDING & GROUNDS
County Of Hidalgo

DANIEL FLORES
Director

RECEIVED
MAY 14 2008
By Oscar
4:30 pm.

To: Oscar Garza, Buyer - Purchasing Department

From: Daniel Flores, Director - Buildings and Grounds Department

Re: County Court 5 Renovations

Date: May 14, 2008

Please be informed due to unforeseen conditions the following are items that were encountered in the County Court #5 courtroom and hallways by CAS Companies. CAS has also provided the proposals for the following items, please place on the agenda:

ACI	Monitor asbestos on a/c duct system and courtroom		$ 5,150.00
CAS	Asbestos abatement on a/c duct system		$ 24,181.24
CAS	Build back of a/c duct system		$ 12,647,28
		Total	$ 41,978.52
CAS	Water damage in courtroom & hallway		$ 9,955,06
CAS	Asbestos abatement in courtroom & hallway		$ 43,306.71
CAS	Build back of courtroom & hallway		$ 122,040.35
		Total	$ 175,302.12
		Grand Total	$ 217,280.64

The account number being used for this project is: 8-1334-412-00-220-010-0-431

Thank you for your prompt attention to this matter, if in need of additional information please advice.

Cc: Noe Cavazos, E.D.S, - Budget
Martha Salazar, Agent – Purchasing
Valde Guerra, Exec. Off. – Comm. Crt.
Roy Quintanilha, Director – Safety

ACI ENVIRONMENTAL CONSULTANTS
DSHS License #10-0239

318 W. Jefferson Ave.
Harlingen, TX 78550
Tel. 956-428-3434
Fax 956-428-3399

PROPOSAL / INVOICE

May 12, 2008

TO: Mr. Javier Carreon
Hidalgo County Buildings and Grounds
3100-D South Business Highway 281
Edinburg Texas 78539
Phone (956) 292-8925; Fax (956) 318-2648
Email: javier.carreon@co.hidalgo.tx.us

RECEIVED
MAY 14 2008
By
@ 4:30 Pm

SUBJECT: Asbestos Consulting Services
PROJECT NAME: Hidalgo County Court House (2nd phase, duct mastic)
93rd District Court Room and Area
LOCATION: 100 North Closner
Edinburg, Texas 78539

Mr. Javier Carreon:

We are pleased to have this opportunity to work with you on environmental issues concerning the asbestos abatement activities from the Hidalgo County Court House 93rd District Court Room and Area (2nd phase, duct mastic) located at 100 North Closner in Edinburg, Texas.

ACI Environmental Consultants (John Cook) is prepared to provide the following Environmental Professional Services, as regulated by The Texas Department of State Health Services (DSHS), Texas Asbestos Health Protection Rules (TAHPR) dated March 2003 and The National Emission Standards for Hazardous Air Pollutants (NESHAP).

The **SCOPE** of Professional Environmental Services describes the professional services to be provided. The **COST** of Professional Environmental Services describes the cost for the services.

SCOPE:

ITEM # 1. Submit the proper Texas Department of State Health Services (DSHS) Notification form.

ITEM# 2. Provide Specifications for the Removal, Clean Up and Disposal of the asbestos containing duct mastic.

ITEM # 3. Provide Project Management and air monitoring during abatement activities and written Report. Air monitoring as follows: Baselines one set, active work Area one set daily and one set of clearance samples using PCM analysis with a written report of the results.

COST: Professional Environmental Services:

ITEM #1. Submit proper DSHS Notification.....$ 150.00

ITEM #2. Specifications for removal & disposal of ACBM.....$ 500.00

ITEM #3. Project Management & Air Monitoring during abatement activities
for approximately ten (10) days @ $450.00 per day.....$ 4,500.00

TOTAL CONSULTANT FEES..... $ 5,150.00

TERMS:

Due upon completion.

Please issue payment to:
(Tax ID # 452-73-7124)

ACI Environmental Consultants
318 West Jefferson Avenue
Harlingen, Texas 78550

***Texas Department of Health fees (ARU) s is the responsibility of the owner and shall be paid directly to DSHS by the owner.**

If, after review of this material, you find this proposal acceptable, please return one (1) copy of this letter with original signatures and required payment to provide authorization for our firm to begin work on the services described above. If authorization is made via fax, we ask that you please forward a copy with the original signature or a signed purchase order to us.

Sincerely,

John Cook II
(Electronic signature)

John Cook II, Operations Manager
For ACI Environmental Consultants

Acceptance of Proposal and Authorization to Proceed

_____

Mr. Javier Carreon Date
Hidalgo County Buildings and Grounds

Account Inquiry - FAINQ01A 01/22/08 8:50 am

Account No 3-1334-412-00-220-010-0-431 Accounting Period 13 Period YTD 213101 pg 05 -1 1 1

Acct. Year 8 Previous Year Info. Description C.O.,2004-BLDG & GRDS-CRTHSE-BLDG R&M

Summary | Budgets | Open Encumbrances | Encumbrance Detail | All Encumbrances | Checks | All

Period	Original Budget	Adjusted Budget	Encumbrance	Actual	Avail/Rec/Bal
01	.00	372,641.03	366,803.69	.00	5,837.34
03	.00	.00	5,497.00	.00	340.34
04	.00	409,982.33	294,206.77	89,040.62	27,075.28
05	.00	201,320.88	45,968.91-	45,968.91	228,396.16
YTD	.00	983,944.24	620,538.55	135,009.53	228,396.16
PRE	.00	.00	.00	.00	.00
TOT	.00	983,944.24	620,538.55	135,009.53	228,396.16

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To: Roy Quintanilha
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"Roy Quintanilha" <roy.quintanilha@co.hidalgo.tx.us>

"Roy Quintanilha" <roy.quintanilha@co.hidalgo.tx.us>	To	<joegordon@chubb.com>
	cc	"Martha Salazar" <martha.salazar@co.hidalgo.tx.us>, <darlene.betancourt@co.hidalgo.tx.us>, "Valde" <valde.guerra@co.hidalgo.tx.us>
05/07/2008 10:29 AM	Subject	RE: Water damage at Hidalgo County Court House

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fax 877-817-5699

please note I work out of Houston TX and my phone, fax, and mail are routed through Phoenix

"Roy Quintanilha" <roy.quintanilha@co.hidalgo.tx.us>

"Roy Quintanilha" <roy.quintanilha@co.hidalgo.tx.us>	To	<joegordon@chubb.com>
	cc	"Valde" <valde.guerra@co.hidalgo.tx.us>, "Martha Salazar" <martha.salazar@co.hidalgo.tx.us>, <darlene.betancourt@co.hidalgo.tx.u
05/05/2008 09:42 AM	Subject	Water damage at Hidalgo County Court House

Good morning Mr. Gordon,

I'm following up on your email dated April 24, 2008 regarding the damage to County Court at Law 5. Has the adjuster sent in his estimation of the damage and subsequent costs? If so, could you please relay those costs to me?

Thank you in advance for your attention to this matter.

AI-9429 **20.G.3.**

Fire suppression system refill and reinstall at the Adult Probation Center computer room.

CC REGULAR

Date: 05/27/2008
Submitted By: Oscar Garza, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Buildings & Grounds

---

Information

CAPTION

Requesting discussion, consideration and approval of PO# 603830 made out to Simplex Grinnell LP awarded vendor through TXMAS Contract #5-03FAC010 in the amount of $6,283.85 for emergency service to remove, recharge and reinstall one cylinder for fire suppression to computer room at the Adult Probation Center to insure safety of county owned property.

BACKGROUND

Emergency services to prevent thousands of dollars worth of equipment that otherwise could have been lost should any fire hazard occur.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-419-40-220-001-0-431
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

PO# 603830 has a balance of $6,283.85 (as of 5/21/08) through account 8-1100-419-40-220-001-0-431 GEN GOVT BLDG-BLDG R&M SERVICE.

Attachments

Link: Ratify
Link: back-up

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 01:01 PM	APRV
2	Budget & Management	Dina Trevino	05/21/2008 01:29 PM	APRV
3	Dale Kennan	Dale Kennan	05/21/2008 03:01 PM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 10:45 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 10:45 AM	APRV

Form Started By: Oscar Garza Started On: 05/21/2008 11:10 AM

Final Approval Date: 05/22/2008

Purchase Order

COUNTY OF HIDALGO

PO#: 603830

DATE: 05/20/08

Needed 05-20-08

VENDOR: 200514 REQ:00132821
FAX (956)664-1566 Email:
Phone:(866)437-1501
SIMPLEXGRINNELL LP
50 TECHNOLOGY DRIVE
WESTMINSTER MA 01441
Vendor Acct:

BUYER:
SHIP TO: BUILDINGS & GROUNDS
100 E. CANO, 2ND FL
EDINBURG TX 78539

CONTACT:
SITE: GENERAL GOVERNMENT BUILDINGS
Contract No:

Special Instructions:
REQ 663

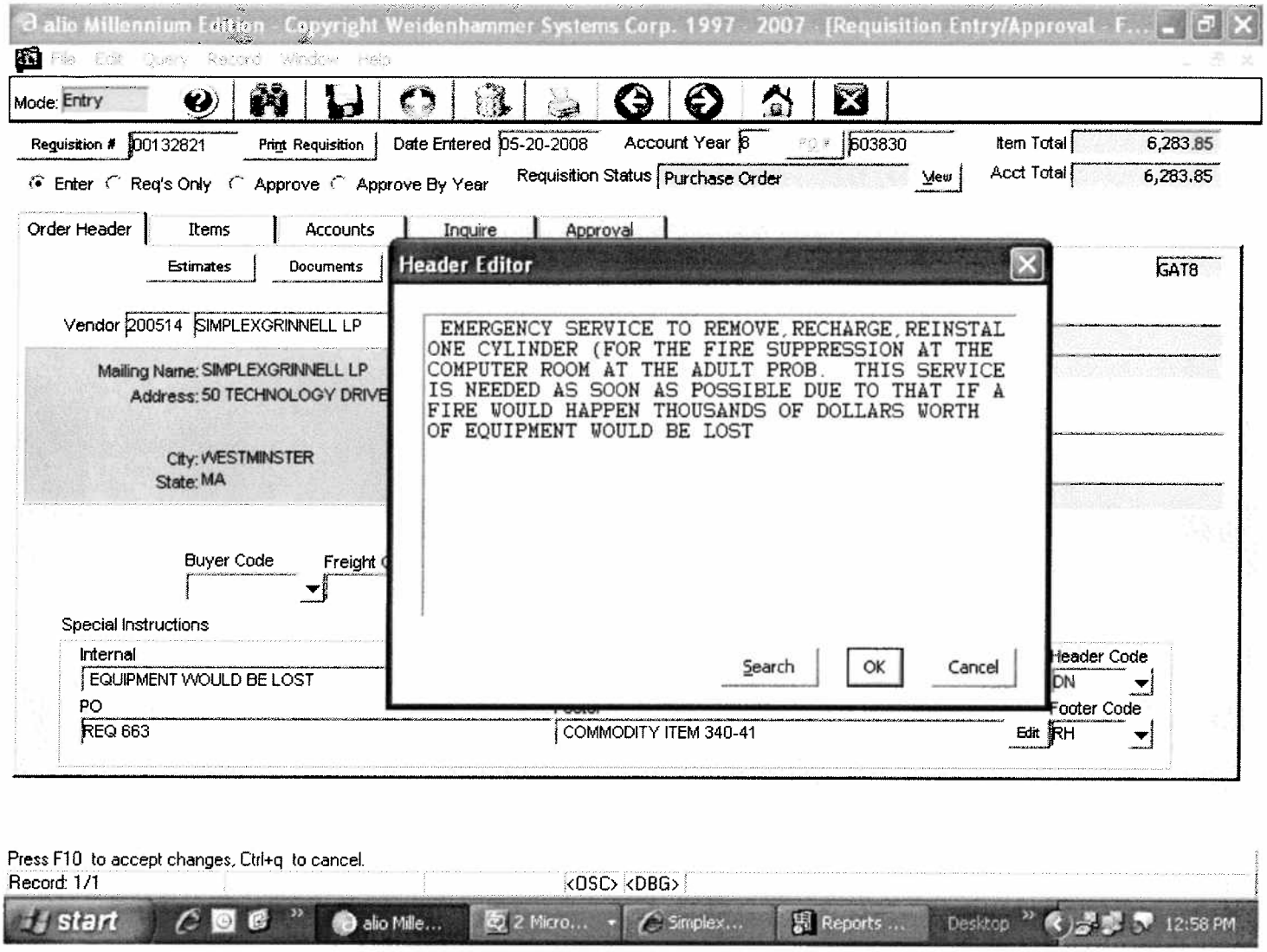
VENDOR NOTES

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED. OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		TXMAS -5-03FAC010		
1	EACH	Proposal to Remove,Recharge,Reinstal Fire Suppression Cylinder at the Adult Probation. NIGP # 936-09 COMMODITY ITEM 340-41	6,283.85	6,283.85
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		6,283.85
		********** For Hidalgo County use only		
		8-1100-419-40-220-001-0-431 6,283.85		
		Approved		

COPY

Authorized by: Martha L. Salazar


alio Millennium Edition - Copyright Weidenhammer Systems Corp. 1997 - 2007 - [Requisition Entry/Approval - F...
File Edit Query Record Window Help
Mode: Entry
Requisition # 00132821
Print Requisition
Date Entered 05-20-2008
Account Year 8
603830
Item Total 6,283.85
Enter Req's Only Approve Approve By Year
Requisition Status Purchase Order
View
Acct Total 6,283.85
Order Header
Items
Accounts
Inquire
Approval
Estimates
Documents
GAT8
Vendor 200514 SIMPLEXGRINNELL LP
Mailing Name: SIMPLEXGRINNELL LP
Address: 50 TECHNOLOGY DRIVE
City: WESTMINSTER
State: MA
Buyer Code
Freight
Special Instructions
Internal
EQUIPMENT WOULD BE LOST
PO
REQ 663
COMMODITY ITEM 340-41
Header Code
DN
Footer Code
Edit
RH
Header Editor
EMERGENCY SERVICE TO REMOVE, RECHARGE, REINSTAL
ONE CYLINDER (FOR THE FIRE SUPPRESSION AT THE
COMPUTER ROOM AT THE ADULT PROB. THIS SERVICE
IS NEEDED AS SOON AS POSSIBLE DUE TO THAT IF A
FIRE WOULD HAPPEN THOUSANDS OF DOLLARS WORTH
OF EQUIPMENT WOULD BE LOST
Search
OK
Cancel
Press F10 to accept changes, Ctrl+q to cancel.
Record: 1/1
<OSC> <DBG>
start
alio Mille...
2 Micro...
Simplex...
Reports ...
Desktop
12:58 PM

tyco
Fire & Security

SimplexGrinnell LP
1070 Arion Circle
Suite 102
San Antonio, Texas 78216
(210) 402-6311 office
(210) 402-6195 fax

License number:

SimplexGrinnell

PROPOSAL AND SERVICE AGREEMENT

SimplexGrinnell Contract #	Salesperson: Billy Rose License No.	Date: 5/19/08

Customer: Hidalgo County (Adult Probation) 3100 S Buisness Hwy 281 Edinburg, Tx 78539 Invoice To (if different from Customer): Attention: Daniel Flores (956) 289-7854 Ph (956) 318-2648 Fax	Job Location: Same as Customer Customer P.O. #

SimplexGrinnell ("Company"), for and in consideration of the prices herein named, proposes to furnish the work, and/or materials hereinafter described, subject to the terms and conditions of this Agreement.

SCOPE OF WORK: ☒

Labor and Material to remove, recharge one (1) cylinder & reinstal.

Total: $6283.85

TXMas# TXMAS-5-03FAC010

Payment NET 10 ☐ NET 30 ☒ C.O.D. ☐	DEPOSIT: $
☐ Time and Material ☐ Price Not to Exceed $____ ☒ Fixed Price of $6283.85	BALANCE DUE: $
AMEX ☐ MC/Visa ☐ Discover ☐ CREDIT CARD #____ Expiration Date:____ Name on Credit Card ____	
(If work under this Agreement is tax exempt, Customer MUST provide exemption certificate.)	

IMPORTANT NOTICE TO CUSTOMER

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the following page of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE FOLLOWING PAGE.**

Hidalgo County
Customer

By: _____
Authorized Signature
Name: Daniel Flores
Title:

SIMPLEXGRINNELL LP

By: Billy Rose
Name: Billy Rose
Title: Suppression Technician

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tyco / Fire & Security / SimplexGrinnell

SIMPLEXGRINNELL PRODUCT CORNER



SIMPLEX® 4100U FIRE ALARM SYSTEM

The industry's premier high-end network system

The Simplex® 4100U Fire Detection and Alarm Platform combines superior fire protection, information management and integration capabilities with lower costs of installation, maintenance and ownership. The 4100U voice system, agency listed for combination fire, paging and non-alarm audio use, provides crystal clear emergency messages and is ideal for the special protection requirements found in high-rise office towers and multi-building facilities such as hospitals and college campuses.



SIMPLEX® SAFELINC™

Web-based access to fire system information

Simplex® SafeLINC™ is an Internet-based communications link that enables facility managers and building owners – even firefighters responding to a call – to use a web browser to check the status of a fire alarm system from off-site locations. In the event of an alarm or trouble condition, SafeLINC™ automatically sends an email to designated staff and emergency responders.



STI-CIS SPEECH INTELLIGIBILITY TOOLS

Fast, objective testing of voice evacuation systems

The STI-CIS Voice Intelligibility Analyzer helps ensure compliance with the NFPA code requirement that says emergency voice evacuation messages must be clearly heard and understood by building occupants. With these tools, voice intelligibility can easily be measured, by anyone in any location. The analyzer measures intelligibility according to the internationally recognized Speech Transmission Index (STI) and also minimizes downtime and disruption.



SPECIAL HAZARDS FIRE PROTECTION

Specialized expertise for high-risk environments

SimplexGrinnell's Special Hazards solutions protect high-risk, high-value operations where conventional fire protection is not enough. Our industry experts design, install and maintain fire protection systems that combine detection capabilities with extinguishing agents developed specifically for hazardous environments. Whether you're looking to protect a power plant, petrochemical facility, automotive manufacturing complex, airline hangar or computer room, SimplexGrinnell has the resources and expertise to provide the best solution.



▸ What We Do
- Fire
- Service
- Communications
- Security
- Our Industries
  - Corporate/Towers
  - Corrections
  - Education
  - Government / GSA
    - GSA Schedule Price List
    - SimplexGrinnell Offices
    - USPS
    - GSA Contact Us
    - GSA Products
    - GSA Services
    - GSA News and Events
    - GSA Tradeshows
    - GSA Advantage
    - Federal Facilities Survey
    - State Agreements
  - Healthcare
  - Hospitality
  - Industrial
  - Marine
  - Petrochemical
  - Power

▸ Our Industries

TXMAS Agreement

Contract Numbers:
Fire & Security Products, GS-07F-0369M, Modification AO15, 6-02-2006
Contract # TXMAS-5-84070

Nurse Call Products, GS-27F-0026M, Modification PO-09, 9-9-2005
Contract # TXMAS-5-71111030

Time Solutions Products, GS-25F-0165M, FX13, 9-26-05
Contract # TXMAS-5-36030

Fire Alarm & Suppression Services, GS-06F-0054N, Modification FX04, 12-05-2003
Contract # TXMAS-5-03FAC010

SimplexGrinnell's commitment to TXMAS purchasers:

SimplexGrinnell requests that all TXMAS purchase orders have the TXMAS contract number and the applicable NIGP code in the contract.

All proposals will have a copy of the TXMAS award notice for the applicable TXMAS agreement.

All proposals will specifically reference the applicable GSA Schedule Modification Numbers and Modification Dates as shown on this web page.

All proposals will include line item pricing for all proposed items.

The relevant portions of the GSA schedules will be attached to all proposals to facilitate price verification by the purchaser.

A printed copy of this web page showing the date of the printout will be attached to all proposals to validate that the proposal is using the proper Modification Numbers and Modification Dates.

BUILDING & GROUNDS
County Of Hidalgo

DANIEL FLORES
Director

To: Elena Gomez, Purchasing

From: Daniel Flores, Director Buildings and Grounds

Date: May 21, 2008

Re: Emergency at Hidalgo Adult Probation IT Room

The fire alarm system was pulled in the IT room on 5-16-08, which caused the discharge of the dry fire suppression. Edinburg Fire Department responded to alarm. (Fire Inspection report attached) recommendation system recharge by licensed vendor. In accordance with Purchasing procedures 9.01.01 (a) In case of public calamity if it is necessary to make the purchase promptly to relieve the necessary of the citizens or to preserve the property of the County. SimplexGrinnell was notified and asked to see if tank recharge was possible and cost on 5/16/08. SimplexGrinnell notified me on Monday 5-19-08, of estimate cost and estimate was requested for replacement and recharge of canister. Was informed that dry agent was new and only carried by a few companies, nearest one was in Houston. Received quote without TXMAS contract number and requested re-fax of quote with contract number, received information on 5/20/08. Requested P.O. on 5/20/08 as an emergency to prevent possible further damage to County property. (computer main frame)

AI-9424

RECEIVED
MAY 21 2008
By 4:09

3100 S. Bus. 281 ★ Edinburg, Texas 78539 ★ (956) 289-7850 ★ Fax (956) 318-2648

Edinburg Fire Marshal's Office
210 West McIntyre • Edinburg, Texas 78539
Office: (956) 383-5661 ext. 413 or ext. 362 • Fax: (956) 289-1853

FIRE INSPECTION REPORT

FIRE INSPECTOR: JOHN O'NEILL

ADDRESS: 300 S. Business Hwy 281 DATE: 5-16-08

OCCUPANT: Hidalgo County Adult Probation Office PHONE: 956-587-6000

TYPE OF OCCUPANCY: Business (Room 400)

TYPE OF INSPECTION: ☐ ANNUAL ☐ RE-INSPECTION ☐ COMPLAINT ☐ OTHER: Drawings

OUTSIDE FACILITY

Need to post address: 6" in front / 3" in rear.
Does not meet fire code: fire department accessibility / F.D.C. visibility / fire lanes.
Hydrants: obstructed / need repair.
Need to remove accumulation of: boxes / trash / rubbish.
Electrical meter box needs: # of suite / repair.
Unauthorized burning without a permit.
L.P.G. being used when natural gas is available.

INSIDE FACILITY

Permits: not visible / expired.
Need to maintain good housekeeping.
). Combustibles stored under wooden stairs.
1. MSDS: not on site / needs to be updated.
2. Fire wall/partition needs to be: installed/repaired.
3. Stairs / ramps: need correct size / rails.
4. Ceiling tiles: missing / need to be replaced.
5. Congestion of materials / aisle obstructions.
6. No approved trash cans.
7. Chemically treated dust mops and oily rags not stored in metal containers with lids.
8. Boiler permit due: _____.
9. Water heater/dryer: not vented properly / lint build up / discharged incorrectly / needs repair.
). Dust covered motors, need to be cleaned.
1. Electrical breaker panel: access obstructed / needs labels / needs repair.
2. Missing safety covers: junction box / light switches / outlets.
3. Light fixtures: close to stock/improperly installed.
4. Permanent wiring: not in conduit / needs repair / need to remove extension cord(s) / not to code.
5. Interior decorations exceed 20% wall coverage.
6. Fuel shut off: obstructed / needs to be labeled.

EXITS

27. Exits: need to install ___ / does not swing outward / needs repair / locked during business hours.
28. Exit access / discharge: blocked, needs to be clear at all times.
29. Exit signs: install 6" red letter sign / needs repair / not visible.
30. Emergency lighting: needs to install/ needs repair.
31. Travel distance to exit does not meet fire code.

EXTINGUISHERS

32. Extinguisher: incorrect Class / needs recharging / needs to be inspected by a licensed company.
33. Extinguisher access and visibility: needs label / blocked.
34. No fire extinguishers in building; need to install.
35. Travel distance does not meet fire code.

KITCHEN HOODS / SUPPRESION SYSTEM

36. Does not meet: NFPA 96 / 17A / UL 300.
37. Hood / vent / suppression system: need to clean / needs inspection by a licensed co. / needs repair.
38. Nozzles: position / missing caps / needs repair.
39. Piping: location / incorrect size / needs repair.
40. Storage tank: location / incorrect type / needs inspection by a licensed company.
41. Pull station(s): obstructed / needs repair.
42. Filters: need cleaning / missing / incorrect type.
43. Electrical wiring: defective / needs repair.
44. Open flames need 18" distance from combustibles.
45. Hood does not have 6" overhang.
46. Cooking appliances: not protected / improperly placed under nozzles / accumulation of grease.
47. Need to install Class "K" fire extinguisher.

ALARMS

48. Required as per NFPA 72.
49. Alarm panel: obstructed / needs repair / needs to be inspected / needs a smoke detector over panel.
50. Smoke detector(s): located incorrectly / needs battery replacement / required by HB #2046.
51. Heat detector(s): located incorrectly/needs repair.
52. Pull station(s): obstructed / needs repair / need tamper cover.
53. Audible and visual: obstructed / needs repair.
54. Special operations: elevator / HVAC / other.
55. Zone maps required.

AUTOMATIC SPRINKLER SYSTEM

56. Required as per NFPA 13 (D/R).
57. Sprinkler riser: needs inspection / obstructed.
58. Valves need repair.
59. Piping need repair.
60. Sprinkler head(s): obstructed / incorrect type / needs 18" clearance / needs repair.
61. Sprinkler head storage cabinet: obstructed / incorrect # of heads in storage / missing wrench.
62. Inspector test valve: location / size / condition.
63. Need to replace water gong with horn & strobe.
64. Fire pump: needs repair / needs to be tested.
65. Hose cabinets: obstructed / need repair.
66. F.D.C.: obstructed / missing caps / needs repair / needs locking caps.

COMBUSTIBLE AND FLAMMABLE LIQUIDS

67. Storage: location / required type / condition.
68. Type of combustible violating fire code: liquid / compressed / cryogenic / L.P.G.
69. Dikes: location / required / condition.
70. Gas lines need to be tested. Date Tested _____
71. Pressurized cylinders not anchored.

Okay as of this date: _____ ☐ 1st Warning of Fire Code Violation: _____ ☐ 2nd Warning of Fire Code Violation: _____

VIOLATIONS / COMMENTS *(All items that are circled and/or any that are listed below, must be corrected):*

Room 500 (NETWORK Room)
- CLEAN AGENT SUPPRESSION SYSTEM WILL NEED TO BE TESTED AND RECHARGED BY A LICENSED COMPANY
- ALL FIRE SWITCHES AND MONITORING DEVICES NEEDS TO BE CLEAN AGENT SYSTEM WILL NEED TO BE UPDATED

RECOMMEND: ALL COMPONENTS WILL NEED TO BE INSPECTED BY A LICENSED COMPANY (FIRE ALARM & FIRE EXTINGUISHER)

Such conditions are violations of either City or State Fire Prevention regulations. Please correct hazard(s) and help prevent fires. PROTECT LIFE AND PROPERTY.

Fire Marshal / Assistant Fire Marshal	Fire Chief	Fire Inspector & Call Sign
Joe Noyola	Will Call Each	
Occupant / Owner	Re-Inspection Date	Date:

If not corrected by this date, this matter will be processed through the Municipal Court.

Form updated on August 23, 2006 by the Edinburg Fire Marshal's Office.

Daniel Flores

From: Daniel Flores [daniel.flores@co.hidalgo.tx.us]
Sent: Wednesday, May 21, 2008 2:29 PM
To: 'elena.gomez@co.hidalgo.tx.us'
Subject: Emergency at Hidalgo Adult Probation It room

1. The alarm system at the Hidalgo County IT room was pulled on 5/16/08, which caused the discharge of dry fire suppression.
2. Edinburg Fire Department responded to alarm. (Fire inspection report) recommendation system recharge by a licensed vendor.
3. In accordance with Purchasing procedures 9.01.01 (a) In case of public calamity if it is necessary to make the purchase promptly to relieve the necessary of the citizens or to preserve the property of the County.
4. SimplexGrinnell was notified and asked to see if tank recharge was possible and cost on 5/16/08.
5. SimplexGrinnell notified me on Monday 5-19-08, of cost and a estimate was requested for replacement and recharge. Was informed that dry agent was new and only carried by a few companies, nearest one was in Houston.
6. Received quote without TXMAS contract number and requested re-fax of quote with contract number. Received Information on 5-20-08.
7. Requested P.O. 5-20-08 as emergency to prevent possible further damage to County property (computer main frame)

8.04.02. Information obtained from the prospective vendor *must* include the name, address and telephone/telecopier numbers of the vendor, the total or unit price, as specified, the date through which the quoted price will be effective, the name of the representative providing the quote, and the specific (i.e... name brand and model number) product offered. For written quotations, this information must be included on the face of the written proposal.

8.05. **Selection of Vendor.** In selecting the most responsible vendor, the Purchasing Agent will consider such matters as price (all other factors being equal, the lowest price should always be taken), relative quality of good or service (if more than one vendor can deliver at an acceptable price, the relative quality should be considered), reliability of vendor (based on actual, documented experience of purchasing agent, not on intuition or rumor), ability to service items purchased, other relevant factors as determined by the Purchasing Agent.

IX. Emergency and Sole Source Purchases, Other Exempt Purchases

9.01. **Emergency Defined, Procedures.**

9.01.01. Emergency (Priority One) purchases are governed by Tex. Loc. Govt. Code § 262.024(a)(1), (2) & (3) and are not utilized at all, except:

a. In the case of public calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the County;

b. To purchase an item necessary to preserve or protect the public health or safety of the residents of the County; or

c. To purchase an item necessary because of unforeseen damage to public property.

9.01.02. The following procedures *must* be followed for Priority One purchases:

a. Qualification. The purchase must qualify as an emergency purchase under the definition in Procedure 9.01.01, or in Tex. Loc. Govt. Code § 262.024.

b. Designation. The designation of *Priority One* indicates a situation of such urgency that the normal purchasing procedure must be modified in the interest of speed, and therefore no competitive bids or quotations are required.

c. Normal Working Hours. All emergency purchases occurring during normal working hours are processed through the Purchasing Department as follows:

i. The using department will notify the purchasing office by telephone immediately, with as much information as

AI-9398 **20.G.4.**

Buildings & Grounds"Service & Repairs of Chillers and General HVAC Equipment"

CC REGULAR

Date: 05/27/2008
Submitted By: Sandra Montalvo, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Buildings & Grounds

Information

CAPTION

Requesting authority to advertise request for sealed bids with approval of procurement packet (i.e. specifications and draft contract document) as attached hereto for " Hidalgo County Buildings and Grounds-Service and Repairs of Chillers and General HVAC Equipment" (Bid No. 2008-056)

BACKGROUND

see attached specifications and draft contract
Proposed Schedule of Events:
1st advertisement: May 31, 2008
2nd advertisemtnt: June 7, 2008
Bid Opening Date: June 18, 2008

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-419-40-220-001-0-431
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance is $75,741.33 as of 5/22/08. For additional possible funding sources please see the attached 2008 B&G Exp Rpt for Obj 431 5-22-08.

Attachments

Link: backup

Link: 2008 B&G Exp Rpt for Obj 431 5-22-08

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 05:09 PM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 08:03 AM	APRV
3	Dale Kennan	Dale Kennan	05/22/2008 09:15 AM	APRV

4	Auditor's Office	Linda Fong	05/22/2008 10:46 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 11:09 AM	APRV

Form Started By: Sandra Montalvo Started On: 05/19/2008 03:31 PM

Final Approval Date: 05/22/2008

MEMORANDUM

To: Daniel Flores
Buildings and Grounds, Director
via fax: 318-2648
via: daniel.flores@co.hidalgo.tx.us

Attn: Javier Carreon
Buildings and Grounds, Foreman
via: javier.carreon@co.hidalgo.tx.us

From: Sandra Montalvo SMA
Purchasing Dept., Buyer

Date: May 6, 2008

Re: Bid No. 2008-056-00-00-SMA- Approval of Specifications for "SERVICE & REPAIR OF ALL HVAC EQUIPMENT" for Hidalgo County Buildings and Grounds

---

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by marking **APPROVE** (or) **DISAPPROVE** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and fax back the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4865.

APPROVE ☑ DISAPPROVE ☐

APPROVED WITH MODIFICATIONS ☐

FUNDS AVAILABILITY: _____Yes / _____ No / _____ Other (specify)_____

BUDGET #: 8-1100-419-40-220-001-0-431 ACCOUNT

Daniel Flores 5/8/08

AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 318-2629 or E-mail: sandra.montalvo@co.hidalgo.tx.us by no later than THURSDAY, MAY 8, 2008.

Enclosures

* One change on Training – Not allowed to perform training thru this project SM.

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS

Hidalgo County Buildings and Grounds
REQUEST FOR BIDS
"Service & Repairs of Chillers and General HVAC Equipment"
BID No. 2008-056-00-00 SMA

EXHIBIT "A"

HIDALGO COUNTY BUILDING AND GROUNDS
"Service and Repairs of Chillers and General HVAC Equipment"
Bid No.: 2008-056-00-00-SMA

SPECIFICATIONS, REQUIREMENTS AND OTHER TERMS & CONDITIONS

SCOPE OF SERVICES:

The requirement services and repairs contract will encompass all services project-related to Chillers, General HVAC Equipment and delivery parts to the Hidalgo County including, but not limited to, the following:

REQUIREMENTS:

1. The service contract will be on an Hourly/Time repair rate which commences upon arrival at the job site.
2. Vendor will respond for service within a two (2) hour minimum to a four (4) hours maximum time frame.
3. All repairs and services (with mark up rate), will be on an "AS-NEEDED BASIS ONLY" There is no guaranteed of an annual volume, for either services and/or repairs.
4. Vendor will provide original equipment manufacturer (OEM) repair parts.
5. Vendor must have sufficient Certified HVAC personnel staff, with a minimum of four (4) years experience, assignee to Hidalgo County service contract. The County requires a minimum of two certified HVAC personnel and at least two assistants.
6. Vendor must stock the necessary parts and supplies, or be able to provide said items within 24 hours.
7. In the event of complete chiller failure, and at the request and final approval of the Hidalgo County Building and Grounds Director, contractor should have the ability to quickly provide portable air conditioning or other types of emergency equipment until chiller is fully operational. Vendor will supply Hidalgo County with a bid for portable air conditioning equipment.
8. Vendors must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Hidalgo County will make the final determination as to the vendor's's ability.
9. All products and/or services furnished under this RFB shall be warranted by the vendor to be free from defects and fit for the intended use.
10. The awarded vendor shall observe and obey all laws, ordinances, rules and regulations of the Federal, State and local government which may be applicable to the supply of these products and/or services.
11. Vendor shall possess at the time of opening of the RFB all necessary permits of licenses required for the sale of these products and/or services. This section will contain any licenses, certifications and assurances as required by Hidalgo County, the State of Texas, the Original Equipment Manufacturer, etc. ensuring the vendor (s) is an authorized

distributor.

12. Vendor (s) will provide and maintain all the required Insurance and/or Bonds as described and listed in: **Insurance Requirements: See Exhibit "C" attached hereto.**

TERMS & CONDITIONS:

1. Term of contract is for one (1) year period with County's option to extend the contract for an additional year under the same rates terms and conditions.

2. County will seek the purchase of parts and service from state awarded vendors and under cooperative purchasing participation whenever it is, in the County's best interest to do so.

3. County reserves the right to continue this agreement for an additional sixty (60) day grace period at the end of the contract term due to an unforeseen delay in the award of a new bid for next contract term

4. After contract is awarded and successful awarded contractor defaults in meeting the general instructions to bidders(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to procure the articles and services from other sources and hold the defaulting contractor responsible for any excess cost occasioned thereby. In such event, Hidalgo County shall charge the successful contractor the difference for any additional cost to the County.

5. Hidalgo County will award to a secondary vendor that will be called under the following circumstances:
   - **a)** When primary awarded vendor does not arrive within the two (2) hour commitment or informs the County of its inability to comply.
   - **b)** When the County finds that an additional service provider is required due to simultaneous break downs have occurred.

6. Hidalgo County will consider as a determining factor to award this project to the vendor committed to respond to less than a two (2) hour guaranteed service response time frame.

7. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in it's best interest to do so.

8. In considering a possible extension award the initial Contract, all vendors will be evaluated on their past performance and prior dealings with Hidalgo County (i.e., failure to meet specifications, poor workmanship, late arrivals and/or deliveries, etc.)

9. Any contract awarded to a successful bidder will be in effect until:
   - **(a)** The contract expires
   - **(b)** Delivery acceptance of products and/or performance of services ordered, or
   - **(c)** Terminated by County with thirty (30) day"s written notice prior to cancellation.

Market Volatility and Unit Price Adjustments:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

1) **Requesting Price Adjustment**: Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.

    - A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
    - The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
    - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
    - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
    - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.

2) **Price Reduction**: Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.

3) **Timeframe for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

4) **Allowable Review Periods**: Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

Dollar Limit to Price Changes: The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquires and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business Hwy. 281, Edinburg, Tx 78539

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, DATE, 2008 by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than Friday, DATE, 2008 by 5:00 p.m.

SERVICE CONTRACT

Hidalgo County Buildings and Grounds
REQUEST FOR BIDS
"Service and Repairs of Chillers and General HVAC Equipment"

BID No. 2008-056-00-00-SMA

DRAFT

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-08-056-00-00

THIS CONTRACT is made and entered into this_____day of_____, **2008** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and_____. a Texas Corporation. ("Company").

WHEREAS, Company responded to advertised notices for bids for "**Service & Repairs of Chillers and General HVAC Equipment**" of_____ (the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of such specifications and bid being attached hereto as Exhibits "A" and "B" respectively, and incorporated herein for all purposes (the "Specifications"); and

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications, the Commissioners Court of County awarded the bid to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agrees that this Contract is entered into in order to provide the Services to locations at _____. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this

Contract, and shall be obligated to render and provide the Services in accordance with the Specifications within **Hidalgo County** following a request for Services by the **Department Head, Commissioner, Sheriff or** his designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period beginning_____ and ending on_____ and may be extended at the sole discretion of County for an additional sixty (60) days, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

DRAFT

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the coverage's and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: **The County of Hidalgo**
Attn: County Judge
100 E. Cano
Edinburg, Texas 78539

DRAFT

If to Company

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. This Agreement may be terminated by either party without cause upon thirty (30) days written notice.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

DRAFT

WITNESS our hands in duplicate originals this_____ day of _____, 2008.

Approved by Commissioners' Court on, _____day of _____, 2008

COUNTY OF HIDALGO

ATTEST:

By:_____
Juan D. Salinas, III, County Judge

Arturo Guajardo Jr., County Clerk

COMPANY:
By:_____
Printed Name:_____
Title:_____

APPROVED AS TO FORM:
Atlas & Hall, L.L.P.

By:_____

DRAFT

Hidalgo County

Expenditure Summary Report

Standard Report Format

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
1100 GENERAL FUND							
8-1100-419-40-220-001-0-431	GEN GOVT BLDG-BLDG R&M SERVICE	441,235.24	217,668.35	116,860.32	116,860.32	106,706.57	75.82
1100 GENERAL FUND		**441,235.24**	**217,668.35**	**116,860.32**	**116,860.32**	**106,706.57**	**75.82**
1328 CERT OF OBLIG,SERIES 1998							
8-1328-419-40-220-020-0-431	B&G-ADA PROJECT-BLDG R&M SERVICE	14,810.33	.00	.00	.00	14,810.33	.00
1328 CERT OF OBLIG,SERIES 1998		**14,810.33**	**.00**	**.00**	**.00**	**14,810.33**	**.00**
1334 CERT OF OBLIG,SERIES 2004							
8-1334-412-00-220-010-0-431	C.O.,2004-BLDG & GRDS-CRTHSE-BLDG R&M	983,944.24	620,538.55	135,009.53	135,009.53	228,396.16	76.79
8-1334-419-40-220-009-0-431	C.O.,2004-B&G-ADM BLDG-BLDG R&M SERVICE	51,069.00	21,042.00	30,027.00	30,027.00	.00	100.00
1334 CERT OF OBLIG,SERIES 2004		**1,035,013.24**	**641,580.55**	**165,036.53**	**165,036.53**	**228,396.16**	**77.93**
1336 CERT OF OBLIG,SERIES 2006							
8-1336-419-40-220-027-0-431	C.O.,2006-B&G-OTHER MAJOR-BLDG R&M SRV	52,040.17	.00	.00	.00	52,040.17	.00
1336 CERT OF OBLIG,SERIES 2006		**52,040.17**	**.00**	**.00**	**.00**	**52,040.17**	**.00**
8 YEAR		**1,543,098.98**	**859,248.90**	**281,896.85**	**281,896.85**	**401,953.23**	**73.95**

AI-9440 **20.H.1.**

SOQ - BCAP PCT #2

CC REGULAR

Date: 05/27/2008

Submitted By: Laura Moya, PURCHASING DEPT.

Department: PURCHASING DEPT.

Agenda Area: Purchasing Department **Purchasing only:** CAP Pct.2

Information

CAPTION

A. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional service for Construction Engineering Services in connection with Hidalgo County Border Colonia Access Program Projects.

B. Presentation of scoring grid (for the purposes of ranking by CC) of the firms graded & evaluated through the County s approved pool of Construction Material Testing in connection with professional Construction Material Testing Engineering Services required for the construction of Hidalgo County Border Colonia Access Program Project; 1st _____; 2nd_____ ; 3rd;_____

C. Authority for the Purchasing Department to negotiate a professional Engineering Services Contract with the No 1 ranked firm of _____ for the provision of Construction Material Testing Services for Hidalgo County Border Colonia Access Program Projects;

D. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional service for Construction Engineering Services in connection with Hidalgo County Border Colonia Access Program Projects;

E. Presentation of scoring grid (for the purposes of ranking by CC) of the firms graded & evaluated through the County s approved pool of Construction Material Testing in connection with professional Construction Material Testing Engineering Services required for the construction of Hidalgo County Border Colonia Access Program Project; 1st_____ ; 2nd_____; 3rd_____;

F. Authority for the Purchasing Department to negotiate a professional Engineering Services Contract with the No 1 ranked firm of _____ for the provision of Construction Material Testing Services for Hidalgo County Border Colonia Access Program Projects.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** Funds 1310 & 1311

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

For funding availability please see the attached 2008 BCAP Exp Rpt for Pct 2 (as of 5-22-08).

Attachments

Link: 9440

Link: 2008 BCAP Exp Rpt for Pct 2 as of 5-22-08

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/21/2008 05:15 PM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 08:24 AM	APRV
3	Dale Kennan	Dale Kennan	05/22/2008 10:57 AM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 06:18 PM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 08:01 AM	APRV

Form Started By: Laura Moya Started On: 05/21/2008 02:45 PM

Final Approval Date: 05/23/2008

PURCHASING DEPARTMENT
County Of Hidalgo

HIDALGO COUNTY
BORDER COLONIA ACCESS PROGRAM
PRECINCT NO 2

CONSTRUCTION MATERIAL TESTING ENGINEERS

	Millennium Engineers	Professional Service Industries	Terracon Consultants, Inc
Evaluator	**100**	**95**	**92**
Ranking			

Evaluated by Precinct No 2

100 E. Cano, 4th Floor, Adm. Bldg. ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PURCHASING DEPARTMENT
County Of Hidalgo

HIDALGO COUNTY
BORDER COLONIA ACCESS PROGRAM
PRECINCT NO 2

CONSTRUCTION MATERIAL TESTING ENGINEERS

	Raba Kistner Infrastructure	L & G Engineering	Professional Service Industries
Evaluator	**100**	**97**	**95**
Ranking			

Evaluated by Precinct No 2

100 E. Cano, 4th Floor, Adm. Bldg. ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
1310 BORDER COLONIA ACCESS PROGRAM							
8-1310-431-00-122-070-0-334	PCT.2-COUNTRY LIVING-ENG&ARCH SRV	110.40	.00	.00	.00	110.40	.00
8-1310-431-00-122-070-0-731	PCT.2-COUNTRY LIVING-ROADS	7.00	.00	.00	.00	7.00	.00
8-1310-431-00-122-072-0-339	PCT.2-PALMAS/JESINIA-OTHER PROF SRV	1,332.17	.00	.00	.00	1,332.17	.00
8-1310-431-00-122-073-0-312	PCT.2-LOPEZVILLE/KENNEDY-INDIRECT COST	297.94	.00	.00	.00	297.94	.00
8-1310-431-00-122-073-0-339	PCT.2-LOPEZVILLE/KENNEDY-OTHER PROF SRV	2,726.56	.00	.00	.00	2,726.56	.00
8-1310-431-00-122-073-0-731	PCT.2-LOPEZVILLE/KENNEDY-ROADS	2,781.78	.00	.00	.00	2,781.78	.00
8-1310-431-00-122-074-0-339	PCT.2-LOPEZVILLE/PUEBLO-OTHER PROF SRV	1,817.43	.00	.00	.00	1,817.43	.00
8-1310-431-00-122-075-0-339	PCT.2-LOPEZVILLE/WATER-OTHER PROF SRV	3,782.71	.00	.00	.00	3,782.71	.00
8-1310-431-00-122-075-0-731	PCT.2-LOPEZVILLE/WATER-ROADS	1,254.55	.00	.00	.00	1,254.55	.00
8-1310-431-00-122-076-0-339	PCT.2-LOPEZVILLE/CHURCH-OTHER PROF SRV	2,257.79	.00	.00	.00	2,257.79	.00
8-1310-431-00-122-077-0-339	PCT.2-PRIMAVERA 2/JENICA E-OTHER PROF SR	2,002.44	.00	.00	.00	2,002.44	.00
8-1310-431-00-122-077-0-731	PCT.2-PRIMAVERA 2/JENICA E-ROADS	8,566.04	.00	.00	.00	8,566.04	.00
8-1310-431-00-122-078-0-339	PCT.2-PRIMAVERA 2/JENICA W-OTHER PROF SR	2,909.21	.00	.00	.00	2,909.21	.00
8-1310-431-00-122-078-0-731	PCT.2-PRIMAVERA 2/JENICA W-ROADS	10,902.41	.00	.00	.00	10,902.41	.00
8-1310-431-00-122-079-0-339	PCT.2-PRIMAVERA 2/JESSICA-OTHER PROF SRV	2,071.97	.00	.00	.00	2,071.97	.00
8-1310-431-00-122-079-0-731	PCT.2-PRIMAVERA 2/JESSICA-ROADS	5,718.36	.00	.00	.00	5,718.36	.00
8-1310-431-00-122-080-0-339	PCT.2-PRIMAVERA 2/ROSIE-OTHER PROF SRV	1,766.86	.00	.00	.00	1,766.86	.00
8-1310-431-00-122-080-0-731	PCT.2-PRIMAVERA 2/ROSIE-ROADS	6,125.36	.00	.00	.00	6,125.36	.00
8-1310-431-00-122-490-0-339	PCT.2-ALAMO ORCHARDS-OTHER PROF SRV	2,410.09	.00	.00	.00	2,410.09	.00
8-1310-431-00-122-490-0-731	PCT.2-ALAMO ORCHARDS-ROADS	591.08	.00	.00	.00	591.08	.00
8-1310-431-00-122-496-0-334	PCT.2-CAMPO ALTO/VISTA CIR E-ENG&ARCH SR	887.00	.00	.00	.00	887.00	.00
8-1310-431-00-122-496-0-339	PCT.2-CAMPO ALTO/VISTA CIR E-OTHER PROF	1,375.15	.00	.00	.00	1,375.15	.00
8-1310-431-00-122-496-0-731	PCT.2-CAMPO ALTO/VISTA CIR E-ROADS	12,901.82	.00	.00	.00	12,901.82	.00
8-1310-431-00-122-497-0-334	PCT.2-CAMPO ALTO/VISTA CIR W-ENG&ARCH SR	887.00	.00	.00	.00	887.00	.00
8-1310-431-00-122-497-0-339	PCT.2-CAMPO ALTO/VISTA CIR W-OTHER PROF	1,883.90	.00	.00	.00	1,883.90	.00
8-1310-431-00-122-497-0-731	PCT.2-CAMPO ALTO/VISTA CIR W-ROADS	13,778.33	.00	.00	.00	13,778.33	.00
8-1310-431-00-122-520-0-312	PCT.2-PLUMOSA VILLAGE-INDIRECT COST	2,300.12	.00	.00	.00	2,300.12	.00
8-1310-431-00-122-520-0-334	PCT.2-PLUMOSA VILLAGE-ENG&ARCH SRV	8,050.00	.00	.00	.00	8,050.00	.00
8-1310-431-00-122-520-0-339	PCT.2-PLUMOSA VILLAGE-OTHER PROF SRV	2,972.10	.00	.00	.00	2,972.10	.00
8-1310-431-00-122-520-0-731	PCT.2-PLUMOSA VILLAGE-ROADS	75,900.00	.00	.00	.00	75,900.00	.00
8-1310-431-00-122-520-0-899	PCT.2-PLUMOSA VILLAGE-UNDIST	8,185.10	.00	.00	.00	8,185.10	.00
8-1310-431-00-122-535-0-334	PCT.2-S TOWER EST/SAN ANGELO-ENG&ARCH SR	3,967.50	.00	.00	.00	3,967.50	.00
8-1310-431-00-122-535-0-339	PCT.2-S TOWER EST/SAN ANGELO-OTHER PROF	5,146.08	.00	.00	.00	5,146.08	.00
8-1310-431-00-122-536-0-334	PCT.2-S TOWER EST/SAN DIEGO-ENG&ARCH SRV	3,081.00	.00	.00	.00	3,081.00	.00

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
1310 BORDER COLONIA ACCESS PROGRAM							
8-1310-431-00-122-536-0-339	PCT.2-S TOWER EST/SAN DIEGO-OTHER PROF S	2,266.47	.00	.00	.00	2,266.47	.00
8-1310-431-00-122-544-0-312	PCT.2-TIERRA BONITA/MARIE CIR S-INDIRECT	1,198.55	.00	.00	.00	1,198.55	.00
8-1310-431-00-122-544-0-339	PCT.2-TIERRA BONITA/MARIE CIR S-OTHER PR	3,488.87	.00	.00	.00	3,488.87	.00
8-1310-431-00-122-544-0-731	PCT.2-TIERRA BONITA/MARIE CIR S-ROADS	35,701.39	.00	.00	.00	35,701.39	.00
8-1310-431-00-122-547-0-312	PCT.2-WHITEWING/DOVE-INDIRECT COST	772.12	.00	.00	.00	772.12	.00
8-1310-431-00-122-547-0-339	PCT.2-WHITEWING/DOVE-OTHER PROF SRV	2,751.80	.00	.00	.00	2,751.80	.00
8-1310-431-00-122-547-0-731	PCT.2-WHITEWING/DOVE-ROADS	4,103.30	.00	.00	.00	4,103.30	.00
8-1310-431-00-122-548-0-312	PCT.2-WHITEWING/PELICAN-INDIRECT COST	772.12	.00	.00	.00	772.12	.00
8-1310-431-00-122-548-0-339	PCT.2-WHITEWING/PELICAN-OTHER PROF SRV	3,477.51	.00	.00	.00	3,477.51	.00
8-1310-431-00-122-548-0-731	PCT.2-WHITEWING/PELICAN-ROADS	94.90	.00	.00	.00	94.90	.00
1310 BORDER COLONIA ACCESS PROGRAM		**255,374.28**	**.00**	**.00**	**.00**	**255,374.28**	**.00**
1311 BORDER COLONIA ACCESS PROGRAM ROUND II							
8-1311-431-00-122-199-1-312	COUNTRY LIVING ESTATES-INDIRECT COST	4,748.96	.00	112.06	112.06	4,636.90	2.36
8-1311-431-00-122-199-1-339	COUNTRY LIVING ESTATES-OTHER PROF SRV	4,574.81	2,054.70	.00	.00	2,520.11	44.91
8-1311-431-00-122-199-1-733	COUNTRY LIVING ESTATES-DRAINAGE DITCHES	33,350.75	.00	.00	.00	33,350.75	.00
8-1311-431-00-122-199-1-841	COUNTRY LIVING ESTATES-AID TO GOVT AGNCY	21,388.88	.00	.00	.00	21,388.88	.00
8-1311-431-00-122-240-1-312	EL CHARRO #2-INDIRECT COST	11,066.71	.00	946.97	946.97	10,119.74	8.56
8-1311-431-00-122-240-1-334	EL CHARRO #2-ENG & ARCH SRV	8,855.10	8,855.10	.00	.00	.00	100.00
8-1311-431-00-122-240-1-339	EL CHARRO #2-OTHER PROF SRV	5,292.75	5,292.75	.00	.00	.00	100.00
8-1311-431-00-122-240-1-733	EL CHARRO #2-DRAINAGE DITCHES	182,237.96	.00	.00	.00	182,237.96	.00
8-1311-431-00-122-240-1-841	EL CHARRO #2-AID TO GOVT AGENCY	189,676.24	.00	.00	.00	189,676.24	.00
8-1311-431-00-122-252-0-312	ELDORA GARDENS-INDIRECT COST	1,689.27	.00	145.49	145.49	1,543.78	8.61
8-1311-431-00-122-252-0-334	ELDORA GARDENS-ENG & ARCH SRV	2,709.60	1,354.80	1,354.80	1,354.80	.00	100.00
8-1311-431-00-122-252-0-339	ELDORA GARDENS-OTHER PROF SRV	102.17	102.17	.00	.00	.00	100.00
8-1311-431-00-122-252-0-733	ELDORA GARDENS-DRAINAGE DITCHES	6,828.19	.00	.00	.00	6,828.19	.00
8-1311-431-00-122-252-0-734	ELDORA GARDENS-SUBDIVISION STREETS	50,073.41	.00	.00	.00	50,073.41	.00
8-1311-431-00-122-253-0-312	SANTANA SUBD/ELDORA RD-INDIRECT COST	3,981.70	.00	340.79	340.79	3,640.91	8.56
8-1311-431-00-122-253-0-334	SANTANA SUBD/ELDORA RD-ENG & ARCH SRV	2,283.97	2,283.97	.00	.00	.00	100.00
8-1311-431-00-122-253-0-339	SANTANA SUBD/ELDORA RD-OTHER PROF SRV	2,962.24	.00	.00	.00	2,962.24	.00
8-1311-431-00-122-253-0-733	SANTANA SUBD/ELDORA RD-DRAINAGE DITCHES	56,552.00	.00	.00	.00	56,552.00	.00
8-1311-431-00-122-253-0-841	SANTANA SUBD/ELDORA RD-AID 2 GOVT AGENCy	79,622.08	59,116.16	4,626.68	4,626.68	15,879.24	80.06
8-1311-431-00-122-365-0-312	LJ #1-INDIRECT COST	6,301.06	.00	392.80	392.80	5,908.26	6.23
8-1311-431-00-122-365-0-339	LJ #1-OTHER PROF SRV	3,348.81	3,336.28	.00	.00	12.53	99.63
8-1311-431-00-122-406-1-312	LAS BRISAS-INDIRECT COST	14,486.41	.00	1,240.58	1,240.58	13,245.83	8.56
8-1311-431-00-122-406-1-334	LAS BRISAS-ENG & ARCH SRV	57,982.80	57,982.80	.00	.00	.00	100.00

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
1311 BORDER COLONIA ACCESS PROGRAM ROUND II							
8-1311-431-00-122-406-1-339	LAS BRISAS-OTHER PROF SRV	11,596.56	11,596.56	.00	.00	.00	100.00
8-1311-431-00-122-406-1-733	LAS BRISAS-DRAINAGE DITCHES	116,893.32	.00	.00	.00	116,893.32	.00
8-1311-431-00-122-406-1-734	LAS BRISAS-SUBDIVISION STREETS	370,162.20	.00	.00	.00	370,162.20	.00
8-1311-431-00-122-412-0-312	LAS HACIENDAS-INDIRECT COST	4,248.60	.00	363.91	363.91	3,884.69	8.57
8-1311-431-00-122-412-0-334	LAS HACIENDAS-ENG & ARCH SRV	3,399.66	1,699.83	1,699.83	1,699.83	.00	100.00
8-1311-431-00-122-412-0-339	LAS HACIENDAS-OTHER PROF SRV	2,177.82	67.64	2,110.18	2,110.18	.00	100.00
8-1311-431-00-122-412-0-841	LAS HACIENDAS-AID TO GOVT AGENCY	47,681.47	.00	47,681.47	47,681.47	.00	100.00
8-1311-431-00-122-484-1-312	MORNING SUN-INDIRECT COST	2,637.98	.00	225.90	225.90	2,412.08	8.56
8-1311-431-00-122-484-1-334	MORNING SUN-ENG & ARCH SRV	2,110.80	2,110.80	.00	.00	.00	100.00
8-1311-431-00-122-484-1-339	MORNING SUN-OTHER PROF SRV	2,110.80	1,285.25	825.55	825.55	.00	100.00
8-1311-431-00-122-484-1-733	MORNING SUN-DRAINAGE DITCHES	29,255.69	.00	.00	.00	29,255.69	.00
8-1311-431-00-122-484-1-841	MORNING SUN-AID TO GOVT AGENCY	59,397.91	.00	.00	.00	59,397.91	.00
8-1311-431-00-122-494-1-312	NORTH ALAMO VILLAGE-INDIRECT COST	5,393.14	.00	461.67	461.67	4,931.47	8.56
8-1311-431-00-122-494-1-334	NORTH ALAMO VILLAGE-ENG & ARCH SRV	4,316.82	4,316.82	.00	.00	.00	100.00
8-1311-431-00-122-494-1-339	NORTH ALAMO VILLAGE-OTHER PROF SRV	3,311.55	3,311.55	.00	.00	.00	100.00
8-1311-431-00-122-494-1-733	NORTH ALAMO VILLAGE-DRAINAGE DITCHES	64,701.00	3,630.00	61,071.00	61,071.00	.00	100.00
8-1311-431-00-122-494-1-734	NORTH ALAMO VILLAGE-SUBDIVISION STREETS	123,288.38	98,214.13	25,074.25	25,074.25	.00	100.00
8-1311-431-00-122-503-1-312	NORTHSIDE VILLAGE #2-INDIRECT COST	2,627.44	.00	225.13	225.13	2,402.31	8.57
8-1311-431-00-122-503-1-334	NORTHSIDE VILLAGE #2-ENG & ARCH SRV	2,103.68	2,103.68	.00	.00	.00	100.00
8-1311-431-00-122-503-1-339	NORTHSIDE VILLAGE #2-OTHER PROF SRV	1,340.00	1,340.00	.00	.00	.00	100.00
8-1311-431-00-122-503-1-733	NORTHSIDE VILLAGE #2-DRAINAGE DITCHES	40,182.00	40,182.00	.00	.00	.00	100.00
8-1311-431-00-122-503-1-734	NORTHSIDE VILLAGE #2-SUBDIVISION STREETS	72,064.90	67,705.41	333.49	333.49	4,026.00	94.41
8-1311-431-00-122-557-1-312	PENTECOSTAL-INDIRECT COST	2,414.74	.00	206.31	206.31	2,208.43	8.54
8-1311-431-00-122-557-1-334	PENTECOSTAL-ENG & ARCH SRV	1,881.50	1,881.50	.00	.00	.00	100.00
8-1311-431-00-122-557-1-339	PENTECOSTAL-OTHER PROF SRV	1,220.95	1,220.95	.00	.00	.00	100.00
8-1311-431-00-122-557-1-733	PENTECOSTAL-DRAINAGE DITCHES	18,175.29	.00	.00	.00	18,175.29	.00
8-1311-431-00-122-557-1-734	PENTECOSTAL-SUBDIVISION STREETS	60,847.71	.00	.00	.00	60,847.71	.00
8-1311-431-00-122-568-0-312	PRIMAVERA I-INDIRECT COST	4,578.16	.00	.00	.00	4,578.16	.00
8-1311-431-00-122-568-0-339	PRIMAVERA I-OTHER PROF SRV	91.39	91.39	.00	.00	.00	100.00
8-1311-431-00-122-568-0-733	PRIMAVERA I-DRAINAGE DITCHES	1,353.57	.00	.00	.00	1,353.57	.00
8-1311-431-00-122-580-1-312	RSW UNIT # 1-INDIRECT COST	4,418.38	.00	378.65	378.65	4,039.73	8.57
8-1311-431-00-122-580-1-334	RSW UNIT # 1-ENG & ARCH SRV	7,073.36	3,536.68	3,536.68	3,536.68	.00	100.00
8-1311-431-00-122-580-1-339	RSW UNIT # 1-OTHER PROF SRV	2,464.07	2,464.07	.00	.00	.00	100.00
8-1311-431-00-122-580-1-734	RSW UNIT # 1-SUBDIVISION STREETS	148,540.56	.00	.00	.00	148,540.56	.00
8-1311-431-00-122-596-0-312	RANCHO ESCONDIDO-INDIRECT COST	8,053.65	.00	.00	.00	8,053.65	.00

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
1311 BORDER COLONIA ACCESS PROGRAM ROUND II							
8-1311-431-00-122-596-0-334	RANCHO ESCONDIDO-ENG & ARCH SRV	4,829.44	4,829.44	.00	.00	.00	100.00
8-1311-431-00-122-596-0-339	RANCHO ESCONDIDO-OTHER PROF SRV	3,701.40	3,701.40	.00	.00	.00	100.00
8-1311-431-00-122-596-0-733	RANCHO ESCONDIDO-DRAINAGE DITCHES	15,030.97	.00	.00	.00	15,030.97	.00
8-1311-431-00-122-596-0-734	RANCHO ESCONDIDO-SUBDIVISION STREETS	31,539.07	.00	.00	.00	31,539.07	.00
8-1311-431-00-122-605-1-312	RED BARN-INDIRECT COST	1,328.05	.00	113.98	113.98	1,214.07	8.58
8-1311-431-00-122-605-1-334	RED BARN-ENG & ARCH SRV	2,126.04	2,126.04	.00	.00	.00	100.00
8-1311-431-00-122-605-1-339	RED BARN-OTHER PROF SRV	429.74	429.74	.00	.00	.00	100.00
8-1311-431-00-122-605-1-733	RED BARN-DRAINAGE DITCHES	11,608.18	.00	.00	.00	11,608.18	.00
8-1311-431-00-122-605-1-841	RED BARN-AID TO GOVT AGENCY	33,038.66	.00	.00	.00	33,038.66	.00
8-1311-431-00-122-620-0-312	ROADRUNNER #2-INDIRECT COST	8,543.12	.00	731.35	731.35	7,811.77	8.56
8-1311-431-00-122-620-0-334	ROADRUNNER #2-ENG & ARCH SRV	6,839.36	6,839.36	.00	.00	.00	100.00
8-1311-431-00-122-620-0-339	ROADRUNNER #2-OTHER PROF SRV	5,886.85	5,886.85	.00	.00	.00	100.00
8-1311-431-00-122-620-0-733	ROADRUNNER #2-DRAINAGE DITCHES	109,156.19	79,189.00	.00	.00	29,967.19	72.55
8-1311-431-00-122-620-0-734	ROADRUNNER #2-SUBDIVISION STREETS	171,080.13	60,864.43	30,530.31	30,530.31	79,685.39	53.42
8-1311-431-00-122-683-0-312	SOUTH FORK ESTATES-INDIRECT COST	7,327.66	.00	456.06	456.06	6,871.60	6.22
8-1311-431-00-122-683-0-334	SOUTH FORK ESTATES-ENG & ARCH SRV	5,865.00	.00	5,865.00	5,865.00	.00	100.00
8-1311-431-00-122-683-0-339	SOUTH FORK ESTATES-OTHER PROF SRV	2,039.18	1,381.48	657.70	657.70	.00	100.00
8-1311-431-00-122-693-0-312	SOUTH SIDE VILLAGE-INDIRECT COST	1,128.33	.00	96.40	96.40	1,031.93	8.54
8-1311-431-00-122-693-0-334	SOUTH SIDE VILLAGE-ENG & ARCH SRV	903.70	903.70	.00	.00	.00	100.00
8-1311-431-00-122-693-0-339	SOUTH SIDE VILLAGE-OTHER PROF SRV	1.45	1.45	.00	.00	.00	100.00
8-1311-431-00-122-693-0-734	SOUTH SIDE VILLAGE-SUBDIVISION STREETS	37,955.40	.00	.00	.00	37,955.40	.00
8-1311-431-00-122-740-0-312	TINY ACRES-INDIRECT COST	2,079.58	.00	177.97	177.97	1,901.61	8.56
8-1311-431-00-122-740-0-334	TINY ACRES-ENG & ARCH SRV	3,328.20	1,664.10	1,664.10	1,664.10	.00	100.00
8-1311-431-00-122-740-0-339	TINY ACRES-OTHER PROF SRV	1,048.16	1,048.16	.00	.00	.00	100.00
8-1311-431-00-122-740-0-733	TINY ACRES-DRAINAGE DITCHES	16,774.13	.00	.00	.00	16,774.13	.00
8-1311-431-00-122-740-0-734	TINY ACRES-SUBDIVISION STREETS	53,118.07	.00	.00	.00	53,118.07	.00
8-1311-431-00-122-767-1-312	VAL BAR ESTATES-INDIRECT COST	1,843.44	.00	157.79	157.79	1,685.65	8.56
8-1311-431-00-122-767-1-334	VAL BAR ESTATES-ENG & ARCH SRV	1,475.60	1,475.60	.00	.00	.00	100.00
8-1311-431-00-122-767-1-339	VAL BAR ESTATES-OTHER PROF SRV	859.66	859.66	.00	.00	.00	100.00
8-1311-431-00-122-767-1-733	VAL BAR ESTATES-DRAINAGE DITCHES	21,691.32	.00	.00	.00	21,691.32	.00
8-1311-431-00-122-767-1-734	VAL BAR ESTATES-SUBDIVISION STREETS	40,283.88	.00	.00	.00	40,283.88	.00
1311 BORDER COLONIA ACCESS PROGRAM ROUND II		**2,585,090.88**	**558,337.40**	**193,804.85**	**193,804.85**	**1,832,948.63**	**29.10**
8 YEAR		**2,840,465.16**	**558,337.40**	**193,804.85**	**193,804.85**	**2,088,322.91**	**26.48**

AI-9477 **20.H.2.**

BCAP PRECINCT NO 2

CC REGULAR

Date: 05/27/2008

Submitted By: Laura Moya, PURCHASING DEPT.

Department: PURCHASING DEPT.

Agenda Area: Purchasing Department **Purchasing only:** CAP Pct.3

Information

CAPTION

Requesting authority to advertise for Road & Drainage Construction of El Charo #2 and Red Barn a BCAP project with plans and specifications drafted by project engineer, R. Gutierrez Engineering.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1311-431-00-122-240-1-733/734

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Obj. Code 733 Available balance as of 05/22/08 $182,237.96

FISCAL YEAR: **ACCT. #:** 8-1311-431-00-122-605-1-733/734

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Obj. Code 733 Available balance as of 05/22/08 $11,608.18

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 03:28 PM	APRV
2	Erika Reyna	Erika Reyna	05/22/2008 03:53 PM	APRV
3	Auditor's Office	Linda Fong	05/23/2008 11:06 AM	APRV
4	Purchasing Department	Marty Salazar	05/23/2008 11:58 AM	APRV
5	Court Administrator	Angela Garcia	05/23/2008 01:10 PM	APRV

Form Started By: Laura Moya Started On: 05/22/2008 02:54 PM

Final Approval Date: 05/23/2008

AI-9359 **20.I.1.**

Purchase of one(1) new unused Ford Expedition
CC REGULAR

Date: 05/27/2008
Submitted By: Roli Flores, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Adult Probation

Information

CAPTION

Requesting authority for Hidalgo County to purchase "One (1) New unused 2008 Ford Expedition" through the County's participation/membership with TASB Buyboard's awarded vendor Philpott Motor Company, Port Neches, Texas, (purchase price) $25,334.00+$400.00 (Buyboard adm. fee)=$25,734.00 (total price).

BACKGROUND

Letter from Adult Probation
Philpott Motors Quote

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 08-1297-423-00-320-002-8-741
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funding was provided by Hidalgo County CSCD. $30,000 available balance as of 05/15/08.

Attachments

Link: back up

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	05/15/2008 03:29 PM	APRV
2	Budget & Management	Dina Trevino	05/15/2008 04:00 PM	APRV
3	Rey Salazar	Rey Salazar	05/15/2008 04:12 PM	APRV
4	Auditor's Office	Linda Fong	05/20/2008 04:27 PM	APRV
5	Mike Escaname	Mike Escaname	05/21/2008 08:58 AM	APRV
6	Linda Fong	Linda Fong	05/22/2008 08:36 AM	APRV
7	Court Administrator	Angela Garcia	05/22/2008 09:10 AM	APRV

Form Started By: Roli Flores Started On: 05/15/2008 10:44 AM

Final Approval Date: 05/22/2008

HIDALGO COUNTY
COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT
(ADULT PROBATION)

RICARDO P. RODRIGUEZ, JR.
JUDGE 92ND DISTRICT COURT

RODOLFO "RUDY" DELGADO
JUDGE 93RD DISTRICT COURT

BOBBY FLORES
JUDGE 139TH DISTRICT COURT

ROSE GUERRA REYNA
JUDGE 206TH DISTRICT COURT

JUAN R. PARTIDA
JUDGE 275TH DISTRICT COURT

MARIO E. RAMIREZ, JR.
JUDGE 332ND DISTRICT COURT

NOÉ GONZALEZ
JUDGE 370TH DISTRICT COURT

JOE E. LOPEZ
EXECUTIVE DIRECTOR

P.O. BOX 970
Edinburg, Texas 78540
Phone (956) 587-6000
Fax (956) 318-2488

LETICIA LOPEZ
JUDGE 389TH DISTRICT COURT

AÍDA SALINAS FLORES
JUDGE 398TH DISTRICT COURT

THOMAS P. WINGATE
JUDGE 430TH DISTRICT COURT

RODOLFO "RUDY" GONZALEZ
JUDGE COUNTY COURT AT LAW NO. 1

JAIME J. PALACIOS
JUDGE COUNTY COURT AT LAW NO. 2

FEDERICO (FRED) GARZA, JR.
JUDGE COUNTY COURT AT LAW NO.4

ARNOLDO CANTU
JUDGE COUNTY COURT AT LAW NO. 5

ALBERT GARCIA
JUDGE COUNTY COURT AT LAW NO. 6

May 12, 2008

Oscar Garza
Purchasing Department
County of Hidalgo

Dear Mr. Garza,

At this time the Hidalgo County CSCD is requesting your assistance in purchasing a 2008 Ford Expedition. This will be used for official CSCD business, trainings, meetings, and so forth. Attached you will find a quote from Philpott Motors. Thank you for your assistance on this matter, if you have any questions, feel free to call me at (956) 587-6053.

Purchase will be made from Basic Supervision Funds (Acct. # 8-1297-423-00-320-002-8-741).

Sincerely,

Joe Lopez, Executive Director
Community Supervision &
Corrections Depatment
County of Hidalgo

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

VEHICLES

BUYBOARD #281-07

End User: HIDALGO COUNTY **Philpott Rep:** ALAN WILEY

Contact: RAUL MACIAS **Date:** 15-Apr-08

Product Description: FORD EXPEDITION

A. Bid Series: 10 **A. Base Price:** $ 22,570.00

B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
	XLT EXPEDITION	STD		LAST DAY TO ORDER A 2008	NOTE
	CARPET	STD		MODEL IS 5-19-08 OR SOONER	NOTE
	AM-FM CD	STD			
	CLOTH SEATS	STD			
	POWER WINDOWS-LOCKS	STD			
	TILT/CRUISE	STD			
	FRONT/REAR AIR	STD			
875C	3RD ROW SEAT	$ 820.00			
FDS	FUEL DELIVERY SURCHARGE	$ 390.00			
	AS OF 10-08-07			ESTIMATED DELIVERY IN	
IL	LEATHER SEATS	$ 1,062.00		90 DAYS	
	IL REQUIRES 50 C PACKAGE				
50C	CONVIENCE PACKAGE	$ 492.00			

Total of B. Published Options: $ 2,764.00

C. Unpublished Options [Itemize each below, not to exceed 25%] $= 0.0 %

Options	Bid Price	Options	Bid Price

Total of C. Unpublished Options: $ -

D. Contract Price Adjustment: _____

E. Delivery Charges: 0 miles @ $1.50/mile $ -

F. Total of A + B + C + D + E = F $ 25,334.00

G. Quantity Ordered 1 **x F =** $ 25,334.00

H. BUYBOARD Administrative Fee **$400.00 PER PURCHASE ORDER** $ 400.00

I. Non-Equip Charges & Credits _____

J. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE $ 25,734.00

AI-9425 **21.A.**

Settlement Check/FB of RGV/P2 Pavilion
CC REGULAR

Date: 05/27/2008
Submitted By: Aida Alvarez, SAFETY DIVISION
Submitted For: Roy Quintanilha
Department: SAFETY DIVISION
Agenda Area: Budget and Management

Information

CAPTION

Requesting approval to accept settlement check of $475.00 from Philadelphia Indemnity Insurance Company for damages sustained to the McAllen Pavilion fence (P2).

BACKGROUND

DOL: 04/17/08
Acct #: 8-1100-360-00-000-005-0-000

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1100-360-00-000-005-0-000
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Receipt of settlement check in the amount of $ 475.00.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 11:49 AM	APRV
2	Dale Kennan	Dale Kennan	05/21/2008 02:08 PM	APRV
3	Auditor's Office	Linda Fong	05/22/2008 11:22 AM	APRV
4	Purchasing Department	Marty Salazar	05/22/2008 11:55 AM	APRV
5	Court Administrator	Angela Garcia	05/22/2008 01:37 PM	APRV

Form Started By: Aida Alvarez — Started On: 05/21/2008 09:33 AM

Final Approval Date: 05/22/2008

AI-9464 **21.B.**

Interdept transfer from Countywide Admin to Insect Eradication
CC REGULAR

Date: 05/27/2008
Submitted By: Ivan Cantu, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Insect Eradication:
Approval of 2008 interdepartmental transfer from Countywide Administration - Contingency to Insect Eradication - Other R & M Supplies in the amount of $200.00.

BACKGROUND

To meet unanticapted expenditures.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-4XX-00-115-0XX-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

8-1100-415-00-115-002-0-899 --> 8-1100-461-00-115-037-0-679 $200.00; Available Balance as of 5-22-08 $181,638.99.

Attachments

Link: Insect Eradication transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Ivan Cantu (Originator)	Ivan Cantu	05/22/2008 07:54 AM	APRV
2	Budget & Management	Dina Trevino	05/22/2008 09:01 AM	APRV
3	Veronica Lopez	Veronica Lopez	05/22/2008 09:49 AM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 07:13 PM	APRV
5	Purchasing Department	Marty Salazar	05/23/2008 11:48 AM	APRV
6	Court Administrator	Angela Garcia	05/23/2008 01:10 PM	APRV

Form Started By: Ivan Cantu Started On: 05/22/2008 07:40 AM

Final Approval Date: 05/23/2008

DATE: May 22, 2008

DEPARTMENT HEAD: Valde Guerra

2008
Transfer

DEPARTMENT NAME: Dept of Budget & Mgmt for Insect Eradication

ACCOUNT NUMBER: 8-1100-4XX-00-115-0XX-0- XXX

CONTACT PERSON: Ivan Cantu **PHONE:** (956) 292-7025 Ext. 5425

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE / DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
8-1100-415-00-115-002-0- 899	CO WIDE ADM- CONTINGENCY	(200.00)
TO		
8-1100-461-00-115-037-0- 679	INSECT ERADICATION- OTHER R & M SUPPLIES	200.00
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

To meet unanticipated expenditures.

SIGNATURE

COMMISSIONERS COURT

DATE / /

ATTEST, COUNTY CLERK

AI-9475 **21.C.**

Approval of claim for appraisals- Leonel Garza - $2500.00
CC REGULAR

Date: 06/03/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Acceptance and approval of invoice no. 595 from Leonel Garza Jr. & Associates, LLC for appraisal reports in the amount of $2,500.00 dated 3/5/07 with authority for County Treasuer to issue check after review, audit, and processing procedures are completed by the County Auditor.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-415-14-115-001-0-339
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 5-22-08 $57,350.00.

Attachments

Link: invoice
Link: report
Link: Report

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 02:30 PM	APRV
2	Ivan Cantu	Ivan Cantu	05/22/2008 03:07 PM	APRV
3	Auditor's Office		05/23/2008 05:00 PM	PEND
Form Started By: Monica Badillo			Started On: 05/22/2008 02:20 PM	
Final Approval Date: 05/23/2008				

Invoice

Leonel Garza Jr. & Associates, LLC
1419 Dove Ste. 1
McAllen, TX 78504
956-687-7296

Date	Invoice #
3/5/2007	595

Bill To
Hidalgo County Purchasing c/o Martha Salazar 100 East Cano 4th Floor Edinburg, TX 78539

P.O. No.	Terms	Job
	Due on receipt	

Item	Description	Rate	Amount
Special Use	Appraisal Report Subject Property: 201 North Closner Boulevard, Edinburg Owner: Pelon, LLC	1,250.00	1,250.00
Special Use	Appraisal Report Subject Property: 217 North Closner Boulevard Owner: South Texas Wildhorse Desert Investments, Inc.	1,250.00	1,250.00
	Leonel Garza Jr. & Associates, LLC TIN # 74-2948770		

2008 MAY 6 PM 12 00
BUDGET OFFICE
HIDALGO COUNTY

Thank you for your business.

Total $2,500.00

Leonel Garza Jr. & Associates LLC

Appraisal Services

State Certified General Real Estate Appraiser
Real Estate Property Tax Consultant

1419 Dove, Suite 1, McAllen, Texas 78504
(956) 687-7295 (24 Hour Answering Service) Fax (956) 687-9236
Email Address: leonel3@aol.com

April 2, 2007

Hidalgo County Purchasing Department
c/o Martha Salazar
100 East Cano 4th Floor,
Administration Building
Edinburg, Texas 78539

RE: Existing Automotive Service Station
201 North Closner Boulevard, Edinburg, Texas.

Owner of Record: Pelon, LLC

Dear Mrs. Salazar:

In accordance with your request, we are pleased to present our narrative appraisal report of the existing automotive service station located at the above-described location. The appraisal report shall establish the fee simple market valuation of the subject property to be used for analysis as determined by the Hidalgo County Purchasing Department. This cover letter alone does not constitute an appraisal and must be attached to the remaining pages of the report. A narrative appraisal report, which details the scope of our analysis, assumptions & limiting conditions, and certification is attached herewith. This office personally made on on-site visit of the subject property on February 15, 2007, and have carefully studied and analyzed all factors pertinent to the estimate of value. The following appraisal report does not include any personal property such as equipment, signs, furniture & fixtures, and does not include any benefit for business interest. If you have any questions about this report or if any item needs clarification please call (956) 687-7295. From the facts within the attached appraisal report, the indicated market value of the above described property as of February 15, 2007 is indicated be:

$785,000

(Page Revised on April 2, 2007)

Sincerely,

Leonel Garza III
State Certified General Real Estate Appraiser
License No. TX-1328375-General

Leonel Garza Jr. & Associates LLC

Appraisal Services

Appraisal Report Of An Existing Automotive Service Station

Located At 201 North Closner Boulevard, Edinburg, Texas.

Hidalgo County Purchasing Department
C/o: Martha Salazar, Purchaser

April 2, 2007
(Date of Report)

(Page Revised on April 2, 2007)

Prepared By Leonel Garza III
State Certified General Real Estate Appraiser TX-1328375-General

1419 Dove, Suite 1, McAllen, Texas 78504
(956) 687-7295 (24 Hour Answering Service)
Fax (956) 687-9236 Email Address: leonel3@aol.com

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..... 73

Certification

I, Leonel Garza III, certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- The employment and compensation of this appraiser in completing this appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice (2003 Edition).*
- I have made a personal on-site visit of the property that is the subject of this report.
- No one other than those mentioned within this certification provided significant real property appraisal assistance to the person(s) signing this certification.
- The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute;
- I certify that the use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives. I also acknowledge that Leonel Garza III is an associate member of the Appraisal Institute and is not an MAI Designated Appraiser, however is currently seeking designation. Leonel Garza is designated as a Master Real Estate Appraiser through the National Association of Master Appraisers.
- The employment and compensation of this appraiser in completing this appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.

Leonel Garza III
State Certified General Real Estate
Appraiser Number TX-1328375 – General

Summary of Facts and Conclusions

Type of Appraisal	Complete Appraisal
Property Rights Appraised	Fee Simple Estate
Date of On-Site Visit	February 15, 2007
Date of Value Estimate	February 15, 2007
Date of Report	April 2, 2007
Type of Property	Commercial Retail Business
Current Property Use	Service Station w/o fuel dispensing equipment
Owner of Record	Pelon, LLC, a Texas Limited Liability Company
Proposed Property Owner	Hidalgo County Purchasing Department
Subject Address	201 North Closner Boulevard, Edinburg, Texas 78539
Physical Location	The subject property is located at the southeast corner of McIntyre Street and Closner Boulevard in Edinburg, Texas.
Legal Description	Lots 11 through 18, inclusive, Block 210, and any and all alley ways or what purports to be alley ways lying between said lots, particularly that strip lying immediately south of Lot 12 and North of Lots 13 through 18, inclusive, Block 210 Original Townsite of Edinburg, Hidalgo County, Texas, according ot the map thereof recorded in Volume I, Page 3, and Amended Map recorded in Volume 1, Page 23, Map Records, Hidalgo County, Texas. ***Save and Except** that part of Lot 18, Block210, Original Townsite of Edinburg, Hidalgo County, Texas as per map of plat thereof recorded in Volume1, Page 23, map Records, Hidalgo County, Texas, Conveyed to Golden Jersey Creamery of Hidalgo County, Texas, by Deed Dated February 11, 1955, recorded in Volume 323, Page 143, Deed Records, Hidalgo County, Texas.*
Highest & Best Use	Commercial Retail Development
Street Frontage	The subject contains frontage along Closner Boulevard and along State Highway 107 (E. McIntyre Street).
Gross Land Area	±27,966 square feet (0.642 acres)
Gross Building Area	±2,800 square feet (Includes Canopy)
Hidalgo County Appraisal District Assessed Value	$ 258,168
Property Tax Assessment	$ 7,501.07
City Zoning Ordinance	"C-1" Local Business District
Flood Zone Designation	Zone "AH" & "X"
Actual Age of Improvements	Unknown
Effective Age of Improvements	±40 Years
Estimated Marketing & Exposure Time Period	Twelve (12) to Eighteen (18) Months

(Page Revised on April 2, 2007)

Reconciliation of Value Indicators

Land Value	**$ 700,000**
Cost Approach Value	**$ 785,000**
Sales Comparison Approach Value	**$ 560,000**
Final Estimated Market Value *(Rounded)*	**$ 760,000**

(Page Revised on April 2, 2007)

Leonel Garza Jr. & Associates LLC

Appraisal Services

State Certified General Real Estate Appraiser
Real Estate Property Tax Consultant

1419 Dove, Suite 1, McAllen, Texas 78504
(956) 687-7295 (24 Hour Answering Service) Fax (956) 687-9236
Email Address: leonel3@aol.com

February 26, 2007

Hidalgo County Purchasing Department
c/o Martha Salazar
100 East Cano 4th Floor,
Administration Building
Edinburg, Texas 78539

RE: Existing Automotive Service Station
217 North Closner Boulevard, Edinburg, Texas.

Owner of Record: South Texas Wildhorse Desert Investments, Inc.

Dear Mrs. Salazar:

In accordance with your request, we are pleased to present our narrative appraisal report of the existing automotive service station located at the above-described location. The appraisal report shall establish the fee simple market valuation of the subject property to be used for analysis as determined by the Hidalgo County Purchasing Department. This cover letter alone does not constitute an appraisal and must be attached to the remaining pages of the report. A narrative appraisal report, which details the scope of our analysis, assumptions & limiting conditions, and certification is attached herewith. This office personally made on on-site visit of the subject property on February 15, 2007, and have carefully studied and analyzed all factors pertinent to the estimate of value. The following appraisal report does not include any personal property such as equipment, signs, furniture & fixtures, and does not include any benefit for business interest. If you have any questions about this report or if any item needs clarification please call (956) 687-7295. From the facts within the attached appraisal report, the indicated market value of the above described property as of February 15, 2007 is indicated be:

$375,000

Sincerely,

Leonel Garza III
State Certified General Real Estate Appraiser
License No. TX-1328375-General

Leonel Garza Jr. & Associates LLC

Appraisal Services

Appraisal Report Of An Existing Automotive Service Station

Located At 217 North Closner Boulevard, Edinburg, Texas.

Hidalgo County Purchasing Department
C/o: Martha Salazar, Purchaser

February 26, 2007
(Date of Report)

Prepared By Leonel Garza III
State Certified General Real Estate Appraiser TX-1328375-General

1419 Dove, Suite 1, McAllen, Texas 78504
(956) 687-7295 (24 Hour Answering Service)
Fax (956) 687-9236 Email Address: leonel3@aol.com

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Certification

I, Leonel Garza III, certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- The employment and compensation of this appraiser in completing this appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice (2003 Edition)*.
- I have made a personal on-site visit of the property that is the subject of this report.
- No one other than those mentioned within this certification provided significant real property appraisal assistance to the person(s) signing this certification.
- The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute;
- I certify that the use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives. I also acknowledge that Leonel Garza III is an associate member of the Appraisal Institute and is not an MAI Designated Appraiser, however is currently seeking designation. Leonel Garza is designated as a Master Real Estate Appraiser through the National Association of Master Appraisers.
- The employment and compensation of this appraiser in completing this appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.

Leonel Garza III
State Certified General Real Estate
Appraiser Number TX-1328375 – General

Summary of Facts and Conclusions

Type of Appraisal	Complete Appraisal
Property Rights Appraised	Fee Simple Estate
Date of On-Site Visit	February 15, 2007
Date of Value Estimate	February 15, 2007
Date of Report	February 26, 2007
Type of Property	Commercial Retail Business
Current Property Use	Service Station w/o fuel dispensing equipment
Owner of Record	South Texas Wildhorse Desert Investments, Inc.
Proposed Property Owner	Hidalgo County Purchasing Department
Subject Address	217 North Closner Boulevard, Edinburg, Texas 78539
Physical Location	The subject property is located at the southwest corner of Kuhn Street and Closner Boulevard in Edinburg, Texas.
Legal Description	All of Lots Seven (7), Eight (8), Nine (9) and Ten (10), Block 210 Original Townsite of Edinburg, Hidalgo County, Texas, according to the map thereof recorded in Volume I, Page 3, and Amended Map recorded in Volume 1, Page 23, Map Records, Hidalgo County, Texas.
Highest & Best Use	Commercial Retail Development
Street Frontage	The subject property has 100.0' lineal feet of frontage along the west side of Closner Boulevard, and 134.0' lineal feet of frontage along the south side of Kuhn Street.
Property Dimensions	100.0' x 134.0' (Subject To Survey)
Gross Land Area	±13,400 square feet (0.3076 acres)
Gross Building Area	±1,896 square feet (Includes Canopy)
Hidalgo County Appraisal District Assessed Value	$ 154,179
Property Tax Assessment	$ 4,479.67
City Zoning Ordinance	"C-1" Local Business District
Flood Zone Designation	Zone "AH" & "X"
Actual Age of Improvements	Unknown
Effective Age of Improvements	±40 Years
Estimated Marketing & Exposure Time Period	Twelve (12) to Eighteen (18) Months

Reconciliation of Analysis

Land Value	**$ 335,000**
Cost Approach Value	**$ 375,000**
Sales Comparison Approach Value	**$ 270,000**
Final Estimated Market Value *(Rounded)*	**$ 375,000**

AI-9417 **21.D.**

Local Match payment to MHMR
CC REGULAR

Date: 05/27/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Approval to authorize County Auditor to issue payment to Tropical Texas MH/MR for 2008 local contribution in the amount of $534,825.00 pursuant to the V.T.C.A. Health & Safety Code Section 534.014.

BACKGROUND

$ 540,000.00 available in acct. #8-1100-444-00-115-031-0-841.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-444-00-115-031-0-841
FUNDS AVAILABLE Y/N?: Yes **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 05/21/08 $540,000.00

Attachments

Link: Invoice

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 08:07 AM	APRV
2	Ivan Cantu	Ivan Cantu	05/21/2008 08:22 AM	APRV
3	Veronica Lopez	Veronica Lopez	05/21/2008 08:55 AM	APRV
4	Auditor's Office	Linda Fong	05/22/2008 11:10 AM	APRV
5	Dina Trevino	Dina Trevino	05/22/2008 12:02 PM	APRV
6	Veronica Lopez	Veronica Lopez	05/22/2008 03:12 PM	APRV
7	Purchasing Department	Marty Salazar	05/22/2008 05:03 PM	APRV
8	Court Administrator (Originator)	Angela Garcia	05/23/2008 08:01 AM	APRV

Form Started By: Monica Badillo Started On: 05/20/2008 04:04 PM

Final Approval Date: 05/23/2008

TROPICAL
TEXAS BEHAVIORAL HEALTH

P.O. Drawer 1108 • 1901 South 24th Street
Edinburg, Texas 78540
(956) 289-7000

RECEIVED BY
COUNTY AUDITOR
2008 MAY 19 AM 10 02

May 14, 2008

Honorable Ray Eufracio, CPA
County Auditor
County of Hidalgo
P.O. Box 689
Edinburg, Texas 78540-0689

RE: Invoice for Local Contribution for Fiscal Year 2008

Dear Mr. Eufracio:

Enclosed is the invoice from Tropical Texas Behavioral Health for Hidalgo County's local contribution. The contribution is the prorated portion of the state-required local match pursuant to the V.T.C.A. Health & Safety Code, §534.006.
14

Your prompt remittance of the payment will be greatly appreciated. Please give me a call at 289-7015 if you have any questions.

Sincerely,

Katherine Cornehl

Katherine Cornehl
Chief Financial Officer
/kc

Encl: Invoice

TROPICAL
TEXAS BEHAVIORAL HEALTH

P.O. Drawer 1108 • 1901 South 24th Avenue
Edinburg, Texas 78540
(956) 289-7000

RECEIVED BY
COUNTY AUDITOR
2008 MAY 19 AM 10 02

INVOICE

TO: Honorable Ray Eufracio, CPA
County Auditor
Hidalgo County
P.O. Box 689
Edinburg, Texas 78540-0689

2008 MAY 20 AM 9 23
HIDALGO COUNTY
BUDGET OFFICE

5/14/2008	FY 2008 County Allocation of Required Local Match	$ 534,825.00
	Total Amount Due	**$ 534,825.00**

INVOICE RECEIVED BY: [signature] on 5/20/08
GOODS/SERVICES RECEIVED BY: [signature] on _____

8-1100-444-00-115-031-0-841

THANK YOU

Due Upon Receipt

Providing 40 Years of Quality Service to the Rio Grande Valley
An Equal Opportunity/ Affirmative Action Employer

AI-9488 **21.E.**

Employee benefits specialist
CC REGULAR

Date: 05/27/2008
Submitted By: Angela Garcia, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

DBM - Insurance Department:
1. Approval to create one (1) permanent full-time Employee Benefits Specialist position, slot No. 115-009-006 (Fund 2201) and set budgeted salary at $41,000.00 per year.
2. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-2201-415-00-115-009-0-XXX
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

From object 113 and related fringes. Funding is to be appropriated from the 2201 fund balance if approved.

Attachments

Link: FISCAL NOTE for AI-9488

Link: job description

Link: personnel adj. form

Link: Revised Salary Schedule for DBM Insurance Dept

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/23/2008 01:53 PM	APRV
2	Dale Kennan	Dale Kennan	05/23/2008 02:44 PM	APRV
3	Auditor's Office		05/23/2008 05:00 PM	NEW

Form Started By: Angela Garcia — Started On: 05/23/2008 01:30 PM

Final Approval Date: 05/23/2008

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Valde Guerra, Budget Officer
CC Date: Tuesday, May 27, 2008

Agenda Item: AI-9488

Summary of request/proposal:
The DBM - Insurance Department is requesting the approval to create one (1) permanent full-time Employes Benefits Specialist position (in slot # 0006) and to set the salary at $41,000.00. Effective date of 6/09/08.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
2201	Employee Benefits Specialist	0006	113	0.00	41,000.00	41,000.00
				0.00	41,000.00	41,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8-2201-415-00-115-009-0-	113	DBM-HEALTH INS ADM-	PERM F/T EMPLOYEES	$23,160.31
8-2201-415-00-115-009-0-	211	DBM-HEALTH INS ADM-	HEALTH INSURANCE	$2,352.18
8-2201-415-00-115-009-0-	212	DBM-HEALTH INS ADM-	LIFE INSURANCE	$18.64
8-2201-415-00-115-009-0-	220	DBM-HEALTH INS ADM-	FICA	$1,771.76
8-2201-415-00-115-009-0-	230	DBM-HEALTH INS ADM-	RETIREMENT	$2,033.47
8-2201-415-00-115-009-0-	250	DBM-HEALTH INS ADM-	UNEMPLOYMENT COMP	$115.80
8-2201-415-00-115-009-0-	260	DBM-HEALTH INS ADM-	WORKER'S COMP	$97.27
			2008 Budgetary Impact	$29,549.43

2009 Budgetary Impact: **$52,310.50**

Possible Funding Sources: Funding to be appropriated from 2201 fund balance

Budget Office Recommendation:

Hidalgo Co. Budget Office

HIDALGO COUNTY

DEPARTMENT OF BUDGET AND MANAGEMENT

Job Title: Employee Benefits Specialist FLSA Status: Non-Exempt

Department: 115-001 Civil Service Status: Non-Exempt \

GENERAL JOB DESCRIPTION:

Under the direction of the Manager, Employee Benefits Section, this position plans, coordinates, and administers a comprehensive health benefits program for County employees, their dependents, and retirees, including related voluntary insurance products, and provides assistance to the employees of Hidalgo County and affiliated insurance pool agencies with information pertaining to medical insurance, supplemental insurance and COBRA election. This position is also responsible for coordinating the benefit renewal process working with insurance agents, third party administrators and vendors, and facilitates the open enrollment process.

EXAMPLES OF WORK PERFORMED:

1. Coordinate and administer components and activities of the Hidalgo County Health Benefits Program by implementing approved policies and procedures to achieve goals and objectives and ensure compliance with county and legal requirements.
2. Coordinate with insurance agents, consultants, and third party administrators to provide optimum service within the limits imposed by program structure.
3. Serve as primary resource for information regarding benefit plans, policies, and procedures; interpret benefit plan documents and program guidelines, regulations and policies; and provide information where judgment, knowledge, and interpretations are called for.
4. Monitor program activities by compiling data preparing reports, reviewing and reconciling monthly claims summaries, cost reports, billing summaries and insurance benefit usage reports.
5. Provide training and education to County employees, insuring their familiarity with terms and conditions of benefit programs through the development and presentation of employee orientations, benefit fairs, newsletters, meetings, seminars, and informational packets.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of department policies and procedures.
2. Knowledge of employee benefits programs and insurances offered by Hidalgo County.
3. Knowledge of federal, state, and local regulations, rules, and laws applicable to County benefit programs.

4. Knowledge of health insurance industry rating practices and coverage plans, including indemnity plans, health maintenance organizations, preferred provider organizations and self-funded plans.
5. Ability to plan, coordinate and administer the County health benefits program and coordinate activities as needed.
6. Ability to evaluate insurance programs and their components to determine the impact on the County benefit package.
7. Ability to interpret health benefit program rules, regulations, policies, and procedures.
8. Skill in selecting, supervising and evaluating the work of assigned staff.

EDUCATION AND EXPERIENCE:

1. A bachelor's degree from an accredited college or university in Business Administration, Marketing, Economics, or a closely related field, plus two years experience in employee benefits programs with responsibility for analyzing plans, recommending contract terms, and implementation of policies and procedures, or;
2. An associates degree or 60 college hours and eight years of experience in health insurance and employee benefits programs related to governmental agencies. Education and experience may be substituted for one another as appropriate.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License and must have liability insurance;
- Must be able to be insured by the County's Insurance carrier;

OTHER ESSENTIAL SKILLS AND ABILITIES:

1. Solid knowledge of insurance laws.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively and make presentations to small and large groups'
4. Maintain and update insurance caseload and databases.
5. Respond in a timely manner to questions, concerns, or requests from employees regarding insurance enrollments or deletions. Work independently in the absence of supervision;
6. Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

All employees are required to adhere to the County's Accident Prevention Program and all County safety policies and procedures.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
DBM- HEALTH BENEFITS ADM

DATE: Enter Date
05/23/2008

CURRENT POSITION TITLE: Enter position Title
-

CURRENT SLOT. #: Enter current
115-009-0006

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)
EMPLOYEE BENEFITS SPECIALIST

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ **0** Current Budgeted Salary $ **41,000.00** Proposed Budgeted Salary $ **41,000.00** Net Change

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Other FUND BALANCE (ACCT. NO. 8-2201-253-00-000-000-0-000)

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Enter hourly rate for temp. positions

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		**FLSA:**	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

THE POSITION IS URGENTLY NEEDED TO COORDINATE AND ADMINISTER COMPONENTS AND ACTIVITIES OF THE HIDALGO COUNTY HEALTH BENEFITS PROGRAM.

NEW POSITION: Brief job description and attach a copy of the new job description.

COORDINATE AND ADMINISTER A COMPREHENSIVE HEALTH BENEFITS PROGRAM FOR COUNTY EMPLOYEES, THEIR DEPENDENTS, AND RETIREES TO INCLUDE RELATED VOLUNTARY PRODUCTS.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

THIS POSITION IS NEEDED TO ADDRESS INCREASED WORKLOAD AND REASSIGNMENT OF DUTIES RELATED TO THE INSURANCE PROGRAMS

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

POSITION TITLE AND SALARY AMOUNT ARE RECOMMENDED.

1.	VALDE GUERRA | PS DEPARTMENT HEAD	5|23|2008 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	☐ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

Hidalgo County
Department of Budget & Management

2008 Salary Schedule
COMMISSIONERS COURT

AI-9488

2201-415-00-115-009-0
Health Benefits Adm

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED	2008 ADJUSTE	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED	2008 ACTUAL SALARY	Longevity 115	Interpret. 116	Supplem. 117	Auto Allow. 118	Clothing 119	TOTAL COMPENSATION
0001	113	INS COORD	$46,000.00	$0.00	$46,000.00	4.00%	$1,840.00	$0.00	$47,840.00	$47,840.00	$480.00	$0.00	$0.00	$4,000.00	$0.00	$52,320.00
0002	113	PLANNING ANALYST I	$37,000.00	$0.00	$37,000.00	4.00%	$1,480.00	$0.00	$38,480.00	$37,440.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,440.00
0003	113	BUDGET CLERK I	$27,000.00	$0.00	$27,000.00	4.00%	$1,080.00	$0.00	$28,080.00	$28,080.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,080.00
0004	113	CHIEF ADMINISTRATOR	$5,000.00	$0.00	$5,000.00	4.00%	$200.00	$0.00	$5,200.00	$5,200.00	$17.85	$0.00	$0.00	$0.00	$0.00	$5,217.85
0005	113	ADMINISTRATIVE ASSISTANT	$0.00	$27,615.00	$27,615.00	0.00%	$0.00	$0.00	$27,615.00	$27,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,615.00
		Totals	**$115,000.00**	**$27,615.00**	**$142,615.00**		**$4,600.00**	**$0.00**	**$147,215.00**	**$146,175.00**	**$497.85**	**$0.00**	**$0.00**	**$4,000.00**	**$0.00**	**$150,672.85**

*******ADD*******

0006	113	Employee Benefit Specialist			$41,000.00				$41,000.00							

AI-9487 **21.F.**

Positions
CC REGULAR

Date: 05/27/2008
Submitted By: Angela Garcia, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Discussion, consideration, and approval to authorize the creation of forty-eight (48) priority positions (general fund only) pending from the 2008 Budget Process as revised.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** General Fund
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Estimated G/F total positions cost impact for 48 priority positions is $ 890,000.00 including related fringes for 2008. Please refer to attached analysis.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/23/2008 01:42 PM	APRV
2	Ivan Cantu	Ivan Cantu	05/23/2008 04:23 PM	APRV
3	Dina Trevino		05/23/2008 05:00 PM	NEW
Form Started By: Angela Garcia			Started On: 05/23/2008 01:28 PM	
Final Approval Date: 05/23/2008				

AI-9404 **22.A.**

457 Hardship WIthdrawal
CC REGULAR

Date: 05/27/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Comm. Court Executive Officer

Information

CAPTION

Discussion, consideration and action on hardship withdrawal request for employee #120642.

BACKGROUND

Fiscal Impact

Attachments

Link: request

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/20/2008 08:58 AM	APRV
2	Veronica Lopez	Veronica Lopez	05/20/2008 11:27 AM	APRV
3	Auditor's Office	Linda Fong	05/20/2008 05:38 PM	APRV
4	Purchasing Department	Marty Salazar	05/21/2008 12:36 PM	APRV
5	Court Administrator (Originator)	Angela Garcia	05/21/2008 12:43 PM	APRV

Form Started By: Monica Badillo — Started On: 05/19/2008 05:15 PM

Final Approval Date: 05/21/2008

Employee #12642

SIMPKINS & ASSOCIATES
HARDSHIP REQUEST NOTIFICATION

Please print or type.

Plan Name 457 Plan

Participant Name Jesus Javier Mireles

Address [redacted], Pharr, TX 78577

Social Security No [redacted] **Daytime Phone No.** (956) 325-7405

SECTION I – Har

I understand that a w[redacted] other available contribution source dollars will be considered due to financial hardsh[redacted]nt of the withdrawal is necessary to satisfy an immediate and heavy financial need. I represent that I have obtained all distributions, other than a withdrawal of salary deferrals and any other available contribution sources, due to financial hardship, and all other non-taxable loans currently available to me under the Plan, as well as all other plans maintained by the Company. I understand that this withdrawal will be taxable as ordinary income in the calendar year in which I receive it. **In addition, a 10% penalty tax will apply unless I am at least 59-1/2 years of age or I use the funds withdrawn to pay certain deducible medical expenses as provided by law.**

IRS rules require that you stop making contributions to the 401(k) Plan for at least 6 months upon taking this hardship withdrawal and the maximum salary deferrals for next calendar year shall be reduced by the amount of your salary deferrals for this calendar year.

The IRS only allows the following reasons for taking a hardship withdrawal. Check the one that applies to you.

(✓) Medical expenses incurred by me, my spouse, or any of my dependents (or any expense necessary to obtain medical care).
( ) Purchase (excluding mortgage payments) of my principal residence.
( ) Payment of tuition, related educational fees, and room and board expenses for the next 12 months of post-secondary education for me, my spouse, my children, or my dependents.
( ) The need to prevent eviction from or mortgage foreclosure on my personal residence.

Hardship Requested $ 2,800.00 Year-to-date deferrals _____

I hereby request a withdrawal of salary deferrals and any other contribution sources that are available for hardship withdrawal. I meet and agree to the requirements above and understand the tax implications of this withdrawal. If I am directing my investment accounts, make the withdrawal based on my current investment direction election.

Participant Signature X [signature] Date 5/7/08

SECTION II – Authorized Plan Representative

As the Authorized Plan Representative, I authorize you to perform the ministerial acts relating to the hardship distribution. This request is in compliance with our Plan document.

Authorized Plan Representative X _____ Date _____

SECTION III – Distribution Procedure

- Determine if distribution request complies with all provisions of your plan documents and policies.
- If distribution is over $5,000.00, Please have Spousal Consent form filled out and notarized.
- S&A will help facilitate the check as requested above.

Fax request to:
Simpkins & Associates
(972) 980-7133

APPROVED BY
COMMISSIONERS' COURT
ON: _____

AI-9482 **22.B.**

letter of engagement - bond fees possible recovery
CC REGULAR

Date: 05/27/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Comm. Court Executive Officer

Information

CAPTION

1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation."

2. Authority to accept and approve Letter of Engagement with the firms of Rodriguez & Nicolas, L.L.P. and Susman Godfrey, L.L.P. for the "Provision of Legal Services/Representation in connection with Litigation"

BACKGROUND

Fiscal Impact

Attachments

Link: Letter of Engagement
Link: legal review

Form Routing/Status

Form Started By: Monica Badillo	Started On: 05/22/2008 05:18 PM
Final Approval Date: 05/22/2008	

RODRIGUEZ & NICOLAS, L.L.P.

1200 E. HARRISON
BROWNSVILLE, TEXAS 78520
TELEPHONE: (956) 574-9333
FACSIMILE: (956) 574-9337

MICHAEL RODRIGUEZ — Email: mrodriguez@rodrigueznicolas.com
HENRI E. NICOLAS, JR. — hnicolas@rodrigueznicolas.com
ALISON W. COLVIN — acolvin@rodrigueznicolas.com
EDDIE LUCIO III — elucio@rodrigueznicolas.com

May 22, 2008

Mr. J.D. Salinas
County Judge
100 East Cano
2nd Floor
Edinburg, Texas 78540

via electronic delivery

Re: Guaranteed Investment Contract Investigation and Potential Litigation

Dear Judge J.D. Salinas:

This letter agreement sets forth the terms and conditions which Rodriguez & Nicolas, L.L.P. ("RN") and Susman Godfrey L.L.P. ("SG") (which includes any successor to the partnerships of RN and SG) will undertake to represent Hidalgo County ("Client"), in pursuit of all claims Client has and asserts on behalf of a class against Municipal Derivatives Brokers and Municipal Derivatives Sellers (all such claims are collectively referred to as "cause of action"). If this agreement is acceptable to you, please sign and return an executed copy to me. We must receive an executed copy of this letter agreement before we can agree to this representation. The terms and conditions of our engagement are as follows:

1. Fees

All RN and SG fees for work on behalf of the class will be as awarded by the Court out of any recovery.

2. Costs and Expenses

Client agrees that SG will advance on Client's behalf the costs and expenses of prosecuting the cause of action, and that SG shall be reimbursed from any class recovery or other award of reimbursement of expenses by the Court.

3. Assignment

Client agrees that it shall not assign in whole or in part or otherwise grant any lien against this cause of action or the proceeds from it, without the prior written consent of RN and SG.

4. RN and SG's Right to Terminate

A. Should Client elect to abandon any litigation asserting the cause of action, should the conduct of Client seriously prejudice the prospects of successful prosecution of such litigation (including but not limited to a change of ownership of Client or the filing of a bankruptcy proceeding involving Client), should Client's failure either to disclose material facts or accurately to describe such facts seriously prejudice the continued prosecution of such litigation, or should Client breach this agreement, then RN and SG shall have the right to terminate this agreement and its representation of Client.

B. Client shall be consulted as to any offers for settlement of the cause of action. However, any settlement must be approved by the court as being in the best interest of the class, and SG, as class counsel, has an obligation to present to the court any settlement proposals that SG deems to be in the best interest of the class, regardless of whether Client concurs.

C. Should it become the opinion of SG at any time subsequent to the date of this agreement, that it is unlikely that the Court will certify a class represented by you, or that your cause of action lacks merit (for example, because of inability to verify Client's claims through witnesses, because of adverse developments in the law or because of a materially adverse change in the financial condition of the defendant), or that any of your particular claims are not suitable to be tried in a class action (for example, because the common issues of fact or law on a particular claim are insufficient to make a class action a proper procedure to adjudicate that claim), then SG shall have the option to terminate this agreement and be relieved of any obligation to participate in any pending litigation involving the cause of action.

D. Should this case not be certified as a class action, Client presently intends to dismiss his individual claim. If Client, however, elects to continue prosecuting his individual claim, RN and SG shall have no responsibility to represent Client and Client agrees to RN and SG's withdrawal.

5. No Guarantees

The Client hereby acknowledges that neither RN nor SG has made any guarantees regarding the successful outcome of this matter and all expressions about the outcome are only opinions.

6. Association of Cocounsel

Client understands that SG may contract with other attorneys for the performance of certain work for the Client.

7. Severability

If any part of this letter agreement shall for any reason be found unenforceable, the parties agree that all other portions shall nevertheless remain valid and enforceable.

8. Integration

This Agreement represents the final and mutual understanding of the parties. It replaces and supersedes any prior agreements or understandings, whether written or oral. This Agreement may not be modified, amended, or replaced except by another signed written agreement.

9. Consent to Adverse Representation

Client acknowledges that SG is engaged in a nation-wide practice involving clients in many industries and with extensive legal needs. Client agrees that in the event that SG should determine in the future that the needs of another SG client (whether continuing client or new client) require SG's services in a matter other than those in which SG represents client, SG may undertake the representation, even if adverse to Client, so long as it involves a factually unrelated matter. Client agrees that such a representation may involve both adverse litigation as well as non-litigation adverse representation, such as negotiating a transaction with Client.

10. Dispute Resolution

Any dispute arising out of, in connection with, or in relation to the interpretation, performance or breach of this agreement– including any claim of legal malpractice (or similar claim) and any claim involving fees or expenses–shall be resolved by final and binding arbitration conducted in Houston, Texas, administered by and in accordance with the then existing Streamlined Rules of Practice and Procedure in Arbitration of J•A•M•S/ENDISPUTE, and any judgment upon any award rendered by the arbitrator may be entered by any state or federal court having jurisdiction to do so.

Client further acknowledges that, by so agreeing, Client waives the right to a jury trial. Client also acknowledges that arbitration provides only limited discovery and that courts will enforce an award in arbitration without reviewing it for errors of fact or law.

11. Client's Acknowledgment

Client acknowledges that Client has been encouraged by SG to consult independent counsel concerning the negotiation of this fee agreement and its terms (including Clause 10 on Dispute Resolution), that Client has made sufficient investigation and inquiry to determine that this agreement is fair and reasonable to Client, and that this agreement was the product of arm's length negotiation with SG. Client acknowledges that Client has either consulted such independent counsel or, having had an adequate opportunity to seek such advice, has declined to follow SG's advice to do so.

12. Choice of Law

In any proceeding (whether in arbitration under 10, above, in court, or in any other tribunal), all questions concerning the rights and obligations of Client and SG under this agreement that are determined to be governed by the law of a state shall be resolved in accordance with the then-prevailing law of the State of Texas, including the Texas Rules of Professional Conduct. Client acknowledges that selecting the law of Texas is reasonable in view of the location of SG's offices there, SG's status as a limited liability partnership under the laws of Texas, and application of the Texas Rules to many of the lawyers who may work on Client's matter.

We discuss the terms and conditions of our engagement so candidly because we believe that you are entitled to know our policies, and that this type of frank discussion will avoid any misunderstandings later. Please sign a copy of this letter in the space provided below, indicating your agreement to the terms and conditions set forth above. When we receive this letter signed by you, we will commence our representation in the above-described matter.

Sincerely yours,

RODRIGUEZ & NICOLAS, L.L.P.

_____
Henri E. Nicolas, Jr., Partner

SUSMAN GODFREY L.L.P.

_____
James Southwick, Partner

AGREED TO AND ACCEPTED:

Hidalgo County

By: _____

Date: _____

Taxpayer ID #: _____

ATTACHMENTS:

Exhibit A — In-House Charges

From: Steve Crain Add to Address Book **Successfully Added**
To: Monica Badillo
Date: Friday, May 23, 2008 7:05:58 AM
Subject: Re: Letter of Engagement

Monica..The Rodriguez & Nicolas engagement letter is fine.

AI-9408 **23.D.**

Closed Session - Hidalgo v. Dyer, Cause #CCD-1484-E
CC REGULAR

Date: 05/27/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Submitted For: Steve Crain
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

Hidalgo v. Dyer, Cause #CCD-1484-E

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 08:49 AM	APRV
2	Auditor's Office	Linda Fong	05/22/2008 09:46 AM	APRV
3	Purchasing Department	Marty Salazar	05/22/2008 09:48 AM	APRV
4	Court Administrator (Originator)	Angela Garcia	05/22/2008 10:19 AM	APRV

Form Started By: Monica Badillo — Started On: 05/20/2008 02:51 PM

Final Approval Date: 05/22/2008

AI-9419 **23.E.**

Cause No.: C-1153-08-D

CC REGULAR

Date: 05/27/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

Cause No.: C-1153-08-D; Dolores Garza, Individually and as Representative of The Estate of Julio Cesar Garza, Deceased, and as Next Friend of Julian Garza, Joel Garza and Jaciel Garza and Rosalinda Garza, Individually

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management		05/22/2008 10:20 AM	PEND
2	Auditor's Office	Linda Fong	05/22/2008 09:47 AM	APRV
3	Purchasing Department	Marty Salazar	05/22/2008 09:48 AM	APRV
4	Court Administrator	Angela Garcia	05/22/2008 10:19 AM	APRV

Form Started By: Norma Silva — Started On: 05/20/2008 04:21 PM

Final Approval Date: 05/22/2008

AI-9410 **23.F.**

Claim of Juan Zuniga
CC REGULAR

Date: 05/27/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

Claim of Juan Zuniga

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 08:49 AM	APRV
2	Auditor's Office	Linda Fong	05/22/2008 09:47 AM	APRV
3	Purchasing Department	Marty Salazar	05/22/2008 09:48 AM	APRV
4	Court Administrator	Angela Garcia	05/22/2008 10:19 AM	APRV

Form Started By: Norma Silva — Started On: 05/20/2008 02:56 PM

Final Approval Date: 05/22/2008

AI-9473 **23.G.**

Claim of Cesar Morin

CC REGULAR

Date: 05/27/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

Claim of Cesar Morin

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 02:25 PM	APRV
2	Auditor's Office	Linda Fong	05/22/2008 07:11 PM	APRV
3	Purchasing Department	Marty Salazar	05/23/2008 11:48 AM	APRV
4	Court Administrator	Angela Garcia	05/23/2008 01:10 PM	APRV

Form Started By: Norma Silva Started On: 05/22/2008 01:41 PM

Final Approval Date: 05/23/2008

AI-9480 **23.H.**

Cause No.: C-930-08-C

CC REGULAR

Date: 06/03/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

Cause No.: C-930-08-C; Cecilia Suarez vs. Hidalgo County

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/23/2008 08:15 AM	APRV
2	Auditor's Office	Linda Fong	05/23/2008 11:48 AM	APRV
3	Purchasing Department	Marty Salazar	05/23/2008 11:58 AM	APRV
4	Court Administrator	Angela Garcia	05/23/2008 01:10 PM	APRV

Form Started By: Norma Silva Started On: 05/22/2008 04:41 PM

Final Approval Date: 05/23/2008

AI-9491 **23.I.**

Cause No.: M-05-115

CC REGULAR

Date: 05/27/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

Cause No.: M-05-115; Jose Luis Ramirez & Rosemary Ramirez, et al vs Deere & Co., et al Alfonso Medina, et al and Hidalgo County

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/23/2008 04:50 PM	APRV
2	Auditor's Office		05/23/2008 05:00 PM	NEW
Form Started By: Norma Silva			Started On: 05/23/2008 03:11 PM	
Final Approval Date: 05/23/2008				

AI-9409 **24.D.**

Hidalgo v. Dyer, Cause #CCD-1484-E
CC REGULAR

Date: 05/27/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

Hidalgo v. Dyer, Cause #CCD-1484-E

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 08:49 AM	APRV
2	Auditor's Office	Linda Fong	05/22/2008 09:47 AM	APRV
3	Purchasing Department	Marty Salazar	05/22/2008 09:48 AM	APRV
4	Court Administrator (Originator)	Angela Garcia	05/22/2008 10:19 AM	APRV

Form Started By: Monica Badillo — Started On: 05/20/2008 02:52 PM

Final Approval Date: 05/22/2008

AI-9420 **24.E.**

Cause No.: C-1153-08-D

CC REGULAR

Date: 05/27/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

Cause No.: C-1153-08-D; Dolores Garza, Individually and as Representative of The Estate of Julio Cesar Garza, Deceased, and as Next Friend of Julian Garza, Joel Garza and Jaciel Garza and Rosalinda Garza, Individually

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 08:58 AM	APRV
2	Auditor's Office	Linda Fong	05/22/2008 09:48 AM	APRV
3	Purchasing Department	Marty Salazar	05/22/2008 09:48 AM	APRV
4	Court Administrator	Angela Garcia	05/22/2008 10:20 AM	APRV

Form Started By: Norma Silva Started On: 05/20/2008 04:24 PM

Final Approval Date: 05/22/2008

AI-9411 **24.F.**

Claim of Juan Zuniga
CC REGULAR

Date: 05/27/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

Claim of Juan Zuniga

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/21/2008 08:49 AM	APRV
2	Auditor's Office	Linda Fong	05/22/2008 09:48 AM	APRV
3	Purchasing Department	Marty Salazar	05/22/2008 09:48 AM	APRV
4	Court Administrator	Angela Garcia	05/22/2008 10:19 AM	APRV

Form Started By: Norma Silva — Started On: 05/20/2008 02:57 PM

Final Approval Date: 05/22/2008

AI-9474 **24.G.**

Claim of Cesar Morin

CC REGULAR

Date: 05/27/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

Claim of Cesar Morin

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/22/2008 02:26 PM	APRV
2	Auditor's Office	Linda Fong	05/22/2008 07:11 PM	APRV
3	Purchasing Department	Marty Salazar	05/23/2008 11:48 AM	APRV
4	Court Administrator	Angela Garcia	05/23/2008 01:10 PM	APRV

Form Started By: Norma Silva Started On: 05/22/2008 01:43 PM

Final Approval Date: 05/23/2008

AI-9481 **24.H.**

Cause No.: C-930-08-C

CC REGULAR

Date: 05/27/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

Cause No.: C-930-08-C; Cecilia Suarez vs. Hidalgo County

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/23/2008 08:15 AM	APRV
2	Auditor's Office	Linda Fong	05/23/2008 11:48 AM	APRV
3	Purchasing Department	Marty Salazar	05/23/2008 11:58 AM	APRV
4	Court Administrator	Angela Garcia	05/23/2008 01:10 PM	APRV

Form Started By: Norma Silva Started On: 05/22/2008 04:43 PM

Final Approval Date: 05/23/2008

AI-9493 **24.I.**

Cause No.: M-05-115

CC REGULAR

Date: 05/27/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

Cause No.: M-05-115; Jose Luis Ramirez & Rosemary Ramirez, et al vs Deere & Co., et al Alfonso Medina, et al and Hidalgo County

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/23/2008 04:50 PM	APRV
2	Auditor's Office		05/23/2008 05:00 PM	NEW
Form Started By: Norma Silva			Started On: 05/23/2008 03:59 PM	
Final Approval Date: 05/23/2008				