AI-9653 **6.B.**

LRGVDC Agreement

CC REGULAR

Date: 06/10/2008

Submitted By: Josie Escalante, HEALTH & HUMAN SERVICES DEPT.

Submitted For: Eduardo Olivarez

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

Requesting authorization and approval to enter into an Interlocal Cooperation Agreement between Lower Rio Grande Valley Development Council and Hidalgo County Health Department for the Decontamination trailer and equipment which was transferred to Hidalgo County to provide Decontamination support in case of an emergency.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

No budgetary impact for the County at this point.

Attachments

Link: Decon

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/05/2008 08:34 AM	APRV
2	Manuel Chapa	Manuel Chapa	06/06/2008 08:49 AM	APRV
3	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Josie Escalante — Started On: 06/04/2008 04:49 PM

Final Approval Date: 06/06/2008

INTERLOCAL COOPERATION AGREEMENT
BETWEEN LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL
AND HIDALGO COUNTY

This Agreement made on this _____day of _____, 2008, by and between the **LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL** hereinafter referred to as "LRGVDC," and the Hidalgo County Health Department, hereinafter referred to as the "Hidalgo County," pursuant to the provisions of the Texas Interlocal Cooperation Act, as follows:

WITNESSETH:

WHEREAS, Hidalgo County is a form of county government in Hidalgo County, Texas;

WHEREAS, LRGVDC is a Regional Planning Agency formed under Texas Law;

WHEREAS, LRGVDC and Hidalgo County, each pursuant to its statutory and constitutional authority, are responsible for the safety of the citizens within their respective boundaries, and are desirous that the necessary equipment and services are available;

WHEREAS, in 2006 LRGVDC participated in the State of Texas assessment of the risk to Texas communities from terrorist's use of Weapons of Mass Destruction (WMD), (the "Assessment").

WHEREAS, the Assessment was the basis of a statewide strategy to assist local communities through grants administered through the Federal Emergency Management Agency (FEMA) for the purchase of necessary equipment (the "Equipment") which would enable communities to respond should such a threat or emergency occur;

WHEREAS, LRGVDC applied for and received grants for the Equipment from the Metropolitan Medical Response System through FEMA, hereinafter referred to as the "MMRS FEMA FY 2006 Grant;"

WHEREAS, the Equipment was purchased by the LRGVDC through the MMRS FEMA FY 2006 Grant and delivered to the possession of the LRGVDC;

WHEREAS, the Equipment will remain the property of FEMA and in LRGVDC's inventory records until Feb 28, 2011, at which time the Grant will be closed;

WHEREAS, the LRGVDC has the desire to combine resources for the purpose of increasing the region's ability to respond to certain emergencies through the Hidalgo County;

WHEREAS, the LRGVDC desires to transfer certain Equipment as described in Appendix "A" attached hereto to Hidalgo County as a permanent loan according to LRGVDC and Federal guidelines;

WHEREAS, the LRGVDC and Hidalgo County are authorized to enter into this Agreement pursuant to the Interlocal Cooperation Act, Texas Gov't. Code 791.001 et seq., which authorizes local governments to contract with each other to perform governmental functions and services under the terms of the Act.

NOW, THEREFORE, the LRGVDC and Hidalgo County, in consideration of the mutual covenants expressed hereinafter, agree as follows:

1. In order to fulfill the goals of regional efforts to emergency response, the parties agree that the DECON Trailer Interoperability Communication Equipment described in Appendix "A" attached hereto, will be made readily available region wide for the purpose of responding to both manmade and natural disasters if requested under mutual aid.

2. The parties understand that FEMA will retain ownership of the Equipment listed in Appendix "A" until February 28, 2011, at which time the Hidalgo County through the LRGVDC's permanent loan will obtain ownership of the Equipment.

3. Hidalgo County agrees to, at a minimum, provide the equivalent insurance coverage for all such Equipment listed in Appendix "A" through February 28, 2011;

4. Hidalgo County agrees to maintain and repair the equipment listed in Appendix "A" in good working condition for the life of the Equipment and agrees to pay for any and all yearly maintenance agreements for Equipment as applicable.

5. Hidalgo County agrees to notify LRGVDC in writing within ten (10) days should Equipment be lost, stolen, or otherwise made unusable prior to February 28, 2011.

6. Hidalgo County agrees to provide an annual accounting of the Equipment to the LRGVDC for the purposes of Grant reporting through February 28, 2011. LRGVDC agrees it will provide Grant reporting to FEMA as required under the Grant.

7. Hidalgo County agrees to tag DECON Trailer Interoperability Communication Equipment with appropriate and identification labels in accordance with Hidalgo County Procedures.

8. The LRGVDC and Hidalgo County agree to conform to its own applicable purchasing laws, regulations, policies and procedures with respect to any parts or supplies needed to maintain operability of equipment.

9. **Conflict with Applicable Law.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provision of this Agreement shall be modified only to extent to bring them within the legal requirements and only during the times such conflict exists.

10. **No Waiver.** No waiver by any party hereto of any breach of any provisions of the Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

11. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by LRGVDC and Hidalgo County, and not otherwise.

12. **TEXAS LAW TO APPLY.** THIS AGREEMENT SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, AND ALL OBLIGATION OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE WITHIN CAMERON, HIDALGO, WILLACY AND STARR TEXAS. THE PARTIES HEREBY CONSENT TO PERSONAL JURISDICTION IN CAMERON, HIDALGO, WILLACY AND STARR, TEXAS.

13. **Governing Provisions.** The Hidalgo County shall comply with all applicable laws and regulations. A non-exclusive list of regulations commonly applicable to Federal and State grants and equipment are listed below:

A. Administrative Requirements

1. OMB Circular A-102, State and Local Governments (10/07/94, amended 08/29/97)
2. OMB Circular A-87, State and Local Governments (05/04/95, amended 08/29/97)

B. Audit Requirements.

OMB Circular A-133, State, Local Governments and Non-Profit Organizations (06/24/97, includes revisions published in the *Federal Register* 06/27/03)

14. **Notice.** Except as many be otherwise specifically provided in this Agreement, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to LRGVDC:
Attention: Kenneth N. Jones, Jr.
Executive Director
311 North 15th
McAllen, Texas 78501

If to Hidalgo County:
Attention: JD Salinas III
County Judge
Hidalgo County
100 E. Cano St.
Edinburg, Texas 78539

ADDL' COPY TO:
Attention: Eduardo Olivarez
Chief Administrative Officer
Hidalgo County Health Department
1304 South 25th Street
Edinburg, Texas 78539

Each notice, demand, request or communication, which shall be delivered or mailed in the manner described above, shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mail.

15. **Additional Documents.** The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.

16. **Successors.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representative, successors, and assigns where permitted by this Agreement.

17. **Assignments.** This Assignment shall not be assignable.

18. **Headings.** The headings and captions contained in this Agreement are solely for convenience reference and shall not be deemed to affect the meaning or interpretation of any provision of any paragraph hereof.

19. **Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and singular shall include the plural whenever and so often as may be appropriate.

20. **Authority to Execute.** The execution and performance of this Agreement by LRGVDC and City have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of LRGVDC and Hidalgo County in accordance with its terms.

21. **Governmental Purpose.** Each party hereto is entering into this Agreement for the purpose of providing for governmental services or functions and will pay for such services out of current revenues available to the paying party as herein provided.

22. **Commitment of Current Revenues Only.** In the event that, during any term hereof, the governing body of any party does not appropriate sufficient funds to meet the obligations of such party under this Agreement, then any party may terminate this Agreement upon ninety (90) days' written notice to the other party. Each of the parties hereto agrees, however, to use its best 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 each party hereto pursuant to the provisions of Tex. Loc. Govt. Code Ann. §271.903.

WITNESS THE HANDS OF THE PARTIES effective as of the day and year first written above.

Hidalgo County

_____
JD Salinas III,
Hidalgo County Judge

Lower Rio Grande Valley Development Council

_____
Kenneth N. Jones, Jr.,
Executive Director

Recommended by:

_____
Eduardo Olivarez, Chief Administrative Officer
Hidalgo County Health Department

Appendix "A"

Hidalgo County Health Department
DECON Trailer Interoperability Communication Equipment List

Qty.	Description
1	Mobile, M7 100-IP, 806-870MHz, 35W Feature Set, ProVoice Radio Feature, ExtNet, Roaming Software Control Unit, System, Remote Mount Microphone, Standard Kit, Accessory, Remote Mount, 50W TX & Less Antenna, gain, mobile External speaker, toggle switch, wiring, relay kit

AI-9671 **7.A.**

Membership Dues for JPCA & STJPCA
CC REGULAR

Date: 06/10/2008
Submitted By: IRENE CARDENAS, J.P. 1, 2
Department: J.P. 1, 2

Information

CAPTION

Request approval to pay membership dues for 2008 in the amount of $265.00 to JPCA & STJPCA for the following employees: Judge Jesus E. Morales, Adan Guerrero, Irene I. Cardenas, D'Ann Uresti, and Samuel Trevino.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-412-00-062-001-0-810
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

$334.00 available balance as of 06/06/2008.
Total expenditure: $265.00 RC

Attachments

Link: Jesus Morales back-up
Link: D'Ann Uresti Backup
Link: Samuel Trevino Back-up
Link: Adan Guerrero Back-up
Link: Irene Cardenas Back-up

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/05/2008 01:33 PM	APRV
2	Rosalinda Cantu	Rosie Cantu	06/06/2008 05:16 PM	APRV
3	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: IRENE CARDENAS Started On: 06/05/2008 12:17 PM
Final Approval Date: 06/06/2008

JPCA of Texas Inc.
Judge Kaye Phillips Secretary/Treasurer
P. O. Box 518
Plainview, TX 79072
806-291-5201

Membership Application

Last Name: Morales First Jesus MI: E. Title: Justice of the Peace

County: Hidalgo Precinct: 1 Place: 2

Office Address: 1902 Joe Stephens Ste. #302

City: Weslaco State: TX Zip: 78596

Office Phone #: (956) 968-0707 Office Fax #: (956) 968-8827

Email Address: _____ Association District Number: 38

Judge	$60.00	J. P. Clerk	$35.00		
Constable	$60.00	Individual	$45.00		
Deputy	$35.00	Life Member	$400.00		
Constable Clerk	$35.00	Corporate Vendorship – (See Corporate Package For Complete Details)		Gold -	$2,000.00
				Platinum -	$1,500.00
				Bronze -	$1,000.00

*** $5.00 of each membership automatically goes into the JPCA Scholarship Fund***

Check if new member ___

Complete and Mail to: **Judge Kaye Phillips**
JPCA Secretary - Treasurer
P. O. Box 518
Plainview, Texas 79702

SOUTH TEXAS JUSTICES OF THE PEACE AND CONSTABLES ASSOCIATION, INC.

APPLICATION FOR MEMBERSHIP
Date: 06/05/08

I HEREBY MAKE APPLICATION FOR MEMBERSHIP IN THE SOUTH TEXAS JUSTICE OF THE PEACE AND CONSTABLES ASSOCIATION. REMITTANCE ON THE AMOUNT OF $ 25.00 AND CHECK NO. _____ IS ENCLOSED TO COVER ANNUAL DUES.

(PLEASE PRINT OR TYPE)

Name: Jesus E. Morales Title: Justice of the Peace Pct: 1 PL. 2

Address: 1902 Joe Stephans, Sta. 302 City: Weslaco Zip: 78596

Office Phone: 956-968-0707 Home Phone: _____

Cell Phone: _____ Email: _____

County: Hidalgo Spouse Name: _____

State Senator's Name: Eddie Lucio Jr. Dist No.: 27

State Representative's Name: Armando Martinez Dist No.: 38

(PLEASE CHECK TITLE)

☐ JUSTICE OF THE PEACE	$25.00	☐ COURT PERSONNEL	$10.00
☐ CONSTABLE	$25.00	☐ ASSOCIATE	$25.00
☐ DEPUTY	$10.00	☐ REGULAR-LIFE	$100.00
☐ CONSTABLE CLERK	$10.00	☐ HONORARY-LIFE	$100.00

☐ PLEASE CREDIT ME WITH ENCLOSED LIFE MEMBERSHIP.

☑ PLEASE CREDIT ME WITH ENCLOSED ANNUAL MEMBERSHIP DUES FOR THE YEAR:

☐ 2006	☐ 2007	☑ 2008	☐ 2009	☐ 2010	☐ 2011	☐ 2012
☐ 2013	☐ 2014	☐ 2015	☐ 2016	☐ 2017	☐ 2018	☐ 2019

WOULD YOU SERVE AS AN OFFICER?	☐ Yes	☐ No
WOULD YOU SERVE AS A COMMITTEE CHAIRPERSON?	☐ Yes	☐ No
WOULD YOU SERVE ON A COMMITTEE?	☐ Yes	☐ No

PLEASE FILL OUT COMPLETELY AND MAIL WITH PROPER REMITTANCE TO:

JUDGE LILIA G. SALINAS
PO BOX 429
SAN DIEGO, TX 78384

NOTE: ALL MEMBERSHIPS EXCEPT LIFE MEMBERSHIPS EXPIRE ON DECEMBER 31st OF EACH YEAR.

****PLEASE MAKE COPIES FOR DEPUTIES AND COURT PERSONNEL.** CC, Jr.

TO THE COUNTY AUDITOR
AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Jesus E. Morales, do hereby state that my membership in the Justice of the Peace & Constables Association 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, except for the providing of information for a member of the legislature or appearing before a legislative committee at the request of the committee or member of the legislature; and

4. Neither the association or 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: J E Morales

TITLE: Justice of the Peace

Before me Adan Guerrero, a Notary Public, appeared Jesus E. Morales, 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.

(S E A L)

ADAN GUERRERO
Notary Public, State of Texas
My Commission Expires
04-06-2009

Adan Guerrero
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY: LGC Sec. 113.064b

COUNTY AUDITOR'S FORM: SFA-CA-041

TO THE COUNTY AUDITOR
AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Jesus E. Morales, do hereby state that my membership in the South Texas Justices of the Peace & Constables Assoc. In 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:

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4. Neither the association or 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: J E Morales

TITLE: Justice of the Peace

Before me Adan Guerrero, a Notary Public, appeared Jesus E. Morales, 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.

(S E A L)

ADAN GUERRERO
Notary Public, State of Texas
My Commission Expires
04-06-2009

Adan Guerrero
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY: LGC Sec. 113.064b

COUNTY AUDITOR'S FORM: SFA-CA-041

JPCA of Texas Inc.
Judge Kaye Phillips Secretary/Treasurer
P. O. Box 518
Plainview, TX 79072
806-291-5201

Membership Application

Last Name: Uresti First D'Ann MI: Title: Asst. Court Coordinator

County: Hidalgo Precinct: 1 Place: 2

Office Address: 1902 Joe Stephens Ste. #302

City: Weslaco State: TX Zip: 78596

Office Phone #: (956) 968-0707 Office Fax #: (956) 968-8827

Email Address: Association District Number: 38

Judge	$60.00	J. P. Clerk	$35.00		
Constable	$60.00	Individual	$45.00		
Deputy	$35.00	Life Member	$400.00		
Constable Clerk	$35.00	Corporate Vendorship – (See Corporate Package For Complete Details)		Gold -	$2,000.00
				Platinum -	$1,500.00
				Bronze -	$1,000.00

*** $5.00 of each membership automatically goes into the JPCA Scholarship Fund***

Check if new member ___

Complete and Mail to: **Judge Kaye Phillips**
JPCA Secretary - Treasurer
P. O. Box 518
Plainview, Texas 79702

SOUTH TEXAS JUSTICES OF THE PEACE AND CONSTABLES ASSOCIATION, INC.

APPLICATION FOR MEMBERSHIP
Date: 06/05/08

I HEREBY MAKE APPLICATION FOR MEMBERSHIP IN THE SOUTH TEXAS JUSTICE OF THE PEACE AND CONSTABLES ASSOCIATION. REMITTANCE ON THE AMOUNT OF $ 10.00 AND CHECK NO. _____ IS ENCLOSED TO COVER ANNUAL DUES.

(PLEASE PRINT OR TYPE)

Name: D'Ann Uresti Title: Asst. Court Coordinator Pct: 1 PL. 2

Address: 1902 Joe Stephens, Ste. 302 City: Weslaco Zip: 78596

Office Phone: 956-968-0707 Home Phone: _____

Cell Phone: _____ Email: _____

County: Hidalgo Spouse Name: _____

State Senator's Name: Eddie Lucio Jr. Dist No.: 27

State Representative's Name: Armando Martinez Dist No.: 38

(PLEASE CHECK TITLE)

☐ JUSTICE OF THE PEACE	$25.00	☐ COURT PERSONNEL	$10.00
☐ CONSTABLE	$25.00	☐ ASSOCIATE	$25.00
☐ DEPUTY	$10.00	☐ REGULAR-LIFE	$100.00
☐ CONSTABLE CLERK	$10.00	☐ HONORARY-LIFE	$100.00

☐ PLEASE CREDIT ME WITH ENCLOSED LIFE MEMBERSHIP.

☑ PLEASE CREDIT ME WITH ENCLOSED ANNUAL MEMBERSHIP DUES FOR THE YEAR:

☐ 2006	☐ 2007	☑ 2008	☐ 2009	☐ 2010	☐ 2011	☐ 2012
☐ 2013	☐ 2014	☐ 2015	☐ 2016	☐ 2017	☐ 2018	☐ 2019

WOULD YOU SERVE AS AN OFFICER?	☐ Yes	☐ No
WOULD YOU SERVE AS A COMMITTEE CHAIRPERSON?	☐ Yes	☐ No
WOULD YOU SERVE ON A COMMITTEE?	☐ Yes	☐ No

PLEASE FILL OUT COMPLETELY AND MAIL WITH PROPER REMITTANCE TO:

JUDGE LILIA G. SALINAS
PO BOX 429
SAN DIEGO, TX 78384

NOTE: ALL MEMBERSHIPS EXCEPT LIFE MEMBERSHIPS EXPIRE ON DECEMBER 31st OF EACH YEAR.

****PLEASE MAKE COPIES FOR DEPUTIES AND COURT PERSONNEL.** CC, Jr.

TO THE COUNTY AUDITOR
AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, D'Ann Uresti, do hereby state that my membership in the South Texas Justices of the Peace & Constables Assoc. Inc 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, except for the providing of information for a member of the legislature or appearing before a legislative committee at the request of the committee or member of the legislature; and

4. Neither the association or 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: D'Ann Uresti

TITLE: Asst. Court Coordinator

Before me Adan Guerrero, a Notary Public, appeared D'Ann Uresti, 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.

ADAN GUERRERO
Notary Public, State of Texas
My Commission Expires
04-08-2009

Adan Guerrero
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY: LGC Sec. 113.064b.

COUNTY AUDITOR'S FORM: SFA-CA-041

TO THE COUNTY AUDITOR
AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, D'ann Uresti, do hereby state that my membership in the Justice of the Peace & Constables Association 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:

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4. Neither the association or 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: D'Ann Uresti

TITLE: Asst. Court Coordinator

Before me Adan Guerrero, a Notary Public, appeared D'Ann Uresti, 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.

ADAN GUERRERO
Notary Public, State of Texas
My Commission Expires
04-06-2009

Adan Guerrero
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY: LGC Sec. 113.064b.

COUNTY AUDITOR'S FORM: SFA-CA-041

JPCA of Texas Inc.
Judge Kaye Phillips Secretary/Treasurer
P. O. Box 518
Plainview, TX 79072
806-291-5201

Membership Application

Last Name: Trevino First Samuel MI: Title: Court Clerk

County: Hidalgo Precinct: 1 Place: 2

Office Address: 1902 Joe Stephens Ste. #302

City: Weslaco State: TX Zip: 78596

Office Phone #: (956) 968-0707 Office Fax #: (956) 968-8827

Email Address: Association District Number: 38

Judge	$60.00	J. P. Clerk	$35.00		
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				Platinum -	$1,500.00
				Bronze -	$1,000.00

*** $5.00 of each membership automatically goes into the JPCA Scholarship Fund***

Check if new member ___

Complete and Mail to: **Judge Kaye Phillips**
JPCA Secretary - Treasurer
P. O. Box 518
Plainview, Texas 79702

SOUTH TEXAS JUSTICES OF THE PEACE AND CONSTABLES ASSOCIATION, INC.

APPLICATION FOR MEMBERSHIP
Date: 06/05/08

I HEREBY MAKE APPLICATION FOR MEMBERSHIP IN THE SOUTH TEXAS JUSTICE OF THE PEACE AND CONSTABLES ASSOCIATION. REMITTANCE ON THE AMOUNT OF $ 10:00 AND CHECK NO. _____ IS ENCLOSED TO COVER ANNUAL DUES.

(PLEASE PRINT OR TYPE)

Name: Samuel Trevino Title: Court Clerk Pct: 1 PL. 2

Address: 1902 Joe Stephens, Sta. 302 City: Weslaco Zip: 78596

Office Phone: 956-968-0707 Home Phone: _____

Cell Phone: _____ Email: _____

County: Hidalgo Spouse Name: _____

State Senator's Name: Eddie Lucio Jr. Dist No.: 27

State Representative's Name: Armando Martinez Dist No.: 38

(PLEASE CHECK TITLE)

☐ JUSTICE OF THE PEACE	$25.00	☐ COURT PERSONNEL	$10.00
☐ CONSTABLE	$25.00	☐ ASSOCIATE	$25.00
☐ DEPUTY	$10.00	☐ REGULAR-LIFE	$100.00
☐ CONSTABLE CLERK	$10.00	☐ HONORARY-LIFE	$100.00

☐ PLEASE CREDIT ME WITH ENCLOSED LIFE MEMBERSHIP.

☑ PLEASE CREDIT ME WITH ENCLOSED ANNUAL MEMBERSHIP DUES FOR THE YEAR:

☐ 2006	☐ 2007	☑ 2008	☐ 2009	☐ 2010	☐ 2011	☐ 2012
☐ 2013	☐ 2014	☐ 2015	☐ 2016	☐ 2017	☐ 2018	☐ 2019

WOULD YOU SERVE AS AN OFFICER?	☐ Yes	☐ No
WOULD YOU SERVE AS A COMMITTEE CHAIRPERSON?	☐ Yes	☐ No
WOULD YOU SERVE ON A COMMITTEE?	☐ Yes	☐ No

PLEASE FILL OUT COMPLETELY AND MAIL WITH PROPER REMITTANCE TO:

JUDGE LILIA G. SALINAS
PO BOX 429
SAN DIEGO, TX 78384

NOTE: ALL MEMBERSHIPS EXCEPT LIFE MEMBERSHIPS EXPIRE ON DECEMBER 31st OF EACH YEAR.

****PLEASE MAKE COPIES FOR DEPUTIES AND COURT PERSONNEL.** CC, Jr.

TO THE COUNTY AUDITOR
AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Samuel Trevino, do hereby state that my membership in the South Texas Justices of the Peace & Constables Assoc. Inc 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;

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4. Neither the association or 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: [signature]

TITLE: Court Clerk

Before me Adan Guerrero, a Notary Public, appeared Samuel Trevino, 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.

ADAN GUERRERO
Notary Public, State of Texas
My Commission Expires
S04806A2009

[signature]
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY: LGC Sec. 113.064b

COUNTY AUDITOR'S FORM: SFA-CA-041

TO THE COUNTY AUDITOR
AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Samuel Trevino, do hereby state that my membership in the Justice of the Peace & Constables Association 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, except for the providing of information for a member of the legislature or appearing before a legislative committee at the request of the committee or member of the legislature; and

4. Neither the association or 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: [signature]

TITLE: Court Clerk

Before me Adan Guerrero, a Notary Public, appeared Samuel Trevino, 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.

ADAN GUERRERO
Notary Public, State of Texas
My Commission Expires
04-06-2009

[signature]
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY: LGC Sec. 113.064b.

COUNTY AUDITOR'S FORM: SFA-CA-041

JPCA of Texas Inc.
Judge Kaye Phillips Secretary/Treasurer
P. O. Box 518
Plainview, TX 79072
806-291-5201

Membership Application

Last Name: Guerrero First Adan MI: Title: Court Coordinator

County: Hidalgo Precinct: 1 Place: 2

Office Address: 1902 Joe Stephens Ste. #302

City: Weslaco State: TX Zip: 78596

Office Phone #: (956) 968-0707 Office Fax #: (956) 968-8827

Email Address: Association District Number: 38

Judge	$60.00	J. P. Clerk	$35.00		
Constable	$60.00	Individual	$45.00		
Deputy	$35.00	Life Member	$400.00		
Constable Clerk	$35.00	Corporate Vendorship – (See Corporate Package For Complete Details)		Gold -	$2,000.00
				Platinum -	$1,500.00
				Bronze -	$1,000.00

*** $5.00 of each membership automatically goes into the JPCA Scholarship Fund***

Check if new member ___

Complete and Mail to: **Judge Kaye Phillips**
JPCA Secretary - Treasurer
P. O. Box 518
Plainview, Texas 79702

SOUTH TEXAS JUSTICES OF THE PEACE AND CONSTABLES ASSOCIATION, INC.

APPLICATION FOR MEMBERSHIP
Date: 06/05/08

I HEREBY MAKE APPLICATION FOR MEMBERSHIP IN THE SOUTH TEXAS JUSTICE OF THE PEACE AND CONSTABLES ASSOCIATION. REMITTANCE ON THE AMOUNT OF $ 10.00 AND CHECK NO. _____ IS ENCLOSED TO COVER ANNUAL DUES.

(PLEASE PRINT OR TYPE)

Name: Adan Guerrero Title: Court Coordinator Pct: 1 PL. 2
Address: 1902 Jon Stephans, Ste. 302 City: Weslaco Zip: 78596
Office Phone: 956-968-0707 Home Phone: _____
Cell Phone: _____ Email: _____
County: Hidalgo Spouse Name: _____
State Senator's Name: Eddie Lucio Jr. Dist No.: 27
State Representative's Name: Armando Martinez Dist No.: 38

(PLEASE CHECK TITLE)

☐ JUSTICE OF THE PEACE	$25.00	☐ COURT PERSONNEL	$10.00
☐ CONSTABLE	$25.00	☐ ASSOCIATE	$25.00
☐ DEPUTY	$10.00	☐ REGULAR-LIFE	$100.00
☐ CONSTABLE CLERK	$10.00	☐ HONORARY-LIFE	$100.00

☐ PLEASE CREDIT ME WITH ENCLOSED LIFE MEMBERSHIP.

☑ PLEASE CREDIT ME WITH ENCLOSED ANNUAL MEMBERSHIP DUES FOR THE YEAR:

☐ 2006 ☐ 2007 ☑ 2008 ☐ 2009 ☐ 2010 ☐ 2011 ☐ 2012
☐ 2013 ☐ 2014 ☐ 2015 ☐ 2016 ☐ 2017 ☐ 2018 ☐ 2019

WOULD YOU SERVE AS AN OFFICER?	☐ Yes	☐ No
WOULD YOU SERVE AS A COMMITTEE CHAIRPERSON?	☐ Yes	☐ No
WOULD YOU SERVE ON A COMMITTEE?	☐ Yes	☐ No

PLEASE FILL OUT COMPLETELY AND MAIL WITH PROPER REMITTANCE TO:

JUDGE LILIA G. SALINAS
PO BOX 429
SAN DIEGO, TX 78384

NOTE: ALL MEMBERSHIPS EXCEPT LIFE MEMBERSHIPS EXPIRE ON DECEMBER 31st OF EACH YEAR.

****PLEASE MAKE COPIES FOR DEPUTIES AND COURT PERSONNEL.** CC, Jr.

TO THE COUNTY AUDITOR
AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Adan Guerrero, do hereby state that my membership in the South Texas Justices of the Peace & Constables Assoc. In 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:

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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, except for the providing of information for a member of the legislature or appearing before a legislative committee at the request of the committee or member of the legislature; and

4. Neither the association or 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: Adan Guerrero

TITLE: Court Coordinator

Before me Irene I. Cardenas, a Notary Public, appeared Adan Guerrero, 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.

IRENE I CARDENAS
Notary Public, State of Texas
My Commission Expires
04-06-2009

Irene I. Cardenas
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY: LGC Sec. 113.064b

COUNTY AUDITOR'S FORM: SFA-CA-041

TO THE COUNTY AUDITOR
AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Adan Guerrero, do hereby state that my membership in the Justice of the Peace & Constables Association 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:

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SIGNATURE: Adan Guerrero

TITLE: Court Coordinator

Before me Irene I. Cardenas, a Notary Public, appeared Adan Guerrero, 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.

IRENE I CARDENAS
Notary Public, State of Texas
My Commission Expires
04-06-2009

Irene I Cardenas
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY: LGC Sec. 113.064b.

COUNTY AUDITOR'S FORM: SFA-CA-041

JPCA of Texas Inc.
Judge Kaye Phillips Secretary/Treasurer
P. O. Box 518
Plainview, TX 79072
806-291-5201

Membership Application

Last Name: Cardenas First Irene MI: I Title: Asst. Court Coordinator

County: Hidalgo Precinct: 1 Place: 2

Office Address: 1902 Joe Stephens Ste. #302

City: Weslaco State: TX Zip: 78596

Office Phone #: (956) 968-0707 Office Fax #: (956) 968-8827

Email Address: _____ Association District Number: 38

Judge	$60.00	J. P. Clerk	$35.00		
Constable	$60.00	Individual	$45.00		
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(PLEASE PRINT OR TYPE)

Name: Irene I. Cardenas Title: Asst. Court Coordinator Pct: 1 PL. 2

Address: 1902 Jon Staphans, Sta. 302 City: Weslaco Zip: 78596

Office Phone: 956-968-0707 Home Phone: _____

Cell Phone: _____ Email: _____

County: Hidalgo Spouse Name: _____

State Senator's Name: Eddie Lucio Jr. Dist No.: 27

State Representative's Name: Armando Martinez Dist No.: 38

(PLEASE CHECK TITLE)

☐ JUSTICE OF THE PEACE	$25.00	☐ COURT PERSONNEL	$10.00
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WOULD YOU SERVE AS AN OFFICER?	☐ Yes	☐ No
WOULD YOU SERVE AS A COMMITTEE CHAIRPERSON?	☐ Yes	☐ No
WOULD YOU SERVE ON A COMMITTEE?	☐ Yes	☐ No

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JUDGE LILIA G. SALINAS
PO BOX 429
SAN DIEGO, TX 78384

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TO THE COUNTY AUDITOR
AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

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SIGNATURE: Irene I. Cardenas

TITLE: Asst. Court Coordinator

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ADAN GUERRERO
Notary Public, State of Texas
My Commission Expires
04-06-2000

(S E A L)

Adan Guerrero
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY: LGC Sec. 113.064b.

COUNTY AUDITOR'S FORM: SFA-CA-041

TO THE COUNTY AUDITOR
AFFIDAVIT FOR MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

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SIGNATURE: Irene I. Cardenas

TITLE: Asst. Court Coordinator

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ADAN GUERRERO
Notary Public, State of Texas
My Commission Expires
04-06-2009
(SEAL)

Adan Guerrero
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY: LGC Sec. 113.064b.

COUNTY AUDITOR'S FORM: SFA-CA-041

AI-9622 **8.A.**

OJJDP FY 08 Earmarks - Truancy Program Grant
CC REGULAR

Date: 06/10/2008
Submitted By: Manuel Chapa, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

1. Authorization and approval to apply for the OJJDP FY 08 Earmarks Programs - Truancy Program Grant with the U.S. Department of Justice - Office of Juvenile Justice and Delinquency Prevention (OJJDP).
2. Authorization for County Judge to sign the required documents.

BACKGROUND

2008-51091-TX-JL $491,892.00 Proposed Project August 1, 2008 to July 31, 2010.
The grant budget includes expenses relating to: salaries/fringe benefits, equipment, supplies, computers, training etc. No local monies will be required.
Due date: June 19, 2008

Fiscal Impact

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

BUDGETARY IMPACT:

Approval to apply for grant funds does not require funding. No budgetary impact as of 6-6-08.

Grant being applied to, Co. Truancy Program, does not require a Co. cash match. Possible funding to be provided by State if award is granted $491,892.00.

Attachments

Link: US Dept of Justice letter

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/06/2008 03:22 PM	APRV
2	Ivan Cantu	Ivan Cantu	06/06/2008 03:30 PM	APRV
3	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Manuel Chapa Started On: 06/04/2008 11:44 AM

Final Approval Date: 06/06/2008

U.S. Department of Justice

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention

Washington, D.C. 20531

May 29, 2008

Dear **Judge Salinas:**

As identified in the Conference Report accompanying the Consolidated Appropriations Act, 2008 P.L. 110-161 the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is inviting **"Hidalgo County, TX, Truancy Program"** to submit an application for funding. The original award amount of $517,000 is reduced by Management and Administration (M&A) for the Office of Justice Programs (OJP) for a final award amount of **$491,892.** Please use this final award amount in your application.

OJJDP requires that applications for funding be submitted through the Internet using the Office of Justice Programs online Grants Management System (GMS). The attached Application Solicitation contains instructions for submitting your application through GMS, including details about the required content and format of the application. **Your application should be submitted under "OJJDP FY08 Earmarks Programs."** You should plan on a start date for your earmark funded project of August 1, 2008, or later. This is to allow time for OJJDP to review and approve your budget and project plans, and to work with you on any changes that are necessary.

There are two important steps when submitting an online application through GMS:

- Start your application under "OJJDP FY08 Earmarks Programs" in GMS immediately.
- Submit your application attachments in GMS by **June 19, 2008**.

Again, the enclosed Application Solicitation provides instructions for using GMS. OJJDP's GMS Specialist Al Roddy can assist you with the GMS process: 202-616-4506. Also, a GMS toll-free hotline (1-888-549-9901) is available as well for applicants requiring technical assistance.

Please note that applicants receiving grant funds of at least $45,000 must include in the budget funds to support up to 2 staff to travel to Washington, DC for a 3 day grantee training meeting to be held in Fall 2008. Applicants should budget $1,500 per person (i.e. airfare per person ($500), meals and incidentals ($50 x 4 days) and days lodging per day ($200 x 4 days) to attend the training and record this as part of the Travel line item in the budget. This meeting will provide grantees training on programmatic and financial reporting; reporting performance measures under the Data Collection and Technical Assistance Tool (DCTAT); and using the Grants Management System (GMS). In addition, grantees will receive information on OJJDP's Socioeconomic Mapping Resource Topography (SMART) system; the Helping America's Youth (HAY) Strategies and Tools for Communities to Help Youth; and OJJDP's Model Programs Guide.

I hope that this information is helpful in preparing your application for funding. If you have any questions or need further information, please telephone **Mark Morgan at 202-353-9243**.

Sincerely,
Jeff Slowikowski
Associate Administrator, Demonstration Programs Division

AI-9645 **9.A.**

Request for new positions for Buildings & Grounds
CC REGULAR

Date: 06/10/2008
Submitted By: Dale Kennan, BUDGET & MANAGEMENT
Submitted For: Buildings & Grounds
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

General Governmental Buildings (Program 001):
1. Approval to create the following permanent full-time positions as authorized by CC on 05/27/2008:

Slot. No.	Position Title	Budgeted Salary
220-001-0073	Maintenance I	$18,720.00
220-001-0074	Maintenance I	$18,720.00
220-001-0075	Plumber II	$31,000.00
220-001-0076	Electrician I	$31,000.00
220-001-0077	A/C Chiller Technician	$39,000.00
220-001-0078	Welder I	$31,000.00

2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule.

Building Minor Structures (Program 002):
1. Approval to create the following permanent full-time positions as authorized by CC on 05/27/2008:

Slot. No.	Position Title	Budgeted Salary
220-002-0010	Carpenter/Painter	$20,800.00
220-002-0011	Carpenter/Painter	$20,800.00

2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule.

BACKGROUND

Prorated Salary as of 7/14/08 as per D.T.
See agenda item 21 F#9487 on Commissioners Court Regular Agenda 05/27/2008.

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1100-419-40-220-00X-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funded to be transfered from County Wide Admin. Funding available as of 6/5/08.

Attachments

Link: Memo

Link: B&G Maintenance I PAR

Link: B&G Maintenance I Job Description

Link: B&G Plumber II Job PAR

Link: B&G Plumber II Job Description

Link: B&G Electrician I PAR

Link: B&G Electrician I Job Description

Link: B&G AC Chiller Tech. PAR

Link: B&G AC Chiller Tech. Job Description

Link: B&G Welder I PAR

Link: B&G Welder I Job Description

Link: B&G (GEN GOVT BLDG) Program 001 Fiscal Note

Link: AI-9645 Part A Transfer - B&G (GEN GOVT BLDG)

Link: AI-9645 Part B Transfer - B&G (Minor Bldg Struct) Transfer

Link: B&G (GEN GOVT BLDG) Program 001 Revised Salary Schedule

Link: B&G (Minor Bldg Strcut.) Carpenter - Painter PAR

Link: B&G (Minor Bldg Strcut.) Carpenter - Painter Job Description

Link: B&G Minor Bldg Struct) Program 002 Fiscal Note

Link: B&G (Minor Bldg Strcut.) Program 002 Revised Salary Schedule

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/05/2008 02:47 PM	APRV
2	Rosalinda Cantu		06/06/2008 06:12 PM	PEND

Form Started By: Dale Kennan Started On: 06/04/2008 04:22 PM

Final Approval Date: 06/06/2008

HIDALGO COUNTY
texas

Department of
Budget & Management
2818 S. Business Hwy. 281
Edinburg, Texas 78539
Office: (956) 292-7025
Fax: (956) 292-7034
www.co.hidalgo.tx.us

Memorandum

To: **Daniel Flores, Buildings & Grounds Director**

From: **Raul Silguero, Jr. Chief Administrator-Budget Division**

Date: **May 28, 2008**

Subject: **New Positions Approved by Commissioners Court**

Cc: **Valde Guerra, Dina Trevino, Javier Carreon**

Commissioners' Court at its regular meeting of Tuesday, May 27, 2008 approved the creation of forty-seven (47) priority positions that were requested during the 2008 Budget Process.

This memo is to inform you that Commissioners' Court approved the creation of following position(s) for your department:

No. of Positions	Position Title
2	Maintenance Technician I
1	Plumber II
1	Electrician I
1	A/C & Chiller Technician
1	Welder I
2	Carpenter/Painter (Bldg Minor Structures)

Please be advised that we currently have in our records the Personnel Adjustment Request Form and the Job Description for the position(s) listed above; therefore, we will send these items to the Human Resources Department for review and approval. However, we are in need of the Job Description for the Welder I position. Please provide the job description for the Welder I position to our office.

After the Human Resources Department approves and returns the Personnel Adjustment Request Form and Job Description to our office, we will create an agenda item requesting Commissioners' Court action for the position(s) listed above, hence allowing you to proceed with the proper job posting procedures.

Thank you for your attention to this matter. If you have any questions, please call Dina Trevino, Manager-Budget Management Section at (956) 292-7025 ext. 5405.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
BUILDINGS & GROUNDS /220

DATE: Enter Date
~~05/16/08~~ 6/10/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current slot
D073 +0074

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications) Maintenance I (2)

REQUEST FOR:

☑ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other Salary Increase

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0 (Current Budgeted Salary) $ 18,720.00 x 2 (Proposed Budgeted Salary) $ 37,440.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☑ Will Require Additional Funds

☐ Other Will need additional funds

POSITION Type:

Full Time Employee Object 113 [X] 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	[X]	Non-Exempt	[X]
N/A	[ ]		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
Reorganization, short of staff. Requesting 2 Maintenance positions due increase of work orders and additional Buildings given to the department and work orders pending.

Have maintenance employees doing welding and carpentry ect.

NEW POSITION: Brief job description and attach a copy of the new job description.

Performs a variety of preventive maintenance on building components and facilities. Moves furniture, boxes, and related materials, cleans, strips, Waxes and buffs floors, unlocks and locks all buildings ect.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

Reorganization, short of staff.

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	6/4/08 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
BUILDINGS & GROUNDS

Job Title: Maintenance FLSA Status: Non-Exempt

Department: 340 Civil Service Status: Non-Exempt

SUMMARY

Performs a wide variety of building maintenance activities to improve the functioning and appearance of County buildings and facilities; assists with painting, plastering and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of preventive maintenance routines on building components and facilities.
- Assists with painting and roofing work.
- Replaces and repairs electric and manual locks and keys and re-keys locks.
- Paints, plasters and cleans county owned buildings and surrounding areas.
- Gathers and disposes of trash in county buildings and facilities.
- Moves furniture, boxes, and related material when necessary.
- Sets up tables and chairs for various events.
- Cleans, strips, waxes and buffs floors: vacuums and cleans carpets.
- Unlocks and locks all buildings.
- Replaces lights and ballast as needed.
- Assists with plumbing, air conditioning, and electrical problems.
- Maintains all county yards: trash clean up, landscaping, mowing, and trimming plants and trees.
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
- Cleans grounds and removes litter.
- Plants grass, flowers, trees and shrubs.
- Waters lawn and shrubs.
- Cleans offices and restrooms.
- Performs minor maintenance repairs on buildings.
- Regular attendance;
- Ability to work well with others.
- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

DUCATION and/or EXPERIENCE

- High School Diploma or GED, preferred;
- Two (2) years of increasingly responsible general maintenance experience is preferred.
- Must be able to read and write English.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's Insurance carrier.

OTHER SKILLS AND ABILITIES

- 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 walk, climb, and stand. The employee is required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move over one-hundred (100) 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 encounter while performing the essential functions of this job.

The employee occasionally works in outside weather conditions. The employee is occasionally exposed to fumes, airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- standing, walking and climbing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
BUILDINGS & GROUNDS /220

DATE: Enter Date
~~05/16/08~~ 6/10/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current slot

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications) Plumber II

0075

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other Salary Increase

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0 (Current Budgeted Salary) $ 31,000.00 (Proposed Budgeted Salary) $ 31,000.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☑ Will Require Additional Funds

☐ Other Will need additional funds

POSITION Type:

Full Time Employee Object 113 [X] 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	[X]	Non-Exempt	[X]
N/A	[ ]		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Reorganization, short of staff. Requesting Plumber position due to the overload of work and additional building assigned to this department

NEW POSITION: Brief job description and attach a copy of the new job description.

Studies blueprints and /or work orders and determine the number of hours and materials required to complete job.

Locates and marks position of pipe and pipe connections and passage holes for pipe walls and floors, using rulers, spirit level and plumb bob. Ect.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

Reorganization, short of staff.

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	6/4/08 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
BUILDINGS & GROUNDS

Job Title:	Plumber II	FLSA Status:	Exempt
Department:	340	Civil Service Status:	Non-Exempt

SUMMARY

Under general supervision, is responsible for the countywide maintenance and repair of all plumbing in County owned or leased buildings. Performs other maintenance duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Study blueprints and/or work orders and determine the number of hours and materials required to complete a job.
- Enforce safety regulations
- Locates and marks position of pipe and pipe connections and passage holes for pipe walls and floors, using ruler, spirit level and plumb bob
- Cutting and bending pipes to correct length and shape by use of pipe bending machine or by placing pipe over block and bending by hand.
- Cutting and threading pipe by use of pipe cutters, cutting torch, and pipe reading machine.
- Joining tubing or pipes by means of sleeves, couplings, or unions, and solder joints using torch
- Filling pipe systems with water or air and reading pressure gages to determine whether system is leaking.
- Installing and repairing plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water heaters, hot water tanks and water softeners.
- Installing expansion and discharge valves.
- Installing water filters.
- Testing joints and connections for gas leaks using gas detector or soap-and-water solution.
- Plumbing repairs and maintenance
- Regular attendance
- Ability to work well with others.
- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- Two (2) years of formal technical training from a State approved technical school.
- Must possess a current master plumber's license
- High School Diploma or GED
- At least three (3) years of experience performing related job duties as listed on job description with two (2) years as a head serviceman in charge of troubleshooting and repair.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's Insurance carrier.

OTHER SKILLS AND ABILITIES

- 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, kneel, crouch, or crawl.

The employee must occasionally lift and/or move over one-hundred (100) 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 encounter while performing the essential functions of this job.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:•

standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- 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

Required to follow all department's safety regulations.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
BUILDINGS & GROUNDS / 220

DATE: Enter Date
05/16/08 6/10/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current slot
0076

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications) Electrician I

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other Salary Increase

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0 (Current Budgeted Salary) $ 31,000.00 (Proposed Budgeted Salary) $ 31,000.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☑ Will Require Additional Funds

☐ Other Will need additional funds

POSITION Type:

Full Time Employee Object 113 [X] 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	[X]	Non-Exempt	[X]
N/A	[ ]		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Reorganization, short of staff. Requesting electrician due increase of work orders and additional Buildings given to the department and work orders Pending.

NEW POSITION: Brief job description and attach a copy of the new job description.

Studies blueprints and/ or work orders and determines the number of hours and materials required to complete a job.

Plans a layout, installs and repairs wiring, electrical fixtures. Measures, cuts bends threads assembles and install electrical conduit.

Pulls wiring through conduit. Ect.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

Reorganization, short of staff.

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	6/4/08 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
BUILDINGS & GROUNDS

Job Title:	Electrician	FLSA Status:	Exempt
Department:	340	Civil Service Status:	Non-Exempt

SUMMARY

Under general supervision, is responsible for electrical systems, construction, installation, diagnosis and repairs in County owned or leased buildings, facilities and equipment. Performs other maintenance duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Studies blueprints and/or work orders and determines the number of hours and materials required to complete a job.
- Enforces safety regulations.
- Plans layouts, installs and repairs wiring, electrical fixtures and control equipment.
- Prepares sketches showing location of wiring and equipment or follow diagrams or blueprints, insuring that concealed wiring is installed before completion of future walls, ceilings and flooring.
- Measures, cuts, bends, threads, assembles and installs electrical conduit.
- Pulls wiring through conduit.
- Splices wires by stripping insulations from terminal leads with knife or pliers, twisting or soldering wires together and applying tape or terminal caps.
- Connects wiring to lighting fixtures and power equipment using hand tools.
- Installs control and distribution apparatus, such as switches, relays and circuit-breaker panels.
- Connects power cables to equipment, such as electric range or motor and installs grounding leads.
- Performs a wide variety of moderately complex construction tasks, preventive maintenance and repair work on equipment, building components, electrical systems and facilities.
- Functions as an expert trades person on electronic systems, circuits and heating and air conditioning.
- Builds additions to existing electrical systems.
- Installs electrical conduit, wires, panels, fixtures and switches.
- Calculates loads on existing electrical circuits.
- Analyzes load requirements to determine size of electrical circuits for installation.
- Determines causes and repairs malfunction in high voltage switchgear and electrical distribution systems.
- Regular attendance
- Ability to work well with others.
- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- High School Diploma or GED;
- Two (2) years of formal technical training from a State approved technical school.
  Licensed journeyman
- At least five (5) years of electrical building maintenance experience which included preventive maintenance and repairs on electrical equipment, buildings and facilities.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's Insurance carrier.

OTHER SKILLS AND ABILITIES

- 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 climb and 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, kneel, crouch, or crawl.

The employee must occasionally lift and/or move over one-hundred (100) 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 encounter while performing the essential functions of this job.

The employee regularly works near moving mechanical parts. The employee frequently works in high, precarious places and is frequently exposed to risk of electric shock.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- walking and climbing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- 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

Required to follow all department's safety regulations.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
BUILDINGS & GROUNDS / 220

DATE: Enter Date
~~05/16/08~~ 6/10/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current slot
0077

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications) A/C Chiller Technician

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other Salary Increase

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0 (Current Budgeted Salary) $ 39,000.00 (Proposed Budgeted Salary) $ 39,000.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☑ Will Require Additional Funds

☐ Other Will need additional funds

POSITION Type:

Full Time Employee Object 113 [X] 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	[X]	Non-Exempt	[X]
N/A	[ ]		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Reorganization, short of staff. Requesting Technician position due to the overload of A/c Chiller problems at the Courthouse and old Adm. Bldg.

And also due to the high cost on repairs.

NEW POSITION: Brief job description and attach a copy of the new job description.

Repairs A/C Chillers at the Courthouse, old Adm. Bldg. Studies blueprints and /or work orders and determine the number of hours and materials required to complete job. Ect.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

Reorganization, short of staff.

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	6/4/08 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			

DANIEL FLORES
Director

BUILDING & GROUNDS
County Of Hidalgo

To: Daniel Flores, Director- Buildings & Grounds

From: Javier Carreon, General Foreman- Buildings & Grounds JC

Date: January 8, 2008

Re: HVAC Chiller Technician

This memo is in reference to the ~~additional duties~~ JOB DESCRIPTION for the above mentioned position:

Occupational Summary

Perform all levels of repair and preventive maintenance on all HVAC Chilled Water systems including domestic water, hot water, chilled water, sewer, storm water, air, gas and vacuum.

Work Performed

Clean mechanical rooms, pick up and deliver parts. Assist other mechanics as required/directed. Perform basic calculations and conversions. Use hand and power tools associated with the trade. Perform all HVAC Chilled Water Systems maintenance tasks assigned by the supervisor. Process hot work permits. Perform safety duties as a fire watch. Fill out paperwork including but not limited to work orders, inventory, and preventive maintenance forms. Perform intermediate math calculations including simple, rolling and parallel offsets with the use of a pipefitter's handbook. Locate, install, connect, and test complete drain, waste, and vent systems. Locate, install, and connect roof, floor, and area drains. Perform repairs and replacements of various types of plumbing valves. Locate, install, and connect roof, floor, and area drains as associated with horizontal and vertical storm drainage systems. Install basic plumbing fixtures, including lavatories, sinks, water closets, urinals, and related valves and faucets. Troubleshoot and repair HVAC Chilled Water Systems. Use soft soldering techniques in the installation, maintenance, and repair of plumbing systems. Use silver soldering techniques in installation, maintenance, and repair of plumbing systems. Operate specialty tools of the plumbing trade including hand dies, taps, and freeze tools. Use troubleshooting techniques in the maintenance and repair of plumbing systems. Install different types of vents used in a DWV system. Install, diagnose and repair pumps, controls and sumps used in sewage and storm water removal systems. Size water supply systems, including calculating system requirements and demand, developed lengths, pressure drops and system efficiency. Install, repair and replace the different types of backflow prevention devices. Assemble water pressure booster system and recirculating systems using pumps, storage tanks, controls, piping and fittings. Diagnose and repair water supply and drainage piping, water heaters and other common plumbing appliances and fixtures. Use and install fire-stopping materials. Use all gas powered equipment relating to plumbing maintenance. Perform on the job task organization including personal responsibilities, task organization, safety and quality control. Perform minor and major repairs and replacements of traps and interceptors. Size basic water supply

piping based on fixture demand and code requirements. Size vents in all plumbing applications. Size drainage and waste piping and solve associated problems. Perform minor repairs to chilled water system components. Install and maintain compressed air systems including piping and all associated plumbing components. Install and maintain hydronic heating systems. Install and maintain corrosive resistant waste systems including piping and all associated components. Install and maintain gas systems. Knowledge and maintenance of private waste disposal systems and components. Knowledge and maintenance of private water systems including well casings, pumps, caps and pressure tanks. Review design documents and evaluate compliance to standards and specifications. Conduct job-site inspections to determine compliance to standards and codes. Make work assignments to lower level personnel using applicable planning and scheduling methods. Conduct training sessions for lower level personnel in any HVAC chilled water system related topic. Use computer software applicable to maintenance operations. Provide logistical support for any plumbing maintenance activity. Analyze system or component failures and recommend proper corrective actions. Design and implement preventive maintenance procedures for HVAC Chilled Water system equipment. Perform supervisory duties in the supervisor's absence. Perform other related duties incidental to the work herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level

Education/Training:	Work requires an educational background normally acquired through a high school education with course work in skilled crafts, or an equivalent combination of relevant education and/or experience. Possess a valid Texas driver's license. Received training on general OSHA standards and requirements. Received training on the use of portable fire extinguisher. Received training on hazardous waste awareness. Received training on asbestos hazards and safety. Received Fleet Safety training. Received training on the Computerized Maintenance Management System. Received training on communication etiquette including phone, radio and customer service. Received training on hot work permits. Received training on fire watch safety procedures. Received confined space entry procedures training. Received training on the use and maintenance of gas detection devices. Received Lock-out/Tag-out procedures training. Received training on fire-stopping materials. Received training on gas powered plumbing equipment. Received training on computer software applicable to maintenance operations. Possess a State of Texas HVAC Chiller Water Systems License. Possess Local/State Cross Connection certification.
Experience:	3-5 year experience in related field.
Skills:	

Please call me if any questions arise regarding this matter, call me at 965-207-9257.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
BUILDINGS & GROUNDS / 220

DATE: Enter Date
~~05/16/08~~ 6/10/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current slot
0078

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications) Welder I

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other Salary Increase

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0 (Current Budgeted Salary) $ 31,000.00 (Proposed Budgeted Salary) $ 31,000.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☑ Will Require Additional Funds

☐ Other Will need additional funds

POSITION Type:

Full Time Employee Object 113 [X] 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	X	Non-Exempt	X
N/A	☐		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Reorganization, short of staff. Department has no welder slot positio^ and maintenance employee is doing the welding for this department.

NEW POSITION: Brief job description and attach a copy of the new job description.

Welds and repair steel poles, iron rods, fences ect.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

Reorganization, short of staff.

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	6/14/6 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			

THE COUNTY OF HIDALGO TEXAS

DANIEL FLORES
Director

BUILDING & GROUNDS
County Of Hidalgo

To: Daniel Flores, Director – Buildings & Grounds

From: Javier Carreon, General Foreman- Buildings & Grounds

Date: June 4, 2008

Re: Welder I

This memo is in reference to the ~~duties~~ JOB DESCRIPTION for the above mentioned position.

Summary:

Under the direct supervision of the General Foreman and Assistant Project Manager, individual will perform a majority of the welding and fabrication tasks.

Essential Duties And Responsibilities:

Weld fabricates and assembles parts and equipment for Hidalgo County automotive, heavy equipment and minor structures.

Modify and repair body and parts.

Weld braises, solder and cut steel, stainless and aluminum by torch and large portable welder.

Maintain and repair shop equipment.

May be required to work at different job sites through-out the Hidalgo County jurisdiction.

Qualification Requirements:

To perform this job successfully and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities:

Education and/or Experience:

High School graduate or GED equivalent

Certificates, Licenses, Registrations:

Employee must have a current valid Texas Motor Vehicle Operator's License;

Must be able to be insured by the County's Insurance Carrier;

Must have liability insurance.

Other Skills and Abilities:

Individual must posses knowledge of methods, materials, equipment and tools used in all types of welding.

Operate internal combustion engine and hydraulic equipment.

Work independently in the absence of supervisor.

Understand and follow oral and written directions.

Will be required for extended periods of time shop environment, exposure to head, dust, dirt and noise.

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 and 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 other;

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:

Required to follow all department's safety regulations

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, June 10, 2008

Agenda Item: AI-9645 Part A

Summary of request/proposal:
Buildings & Grounds is requesting the approval to create the following six (6) positions and set salary in the total amount of $169,440.00. Effective date of 7/14/08.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	MAINTENANCE I	0073	113	0.00	18,720.00	18,720.00
1100	MAINTENANCE I	0074	113	0.00	18,720.00	18,720.00
1100	PLUMBER II	0075	113	0.00	31,000.00	31,000.00
1100	ELECTRICIAN I	0076	113	0.00	31,000.00	31,000.00
1100	A/C CHILLER TECH.	0077	113	0.00	39,000.00	39,000.00
1100	WELDER I	0078	113	0.00	31,000.00	31,000.00
				0.00	169,440.00	169,440.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8-1100-419-40-220-001-0-	113	GEN GOVT BLDG-	PERM F/T EMPLOYEES	$79,546.26
8-1100-419-40-220-001-0-	211	GEN GOVT BLDG-	HEALTH INSURANCE	$11,729.13
8-1100-419-40-220-001-0-	212	GEN GOVT BLDG-	LIFE INSURANCE	$92.95
8-1100-419-40-220-001-0-	220	GEN GOVT BLDG-	FICA	$6,085.29
8-1100-419-40-220-001-0-	230	GEN GOVT BLDG-	RETIREMENT	$6,984.16
8-1100-419-40-220-001-0-	250	GEN GOVT BLDG-	UNEMPLOYMENT COMP	$397.73
8-1100-419-40-220-001-0-	260	GEN GOVT BLDG-	WORKER'S COMP	$5,226.19
			2008 Budgetary Impact	$110,061.71

2009 Budgetary Impact: **$234,440.40**

Possible Funding Sources: To be funded from County Wide Administration

Budget Office Recommendation:

DATE: June 5, 2008

2008
Transfer

DEPARTMENT HEAD: Valde Guerra

DEPARTMENT NAME: Department of Budget & Management for Buildings and Grounds (1100)

ACCOUNT NUMBER: 8-1100-41X-X0-XXX-00X-0-XXX

SUBJECT: **Interdepartmental transfer(s)** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Contact: Dale Kennan
Ph#: 292-7025 Ext. 5406

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer(s) (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

ACCOUNT NUMBER	ACCOUNT NAME		INCREASE (DECREASE) AMOUNT
8-1100-415-00-115-002-0-899	CO WIDE ADM-CONTINGENCY		(110,061.71)
8-1100-419-40-220-001-0-113	GEN GOVT BLDG-	PERM F/T EMPLOYEES	$79,546.26
8-1100-419-40-220-001-0-211	GEN GOVT BLDG-	HEALTH INSURANCE	$11,729.13
8-1100-419-40-220-001-0-212	GEN GOVT BLDG-	LIFE INSURANCE	$92.95
8-1100-419-40-220-001-0-220	GEN GOVT BLDG-	FICA	$6,085.29
8-1100-419-40-220-001-0-230	GEN GOVT BLDG-	RETIREMENT	$6,984.16
8-1100-419-40-220-001-0-250	GEN GOVT BLDG-	UNEMPLOYMENT COMP	$397.73
8-1100-419-40-220-001-0-260	GEN GOVT BLDG-	WORKER'S COMP	$5,226.19
	TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:
Transfer from CO WIDE ADM-CONTINGENCY to GEN GOVT BLDG- to fund the creation of six (6) new positions, Please see AI-9645 Part A.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

DATE: June 5, 2008

2008
Transfer

DEPARTMENT HEAD: Valde Guerra

DEPARTMENT NAME: Department of Budget & Management for County Wide Insurance (1100)

ACCOUNT NUMBER: 8-1100-41X-X0-XXX-002-0-XXX

SUBJECT: **Interdepartmental transfer(s)** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Contact: Dale Kennan
Ph#: 292-7025 Ext. 5406

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer(s) (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

ACCOUNT NUMBER	ACCOUNT NAME		INCREASE (DECREASE) AMOUNT
8-1100-415-00-115-002-0-899	CO WIDE ADM-CONTINGENCY		(29,139.95)
8-1100-419-40-220-002-0-113	BLDG MINOR ST-	PERM F/T EMPLOYEES	$19,529.77
8-1100-419-40-220-002-0-211	BLDG MINOR ST-	HEALTH INSURANCE	$3,909.71
8-1100-419-40-220-002-0-212	BLDG MINOR ST-	LIFE INSURANCE	$30.98
8-1100-419-40-220-002-0-220	BLDG MINOR ST-	FICA	$1,494.03
8-1100-419-40-220-002-0-230	BLDG MINOR ST-	RETIREMENT	$1,714.71
8-1100-419-40-220-002-0-250	BLDG MINOR ST-	UNEMPLOYMENT COMP	$97.65
8-1100-419-40-220-002-0-260	BLDG MINOR ST-	WORKER'S COMP	$2,363.10
	TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:
Transfer from CO WIDE ADM-CONTINGENCY to BLDG MINOR ST- to fund the creation of two (2) new positions, Please see AI-9645 Part B.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-419-40-220-001-0
GEN GOVT BLDG

AI- 9645

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	112	DIRECTOR	$58,500.00	$0.00	$58,500.00	0.04	$2,340.00	$0.00	$60,840.00	$60,840.00	$360.00	$0.00	$0.00	$0.00	$0.00	$61,200.00
0002	113	EXECUTIVE ASST	$40,742.00	$0.00	$40,742.00	0.04	$1,629.68	$0.00	$42,372.00	$42,372.00	$780.00	$0.00	$0.00	$0.00	$0.00	$43,152.00
0003	113	GENERAL FOREMAN	$38,665.00	$10,835.00	$49,500.00	0	$0.00	$0.00	$49,500.00	$49,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$49,500.00
0004	113	A/C SPECIALIST	$30,595.00	$2,405.00	$33,000.00	0	$0.00	$0.00	$33,000.00	$33,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$33,420.00
0005	113	PLUMBER	$30,595.00	$2,405.00	$33,000.00	0	$0.00	$0.00	$33,000.00	$33,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$33,420.00
0006	113	ELECTRICIAN	$30,595.00	$2,405.00	$33,000.00	0	$0.00	$0.00	$33,000.00	$33,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$33,420.00
0007	113	A/C TECHNICIAN	$29,703.00	$3,297.00	$33,000.00	0	$0.00	$0.00	$33,000.00	$33,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,000.00
0008	113	ELECTRICIAN	$29,703.00	$3,297.00	$33,000.00	0	$0.00	$0.00	$33,000.00	$33,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,000.00
0010	113	BUDGET CLERK II	$25,977.00	$2,623.00	$28,600.00	0	$0.00	$0.00	$28,600.00	$28,600.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$29,920.00
0011	113	SECRETARY	$25,399.00	$0.00	$25,399.00	0.04	$1,015.96	$0.00	$26,415.00	$26,415.00	$600.00	$0.00	$0.00	$0.00	$0.00	$27,015.00
0012	113	MAINTENANCE	$22,236.00	$0.00	$22,236.00	0.045	$1,000.00	$0.00	$23,236.00	$23,236.00	$780.00	$0.00	$0.00	$0.00	$0.00	$24,016.00
0013	113	MAINTENANCE	$22,236.00	$0.00	$22,236.00	0.045	$1,000.00	$0.00	$23,236.00	$23,236.00	$840.00	$0.00	$0.00	$0.00	$0.00	$24,076.00
0014	113	MAIL CLERK	$21,535.00	$0.00	$21,535.00	0.046	$1,000.00	$0.00	$22,535.00	$22,535.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,535.00
0015	113	MAIL CLERK	$21,535.00	$0.00	$21,535.00	0.046	$1,000.00	$0.00	$22,535.00	$22,535.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,535.00
0016	113	ELECTRICIAN HELPER	$20,891.00	$0.00	$20,891.00	0.048	$1,000.00	$0.00	$21,891.00	$21,891.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,891.00
0017	113	A/C TECHNICIAN HELPER	$20,891.00	$0.00	$20,891.00	0.048	$1,000.00	$0.00	$21,891.00	$21,891.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,891.00
0018	113	PLUMBER HELPER	$20,891.00	$0.00	$20,891.00	0.048	$1,000.00	$0.00	$21,891.00	$21,891.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,891.00
0019	113	CUSTODIAN	$20,555.00	$0.00	$20,555.00	0.049	$1,000.00	$0.00	$21,555.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0020	113	CUSTODIAN	$20,555.00	$0.00	$20,555.00	0.049	$1,000.00	$0.00	$21,555.00	$20,345.00	$720.00	$0.00	$0.00	$0.00	$0.00	$21,065.00
0021	113	CUSTODIAN	$20,555.00	$0.00	$20,555.00	0.049	$1,000.00	$0.00	$21,555.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0022	113	CUSTODIAN	$20,273.00	$0.00	$20,273.00	0.049	$1,000.00	$0.00	$21,273.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0023	113	CUSTODIAN	$19,992.00	$0.00	$19,992.00	0.05	$1,000.00	$0.00	$20,992.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0024	113	CUSTODIAN	$19,992.00	$0.00	$19,992.00	0.05	$1,000.00	$0.00	$20,992.00	$20,345.00	$360.00	$0.00	$0.00	$0.00	$0.00	$20,705.00
0025	113	CUSTODIAN	$19,992.00	$0.00	$19,992.00	0.05	$1,000.00	$0.00	$20,992.00	$20,345.00	$300.00	$0.00	$0.00	$0.00	$0.00	$20,645.00
0026	113	MAINTENANCE	$19,992.00	$0.00	$19,992.00	0.05	$1,000.00	$0.00	$20,992.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0027	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0028	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0029	113	MAINTENANCE II	$19,611.00	$3,389.00	$23,000.00	0	$0.00	$0.00	$23,000.00	$23,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$23,360.00
0030	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0031	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,611.00	$960.00	$0.00	$0.00	$0.00	$0.00	$21,571.00
0032	113	MAINTENANCE	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,345.00	$540.00	$0.00	$0.00	$0.00	$0.00	$20,885.00
0033	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0034	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,611.00	$960.00	$0.00	$0.00	$0.00	$0.00	$21,571.00
0035	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0036	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,345.00	$300.00	$0.00	$0.00	$0.00	$0.00	$20,645.00
0037	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-419-40-220-001-0
GEN GOVT BLDG

AI- 9645

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	
0038	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0039	113	CUSTODIAN	$19,611.00	$0.00	$19,611.00	0.051	$1,000.00	$0.00	$20,611.00	$20,345.00	$420.00	$0.00	$0.00	$0.00	$0.00	$20,765.00
0040	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0041	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$420.00	$0.00	$0.00	$0.00	$0.00	$20,765.00
0042	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0043	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$420.00	$0.00	$0.00	$0.00	$0.00	$20,765.00
0044	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$480.00	$0.00	$0.00	$0.00	$0.00	$20,825.00
0045	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0046	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$420.00	$0.00	$0.00	$0.00	$0.00	$20,765.00
0047	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$300.00	$0.00	$0.00	$0.00	$0.00	$20,645.00
0048	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0049	113	MAINTENANCE	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0050	113	MAINTENANCE	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0051	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0052	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0053	113	MAINTENANCE	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0054	113	MAINTENANCE II	$19,345.00	$3,655.00	$23,000.00	0.043	$1,000.00	$0.00	$24,000.00	$23,000.00	$600.00	$0.00	$0.00	$0.00	$0.00	$23,600.00
0055	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$420.00	$0.00	$0.00	$0.00	$0.00	$20,765.00
0056	113	MAINTENANCE	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0057	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$360.00	$0.00	$0.00	$0.00	$0.00	$20,705.00
0059	113	MAINTENANCE	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0060	113	MAINTENANCE	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0061	113	MAINTENANCE	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$720.00	$0.00	$0.00	$0.00	$0.00	$21,065.00
0062	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$840.00	$0.00	$0.00	$0.00	$0.00	$21,185.00
0063	113	MAINTENANCE	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$540.00	$0.00	$0.00	$0.00	$0.00	$20,885.00
0064	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$540.00	$0.00	$0.00	$0.00	$0.00	$20,885.00
0065	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0066	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$660.00	$0.00	$0.00	$0.00	$0.00	$21,005.00
0067	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0068	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0069	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$540.00	$0.00	$0.00	$0.00	$0.00	$20,885.00
0070	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0071	113	CUSTODIAN	$19,345.00	$0.00	$19,345.00	0.052	$1,000.00	$0.00	$20,345.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,345.00
0072	113	ASSISTANT PROJECTS MANAGER	$30,000.00	$0.00	$30,000.00	0.04	$1,200.00	$0.00	$31,200.00	$31,200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,200.00
			$1,537,233.00	$34,311.00	$1,571,544.00		$64,185.64	$0.00	$1,635,730.00	$1,563,889.00	$18,120.00	$0.00	$0.00	$0.00	$0.00	$1,582,009.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-419-40-220-001-0
GEN GOVT BLDG

AI- 9645

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	

******ADD NEW POSITIONS******

0073	113	MAINTENANCE I		$18,720.00
0074	113	MAINTENANCE I		$18,720.00
0075	113	PLUMBER II		$31,000.00
0076	113	ELECTRICIAN I		$31,000.00
0077	113	A/C CHILLER TECH.		$39,000.00
0078	113	WELDER I		$31,000.00

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
BUILDINGS & GROUNDS / 220

DATE: Enter Date
~~05/16/08~~ 6/10/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current slot

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications) ~~Carpenter(3)~~ CARPENTER/PAINTER I (x 2) 0010 & 0011

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other Salary Increase

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0 (Current Budgeted Salary) $ 20,800.00 x 2 (Proposed Budgeted Salary) $ 41,600.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☑ Will Require Additional Funds

☐ Other Will need additional funds

POSITION Type:

Full Time Employee Object 113 [x] 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	X	Non-Exempt	X
N/A	☐		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
Reorganization, short of staff. Requesting 2 Carpenter positions due increase of work orders and additional Buildings given to the department and work orders pending.

Also have full time employee's that are in light duty.

NEW POSITION: Brief job description and attach a copy of the new job description.

Plans and completes construction of cabinets, shelves and partitions. Must be able to assemble furniture using instruction plans, specification and Work orders. Constructs and repairs out door equipment. Replaces, repairs and finishes furniture, cabinets, fixtures, woodwork, ect.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

Reorganization, short of staff.

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. DEPARTMENT HEAD	6/4/08 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
MINOR STRUCTURE

Job Title:	Carpenter/Painter	FLSA Status:	Non-Exempt
Department:	350	Civil Service Status:	Non-Exempt

SUMMARY

To perform skilled work in the area of construction, alteration, repair and installation of fixtures, buildings and structures throughout the County of Hidalgo. Maintains county structures and furniture in a safe condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and completes construction of cabinets, shelves, and partitions
- Must be able to assemble furniture using instructions, plans, specifications and work orders.
- Selects material and hardware and makes time and material estimates.
- Repairs and replaces doors, windows, flooring, ceiling materials, glass, building hardware, screens, plastic laminate, etc.
- Constructs and repairs outdoor equipment including fences, gates, etc.
- Detects needed repairs on buildings, grounds and equipment by following inspection procedures.
- Replaces, repairs and finishes furniture, cabinets, fixtures, woodwork, etc.
- Receives and completes work orders.
- Maintains accurate records on material and labor used.
- Maintains inventory of county owned tools, equipment and materials.
- Inspects jobs upon completion and ensures areas are clean.
- Paints
- Regular attendance
- Ability to work well with others.
- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- High School Diploma or GED preferred
- Three (3) years experience as a skilled carpenter/painter is preferred
- Must be able to read and write English

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's Insurance carrier.

OTHER SKILLS AND ABILITIES

- 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, kneel, crouch, or crawl

The employee must occasionally lift and/or move over one-hundred (100) 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 encounter while performing the essential functions of this job.

The employee regularly works near moving mechanical parts. The employee frequently works in high, precarious places and is occasionally exposed to extreme heat. The employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:•

standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- 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

Required to follow all department's safety regulations.

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, June 10, 2008

Agenda Item: AI-9645 Part B

Summary of request/proposal:
Buildings & Grounds is requesting the approval to create the following two (2) positions and set salary in the total amount of $41,600.00. Effective date of 7/14/08.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	CARPENTER/PAINTER	0010	113	0.00	20,800.00	18,720.00
1100	CARPENTER/PAINTER	0011	113	0.00	20,800.00	18,720.00
				0.00	41,600.00	37,440.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8-1100-419-40-220-002-0-	113	BLDG MINOR ST-	PERM F/T EMPLOYEES	$19,529.77
8-1100-419-40-220-002-0-	211	BLDG MINOR ST-	HEALTH INSURANCE	$3,909.71
8-1100-419-40-220-002-0-	212	BLDG MINOR ST-	LIFE INSURANCE	$30.98
8-1100-419-40-220-002-0-	220	BLDG MINOR ST-	FICA	$1,494.03
8-1100-419-40-220-002-0-	230	BLDG MINOR ST-	RETIREMENT	$1,714.71
8-1100-419-40-220-002-0-	250	BLDG MINOR ST-	UNEMPLOYMENT COMP	$97.65
8-1100-419-40-220-002-0-	260	BLDG MINOR ST-	WORKER'S COMP	$2,363.10
			2008 Budgetary Impact	$29,139.95

2009 Budgetary Impact: **$62,070.48**

Possible Funding Sources: To be funded from County Wide Administration

Budget Office Recommendation:

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-419-40-220-002-0
BLDG MINOR ST

AI- 9645

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	113	CARPNTR/PAINTR	$28,378.00	$0.00	$28,378.00	0.04	$1,135.12	$0.00	$29,513.00	$29,513.00	$480.00	$0.00	$0.00	$0.00	$0.00	$29,993.00
0002	113	CARPNTR/PAINTR	$27,906.00	$0.00	$27,906.00	0.04	$1,116.24	$0.00	$29,022.00	$29,022.00	$780.00	$0.00	$0.00	$0.00	$0.00	$29,802.00
0003	113	CARPNTR/PAINTR	$26,860.00	$0.00	$26,860.00	0.04	$1,074.00	$0.00	$27,934.00	$27,934.00	$720.00	$0.00	$0.00	$0.00	$0.00	$28,654.00
0004	113	CARPNTR/PAINTR	$25,502.00	$0.00	$25,502.00	0.04	$1,020.08	$0.00	$26,522.00	$26,522.00	$420.00	$0.00	$0.00	$0.00	$0.00	$26,942.00
0005	113	CARPNTR/PAINTR	$22,698.00	$2,302.00	$25,000.00	0.04	$1,000.00	$0.00	$26,000.00	$25,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$25,420.00
0006	113	CARPNTR/PAINTR	$20,891.00	$0.00	$20,891.00	0.048	$1,000.00	$0.00	$21,891.00	$21,891.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,891.00
0007	113	CARPNTR/PAINTR	$20,781.00	$0.00	$20,781.00	0.048	$1,000.00	$0.00	$21,781.00	$21,781.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$23,041.00
0008	113	CARPNTR/PAINTR	$20,781.00	$0.00	$20,781.00	0.048	$1,000.00	$0.00	$21,781.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	CARPNTR/PAINTR	$20,781.00	$0.00	$20,781.00	0.048	$1,000.00	$0.00	$21,781.00	$21,781.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,781.00
		TOTAL	$214,578.00	$2,302.00	$216,880.00		$9,345.44	$0.00	$226,225.00	$203,444.00	$4,080.00	$0.00	$0.00	$0.00	$0.00	$207,524.00

******ADD NEW POSITION******

0010	113	CARPNTR/PAINTR		$20,800.00
0011	113	CARPNTR/PAINTR		$20,800.00

AI-9598 **10.A.**

Constr. contract - Fire Station project - Alamo
CC REGULAR

Date: 06/10/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

Presentation for discussion, consideration, and action to approve and award a construction contract to Williamson Construction, the lowest qualified bid received, meeting all specifications and requirements for the City of Alamo Fire Station Project utilizing Year 19 (2006), Hidalgo County Urban County Program funds.

BACKGROUND

The City of Alamo requests approval to award a construction contract in the amount of $787,000.00 to Williamson Construction for a Fire Station Project for the construction of a new fire station facility. Alcoser Garcia Associates Design Consulting have submitted their recommendation to the city. Also attached is the bid tabulation sheet for your review.

Contract Amount: $ 787,000.00
Funds Available: $ 123,424.45 (2006 Fire Station)
$ 663,575.55 (City of Alamo Funds)

Draft Contract attached.

Fiscal Impact

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

BUDGETARY IMPACT:
Contract Amount: $787,000.00

Funds Available: $123,424.45 (2006 Fire Station)
$663,575.55 (City of Alamo Funds)

Attachments

Link: bid tab sheet
Link: Draft Contract

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status

1	Budget & Management	Dina Trevino	06/03/2008 03:28 PM	APRV
2	Veronica Lopez	Veronica Lopez	06/05/2008 08:20 AM	APRV
3	Auditor's Office	Linda Fong	06/05/2008 08:27 AM	APRV
4	Purchasing Department	Marty Salazar	06/05/2008 12:52 PM	APRV
5	Court Administrator	Angela Garcia	06/05/2008 01:36 PM	APRV

Form Started By: Estella Webber Started On: 06/02/2008 03:24 PM

Final Approval Date: 06/05/2008

Alcocer Garcia Associates Design Consulting
1333 E. Jasmine Ave. McAllen, Texas 78501 Off. 956-618-2007 Fax. 956-618-2008

May 16, 2008

Luciano Ozuna, City Manager
City of Alamo
423 N. Tower Rd.
Alamo, TX 78516

RE: NEW FIRE STATION, CITY OF ALAMO, TEXAS

Dear Mr. Ozuna,

Williamson Construction Company, the low bidder for the project, has extensive experience in medium and large commercial projects. Williamson Construction was the general contractor for one of our projects, the Multi-Purpose Center in Palmview. This project was successfully completed to the satisfaction of both the Owner and ourselves.

Williamson Construction is in good standing in the industry, therefore, we recommend that the City proceed with the formal award of the construction contract to Williamson Construction Company in the Bid amount of $ 787,000.00.

Please call us if we can provide any further information at this time.

Sincerely,

George A Garcia

George A. Garcia,
Project Architect



AGADC
ALCÓCERGARCÍAASSOCIATES
DESIGN CONSULTING

BID TABULATION for
Alamo Fire Station

Bid Date: May 14, 2008
Bid Time: 9:30 AM (cst)
Bid Location: Hidalgo County Purchasing Department Conference Room
2802 S. Business Hwy 281, Hidalgo County New Administration Building, Edinburg, Texas 78539

General Contractor	Bid Amount	Bid Bond	Addenda
Joe Williamson Construction	$787,000.00	YES	√1
5 Star Construction	$800,000.00	YES	√1
Enriquez Enterprises, Inc.	$830,000.00	YES	√1
Donald Ferguson Construction	$833,000.00	YES	√1
Land Construction Co., Inc.	$854,179.00	YES	√1
G.A.S. Enterprises, Inc.	$860,814.00	YES	√1
Benchmark Construction	$865,000.00	YES	√1

MAY 28 2008

CONSTRUCTION CONTRACT

This Agreement, entered into this 10TH day of JUNE, 2008 by and between **HIDALGO COUNTY URBAN COUNTY PROGRAM**, joined by CITY OF ALAMO (hereinafter called the "OWNER", acting herein through its COUNTY JUDGE, and WILLIAMSON CONSTRUCTION(a corporation) of Edinburg, State of Texas, hereinafter called "CONTRACTOR".

WITNESSETH

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction described as follows:

PROJECT NAME: City of Alamo
PROJECT #: 5006-05-0315-5000-0500
PROJECT DESCRIPTION: "CONSTRUCTION OF A NEW FIRE STATION"

hereinafter called the project, for the sum of **($ 787,000.00) Seven Hundred-Eight Seven Thousand Dollars and No Cents** and all extra work in connection therewith, under the terms as stated in the General and Special Conditions of the Contract; and at his (its or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Proposal, the General Conditions, Supplemental General Conditions and Special Conditions of the contract, the plans, which include all maps, plats, blue prints, and other drawings and printed or written explanatory matter thereof, the specifications and contract documents therefore as prepared by **Alcoser Garcia Associates Design Consulting** entitled the Engineer, and as enumerated in Paragraph 1 of the Supplemental General Conditions, all of which are made a part hereof and collectively evidence and constitute the contract.

The CONTRACTOR hereby agrees to commence work under this contract on or after a date to be specified in a written "Notice to Proceed" of the OWNER and to fully complete the project within 330 consecutive calendar days thereafter. The CONTRACTOR further agrees to pay, as liquidated damages, the sum of $150.00 for each consecutive calendar day thereafter as hereinafter provided in Paragraph 19 of the General Conditions.

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in the General Conditions of the contract, and to make payments on account thereof as provided in Paragraph 25, "Payments to Contractor", of the General Conditions.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in four (4) counterparts, each of which shall be deemed an original, in year and day first above mentioned.

_____
Contractor

Name of Firm:_____

Address:_____.
_____

Fed. I.D. #/S.S. _____

STATE OF TEXAS '
'
COUNTY OF HIDALGO '

This instrument was acknowledged before me on this the __ day of _____, 20_____,

by _____, _____ of and on behalf of _____ .
(title) (a corporation) (a partnership) (an individual)

_____
Notary Public - Signature

WITNESS:

_____

URBAN COUNTY PROGRAM

_____
Diana R. Serna
Urban County Director

AI-9600 **10.B.**

Home Rehab cancellation
CC REGULAR

Date: 06/10/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

Requesting approval to cancel application for Bernardo and Gloria Garza at the request of HOME Staff.

BACKGROUND

Mr. Bernardo and Gloria Garza are being recommended for cancellation by the Housing Rehab staff due to them not having clear title to their property - a regulation requirement.

(See attachments)

Fiscal Impact

Attachments

Link: applicant cancellation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/03/2008 08:29 AM	APRV
2	Veronica Lopez	Veronica Lopez	06/04/2008 07:55 AM	APRV
3	Auditor's Office	Linda Fong	06/05/2008 08:17 AM	APRV
4	Purchasing Department	Marty Salazar	06/05/2008 12:52 PM	APRV
5	Court Administrator	Angela Garcia	06/05/2008 01:36 PM	APRV
Form Started By: Estella Webber			Started On: 06/02/2008 04:09 PM	
Final Approval Date: 06/05/2008				

URBAN COUNTY PROGRAM

Hidalgo County Commissioner's Court
Agenda Request Form

No._____

Date: June 02, 2008 Meeting Date Request: June 10, 2008

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

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

Diana R. Serna, Urban County Director _____

Caption:
Requesting approval to cancel application for Bernardo Garza at the request of HOME Staff.

Background:
Mr. Bernardo Garza is being recommended for cancellation by the Housing Rehab staff due to him not having clear title to their property - a regulation requirement.

APPLICANT	CASE NUMBER	CITY	FUNDING YEAR	LOCATION OF PROPERTY
Bernardo & Gloria Garza Deferred Loan –Elderly Reconstruct	AM 05-08-03	Alamo Precinct #1	HOME 2007	A 50.0 x 185.0 foot strip of land out of a certain 0.64 acre tract out of Lot ("U"), of the Subdivision of the South One-half (S. ½) of Lot No. Four (4) Block No. Thirty-Six and Lots Nos. One (1) and Two (2), Block No. Thirty-Seven (37); ALAMO LAND AND SUGAR COMPANY'S SUBDIVISION of Porcion 72, Los Torritos, Santa Ana and El Gato Grants, Hidalgo County, Texas

Please initial for approval:

HOME Manager _____
Finance _____

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 Commissioner's Court:.
Approved_____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote

COPY

FOR ALL LOANS SECURED BY THE CUSTOMER'S RESIDENCE

(House, Condominium, Mobile Home)

If the current obligation on my home is a **FIRST MORTGAGE**, it is: (check only one)

☐ (1) The money I borrowed to buy my home.

☒ (2) Money borrowed for other purposes
(For example: Debt consolidation, Education, Vacation, Home Equity Loan or Line of Credit)

☐ 3. No mortgage currently encumbers the customers property.

Bernardo Garza 2-23-00

Borrower Bernardo Garza Date

Gloria Garza 2-23-00

Co-Borrower Gloria Garza Date

available to the public.

3. The Urban County Program encourages all interested and potentially eligible homeowners to schedule a personal interview with a staff member.

B. ELIGIBLE COSTS

HOME funds may be used to pay the following eligible costs:

1. To meet the property standards in 92.251;

2. To make essential improvements, including energy-related repairs or improvements, improvements necessary to permit use by persons with disabilities, and the abatement of lead-based paint hazards, as required by 92.355, and to repair or replace structural deficiencies that are non-aesthetic in nature;

3. To repair or replace deficient or substandard major housing systems such as plumbing or electrical systems.

C. QUALIFICATIONS

1. An applicant must be a resident of the County but not live within the city limits of Edinburg, Pharr, Mission or McAllen.

2. An Applicant and his/her household members must be U.S. citizens or be a legal resident aliens as cited in the Personal Responsibility and Work Opportunity Act of 1996, Public Law 104-103 at section 401. The Act prohibits federal public benefits to aliens except for aliens who meet the definition in section 431 of "qualified alien." A "qualified alien" is defined as an alien who is legally in the United States.

3. Applicants must have a warranty deed of the property to be rehabilitated in their name.

4. Applicants must have lived in the home for a period of at least five (5) years prior to applying for assistance. The home must be the principal residence of the applicant.

D. APPLICANT INFORMATION REQURIED

1. Proof of ownership - Warranty Deed (Applicants must have clear title to their property although the UCP may assume a second lien position if in the best interests of the client and the UCP.)
2. Utility receipts with applicants name
3. Copies of most recent W-2's and 1040's (if employed)
4. Verification of other income, or assets
5. Verification of Bank Deposits
6. Verification that property tax obligations are current.
7. Proof of citizenship or legal residency (birth certificate/INS documentation).
8. Copy of Social Security Card.
9. Credit Report (a $35 fee will be assessed for credit reports that must be re-obtained as a result of an applicants decision to withdraw from the loan process then subsequently re-apply)

E. TYPES OF ASSISTANCE

Assistance under this program is delivered through three (3) main mechanisms. One method is through the deferred loan program. Deferred loans are essentially grants provided to the homeowners for the rehabilitation of their home. A portion of the loan is deferred each year the client continues to live in the home. The second type of assistance is a no interest loan program that provides loans to homeowners for the rehabilitation of their property. The term of the loan is set by the UCP HOME Division but shall not exceed ten (10) years. The term of the loan offered to the client is based on the affordability factor of the loan payments. Finally, an emergency loan program is also available to address immediate or impending hazards to occupants of an owner-occupied home that is recent in nature. It is the policy of the UCP HOME Division not to subject clients to an undue cost burden for housing costs.

1. Deferred Loan Program

   Clients offered a deferred loan are generally elderly households (62 years or older) and disabled heads of households. If the assistance rendered is $15,000 or less, 20% of the loan is forgiven for each consecutive year the client continues to live in the home as their

AI-9700 **11.A.**

Internship Program
CC REGULAR

Date: 06/10/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: County Judge's Office

Information

CAPTION

Discussion and approval for the Office of the County Judge to participate in the Summer Employer/Educator Internship Program of the Academic Leadership Alliance effective immediately

BACKGROUND

Fiscal Impact

Attachments

Link: backup
Link: form
Link: history
Link: evalution

Form Routing/Status

Form Started By: Monica Badillo	Started On: 06/06/2008 04:56 PM
Final Approval Date: 06/06/2008	

Academic Leadership Alliance

Business & Education Partnerships

Working to Improve the Skills of the Rio Grande Valley's Workforce

March 2008

Dear Employer:

This letter is an initiation to host an educator intern in your organization for two or three weeks. Our mission is to create a seamless alignment between the business and education sectors with the objective to prepare students and educators for tomorrow's job market demands. As a result, the ALA Summer Employer/Educator Internship Program was developed. In the last five years, over 165 educators and counselors have partnered with local industry to learn current business practices and identify critical skills needed in today's global competitive markets. Those practices and skills are now being taught in classrooms. We now have 9 school districts and over 35 employers participating in the program and are in need for additional employer partnerships. On behalf of the A.L.A., we would like to invite you to join our endeavor by hosting a summer educator intern. The Academic Leadership Alliance is a collaborative partnership between the McAllen Economic Development Corporation, Region One Education Service Center, and Tech Prep of the Rio Grande Valley focused on workforce development.

Dr. Gloria Crum, our ALA Regional Coordinator, will be the contact person for this program. We need your participation and support. A trained and skilled workforce is a critical need for companies such as yours and with your help we can improve economic prosperity and enhance the quality of life for our community. Educator Interns will be matched to your business organization. The interns will be at your work site for two or three weeks, Monday through Thursday, during the month of June. Enclosed is a copy of the ALA Summer Educator/Employer Internship Evaluation for 2007. Please take a moment to read what the employers and educators say about the program.

We ask you to be our next partner in the program by reserving $800 into your annual budget.
Please complete the enclosed **Employer Participation Response** form to let us know of your intentions.
The contact information for Dr. Crum, should you have any questions, is as follows:

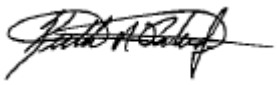
McAllen Economic Development Corporation
Attention: Dr. Gloria J. Crum, ALA Regional Coordinator
6401 South 33rd Street, McAllen, TX 78501
Cell: (956) 821-4659 – pgcrum@aol.com

Any of us are available to discuss the project with you as well. We are working to expand and sustain our region's economic viability, and we need your participation and support!

Sincerely,



Gloria Crum
ALA Regional Coordinator

McALLEN ECONOMIC DEVELOPMENT CORP.	REGION ONE EDUCATION SERVICE CENTER	TECH PREP OF THE VALLEY, INC.
		
Keith Patridge	Jack Damron	Patricia G. (Pat) Bubb
President and CEO	Executive Director	Executive Director

Academic Leadership Alliance (ALA)
A Business & Education Partnership
Working to Improve the Skills of the Rio Grande Valley's Workforce

EMPLOYER PARTICIPATION RESPONSE

Our organization is planning to participate in the ALA Summer 2008 Employer/Educator Internship Project. [ ] Yes [ ] No

If "Yes," please provide the following information, which is needed to correctly communicate with the identified local contact in your organization, for the ALA project. We thank you for your assistance. Information to be completed is as follows:

Business Name

Contact Name

Title

Address

City State ZIP

Phone Fax E-Mail

Authorized Signature Date

Number of interns #_____ [ ] Check Enclosed or ( )_Invoice me for $_____ When _____

Check in the amount of $800.00, for each intern, should be made payable to: Academic Leadership Alliance, c/o McAllen Economic Development Corporation. Please return form and check to:

Dr. Gloria J. Crum
ALA Regional Coordinator
c/o MEDC
6401 S. 33rd Street
McAllen, TX 78503

History of the Academic Leadership Alliance (ALA)

In early 2001, a proposal was submitted to the Sid Richardson Foundation to help create the first advanced level academy at Region One ESC. The Advance Leaders Academy (ALA) was so successful that it has evolved into the Academic Leaders Alliance consisting of educator and business leaders that are still working together on several projects identified during the first Advanced Leaders Academy. Through a two year process business leaders and experienced school leaders that included principals, assistant superintendents, or superintendents from ten school districts in Hidalgo County, located in South Texas near the Texas – Mexico border, the Deans of the schools of Education and Business at the University Of Texas at Pan Am, and the President and other leaders from the South Texas College together studied the educational needs of the community. After researching the best partnerships in the US and visiting business and educator partnerships in Europe we identified five major areas to place our focus. One of the ideas evolved into the Academic Leadership Alliance.

The Academic Leadership Alliance (ALA) is a partnership begun by the Region One Education Service Center and the Workforce Development Committee of the McAllen Economic Development Corporation. The goal is to strengthen the employer/educator connection to achieve the ultimate goal of providing more productive and functional employees for businesses. Tech Prep of the Rio Grande Valley, Inc. became an ALA partner in late 2002. The partners originally named their partnership the Advanced Leaders Academy (ALA). In late 2002, the consortium was renamed to reflect the additional partnerships and businesses involved. It is currently known as the Academic Leadership Alliance (ALA) retaining the same acronym.

During the summer of 2003, Hidalgo ISD, a small school district was selected to pilot the idea of educators working for three weeks in one of the Texas Career Pathways. The following year, La Joya ISD, a large school district joined the project to see how to incorporate the idea in a larger system. With the help of a Sid Richardson grant in 2005, we were able to begin the process to include more districts and to formalize the process. During the 2006 year three additional school districts joined the 2006 Summer Educator/Employer Internship. The districts for the 2006-07 year included Hidalgo ISD, La Joya ISD, Sharyland ISD, Mission CISD, and McAllen ISD. The 2008 Internship added PSJA ISD, Valley View ISD, Lasara ISD, and Santa Maria ISD.

Teachers, from all subject areas, work for three weeks Monday through Thursday and Counselors work for two weeks, Monday through Thursday. On each Friday the Interns meet to share their experiences and begin to identify the needed skills to incorporate in the three lesson plans the teachers develop and in the PowerPoint presentations that the Counselors develop, during the week after the internship on-site activities. Employers meet with the Intern to approve the content skills identified and sign off on the educators' products prior to a closing luncheon

ACADEMIC LEADERSHIP ALLIANCE
SUMMER EDUCATOR INTERNSHIP PROJECT 2007
Evaluation Summary
ALA Leadership Report – July 3, 2007

Process Evaluation Methodology

Relevant lesson plans were developed to prepare a 21st Century Workforce by the creative collaboration of employers and educators. The product evaluation was achieved through the product endorsements given by the employers of the teacher and counselor interns. Lesson plans and some support materials can be seen on the RGV Tech Prep website,
http://www.techprepRGV.com

The process evaluation or program evaluation, which evaluates the way the previously stated goal is achieved, uses quantitative and qualitative methodology. These methodologies were triangulated to achieve validity and reliability. Three different methodologies were utilized, and varying strategies were used with the variety of populations involved in the program to accomplish evaluation goals. The evaluative goals with process evaluation methodology identified are:

GOAL I. - To determine participant satisfaction as an indicator of effectiveness.

Method I - Quantitative: Statistical Analysis of Survey Instrument
Qualitative: Review of Commentary from Survey Instrument

GOAL II. - To identify processes and procedures that are least effective.

Method II - Qualitative: Intern Exit Interviews and Evaluator Telephone Interviews

GOAL III - To learn potential solutions or recommendations for effectiveness.

Method III - Qualitative: Staff Interviews and Evaluator Summary of Recommendations

Notation:

Throughout the reporting of responses, names of people and organizations have been substituted as “intern,” “employer,” or “organization,” and “business.”

I. SURVEY ANALYSIS

INTERN EVALUATIONS

Evaluation Responses to Survey Instrument

(Scale: 1 indicates *least* satisfaction and 5 indicates *greatest* satisfaction. N = "no answer.")

	1	2	3	4	5	N
Employer was prepared and able to introduce Intern to procedures for participation in daily business routine.			**1**	**1**	**29**	
Intern was able to experience several different departments/ jobs.			**1**	**1**	**29**	
Intern had enough information prior to the internship to prepare for the experience.				**4**	**26**	**1**
Intern was able to show a correlation between knowledge and Skills learned in school and the skills needed for the workplace.				**3**	**28**	
I would like to participate in another educator internship experience in the future.			**2**	**3**	**25**	**1**

Recommendations and Comments

Intern Comments

"MEDC/FTZ have undoubtedly been effective catalysts in bringing changes in our economic landscape from agricultural to industrial and manufacturing which not only provide job opportunities but also infuse revenues to our city coffers."

"This has been a great and delightful learning experience for me. It is always a joy to learn something new each day. Without the help of ALA we will not have the opportunity to visit places in such an intimate way."

"I absolutely loved this worksite as I was also able to speak to other chamber members to get an insight of the skills that are lacking in entry-level positions throughout the community. I am excited about sharing the knowledge and skills to my class, as well as the Junior and Senior students that I work with in preparation for an occupation."

"The ALA program gave me the opportunity to learn about the actual work force and increase my knowledge on the different skills used by the employers when performing his/her duties."

"Request from employers a prepared schedule of assignments. Select supervisors who are already experienced doing the program."

"I had a great experience at UT Pan American. Everyone I visited with shared a bundle of information I am taking back to my district.(students, parents, counselors,

teachers & administration.) Thank you UTPA! for allowing me to be part of your team. I take with me wonderful memories, experiences and knowledge."

"Exceptional program, keep it going!"

"I appreciate the opportunity, thank you."

"Open more slots for teachers to do ALA internships."

"Thanks to ALA & Motorola for this great opportunity & experience! I know that my students will benefit from it."

"I enjoy the program, but I don't like how the pay is divided. I understand your point in why it's done as (can't read) but maybe something else could be worked out. I do like the part that we had coordinators assigned to us."

"Perhaps two weeks at the employer site would be better in the case of small companies like Maquilogistics. There was not that much to learn the last week since I was at the accounting department the 3 weeks."

"Allowing more time for counselors to prepare a more usable product. (Power point and brochure)."

"I am already planning hopefully a student run research project with my employer. ALA provided the opportunity to do excellent networking. As a result, ALA was the first step and the motivator that allowed me to really 'dig in" and find unique opportunities to share with kids. I enjoyed my time with the ALA program and I feel I benefited greatly on a personal growth basis as well as a professional one."

"I believe that this company is a big asset to the ALA internship. I was able to learn a lot from this internship. Thank you."

"Experience was extremely informative and gave me many ideas and resources to be used with my program. Staff was inspiring, enthusiastic, and demonstrated a spirit of excellence in all their endeavors."

"1) Initially ask employers for an organizational chart & list of departments. Teacher will have a better idea of workplace & can suggest visiting a particular department. 2) Give teachers' instructions on using and manipulating the CD. 3) Save on CD: e-mail forms to teachers or download from some website (Tech Prep website) 4) Move June 22nd agenda to 1st wk (paperwork) or meet with coordinator."

"IBC bank was a wonderful working environment. I enjoyed my experience with the bank and got a lot of good information to take back to class with me."

"Forms need extra work. Technology needs to be upgraded. Texas State Bank should offer a second internship for departments not included, for example data entry, tellers, etc."

"The staff at WorkForce Solutions welcomed me with open arms and treated me as if I were a new employee."

"Mary Thomas did an exceptional job of making sure we (interns) had scheduled work opportunities in Mission RMC. Each and every department in the hospital was very friendly and welcomed as part of their work place. They truly showed me what teamwork is about. Thanks for a wonderful experience."

"I enjoyed the experience as an intern because I was able to view the three units (AP/Concurrent Enrollment & ITV/Testing services from 'behind the scenes'. The staff was very professional in their day-to-day tasks and receptive to have an intern in their area. Thank You."

"There should probably be a specific agenda worked up by the contact person and approved by ALA, for the intern's internship; this assumes that managers and employees who will be a host of the internship are brought into the process during the planning stages. Excellent & enjoyable experience!"

Evaluator's Impressions:

Intern results indicate that they were, overall, very satisfied with their experience during this internship. The third item, "intern had enough information prior to the experience to prepare for the experience," indicates that the great majority; 26 out of 31 interns surveyed, felt they were well prepared for the internship.

It is important to note that in the open-ended recommendations and commentary section of the instrument, one intern made the following recommendations to improve intern preparation prior to the experience: "1) Initially ask employers for an organizational chart & list of departments. Teacher will have a better idea of workplace & can suggest visiting a particular department. 2) Give teachers' instructions on using and manipulating the CD. 3) Save on CD: e-mail forms to teachers or download from some website (Tech Prep website) 4) Move June 22nd agenda to 1st wk (paperwork) or meet with coordinator."

It is the evaluator's impression that the interns felt comfortable with the information that they received regarding the organization they interacted with, Data provided via intern surveys indicate that they had a positive impression of the overall program.

EVALUATION SUMMARIES: EMPLOYER EVALUATIONS
Evaluation Responses to Survey Instrument
(Scale: 1 indicates *least* satisfaction and 5 indicates *greatest* satisfaction.)

	1	2	3	4	5
Intern was prepared and able to participate in our daily business routine.			**2**	**2**	**29**
Intern was able to experience several different departments/ jobs.	**1**	**1**	**1**	**3**	**27**
Intern had enough information prior to the internship to prepare for the experience.		**1**	**1**	**8**	**23**
Intern was able to show a correlation between knowledge and skills learned in school and the skills needed for the workplace.			**2**	**3**	**28**
I would like to participate in another educator internship experience in the future.	**2**		**2**	**1**	**28**

Recommendations and Comments

"Mercedes was an excellent intern! She was always prepared and sought out opportunities to explore. Her presentation is superb."

"Great job."

"Mila Obnial was a great candidate for the ALA program. I'm sure she will take the knowledge she learned on her internship to her class!"

"Janie was a joy to have on our team. Janie is very enthusiastic and extremely intelligent. I'd like to thank Janie for spending time with us."

"Alex was very open and full of suggestions. I enjoyed sharing knowledge with him."

"We decided to keep Mayra in one element. I am not sure that we are able to host another intern. Mayra was a very good example to the staff of a person with a good attitude and willingness to cooperate."

"This is the first for me and I am not sure who was more excited. I truly enjoyed the experience and am looking forward to next year."

"Robert was enthusiastic and always willing to be a part of our organization. We only hope he benefited from the experience as much as we did."

"Lydia was very open to all we had to offer and made connections constantly to her work at her school."

"The intern was very eager and impressed in learning and applying the knowledge he learned to his classroom.

”Rosie started the second week filling in for Ms. Munoz who dropped out of the program after a family crisis. Rosie hit the ground running and has been able to complete the parts of the first week that she missed.”

KRGV-Channel 5 was pleased to have an intern that related to the field of television. In the future we would like to keep it that way. Intern showed interest and is taking the knowledge to present to her students.”

“We loved Linda and the experience we shared with her.”

“Mary Jane was a delight to have here at Mission Regional. I enjoyed her enthusiasm.”

“Overall Gloria’s open mind was greatly appreciated. She rotated in three areas and took the time to learn each area and how to apply new skills at her campus. She also asked questions about processes and how to problem solve. Her suggestions and expertise is also appreciated. Any questions please call me @956-292-7586.”

“Great person to work with.”

“Corina was a delightful and eager intern!”

“Domingo was eager to learn all the different areas here at the Foreign Trade Zone/MEDC. He has prepared a great deal of the information for the class room.”

“Amy was a joy to work with. So enthusiastic!”

“Mr. Abad was always prepared and accommodating to our schedule needs. Thanks. Look forward to next year.”

“Marissa was extremely pleasant to work with. She was willing to learn any task assigned and showed efficiency and effectiveness! She is an asset to La Joya ISD.”

Evaluator’s Impressions:

The employers’ responses were similar to the interns’ responses according to the survey instrument. It must be noted that there are more employer responses than intern responses since some sites had several contact persons or several intern supervisors. This was especially true with the larger organizations.

The overall impression of the program is quite positive. An overwhelming 23 out of the 33 evaluations received indicate that the employers felt that the interns were adequately prepared for the experience. This leads to the evaluator’s impression that the interns received quality information regarding the expectations of the overall internship and the organizations that they were assigned to.

No employers commented that they required more orientation information regarding the program in general. Many employers provided positive feedback and commented in reference to the professionalism and quality work of their educator interns.

II. Interviews

Educator Intern Exit Interviews

All educator interns including counselors, participated in a brief face-to-face exit interview with one of the three program coordinators. The interviews occurred after the interns finished their products of lesson plans and supplemental teaching materials prior to employer endorsement of their portfolios. The Program Coordinators reviewed their presentations and asked three questions. (All materials were accepted for employer endorsement.)

Interview Questions

1. Please share your general impression of the program.

2. Did you have sufficient time at the work site?
    a. Could it have been longer or shorter in duration to accomplish your goal?

3. Did you have sufficient time to prepare your materials?
    a. Could you have prepared your materials in less time?
    b. Did you need more time to prepare quality materials?

4. Is there anything you would change about the program?

Summary of Responses

1. All interns had a positive impression of the program. In fact there was overwhelming enthusiastic endorsement of the program.

2. Most interns felt that they had sufficient time at their work sites to produce quality products.

    a. Two (2) interns felt the time should be lengthened at the work site so they could better understand the diverse work of their organizations
    Three (3) interns felt the time should be shortened, that their work could have been accomplished with one less week.

3. Most interns felt they had sufficient time to complete their products.

    a. Only two (2) interns felt they could have prepared their materials in less time. One intern commented that only two days were needed because she worked at home after hours.

b. Two (2) teacher interns reported needing more time to work on their products.
   All counselor interns reported needing more time to prepare their products.

4. The majority of interns had no comments regarding changes needed in the program. Five (4) interns reported needing more orientation on product materials before initiation of internship. Three (3) interns suggested reviewing previously endorsed lesson plans as part of the orientation session.

Evaluator's Impressions

It is evident through the interviews and comments made by the interns that they were grateful for this outstanding opportunity to shadow first-hand an array of businesses and organizations that ultimately represent the entire work-force. Together, during their debriefings, they expressed their enthusiasm as each intern shared their experiences in the organization that they were shadowing. It was evident through their engaged eye contact, animated body language and excited tones when describing the internship that their experience had been nothing but pleasant and rewarding. Interns consistently reported gratitude for the opportunity. Many stated that they would be better teachers as a result of their summer internships and would be using their lesson plans the next school year.

The suggestions of a more explicit orientation in regard to the lesson planning technique taught by the internship staff should prove helpful in planning the orientation session next year. While interns were guided to search the website and review previous lesson plans, they felt that a more explicit, detailed review of one lesson plan might help in the efficient use of time and energy during the final week of materials preparation.

Employer Interviews (Randomly Selected)

The evaluator conducted telephone interviews with four employers, but supplemented the strategy with interview by comment techniques for a lengthier interview process. Participating employers were randomly selected. The same interview guide used at exit interviews with interns was utilized for the telephone interviews. However, since time constraints were not as limiting a more open-ended free form of discussion was achieved. It is interesting to note that these interviews were conducted six weeks after the final luncheon and the responses were still positive and animated as noted by voice tone and enthusiastic responses of those interviewed.

Telephone Interview Guide

1. Please share your general impression of the program.

2. Did the intern have sufficient time at the work site?
   a. Could program goals have been met in a shorter or longer amount of time?

3. Is there anything you would change about the program?

Summary of Responses

1. All employers wholeheartedly endorsed the program and had positive comments regarding the intern(s) at their site.

2. All employers agreed that there was sufficient time on site for the interns to capture the work of the company in order to fulfill the goals of the program.

3. The employers interviewed did not feel any program modifications were necessary.
   All employers wished more educator interns would participate. Most employers expressed some desire to sponsor and intern next year.

III. Staff In-Depth Interviews and Recommendations

Three key project program coordinators were interviewed in an open-ended manner through directed discussion and interview by comment techniques. They were also asked to submit recommendations for changes in writing to the director of this internship.

Overall impressions were very positive. Comments were regularly made regarding the rewarding nature of the experience.

The recommendations for improving the program model are:

1. The program coordinators are recommending that there be a ratio of 6 interns to 1 coordinator in order to better serve the interns.

2. The coordinators would like to be better prepared or in-serviced on the lesson planning process. This is especially true for those program coordinators who are no longer active classroom teachers but who are serving at different administrative roles.

3. The coordinators are recommending that there be a specific coordinator for the counselor interns.

4. The coordinators recommend that the counselor interns have a separate working room from the teacher interns because the products developed by teachers and counselors are different and the implementation plans to be developed are also different. Working in peer groups would help both teachers and counselors to work most effectively and maximize the benefits of sharing among various school district representatives.

AI-9579 **12.A.**

Elections

CC REGULAR

Date: 06/10/2008

Submitted By: Teresa Navarro, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Agenda Area: Elections Administration

Information

CAPTION

Elections Services Agreement (Conduct of Election) between the County of Hidalgo and the City of Donna, Texas for their June 21, 2008 Runoff Election.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

All costs associated with the election service shall be paid by the entities requesting the service as outlined in the caption (reimbursement basis to Elections Department). All applicable fees for the service shall be paid by the entity requesting the service as well. Please refer to attachment.

Attachments

Link: City of Donna

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/30/2008 01:57 PM	APRV
2	Veronica Lopez	Veronica Lopez	06/02/2008 11:36 AM	APRV
3	Auditor's Office	Linda Fong	06/05/2008 08:29 AM	APRV
4	Purchasing Department	Marty Salazar	06/05/2008 12:51 PM	APRV
5	Court Administrator	Angela Garcia	06/05/2008 01:36 PM	APRV

Form Started By: Teresa Navarro Started On: 05/30/2008 10:56 AM

Final Approval Date: 06/05/2008

AGREEMENT FOR ELECTION SERVICES BETWEEN THE COUNTY OF HIDALGO AND THE CITY OF DONNA

THIS AGREEMENT (the "Agreement") is entered into by and between the City of Donna, Texas, acting by and through it's Mayor Ricardo Morales (hereinafter referred to as "the City") and the County of Hidalgo, a political subdivision of the State of Texas (hereinafter referred to as the "County") duly acting herein by and through its duly authorized representative, the County Elections Administrator, Teresa R. Navarro.

WITNESSETH:

WHEREAS, pursuant to Section 31.092(a) of the Texas Election Code, the County Election Officer may contract with the governing body of a political subdivision situated wholly or partly in the county served by the officer to perform election services in any one or more elections ordered by an authority of the political subdivision;

WHEREAS, pursuant to Section 31.091(1) of the Texas Election Code, the County Election Officer means the Elections Administrator for Hidalgo County;

WHEREAS, the City is a political subdivision in Hidalgo County that desires the County to conduct and supervise the June 21, 2008 Runoff election of the City (the "Election");

WHEREAS, the County agrees to perform election services for the City; and

NOW, THEREFORE, the County and the City for good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, do hereby contract, covenant and agree as follows:

1. The County shall be responsible for performing the following duties and shall furnish the following services and equipment:

(a) Procure, provide and distribute all necessary election supplies, including:

(1) Ballots (preparation and distribution only);
(2) Election kits; and
(3) Ballot boxes and voting booths provided free of charge by the County.

(b) Provide all necessary Direct Recording Electronic (DREs) voting systems (iVotronic 8.0.1.0) manufactured by Elections Systems and Software, and certified by the Secretary of State; and DRE ADA voting system equipped to make it accessible to persons with disabilities, including persons who are blind or have low vision, so that the individuals can vote independently and privately. Transport machines and equipment to and from the polling places, and prepare the DREs for use at the polling places.

(c) Serve as the Early Voting Clerk.

(d) Notify the election judges of the date, time and place of the election City and arrange for a facility for holding the City.

(e) Appoint deputy early voting clerks for main and temporary branch early voting polling places established by the City.

(f) Arrange for the use of a central counting station and for the tabulating personnel and equipment needed at the counting station and assist in the preparation of programs and the test materials for the tabulation of the ballots to be used with the voting equipment.

(g) Provide the general overall supervision of the Election and provide the advisory services in connection with the decisions to be made and the actions to be taken by the City.

(h) Preparation, distribution, and publication of all notices and newspaper advertisements.

(i) Preparation of U.S. Department of Justice pre-clearance for the general trustee election.

(j) Prepare any submission of voting changes to be submitted to the U.S. Department of Justice under the Federal Voting Rights Act of 1965, as amended for the general trustee election.

(k) Notify the election presiding and alternate judges of their appointment by the City for each election precinct.

2. The City shall be responsible for performing the following duties and shall furnish the following services:

(a) Payment of all necessary election supplies as required by the County, including but not limited to, ballots and election kits.

(b) Pay for the costs of judges and election workers directly from payment vouchers submitted by the County Elections Administrator and the City shall pay the election workers at $9.00 per hour for Election Judge, $8.00 per hour for Alternate Judge and Deputy Early Voting Clerk (s) and $8.00 per hour for clerks, unless the Deputy Early voting Clerks are employees of the City.

(c) Reimburse the County for liability insurance coverage for election workers employed for the Elections the City shall reimburse the County upon invoicing for

the liability insurance coverage rate.

(d) Tabulating of the Election results for canvassing by the City's Commission.

3. As stated in Section 31.096 of the Texas Election Code, this Agreement may not change: (1) the authority with whom applications of candidates for a place on a ballot are filed; (2) the authority with whom documents are filed under Title 15; or (3) the authority to serve as custodian of voted ballots or other election records, except that a contract with a political subdivision other than a city may provide that the County Election Officer will be the custodian of voted ballots. Under this Agreement, the Hidalgo County Elections Administrator shall be the custodian of voted ballots.

4. The County Election Administrator shall be the agent of the City for the purposes of contracting with third parties with respect to the election expenses within the scope of the County Election Administrator's duties.

5. The County shall file copies of this Agreement with the County Treasurer and the County Auditor.

6. In accordance with Section 31.100(b) of the Texas Election Code, only actual expenses directly attributable to this Agreement may be paid. The County Elections Administrator shall submit the actual costs for items contracted pursuant to this Agreement with the City no later than ten (10) days after the Elections.

7. The City shall submit to the County an administrative fee of ten percent (10%) of the entire cost of the Election. This payment shall be made by the City to the County thirty (30) days after the Elections. (The City agrees to provide the County with copies of all bills that the City paid directly, or a true and accurate certified statement of such bills in order to accurately determine the ten percent (10%) fee.) The payment shall be submitted along with a report of the expenses upon which the payment amount of ten percent (10%) was calculated. Estimate of Cost of Election is attached as Exhibit "A."

8. In the event any section, subsection, paragraph, subparagraph, sentence, phrase or word herein is held invalid, illegal, or unenforceable, the balance of this Agreement shall stand, shall be enforceable and shall be read as if the parties intended at all times to delete said invalid section, subsection, paragraph, subparagraph, sentence, phrase and word. In such event there shall be substituted for such deleted provision as similar in terms and in effect to such deleted provision as may be valid, legal and enforceable.

9. This Agreement shall be construed under the laws of the State of Texas and is performable in Hidalgo County, Texas.

10. **IF ANY OF THE ELECTION EQUIPMENT COMES LOST, STOLEN, DESTROYED, OR DAMAGED, THE CITY, SCHOOL DISTRICT OR ENTITY WHO LEASED THE EQUIPMENT IS LIABLE FOR THE DAMAGE AND AGREES TO PAY THE ADMINISTRATOR THE COST OF THE REPLACEMENT OR REPAIR OF THE ELECTION EQUIPMENT SO LOST, STOLEN, DESTROYED OR DAMAGED.**

EXECUTED this the 20th day of May 2008.

CITY OF DONNA, TEXAS

By: Ricardo L. Morales
Ricardo Morales

ATTEST:

Martha Alvarado
Martha Alvarado, City Secretary

HIDALGO COUNTY, TEXAS

By: _____
Juan de Dios, J.D., Salinas, III
Hidalgo County Judge

ATTEST:

_____
Arturo Guajardo, Jr.
Hidalgo County Clerk

HIDALGO COUNTY ELECTIONS OFFICER

By: _____
Teresa R. Navarro, Elections Administrator

APPROVED AS TO LEGAL FORM:

ATLAS & HALL L.L.P.,

BY: _____
Stephen L. Crain

AI-9546 **13.A.**

Resolution

CC REGULAR

Date: 06/10/2008
Submitted By: Fred Zamarripa, TREASURER'S OFFICE
Submitted For: Norma Garcia
Department: TREASURER'S OFFICE
Agenda Area: County Treasurer

Information

CAPTION

Approval of resolution authorizing participation in TexPool and designating authorized representatives.

BACKGROUND

Fiscal Impact

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

BUDGETARY IMPACT:

No budgetary impact.

Attachments

Link: TexPool

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/29/2008 02:00 PM	APRV
2	Ivan Cantu	Ivan Cantu	05/29/2008 03:53 PM	APRV
3	Auditor's Office	Linda Fong	06/05/2008 08:17 AM	APRV
4	Purchasing Department	Marty Salazar	06/05/2008 12:49 PM	APRV
5	Court Administrator	Angela Garcia	06/05/2008 01:36 PM	APRV

Form Started By: Fred Zamarripa Started On: 05/29/2008 09:42 AM

Final Approval Date: 06/05/2008

TEXPOOL

An Investment Service for Public Funds

Resolution
Authorizing Participation in TexPool
and
Designating Authorized Representatives

WHEREAS, Hidalgo County ("Participant") is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools ("TexPool"), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That Participant shall enter into a Participation Agreement to establish an account in its name in TexPool, for the purpose of transmitting local funds for investment in TexPool.

B. That the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

List the authorized representatives of the Participant. These individuals will be issued Personal Identification Numbers (PIN's) to transact business via the phone with a Participant Services Representative.

1. Name: Norma G. Garcia Title: County Treasurer
Phone/Fax/Email: 956-318-2506 / 956-318-2507 / norma.garcia@treasurer.co.hidalgo.tx.us

Signature: _____

2. Name: Alfredo Zamarripa Title: Office Manager
Phone/Fax/Email: 956-318-2506 / 956-318-2507 / alfredo.zamarripa@treasurer.co.hidalgo.tx.us

Signature: _____

3. Name: _____ Title: _____
Phone/Fax/Email: _____

Signature: _____

ORIGINALS REQUIRED TEX – ENROLL

4. Name: _____ Title: _____
Phone/Fax/Email: _____

Signature: _____

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name: Norma G. Garcia, Hidalgo County Treasurer

In addition and at the option of the Participant, one additional authorized representative can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

5. Name: Raymundo Eufracio, CPA Title: County Auditor
Phone/Fax/Email: 956-318-2511 / 956-318-2577 / ray.eufracio@auditor.co.hidalgo.tx.us

C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 3rd Day of June, 20 08.

NAME OF PARTICIPANT: Hidalgo County

BY: _____
Signature

Juan D. Salinas, III
Printed Name

County Judge
Title

ATTEST: _____
Signature

Arturo Guajardo, Jr.
Printed Name

County Clerk
Title

OFFICIAL SEAL

ORIGINALS REQUIRED
ENROLL

TEX –



Texas Local Government Investment Pool

TexPool Participation Agreement

PREAMBLE

This participation agreement (the "Agreement") is made and entered into by and between the Comptroller of Public Accounts (the "Comptroller"), acting through the Texas Treasury Safekeeping Trust Company (the "Trust Company"), Trustee of the Texas Local Government Investment Pool (TexPool), and Hidalgo County (the "Participant").

WHEREAS, the Interlocal Cooperation Act, TEX GOV'T CODE ANN, ch. 791 and the Public Funds Investment Act, TEX. GOV'T CODE ANN. ch. 2256 (the "Acts") provides for the creation of a public funds investment pool to which any local government or state agency may delegate, by contract, the authority to hold legal title as custodian and to make investments purchased with local funds;

WHEREAS, the Trust Company is a special purpose trust company authorized pursuant to TEX. GOV'T CODE ANN. § 404.103 to receive, transfer and disburse money and securities belonging to state agencies and local political subdivisions of the state and for which the Comptroller is the sole officer, director and shareholder;

WHEREAS, TexPool is a public funds investment pool, which funds are invested in certain eligible investments as more fully described hereafter;

WHEREAS, the Participant has determined that it is authorized to invest in a public funds investment pool created under the Acts and to enter into this Agreement;

WHEREAS, the Participant acknowledges that the Trust Company is not responsible for independently verifying the Participant's authority to invest under the Acts or to enter this Agreement;

WHEREAS, the Participant acknowledges that the performance of TexPool is not guaranteed by the State of Texas, the Comptroller, or the Trust Company; and

WHEREAS, in an effort to ensure the continued availability of an investment pool as a vehicle for investment of local government funds and simultaneously provide for enhancement in services and potential decreases in management and administrative fees, Participant and Trust Company desire to provide in this Agreement that the Trust Company may obtain private professional investment management and related services.

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

ARTICLE I.
DEFINITIONS

"Account" shall mean any account or accounts, established by the Participant in TexPool in accordance with this Agreement and the Operating Procedures (as defined herein), which Account represents an undivided beneficial ownership in TexPool.

"Authorized Investments" shall mean those investments which are authorized by the Investment Act (as herein defined) for investment of public funds.

"Authorized Representative(s) of the Participant" shall mean any individual who is authorized to execute documents and take such other necessary actions under this Agreement as evidenced by the duly enacted Resolution of the Participant.

"Authorized Representative(s) of the Trust Company" shall mean any employee of the Comptroller or Trust Company who is designated in writing by the Comptroller or the Trust Company's Chief Executive Officer to act as the authorized Trust Company representative for purposes of this Agreement and shall include employees of any private entity performing the obligations of the Comptroller under this Agreement.

"Board" shall mean the advisory board provided for in the Investment Act (as defined below).

"Investment Act" shall mean the Public Funds Investment Act, TEX. GOV'T CODE ANN. ch. 2256, as amended from time to time.

"Investment Policy" shall mean the written TexPool Investment Policy, as amended from time to time, relating to the investment and management of funds in TexPool as established by the Trust Company consistent with the Investment Act.

"Letter of Instruction" shall mean a written authorization and direction to the Trust Company signed by an Authorized Representative of the Participant.

"Operating Procedures" shall mean the written procedures established by the Trust Company describing the management and operation of TexPool, and providing for the establishment of, deposits to and withdrawals from the Accounts, as amended from time to time.

"Participant" shall mean any entity authorized by the Acts to participate in a public funds investment pool that has executed this Agreement pursuant to a Resolution.

"Resolution" shall mean the resolution adopted by the governing body of a local governmental entity authorizing the entity's participation in TexPool and designating persons to serve as Authorized Representatives of the Participant.

ARTICLE II.
GENERAL ADMINISTRATION

Section 2.01. TexPool Defined.

(a) TexPool is a public funds investment pool created pursuant to the Acts.

(b) Subject to Section 6.10, the Trust Company agrees to manage the Participant's Account in accordance with the Investment Act and the Investment Policy.

Section 2.02. Board.

(a) The Board is composed of members appointed pursuant to the requirements of the Investment Act.

(b) The Board shall advise the Trust Company on the Investment Policy and on various other matters affecting TexPool, and shall approve fee increases.

Section 2.03. General Administration.

(a) The Trust Company shall establish and maintain the Investment Policy specifically identifying the Authorized Investments consistent with the Investment Act and the general policy and investment goals for TexPool.

(b) The Trust Company shall establish and maintain the Operating Procedures, describing the management and operation of TexPool and providing for procedures to be followed for the establishment of, deposits to, and withdrawals from the Accounts and such other matters as are necessary to carry out the intent of this Agreement.

(c) The Trust Company shall have the power to take any action necessary to carry out the purposes of this Agreement, subject to applicable law and the terms of this Agreement.

Section 2.04. Ownership Interest. Each Participant shall own an undivided beneficial interest in the assets of TexPool in an amount proportional to the total amount of such Participant's Accounts relative to the total amount of all Participants' Accounts in TexPool, computed on a daily basis.

Section 2.05. Independent Audit. TexPool is subject to annual review by an independent auditor consistent with Ch. 2256, TEX GOV'T CODE ANN. In addition, reviews of TexPool may be conducted by the State Auditor's Office and the Comptroller's office. The Trust Company may obtain such legal, accounting, financial or other professional services as it deems necessary or appropriate to assist TexPool in meeting its goals and objectives.

Section 2.06. Liability. Any liability of the Comptroller, the Comptroller's office, the Trust Company, representatives or agents of the Trust Company, any Comptroller employee, Trust Company or any member of the Board for any loss, damage or claim, including losses from investments and transfers, to the Participant shall be limited to the full extent allowed by applicable laws. The Trust Company's responsibilities hereunder are limited to the management and investment of TexPool and the providing of reports and information herein required.

ARTICLE III.
PARTICIPATION REQUIREMENTS

Section 3.01. The Participation Agreement. The Participant must execute this Agreement and provide a Resolution authorizing participation in TexPool and designating persons to serve as Authorized Representatives of the Participant and any other documents as are required under, and substantially in the form prescribed by, the Operating Procedures before depositing any funds into TexPool.

Section 3.02. Operating Procedures

(a) The Participant acknowledges receipt of a copy of the Operating Procedures. The Operating Procedures describe in detail the procedures required for the establishment of accounts, deposits to and withdrawals from TexPool, and related information.

(b) The Operating Procedures may be modified by the Trust Company as appropriate to remain consistent with established banking practices and capabilities and when such modification is deemed necessary to improve the operation of TexPool.

(c) The Participant hereby concurs with and agrees to abide by the Operating Procedures.

ARTICLE IV.
INVESTMENTS

Section 4.01. Investments. All monies held in TexPool shall be invested and reinvested by the Trust Company or Authorized Representatives of the Trust Company only in Authorized Investments in accordance with the Agreement, the Investment Policy and the Investment Act. Participant hereby concurs with any such investment so made by the Trust Company. TexPool's available funds that are uninvested may be held at the Trust Company's account at the Federal Reserve Bank of Dallas, or any designated custodian account, or with a custodian selected by the Trust Company. All investment assets and collateral will be in the possession of the Trust Company and held in its book-entry safekeeping account at the Federal Reserve Bank, any designated custodian account, or with a custodian selected by the Trust Company.

Section 4.02. Failed Investment Transaction. In the extraordinary event that a purchase of securities results in a failed settlement, any resulting uninvested funds shall remain in the Trust Company's Federal Bank of Dallas account, any designated custodian account or with a custodian selected by the Trust Company. If an alternative investment can be secured after the failure of the trade to settle, TexPool will receive all the income earnings, including but not limited to, any compensation from the purchaser failing in the trade and the interest income from the alternative investment.

Section 4.03. Investment Earnings and Losses Allocation. All interest earnings in TexPool will be valued daily and credited to the Participant's Accounts monthly, on a pro rata allocation basis. All losses, if any, resulting from the investment of monies in TexPool shall also be allocated on a pro rata allocation basis. All earnings and losses will be allocated to the Participant's Accounts in accordance with generally accepted accounting procedures.

Section 4.04. Commingling of Accounts. Participant agrees that monies deposited in TexPool may be commingled with all other monies held in TexPool for purposes of common investment and operational efficiency. However, each Participant will have separate Accounts on the books and records of TexPool, as further provided for in the Operating Procedures.

ARTICLE V.
FEES, EXPENSES AND REPORTS

Section 5.01. Fees and Expenses. The Participant agrees to pay the amount set forth in the fee schedule. Participant agrees that all fees shall be directly and automatically assessed and charged against the Participant's Accounts. The basic service fee shall be calculated as a reduction in the daily income earned, thus only the net income shall be credited to the Participant's Account. Fees for special services shall be charged to each Participant's account as they are incurred or performed. A schedule of fees shall be provided to the Participant annually. Each Participant will be notified thirty (30) days prior to the effective date of any change in the fee schedule.

Section 5.02. Reports. A monthly statement will be mailed to the Participant within the first five (5) business days of the succeeding month. The monthly statement shall include a detailed listing of the balance in the Participant's Accounts as of the date of the statement; all account activity, including deposits and withdrawals; the daily and monthly yield information; and any special fees and expenses charged. Additionally, copies of the Participant's reports in physical or computer form will be maintained for a minimum of three prior fiscal years. All records shall be available for inspection at all reasonable hours of the business day and under reasonable conditions.

Section 5.03. Confidentiality. The Trust Company and any private entity acting on behalf of the Trust Company for purposes of this Agreement will maintain the confidentiality of the Participant's Accounts, subject to the Public Information Act, TEX GOV'T CODE ANN. ch. 552, as amended.

ARTICLE VI.
MISCELLANEOUS

Section 6.01. Notices. Any notices, Letters of Instructions or other information required or permitted to be given hereunder shall be submitted in writing and shall be deemed duly given when deposited in the U.S. mail postage prepaid or successfully transmitted via facsimile addressed to the parties as follows:

To the ***Participant***:

Participant Name	Hidalgo County		
Address	2810 South Business Hwy 281		
City, State, Zip	Edinburg, Texas 78539-6243		
Telephone	956-318-2506	Fax	956-318-2507

To ***Trust Company*** with respect to contractual matters or disputes under this Agreement:

Texas Treasury Safekeeping Trust Company
Attn: TexPool
Rusk State Office Building
208 East 10th Street
Austin, TX 78701
Telephone: (512) 463-3716
FAX No.: (512) 463-0823

To ***TexPool*** with respect to operational matters, including enrollment documents; changes to Authorized Representatives; Bank Information Sheets; initiation of deposits or withdrawals of funds; changes to addresses; audit confirmation requests; and account inquiry:

TexPool Participant Services
C/O Lehman Brothers
Attn: Participant Services
600 Travis St., Suite 7200
Houston, TX 77002
Telephone: 1-866-839-7665 (1-866-TEX-POOL)
FAX No.: 1-866-839-3291 (1-866-TEX-FAX1)

The Participant and the Trust Company agree to notify the other of any change affecting this information and agree that unless and until so notified, the other party shall be entitled to rely on the last information provided.

Section 6.02. Taxpayer Identification Number. The Participant's taxpayer identification number assigned by the Internal Revenue Service is: 746000717. The Participant hereby agrees to notify the Trust Company of any change affecting this Taxpayer Identification number and agrees that unless and until so notifies, the Trust Company shall be entitled to rely on same in providing any and all reports or other information necessary or required by the Federal tax laws as amended from time to time.

Section 6.03. Severability. If any provision of this Agreement shall be held or deemed to be in fact illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatsoever.

Section 6.04. Execution of Counterparts. This Agreement may be simultaneously executed in several separate counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 6.05. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any dispute under this Agreement shall be in Travis County, Texas.

Section 6.06. Captions. The captions or headings in this Agreement are for convenience only and in no way defined, limit or describe the scope or intent of any provisions, articles or sections of this Agreement.

Section 6.07. Amendments.

(a) The Trust Company shall advise the Participant in writing of any amendments to this Agreement no less than 45 days prior to the effective date of such amendment. The Participant may ratify the proposed amendment of this Agreement by letter to the Trust Company. If the Participant elects not to ratify the amendment, the Participant may terminate this Agreement in accordance with Section 6.08. In the event the Participant fails to respond in writing to a notice of amendment prior to the effective date of such amendment, this Agreement shall be deemed amended.

(b) The Trust Company may periodically revise the Operating Procedures from time to time as it deems necessary for the efficient operation of TexPool. The Participant will be bound by any amendment to the Operating Procedures with respect to any transaction occurring subsequent to the time such amendment takes effect, provided, however, that no such amendment shall affect the Participant's right to cease to be a Participant.

Section 6.08. Termination. This Agreement may be terminated by either party hereto, with or without cause, by tendering 30 days prior written notice in the manner set forth in Section 6.01 hereof.

Section 6.09. Term. Unless terminated in accordance with Section 6.08, this Agreement shall be automatically renewed on each anniversary date hereof.

Section 6.10. Assignment. The Trust Company may enter into an agreement with a third party investment manager to perform its obligations and service under this Agreement, provided that such third party investment manager shall manage TexPool according to the Investment Act, Investment Policy and in a manner consistent with that directed by the Trust Company. The Trust Company also shall have the right to assign its rights and obligations under the Agreement to a third party investment manager if the Trust Company determines that such assignment is in the best interest of the State and Participants. In the event a successor pool to TexPool is deemed by the Trust Company to be in the best interest of the State and the Participant, the Trust Company may take any action it deems necessary to assign its rights and benefits under any third party agreements and transfer the assets from TexPool to any successor pool.

In Witness Whereof, the parties hereto have caused this Agreement to be executed as of the dates set forth below, and the Agreement shall be effective as of the latest such date.

PARTICIPANT

Signature _____

Printed Name Juan D. Salinas, III

Title County Judge

Date June 3, 2008

TEXAS TREASURY SAFEKEEPING TRUST COMPANY

Comptroller of Public Accounts

Signature _____

Printed Name _____

Title _____

Date _____

CERTIFICATE OF INCUMBENCY

The preceding signatory is a duly appointed, acting, and qualified officer of the Participant, who, in the capacity set forth above is authorized to execute this Agreement.

IN WITNESS WHEREOF, I have duly executed this certificate as of the ____ day of _____, 20___.

Signature _____

Printed Name _____

Title _____

OFFICIAL SEAL

AI-9439 **14.A.**

Membership Dues-Texas Association of Law Enforcement Polygraph Investigators

CC REGULAR

Date: 06/10/2008
Submitted By: Monica Hinojosa, SHERIFF DEPT.
Department: SHERIFF DEPT.
Agenda Area: Sheriff's Office

Information

CAPTION

Requesting approval to renew 2008 membership and payment for the membership dues for Capt. Andres Guzman to the Texas Association of Law Enforcement Polygraph Investigators in the amount of $25.00.

BACKGROUND

The objectives of the T.A.L.E.P.I. are to support and develop cooperation of all polygraph associations that share views and concerns; to act as a voice for law enforcement polygraph investigators in Texas legislature or legislative matters; to assist by input and concern the licensing and/or regulating agencies that do now or may in the future license and/or regulate polygraph investigators in Texas.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-421-00-280-001-0-810
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

$4,781.00 available balance as of 06/05/08.

Attachments

Link: Texas Associatio of Law Enforcement Polygraph Investigators
Link: Affidavit

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Anacleto Martinez	Anacleto Martinez	06/04/2008 03:34 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 07:58 AM	APRV
3	Rey Salazar	Rey Salazar	06/05/2008 09:01 AM	APRV
4	Auditor's Office	Linda Fong	06/05/2008 01:23 PM	APRV
5	Purchasing Department	Marty Salazar	06/05/2008 01:31 PM	APRV
6	Court Administrator	Angela Garcia	06/05/2008 01:36 PM	APRV

Form Started By: Monica Hinojosa

Started On: 05/21/2008 02:36 PM

Final Approval Date: 06/05/2008

TEXAS ASSOCIATION OF LAW ENFORCEMENT POLYGRAPH INVESTIGATORS

Membership Application

Membership Application # 207

Note To Applicant: Thank you for your interest in becoming a member of this association. If necessary, use additional pages to provide the requested information. Any false statements are grounds for rejection. Please print or type all answers. Submit a check for $25.00 to T.A.L.E.P.I. with your application; Please print this application from your computer web browser. Mail to:

EARL STURROCK
P.O. Box 443
Deer Park Texas 77536-0443
(713) 416-4236
esturrock@talepi.org

Class Of Membership Requested:

"RENEWAL"

(x) Active ( ) Associate ( ) Affiliate ( ) Honorary

* **Active** - Employee of Government agency within Texas & with Texas Polygraph License

* **Associate** - Polygraph examiner from State or Federal agency outside of Texas
(or any Texas licensed examiner who conducts exams for a criminal justice agency)

* **Affiliate** - non-examiner interested in furtherance of the polygraph profession

* **Honorary** - bestowed by vote of Board Of Directors (no dues)

GUZMAN, ANDRES
Last name, First name, Middle name (other names used)

10/16/54 Mission, Texas U.S.
Date of birth, Place of birth (City, State, and/or Country)

1932 Mynah Ave, McAllen, Texas 78504
Residence address, City, State Zip Code

P.O. Box 1228, Edinburg, Texas 78540
Business name/address, City, State, Zip Code

Preferred mailing address ( )Residence or (x) Business
(Important - must be updated for newsletters mailings etc)

(956) 687-8057 (Hm) (956) 383-8114 (Bs) aguzman@hidalgoso.org
Home phone; business phone; fax phone all with area codes; reliable email address

Examiner's License The State of Texas Polygraph Examiner's Board, # 1047
List all polygraph licenses you possess by State, License # and date issued

Date Issued: March 22, 1999

Texas Association of Law Enforcement Polygraph Investigators

2008 Annual Conference and Seminar Registration Form

Seminar Dates – Monday June 23 – Friday June 27 2008

Name ANDRES GUZMAN Agency HIDALGO COUNTY SHERIFF'S OFFICE

Street Address 711 EL CIBOLO ROAD City EDINBURG

State TX Zip Code 78540 Phone1 (956)383-8114 Phone2 (956) 393-6048

Fee Enclosed : $175.00 (Please make checks payable to TALEPI)

****

Will you be lodging at the DPS Training Academy? Yes No

Please mail registration form to:

Lieutenant Walt Goodson
Texas Department of Public Safety
9000 North IH 35
Austin, Texas 78753

****

Early registration fee for the conference is $150.00 and $175.00 the day of the seminar.

Annual membership fees are included in the seminar fee.
Non-members who would like to join TALEPI may do so by submitting a membership application to the above address.

The membership applications can be found at www.talepi.org.

TEXAS ASSOCIATION OF LAW ENFORCEMENT POLYGRAPH INVESTIGATORS

BY-LAWS

The President may appoint active members to standing committees to conduct specific business of the T.A.L.E.P.I.

The President and governing board shall constitute a quality review committee whenever a situation arises requiring an official review of an examination conducted by a public agency examiner.

Public criticism regarding professional conduct of one member by another, other than before the Committee of Standards and Ethics or the Board of Directors, in writing and signed by the writer, is condemned and expressly forbidden for all T.A.L.E.P.I. members.

Any member who knowingly makes a false certification or endorsement regarding an applicant's eligibility and/or qualifications, will be subject to termination of membership.

Robert's Rules of Order will be used as a guideline for conduction all official meetings of the T.A.L.E.P.I.

CONSTITUTION

ARTICLE I

DESIGNATION

The name of this Association shall be the "Texas Association of Law Enforcement Polygraph Investigators," herein referred to as the T.A.L.E.P.I.

ARTICLE II

OBJECTIVES

The objectives of the T.A.L.E.P.I. will be:

1. To support and develop cooperation of all polygraph associations that share the views and concerns of the T.A.L.E.P.I.;
2. To act as a voice for law enforcement polygraph investigators in Texas legislature or legislative matters;
3. To provide a forum for the exchange of ideas and information relative to law enforcement polygraph investigators;
4. To facilitate the participation of law enforcement polygraph investigators in training sessions and in service seminars by maintaining the costs of such training vehicles at the lowest possible levels, and utilizing governmental facilities whenever legal and feasible;
5. To increase professionalism among its members via application of membership requirements that reflect the highest codes of ethics and morality;
6. To assist by input and concern the licensing and/or regulating agencies that do now or may in the future license and/or regulate polygraph investigators in Texas.

ARTICLE III

OFFICERS AND BOARD OF DIRECTORS

A. The Officers of the T.A.L.E.P.I. shall be:
1. President
2. Secretary/Treasurer
3. Three (3) Directors
4. Vice President

B. The President and Secretary/Treasurer shall hold their respective offices for a term of one (1) year being elected at the annual seminar by ballots cast by eligible members, or until their respective successors in office have been duly elected or appointed as the case may be.

C. The directors shall hold their offices for a term of three (3) years, each staggered whereby one Director will be elected at the annual seminar by ballots cast by eligible members.

D. Only Active and Life members are eligible for election to any office, provided they possess the qualification requirements.

E. The Board of Directors shall consist of:
1. President
2. Secretary/Treasurer
3. Three Directors
4. Immediate Past President
5. Vice President
6. Advisory Member

F. Three or more members meeting and voting in session will constitute a quorum.

G. All decisions concerning the application of policy and procedures of the T.A.L.E.P.I. will be decided by the majority of voting Association Officers.

H. The Officers of the T.A.L.E.P.I. will meet in session at least twice per calendar year once during the summer and once during the winter, and at any other times when a special session is called by the President.

I. All Officers of the T.A.L.E.P.I. will serve without compensation.

J. No Officer of the T.A.L.E.P.I. may hold office in any other polygraph association.

K. The President will act as Chief Executive of the Board.

L. The Secretary/Treasurer shall keep the records and minutes of the T.A.L.E.P.I., included but not limited to, a complete and accurate accounting of the proceedings of the annual seminar, receive all moneys due the T.A.L.E.P.I. and its members. She/He shall be responsible for correspondence relating to the T.A.L.E.P.I. and issue notices of all meetings of the T.A.L.E.P.I. and Board of Directors. She/He shall keep a current record of the membership and will insure publication of an annual roster to be furnished eligible members annually. She/He will keep a record of all financial transactions of the T.A.L.E.P.I. and perform all other duties normally performed by a Secretary/Treasurer. She/He will issue to each new member, a certificate of membership which shall remain the property of the T.A.L.E.P.I. and upon payment of current dues, a membership card and certificate validation indicator that indicates the year of validation. She/He shall draw and sign warrants for expenses of the T.A.L.E.P.I. All expenses associated with the official functions of the office will be paid by the T.A.L.E.P.I. She/He will personally file a report at each Seminar and as otherwise directed by the Board of Directors.

M. The Directors will have the responsibility of transacting the business between meetings. They are subordinate to T.A.L.E.P.I. and must abide by constitutional rulings.

ARTICLE IV

MEMBERSHIP

A. Membership in T.A.L.E.P.I. is divided into six (6) classes.
1. Active 2. Associate
3. Affiliate 4. Honorary
5. Life 6. Retired

B. Active members
1. Active members of T.A.L.E.P.I. will be employees of a governmental agency of the State of Texas or a subdivision thereof, who are licensed to practice polygraph in Texas and are employed by such agency as a supervisor over polygraph or as a polygraph investigator itself. Such agencies include: Texas Department of Public Safety; Texas Department of Criminal Justice; State of Texas municipal, sheriffs, or rural departments, or other law enforcement and/or investigative agencies of the State of Texas.
2. Active members are authorized to vote in general matters affecting the T.A.L.E.P.I.

C. Associate Members
1. Associate members will be active polygraph investigators within the definition of an Active member of T.A.L.E.P.I., who are employed by a law enforcement agency of another state or territory of the United States or of a governmental agency of the United States, A Texas Licensed Examiner who is honorably retired from a governmental agency, or a Texas Licensed Examiner who conducts polygraph for any criminal justice agency in the State of Texas who is in commercial practice of a private examiner. (Revised by vote of membership on 6/12/96)
2. Associate members are ineligible to vote in any matters affecting the T.A.L.E.P.I.

D. Affiliate Members
1. Affiliate members will be any person other than a polygraph investigator who demonstrates a genuine interest in polygraph.
2. Affiliate members may also include polygraph manufacturers or representatives or other persons who may be involved in instrument or technique research.
3. Affiliate members are ineligible to vote in any matters concerning the T.A.L.E.P.I.

E. Honorary Members
1. Honorary membership may be granted by a unanimous vote of the Officers of the T.A.L.E.P.I. to any person who is deemed to contribute to T.A.L.E.P.I. in a manner of such magnitude as to be considered superlative and unique.
2. No annual fee shall be levied upon or charged against an Honorary Member and such member shall not be entitled to vote.

F. Life Members
1. Life membership shall consist of all Past Presidents.
2. Life members will not be required to pay annual dues or seminar registration fees.
3. Life members have the right of voice, vote and eligibility for election to any office.
4. At retirement from his/her agency, Life Members are no longer eligible for election to any office.

G. Retired Members

1. Retired membership shall consist of any former Active Member of T.A.L.E.P.I. who retires honorably from his/her agency.
2. Retired members are authorized to vote in general matters affecting the T.A.L.E.P.I.

H. The Membership Committee shall have the authority to promulgate such rules as it deems necessary, with the advise and consent of the Board of Directors. In absence of a Membership Committee, the Secretary/Treasurer, with the advise of the president, may assume the responsibility for membership application processing.

ARTICLE V

ANNUAL FEES AND VOTING RIGHTS

A. The annual membership fee shall be fixed at a general meeting and shall be payable by each member, not otherwise excluded, upon receipt of the statement from the Secretary/Treasurer, who shall issue an official receipt for such payments.

B. Any non-member or member in default of payment of annual fees shall not be entitled to attend any meeting of the T.A.L.E.P.I., or to be listed in the membership directory.

ARTICLE VI

COMPLIANCE WITH THE CONSTITUTION

A. Every member of the T.A.L.E.P.I., upon admittance to membership, shall be deemed to have agreed to comply with the Constitution as hereby established and undertakes to maintain it.

B. Members shall have the right to a fair and impartial hearing before the Board when a written grievance is made to the Board of Directors. A member may file a letter of grievance in any case in which unlawful activities or moral turpitude involves a member of T.A.L.E.P.I. The President shall direct the gathering of credible information for presentation to the Board of Directors. A member accused of unlawful conduct or moral turpitude shall have the right to present credible evidence in rebuttal to any complaint. The Board of Directors shall hear the issue and the voting membership shall ratify any expulsion. In minor matters, not worthy of expulsion, a member may be censured by the Board of Directors by a majority vote.

ARTICLE VII

APPLICATION FOR MEMBERSHIP

A. Any person qualified to become a member of the T.A.L.E.P.I. as defined in Article IV herein, may make application in such form and manner as the Board of Directors may from time to time prescribe.

T.A.L.E.P.I. ADDRESS

125 W. Main #F
Humble, TX 77338

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS
COUNTY OF HIDALGO

I, Andres Guzman, Jr. do hereby state that my membership in the Texas Association of Law Enf. Polygraph Investigators 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 organizations 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 bending 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 attempt to influence the 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: Andres Guzman Jr. DATE: 6/2/2008

TITLE: Captain

Before me Monica J. Hinojosa, a Notary Public, appeared Andres Guzman, 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 JUDITH HINOJOSA
Notary Public
STATE OF TEXAS
My Comm. Exp. 04-14-2009

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

AI-9617 **14.B.**

Membership Dues
CC REGULAR

Date: 06/10/2008
Submitted By: Virginia Rodriguez, SHERIFF DEPT.
Submitted For: Virginia Rodriguez
Department: SHERIFF DEPT.
Agenda Area: Sheriff's Office

Information

CAPTION

Requesting approval of 2008 Membership Dues for Commander Daniel Garcia for the Sheriff's Association of Texas in the amount of $25.00

BACKGROUND

The Objective of the Sheriff's Association of Texas to ensure that each officer performs their tasks in the most professional manner. To obtain this goal, all officers must have continuous training to be aware of new procedures and laws. The Association conducts frequent training programs to meet these needs. The Association has been awarded a training agreement with the Texas Commission on Law Enforcement Standards and Education and provides formal training credit.

Fiscal Impact

FISCAL YEAR: 08 **ACCT. #:** 8-1100-421-00-280-001-0-810
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

$4,781.00 available balance as of 05/06/08.

Attachments

Link: Membership Dues

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Anacleto Martinez	Anacleto Martinez	06/04/2008 03:34 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 08:01 AM	APRV
3	Rey Salazar	Rey Salazar	06/06/2008 01:49 PM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Virginia Rodriguez — Started On: 06/04/2008 11:12 AM

Final Approval Date: 06/06/2008

Sheriffs' Association of Texas

Annual Training Conference 2008
July 20-July 23, 2008
San Antonio TX

Invoice

Daniel Garcia
Hidalgo Co
PO Box 1228
Edinburg, TX 78540

Invoice Date	*5/29/2008*	***Registration Date***	*5/29/2008*
Member ID	*160047*	***PO Number***	

Name	***Type***	***Price***
Daniel Garcia	Participant	$225.00
	Membership Dues	$25.00

Registration Fee	$250.00
Total Payments	$0.00
Amount Due	$250.00

1601 S. IH-35
Austin, TX 78741-2503
512-445-5888

MEMBERSHIP RENEWAL FORM for the SHERIFFS' ASSOCIATION OF

$_____My additional gift to the Sheriffs' Association of Texas

MEMBER ID: 160047
EXPIRATION DATE: 6/26/2008
ACTIVE MEMBERSHIP DUES: $25.00



Since 1874

Daniel Garcia
Div Commander, Hidalgo Co
711E Cibolo Rd
Edinburg, TX 78540

Because of your support...

* Sheriffs and other law enforcement pers
the state are provided with training, legi
information, and other critical resources.
* Peace Officers and their children are aw
scholarships to continue their college ed
* The Lost Lawman Memorial, honoring l
is added to and maintained in a respectfi
* Citizens across Texas receive informatio
prevention, current laws, and crime-solv

Call (512) 445-5888 or visit www.txsher
further information on the services we p

** **Please provide us with your ema**

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, DANIEL GARCIA, do hereby state that my membership in the SHERIFF'S ASSOCIATION 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: 6-3-2008

TITLE: DIVISION COMMANDER

Before me Rosie Hinojosa, a Notary Public, appeared DANIEL 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.

NOTARY PUBLIC STATE OF TEXAS
ROSIE HINOJOSA
Notary Public
STATE OF TEXAS
My Comm. Exp. 04-24-2010

Rosie Hinojosa
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-9593 **14.C.**

Membership Dues-FBI National Academy Associates (FBINAA)
CC REGULAR

Date: 06/10/2008
Submitted By: Monica Hinojosa, SHERIFF DEPT.
Department: SHERIFF DEPT.
Agenda Area: Sheriff's Office

Information

CAPTION

Requesting approval to renew 2008 membership dues and payment for the membership dues for Chief Deputy Anacleto Martinez to the FBI National Academy Associates in the amount of $ 90.00.

BACKGROUND

FBI National Academy Associates, Inc. is a non-profit international organization of senior law enforcement professionals dedicated to providing our communities and profession with the highest degree of law enforcement expertise, training, education and information.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-421-00-280-001-0-810
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

$4,781.00 available balance as of 06/05/08.

Attachments

Link: Affidavit - Martinez

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Anacleto Martinez	Anacleto Martinez	06/02/2008 11:35 AM	APRV
2	Budget & Management	Dina Trevino	06/03/2008 08:24 AM	APRV
3	Rey Salazar	Rey Salazar	06/06/2008 04:02 PM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Monica Hinojosa Started On: 05/30/2008 04:59 PM

Final Approval Date: 06/06/2008

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS
COUNTY OF HIDALGO

I, Anacleto Martinez do hereby state that my membership in the FBI National Academy Associates 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 organizations 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 bending 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 attempt to influence the 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: 6/2/2008

TITLE: Chief Deputy

Before me Monica J. Hinojosa, a Notary Public, appeared Anacleto 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 JUDITH HINOJOSA
Notary Public
STATE OF TEXAS
My Comm. Exp. 04-14-2009

_____
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

AI-9612 **14.D.**

Membership Dues-Sheriff's Association of Texas
CC REGULAR

Date: 06/10/2008
Submitted By: Monica Hinojosa, SHERIFF DEPT.
Department: SHERIFF DEPT.
Agenda Area: Sheriff's Office

Information

CAPTION

Requesting approval for 2008 membership and payment for Chief Deputy Anacleto Martinez and Executive Administrative Assistant Pat Medina to the Sheriff's Association of Texas in the amount of $ 50.00. ($25.00 per person)

BACKGROUND

The Sheriff's Association of Texas is an organization that gathers Sheriffs, other county and law enforcement officers, federal and state officers, and major industry security personnel together to successfully aid each other as law enforcement officers to better execute the laws, in the discharge of fellow duties against criminals, and for the further and better protection of the citizens of respective counties and the State at large.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-421-00-280-001-0-810
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

$4,781.00 available balance as of 05/06/08.

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

BUDGETARY IMPACT:

Attachments

Link: Sheriffs Assoc. of Texas
Link: Affidavit-Medina
Link: Affidavit-Martinez

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Anacleto Martinez	Anacleto Martinez	06/04/2008 03:34 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 08:01 AM	APRV
3	Rey Salazar	Rey Salazar	06/06/2008 01:37 PM	APRV

4	Auditor's Office	06/06/2008 06:12 PM	NEW
Form Started By: Monica Hinojosa		Started On: 06/04/2008 10:07 AM	
Final Approval Date: 06/06/2008			

Sheriffs' Association of Texas

Annual Training Conference 2008
July 20-July 23, 2008
San Antonio TX

Invoice

Anacleto Martinez
Hidalgo Co
PO Box 1228
Edinburg, TX 78540

Invoice Date	*5/29/2008*	***Registration Date***	*5/29/2008*
Member ID	*178799*	***PO Number***	

Name	*Type*	*Price*
A. "Sonny" Martine	Participant	$225.00
Olga G. Martinez	Spouse	$50.00
	Membership Dues	$25.00

Registration Fee	$300.00
Total Payments	$0.00
Amount Due	$300.00

1601 S. IH-35
Austin, TX 78741-2503
512-445-5888

Sheriffs' Association of Texas

Annual Training Conference 2008
July 20-July 23, 2008
San Antonio TX

Invoice

Pat Medina
Hidalgo Co
PO Box 1228
Edinburg, TX. 78540

Invoice Date	*5/29/2008*	***Registration Date***	*5/29/2008*
Member ID	*160149*	***PO Number***	

Name	*Type*	*Price*
Pat Medina	Participant	$225.00
	Membership Dues	$25.00

Registration Fee	$250.00
Total Payments	$0.00
Amount Due	$250.00

1601 S. IH-35
Austin, TX 78741-2503
512-445-5888

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS
COUNTY OF HIDALGO

I, PAT MEDINA, do hereby state that my membership in the SHERIFF'S ASSOCIATION 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: 6-3-08

TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT

Before me ROSA SALAZAR, a Notary Public, appeared PAT MEDINA and on his/her oath deposed and stated that the facts set forth in the above affidavit to be true and correct in every respect.

ROSA M SALAZAR
Notary Public
STATE OF TEXAS
My Comm. Exp. 06-26-2008

_____
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT: LGC § 13.064(b)
AUTHORITY TO PAY MEMBERSHIP DUES: LGC § 8[illegible].002

COUNTY AUDITOR'S FORM: RE-CA-041
REVISED: FEBRUARY 2003

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS
COUNTY OF HIDALGO

I, ANACLETO MARTINEZ, do hereby state that my membership in the SHERIFF'S ASSOCIATION OF TEXAS 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: on behalf of Hidalgo County

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 affiliatec 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: 6/3/08

TITLE: CHIEF DEPUTY

Before me ROSIE HINOJOSA, a Notary Public, appeared ANACLETO 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.

ROSIE HINOJOSA
Notary Public
STATE OF TEXAS
My Comm. Exp. 04-24-2010

_____
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: RS-CA-041
REVISED: FEBRUARY 2005

AI-9643 **15.A.**

Inter-Departmental Transfer for BCAP account
CC REGULAR

Date: 06/10/2008
Submitted By: Agapito Vargas, COLONIA ACCESS PROGRAM
Submitted For: Agapito Vargas
Department: COLONIA ACCESS PROGRAM
Agenda Area: Colonia Access Program

Information

CAPTION

Approval of 2008 interdepartmental transfer within BCAP Pct. 4 from Calma Estates #2 Subdivision Streets to Rena Rea Subdivision Drainage Ditches (1311) in the amount of $17,900.00.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1311-431-00-124-129-0-734
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

8-1311-431-00-124-129-0-734-->8-1311-431-00-124-612-0-733 $17,900.00. Available balance as of 6/6/08 $30,384.72

Attachments

Link: Agenda Request

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/05/2008 08:25 AM	APRV
2	Manuel Chapa	Manuel Chapa	06/06/2008 08:06 AM	APRV
3	Auditor's Office	Linda Fong	06/06/2008 08:22 AM	APRV
4	Purchasing Department	Marty Salazar	06/06/2008 03:43 PM	APRV
5	Court Administrator	Angela Garcia	06/06/2008 03:49 PM	APRV

Form Started By: Agapito Vargas Started On: 06/04/2008 04:06 PM

Final Approval Date: 06/06/2008

Hidalgo County Commissioner Court
Interdepartmental Transfer Request

DATE: 4th June 2008

DEPARTMENT HEAD: Agapito Vargas Jr.

DEPARTMENT NAME: Border Colonias Access Program

FROM ACCOUNT NUMBERS:	8-1311-431-00-124-129-0-
TO ACCOUNT NUMBERS	8-1311-431-00-124-612-0-

SUBJECT: INTERFUND TRANSFER IN/OUT (INCREASE/DECREASE)

Honorable Commissioners Court of Hidalgo County
I would like to request the following Inter-Fund Transfer in accordance with
Local Government Code, Chapter 111, Subchapter C.

FROM:			
Account / Object Code	**Account / Object Name**		**Amount**
8-1311-431-00-124-129-0-734	Calma Estates #2-Subdivision Sts.		($17,900.00)
TO			
Account/ Object Code	**Account / Object Name**		
8-1311-431-00-124-612-0-733	Rena Rae S/D - Drainage		$17,900.00
		TOT.	$0.00

REASON: Additional funds are needed to meet the overrun cost for additional drainage required for the project
Amount transferred is within the transfer TXDOT policy. There are no caps for drainage projects.

DEPARTMENT HEAD SIGNATURE **DATE**

APPROVED COMMISSIONER STAFF **ATTEST COUNTY CLERK**

AI-9599 **16.A.**

Tower Road Project
CC REGULAR

Date: 06/10/2008
Submitted By: Yolanda Cisneros, COMM. PCT. #2
Submitted For: Yolanda Cisneros
Department: COMM. PCT. #2
Agenda Area: Precinct #2

Information

CAPTION

Discussion, consideration and authorization for approval to move an existing 30" high pressure gas line that crosses Tower Road between Moore Road on the north and El Gato Road on the south.

BACKGROUND

See attached letter and field notes for the parcel indicated from engineer.
The work would be done by Spectra Energy (formerly known as Texas Eastern Transmission, LP) and will take approximately 2 days to complete once approved by Hidalgo County. Spectra Energy has estimated construction for the extension of the existing vents will be approximately $8,250.00.

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1202-431-00-122-027-0-731
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance is $12,264.12 as of 6/3/08.

Attachments

Link: my documents

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/03/2008 08:27 AM	APRV
2	Dale Kennan	Dale Kennan	06/03/2008 10:50 AM	APRV
3	Auditor's Office	Linda Fong	06/05/2008 08:08 AM	APRV
4	Joy Hsu	Joy Hsu	06/05/2008 09:36 AM	APRV
5	Linda Fong	Linda Fong	06/05/2008 04:03 PM	APRV
6	Purchasing Department	Marty Salazar	06/05/2008 04:48 PM	APRV
7	Court Administrator	Angela Garcia	06/06/2008 08:21 AM	APRV

Form Started By: Yolanda Cisneros Started On: 06/02/2008 03:56 PM

Final Approval Date: 06/06/2008

R. Gutierrez Engineering Corporation

May 21, 2008

Joe Pena, Right of Way Director
Hidalgo County Right of Way Department
509 E. Earling Road
San Juan, Texas 78589

RE: Tower Road

Dear Mr. Pena:

I am writing to address an issue regarding the Tower Road project that needs to be considered on the agenda for the next Commissioners' Court meeting. We need the approval for the extension of the existing vents of the existing 30" high pressure gas line that crosses Tower Road between Moore Road on the north and El Gato Road on the south. There is an existing 36" steel casing that covers this 30" high pressure gas line running east and west crossing Tower Road. This line does have has an easement by deed and the gas line falls within its own easement, which by the way is 50' wide as per Spectra Energy (formerly Texas Eastern Transmission, LP).

Since, the existing 30" high pressure gas line is deep enough underneath Tower Road and the existing 36" steel casing covers the width of the existing Tower Road, Spectra Energy is proposing to do the following:

The existing vents on both sides of Tower Road need to be adjusted to the new proposed road right of way for Tower Road. Spectra Energy is to bootleg the existing line outside the proposed road at 90 degrees from the existing casing and adjust the vents outside. The work to be done will take approximately 2 days to complete once approved by Hidalgo County.

Guadalupe Reyes, the Area Supervisor for Spectra Energy, has been in contact with me. Mr. Reyes has informed me that the estimated construction for the extension of the existing vents will be approximately $8,250.00. Once the approval letter is submitted to Spectra Energy; they can schedule the work to be done.

I am attaching the documentation of the easements for the gas line as well as the parcels that were done in that area. Also, I am attaching an Exhibit "F", which is an exhibit of the area being discussed and to be used for reference regarding this gas line crossing.

Let me know if you have any questions or comments and feel free to call me at (956) 782-2557

Sincerely,

Eddie Rios
Utility Coordinator

Cc: Hector "Tito" Palacios- Hidalgo County Precinct No. 2 Commissioner

130 East Park – Pharr, TX 78577 – Telephone: 956-782-2557 – Fax: 956-782-2558 – E-mail: eddie@rgutierrezengineering.com

EXHIBIT "A"

COUNTY: HIDALGO

Eng05.015B
March 19, 2007
Parcel 12

DITCH: South Tower Road

PROJECT LIMITS: Moore Road to 1320 Feet South of Rancho Blanco

FIELD NOTES FOR PARCEL – 12

Being a 0.304-acre tract of land out of the South ½ of the North ½ of Lot 6, Block 29, Alamo Land and Sugar Company Subdivision, Hidalgo County, Texas, as recorded in Volume 1, Pages 24~26, Map Records, Hidalgo County, Texas. Said South ½ tract of land is vested to Adolfo Medrando Jr., from Texas State Bank, Custodian for the Jhon G. Phillips, Directed IRA, by virtue of a Warranty Deed with Vendor's Lien, dated September 21, 1995, recorded in Document Number 478600, Official Records, Hidalgo County, Texas. Said 0.304-acre tract of land being more particularly described by metes and bounds as follows;

Commencing at a Cotton Picker Spindle found at the Northwest corner of Lot 6, **THENCE**, SOUTH, with and along the West line of Lot 6 and centerline of South Tower Road, a distance of 330.00 feet to a Cotton Picker Spindle set, for the Northwest corner and **POINT OF BEGINNING** of the tract herein described;

1. **THENCE**, EAST, along the North line of said South ½ of the North ½ of Lot 6, at a distance of 30.00 feet pass the Existing East Right of Way line of South Tower Road, and at a total distance of 40.00 feet to a No. 4 rebar set on the Proposed East Right of Way line of South Tower Road, for the Northeast corner of the tract herein described;

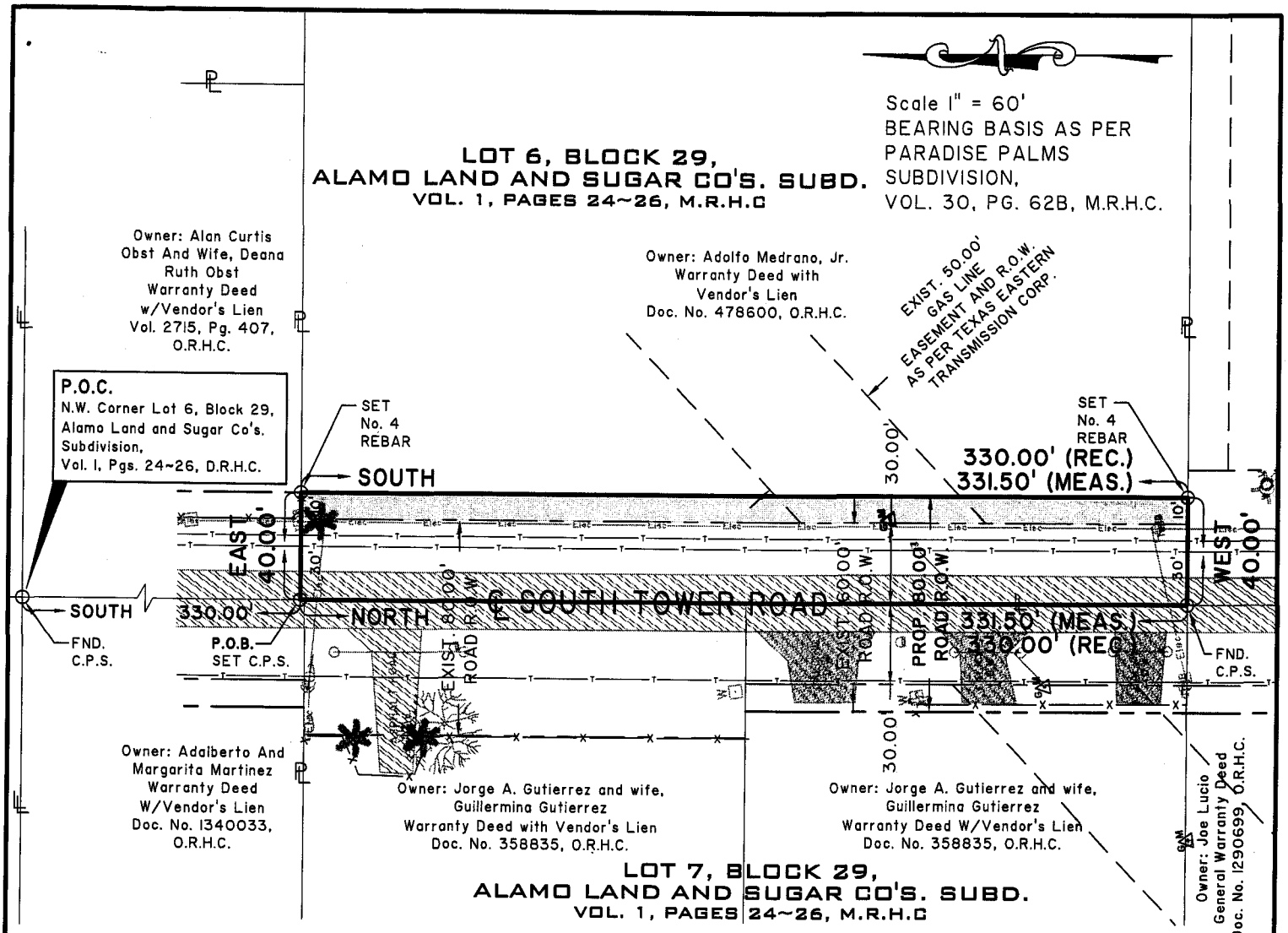
2. **THENCE**, SOUTH, along said Proposed Right of Way line, a distance of 331.50 feet (Meas.) 330.00 feet (Rec.) to a No. 4 rebar set on the South line of said South ½ of the North ½ of Lot 6, for the Southeast corner of the tract herein described;

3. **THENCE**, WEST, along the South line of said South ½ of the North ½ of Lot 6, at a distance of 10.00 feet pass the Existing East line of said South Tower Road, and at a total distance of 40.00 feet to a Cotton Picker Spindle found on the West line of Lot 6, for the Southwest corner of the tract herein described;

4. **THENCE**, NORTH, with and along the West line of Lot 6 and centerline of South Tower Road, a distance of 331.50 feet (Meas.) 330.00 feet (Rec.) to the **POINT OF BEGINNING** and containing 0.304-acres, of which 0.228-acres lies in the Existing Road Right of Way leaving a **Proposed Net Taking** of 0.076-acres of land, more or less.

STATE OF TEXAS
REGISTERED
PLINIO C. MEDINA
1590
PROFESSIONAL
LAND SURVEYOR

PLINIO C. MEDINA – R.P.L.S. No. 1590
DATE: 3-27-07



PROPOSED SOUTH TOWER ROAD
PARCEL 12
A 0.304 ACRE TRACT OF LAND OUT OF LOT 6, BLOCK 29, ALAMO LAND AND SUGAR COMPANY'S. SUBDIVISION, HIDALGO COUNTY, TEXAS. VOLUME 1, PAGES 24-26, M

SUBJECT TO:
TEXAS EASTERN TRANSMISSION CORPORATION BLANKET RIGHT OF WAY AND EASEMENT- dated September 20, 1956, recorded in Volume 867, Page 374, Deed Records, Hidalgo County, Texas.

PARCEL 12

OWNER: Adolfo Madrano, by a Warranty Deed with Vendor's Lien, recorded in Document No. 478600, Official Records, Hidalgo County, Texas.

DESCRIPTION: The South 1/2 of the North 1/2 of Lot 6, Block 29, Alamo Land and Sugar Company Subdivision, Hidalgo County, Texas, according to the map thereof recorded in Volume 1, Pages 24~26, Map Records, Hidalgo County, Texas.

Total acreage: 10.0 ac.
To be acquired: 0.304 ac.
Exist. Road Rigth of Way: 0.228 ac.
Proposed Net taking: 0.076 ac.
Remainder: 9.696 ac.
Document:_____

The undersigned hereby certifies that this survey, as described hereon, was made on the ground and that the only improvements on the ground are as shown and that there are no visible encroachments, visible overlapping, apparent conflicts, or visible easements, except as shown hereon." This survey substantially conforms to the Minimum Standards of Practice as approved by the Texas Board of Professional Land Surveyors.

STATE OF TEXAS REGISTERED PLINIO C. MEDINA 1590 PROFESSIONAL LAND SURVEYOR

PLINIO C. MEDINA - R.P.L.S. No. 1590
DATE: 3-27-07

JOB No.: ENG05.015B DATE: 03/19/07 PAGE: 2 OF 2 DRAWN BY: J.H.F.

R. Gutierrez Engineering Corp. • 130 E. Park Ave. • Pharr, Tx. • (956) 782-2557

EXHIBIT "A"

COUNTY: HIDALGO

Eng05.015B
March 19, 2007
Parcel 16

HIGHWAY: South Tower Road

PROJECT LIMITS: Moore Road to 1320 Feet South of Rancho Blanco

FIELD NOTES FOR PARCEL – 16

Being a 0.152-acre tract of land out of the South 5.0-acres of the North 20.0-acres of Lot 7, Block 29, Alamo Land and Sugar Company's Subdivision, Hidalgo County, Texas, as recorded in Volume 1, Pages 24-26, Map Records, Hidalgo County, Texas. Said 5.0-acre tract of land is vested to Jorge A. Gutierrez and wife, Guillermina Gutierrez from Francisco Sandoval, by virtue of a Warranty Deed with Vendor's Lien, dated December 13, 1993, recorded in Document No. 358835, Official Records Hidalgo County, Texas. Said 0.152-acre tract of land being more particularly described by metes and bounds as follows;

Commencing at a Cotton Picker Spindle found at the Northeast corner of Lot 7, **THENCE**, SOUTH, with and along the East line of Lot 7 and centerline of South Tower Road, a distance of 494.00 feet (Meas.) 495.00 feet (Rec.) to a Cotton Picker Spindle set, for the Northeast corner and **POINT OF BEGINNING** of the tract herein described;

1. **THENCE**, SOUTH, along the East line of said Lot 7 and centerline of South Tower Road, a distance of 165.00 feet to a Cotton Picker Spindle found at the Southeast corner of said 5.0-acre tract, for the Southeast corner of the tract herein described;

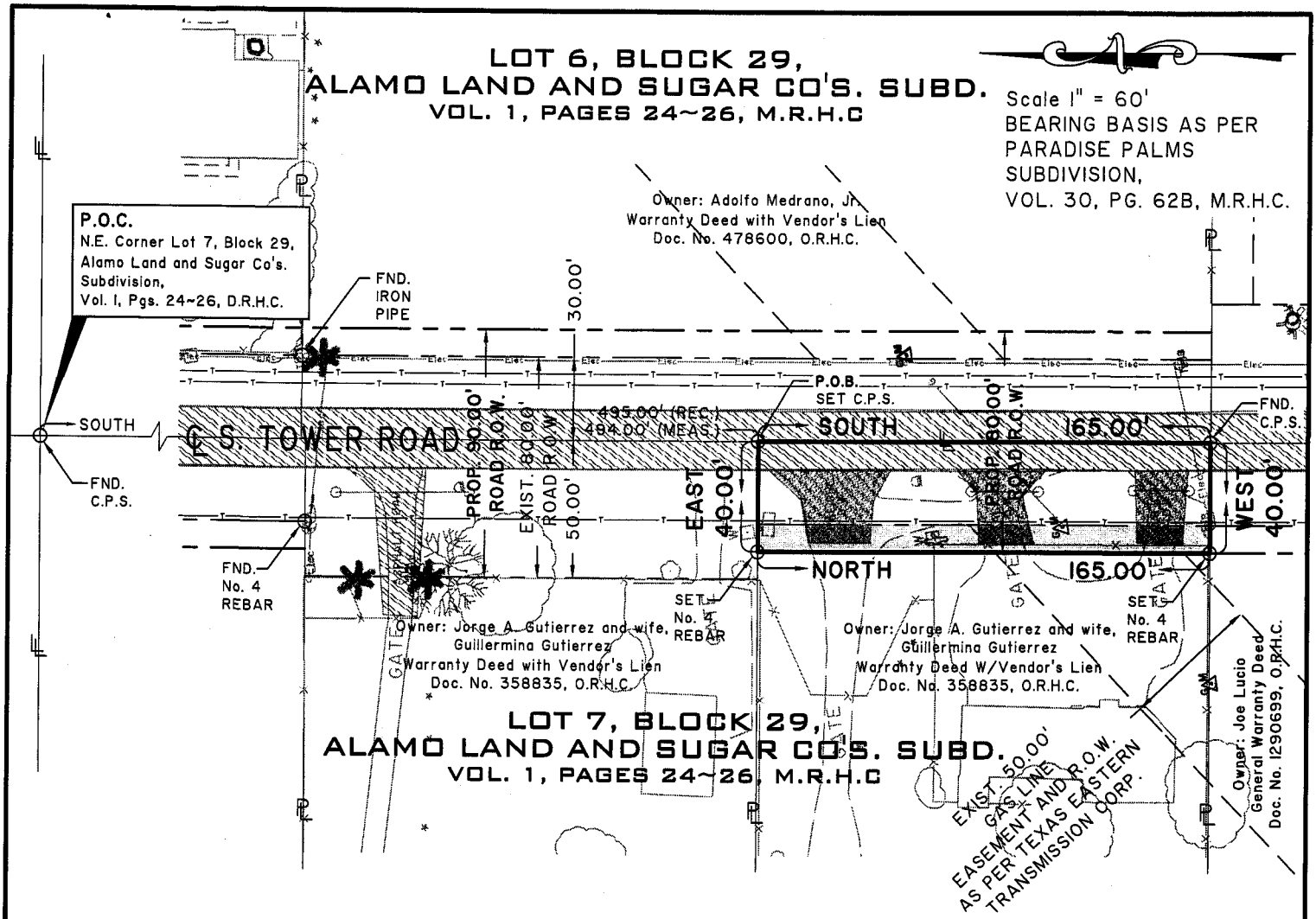
2. **THENCE**, WEST, along the South line of said 5.0-acre tract, at a distance of 30.00 feet pass the Existing West Right of Way line of South Tower Road, and at a total distance of 40.00 feet to a No. 4 rebar set on the Proposed West Right of Way line of South Tower Road, for the Southwest corner of the tract herein described;

3. **THENCE**, NORTH, along said Proposed Right of Way line, a distance of 165.00 feet to a No. 4 rebar set on the North line of said 5.0-acre tract, for the Northwest corner of the tract herein described;

4. **THENCE,** EAST, along the North line of said 5.0-acre tract, at a distance of 10.00 feet pass the Existing West Right of Way line of South Tower Road, and at a total distance of 40.00 feet to the **POINT OF BEGINNING** and containing 0.152-acres, of which 0.114-acres lies in the Existing Road Right of Way leaving a **Proposed Net Taking** of 0.038-acres of land, more or less.

STATE OF TEXAS
REGISTERED
PLINIO C. MEDINA
1590
PROFESSIONAL
LAND SURVEYOR

PLINIO C. MEDINA – R.P.L.S. No. 1590
DATE: 4/5/07



PROPOSED SOUTH TOWER ROAD
PARCEL 16
A 0.152 ACRE TRACT OF LAND OUT OF LOT 7, BLOCK 29, ALAMO LAND AND SUGAR COMPANY'S SUBDIVISION, HIDALGO COUNTY, TEXAS. VOLUME 1, PAGES 24-26, M.R.H.

SUBJECT TO:
CENTRAL POWER AND LIGHT COMPANY BLANKET EASEMENT AND RIGHT OF WAY - dated May 21, 1952, recorded in Volume 747, Page 489, Deed Records, Hidalgo County, Texas.

PARCEL 16

OWNER: Jorge A. Gutierrez and wife, Guillermina Gutierrez, by a Warranty Deed with Vendor's Lien recorded in Document No. 358835, Official Records, Hidalgo County, Texas.

DESCRIPTION: The South 5 acres of the North 20 acres of Lot 7, Block 29, Alamo Land and Sugar Company's Subdivision, Hidalgo County, Texas, according to the map thereof recorded in Volume 1, Pages 24-26, Map Records, Hidalgo County, Texas.

Total acreage: 5.0 ac.
To be acquired: 0.152 ac.
Exist. Road Rigth of Way: 0.114 ac.
Proposed Net taking: 0.038 ac.
Remainder: 4.848 ac.
Document:_____

The undersigned hereby certifies that this survey, as described hereon, was made on the ground and that the only improvements on the ground are as shown and that there are no visible encroachments, visible overlapping, apparent conflicts, or visible easements, except as shown hereon." This survey substantially conforms to the Minimum Standards of Practice as approved by the Texas Board of Professional Land Surveyors.

STATE OF TEXAS
REGISTERED
PLINIO C. MEDINA
1590
PROFESSIONAL
LAND SURVEYOR

PLINIO C. MEDINA - R.P.L.S. No. 1590
DATE: 4/5/07

JOB No.: ENG05.015B | DATE: 03/19/07 | PAGE: 2 OF 2 | DRAWN BY: J.H.F.

R. Gutierrez Engineering Corp. • 130 E. Park Ave. • Pharr, Tx. • (956) 782-2557

304

FORM 5-17

R/W NO.	54
MAP NO.	
W. O. NO.	1382
CHK.	35 3 24
RODS	22

11876

STATE OF TEXAS,
County of HIDALGO } ss. KNOW ALL MEN BY THESE PRESENTS

That for and in consideration of TWENTY-TWO AND NO/100 - - -

STATE OF ~~TEXAS~~ Florida,
County of Orange }

BEFORE ME, the undersigned authority, on this day personally appeared Ellen M. Kirk, known to me to be the person whose name subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and considerations therein expressed.

GIVEN under my hand and seal of office, this 18th day of June, 1956.

Dorothy R. Baxter
Notary Public in and for Orange County, Florida, Texas.

My Commission Expires:
Notary Public, State of Florida at large
My Commission expires June 24, 1959
Bonded by American Surety Co. of N. Y.

Filed for Record on the 25th day of July A. D. 1956, at 2:20 o'clock P. M.
Duly Recorded this the 31st day of July A. D. 1956, at 1:38 o'clock P. M.
Instrument No. 11876

GEO. L. ANDERSON, County Clerk

VOLUME 868, PAGE 440, DEED RECORDS

FORM 5-17

13799

R/W NO.	53
MAP NO.	
W. O. NO.	4382
CHK.	37919
RODS	2 1

STATE OF TEXAS,
County of HIDALGO } ss. KNOW ALL MEN BY THESE PRESENTS

That for and in consideration of ONE AND NO/100 -
($ 1.00) Dollars to the undersigned (herein styled Grantor, whether one or more), in hand paid, the receipt of which is hereby acknowledged, the said Grantor does hereby Grant, Bargain, Sell, Convey and Warrant unto Texas Eastern Transmission Corporation, a Delaware Corporation (herein styled Grantee), its successors and assigns, a right of way and easement to construct, lay, maintain, operate, alter, repair, remove, change the size of, and replace pipe lines and appurtenances thereto (including without limitation Corrosion Control equipment) for the transportation of oil, gas, petroleum products or any other liquids, gases, or substances which can be transported through pipe lines, the Grantee to have the right to select, change, or alter the route under, upon, over and through lands which the undersigned owns or in which the undersigned has an interest, situated in the County of HIDALGO, State of Texas, described as follows:

The North Half (N½) of lot 7 in Block 29 of the Alamo Land and Sugar Company's Subdivision of lands in Porcion 72, Los Torritos, Santa Ana and El Gato Grants.

...transmission property.

TO HAVE AND TO HOLD unto Grantee, its successors and assigns, with ingress to and egress from the premises, for the purposes herein granted.

The said Grantor is to fully use and enjoy the said premises, except for the purposes granted to the said Grantee and provided the said Grantor shall not construct nor permit to be constructed any house, structures or obstructions on or over, or that will interfere with the construction, maintenance or operation of, any pipe line or appurtenances constructed hereunder, and will not change the grade over such pipe line.

Grantee hereby agrees to bury all pipes to a sufficient depth so as not to interfere with cultivation of soil, and agrees to pay such damages which may arise to growing crops, timber, or fences from the construction, maintenance and operation of said lines.

All payments hereunder may be made direct to the Grantor or to_____, who is hereby appointed agent and authorized to receive and receipt for the same, or, at the option of the Grantee, such payments may be made by depositing the same in_____Bank, at_____, to the credit of Grantor or said agent.

The Grantor represents that the above described land is rented to W Tenant until_____, 19____.

It is hereby understood that the party securing this grant in behalf of Grantee is without authority to make any covenant or agreement not herein expressed.

WITNESS the execution hereof on this the 10 day of August, 19 56

WITNESSES:

D. R. Ralston

Roberta Ralston

STATE OF TEXAS,
County of Hidalgo

BEFORE ME, the undersigned authority, on this day personally appeared D.R.Ralston and wife Roberta Ethel Ralston, both known to me to be the person whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and considerations therein expressed, and the said Roberta Ethel Ralston, wife of the said D.R. Ralston, having been examined by me privily and apart from her husband and having the same by me fully explained to her, she, the said Roberta Ethel Ralston acknowledged such instrument to be her act and deed and declared that she had willingly signed the same for the purposes and considerations therein expressed, and that she did not wish to retract it.

GIVEN under my hand and seal of office, this 10 day of Aug., 19 56

My Commission expires: 6-1-57

Notary Public in and for Hidalgo Co. Texas

County, Texas.

Filed for Record on the 27th day of August A. D. 1956, at 1 44 o'clock P. M.

Duly Recorded this the 5th day of September A. D. 1956, at 8 02 o'clock A M.

Instrument No. 13799

GEO. L. ANDERSON, County Clerk
Hidalgo County, Texas

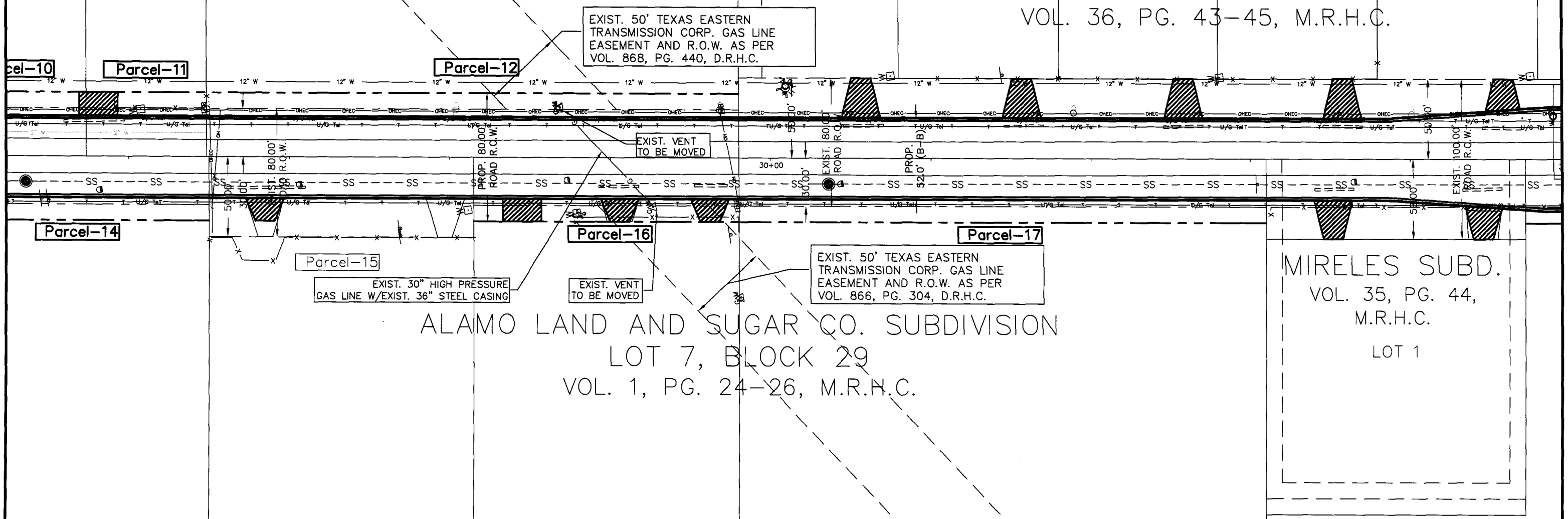
By P. McDonald Deputy

ALAMO LAND AND SUGAR CO.
SUBDIVISION
LOT 6, BLOCK 29
VOL. 1, PG. 24–26, M.R.H.C.

6 5 4 3 2

EL GATO ESTATES No. 2
SUBDIVISION
VOL. 36, PG. 43–45, M.R.H.C.

Scale 1" = 60'
BEARING BASIS AS PER
PARADISE PALMS
SUBDIVISION,
VOL. 30, PG. 62B,
M.R.H.C.



ALAMO LAND AND SUGAR CO. SUBDIVISION
LOT 7, BLOCK 29
VOL. 1, PG. 24–26, M.R.H.C.

MIRELES SUBD.
VOL. 35, PG. 44,
M.R.H.C.
LOT 1

Exhibit "F"

30" Gas line Crossing
Texas Eastern Transmission Corporation
for Tower Road Widening Project
(Vol. 868, Pg. 440, D.R.H.C. and
Vol. 866, Pg. 304, D.R.H.C.)

R. Gutierrez Engineering Corporation
Professional Engineers & Land Surveyors
130 E. PARK AVENUE • PHARR, TEXAS 78577
(TEL) 956 782-2557 • (FAX) 956 782-2558

Texas Eastern Transmission, LP
a subsidiary of Spectra Energy
Transmission, LLC

Date: 5/21/08 Pages Including Cover: 3

Attention: Eddie Rios From: Lupe Reyes

Fax Number: 956-782-2558 Fax Number: 956-383-6205

Re: Tower Road.

Here is the letter from Strike Const. for the work to be done on Tower Rd extend the vents on both side of Road.

Strike CONSTRUCTION, LLC

April 10, 2008

Spectra Energy
3420 North Closner Blvd
Edinburg, TX 78541

Re: To extend 4" vent pipe on Tower rd in Alamo TX on east and west side of rd

Attn: Adrian Barajas

Strike Construction LLC is pleased to submit a cost on the above referenced project.

Listed below are the items included in this cost:

- Mobilize and Demobilize.
- Man power and equipment
- Materials

Listed below are the items not included in this cost:

- State or local tax and or permits
- Disposal or removal of hazardous material or liquids
- Strike Construction would work as weather permits.

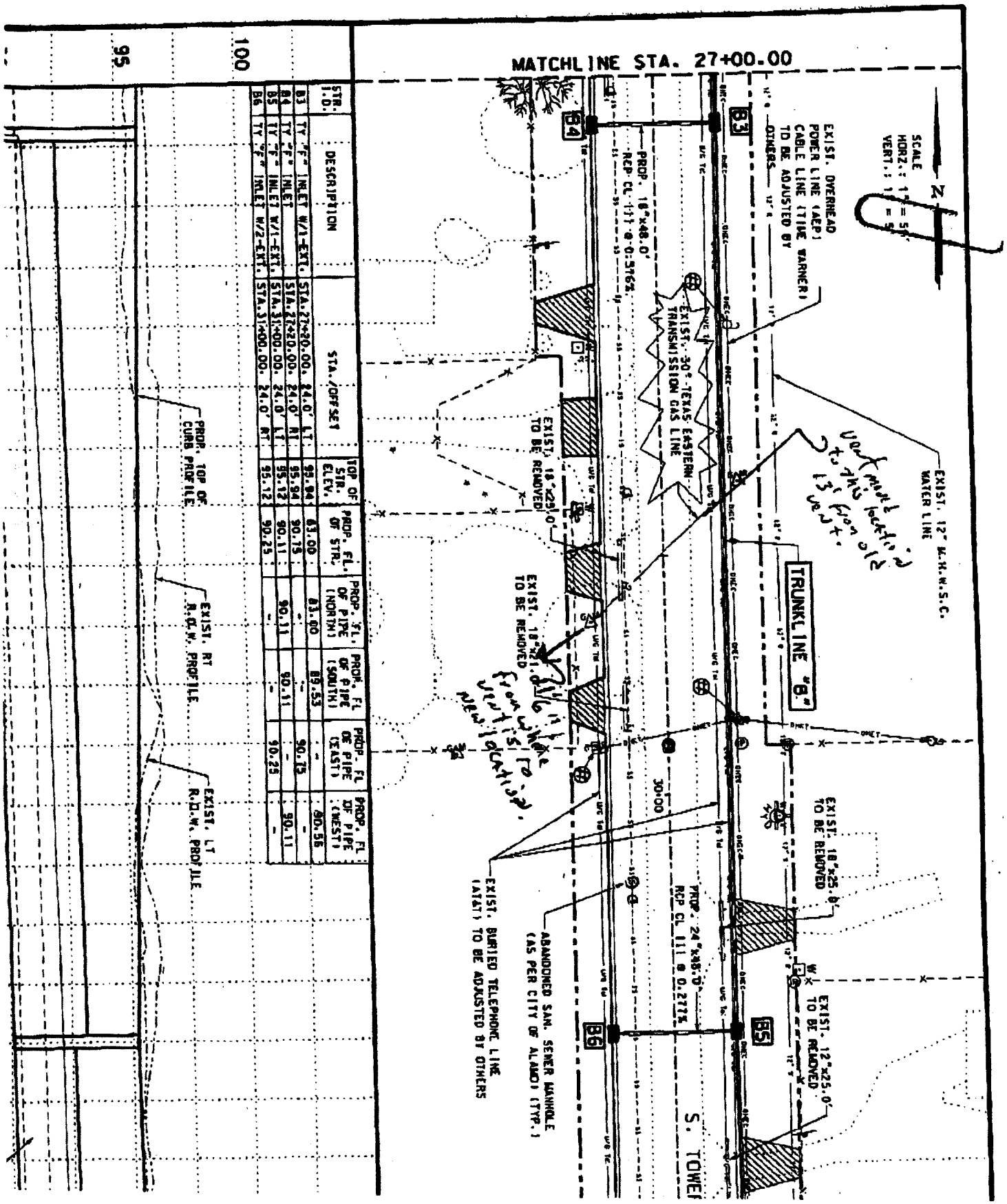
Strike Construction LLC estimated cost for this project: $8,250.00

We appreciate the opportunity to submit this proposal and look forward to working with you in the future. If you should have any questions or should require additional information. Please do not hesitate to call me at (361) 227-0254

Sincerely,

Raul Garza
Area Manager

PH 281.362.9708 PO Box 9708 The Woodlands, Texas 77387 FX 281.353.9091



STR. I.D.	DESCRIPTION	STA./OFFSET	TOP OF STR. ELEV.	PROP. FL. OF STR.	PROP. FL. OF PIPE (NORTH)	PROP. FL. OF PIPE (SOUTH)	PROP. FL. OF PIPE (EAST)	PROP. FL. OF PIPE (WEST)
B3	TY "F" INLET W/1-EXT.	STA.27+20.00, 24.0' LT.	95.84	83.00	83.00	83.53	-	90.56
B4	TY "F" INLET	STA.27+20.00, 24.0' RT.	95.94	90.15	-	-	90.15	-
B5	TY "F" INLET W/1-EXT.	STA.31+00.00, 24.0' LT.	95.12	90.11	90.11	90.11	-	90.11
B6	TY "F" INLET W/2-EXT.	STA.31+00.00, 24.0' RT.	95.12	90.25	-	-	90.25	-

AI-9583 **17.A.**

New Position Requests
CC REGULAR

Date: 06/10/2008
Submitted By: Norma Ceballos, COMM. PCT. #3
Department: COMM. PCT. #3
Agenda Area: Precinct #3

Information

CAPTION

Sanitation:
1. Discussion, consideration, and approval to create three (3) permanent full-time Truck Driver III positions for Sanitation Department and set salary at $24,144.00 each.
2. Approval of revised salary schedule.

Road and Bridge:
1. Discussion, consideration, and approval to create two (2) temporary full-time Office Clerk positions (fund 1203) and set salary at $8.50 per hour.
2. Discussion, consideration, and approval to delete vacant position, slot #123-005-0064 Administrative Secretary.
3. Discussion, consideration, and approval to create one (1) permanent full-time Welder position, slot #123-005-0067 and set salary at $31,200.00.
4. Approval of revised salary schedule.

Parks:
1. Discussion, consideration, and approval to create two (2) permanent full-time Maintenance III positions for Parks department and set salary at $27,040.00 each.
2. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1100-432-00-123-001-0-
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Sanitation- three (3) permanent full-time Truck Driver III positions:
Funding will be identified after Commissioners' Court Approval.

FISCAL YEAR: **ACCT. #:** 8-1203-431-00-123-005-0
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Road & Bridge-two (2) temporary full-time Office Clerk positions and one (1) permanent full-time Welder position:

Funding source is departmental budget.
Transfer into Obj. Code 121 needed on 06/17/08.

FISCAL YEAR: **ACCT. #:** 8-1213-452-00-123-008-0-

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

BUDGETARY IMPACT:

Precinct #3 Parks- two (2) permanent full-time Maintenance III positions:

Appropriation from unreserved fund balance needed on 06/17/08.

Attachments

Link: Job Descriptions
Link: Salary Schedules
Link: PARs
Link: Fiscal Note

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/03/2008 01:43 PM	APRV
2	Erika Reyna	Erika Reyna	06/06/2008 04:16 PM	APRV
3	Damaris San Miguel	Damaris San Miguel	06/06/2008 05:24 PM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW
Form Started By: Norma Ceballos			Started On: 05/30/2008 02:27 PM	
Final Approval Date: 06/06/2008				

HIDALGO COUNTY
SANITATION/LANDFILL

Job Title:	Truck Driver III	FLSA Status:	Non-Exempt
Department:	123	Civil Service Status:	Non-Exempt

SUMMARY

Drives and insures proper maintenance of large-class trucks and various other equipment. This is a responsible position that may involve minimal instruction or supervision. This is a skilled labor involved in the operation of large-class trucks within the county.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to operate large class trucks, pick up truck, dump truck, water truck, tractor, sedan, flat bed truck, roll off container and road patching truck.
- Ability to operate other heavy equipment such as backhoes, front-end loaders, compactors.
- Loads truck; hauls dirt, gravel, caliche, water, garbage or other materials and equipment to designated areas and unloads truck.
- Ability to operate generators, pumps, hand tools and a 2-way radio.
- Maintains vehicle in ready working condition, including fuel, proper lubrication and cleaning.
- Examines vehicles for needed repairs and routine maintenance and reports necessary repairs.
- Ability to operate and maintain maintenance equipment that is used during projects including brush pickups, or clearing of drainage ditches.
- Ability to work effectively and cooperatively with other crewmembers.
- Regular attendance is a must.
- Ability to work well with others.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School diploma or General Education Degree (GED); or
- Ability to read and write English.
- Employee must have at least five (5) years experience as a heavy class truck driver.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Drivers License, Class A.
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Knowledge of the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of large class trucks.
- Sufficient skills to operate equipment effectively and safely.
- Ability to perform strenuous work in the outdoors.
- Ability to understand and follow oral instructions.
- Possess basic knowledge of minor repairs and adjustments.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s.
- Ability to apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Must be able to perform duties of Truck Driver I and II.
- 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 fifty (50) 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

Must be able to perform heavy manual labor outdoors, within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS

Maintain physical conditions 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
- demonstrating intellectual capabilities

Effectively handle work environments 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

Required to follow all department's safety regulations.

HIDALGO COUNTY
ROAD & BRIDGE
PAVED/UNPAVED

Job Title:	Administrative Secretary	FLSA Status:	Non-Exempt
Department:	123	Civil Service Status:	Non-Exempt

SUMMARY

Performs complex secretarial work of an administrative nature. This is a responsible position that may involve supervision. Provides assistance to the department head in administrative areas. Works with minimal instruction or supervision. This position reports to an elected official and department head.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- May prepare agendas, materials, related thereto, and see that all legal requirements are met.
- May be responsible for following up on action of court, committee, assigned group, to ensure that decisions are implemented, contracts are prepared, and appropriate parties are notified.
- Responsible for establishing and maintaining official documents and records in appropriate files.
- May be asked to attend some meetings, seminars, etc., possibly to take notes to furnish information.
- May do research for a Precinct related project.
- May receive visits or calls regarding complaints, which may be resolved or referred to proper person for resolution.
- Operates main telephone for County Commissioner's office to relay incoming and interoffice calls.
- Greets all visitors courteously, determines their needs, and directs them to the proper person and/or office.
- Receives, sorts, and posts all incoming mail from USPO, courier services and other departments.
- Clips all newspaper articles pertaining to Hidalgo County.
- Assists other departments as requested or assigned.
- Assists office staff as requested or assigned.
- Regular attendance is a must.
- Ability to work well with others.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- High School diploma or GED;
- Advanced training in typing and general office procedures.
- Five years experience performing complex and responsible clerical duties preferred.
- Must have good computer skills.
- Bilingual preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a current valid Texas Motor Vehicle Operator's license.
- Must have liability insurance.

OTHER SKILLS AND ABILITIES

- 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.

SAFETY REQUIREMENTS

Maintain physical conditions 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
- demonstrating intellectual capabilities

Effectively handle work environments 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

Required to follow all department's safety regulations.

HIDALGO COUNTY
ROAD & BRIDGE PAVED & UNPAVED

Job Title: Welder **FLSA Status:** Non- Exempt

Dept No: 123 **Civil Service Status:** Non-Exempt

SUMMARY
Under the direct supervision of the Field Operations Director, individual will perform a majority of the welding and fabrication tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Weld fabricates and assembles parts and equipment for County's automotive and heavy equipment.
- Modify and repair body and parts.
- Weld braises, solder and cut steel, stainless and aluminum by torch and big welder.
- Maintain and repair shop equipment.
- May be required to work at different job sites through the County's jurisdiction.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE
- High School graduate or GED preferred

CERTIFICATES, LICENSES, REGISTRATIONS
- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES
- Individual must posses knowledge of methods, materials, equipment and tools used in all types of welding.
- Operate internal combustion engine and hydraulic equipment.
- Work independently in the absence of supervisor.
- Understand and follow oral and written directions.
- Will be required for extended periods of time shop environment, exposure to head, dust, dirt and noise.

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:
Required to follow all departments' safety regulations;

HIDALGO COUNTY
ROAD & BRIDGE PAVED/UNPAVED

Job Title:	**Office Clerk**	**FLSA Status:**	**Non-Exempt**
Dept No:	123	**Civil Service Status:**	**Non-Exempt**

SUMMARY:
Answers telephone, performs light clerical duties, greets and routes walk-ins clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Answers telephones and directs phone calls to appropriate staff member; takes messages as required;
- Greets visitors and directs them to proper location;
- Maintains daily activity log sheets;
- Performs light clerical work such as typing, filing and envelope stuffing;
- May be required to attend meetings from time to time and work extra work hours as deemed necessary;
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock;
- Regular attendance is a must;
- Ability to work well with others;

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE
- High School Diploma or GED;
- Should have experience as a receptionist, strong telephone skills and log-keeping;

CERTIFICATES, LICENSES, REGISTRATIONS
- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Ability to use office equipment, such as computer terminal, copier, calculator, fax machine and multi-extension telephone;

- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred;
- Knowledge of personal computer and software;
- May be required to utilize personal automobile on office related business;

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:
Required to follow all departments' safety regulations;

HIDALGO COUNTY
PARKS

Job Title: Maintenance III **FLSA Status:** Non-Exempt

Dept No: 1123. **Civil Service Status:** Non-Exempt

SUMMARY:

Performs supervisory duties as directed for the Precinct Park Departments. This is a responsible position that requires decision-making ability on the maintenance of county parks and the servicing and operation of heavy equipment. Performs various tasks of construction and maintenance throughout the parks and is responsible for inspection of all park safety requirements, including park grounds, equipment and shop area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs duties as directed.
- Acts as a crew leader for park employees by evaluating maintenance schedules and inspecting park grounds for proper management.
- Maintains parks, swimming pool grounds, BBQ pits and playground equipment in park areas.
- Performs a variety of preventative maintenance and repair on equipment.
- Maintains shop grounds and inspects daily for safety compliance.
- May operate county vehicle to haul materials to and from worksites.
- Act as groundskeeper, involving lawn care, trims, cuts and prunes trees and shrubbery on county property and parks, using lawn mower, weed trimmer and chainsaw. May apply pesticides as directed.
- Checks daily park maintenance schedule to keep appraisal of materials needed on the job.
- Maintains and repairs wood parts of building, using carpenter tools. Assist in duties such as fence building, repair, and painting.
- Use of hand tools to repair playground equipment.
- Regular attendance is a must.
- Ability to work well with others.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE

- High School Diploma or GED preferred;
- Three years of supervisory experience; and/or
- Any equivalent of experience and training, which provides the required knowledge, skills and abilities to perform duties

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess valid Texas Motor Vehicle Operator's License
- Must be able to be insured by County's Insurance carrier

OTHER SKILLS AND ABILITIES

- Must be able to perform the duties of Maintenance I and Maintenance II
- Should be able to train employees on the various types of equipment
- May be required to address personnel issues
- Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division in all units of measure
- Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral, diagram or schedule form
- Ability to understand, follow and give oral and written instructions
- 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 fifty (50) 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.

Must be able to perform heavy manual labor outdoors within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

The noise level in the work environment is usually loud;

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;
- 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;

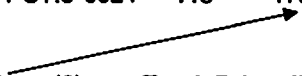
ACCIDENT PREVENTION PROGRAM:
Required to follow all departments' safety regulations;

Hidalgo County
Department of Budget & Management

2008 Salary Schedule
COMMISSIONERS COURT

AI-9583

Accoount Number	Department Name	Slot #	Obj Code	POSITION TITLE	2007 BUDGETED	2008 ADJUSTE	2008 BASE SALARY	% INC
1100432001230010	SANITATION PCT.3	0001	113	SANIT DIRECTOR	37,620.00	0.00	37,620.00	0.04
1100432001230010	SANITATION PCT.3	0002	113	SR. DEPUTY CONSTABLE STEP I	35,252.00	0.00	35,252.00	0.06281
1100432001230010	SANITATION PCT.3	0003	113	HEAVY EQ OP III	23,485.00	0.00	23,485.00	0.0425804
1100432001230010	SANITATION PCT.3	0004	113	HEAVY EQ OP II	23,272.00	0.00	23,272.00	0.0429701
1100432001230010	SANITATION PCT.3	0005	113	HEAVY EQ OP II	23,272.00	0.00	23,272.00	0.0429701
1100432001230010	SANITATION PCT.3	0006	113	HEAVY EQ OP II	24,772.00	0.00	24,772.00	0.040368
1100432001230010	SANITATION PCT.3	0007	113	TRUCK DRIVER III	23,144.00	0.00	23,144.00	0.0432077
1100432001230010	SANITATION PCT.3	0008	113	TRUCK DRIVER III	23,144.00	0.00	23,144.00	0.0432077
1100432001230010	SANITATION PCT.3	0009	113	HEAVY EQ OP II	22,204.00	0.00	22,204.00	0.0450369
1100432001230010	SANITATION PCT.3	0010	113	HEAVY EQ OP III	22,204.00	0.00	22,204.00	0.0450369
1100432001230010	SANITATION PCT.3	0011	113	HEAVY EQ OP III	22,204.00	0.00	22,204.00	0.0450369
1100432001230010	SANITATION PCT.3	0012	113	MAINTENANCE I	22,204.00	0.00	22,204.00	0.0450369
1100432001230010	SANITATION PCT.3	0013	113	MAINTENANCE I	22,204.00	0.00	22,204.00	0.0450369
1100432001230010	SANITATION PCT.3	0014	113	MAINTENANCE I	22,204.00	0.00	22,204.00	0.0450369
1100432001230010	SANITATION PCT.3	0015	113	MAINTENANCE I	22,204.00	0.00	22,204.00	0.0450369
1100432001230010	SANITATION PCT.3	0016	113	MAINTENANCE I	22,204.00	0.00	22,204.00	0.0450369
1100432001230010	SANITATION PCT.3	0017	113	MAINTENANCE I	22,300.00	0.00	22,300.00	0.044843
1100432001230010	SANITATION PCT.3	0018	113	TRUCK DRIVER III	20,800.00	0.00	20,800.00	0.0480769
1100432001230010	SANITATION PCT.3	0019	113	TRUCK DRIVER III	20,800.00	0.00	20,800.00	0.0480769
1100432001230010	SANITATION PCT.3	0020	113	MAINTENANCE I	20,800.00	0.00	20,800.00	0.0480769
1100432001230010	SANITATION PCT.3	0021	113	MAINTENANCE I	20,800.00	0.00	20,800.00	0.0480769
1100432001230010	SANITATION PCT.3	0022	113	TRUCK DRIVER III	0.00	24,144.00	24,144.00	0
1100432001230010	SANITATION PCT.3	0023	113	TRUCK DRIVER III	0.00	24,144.00	24,144.00	0
1100432001230010	SANITATION PCT.3	0024	113	TRUCK DRIVER III	0.00	24,144.00	24,144.00	0



Creation of three (3) new Truck Driver III permanent full-time position slots # 0022, 0023, 0024 pending CC approval.

AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED	2008 ACTUAL SALARY	Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	2008 ACTUAL TOTAL COMPENSATION
1,504.80	0.00	39,125.00	39,125.00	0.00	0.00	0.00	0.00	0.00	39,125.00
2,214.00	0.00	37,466.00	37,466.00	300.00	0.00	0.00	0.00	0.00	37,766.00
1,000.00	0.00	24,485.00	24,485.00	540.00	0.00	0.00	0.00	0.00	25,025.00
1,000.00	0.00	24,272.00	24,272.00	480.00	0.00	0.00	0.00	0.00	24,752.00
1,000.00	0.00	24,272.00	24,272.00	480.00	0.00	0.00	0.00	0.00	24,752.00
1,000.00	0.00	25,772.00	25,772.00	480.00	0.00	0.00	0.00	0.00	26,252.00
1,000.00	0.00	24,144.00	24,144.00	0.00	0.00	0.00	0.00	0.00	24,144.00
1,000.00	0.00	24,144.00	24,144.00	0.00	0.00	0.00	0.00	0.00	24,144.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	23,300.00	23,300.00	0.00	0.00	0.00	0.00	0.00	23,300.00
1,000.00	0.00	21,800.00	21,800.00	0.00	0.00	0.00	0.00	0.00	21,800.00
1,000.00	0.00	21,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,000.00	0.00	21,800.00	21,800.00	0.00	0.00	0.00	0.00	0.00	21,800.00
1,000.00	0.00	21,800.00	21,800.00	0.00	0.00	0.00	0.00	0.00	21,800.00
0.00	0.00	24,144.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	24,144.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	24,144.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Hidalgo County
Department of Budget & Management

2008 Salary Schedule
COMMISSIONERS COURT

AI-9583

Accoount Number	Department Name	Slot #	Obj Code	POSITION TITLE	2007 BUDGETED	2008 ADJUSTE	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED
1203431001230050	PCT.3 P/U RD	0001	113	CHIEF ADMINISTRATOR	77,250.00	0.00	77,250.00	4.00%	3,090.00	0.00	80,340.00
1203431001230050	PCT.3 P/U RD	0002	113	COORDINATOR	74,160.00	0.00	74,160.00	4.00%	2,966.40	0.00	77,126.00
1203431001230050	PCT.3 P/U RD	0003	113	EXECUTIVE ASST	57,680.00	0.00	57,680.00	4.00%	2,307.20	0.00	59,987.00
1203431001230050	PCT.3 P/U RD	0004	113	FIELD OPER DIRECTOR	55,620.00	0.00	55,620.00	4.00%	2,224.80	0.00	57,845.00
1203431001230050	PCT.3 P/U RD	0005	113	ASST FIELD/OP DIR	47,380.00	0.00	47,380.00	4.00%	1,895.20	0.00	49,275.00
1203431001230050	PCT.3 P/U RD	0006	113	ASST. FIELD OPERATIONS DIR.	47,380.00	0.00	47,380.00	4.00%	1,895.00	0.00	49,275.00
1203431001230050	PCT.3 P/U RD	0007	113	ADMINISTRATIVE AIDE	41,614.00	0.00	41,614.00	4.00%	1,664.56	0.00	43,279.00
1203431001230050	PCT.3 P/U RD	0008	113	PAVING SUPVSR	39,710.00	0.00	39,710.00	4.00%	1,588.40	0.00	41,298.00
1203431001230050	PCT.3 P/U RD	0009	113	COMMUNITY LIAISON	37,620.00	0.00	37,620.00	4.00%	1,504.80	0.00	39,125.00
1203431001230050	PCT.3 P/U RD	0010	113	MECHANIC III	35,387.00	0.00	35,387.00	4.00%	1,415.48	0.00	36,802.00
1203431001230050	PCT.3 P/U RD	0011	113	MAINTENANCE III	32,025.00	0.00	32,025.00	4.00%	1,281.00	0.00	33,306.00
1203431001230050	PCT.3 P/U RD	0012	113	HUMAN RES SPEC	31,350.00	0.00	31,350.00	4.00%	1,254.00	0.00	32,604.00
1203431001230050	PCT.3 P/U RD	0013	113	HEAVY EQ OP III	29,890.00	0.00	29,890.00	4.00%	1,196.00	0.00	31,086.00
1203431001230050	PCT.3 P/U RD	0014	113	HEAVY EQ OP III	29,890.00	0.00	29,890.00	4.00%	1,195.60	0.00	31,086.00
1203431001230050	PCT.3 P/U RD	0015	113	HEAVY EQ OP III	29,890.00	0.00	29,890.00	4.00%	1,195.60	0.00	31,086.00
1203431001230050	PCT.3 P/U RD	0016	113	HEAVY EQ OP II	27,755.00	0.00	27,755.00	4.00%	1,110.20	0.00	28,865.00
1203431001230050	PCT.3 P/U RD	0017	113	HEAVY EQ OP II	27,755.00	0.00	27,755.00	4.00%	1,110.20	0.00	28,865.00
1203431001230050	PCT.3 P/U RD	0018	113	HEAVY EQ OP II	27,755.00	0.00	27,755.00	4.00%	1,110.20	0.00	28,865.00
1203431001230050	PCT.3 P/U RD	0019	113	HEAVY EQ OP II	27,755.00	0.00	27,755.00	4.00%	1,110.20	0.00	28,865.00
1203431001230050	PCT.3 P/U RD	0020	113	HEAVY EQ OP II	27,755.00	0.00	27,755.00	4.00%	1,110.20	0.00	28,865.00
1203431001230050	PCT.3 P/U RD	0021	113	HEAVY EQ OP III	27,755.00	0.00	27,755.00	4.00%	1,110.00	0.00	28,865.00
1203431001230050	PCT.3 P/U RD	0022	113	HEAVY EQ OP III	27,755.00	0.00	27,755.00	4.00%	1,110.20	0.00	28,865.00
1203431001230050	PCT.3 P/U RD	0023	113	TRUCK DRIVER II	27,755.00	0.00	27,755.00	4.00%	1,110.00	0.00	28,865.00
1203431001230050	PCT.3 P/U RD	0024	113	MAINTENANCE III	27,221.00	0.00	27,221.00	4.00%	1,088.84	0.00	28,310.00
1203431001230050	PCT.3 P/U RD	0025	113	HEAVY EQ OP III	26,781.00	0.00	26,781.00	4.00%	1,071.00	0.00	27,852.00
1203431001230050	PCT.3 P/U RD	0026	113	TRCK DRIVER II	26,688.00	0.00	26,688.00	4.00%	1,067.52	0.00	27,756.00
1203431001230050	PCT.3 P/U RD	0027	113	TRCK DRIVER II	26,154.00	0.00	26,154.00	4.00%	1,046.16	0.00	27,200.00
1203431001230050	PCT.3 P/U RD	0028	113	HEAVY EQUIPMENT OPERATOR III	26,001.00	0.00	26,001.00	4.00%	1,040.00	0.00	27,041.00
1203431001230050	PCT.3 P/U RD	0029	113	OFFICE CLERK	26,000.00	0.00	26,000.00	4.00%	1,040.00	0.00	27,040.00
1203431001230050	PCT.3 P/U RD	0030	113	MECHANIC II	25,765.00	0.00	25,765.00	4.00%	1,031.00	0.00	26,796.00
1203431001230050	PCT.3 P/U RD	0031	113	INVOICE CLERK	25,620.00	0.00	25,620.00	4.00%	1,024.80	0.00	26,645.00

Hidalgo County
Department of Budget & Management

2008 Salary Schedule
COMMISSIONERS COURT

AI-9583

Account Number	Department Name	Slot #	Obj Code	POSITION TITLE	2007 BUDGETED	2008 ADJUSTE	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED
1203431001230050	PCT.3 P/U RD	0032	113	TRCK DRIVER II	24,706.00	0.00	24,706.00	4.05%	1,000.00	0.00	25,706.00
1203431001230050	PCT.3 P/U RD	0033	113	TRCK DRVER III	24,706.00	0.00	24,706.00	4.05%	1,000.00	0.00	25,706.00
1203431001230050	PCT.3 P/U RD	0034	113	TRCK DRIVER II	24,706.00	0.00	24,706.00	4.05%	1,000.00	0.00	25,706.00
1203431001230050	PCT.3 P/U RD	0035	113	TRCK DRIVER II	24,706.00	0.00	24,706.00	4.05%	1,000.00	0.00	25,706.00
1203431001230050	PCT.3 P/U RD	0036	113	TRCK DRVER III	24,706.00	0.00	24,706.00	4.05%	1,000.00	0.00	25,706.00
1203431001230050	PCT.3 P/U RD	0037	113	MAINTENANCE II	24,706.00	0.00	24,706.00	4.05%	1,000.00	0.00	25,706.00
1203431001230050	PCT.3 P/U RD	0038	113	MAINTENANCE II	24,706.00	0.00	24,706.00	4.05%	1,000.00	0.00	25,706.00
1203431001230050	PCT.3 P/U RD	0039	113	TRCK DRIVER I	24,706.00	0.00	24,706.00	4.05%	1,000.00	0.00	25,706.00
1203431001230050	PCT.3 P/U RD	0040	113	MAINTENANCE I	24,706.00	0.00	24,706.00	4.05%	1,000.00	0.00	25,706.00
1203431001230050	PCT.3 P/U RD	0041	113	TRF SA/SPC II	24,516.00	0.00	24,516.00	4.08%	1,000.00	0.00	25,516.00
1203431001230050	PCT.3 P/U RD	0042	113	MAINTENANCE I	23,272.00	0.00	23,272.00	4.30%	1,000.00	0.00	24,272.00
1203431001230050	PCT.3 P/U RD	0043	113	HEAVY EQ OP III	23,197.00	0.00	23,197.00	4.31%	1,000.00	0.00	24,197.00
1203431001230050	PCT.3 P/U RD	0044	113	TRCK DRIVER I	22,565.00	0.00	22,565.00	4.43%	1,000.00	0.00	23,565.00
1203431001230050	PCT.3 P/U RD	0045	113	TRCK DRIVER I	22,565.00	0.00	22,565.00	4.43%	1,000.00	0.00	23,565.00
1203431001230050	PCT.3 P/U RD	0046	113	MAINTENANCE III	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0047	113	TRCK DRIVER II	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0048	113	MAINTENANCE II	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0049	113	TRF SA/SPC II	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0050	113	MAINTENANCE I	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0051	113	MAINTENANCE I	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0052	113	MAINTENANCE III	23,704.00	0.00	23,704.00	4.22%	1,000.00	0.00	24,704.00
1203431001230050	PCT.3 P/U RD	0053	113	CUSTODIAN	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0054	113	HEAVY EQ OP II	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0055	113	MAINTENANCE I	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0056	113	MAINTENANCE I	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0057	113	MAINTENANCE I	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0058	113	MAINTENANCE I	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0059	113	MAINTENANCE I	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0060	113	MAINTENANCE I	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0061	113	MAINTENANCE I	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0062	113	MAINTENANCE I	22,204.00	0.00	22,204.00	4.50%	1,000.00	0.00	23,204.00
1203431001230050	PCT.3 P/U RD	0063	113	TIRE REPAIR/MAINTENANCE	25,765.00	0.00	25,765.00	4.00%	1,031.00	0.00	26,796.00
~~1203431001230050~~	~~PCT.3 P/U RD~~	~~0064~~	~~113~~	~~ADM SECRETARY~~	~~21,618.00~~	~~0.00~~	~~21,618.00~~	~~4.63%~~	~~1,000.00~~	~~0.00~~	~~22,618.00~~
1203431001230050	PCT.3 P/U RD	T0065	122	OFFICE CLERK	0	17680	17680	0.00%	0	0	17680
1203431001230050	PCT.3 P/U RD	T0066	122	OFFICE CLERK	0	17680	17680	0.00%	0	0	17680
1203431001230050	PCT.3 P/U RD	0067	113	WELDER	0	31200	31200	0.00%	0	0	31200

Delete

Creation of two (2) new temporary full-time Office Clerk positions (slots # T0065, T0066) and one (1) Welder position (slot # 0067)pending CC approval.

2008 ACTUAL SALARY	Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	2008 ACTUAL TOTAL COMPENSATION
80,340.00	0.00	0.00	0.00	0.00	0.00	80,340.00
77,126.00	1,152.00	0.00	0.00	0.00	0.00	78,278.00
59,987.00	445.78	0.00	0.00	0.00	0.00	60,432.78
57,845.00	780.00	0.00	0.00	0.00	0.00	58,625.00
49,275.00	322.13	0.00	0.00	0.00	0.00	49,597.13
49,275.00	0.00	0.00	0.00	0.00	0.00	49,275.00
43,279.00	0.00	0.00	0.00	0.00	0.00	43,279.00
41,298.00	360.00	0.00	0.00	0.00	0.00	41,658.00
39,125.00	0.00	0.00	0.00	0.00	0.00	39,125.00
36,802.00	480.00	0.00	0.00	0.00	0.00	37,282.00
33,306.00	360.00	0.00	0.00	0.00	0.00	33,666.00
32,604.00	0.00	0.00	0.00	0.00	0.00	32,604.00
31,086.00	0.00	0.00	0.00	0.00	0.00	31,086.00
31,086.00	720.00	0.00	0.00	0.00	0.00	31,806.00
31,086.00	1,080.00	0.00	0.00	0.00	0.00	32,166.00
28,865.00	600.00	0.00	0.00	0.00	0.00	29,465.00
28,865.00	0.00	0.00	0.00	0.00	0.00	28,865.00
28,865.00	0.00	0.00	0.00	0.00	0.00	28,865.00
28,865.00	780.00	0.00	0.00	0.00	0.00	29,645.00
28,865.00	420.00	0.00	0.00	0.00	0.00	29,285.00
21,800.00	0.00	0.00	0.00	0.00	0.00	21,800.00
28,865.00	0.00	0.00	0.00	0.00	0.00	28,865.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
28,310.00	360.00	0.00	0.00	0.00	0.00	28,670.00
25,706.00	600.00	0.00	0.00	0.00	0.00	26,306.00
27,756.00	540.00	0.00	0.00	0.00	0.00	28,296.00
27,200.00	0.00	0.00	0.00	0.00	0.00	27,200.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
27,040.00	0.00	0.00	0.00	0.00	0.00	27,040.00
26,796.00	0.00	0.00	0.00	0.00	0.00	26,796.00
26,645.00	0.00	0.00	0.00	0.00	0.00	26,645.00

2008 ACTUAL SALARY	Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	2008 ACTUAL TOTAL COMPENSATION
25,706.00	0.00	0.00	0.00	0.00	0.00	25,706.00
25,706.00	0.00	0.00	0.00	0.00	0.00	25,706.00
25,706.00	480.00	0.00	0.00	0.00	0.00	26,186.00
25,706.00	480.00	0.00	0.00	0.00	0.00	26,186.00
25,706.00	720.00	0.00	0.00	0.00	0.00	26,426.00
25,706.00	660.00	0.00	0.00	0.00	0.00	26,366.00
25,706.00	480.00	0.00	0.00	0.00	0.00	26,186.00
25,706.00	480.00	0.00	0.00	0.00	0.00	26,186.00
25,706.00	0.00	0.00	0.00	0.00	0.00	25,706.00
25,516.00	600.00	0.00	0.00	0.00	0.00	26,116.00
24,272.00	600.00	0.00	0.00	0.00	0.00	24,872.00
24,197.00	480.00	0.00	0.00	0.00	0.00	24,677.00
23,565.00	0.00	0.00	0.00	0.00	0.00	23,565.00
23,565.00	0.00	0.00	0.00	0.00	0.00	23,565.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	300.00	0.00	0.00	0.00	0.00	23,504.00
24,704.00	0.00	0.00	0.00	0.00	0.00	24,704.00
23,204.00	360.00	0.00	0.00	0.00	0.00	23,564.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
21,800.00	0.00	0.00	0.00	0.00	0.00	21,800.00
23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
26,796.00	0.00	0.00	0.00	0.00	0.00	26,796.00
~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

Hidalgo County
Department of Budget & Management

2008 Salary Schedule
COMMISSIONERS COURT

AI-9583

Accoount Number	Department Name	Slot #	Obj Code	POSITION TITLE	2007 BUDGETED	2008 ADJUSTE	2008 BASE SALARY	% INC
1213452001230080	PARKS PCT.3	0001	113	PARK DIRECTOR	39,710.00	0.00	39,710.00	0.04
1213452001230080	PARKS PCT.3	0002	113	PARK COORDIN	35,530.00	0.00	35,530.00	0.04
1213452001230080	PARKS PCT.3	0003	113	FOREMAN	26,688.00	0.00	26,688.00	0.04
1213452001230080	PARKS PCT.3	0004	113	MECHANIC II	24,706.00	0.00	24,706.00	0.040476
1213452001230080	PARKS PCT.3	0005	113	MAINTENANCE I	24,103.00	0.00	24,103.00	0.0414886
1213452001230080	PARKS PCT.3	0006	113	MAINTENANCE I	23,485.00	0.00	23,485.00	0.0425804
1213452001230080	PARKS PCT.3	0007	113	HEAVY EQ OP I	23,272.00	0.00	23,272.00	0.0429701
1213452001230080	PARKS PCT.3	0008	113	MAINTENANCE I	22,204.00	0.00	22,204.00	0.0450369
1213452001230080	PARKS PCT.3	0009	113	MAINTENANCE I	22,204.00	0.00	22,204.00	0.0450369
1213452001230080	PARKS PCT.3	0010	113	CUSTODIAN	22,204.00	0.00	22,204.00	0.0450369
1213452001230080	PARKS PCT.3	0011	113	MAINTENANCE I	22,204.00	0.00	22,204.00	0.0450369
1213452001230080	PARKS PCT.3	0012	113	MAINTENANCE I	22,204.00	0.00	22,204.00	0.0450369
1213452001230080	PARKS PCT.3	0013	113	PEACE OFFICER	0.00	33,060.00	33,060.00	0
1213452001230080	PARKS PCT.3	0014	113	MAINTENANCE III	0	27040	27040	0
1213452001230080	PARKS PCT.3	0015	113	MAINTENANCE III	0	27040	27040	0

Creation of two (2) new permanent full-time Maintenance III positions (slot #'s 0014 and 0015) pending CC approval.

AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED	2008 ACTUAL SALARY	Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	2008 ACTUAL TOTAL COMPENSATION
1,588.40	0.00	41,298.00	41,298.00	600.00	0.00	0.00	0.00	0.00	41,898.00
1,421.00	0.00	36,951.00	36,951.00	1,020.00	0.00	0.00	0.00	0.00	37,971.00
1,067.52	0.00	27,756.00	27,756.00	360.00	0.00	0.00	0.00	0.00	28,116.00
1,000.00	0.00	25,706.00	25,706.00	0.00	0.00	0.00	0.00	0.00	25,706.00
1,000.00	0.00	25,103.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	24,485.00	24,485.00	600.00	0.00	0.00	0.00	0.00	25,085.00
1,000.00	0.00	24,272.00	24,272.00	480.00	0.00	0.00	0.00	0.00	24,752.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	23,204.00	23,204.00	420.00	0.00	0.00	0.00	0.00	23,624.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
1,000.00	0.00	23,204.00	23,204.00	0.00	0.00	0.00	0.00	0.00	23,204.00
0.00	0.00	33,060.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0	0	27040	0	0	0	0	0	0	0
0	0	27040	0	0	0	0	0	0	0

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

Hidalgo County Precinct #3 /#123

DATE: Enter Date

May 29, 2008

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)

Truck Driver III (3)positions

REQUEST FOR:

[XX] New Position [ ] Temporary Position [ ] Position Reclassification* [ ] Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ _____ (Current Budgeted Salary) $ 24,144.00 (Proposed Budgeted Salary) $ _____ (Net Change)

Position to be funded from one of the following:

[ ] Current Department Budget [ ] Annual Budget Cycle [✓] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [XX] Part Time Employee Object 114 [ ] _____

Full Time Temporary Object 121 [ ] Part Time Temporary Object 122 [ ] $ $11.61*2,080=$24,144.00

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	[XX]	Non-Exempt	[XX]

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Truck Drivers to operate Roll-off trucks at Los Ebanos Landfill, 107 & Trosper Landfill sub-station and Penitas Landfill.

NEW POSITION: Brief job description and attach a copy of the new job description.

This is a skilled labor involved in the operation of large-class trucks within the county. Ability ot operate large class trucks, pick up truck, dump truck, water truck, tractor, sedan, flat bed truck, roll off container and road patching truck.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Joe. M. Flores / DEPARTMENT HEAD	5-30-08 / 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
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Hidalgo County Precinct #3 123

DATE: Enter Date
June 5, 2008

CURRENT POSITION TITLE: Enter position Title
N/A

CURRENT SLOT. #: Enter current

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)
Office Clerk 2 (2) Positions (Temporary)

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☐ Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ _____ (Current Budgeted Salary) $ _____ (Proposed Budgeted Salary) $ _____ (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☐ Part Time Employee Object 114 ☐ $8.50 Hr.
Enter hourly rate for temp. positions

Full Time Temporary Object 121 ☒ Part Time Temporary Object 122 ☐ $ _____
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:
Exempt ☐
Non-Exempt ☒

FLSA:
Exempt ☐
Non-Exempt ☒

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Office employees are scheduled to take summer vacation and in need of temporary help.

NEW POSITION: Brief job description and attach a copy of the new job description.

Answer telephones andirect phone calls to appropriate staff members. Greets visitors and directs to proper locations, performs light clerical work

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	June 5-08 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			

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HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

Hidalgo County Precinct #3 #123

DATE: Enter Date

June 5, 2008

CURRENT POSITION TITLE: Enter position Title

Administrative Secretary - Delete

CURRENT SLOT. #: Enter current

005-064

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☑ Other delete

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 22,618.00 (Current Budgeted Salary) $ 0 (Proposed Budgeted Salary) $ -22,618.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ 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)

NEW POSITION: Brief job description and attach a copy of the new job description.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. DEPARTMENT HEAD	June 8-08 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
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Hidalgo County Precinct #3 #123

DATE: Enter Date
June 5, 2008

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)

Welder

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ _____ (Current Budgeted Salary) $ 31,200.00 (Proposed Budgeted Salary) $ _____ (Net Change)

Position to be funded from one of the following:

☒ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____

Enter hourly rate for temp. positions

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____

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)

Numerous equipment in need of repair/welding. Will save the County money not sending off for repairs.

NEW POSITION: Brief job description and attach a copy of the new job description.

Weld and fabricates parts for equipment for County's automotive and heavy equipment.

Modify repairs body parts, weld, cut steel, required to work different job sites.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	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
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Hidalgo County Precinct #3 #123

DATE: Enter Date
June 5, 2008

CURRENT POSITION TITLE: Enter position Title
N/A

CURRENT SLOT. #: Enter current

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)
Maintenance III (2) Positions

REQUEST FOR:

[X] New Position [ ] Temporary Position [ ] Position Reclassification* [ ] Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ _____ (Current Budgeted Salary) $ 27,040.00 (Proposed Budgeted Salary) $ _____ (Net Change)

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Temporary Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ 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	[X]	Non-Exempt	[X]

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Increase of events in park that require daily maintenance and more personnel to maintain safe and clean environment.

NEW POSITION: Brief job description and attach a copy of the new job description.

Perform a variety of preventive maintenance and repair on equipment. Maintains and repairs wood parts of building. Operates County vehicle to haul materials. Grounds keeper.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	June 5-08 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 Budget Office
FISCAL NOTE

•Fiscal notes are prepared by the Budget Office 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, June 10, 2008

Agenda Item: AI-9583

Summary of request/proposal: Precinct No. 3 Sanitation Department is requesting to create three (3) permanent full-time Truck Driver III positions (slot numbers 123-001-0022, 123-001-0023, 123-001-0024) and set salary at $24,144.00 each.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Salary Requested
1100	TRUCK DRIVER III	0022	113	0.00	24,144.00	24,144.00
1100	TRUCK DRIVER III	0023	113	0.00	24,144.00	24,144.00
1100	TRUCK DRIVER III	0024	113	0.00	24,144.00	24,144.00
						72,432.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8- 1100-432-00-123-001-0-	113	Precinct 3 Sanitation-	F/T EMPL	40,639.33
8- 1100-432-00-123-001-0-	211	Precinct 3 Sanitation-	HEALTH INSURANCE	7,008.87
8- 1100-432-00-123-001-0-	212	Precinct 3 Sanitation-	LIFE INSURANCE	55.55
8- 1100-432-00-123-001-0-	220	Precinct 3 Sanitation-	FICA	3,108.91
8- 1100-432-00-123-001-0-	230	Precinct 3 Sanitation-	RETIREMENT	3,568.13
8- 1100-432-00-123-001-0-	250	Precinct 3 Sanitation-	UNEMPLOYMENT COMP	203.20
8- 1100-432-00-123-001-0-	260	Precinct 3 Sanitation-	WORKER'S COMP	4,011.10
			2008 Budgetary Impact	58,595.09

2009 Budgetary Impact: 104,434.78

Possible Funding Sources: **Funding will be identified after Commissioners' Court Approval.**

Budget Office Recommendation:

Hidalgo County Budget Office
FISCAL NOTE

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To: Commissioner' Court
From: Valde Guerra, Budget Officer
CC Date: Tuesday, June 10, 2008

Agenda Item: AI-9583

Summary of request/proposal: The Precinct No. 3 Road and Bridge Department is requesting to create two (2) temporary full-time Office Clerk Positions (slot numbers 123-005-T0065 and 123-005-T0066) at $8.50 per hour not to exceed six (6) months.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Salary Requested
1203	OFFICE CLERK	T0065	121	0.00	17,680.00	17,680.00
1203	OFFICE CLERK	T0066	121	0.00	17,680.00	17,680.00
						35,360.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8- 1203-431-00-123-005-0-	121	PCT 3 P/U RD	TEMP F/T EMPL	17,814.96
8- 1203-431-00-123-005-0-	211	PCT 3 P/U RD	HEALTH INSURANCE	-
8- 1203-431-00-123-005-0-	212	PCT 3 P/U RD	LIFE INSURANCE	-
8- 1203-431-00-123-005-0-	220	PCT 3 P/U RD	FICA	1,362.84
8- 1203-431-00-123-005-0-	230	PCT 3 P/U RD	RETIREMENT	-
8- 1203-431-00-123-005-0-	250	PCT 3 P/U RD	UNEMPLOYMENT COMP	89.07
8- 1203-431-00-123-005-0-	260	PCT 3 P/U RD	WORKER'S COMP	74.82
			2008 Budgetary Impact	19,341.69

2009 Budgetary Impact: N/A

Possible Funding Sources: Funding source is departmental budget.

Budget Office Recommendation:

[illegible]
[illegible]

Hidalgo County Budget Office
FISCAL NOTE

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To: Commissioner' Court
From: Valde Guerra, Budget Officer
CC Date: Tuesday, June 10, 2008

Agenda Item: AI-9583

Summary of request/proposal: The Precinct No. 1 Road & Bridge Department is requesting to reclassify one (1) vacant permanent full-time position, slot #123-005-0064 Administrative Secretary to Welder and set salary at $26,796.00.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Salary Requested
1203	ADMINISTRATIVE SECRETARY	0064	113	22,618.00	-22,618.00	-22,618.00
1203	WELDER	0067	113	0.00	31,200.00	31,200.00
						8,582.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8- 1203-431-00-123-005-0-	113	PCT 3 R&B	F/T EMPL	4,815.09
8- 1203-431-00-123-005-0-	211	PCT 3 R&B	HEALTH INSURANCE	
8- 1203-431-00-123-005-0-	212	PCT 3 R&B	LIFE INSURANCE	
8- 1203-431-00-123-005-0-	220	PCT 3 R&B	FICA	368.35
8- 1203-431-00-123-005-0-	230	PCT 3 R&B	RETIREMENT	422.77
8- 1203-431-00-123-005-0-	250	PCT 3 R&B	UNEMPLOYMENT COMP	24.08
8- 1203-431-00-123-005-0-	260	PCT 3 R&B	WORKER'S COMP	406.88
			2008 Budgetary Impact	6,037.17

2009 Budgetary Impact: 43,315.56

Possible Funding Sources: **Funding will come from departmental budget.**

Budget Office Recommendation:

Hidalgo Co. Budget Office
3/3/2005

Hidalgo County Budget Office
FISCAL NOTE

•Fiscal notes are prepared by the Budget Office 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, June 10, 2008

Agenda Item: AI-9583

Summary of request/proposal: The Precinct No. 3 Parks department is requesting to create two (2) permanent full-time Maintenance III positions (slot numbers 123-008-0014 and 123-008-0015) and set salary at $27,040.00 each.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Salary Requested
1213	MAINTENANCE III	0014	113	0.00	27,040.00	27,040.00
1213	MAINTENANCE III	0015	113	0.00	27,040.00	27,040.00
						54,080.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8- 1213-452-00-123-008-0-	113	PCT 3-PARKS	F/T EMPL	30,342.60
8- 1213-452-00-123-008-0-	211	PCT 3-PARKS	HEALTH INSURANCE	4,672.58
8- 1213-452-00-123-008-0-	212	PCT 3-PARKS	LIFE INSURANCE	37.03
8- 1213-452-00-123-008-0-	220	PCT 3-PARKS	FICA	2,321.21
8- 1213-452-00-123-008-0-	230	PCT 3-PARKS	RETIREMENT	2,664.08
8- 1213-452-00-123-008-0-	250	PCT 3-PARKS	UNEMPLOYMENT COMP	151.71
8- 1213-452-00-123-008-0-	260	PCT 3-PARKS	WORKER'S COMP	1,881.24
			2008 Budgetary Impact	42,070.45

2009 Budgetary Impact: 74,982.70

Possible Funding Sources: **Funding source is departmental budget and unreserved fund balance.**

Budget Office Recommendation:

[illegible]
[illegible]

AI-9638 **18.A.**

Pct#4 - Sanitation - New Positions
CC REGULAR

Date: 06/10/2008
Submitted By: Manuel Chapa, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Precinct #4

Information

CAPTION

1. Approval to create two (2) permanent full-time Truck Driver IV positions, slot no.'s 124-001-0011 and 124-001-0012 budgeted at $30,000.00 each per year (In lieu of Truck Driver III positions approved by CC 5-27-08, and one (1) permanent full-time Attendant position, slot no. 124-001-0113 budgeted at $21,000.00.
2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule.

BACKGROUND

AI 9487, 12F

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:

8-1100-415-00-115-002-0-899-->8-1100-432-00-124-001-0-XXX $54,402.69. Available balance as of 6/5/08 $1,333,275.19

Attachments

Link: interdept. transfer
Link: Truck driver IV - 0011
Link: Truck driver IV - 0012
Link: Fiscal Note
Link: Revised Salary Schedule
Link: attendant

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Rosalinda Cantu	Rosie Cantu	06/06/2008 11:20 AM	APRV
2	Manuel Chapa (Originator)	Manuel Chapa	06/06/2008 02:09 PM	APRV
3	Budget & Management	Dina Trevino	06/06/2008 02:11 PM	APRV
4	Damaris San Miguel	Damaris San Miguel	06/06/2008 04:17 PM	APRV
5	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Manuel Chapa

Started On: 06/04/2008 03:44 PM

Final Approval Date: 06/06/2008

DATE: June 5, 2008

DEPARTMENT HEAD: Valde Guerra

2008
Transfer AI#9638

DEPARTMENT NAME: Dept of Budget & Mgmt for Precinct#4 - Sanitation

ACCOUNT NUMBER: 8-1100-432-00-124-001-0-XXX

CONTACT PERSON: Manuel Chapa **PHONE:** (956) 292-7025

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	(54,402.69)
TO				
8-1100-432-00-124-001-0	113	SANITATION PCT# 4	PERM F/T EMPL	38,026.72
8-1100-432-00-124-001-0	211	SANITATION PCT# 4	HEALTH INSURANCE	5,864.55
8-1100-432-00-124-001-0	212	SANITATION PCT# 4	LIFE INSURANCE	46.47
8-1100-432-00-124-001-0	220	SANITATION PCT# 4	FICA	2,909.04
8-1100-432-00-124-001-0	230	SANITATION PCT# 4	RETIREMENT	3,338.75
8-1100-432-00-124-001-0	250	SANITATION PCT# 4	UNEMPLOYMENT COMP	190.13
8-1100-432-00-124-001-0	260	SANITATION PCT# 4	WORKER'S COMP	4,027.03
		TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON: REASON: **Precinct#4 - Sanitation is requesting approval to create two (2) permanent full-time Truck Driver IV positions, slot no.'s 124-001-0011 and 124-001-0012 budgeted at $30,000.00 each per year (In lieu of Truck Driver III positions approved by CC 5-27-08, AI# 9487/21F) and one (1) permanent full-time Attendant position, slot no. 124-001-0113 budgeted at $21,000.00.**

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
HIDALGO COUNTY PCT. #4

DATE: Enter Date
6/6/08

CURRENT POSITION TITLE: Enter position Title
TRUCK DRIVER IV

CURRENT SLOT. #: Enter current
001-0011

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ _____ (Current Budgeted Salary) $ 30,000 (Proposed Budgeted Salary) $ _____ (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ 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:

Exempt ☐

Non-Exempt ☒

FLSA:

Exempt ☐

Non-Exempt ☐

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

DUE TO WEEKEND ROLL-OFF WORK DUTY AT THREE RECOVERY CENTERS, THE PRECINCT IS IN NEED OF ADDITIONAL CDL LICENSED DRIVERS HIRED SPECIFICALLY FOR SHIFT/WEEKEND WORK DUTY.

NEW POSITION: Brief job description and attach a copy of the new job description.

TRUCK DRIVER IV IS TO HAUL BINS/TRASH CONTAINERS FROM THREE DIFFERENT RECOVERY SITES TO THE LANDFILL.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	D.L. Garza, Jr. 9918 DEPARTMENT HEAD	6/6/08 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

SANITATION/LANDFILL (Pct. 4)

Job Title:	Truck Driver IV	FLSA Status:	Non-Exempt
Dept No:	121-001, 122-001, 123-001, 124-001	Civil Service Status:	Non-Exempt

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General Job Description:

Performs highly complex (senior level) motor vehicle operations work. Work involves operating and maintaining a variety of large class trucks and related equipment. Work also involves the transporting of cargo and materials. Incumbent may supervise the work of others. Incumbent also works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

1. Operates motor vehicles such a pickup trucks, dump trucks, water trucks, tractors, automobiles, flat bed trucks, roll off container and road patching trucks.
2. Determines the most practical routes to the traveled considering the safety, economy, and load limits over roads, highways, and bridges.
3. Prepares or oversees the preparation of records pertaining to vehicle operation and conducts safety checks of vehicle and cargo before departure and at regular intervals in transit.
4. Maintains vehicles in ready working condition, including fuel, lubrication, and cleaning.
5. Examines vehicles for needed maintenance and repairs and reports the identification of needed repairs.
6. May operate vehicle power lift gates, manual hydraulic fork lifts, and dollies.
7. Loads and unloads trucks, hauls dirt, gravel, caliche, water, garbage, or other materials and equipment to designated areas.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to operate large class vehicle (trucks and equipment).
2. Ability to operate heavy equipment, such as backhoes, front-end loaders, and compactors.
3. Ability to operate generator, pumps, hand tools and 2-way radios.
4. Knowledge of motor vehicle operations, cargo loading and unloading methods.
5. Knowledge of traffic regulations and federal motor carrier safety regulations.
6. Ability to obey traffic laws and to follow safe practices in loading and unloading cargo.
7. Ability to perform strenuous work, both indoors or outdoors.
8. Ability to communicate in English and Spanish.
9. Ability to deal with and solve problems, apply common sense and carry out written or oral instructions.
10. Employee may be assigned other related duties in addition to those listed. Duties may change according to the changing needs of the County.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE:

1. High School diploma or General Equivalency Diploma (GED).
2. Ability to read and write English.
3. Employee must have at least five (5) years experience as a heavy class truck driver.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Employee must have a current valid Texas Motor Vehicle Operator's License. A Commercial Driver's License is preferred or may be required.
2. Must be able to be insured by the County's Insurance carrier;

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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

Must be able to perform heavy manual labor outdoors, within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

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:

1. Sitting for extended periods of time.
2. Operating assigned equipment.

ACCIDENT PREVENTION PROGRAM:

Required to follow all County and Precinct safety regulations.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
HIDALGO COUNTY PCT. #4

DATE: Enter Date
6/6/08

CURRENT POSITION TITLE: Enter position Title
TRUCK DRIVER IV

CURRENT SLOT. #: Enter current
001-0012

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ _____ (Current Budgeted Salary) $ 30,000 (Proposed Budgeted Salary) $ _____ (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ 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:

Exempt ☐

Non-Exempt ☒

FLSA:

Exempt ☐

Non-Exempt ☐

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

DUE TO WEEKEND ROLL-OFF WORK DUTY AT THREE RECOVERY CENTERS, THE PRECINCT IS IN NEED OF ADDITIONAL CDL LICENSED DRIVERS HIRED SPECIFICALLY FOR SHIFT/WEEKEND WORK DUTY.

NEW POSITION: Brief job description and attach a copy of the new job description.

TRUCK DRIVER IV IS TO HAUL BINS/TRASH CONTAINERS FROM THREE DIFFERENT RECOVERY SITES TO THE LANDFILL.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	D. L. Guerra, Jr. 7373 DEPARTMENT HEAD	12/12/08 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	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

SANITATION/LANDFILL (Pct. 4)

Job Title:	Truck Driver IV	FLSA Status:	Non-Exempt
Dept No:	121-001, 122-001, 123-001, 124-001	Civil Service Status:	Non-Exempt

---

General Job Description:

Performs highly complex (senior level) motor vehicle operations work. Work involves operating and maintaining a variety of large class trucks and related equipment. Work also involves the transporting of cargo and materials. Incumbent may supervise the work of others. Incumbent also works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

1. Operates motor vehicles such a pickup trucks, dump trucks, water trucks, tractors, automobiles, flat bed trucks, roll off container and road patching trucks.
2. Determines the most practical routes to the traveled considering the safety, economy, and load limits over roads, highways, and bridges.
3. Prepares or oversees the preparation of records pertaining to vehicle operation and conducts safety checks of vehicle and cargo before departure and at regular intervals in transit.
4. Maintains vehicles in ready working condition, including fuel, lubrication, and cleaning.
5. Examines vehicles for needed maintenance and repairs and reports the identification of needed repairs.
6. May operate vehicle power lift gates, manual hydraulic fork lifts, and dollies.
7. Loads and unloads trucks, hauls dirt, gravel, caliche, water, garbage, or other materials and equipment to designated areas.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to operate large class vehicle (trucks and equipment).
2. Ability to operate heavy equipment, such as backhoes, front-end loaders, and compactors.
3. Ability to operate generator, pumps, hand tools and 2-way radios.
4. Knowledge of motor vehicle operations, cargo loading and unloading methods.
5. Knowledge of traffic regulations and federal motor carrier safety regulations.
6. Ability to obey traffic laws and to follow safe practices in loading and unloading cargo.
7. Ability to perform strenuous work, both indoors or outdoors.
8. Ability to communicate in English and Spanish.
9. Ability to deal with and solve problems, apply common sense and carry out written or oral instructions.
10. Employee may be assigned other related duties in addition to those listed. Duties may change according to the changing needs of the County.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE:

1. High School diploma or General Equivalency Diploma (GED).
2. Ability to read and write English.
3. Employee must have at least five (5) years experience as a heavy class truck driver.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Employee must have a current valid Texas Motor Vehicle Operator's License. A Commercial Driver's License is preferred or may be required.
2. Must be able to be insured by the County's Insurance carrier;

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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

Must be able to perform heavy manual labor outdoors, within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

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:

1. Sitting for extended periods of time.
2. Operating assigned equipment.

ACCIDENT PREVENTION PROGRAM:

Required to follow all County and Precinct safety regulations.

Hidalgo County Budget Office
FISCAL NOTE

•Fiscal notes are prepared by the Budget Office 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, June 10, 2008

Agenda Item: AI-9638

Summary of request/proposal:

Precinct#4 - Sanitation is requesting approval to create two (2) permanent full-time Truck Driver IV positions, slot no.'s 124-001-0011 and 124-001-0012 budgeted at $30,000.00 each per year (In lieu of Truck Driver III positions approved by CC 5-27-08, AI# 9487/21F) and one (1) permanent full-time Attendant position, slot no. 124-001-0013 budgeted at $21,000.00.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1100	Truck Driver IV	0011	113	0.00	30,000.00	30,000.00
1100	Truck Driver IV	0012	113	0.00	30,000.00	30,000.00
1100	Attendant	0013	113	0.00	21,000.00	21,000.00
						81,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8-1100-432-00-124-001-0	113	SANITATION PCT# 4	PERM F/T EMPL	38,026.72
8-1100-432-00-124-001-0	211	SANITATION PCT# 4	HEALTH INSURANCE	5,864.55
8-1100-432-00-124-001-0	212	SANITATION PCT# 4	LIFE INSURANCE	46.47
8-1100-432-00-124-001-0	220	SANITATION PCT# 4	FICA	2,909.04
8-1100-432-00-124-001-0	230	SANITATION PCT# 4	RETIREMENT	3,338.75
8-1100-432-00-124-001-0	250	SANITATION PCT# 4	UNEMPLOYMENT COMP	190.13
8-1100-432-00-124-001-0	260	SANITATION PCT# 4	WORKER'S COMP	4,027.03
			2008 Budgetary Impact	54,402.69

2009 Budgetary Impact: 115,882.20

Possible Funding Sources: General Fund/Co. Wide Contingency

Budget Office Recommendation:

2008 Salary Schedule
COMMISSIONERS COURT

Department Name	SANITATION PCT.4
Accoount Number	8-1100-432-00-124-001-0-

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 A. 118	Clothing 119	2008 ACTUAL TOTAL COMPENSATION
0001	113	HEAVY EQ OP III	31,481.00	0.00	31,481.00	0.04	1,259.00	0.00	32,740.00	32,740.00	420.00	0.00	0.00	0.00	0.00	33,160.00
0002	113	TRCK DRVER III	26,553.00	0.00	26,553.00	0.04	1,062.12	0.00	27,615.00	27,615.00	420.00	0.00	0.00	0.00	0.00	28,035.00
0003	113	TRCK DRVER III	26,539.00	0.00	26,539.00	0.04	1,061.56	0.00	27,601.00	27,601.00	300.00	0.00	0.00	0.00	0.00	27,901.00
0004	113	CHIEF ADMINISTRATOR	25,022.00	0.00	25,022.00	0.04	1,000.88	0.00	26,023.00	26,023.00	620.21	0.00	0.00	0.00	0.00	26,643.21
0005	113	TRCK DRIVER II	24,706.00	0.00	24,706.00	0.040476	1,000.00	0.00	25,706.00	25,706.00	0.00	0.00	0.00	0.00	0.00	25,706.00
0006	113	TRUCK DRIVER II	23,470.00	0.00	23,470.00	0.0426076	1,000.00	0.00	24,470.00	24,470.00	0.00	0.00	0.00	0.00	0.00	24,470.00
0007	113	ATTENDANT	20,467.00	0.00	20,467.00	0.0488591	1,000.00	0.00	21,467.00	21,467.00	420.00	0.00	0.00	0.00	0.00	21,887.00
0008	113	ATTENDANT	19,984.00	0.00	19,984.00	0.05004	1,000.00	0.00	20,984.00	20,984.00	0.00	0.00	0.00	0.00	0.00	20,984.00
0009	113	ATTENDANT	19,345.00	0.00	19,345.00	0.0516929	1,000.00	0.00	20,345.00	20,345.00	0.00	0.00	0.00	0.00	0.00	20,345.00
0010	113	ATTENDANT	19,345.00	0.00	19,345.00	0.0516929	1,000.00	0.00	20,345.00	20,345.00	0.00	0.00	0.00	0.00	0.00	20,345.00
0011	113	TRUCK DRIVER IV	0.00	0.00	30,000.00			0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
0012	113	TRUCK DRIVER IV	0.00	0.00	30,000.00			0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
0013	113	ATTENDANT	0.00	0.00	21,000.00			0.00	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00	21,000.00
			236,912.00		317,912.00		10,383.56		328,296.00	247,296.00	2,180.21					330,476.21

Requesting approval to create two (2) permanent full-time Truck Driver IV positions, slot no.'s 124-001-0011 and 124-001-0012 budgeted at $30,000.00 each per year.
and one (1) permanent full-time Attendant position, slot no. 124-001-0013 budgeted at $21,000.00.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

HIDALGO COUNTY PCT. #4

DATE: Enter Date

6/5/08

CURRENT POSITION TITLE: Enter position Title

ATTENDANT

CURRENT SLOT. #: Enter current

001-0013

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ _____ (Current Budgeted Salary) $ 21,000 (Proposed Budgeted Salary) $ _____ (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ 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:

Exempt ☐

Non-Exempt ☒

FLSA:

Exempt ☐

Non-Exempt ☐

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

ATTENDANT IS REQUIRED AT SAN MANUEL RECOVERY CENTER, AT THIS TIME THE PCT IS ROTATING DIFFERENT EMPLOYEES AT THIS SITE, HOWEVER IN DOING THIS THE PCT'S CREWS ARE CONTINUOUSLY BEING DISRUPTED.

NEW POSITION: Brief job description and attach a copy of the new job description.

ATTENDANT IS NEEDED AT THE SAN MANUEL SITE TO DIRECT TRAFFIC, CLEAN AREA & MONITOR DISPOSAL SITE FOR COMPLIANCE WITH PCT. RULES AND REGULATIONS.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	D. L. Garza, Jr. / DLG — DEPARTMENT HEAD	6/4/08 — 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
SANITATION DEPARTMENT

Job Title:	Attendant	**FLSA Status:**	Non-exempt
Dept No.:	124-001	**Civil Service Status:**	Non-exempt

SUMMARY:
Responsible for screening and disposing of all waste material received at the Hidalgo County landfill and/or collection stations.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITES:
- Observe and screen all waste material received.
- Work with machine operator in coordinating areas to dispose waste materials.
- Assist in repair and/or maintenance of vehicles and equipment.
- Perform manual labor task.
- Direct vehicles with unacceptable waste to appropriate disposal facilities.
- Maintain area around office clean and free of debris
- Load waste and other debris
- Performs such other duties as may be assigned.

EDUCATION AND EXPERIENCE:
- High School Diploma or GED
- Bilingual
- Basic knowledge of mechanics preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:
- Employee must have proof of a current valid Texas Motor Vehicle Operator's License
- Must be able to be insured by County Insurance carrier

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move over 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 encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:
Maintain physical conditions 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:
Required to follow all department's safety regulations.

HIDALGO COUNTY PCT. #4
SCHEDULE FOR SAN MANUEL ATTENDANT

MON	12:00 PM - 8:00 PM	7 HRS	(1 hr lunch)
TUES	12:00 PM - 8:00 PM	7 HRS	(1 hr lunch)
WED	12:00 PM - 8:00 PM	7 HRS	(1 hr lunch)
THURS	12:00 PM - 8:00 PM	7 HRS	(1 hr lunch)
FRI	12:00 PM - 8:00 PM	7 HRS	(1 hr lunch)
SAT	3:00 PM - 8:00 PM	5 HRS	
SUN	CLOSED		

40 HRS. WK.

PROPOSED SALARY: $21,000

* THIS IS THE SET SCHEDULE FOR THE ATTENDANT AS OF 6/3/08, SUBJECT TO CHANGE DEPENDING ON THE NEEDS OF THE COMMUNITY. ALL COUNTY HOLIDAYS SHALL BE OBSERVED AT THIS SITE.

AI-9607 **19.A.5.**

Prescription Drug Discount Card
CC REGULAR

Date: 06/10/2008
Submitted By: Vangie Garcia, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Pursuant to Tx. Local Gov't. Code, Chapter 262.026(a) , ratification of an extension of proposal opening/acceptance date for RFP#: Prescription Discount Drug Card Program for Hidalgo County Residents from Wednesday, June 4, 2008 to Wednesday, June 18, 2008, so as to permit the distribution of complete procurement packets including legal counsel approved form of agreement and thus allow more time for participation and timely submission.

BACKGROUND

Project previously approved to advertise on April 29, 2008.

Fiscal Impact

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

BUDGETARY IMPACT:

Project will be at "no cost" to Hidalgo County.

Attachments

Link: Loc. Gov. Code 262.026 (a) and Previous Agenda/Minutes

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 07:51 AM	APRV
2	Budget & Management		06/05/2008 07:51 AM	NEW
3	Auditor's Office		06/05/2008 07:51 AM	
4	Court Administrator		06/05/2008 07:51 AM	

Form Started By: Vangie Garcia Started On: 06/04/2008 08:47 AM

Final Approval Date: 06/05/2008

COUNTY OF HIDALGO
HIDALGO COUNTY PURCHASING DEPARTMENT
AGENDA REQUEST FORM

No._____

Date: January 06, 2004 *Meeting Date Request:* January 13, 2004

Deadline for Action: A.S.A.P. *Contact Person:* Martha L. Salazar

Hidalgo County Purchasing Department for:

Department: Hidalgo County -Purchasing Dept. *Phone:* (956) 318-2626 *Fax:* (956) 318-2629

Martha L. Salazar, Hidalgo County Purchasing Agent

Caption:

Pursuant to Section 262.026 (a) Opening of Bids of the Texas Local Government Code, presentation for consideration, discussion and approval of adoption of an "Order" ....'that delegates the authority to made extensions (of bid opening dates) under this subsection to the county official who makes purchases for the county'.

Background:

Copy of subsection attached hereto

Please initial for approval:

N/A County Judge	_____ Commissioner Pct. 1	Dept./Fund No._____	Account Code: _____
N/A County Attorney	_____ Commissioner Pct. 2	Amt. Expended: $ -0-	Impact on Future
_____ Budget	_____ Commissioner Pct. 3	Funds/Staffing Budgeted: Yes: X	Yes:_____
N/A Personnel	_____ Commissioner Pct. 4	No:_____	No:_____

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded_____Voted_____ _

NO ACTION taken on this item.

Commissioner Flores stepped away from the Court.

b) **Presentation for consideration, discussion, and approval a request by the Hidalgo County Sheriff's Department to "retain/roll over" the following Purchase Order #'s : 520226,524119,524378,524470,524535,524940,526265(copies attached hereto) encumbered through the 2003 budget inasmuch as goods and or services have not been received or completed;**

On motion of Commissioner Palacios, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

c) **County Auditor's Report on Detention Facility Law Enforcement Center Project paid and pending payment request approval;**
d) **Discussion and possible action on-site projects on site of the New Adult Detention Facility and Law Enforcement Center including, but not limited to, structures (i.e. Shooting Range Facility, Jogging Track, Driver Training Track, Parking Lot(s) and Utility Extensions, under or anticipated construction on site and preliminary information and request for clarification and direction on the possible construction options for additional pod(s) with staffing and maintenance and operations analysis and status of a request for qualification for architectural services pending clarifications on ownership of architectural documents;**

NO ACTION taken on this item.

4. **Presentation for discussion, consideration, acceptance and approval of claims/invoices with authority for Auditor to issue payment after review, audit and processing procedures completed for the following: "Exhibit A" attached hereto.**

On motion of Commissioner Garza, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

5. **Recommending award of bid and approval of contract for "Auctioneer Services", to low bidder meeting all requirements. A fully executed copy of the contract will be forwarded to the Hidalgo County Budget and Auditor's office.**

On motion of Commissioner Garza, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

6. **Pursuant to Section 262.026 (a) Opening of Bids of the Texas Local Government Code, presentation for consideration, discussion and approval of adoption of an "Order"...."that delegates the authority to make extensions (of bid opening dates) under this subsection to the county official who makes purchases for the county".**

On motion of Commissioner Garza, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

7. **Presentation of evaluation and scoring grid, with recommendations by William Rusteberg, Consultant, for the purposes of Commissioner's Court award to the Number One ranked firm(s) submitting proposals in response to County's RFP for Section 125 Cafeteria Plan Administration, Voluntary Products & Administration and Funding Vehicles for Deferred Compensation-Section 457 Plan- Hidalgo;**

NO ACTION taken on this item.

8. **Requesting approval of draft contracts for: Section 125 Cafeteria Plan Administration, Voluntary Products & Administration and Funding Vehicles for Deferred Compensation-Section 457 Plan Hidalgo County, subject to legal review. Fully executed copies of the contract(s) will be forwarded to the Budget and Auditor's office.**

NO ACTION taken on this item.

9. **Presentation of a report on participation in "Loss Control Services Pool" Project: a) vendors submitting responses (on a timely basis)-3 , b) vendors submitting late responses-1.; therefore consideration by CC to reject responses received and re-advertise to encourage more participation inasmuch as a large "Pool" of providers is required according to "Risk Management" since there are many areas of expertise for which loss control services are required by Workers Compensation Program ; or in the alterative;**

On motion of Commissioner Garza, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

At this time Commissioner Handy joined the meeting.

10. **Requesting appointment and approval of staff or other designated parties to grade and score (for the purpose of ranking the responses received as "Qualified" by Hidalgo County Commissioners" Court) the statements of qualifications received in response to the County's Project-Request for Qualifications for "Loss Control Services."**

On motion of Commissioner Palacios, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

At this time Commissioner Flores joined the meeting.

11. **Requesting ratification and confirmation of the negotiated "benefit design with rates" for the extension of the existing contract for an additional year (provided under the current agreement) as approved by Commissioner's Court on October 28, 2003 (with effective date**

ler Section 262.025 may include a tion about the costs of the repair, urchase of the equipment.

ioners court may require the bid- the county in a contract for the ipment, a bond to cover the repur- quipment.

72nd Leg., ch. 416, § 1, eff. Sept. 1,

id Conference for Certain Coun- ; or a District Governed by Those inties

ction as amended by Acts 78th Leg., ch. 660, § 1

applies only to a county with a illion or more.

sioners court of the county or the f a district or authority created Article XVI, Texas Constitution, if y is the commissioners court of the e district is located, may require a or employee of each prospective mandatory pre-bid conference con- pose of discussing contract require- ing questions of prospective bidders.

erence is conducted under Subsec- tional required notice for the pro- ay be sent by certified mail, return , only to prospective bidders who erence. Notice under this subsec- ct to the requirements of Section

1, 77th Leg., ch. 255, § 1, eff. May 22, Acts 2003, 78th Leg., ch. 660, § 1, eff.

f section as amended by Acts g., ch. 725, § 1, see § 262.0256,

)3, 78th Leg., ch. 660 provides:
ect September 1, 2003, and applies only to a contract awarded by a competitive purchasing a mandatory pre-bid conference is held on or

-bid Conference

section as amended by Acts , 78th Leg., ch. 725, § 1

ners court of a county or the govern- district or authority created under Section 59, Article XVI, Texas Constitution, if the governing body is the commissioners court of the county in which the district is located, may require a principal, officer, or employee of each prospective bidder to attend a mandatory pre-bid conference conducted for the purpose of discussing contract requirements and answering questions of prospective bidders.

Added by Acts 2001, 77th Leg., ch. 255, § 1, eff. May 22, 2001. Amended by Acts 2003, 78th Leg., ch. 725, § 1, eff. Sept. 1, 2003.

For text of section as amended by Acts 2003, 78th Leg., ch. 660, § 1, see § 262.0256, ante.

§ 262.026. Opening of Bids

(a) The county official who makes purchases for the county shall open the bids on the date specified in the notice. The date specified in the notice may be extended if the commissioners court determines that the extension is in the best interest of the county. All bids, including those received before an extension is made, must be opened at the same time. The commissioners court may adopt an order that delegates the authority to make extensions under this subsection to the county official who makes purchases for the county.

(b) Opened bids shall be kept on file and available for inspection by anyone desiring to see them.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1999, 76th Leg., ch. 505, § 3, eff. Sept. 1, 1999.

§ 262.027. Awarding of Contract

(a) The officer in charge of opening the bids shall present them to the commissioners court in session. Except as provided by Subsection (e), the court shall:

(1) award the contract to the responsible bidder who submits the lowest and best bid; or

(2) reject all bids and publish a new notice.

(b) If two responsible bidders submit the lowest and best bid, the commissioners court shall decide between the two by drawing lots in a manner prescribed by the county judge.

(c) A contract may not be awarded to a bidder who is not the lowest dollar bidder meeting specifications unless, before the award, each lower bidder is given notice of the proposed award and is given an opportunity to appear before the commissioners court and present evidence concerning the lower bidder's responsibility.

AI-9630 **19.A.6.**

Hidalgo County-Paving Improvements (Curb-Gutter...)at 201-217 N. Closner, Edinburg-approval of specifications and Authority to Advertise

CC REGULAR

Date: 06/10/2008
Submitted By: Moises Salazar, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Requesting authority to advertise and approval of specifications as drafted through project engineer, Quintanilla-Headley & Associates for a Request for Sealed Bids for: Hidalgo County -"Paving Improvements (Curb-Gutter-Sidewalks-Green Areas) at 201-217 N. Closner, Edinburg, TX". (RFB No. 2008-111A-07-02-MSS).

BACKGROUND

- Please see attached plans and specifications.
- Materials and labor for subgrade, caliche setup, paving and striping will be provided by Hidalgo County, coordinated by Precinct No. 4.
- Proposed scheduled of events:
  - Project Advertisements: June 14, and 21, 2008
  - Pre-Bid Conference: June 23, 2008
  - Bid Openings: July 2, 2008

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1336-419-40-220-028-0-739
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Only request for bids at this time. Available within the account is $1,271,753.00.

Attachments

Link: Plans
Link: Specifications

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:17 PM	APRV
2	Budget & Management		06/05/2008 04:36 PM	PEND
3	Dale Kennan	Dale Kennan	06/05/2008 03:45 PM	APRV
4	Auditor's Office	Linda Fong	06/05/2008 04:14 PM	APRV
5	Court Administrator	Angela Garcia	06/05/2008 04:36 PM	APRV

Form Started By: Moises Salazar

Started On: 06/04/2008 02:29 PM

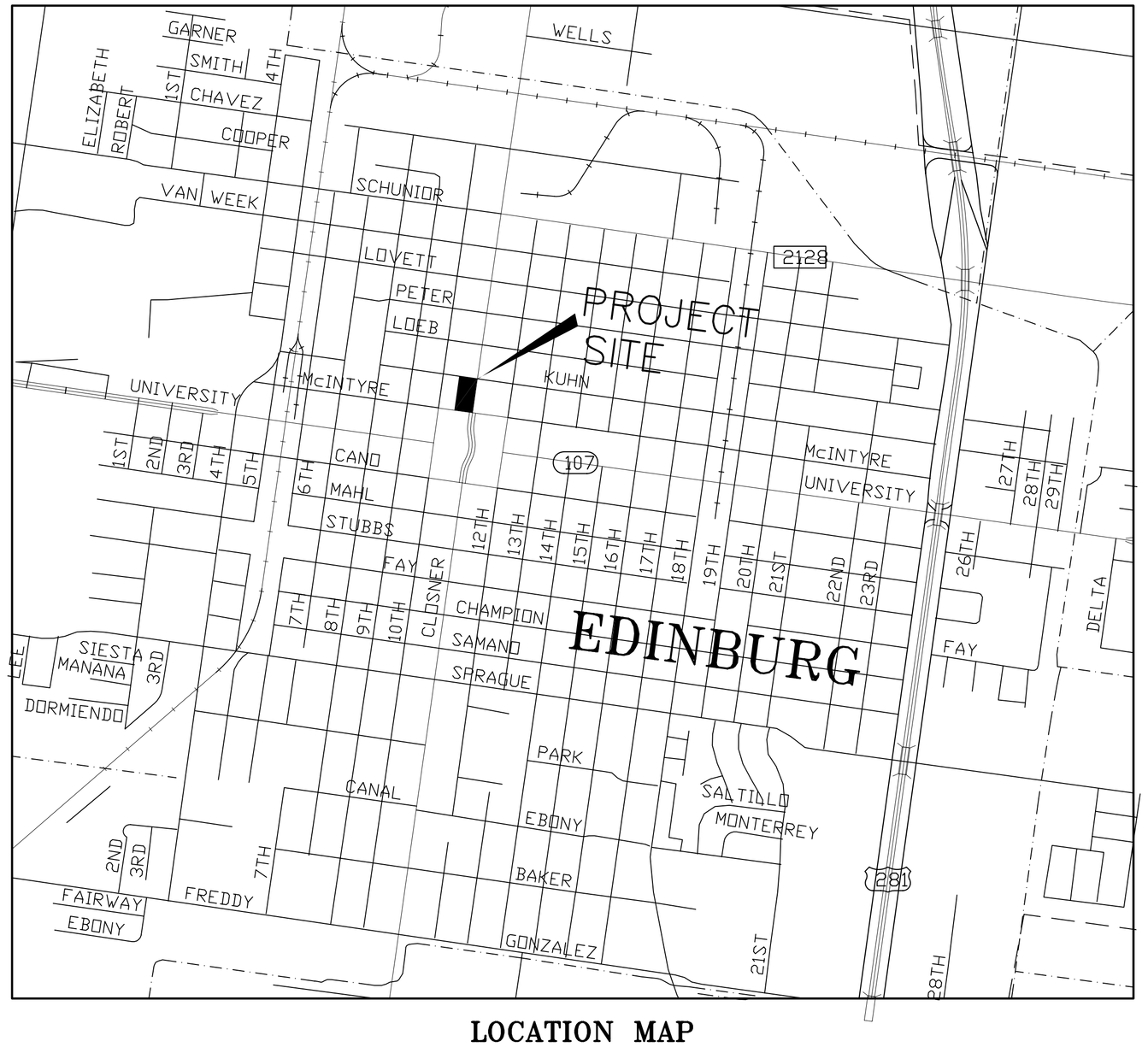
Final Approval Date: 06/05/2008

HIDALGO COUNTY

"PAVING IMPROVEMENTS (CURB-GUTTER-SIDEWALKS-GREEN AREAS) AT 201-217 N. CLOSNER, EDINBURG, TX."

BID No. 2008-111A-07-02-MSS

2008



LOCATION MAP

SCALE 1" = 1000'

Index

1.- COVER SHEET
2.- DEMOLISHING LAYUOT
3.- PAVING AND DRAINAGE LAYOUT
4.- LANDSCAPE LAYOUT
5.-DETAIL SHEET
6.-EROSION CONTROL PLAN
7.-EROSION CONTROL PLAN DETAIL

COUNTY COMMISSIONER'S COURT

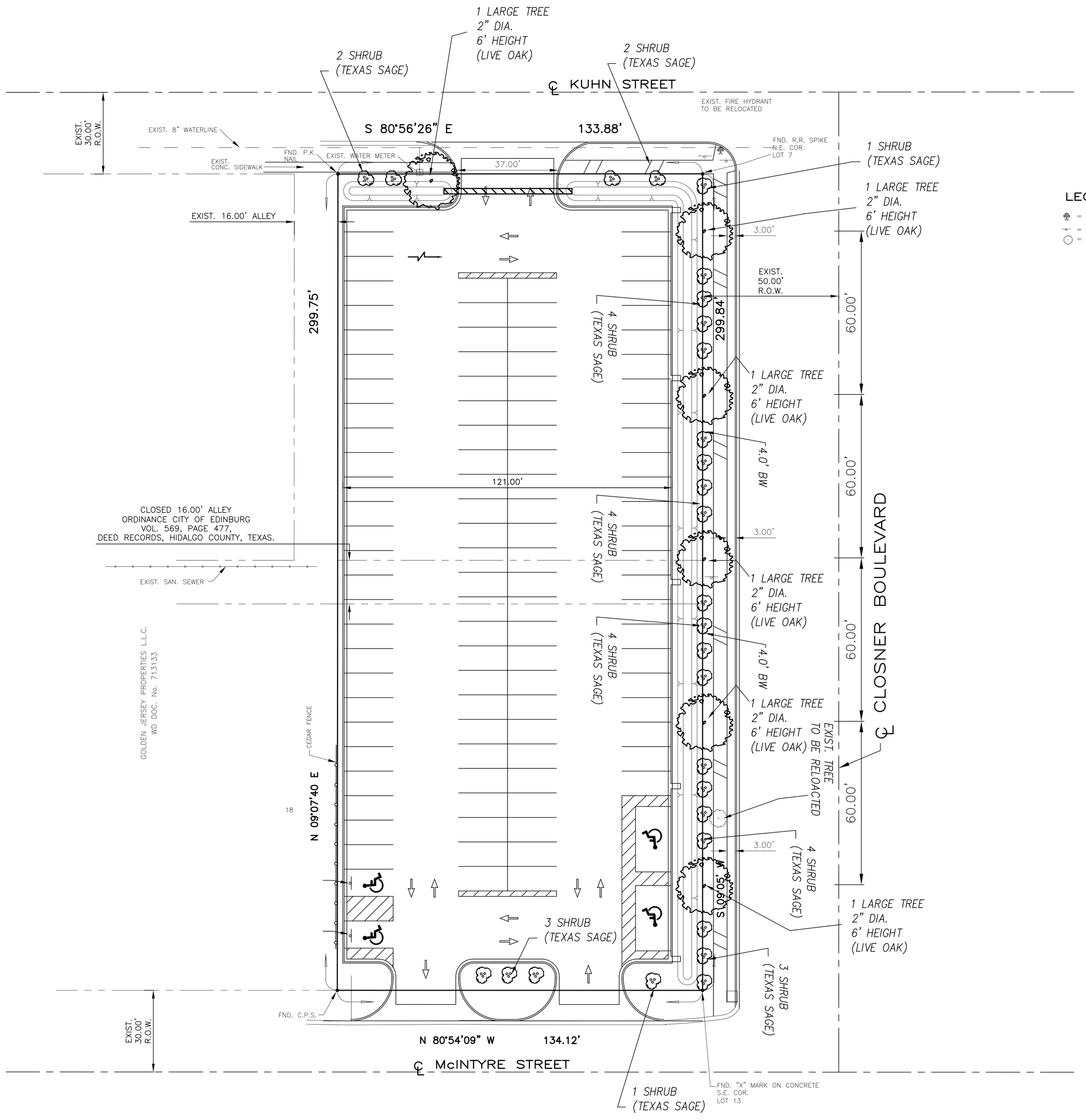
HON. JUAN D. SALINAS, III.....COUNTY JUDGE
SYLVIA HANDY .....COMMISSIONER PRECINCT 1
HECTOR "TITO" PALACIOS .....COMMISSIONER PRECINCT 2
JOE M. FLORES .....COMMISSIONER PRECINCT 3
OSCAR L. GARZA, JR. .....COMMISSIONER PRECINCT 4

QUINTANILLA, HEADLEY AND ASSOCIATES, INC.

CONSULTING ENGINEERS • LAND SURVEYORS
124 E. STUBBS ST.
EDINBURG, TEXAS 78539
PHONE 956-381-6480
FAX 956-381-0527

STATE OF TEXAS
ALFONSO QUINTANILLA
95534
LICENSED PROFESSIONAL ENGINEER

ALFONSO QUINTANILLA
P.E. No. 95534



SCALE: 1" = 20'

LEGEND

- = FIRE HYDRANT
- = TRAFFIC SIGN
- = TREE

HYDROMULCHING

LEGEND

- SOLID SOD
- HYDROMULCHING
- REQ' — 50' PARKING LOT TREE RADIUS

INTERIOR
PLANTING LAYOUT

4' BW BED WIDTH
(MULCH OR GRAVEL BEDDING)

JOB NO.	
DATE	JUNE 11, 2007
REVISION	
SCALE	1"= 20'
DRAWN BY	LUPE
SHEET	

PRECINCT No. 4
PROPOSED PARKING LOT
FOR HIDALGO Co, EDINBURG TX.
LANDSCAPE LAYOUT

STATE OF TEXAS
ALFONSO QUINTANILLA
95534
REGISTERED PROFESSIONAL ENGINEER

QUINTANILLA, HEADLEY AND ASSOCIATES, INC.

CONSULTING ENGINEERS · LAND SURVEYORS
124 E. STUBBS ST. PHONE 956-381-6480
EDINBURG, TEXAS 78539 FAX 956-381-0527

FILENAME : F:\DATA\SUBD\EDINBURG\HUTTO SUBDIVISION 6\PAVING			
DATE PREPARED	PREPARED BY	CHECKED BY	APPROVED BY
JUNE 11, 2007	LUPE		
DATE REVISED	REVISED BY	CHECKED BY	APPROVED BY

QUINTANILLA, HEADLEY AND ASSOCIATES, INC.

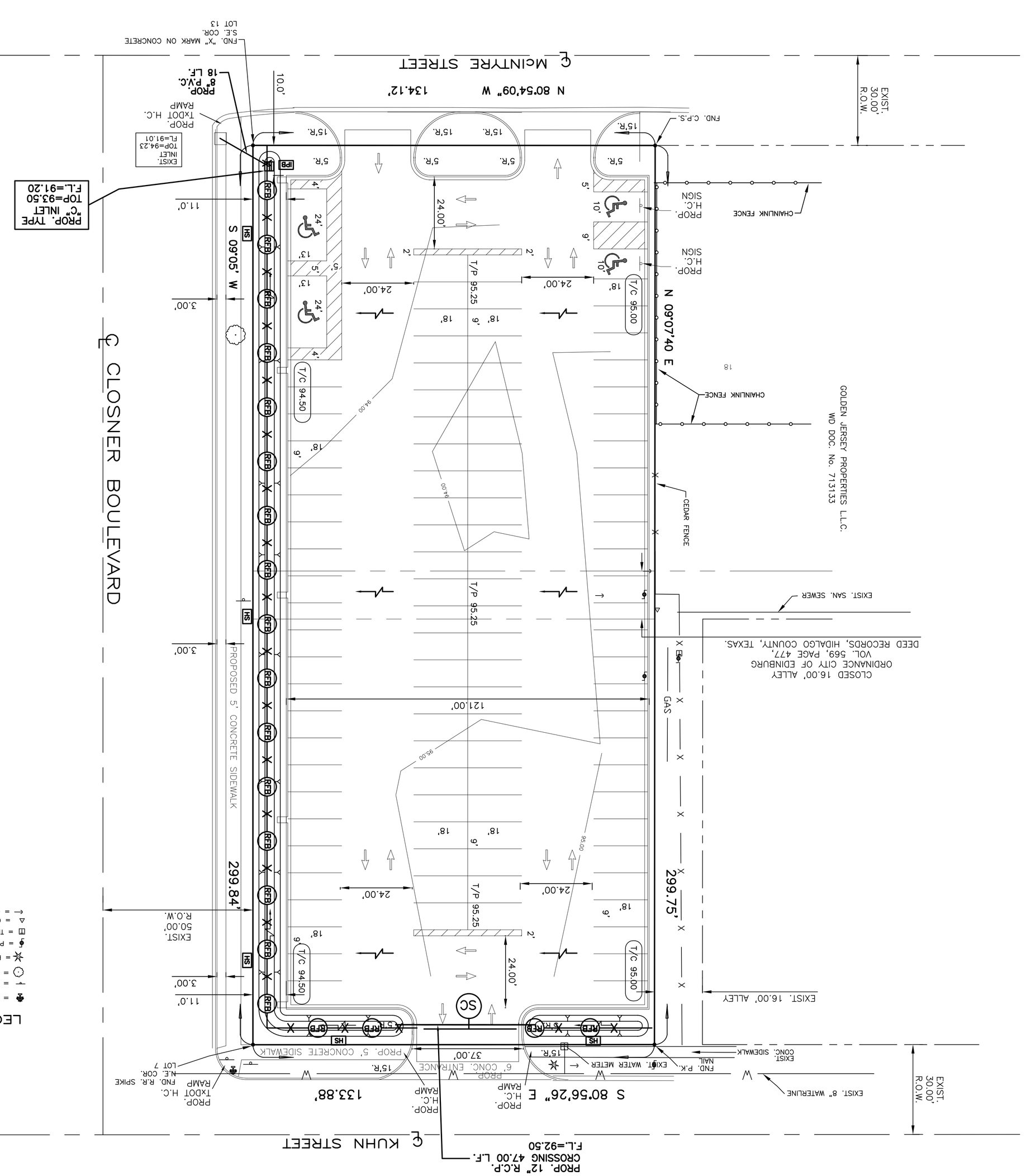
CONSULTING ENGINEERS
124 E. STUBBS ST.
EDINBURG, TEXAS 78539

LAND SURVEYORS
PHONE 956-381-6480
FAX 956-381-0527

PROPOSED PARKING LOT FOR HIDALGO Co, EDINBURG TX.
POLLUTION PREVENTION AND EROSION CONTROL PLAN

JOB NO.	
DATE	4-10-2000
REVISION	
SCALE	1"=20'
DRAWN BY	
SHEET	

F:\DATA\PROJECTS\HIDAGO COUNTY\EDINBURG\McINTYRE & 281\EROSION



LEGEND

- ● = FIRE HYDRANT
- T = TRAFFIC SIGN
- ○ = TREE
- ✳ = PALM TREE
- ⊕ = POWER POLE
- ⊟ = TEL BOX
- ◁ = GAS VALVE
- ⟵ = GUY WIRE

SCALE: 1"= 20'

N

NOTES: POLLUTION PREVENTION

1.– CONTRACTOR SHALL REMOVE SILT DEPOSITS FROM ROADWAY ON A DAILY BASIS OR AS DIRECTED BY PROJECT ENGINEER.

2.– CONTRACTOR SHALL CONTROL DUSTING BY WASTERSPRINKLING.

3.– CONTRACTOR SHALL HYDROMULCH SEED OR SOD AS INDICATED ON THIS SHEET AND PAVEMENT TYPICAL SECTION, ALL DISTURBED AREAS UPON ACCEPTANCE OF GRADING.

4.– CONTRACTOR SHALL KEEP LOG OF SITE RAINFALL & SW3P MAINTENANCE AS CALLED FOR IN THE NOTICE OF INTENT.

NOTES: EROSION CONTROL

1.– ALL NON–PAVED DISTURBED AREAS SHALL BE HYDRO–MULCH SEEDED FOR EROSION PROTECTION IMMEDIATELY UPON COMPLETION OF FINAL GRADING, ALL AREAS DISTURBED AFTER INITIAL SEEDING BY EROSION OR CONSTRUCTION SHALL BE RESEEDED.

2.– STOCKPILE TOPSOIL FROM SITE AT DESIGNATED AREA.

3.– CONTRACTOR SHALL COORDINATE ALL WORK THIS CONTRACT WITH ALL WORK BY OTHERS (ENTRY ROAD AND UTILITIES TO SITE) WHICH MAY OR MAY NOT OCCUR DURING THE CONSTRUCTION CONTRACT PERIOD.

4.– CONSTRUCT TEMPORARY CONSTRUCTION ENTRANCES AND PROJECT SITE FIELD OFFICE AND CONSTRUCTION AREA (ALL WEATHER SURFACE, CALICHE PAVING).

5.– CONSTRUCT TIRE WASH AREAS AT CONSTRUCTION EXIT MINIMUM SURFACE SHALL BE 1" H.M.A.C.. TIRE WASH AREA TO DRAIN INTO EXISTING DITCH.

6.– CONSTRUCT TEMPORARY SEDIMENT TRAPS AND BASINS AS SHOWN ON THE PLAN.

7.– CONSTRUCT TEMPORARY SILT FENCES AS SHOWN ON THE PLAN.

8.– CONSTRUCT/INSTALL PIPE CULVERTS AND STORM SYSTEMS TO ALLOW SILT TRAPS TO FUNCTION AS DESIGNED.

LEGEND

- INLET
- IPB = INLET PROTECTION BARRIER
- HS = HYDROMULCH SEEDING
- SC = STABILIZED CONSTRUCTION EXIT
- FF = FILTER FABRIC FENCE
- RFB = REINFORCED FILTER FABRIC BARRIER

QUINTANILLA, HEADLEY AND ASSOCIATES, INC.
CONSULTING ENGINEERS · LAND SURVEYORS
124 E. STUBBS ST.
EDINBURG, TEXAS 78539
PHONE 956-381-6480
FAX 956-381-0527

PROPOSED PARKING LOT FOR HIDALGO Co, EDINBURG TX.
POLLUTION PREVENTION AND EROSION CONTROL PLAN

JOB NO.	
DATE	JUNE 3, 2008
REVISION	
SCALE	1"= 20'
DRAWN BY	LUPE
SHEET	

REINFORCED FILLER FABRIC BARRIER

SYMBOL



CONSTRUCTION NOTES:

1.– SET 2 INCH BY 2 INCH WOODEN STAKES SPACED A MAX OF 6 FEET APART AND EMBEDDED A MIN OF 12 INCHES.

2.– WOVEN WIRE FENCE TO BE FASTENED SECURELY TO FENCE POSTS WITH STAPLES.

3.– FILLER CLOTH TO BE FASTENED SECURELY TO WOVEN WIRE FENCE, WITH TIES SPACED EVERY 24 INCHES AT TOP AND MIDSECTION.

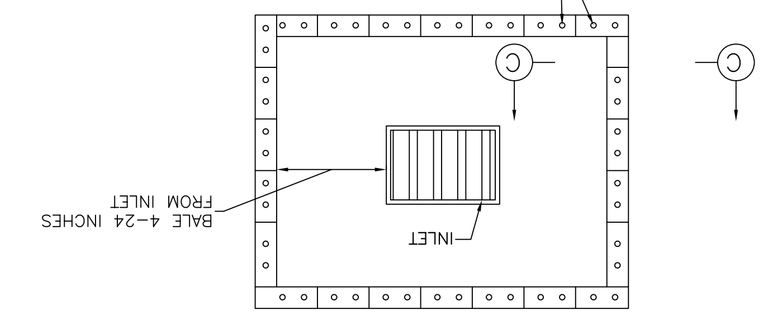
4.– MINIMUM HEIGHT OF FILLER SHOULD BE 18 INCHES AND A MAXIMUM OF 36 INCHES ABOVE NATURAL GROUND.

5.– WHEN TWO SECTIONS OF FILLER CLOTH ADJOIN EACH OTHER THEY SHALL BE OVERLAPPED 6 INCHES AT THE POSTS, AND FOLDED.

6.– SEE STANDARD SPECIFICATION FOR FILTER FABRIC BARRIER.

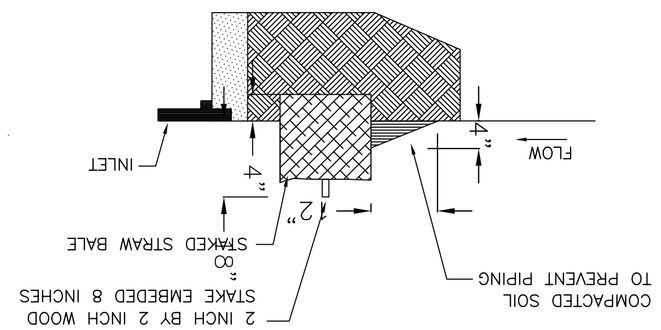
STRAW BALE DROP INLET PROTECTION BARRIER

PLAN



SYMBOL

SECTION

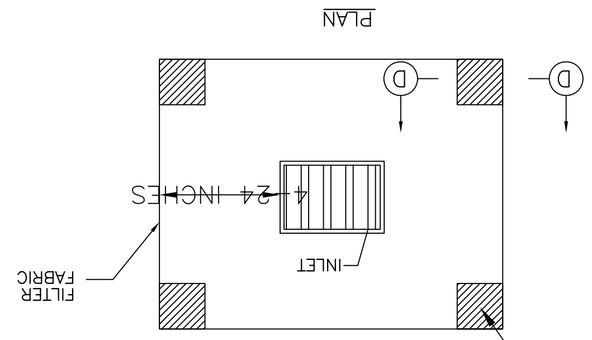


SILT FENCE INLET PROTECTION BARRIER

CONSTRUCTION NOTE:

1.– SEE CONSTRUCTION NOTES FOR RFB.

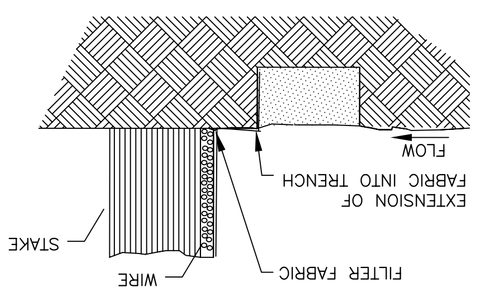
PLAN



IPB

SYMBOL

SECTION



FILTER FABRIC FENCE

4.– SEE STANDARD SPECIFICATION FOR FILTER FABRIC FENCE.

3.– WHEN TWO SECTIONS OF FILLER CLOTH ADJOIN EACH OTHER THEY SHOULD BE OVERLAPPED 6 INCHES AT THE POST, AND FOLDED.

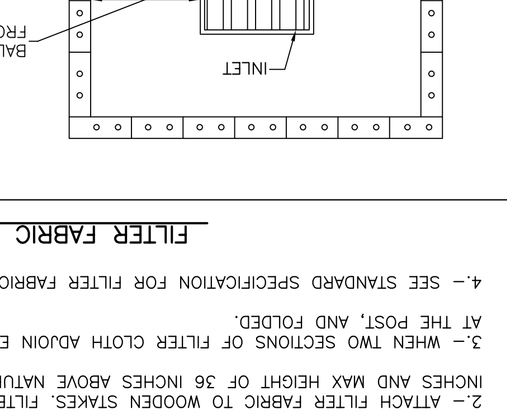
2.– ATTACH FILLER FABRIC TO WOODEN STAKES. FILTER FABRIC FENCE SHALL HAVE A MIN HEIGHT OF 18 INCHES AND MAX HEIGHT OF 36 INCHES ABOVE NATURAL GROUND.

1.– 2 INCH BY 2 INCH WOODEN STAKES TO BE SET AT MAX SPACING OF 3 FEET AND EMBEDDED A MIN OF 8 INCHES. IF PREASSEMBLED FENCE WITH SUPPORT NETTING IS USED, SPACING OF POST MAY BE INCREASED TO 8 FEET MAX.

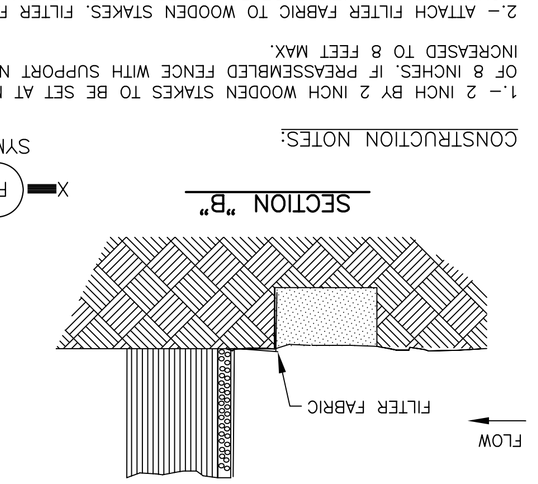
CONSTRUCTION NOTES:

SECTION "B"

SYMBOL

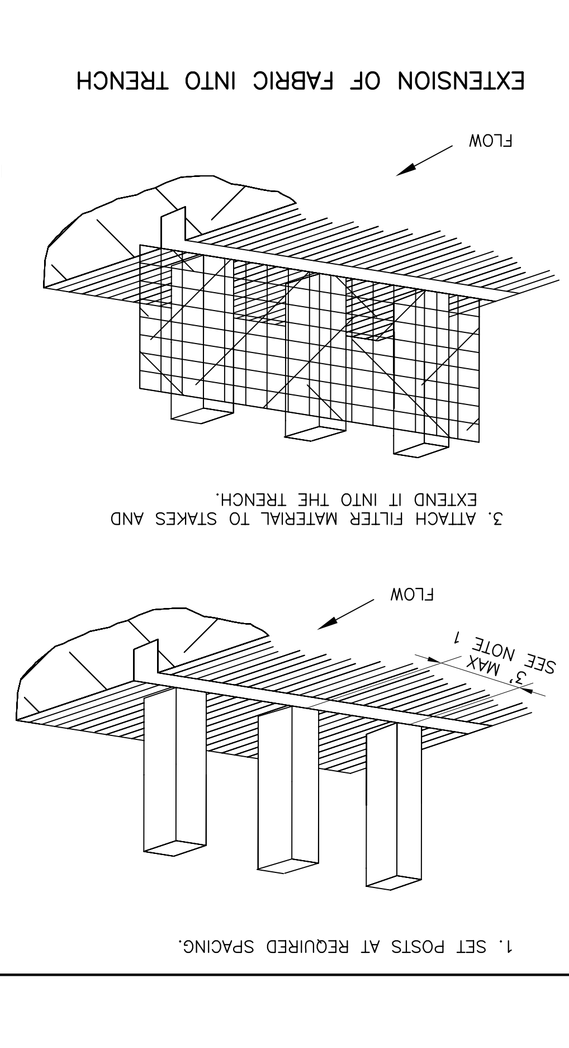


EXTENSION OF FABRIC INTO TRENCH

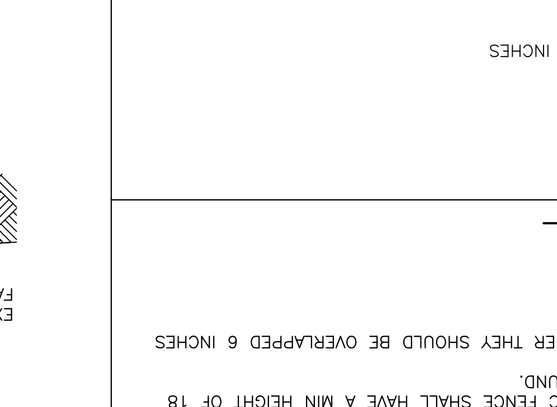


3. ATTACH FILTER MATERIAL TO STAKES AND EXTEND IT INTO THE TRENCH.

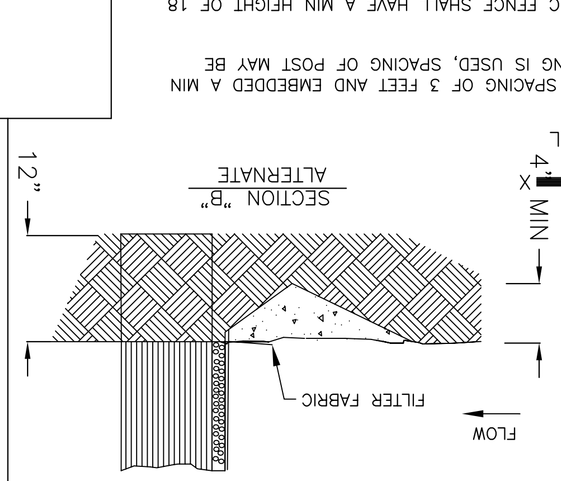
1. SET POSTS AT REQUIRED SPACING.



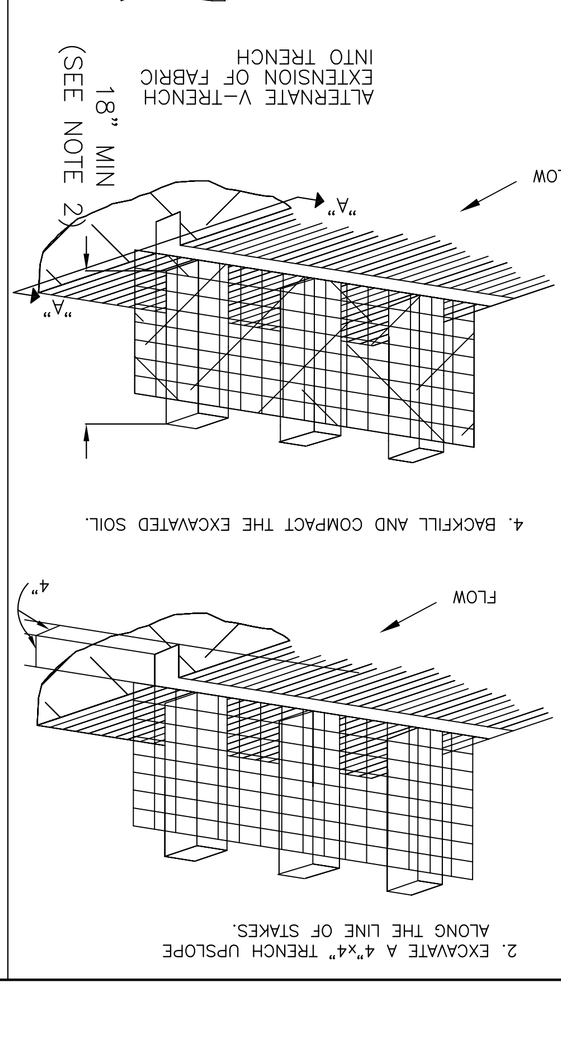
SECTION "B" ALTERNATE



EXTENSION OF FABRIC INTO TRENCH

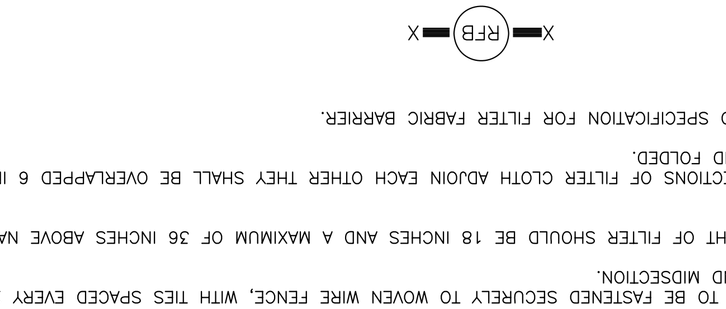


4. BACKFILL AND COMPACT THE EXCAVATED SOIL.

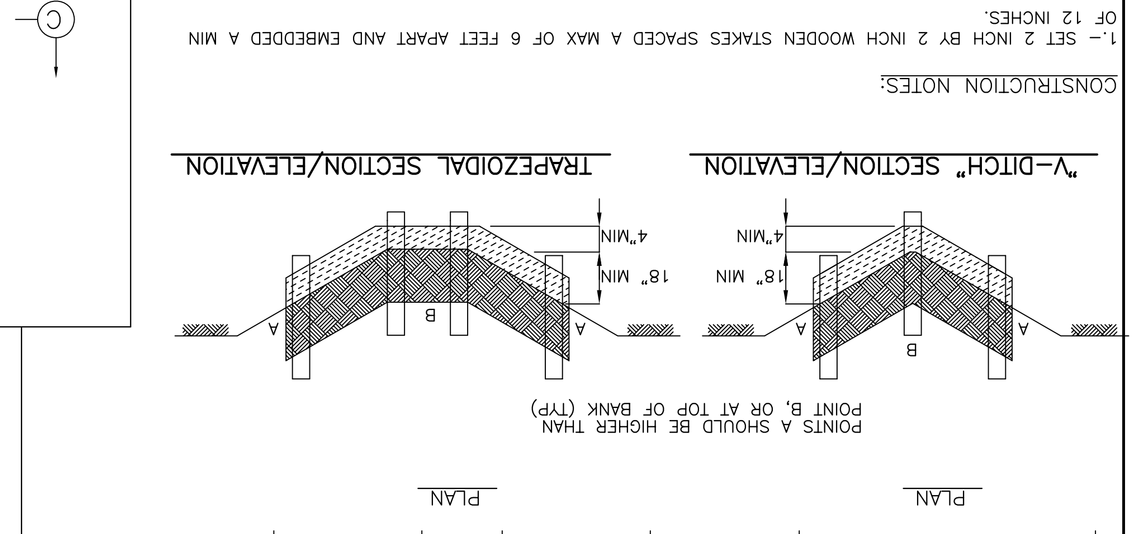


2. EXCAVATE A 4"x4" TRENCH UPSLOPE ALONG THE LINE OF STAKES.

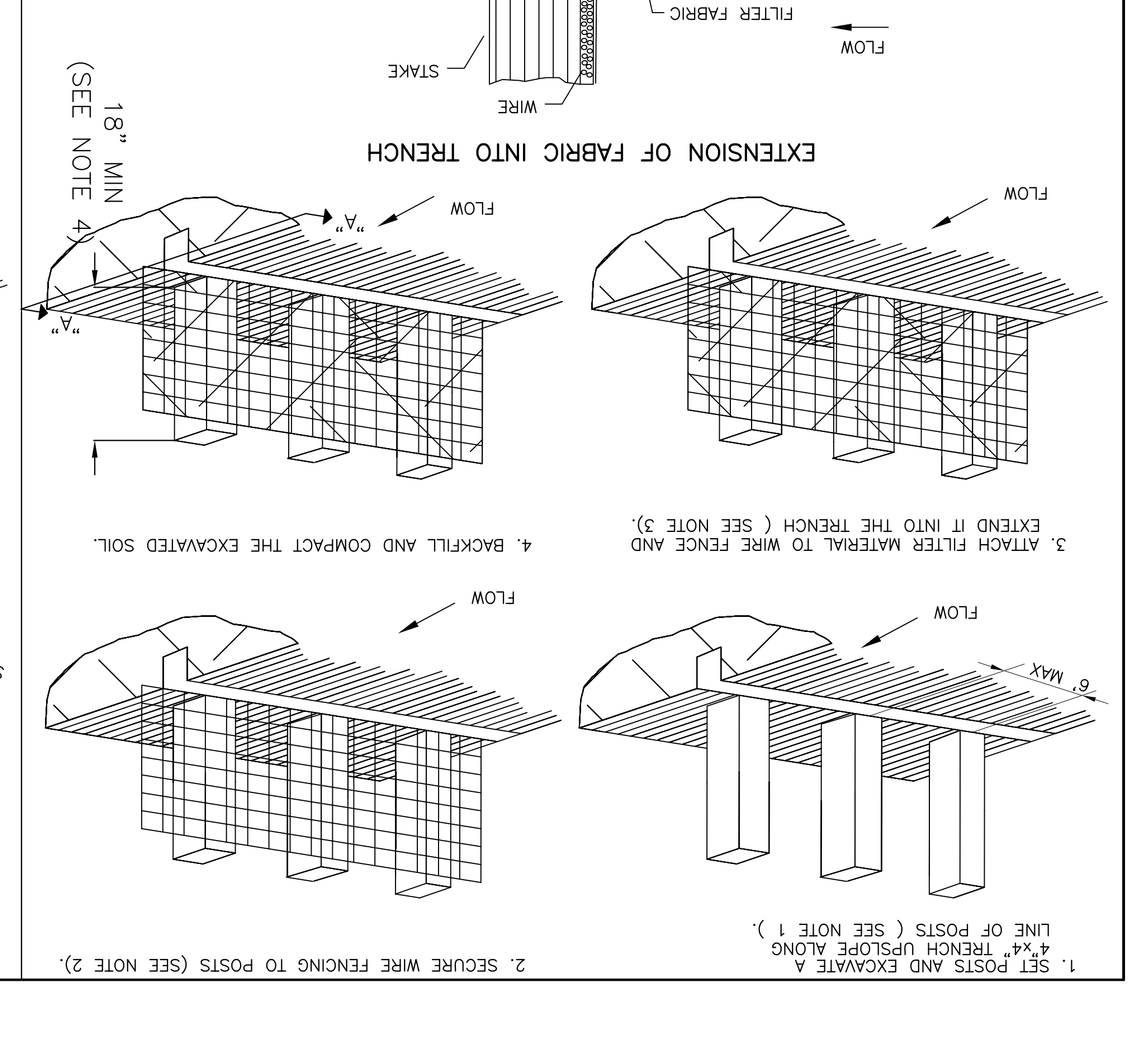
SECTION "A"



EXTENSION OF FABRIC INTO TRENCH



4. BACKFILL AND COMPACT THE EXCAVATED SOIL.

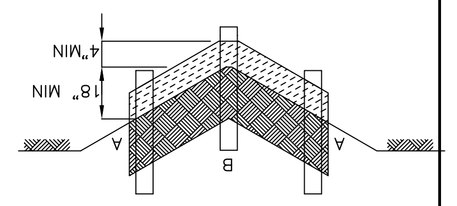


3. ATTACH FILTER MATERIAL TO WIRE FENCE AND EXTEND IT INTO THE TRENCH (SEE NOTE 3).

2. SECURE WIRE FENCING TO POSTS (SEE NOTE 2).

1. SET POSTS AND EXCAVATE A 4"x4" TRENCH UPSLOPE ALONG LINE OF POSTS (SEE NOTE 1).

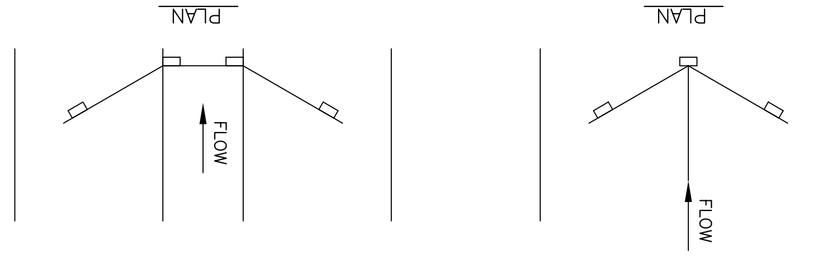
"V–DITCH" SECTION/ELEVATION



TRAPEZOIDAL SECTION/ELEVATION

POINTS A SHOULD BE HIGHER THAN POINT B, OR AT TOP OF BANK (TYP)

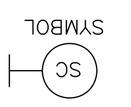
PLAN



PLAN

STABILIZED CONSTRUCTION EXIT

SYMBOL



CONSTRUCTION NOTES:

1.– LENGTH SHALL BE AS SHOWN ON THE CONSTRUCTION DRAWINGS, BUT NOT LESS THAN 50 FEET.

2.– THICKNESS SHALL BE NOT LESS THAN 8 INCHES.

3.– WIDTH SHALL BE NOT LESS THAN FULL WIDTH OF ALL POINTS OF INGRESS OR EGRESS.

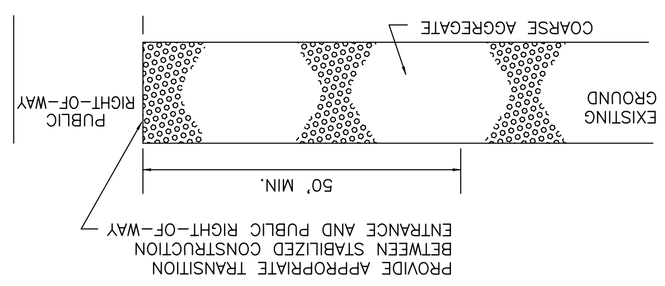
4.– STABILIZATION FOR OTHER AREAS HAVE THE SAME AGGREGATE THICKNESS AND WIDTH REQUIREMENTS AS THE STABILIZED CONSTRUCTION EXIT, UNLESS OTHERWISE SHOWN ON THE CONSTRUCTION DRAWINGS.

5.– STABILIZED AREA MAY BE WIDENED OF LENGTHENED TO ACCOMODATE A TRUCK WASHING AREA. AN OUTLET SEDIMENT TRAP MUST BE PROVIDED FOR THE TRUCK WASHING AREA.

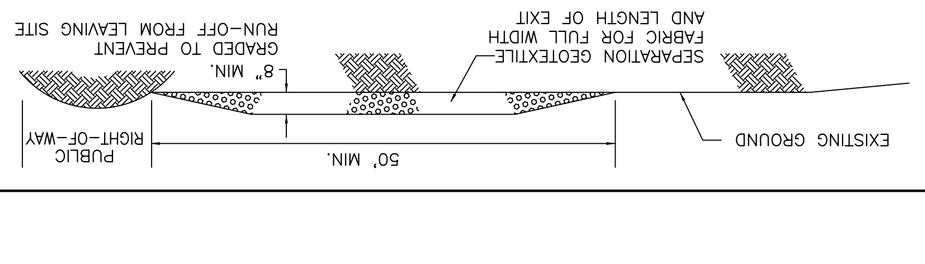
6.– SEE STANDARD SPECIFICATION FOR STABILIZED CONSTRUCTION EXIT.

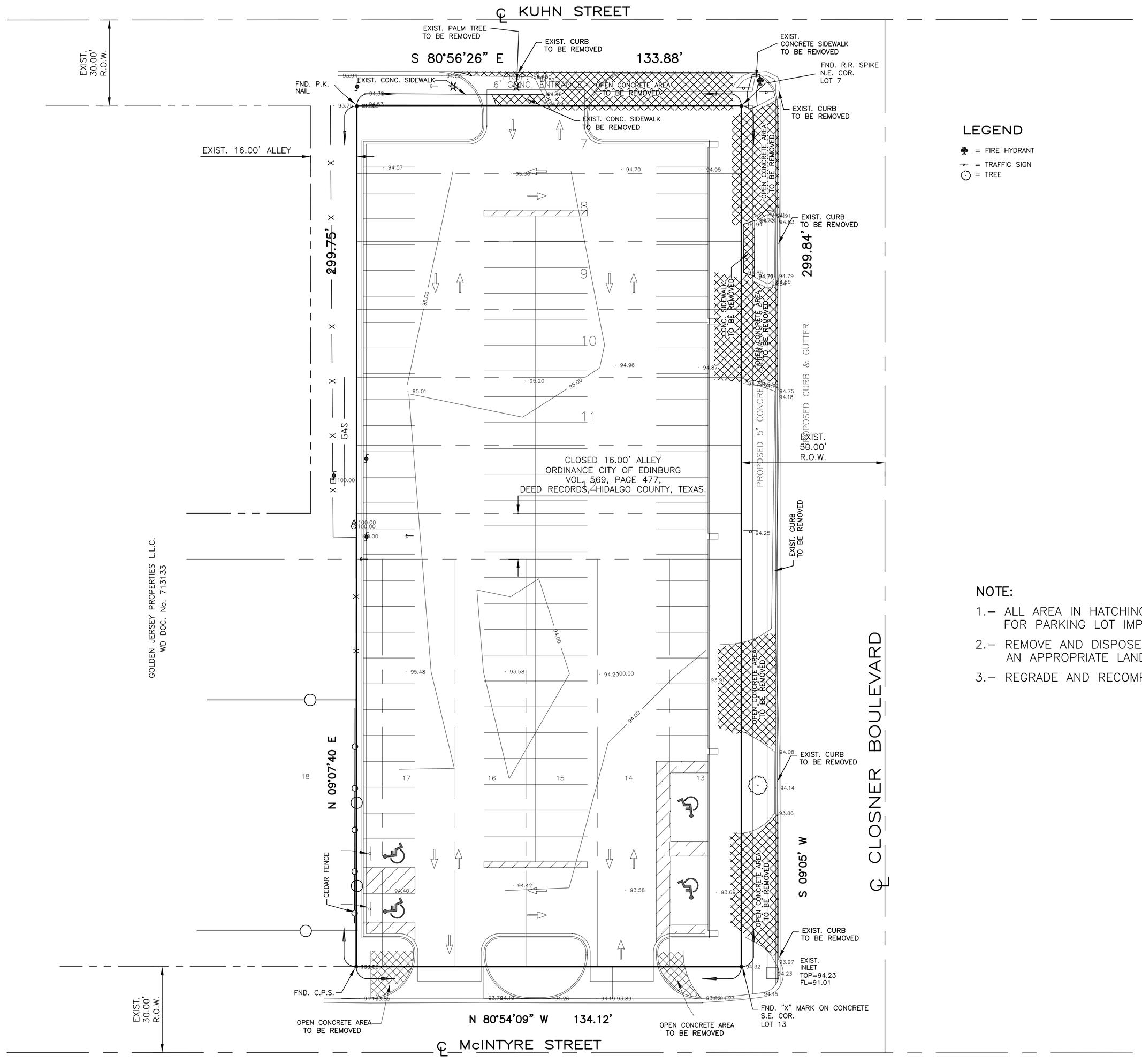
7.– STABILIZED CONSTRUCTION EXIT SHALL BE MAINTAINED FREE OF SEDIMENT FOR THE DURATION OF THE PROJECT.

PLAN VIEW



PROFILE





LEGEND

♣ = FIRE HYDRANT
⊣ = TRAFFIC SIGN
○ = TREE

N

SCALE: 1"= 20'

NOTE:

1.– ALL AREA IN HATCHING TO BE CLEARED FOR PARKING LOT IMPROVEMENTS
2.– REMOVE AND DISPOSED OF ALL MATERIALS TO AN APPROPRIATE LAND FILL
3.– REGRADE AND RECOMPACT AREA TO REQUIRED DENSITY.

JOB NO. 4-10-2000
DATE
REVISION
SCALE 1"=20'
DRAWN BY
SHEET

PRECINCT No. 4
PROPOSED PARKING LOT
FOR HIDALGO Co, EDINBURG TX.
DEMOLISHING LAYOUT

STATE OF TEXAS · REGISTERED · JOSEPH A. QUINTANILLA · 95534 · LICENSED PROFESSIONAL ENGINEER

QUINTANILLA, HEADLEY AND ASSOCIATES, INC.
CONSULTING ENGINEERS · LAND SURVEYORS
124 E. STUBBS ST.
EDINBURG, TEXAS 78539
PHONE 956-381-6480
FAX 956-381-0527

F:DATA\PROJECTS\HIDAGO COUNTY\EDINBURG\McTYRE & 281\DEMOLISHING

LANDSCAPE ORDINANCE CALCULATIONS

RAUL LONGORIA
REQUIRED 4' LANDSCAPE BUFFER REQUIRED ON ALL STREETYARDS
PROVIDE A MINIMUM OF 4' LANDSCAPE BUFFER
REQUIRED ONE (1) LARGE TREE FOR EVERY 400 SQ.FT. OF LANDSCAPE BUFFER
LANDSCAPE BUFFER 330 x 4' = 1600 SQ.FT.
TOTAL TREE REQUIRED – 4 TREES

TREES	VALUE
1 MESQUITE	1
2 LIVE OAKS	2
3 ROYAL POINCIANA	3
2 COCOS	1
3 MEXICAN FAN PALM	2
2 MED FAN PAMS 3/1	1

TREES PROVIDED – 13

LANDSCAPE NOTES:

1. CONTRACTOR SHALL BE RESPONSIBLE FOR BECOMING FAMILIAR WITH ALL UNDERGROUND UTILITIES, PIPES AND LINE RUNS. CONTRACTOR SHALL LOCATE AND ESTABLISH ALL EXISTING UTILITIES IN THE CONSTRUCTION AREA BEFORE ANY EXCAVATION SHALL OCCUR.

2. CONTRACTOR SHALL VISIT THE SITE TO EXAMINE THE CONDITIONS, AS THEY EXIST. DETERMINE THE NATURE OF THE MATERIALS TO BE USED, AND ALL OTHER PERTINENT INFORMATION TO THE WORK.

3. LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COORDINATION WITH SUBCONTRACTORS AS REQUIRED TO ACCOMPLISH ALL LANDSCAPE OPERATIONS.

4. BACK FILL MATERIALS FOR ALL 'PLANT PIT' SHRUBS AND TREES SHALL BE 2/3 NEW–COMPOSTED TOPSOIL, AND 1/3 PEAT/HUMUS. PLACE 'AGRIFORM' TABLETS OR APPROVED EQUAL IN ALL BACK FILL MIX.

5. 'PLANT PIT' ITEMS. PIT SIZE AS FOLLOWS: 3/5 GALLON 8" WIDER THAN & 4" DEEPER, TREES SHALL BE 12" WIDER AND PLACED ON FIRM SOIL.

6. STAKE AND GUY ALL TREES AND RELOCATED PALMS WITH (3) 8' 'T' POST, 12 GAUGE WIRE, 3/4" FLOURECENT PAINTED HOSE AND FLAG GUY WIRES WITH A 10" WHITE FLAGGING TAPE OR WOODEN BRACE. SEE STACKING DETAIL.

7. EDGING TO BE A STEEL EDGE. ALL BEDS THAT CONTACT TURF SHALL HAVE EDGING. EDGING TO BE 4" X 1/8" AND COLOR TO BE GREEN. INSTALL AS PER MANUFACTURER'S RECOMMENDATION.

8. SOLID SOD TO BE BERMUDA GRASS. ROLL AND FERTILIZE ALL NEW SOD. CONTRACTOR SHALL SPRAY ALL SOD AREAS WITH 'ROUND UP' IF ANY VEGETATION EXIST. TILL ALL SOD AREAS TO A DEPTH OF 2". CONTRACTOR SHALL PROPERLY GRADE AND SPREAD TOPSOIL IF REQUIRED. FINISHED GRADE PRIOR TO SOD INSTALLATION SHALL BE 1" BELOW TOP OF CURB OR WALKS.

9. CONTRACTOR IS RESPONSIBLE FOR ALL "FINE & FINISHED" GRADING. ALL ROUGH AND SOIL WORK SHALL BE BY THE GENERAL CONTRACTOR. CONTRACTOR SHALL PROVIDE PROPER AND POSITIVE DRAINAGE IN ALL LAWNS AND PLANTING BEDS. COORDINATE ALL SOIL WORK WITH THE SITE CONTRACTOR FOR THE TOPSOIL INSTALLATION & REQUIREMENTS ASSOCIATED WITH SITE WORK.

10. TOP–DRESS ALL BEDS AND TREES WITH 4" OF HARDWOOD MULCH. ON A WEED MAT FABRIC.

11. WARRANTY ON ALL TREES AND SHRUBS SHALL BE FOR ONE YEAR AFTER FINAL ACCEPTANCE.

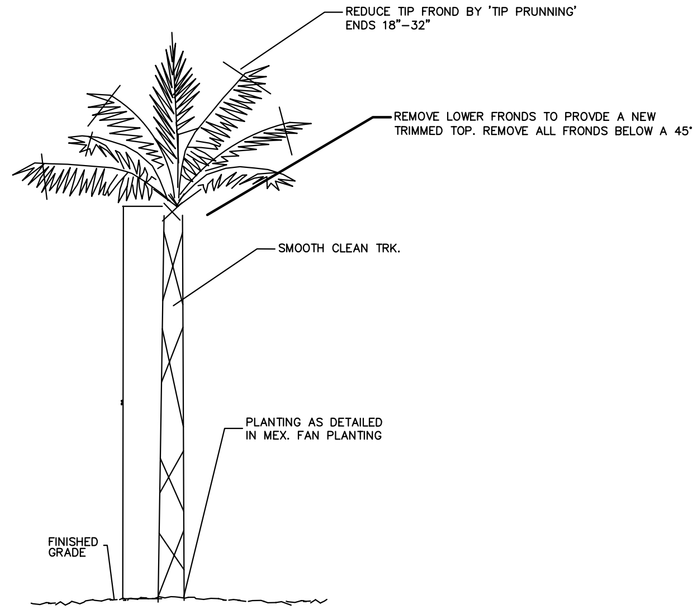
12. CONTRACTOR SHALL SUBMIT MAINTENANCE INSTRUCTIONS RECOMMENDING PROCEDURES TO BE ESTABLISHED BY OWNER FOR MAINTENANCE OF LANDSCAPING DURING AN ENTIRE YEAR. MAINTENANCE INCLUDES BUT IS NOT LIMITED TO: WEED CONTROL, FERTILIZING, TRIMMING, PRUNING, WATERING, EDGING, AND MOWING. A TYPEWRITTEN MAINTENANCE PROGRAM/SCHEDULE TO BE SUBMITTED TO OWNER AT FINAL ACCEPTANCE.

13. TOPSOIL SCHEDULE TO BE 4" FOR LAWN AND 12" FOR PLANTING BEDS. (TOPSOIL & PLANTING MIX COMBINATION).

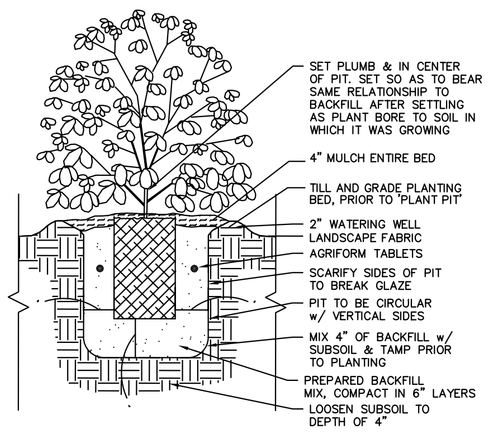
NAME	SIZE	COMMENTS
Mexican Fan Palm Washingtonia robusta/filifera	8' Trunk Feet	Heavy Butted, Tight Husk large root balls (24"x30" min) Trk. butt size 18"dia. @ rootball
Petite Oleander Nerium oleander 'Petite'	5 Gallon 'Carnival'	24" ht., 18" sprd., bushy, blooms
Esperanza Tecoma stans	5 Gallon	Rooted, 30" ht., full blooms
Hibiscus Hibiscus rosa–sinensis	5 Gallon 'Brilliant'	30" ht., Bushy Blooms not leggy
Dwarf Katy's Ruellia Ruellia brittoniana	1 Gallon	Rooted, 6" sprd., full pots, blooms purple
Wax Ligustrum Ligustrum japonicrum	5 Gallon	30" ht., rooted, 18" sprd., not leggy
Natal Plum Carissa grandiflora	1 Gallon 'Boxwood Beauty'	Rooted, Compact Growth, Good Color, 10" Sprd
Chinese Fan Palm Livistonia chinesis	4' Trk.Ft.	Grade 'A' Matching Freshly Dug.
Live Oak Tree Quercus virginiana	65 Gallon	2.5" Caliper 9'–10' Ht., 5' Sprd
Mesquite Tree Prospis glandulosa	3 1/2" Caliper	Sgl. Trk., Freshly Dug 10–12' HT., 4–5' Sprd.
Royal Poinciana Delonix regia	65 Gallon	3" Caliper, 10–12' HT., Matching, Specimen
Sago Palm Cycas revoluta	15 Gallon	20 Specimen Fronds 3" Trk.
Cocos Palm Aaecastrum Romanzoffianum	8' Trk.Ft.	Clean Trunk, Freshly Dug, Specimen
Bougainvillea Bougainvillea 'Barbara'	3 Gallon 'Barbara Karst'	Bushy 18" Sprd., Blooms
Mediterranean Fan Palm Chamaerops humius	25 Gallon	4'–5', Multi–pups 30 Specimen Fronds
Texas Sabal Sabal texana	5 Trk.Ft.	Freshly Dug Oversized rootball, Tight Husk
Indian Hawthorn Raphiolepis indica	5 Gallon 'Snow White'	18" Ht. & Sprd., Not Leggy

PLANT SPACING LEGEND

BOUGAINVILLEA	7' APART	WAX LIGUSTRUM	3 1/2' O.C.
NATAL PLUM	18" O.C.B.W.	PETITE OLEANDER	3 1/2' O.C.
DWF KATY'S RUELLIA	24" O.C.B.W.	HIBISCUS	3 1/2–4' O.C.
ESPERANZA	4 1/2' O.C.	INDIAN HAWTHORN	32" O.C.

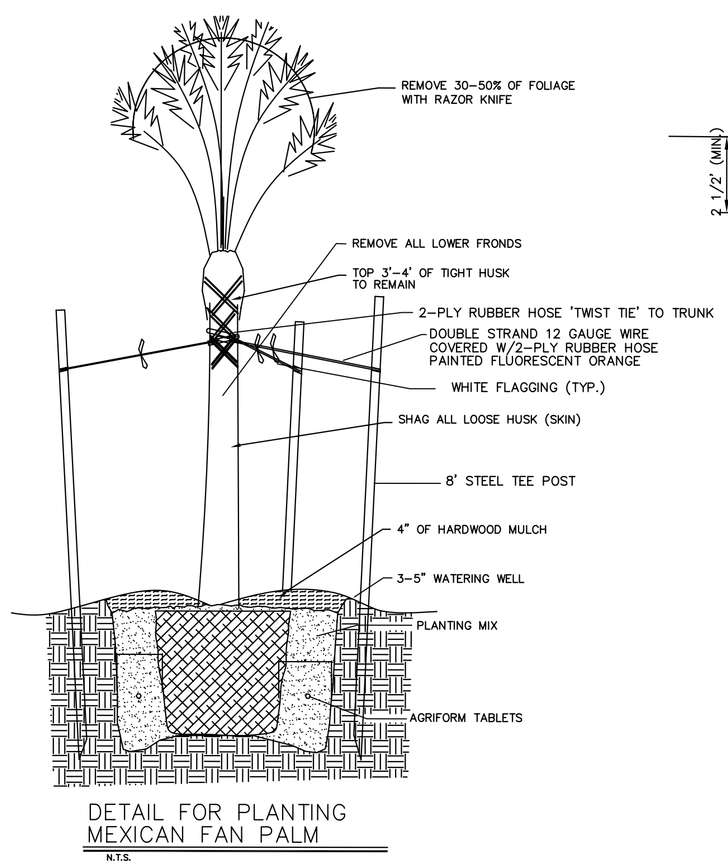


TRIMMING AND MEASURING OF COCOS PALM TREES
N.T.S.

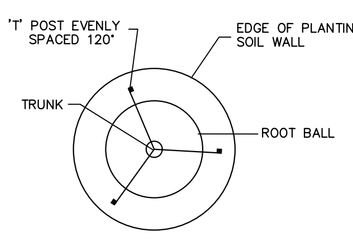


'PLANT PIT'
* PETITE OLEANDER
* ESPERANZA
* WAX LIGUSTRUM
* HIBISCUS
* BOUGAINVILLEA
* INDIAN HAWTHORN

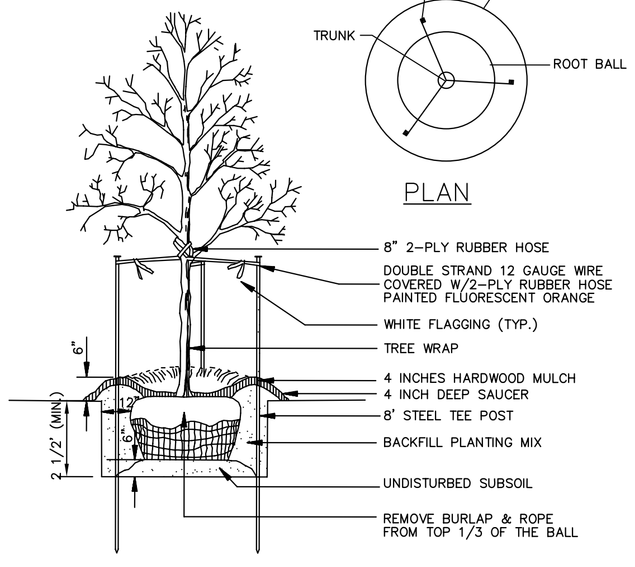
SHRUB PLANTING FOR 3/5 GALLON – 'PLANT PIT'
N.T.S.



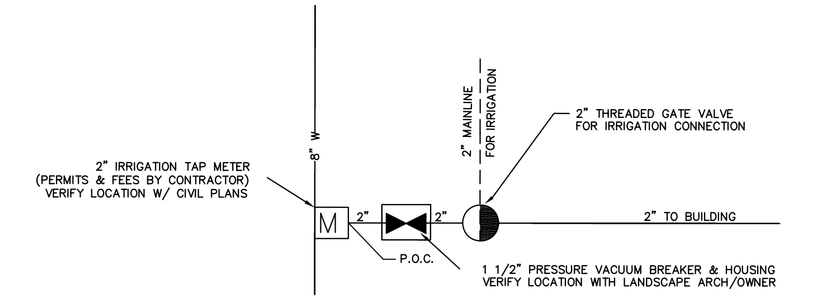
DETAIL FOR PLANTING MEXICAN FAN PALM
N.T.S.



PLAN



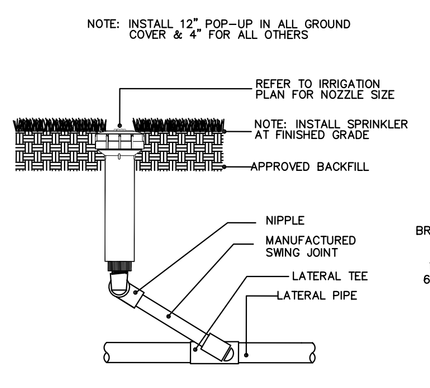
TREE PLANTING DETAIL
N.T.S.



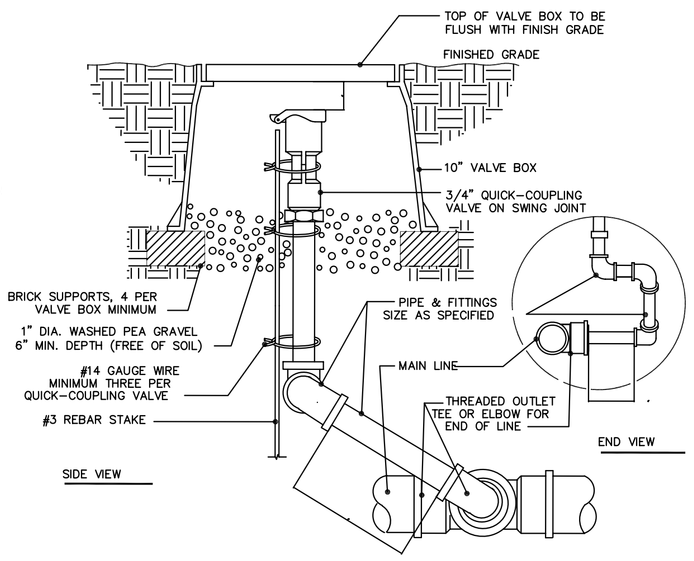
P.O.C. – IRRIGATION SCHEMATIC FOR WATER SOURCE
N.T.S.

IRRIGATION NOTES :

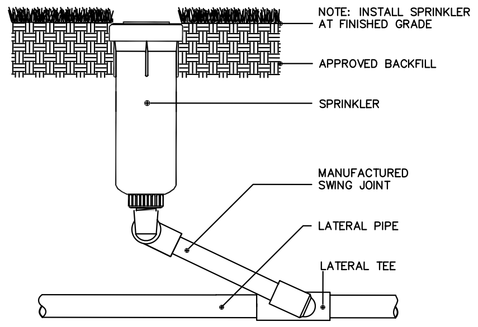
1. CONTRACTOR SHALL CONFORM TO ALL CODES & ORDINANCES RELEVANT TO THE WORK UNDER THIS CONTRACT.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL LABOR & MATERIALS NECESSARY TO FULLY EXECUTE & GUARANTEE THE WORK ENTAILED IN THESE CONTRACT DOCUMENTS.
3. THE AUTOMATIC CONTROL CLOCK IS SCHEMATICALLY INDICATED ON THE PLAN, FINAL LOCATION WILL BE DETERMINED BY PROJECT MANAGER/OWNER. COORDINATE POWER w/ G.C.
4. CONTRACTOR SHALL ADJUST THE ARC & RADIUS OF EACH HEAD TO MINIMIZE "OVERFLOW" & "DRY SPOTS".
5. IRRIGATION METER IS A 2". CONTRACTOR IS RESPONSIBLE FOR CITY TAP & METER FEES. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND PAYMENT OF APPLICABLE PERMITS OR FEES. ALL THE NECESSARY CONNECTIONS & FITTINGS "DOWNSTREAM" OF P.O.C. SHALL BE SUPPLIED & INSTALLED BY THE CONTRACTOR. VERIFY ACTUAL LOCATION w/ CITY/ CIVIL PLANS.
6. IRRIGATION SYSTEM LAYOUT IS DIAGRAMMATIC, EXACT LOCATIONS OF PIPING, SPRINKLER HEADS, VALVES & OTHER COMPONENTS SHALL BE ESTABLISHED BY CONTRACTOR AND SUBCONTRACTOR IN THE FIELD AT TIME OF INSTALLATION AND APPROVED BY THE OWNER/ARCHITECT.
7. ALL VALVES SHALL BE PLACED IN VALVE BOXES w/ MIN. OF 3" OF GRAVEL FOR DRAINAGE.
8. ACCURATE AS–BUILT SHOWING AS A MIN., VALVE LOCATION, WIRE RUNS & SLEEVE LOCATIONS, WILL BE REQUIRED ALONG w/ ALL PRODUCT INFORMATION & OPERATION'S MANUALS AT PROJECT CLOSE OUT.
9. PROVIDE OWNER WITH (3) SWIVEL & KEY FOR QUICK COUPLER CONNECTION.
10. ALL UNDER PAVEMENT SLEEVES ARE TO BE COORDINATED WITH GENERAL CONTRACTOR SLEEVES TO BE 2" & 4" SCHEDULE 40 PVC.
11. THE ENTIRE IRRIGATION SYSTEM SHALL BE UNCONDITIONALLY GUARANTEED BY THE CONTRACTOR AS TO MATERIAL AND WORKMANSHIP, INCLUDING SETTLING OF BACK FILLED AREAS BELOW GRADE FOR A PERIOD OF ONE (1) YEAR FOLLOWING THE DATE OF FINAL ACCEPTANCE OF WORK. CONTRACTOR HEREBY AGREES TO REPAIR OR REPLACE ANY SUCH DEFECTS OCCURRING WITHIN THAT YEAR AT CONTRACTORS EXPENSE.
12. USE 12" POP–UP SPRAY HEADS OF ALL GROUND COVER AND 4' POP–UP SPRAY HEADS FOR ALL OTHER.
13. IRRIGATION SYSTEM WAS DESIGNED WITH A MINIMUM STATIC PRESSURE OF 41 PSI AT THE P.O.C. INSTALLER SHALL VERIFY PRESSURE PRIOR TO ANY INSTALLATION. IF ANY DISCREPANCY EXIST NOTIFY THE LANDSCAPE ARCHITECT.
14. IRRIGATION OUTSIDE THE PROPERTY LINE SHALL HAVE ALL GOVERNMENT ENTITIES (CITY,COUNTY, AND TX. DOT.) APPROVED ALL WORK PRIOR TO ANY INSTALLATION. SUBMIT PROOF OF APPROVAL TO PROJECT MANAGER.
15. HOUSE PRESSURE VACUUM BREAKER IN A HOT BOX (VALVE COVER VC2T) CONTRACTOR TO VERIFY SIZE TO ACCOMMODATE 1 1/2" PRESSURE VACUUM BREAKER
16. INSTALL SWING JOINTS ON ALL SPRAY & ROTOR HEADS.



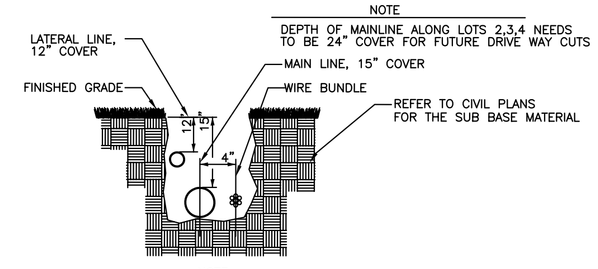
SPRAY HEAD DETAIL
N.T.S.



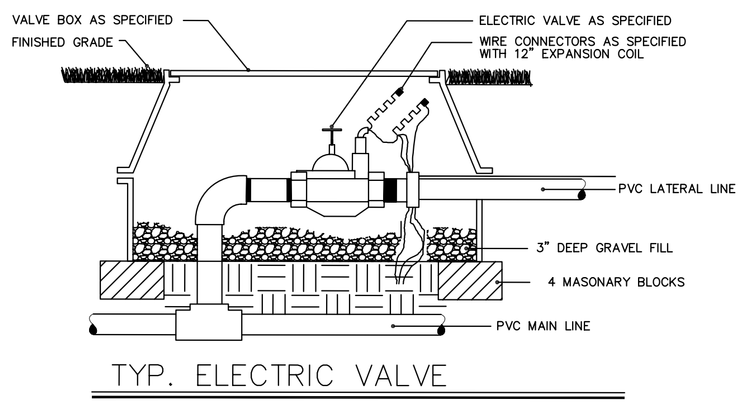
QUICK COUPLING VALVE
N.T.S.



PGP & PGJ ROTARY HEAD DETAIL
N.T.S.



PIPE IN TRENCH DETAIL
N.T.S.



TYP. ELECTRIC VALVE
N.T.S.

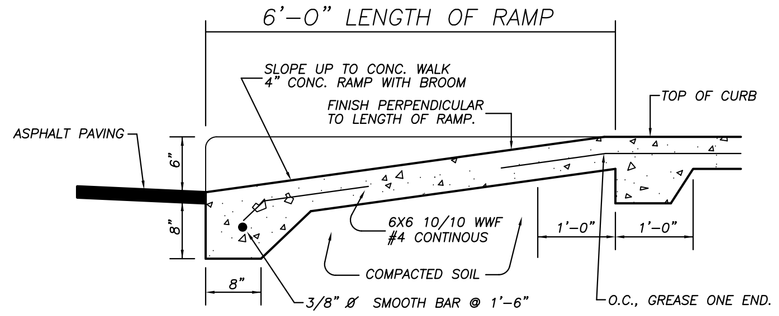
FILENAME : F:\DATA\SUBD\EDINBURG\HUTTO SUBDIVISION 6\PAVING			
DATE PREPARED	PREPARED BY	CHECKED BY	APPROVED BY
JUNE 11, 2007	LUPE		
DATE REVISED	REVISED BY	CHECKED BY	APPROVED BY

JOB NO.
DATE JUNE 11, 2007
REVISION
SCALE 1" = 20'
DRAWN BY LUPE
SHEET 3 OF 8

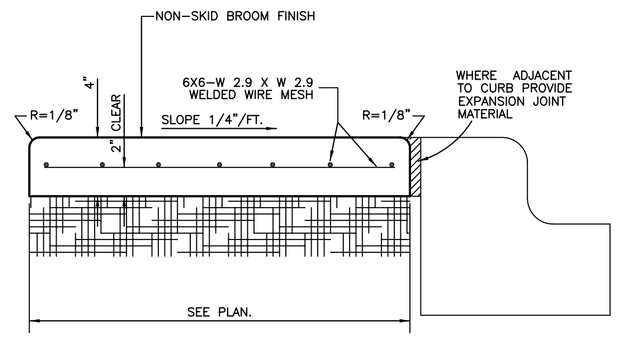
CITY OF EDINBURG
PARKING LOT PROJECT
LANDSCAPE PLAN

STATE OF TEXAS · LICENSED PROFESSIONAL ENGINEER · 95534 · JOSEPH E. QUINTANILLA · 5-31-08

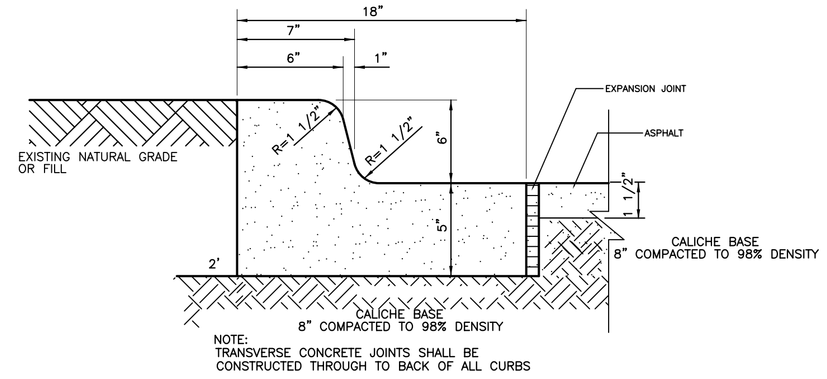
QUINTANILLA, HEADLEY AND ASSOCIATES, INC.
CONSULTING ENGINEERS · LAND SURVEYORS
124 E. STUBBS ST.
EDINBURG, TEXAS 78539
PHONE 956–381–6480
FAX 956–381–0527



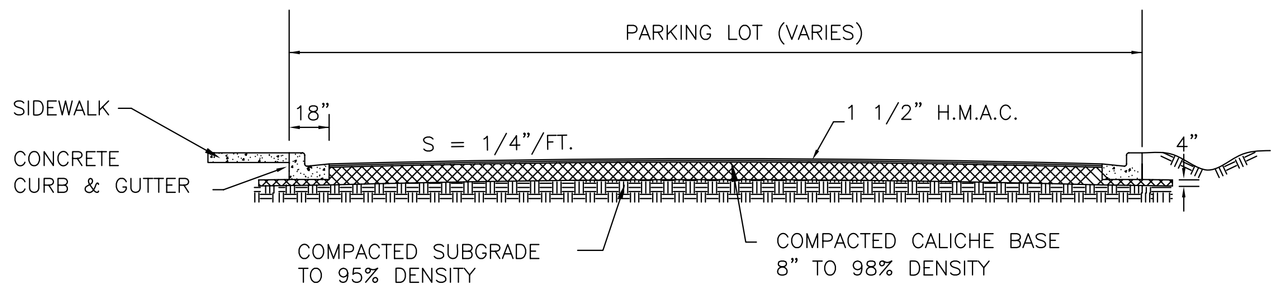
ADA RAMP
RAMP SECTION
N.T.S.



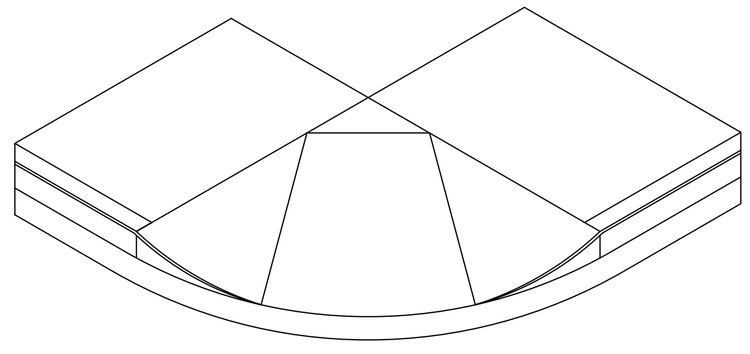
STD. SIDEWALK DETAILS



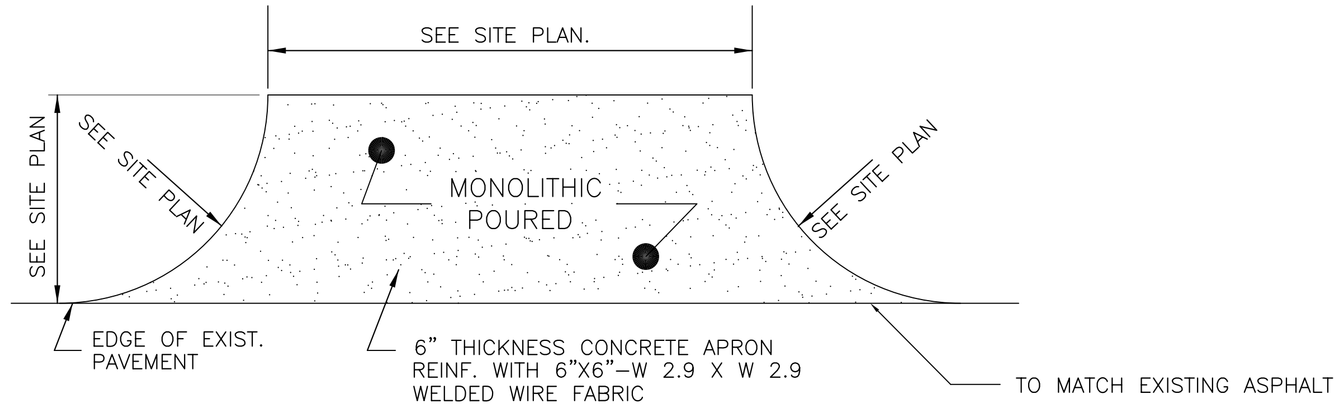
INTEGRAL CURB & GUTTER



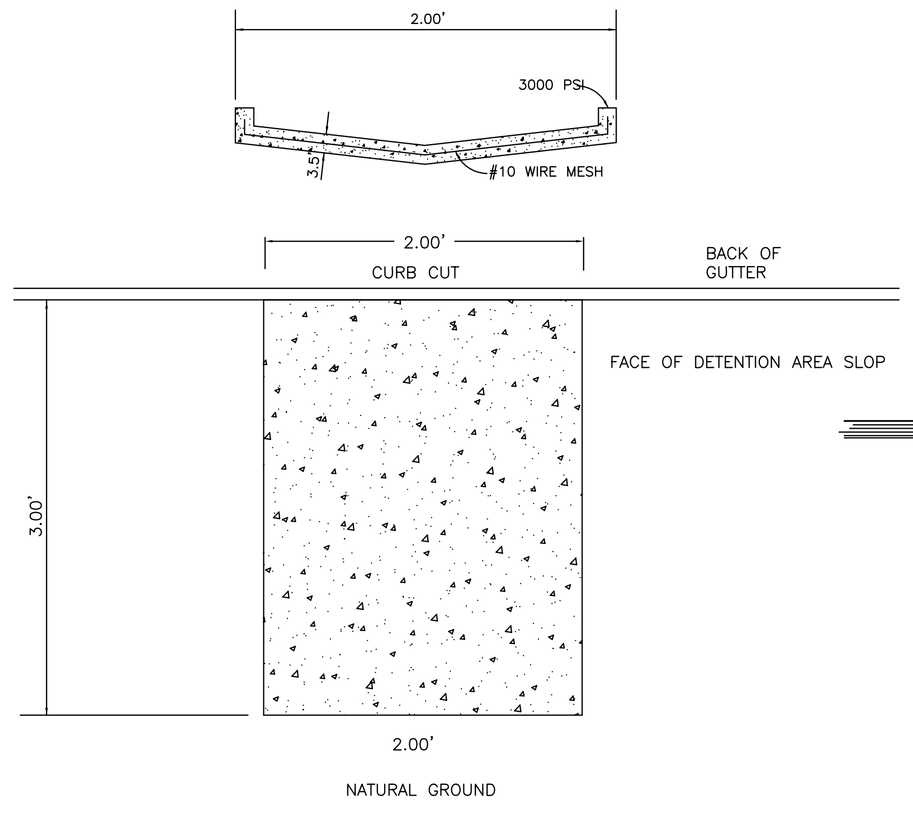
PARKING LOT SECTION
N.T.S.



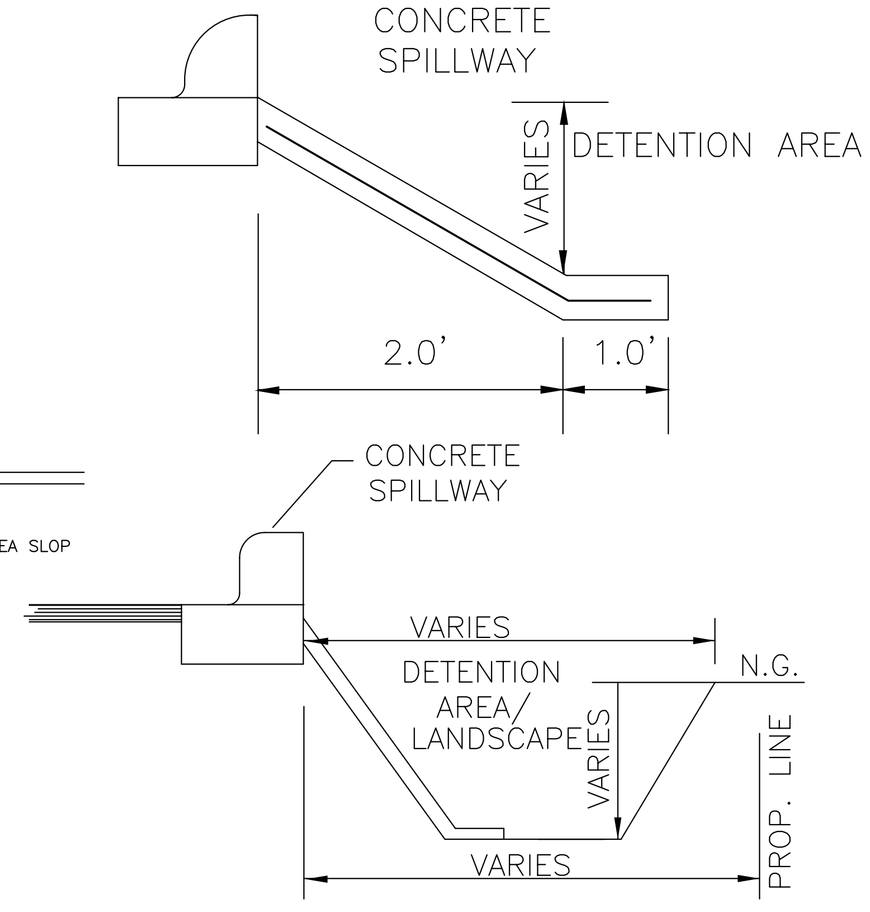
ADA RAMP
WHEELCHAIR CORNER RAMP



CONCRETE DRIVEWAY APRON



CONCRETE SPILLWAY
NOT TO SCALE



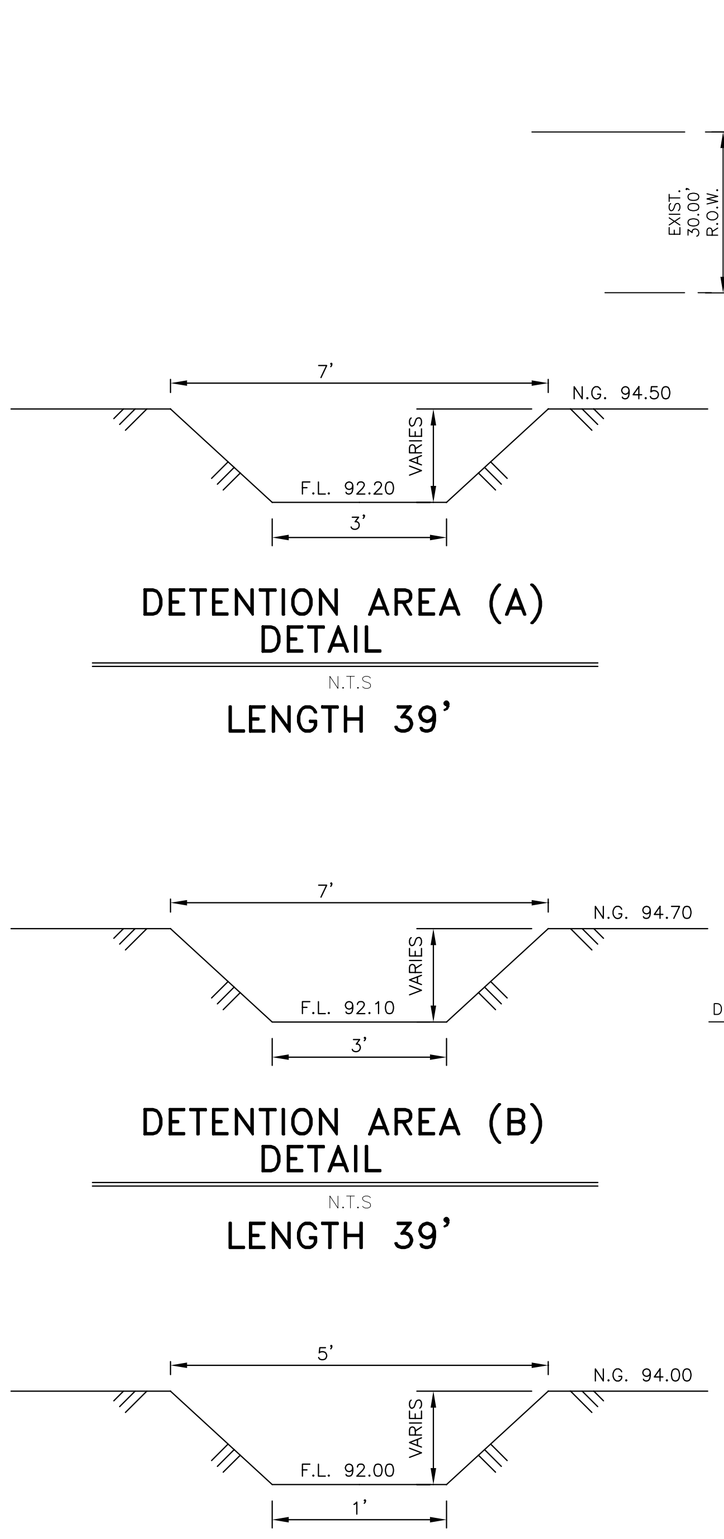
SPILLWAY PROFILE
N.T.S.

JOB NO.
DATE
REVISION
SCALE N.T.S.
DRAWN BY
SHEET

PRECINCT No. 4
PROPOSED PARKING LOT
FOR HIDALGO Co, EDINBURG TX.
DETAIL SHEET

STATE OF TEXAS
ALFONSO QUINTANILLA
95534
REGISTERED
PROFESSIONAL ENGINEER

QUINTANILLA, HEADLEY AND ASSOCIATES, INC.
CONSULTING ENGINEERS · LAND SURVEYORS
124 E. STUBBS ST.
EDINBURG, TEXAS 78539
PHONE 956-381-6480
FAX 956-381-0527



DETENTION AREA (A) DETAIL

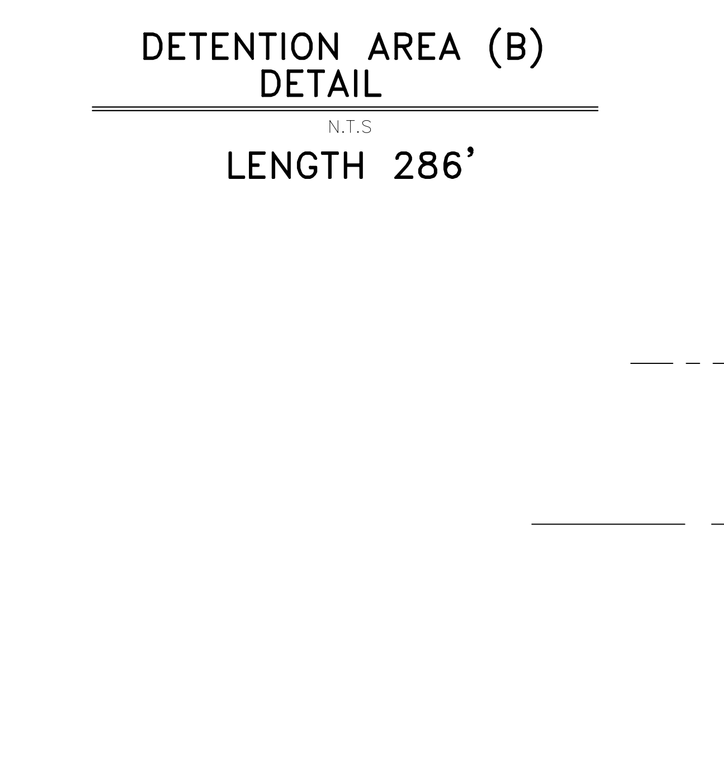
N.T.S

LENGTH 39'

DETENTION AREA (B) DETAIL

N.T.S

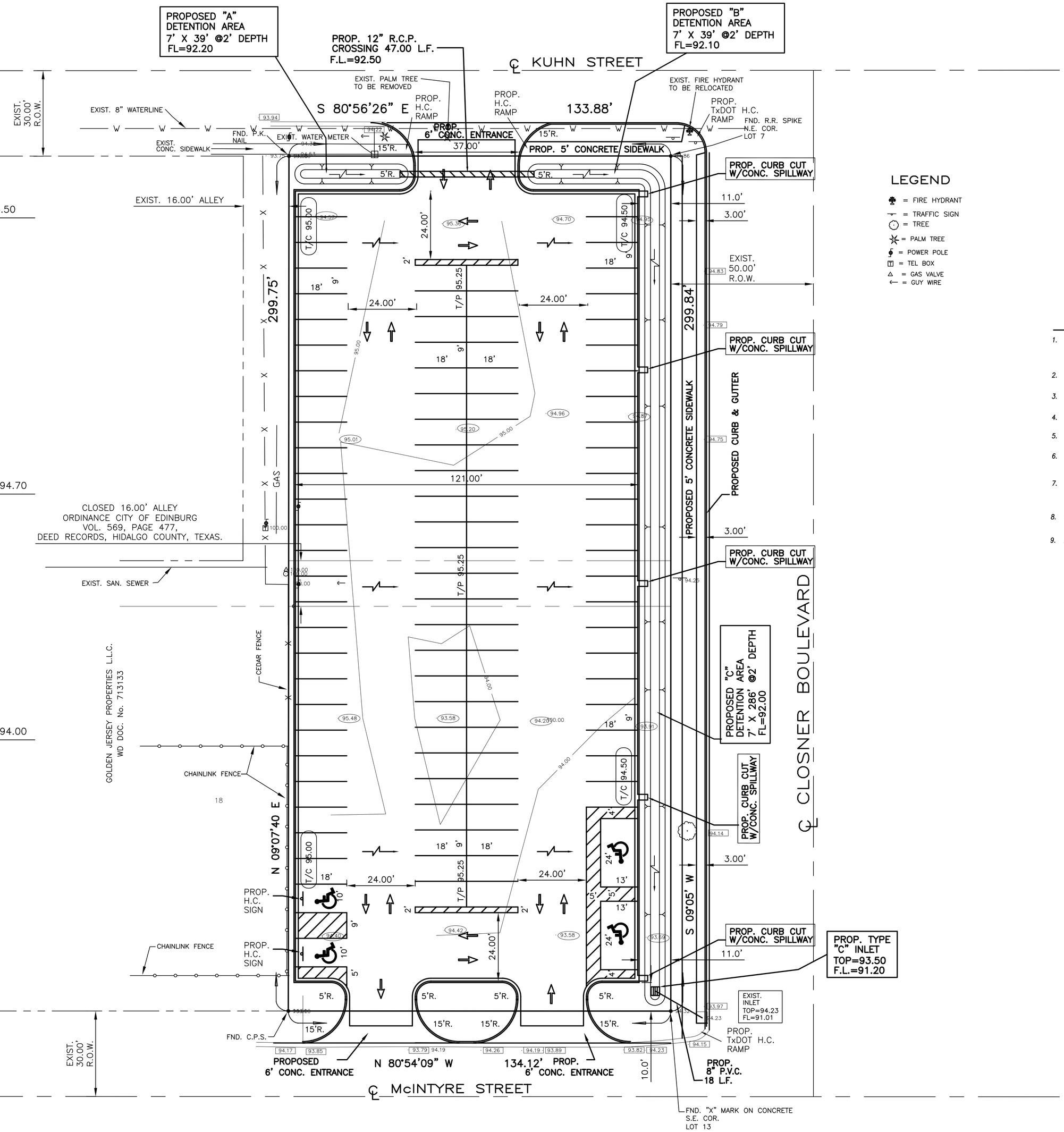
LENGTH 39'

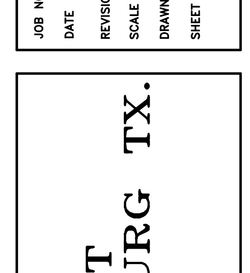


DETENTION AREA (B) DETAIL

N.T.S

LENGTH 286'





LEGEND

- ♣ = FIRE HYDRANT
- ⊣ = TRAFFIC SIGN
- ◯ = TREE
- ✳ = PALM TREE
- ϕ = POWER POLE
- ⊟ = TEL BOX
- △ = GAS VALVE
- ← = GUY WIRE

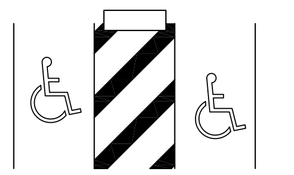
SITE GRADING NOTES

1. CONTRACTOR IS RESPONSIBLE FOR DEMOLITION OF EXISTING STRUCTURES INCLUDING REMOVAL OF ANY EXISING UTILITIES SERVING THE STRUCTURE. UTILITIES ARE TO BE REMOVED TO THE RIGHT-OF-WAY.
2. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT SIZE, NUMBER AND LOCATION OF BUILDING ROOF DRAINS.
3. THE EARTHWORK FOR ALL BUILDING FOUNDATIONS AND SLABS SHALL BE IN ACCORDANCE WITH ARCHITECTURAL BUILDING PLANS AND SPECS.
4. CONTRACTOR SHALL ADJUST AND/OR SAWCUT EXISTING PAVEMENT AS NECESSARY TO ASSURE A SMOOTH FIT AND CONTINOUS GRADE.
5. SEE SPECIFICATIONS FOR BACKFILLING AND COMPACTION REQUIREMENTS ON STORM SEWER TRENCHES.
6. ALL GRADED AREAS NOT PAVED SHALL RECEIVE FOUR INCHES OF TOPSOIL AND BE SEEDED AND PLANTED IN ACCORDANCE WITH LANDSCAPE PLAN AND THE SITEWORK SPECIFICATIONS.
7. ALL STORM SEWER MANHOLES IN PAVED AREAS SHALL BE FLUSH WITH PAVEMENT AND SHALL HAVE TRAFFIC BEARING LIDS. MANHOLES IN UNPAVED AREAS SHALL BE 6" ABOVE FINISHED GRADE. LIDS SHALL BE LABELED " STORM SEWER".
8. CONTRACTOR SHALL ASSURE POSITIVE DRAINAGE AWAY FROM BUILDINGS FOR ALL NATURAL AND PAVED AREAS.
9. NO HAZARDOUS MATERIALS WERE IDENTIFIED DURING PRELIMINARY SITE INVESTIGATIONS, ANY ITEMS FOUND SUSPECT DURING CONSTRUCTION SHOULD BE BROUGHT TO THE ATTENTION OF THE CONSTRUCTION MANAGER.

NOTE:

T/C 114.00	PROPOSED TOP OF CURB ELEVATION
T/P 114.00	PROPOSED TOP OF PAVEMENT ELEVATION
TC 114.00	EXIST. TOP OF CURB ELEVATION
114.00	EXIST. NATURAL GROUND ELEVATION
	PROPOSED FLOW

ADA SPEC.
PROP. HANDICAP RAMP



HANDICAP RAMP AND CURB CUT TO BE LOCATED AT TIME OF CONSTRUCTION

JOB NO.
DATE 4-10-2000
REVISION
SCALE 1"=20'
DRAWN BY
SHEET

PRECINCT No. 4
PROPOSED PARKING LOT
FOR HIDALGO Co, EDINBURG TX.
PAVING & DRAINAGE LAYOUT

STATE OF TEXAS ALFONSO QUINTANILLA 95534 LICENSED PROFESSIONAL ENGINEER

QUINTANILLA, HEADLEY AND ASSOCIATES, INC.
CONSULTING ENGINEERS · LAND SURVEYORS
124 E. STUBBS ST.
EDINBURG, TEXAS 78539
PHONE 956-381-6480
FAX 956-381-0527

F:DATA\PROJECTS\HIDAGO COUNTY\EDINBURG\McTYRE & 281\PARKING

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9. Payment Bond
10. Performance Bond
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12. Sales Tax
13. General Constuction Specifications
14. Wage Rages
15. Technical Specifications
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    b. Cast in Place Concrete
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Bid No: 2008-111A-07-02-MSS	Buyer: MOISES SALAZAR	Tel. No: (956) 318-2626 ext 4863

REQUEST FOR BIDS

HIDALGO COUNTY-
"PAVING IMPROVEMENTS (CURB-GUTTER- SIDEWALKS-GREEN AREAS) AT 201-217 N. CLOSNER, EDINBURG, TX"

BID OPENING DATE:

July 2, 2008

Contact Person:

Martha L. Salazar, CPPB,Purchasing Agent
Hidalgo County Purchasing Department
2812 S. Business Hwy 281 - Administration Building
Edinburg, Texas 78539

Form HCPD-03

INVITATION TO BIDDERS

The County of Hidalgo would like to invite you to submit a bid on the following bid information:

Bid #	**Bid Description**	**Opening Date:**
2008-111A-07-02-MSS	**Hidalgo County – Paving Improvements (Curb-Gutter-Sidewalks-Green Areas) at 201-217 N. Closner, Edinburg,TX"**	**July 2, 2008 @ 9:30 a.m.**

SEALED BIDS should be properly addressed and delivered to Martha L. Salazar, CPPB, Hidalgo County Purchasing Agent, Administration Building-2812 S. Business Hwy. 281, Edinburg, Texas 78539. One (1) original and Three (3) copies of all bids are required with bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: **Bid # 2008-111A-07-02-MSS-" Paving Improvements (Curb-Gutter- Sidewalks-Green Areas) at 201-217 N. Closner, Edinburg,TX" Bids will be accepted until, 9:30 A.M., on Wednesday, July 2, 2008** at which time they will be opened and read aloud in the Hidalgo County Purchasing Department Conference Room at 2812 S. Business Hwy 281, Administration Building, Edinburg, Texas. **NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY BID RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED UNOPENED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE IN REFERENCE TO BID NUMBER/PROJECT.**

Pre-Bid Conference will be held on Monday June 23RD , 2008 at 2:00 pm at the office of: Quintanilla,Headley and Associates, Inc. 124 E. Stubbs, Edinburg, Texas 78539

SPECIFICATIONS including drawings and technical specifications may be viewed and/or obtained at Quintanilla, Headley and Associates, Inc., 124 E. Stubbs Street, Edinburg, TX 78539. Copies of the above documents may be obtained at the office of the Engineer in accordance with the Instruction to Bidders upon the deposit of $100.00 for each set of documents.

Bid Security in the amount of 5% of the largest possible total of bids submitted must accompany each bid in accordance with the Instruction to Bidders. The surety must be a guaranteed or surety company acceptable to the Hidalgo County and listed in U. S. Treasury Circular No. 570.

THE COUNTY reserves the right to refuse and reject any/all bids and to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantageous to the County.

BY ORDER OF THE COMMISSIONERS' COURT OF THE COUNTY OF HIDALGO, TEXAS on this the 10TH day of June, 2008.

MARTHA L. SALAZAR, CPPB
HIDALGO COUNTY PURCHASING AGENT

REPORT ROAD HAZARDS @ 1-866-HCR-SAFE OR 1-866-427-7233

LEGAL NOTICE **BID NO: 2008-111A-07-02-MSS**

1. Sealed bids will be received for **"HIDALGO COUNTY –PAVING IMPROVMENTS(CURB-GUTTER-SIDEWALKS-GREEN AREAS AT 201-217 N. CLOSNER. EDINBURG,TX"-** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.

2. One (1) original and Three (3) copies of all bids are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: **"RFB No. 2008-111A-07-02-MSS- HIDALGO COUNTY –PAVING IMPROVMENTS(CURB-GUTTER-SIDEWALKS-GREEN AREAS AT 201-217 N. CLOSNER. EDINBURG,TX"-** and at County's Purchasing Department,with a physical address: 2802 S. Business 281 and mailing address: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas, **on or before 9:30 a.m., WEDNESDAY, JULY 2, 2008. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO "RFB No. 2008-111A-07-02-MSS- HIDALGO COUNTY –PAVING IMPROVMENTS(CURB-GUTTER-SIDEWALKS-GREEN AREAS AT 201-217 N. CLOSNER. EDINBURG,TX " .**

   Hidalgo County reserves the right to refuse and reject any/all RFB and to waive any/all formalities or technicalities, or to accept the RFB considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."

4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item(s) to perform as specified, or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.

5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.

7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.

9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.

10. County reserves the right to accept or reject any or all bids.

11. Costs are to be net F.O.B., County Prepaid.

12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.

13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy o their Federal ID Number Certificate.

15. DELIVERY INSTRUCTIONS:

- No deliveries accepted after 3:00 P.M., Monday-Friday.

- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.

- If you need additional information call the office listed below:

  Hidalgo County Purchasing Department
  Martha L. Salazar, Purchasing Agent
  (956) 318-2626

16. BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
  a). Name and address of successful bidder
  b). Name and address of receiving department or official
  c). Purchase Order Number (if any)

d). Notation - **" HIDALGO COUNTY –PAVING IMPROVEMENTS (CURB-GUTTER-SIDEWALKS-GREEN AREAS)AT 201-217 N. CLOSNER. EDINBURG,TX"** Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

. Discount payments will be considered when offered.

. Contact person for Billing and Payment questions:

Hidalgo County Auditor's Office
2808 S. Buisness Hwy 281
Edinburg, TX 78539
(956) 318-2511

17. Schedule of Events

Bid Opening, 9:30 AM	**July 2 ,2008**
Award of Contract	_____ , 2008
Commence Work or Deliver Products	_____, 2008

18. Bid or Performance Bond and Debarment Certification; Payment Under Contract:

A. If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR Part 76.

B. Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds $50,000.

C. . If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.

. . If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars ($25,000.00), as required by Tex. Govt. Code Ch. 2253.

For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

19. Ethical Standards:

. . It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.

. . It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

. . No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20.Disclosure of Conflict of Interest

. . Effective January 1, 2006, Chapter 176 of the Texas Local Government
. Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person, consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

- Please Submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse
- **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

22. Bids, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

23. Minimum Standards For Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the bid;
- Be able to comply with the required or proposed delivery schedule;
- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

25. 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 thirty day's written notice prior to cancellation.

26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the specifications.

27. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgement with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful bidder.

28. Successful bidder shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

29. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.

30. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Bid
for
HIDALGO COUNTY
"HIDALGO COUNTY –PAVING IMPROVEMENTS(CURB-GUTTER-SIDEWALKS-GREEN AREAS) AT 201-217 N. CLOSNER. EDINBURG,TX "
BID NO.: 2008-111A-07-02-MSS

To: Martha L. Salazar, CPPB, Purchasing Agent
Physical Address: 2802 S. Business Hwy. 281-New Administration Building
Mailing/postal Address: 2802 S. Business Hwy 281
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

Certification
Regarding Debarment, Suspension and Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, 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, 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 for cause or default.

Signature:_____
Print Name:_____
Title:_____
Telephone Number:_____
Date:_____

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

Form **W-9**
(Rev. January 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

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ► ..... ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

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
			–					

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 ► Date ►

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.

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.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

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.*

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.

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government 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 violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person doing business with local governmental entity.**

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 September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.**

4 **Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.**

Amended 01/13/2006

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ
Page 2

For vendor or other person doing business with local governmental entity

5 **Name of local government officer with whom filer has affilitation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. 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 from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is no: from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each affiliation or business relationship.

6 **Describe any other affiliation or business relationship that might cause a conflict of interest.**

7

_____ _____

Signature of person doing business with the governmental entity Date

Amended 01/13/2006

EXHIBIT "C"

Insurance Requirements

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 Dollars ($500,000.00) Comprehensive General Liability insuarence policy providing additional coverage to all underlying liabilities of County.

2. Automobile liability insurance policy with limits of the least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500.000.00) per occurance. Coverage should include injury to or death of persons and property damages 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,_____ , authorized representative for ,_____,
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; (*An insurance certificate for the required insurance limits shall be provided to the Purchasing Department Contracts Manager in order to qualify for award of bid and to execute a contract between our Company and the County.)

☐ will acquire additional amount needed to meet the County's requirements within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: $_____General Liability: $_____

(*An insurance certificate for the required insurance limits shall be provided to the Purchasing Department Contracts Manager in order to qualify for award of bid and to execute a contract between our Company and the County.**) OR**

✓ have already been met, see attached copy of insurance certificate.

_____ _____
Authorized Representative Date

Notice to Bidder: Failure to provide Certificates of Insurance Purchasing Department Contracts Manager will cause the bid award to be rescinded and then awarded to next lowest bidder. Certificates of Insurance will be monitored/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,_____ , possess all of the **APPLICABLE**:

1. Licenses: _____
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 <u>must be presented</u> 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.**

_____ _____

Authorized Signature Date

_____

Company

_____

Address

_____

City, State, Zip

BID BOND

KNOWN ALL MEN BY THESE PRESENTS, that we, the undersigned, _____.

_____

_____ as Principal

_____and

_____ as Surety, are hereby

held and firmly bound unto _____

_____ as Owner in the penal sum of _____

_____for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors an assigns.

Signed, this _____ day of _____, _____.

The condition of the above obligation is such that whereas the Principal has submitted to _____ a certain Bid, attached hereto and hereby made a part hereof to enter a contract in writing, for the _____

_____

_____

_____

NOW THEREFORE,

(a) If said Bid shall be rejected, or in the alternate,
(b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (property completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid.

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,

exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said surety does hereby waive notice of any extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporation have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

_____

_____ (L.S.)
Principal

_____
Surety

SEAL By: _____

CONTRACT
CONSTRUCTION

This Agreement, entered into this ____ day of _____, **2008** by and between **Hidalgo County** (hereinafter called the "OWNER", acting herein through its **County Judge, Juan D. Salinas, III**, and _____ , (a corporation) of _____, Texas, County of Hidalgo, and State of Texas, hereinafter called "CONTRACTOR".

WITNESSETH

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction described as follows:

Hidalgo County: "HIDALGO COUNTY –PAVING IMPROVMENTS(CURB-GUTTER-SIDEWALKS-GREEN AREAS AT 201-217 N. CLOSNER. EDINBURG,TX"

hereinafter called the project, for the sum of **(** **)** _____ and all extra work in connection therewith, under the terms as stated in the General and Special Conditions of the Contract; and at his (its or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Proposal, the General Conditions, Supplemental General Conditions and Special Conditions of the contract, the plans, which include all maps, plats, blue prints, and other drawings and printed or written explanatory matter thereof, the specifications and contract documents therefore as prepared by **Quintanilla, Headley and Associates, Inc.,** entitled the Architect/Engineer, and as enumerated in Paragraph 1 of the Supplemental General Conditions, all of which are made a part hereof and collectively evidence and constitute the contract.

The CONTRACTOR hereby agrees to commence work under this contract on or after a date to be specified in a written "Notice to Proceed" of the OWNER and to fully complete the project within **150** consecutive calendar days thereafter. The CONTRACTOR further agrees to pay, as liquidated damages, the sum of **$ 250.00** for each consecutive calendar day thereafter as hereinafter provided in Paragraph 19 of the General Conditions.

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in the General Conditions of the contract, and to make payments on account thereof as provided in Paragraph 25, "Payments to Contractor", of the General Conditions.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in four (4) counterparts, each of which shall be deemed an original, in year and day first above mentioned.

Contractor: _____
[Signature]

Name of Firm: _____

Address: _____

Fed. I.D. #/S.S. #: _____

STATE OF TEXAS §

COUNTY OF HIDALGO§

This instrument was acknowledged before me on this the_____ day of _____, 2008,

by _____ of and on behalf of _____
(Title) (a corporation)

_____
Notary Public - Signature

ATTEST:

_____
Arturo Guajardo, Jr.
County Clerk

COUNTY OF HIDALGO

_____
Juan D. Salinas, III
County Judge

Approved as to Form:
Atlas & Hall, L.L.P.

By: _____

PROPOSAL

To: County of Hidalgo
2802 S.Business Hwy 281
Edinburg, Texas

Project: HIDALGO COUNTY –PAVING IMPROVMENTS(CURB-GUTTER-SIDEWALKS-GREEN AREAS AT 201-217 N. CLOSNER. EDINBURG,TX
Bid No. 2008-111A-07-02-MSS

Pursuant to Advertisement for Bids and Notice to Bidders, the undersigned bidder hereby proposes to furnish the plant, materials and equipment and to perform all the work for the described project in strict accordance with the plans, specifications, and addends. The Bidder binds himself upon acceptance of his proposal to execute a contract and bond according the accompanying forms, for performing and completing the said work within the time stated and maintaining same as required by the detailed specifications for the following prices, to wit;

Having become thorough familiar with the Contract Documents and the local conditions affecting the performance and cost of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby, proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents, all labor and materials, General Construction, Air Conditioning, Electrical and Plumbing for the following sum of money:

Item	Quantity	Unit	Description	Unit Cost	Total
I. Water Distribution System (City of Edinburg)					
1.	1	Ea.	Remove Exist Fire Hydrant	_____ ($ _____) Dollars & Cents	_____ ($ _____) Dollars & Cents
2.	1	Ea.	8” x 6” M. J. Tee	_____ ($ _____) Dollars & Cents	_____ ($ _____) Dollars & Cents
3.	1	Ea.	6” Valve and Box	_____ ($ _____) Dollars & Cents	_____ ($ _____) Dollars & Cents
4.	1	Ea.	Fire Hydrant	_____ ($ _____) Dollars & Cents	_____ ($ _____) Dollars & Cents

Total Water Distribution System Improvements: **$** _____

II. Drainage Improvements

1.	52	L.F.	12 R.C.P.	_____ ($ ____) Dollars & Cents	_____ ($ ____) Dollars & Cents
2.	20	L.F.	8" P.V.C.	_____ ($ ____) Dollars & Cents	_____ ($ ____) Dollars & Cents
3.	1	Ea.	Type "C" Inlet	_____ ($ ____) Dollars & Cents	_____ ($ ____) Dollars & Cents
4.	1.	Ea.	Tie Into Exist TxDot Inlet	_____ ($ ____) Dollars & Cents	_____ ($ ____) Dollars & Cents
5.	200	C.Y.	Swale Areas Excavation	_____ ($ ____) Dollars & Cents	_____ ($ ____) Dollars & Cents
6.	1.	L.S.	Erosion Control	_____ ($ ____) Dollars & Cents	_____ ($ ____) Dollars & Cents
7.	30	L.F.	Cut & Repair Asphalt	_____ ($ ____) Dollars & Cents	_____ ($ ____) Dollars & Cents
8.	2	E.A.	Concrete Headwalls	_____ ($ ____) Dollars & Cents	_____ ($ ____) Dollars & Cents

Total Drainage Improvements: **$** _____

III. Paving Improvements

1.	1,300	L.F.	Curb and Gutter	_____ ($ _____) Dollars & Cents	_____ ($ _____) Dollars & Cents
2.	200	L.F.	6.0' Valley Gutter	_____ ($ _____) Dollars & Cents	_____ ($ _____) Dollars & Cents
3.	5	Ea.	2.0' x 4.0' Concrete Spillways	_____ ($ _____) Dollars & Cents	_____ ($ _____) Dollars & Cents
4.	1	L.S.	Traffic Control	_____ ($ _____) Dollars & Cents	_____ ($ _____) Dollars & Cents

Total Paving Improvements: **$** _____

Total Bid: $ $ _____

_____

Total In Words

The undersigned bidder agrees to furnish all materials as shown and specified with the plans and specifications.

The undersigned bidder agrees to complete the base proposal and any accepted alternates as specified in **150** calendar days.

The Owner shall have the right to accept or reject any or all Alternate Bid amounts.

Enclosed with the Proposal is a Cashier's Check or Certified check for 5% Bond ($_____) Dollars, which it is agreed shall be collect and retained by the Owner as liquidated damages, in the event this proposal is accepted by the Owner within the number of days stated in advertisement for the reception of bids and the undersigned fails to execute the contract and the required bond with the Owner, under these conditions, hereof, said check or bonds shall be returned to the undersigned upon demand.

_____

Name of Firm

_____

Signature

_____

Address

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of Texas §
§
County of Hidalgo §

_____, being first duly sworn, deposes and days that:

(1) He is _____, of _____

_____, the Bidder that has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid:

(3) Such bid in genuine and is not a collusive or sham Bid:

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Owner or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed)_____

_____
(Title)

Subscribed and sworn to before me this ____
day of _____, 20_____.

_____

_____
(Title)

My Commission expires _____

BONDING AND INSURANCE REQUIREMENTS

a. A bid guarantee from each bidder equivalent to five percent of the bid price. The “Bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will upon, acceptance of his bid, execute such contractual documents as may be required within the time specified.

b. A performance bond on the part of the contractor for 100 percent of the contract price. A “Performance Bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.

c. A payment bond on the part of the contractor for 100 percent of the contract price. A “Payment Bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

PAYMENT BOND

A payment bond as described by Texas Government Code, Section 2253.021 (c) for the beneficiaries described by such sub section.

KNOW ALL MEN BY THESE PRESENTS, that _____

_____ (hereinafter called the Principal(s), as Principal(s), and

_____ hereinafter called the Surety(s),

as Surety(s), are held and firmly bound unto _____

_____ (hereinafter called the Oblige), in the amount of _____

_____ Dollars ($_____) for the payment whereof,

the said Payment and Surety bind themselves, and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Oblige, dated the ____ day of _____, 200__, for the _____

_____ which contract is hereby referred to and made a part hereof as fully and to the same extent as if copies at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall pay all claimants supplying labor and material to him or a subcontractor in the prosecution of the work provided for in said contract, then, this, obligation shall be void; otherwise to remain in full force and effect.

PAYMENT BOND CONTINUED:

IN WITNESS WHEREOF, this instrument is executed in four counter parts, each one of which shall be deemed an original, this the _____ day of _____, A.D., 200__

ATTEST:	PRINCIPAL
(Principal) Secretary (Seal)	Signature
Witness as to Principal	Print/Type Name
Address	Address
ATTEST:	Surety
(Surety) Secretary (Seal)	Attorney-in-Fact (Signature)
Witness as to Surety	Print/Type Name
Address	Address

Note: Date of Bond must be prior to date of Contract
(1) Correct Name of Contractor; (2) A Corporation, A Partnership or an individual, as case may be; (3) Correct Name of Surety; (4) Correct name of Owner; (5) County or Parish and State; (6) Owner; (7) if Contractor is Partnership, all partners should execute Bond.

PERFORMANCE BOND

A performance bond as described by Texas Government Code, Section 2253.021 (b) for the benefit of Hidalgo County Drainage District Number One

KNOW ALL MEN BY THESE PRESENTS, that _____

_____ (hereinafter called the Principal(s), as Principal(s), and

_____hereinafter call the Surety(s),

as Surety(s), are held and firmly bound unto _____

_____ (hereinafter called the Oblige), in the amount of _____

_____ Dollars ($_____) for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Oblige, dated the ___ day of _____, 200__, for the _____

_____ Which contract is hereby referred to and made a part hereof as fully and to the same extent as if copies at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall faithfully perform the work in accordance with the plans, specifications and contract documents, then this obligation shall be void; otherwise to remain in full force and effect.

PERFORMANCE BOND CONTINUED:

IN WITNESS WHEREOF, this instrument is executed in four counter parts, each one of which shall be deemed an original, this the _____ day of _____, A.D., 200_

ATTEST:	PRINCIPAL
(Principal) Secretary (Seal)	Signature
Witness as to Principal	Print/Type Name
Address	Address
ATTEST:	Surety
(Surety) Secretary (Seal)	Attorney-in-Fact (Signature)
Witness as to Surety	Print/Type Name
Address	Address

Note: Date of Bond must be prior to date of Contract
(1) Correct Name of Contractor; (2) A Corporation, A Partnership or an individual, as case may be; (3) Correct Name of Surety; (4) Correct name of Owner; (5) County or Parish and State; (6) Owner; (7) if Contractor is Partnership, all partners should execute Bond.

GENERAL CONDITIONS OF CONTRACT FOR ENGINEERING/ARCHITECTURAL CONSTRUCTION

SEC. 1 - DEFINITIONS

(a) The Contract Documents shall consist of Advertisement for Bids or Notice to contractors. Instructions to Bidders, Form of Bid or Proposal, the signed Agreement, the General and Special conditions of contract, the Drawings, and the Specifications, including all modifications thereof incorporated in any of the documents before the execution of Agreement.

(b) The Owner, the Contractor and the Engineer/Architect are those named as such in the Agreement. They are treated throughout the contract Documents as if each were of singular number and masculine gender.

(c) Wherever in this contract the word "Engineer"/"Architect" is used it shall be understood as referring to the Engineer/Architect of the Owner, acting personally or through assistants duly authorized in writing by the Engineer/Architect.

(d) Written notice shall be deemed to have been duly served if delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended, or to an authorized representative of such individual, firm, or corporation, or if delivered at or sent by registered mail to the last business address known to him who gives the notice, with a copy sent to the central office of the Contractor.

(e) The term "Subcontractor" shall mean anyone (other than the contractor) who furnishes at the site, under an Agreement with the contractor, labor, or labor and materials, or labor and equipment, but shall not include any person who furnishes services of a personal nature.

(f) Work shall mean the furnishing of all labor, materials, equipment, and other incidentals as are required to complete the Contract for the purpose for which it was intended but was not shown on the Drawings or called for in the Specifications, or is desired by the Owner in addition to that work called for in the Drawings and Specifications.

(g) Dispute shall mean lack of agreement between any parties that have any obligations, duties, or responsibilities under the terms of the contract, Drawings, or Specifications.

SEC. 2 - COPIES OF DRAWINGS FURNISHED

Unless otherwise provided in the Contract Documents, the Engineer/ Architect will furnish to the Contractor, free of charge, all copies of Drawings and Specifications reasonably necessary for the execution of the work.

SEC. 3 - ORDER OF COMPLETION

The contractor shall submit, at such times as may be reasonably requested by the Engineer/Architect, schedules which shall show the order in which the Contractor proposes to carry on the work, with dates at which the Contractor will start the several parts of the work, and estimated dates of completion of the several parts.

SEC. 4 - OWNER OF DRAWINGS

All drawings, Specifications and copies thereof furnished by the Engineer/ Architect shall not be reused on other work and, with the exception of the signed Contract, sets are to be returned to him on request, at the completion of the work.

SEC. 5 - FAMILIARITY WITH WORK

The Owner shall make known to all prospective bidders, prior to the receipt of bids, all information that he may have as to subsurface conditions in the vicinity of the work, topographical maps, or other information that might assist the bidder in properly evaluating the amount and character of the work that might be required. Such information is given, however, as being the best factual information available to the Owner. The Contractor, by careful examination, shall satisfy himself as to the nature and location of the work, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters, which can in any way affect the work under this Contract.

SEC. 6 - CHANGED CONDITIONS

The Contractor shall promptly, and before such conditions are disturbed, notify the Owner in writing of: (1) Subsurface or latent physical conditions at the site differing materially from those indicated in this Contract; or (2) previously unknown physical or other conditions at the site, or an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Contract. The Engineer/Architect shall promptly investigate the conditions, and if he finds that such conditions do so materially differ and cause an increase or decrease in the cost of, or the time required for, performance of this Contract, an equitable adjustment shall be made and the Contract modified in writing accordingly. Any claim of the Contractor for adjustment hereunder shall not be allowed unless he has given notice as above required; provided that the Engineer/Architect may, if he determines the facts so justify, consider and adjust any such claims asserted before the date of final settlement of the Contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in Section 39 hereof

GENERAL CONDITIONS OF CONTRACT Continued.....

SEC. 7 - MATERIALS AND APPLIANCES

Unless otherwise stipulated, the Contractor shall provide and pay for all materials, labor, water, tools, equipment, light, power, transportation and other facilities necessary for the execution and completion of the work. Unless otherwise specified, all materials incorporated in the permanent work shall be new and both workmanship and materials shall be of good quality. The Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials.

SEC. 8 - EMPLOYEES:

The Contractor shall at all times enforce strict discipline and good order among his employees and shall seek to avoid employing on the work any unfit person or anyone not skilled in the work assigned to him. Adequate sanitary facilities shall be provided by the Contractor.

SEC. 9 - ROYALTIES AND PATENTS

The Contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the Owner harmless from loss on account thereof except that the Owner shall be responsible for all such loss when a particular process or the product of a particular manufacturer or manufacturers is specified, unless the Owner has notified the Contractor prior to the signing of the contract that the particular process or product is patented or is believed to be patented.

SEC. 10 - SURVEYS

Unless otherwise specified, the Owner shall furnish all land surveys and establish all base lines for locating the principal component parts of the work together with a suitable number of bench marks adjacent to the work. From the information provided by the Owner, the Contractor shall develop and make all detail surveys needed for construction such as slope stakes, batter boards, stakes for pile locations and other working points, lines and elevations. The contractor shall carefully preserve bench marks, reference points and stakes and, in case of willful or careless destruction, he shall be charged with the resulting expense and shall be responsible for any mistakes that may be caused by their unnecessary loss or disturbance.

SEC. 11 - PERMITS, LICENSES AND REGULATIONS

Permits and licenses of a temporary nature necessary for the prosecution of the work shall be secured and paid for by the Contractor. Permits, licenses and easements for permanent structures or permanent changes in existing facilities shall be secured and paid for by the Owner, unless otherwise specified. The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work as drawn and specified. If the contractor observes that the Drawings and Specifications are at variance therewith, he shall promptly notify the Engineer/ Architect in writing, and any necessary changes shall be adjusted as provided in the Contract for changes in the work.

SEC. 12 - PROTECTION OF THE PUBLIC AND OF WORK AND PROPERTY

The Contractor shall provide and maintain all necessary watchmen, barricades, warning lights and signs and take all necessary precautions for the protection, and safety of the public. He shall take all reasonable precautions to protect the Owner's property from injury or loss arising in connection with this contract. He shall make good any damage, injury or loss to his work and to the property of the Owner resulting from lack of reasonable protective precautions, except such as resulting from lack of reasonable protective precautions, except such as may be due to errors in the Contract Documents, or caused by agents or employees of the Owner. He shall adequately protect adjacent private and public property, as provided by law and the Contract Documents.

In an emergency affecting the safety of life, of the work, or of adjoining property, the Contractor is, without special instructions or authorization from the Engineer/Architect, hereby permitted to act at his discretion to prevent such threatened loss or injury. He shall also so act, without appeal, if so authorized or instructed by the Engineer/Architect. Any compensation claimed by the Contractor on account of emergency work, shall be determined by agreement or arbitration.

SEC. 13 - INSPECTION OF WORK

The Owner shall provide sufficient competent personnel, working under the supervision of a qualified Engineer/Architect, for the inspection of the work while such work is in progress to ascertain that the completed work will comply in all respects with the standards and requirements set forth in the Specifications. Not with standing such inspection, the Contractor will be held responsible for the acceptability of the finished work.

The Engineer/Architect and his representatives shall at all times have access to the work whenever it is in preparation or progress, and the Contractor shall provide proper facilities for such access, and for inspection.

If the Specifications, the Engineer's/Architect's instructions, laws, ordinances, or any public authority require any work to be specially tested or approved, the Contractor shall give the Engineer/Architect timely notice of its readiness for inspection, and if the inspected is by an authority other than the Engineer/Architect of the date fixed for such inspection. Inspections by the Engineer/Architect shall be made promptly, and where practicable at the source of supply. If any work should be covered up without approval or consent of the Engineer/Architect, it must, if required by the Contractor's expense, unless the Engineer/Architect has unreasonably delayed inspection.

Re-examination of the work may be ordered by the Engineer/Architect, and, if so ordered, the work must be uncovered by the Contractor. If such work is found to be in accordance with the Contract Documents, the Owner shall pay the cost of re-examination and replacement. If such work is not in accordance with the Contract Documents, the Contractor shall pay such cost.

SEC. 14 - SUPERINTENDENCE

The Contractor shall keep on his work, during its progress, a competent superintendent and any necessary assistants. The superintendent shall represent the Contractor, and all directions given to him shall be binding as if given to the Contractor. Important directions shall immediately be confirmed in writing to the Contractor. Other directions shall be so confirmed on written request in each case. The Contractor shall give efficient superintendence to the work, using his best skill and attention.

SEC. 15 – DISCREPANCIES

If the Contractor, in the course of the work, finds any discrepancy between the Drawings and the physical conditions of the locality, or any errors or omissions in Drawings or in the layout as given by survey points and instructions, he shall immediately inform the Engineer/Architect, in writing, and the Engineer/Architect shall promptly verify the same. Any work done after such discovery, until authorized will be done at the Contractor's risk.

SEC. 16 - CHANGES IN THE WORK

The Owner may make changes in the Drawings and Specifications of scheduling of the Contract within the general scope at any time by a written order. If such changes add to or deduct from the contractor's cost of the work, the Contract shall be adjusted accordingly.

All such work shall be executed under the conditions of the original Contract except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change.

In giving instructions, the Engineer/Architect shall have authority to make minor changes in the work not involving extra cost, and not inconsistent with the purposes of the work, but otherwise, except in an emergency endangering life or property, no extra work or change shall be made unless in pursuance of a written order by the Engineer/Architect, and no claim for an addition to the Contract Sum shall be valid unless the additional work was so ordered.

The Contractor shall proceed with the work as changed and the value of any such extra work or change shall be determined as provided in the Agreement.

SEC. 17 - EXTENSION OF TIME

Extension of time stipulated in the Contract for completion of the Work will be made when changes in the work occur, as provided in Section 18; when the work is suspended as provided in Section 23; and when the work of the Contractor is delayed on account of conditions which could not have been foreseen, or which were beyond the control of the Contractor, his Subcontractors or suppliers, and which were not the result of their fault or negligence.

Extension of time for completion shall also be allowed for any delays in the progress of the work caused by any act (except as provided elsewhere in these General Conditions) or neglect of the Owner or of his employees or by other contractors employed by the Owner, or by any delay in the furnishing of Drawings and necessary information by the Engineer/Architect, or by any other cause which in the opinion of the Engineer/Architect entitled the Contractor to an extension of time, including but not restricted to, acts of the public enemy, acts of any government in either its sovereign or any applicable contractual capacity, acts of another contractor in the performance of a contract with the Owner, fires, floods, epidemics, quarantine restrictions, freight embargoes, unusually severe weather, or labor disputes.

The Contractor shall notify the Engineer/Architect promptly of any occurrence or conditions which in the Contractor's opinion entitle him to an extension of time. Such notice shall be in writing and shall be submitted in ample time to permit full investigation and evaluation of the contractor's claim. The Engineer/Architect shall acknowledge receipt of the Contractor's notice within 5 days of its receipt. Failure to provide such notice shall constitute a waiver by the Contractor of any claim.

SEC. 18 – CLAIMS

If the Contractor claims that any instructions by Drawings or other media issued after the date of the Contract involve extra cost under this Contract, he shall give the Engineer/Architect written notice thereof within __7__ days after the receipt of such instructions, and in any event before proceeding to execute the work, except in emergency endangering life or property, and the procedure shall then be as provided for changes in the work. No such claim shall be valid unless so made.

SEC. 19 - DEDUCTIONS FOR UNCORRECTED WORK

If the Engineer/Architect deems it inexpedient to correct work that has been damaged or that was not done in accordance with the Contract, an equitable deduction from the Contract price shall be made therefore, unless the Contractor elects to correct to work.

SEC. 20 - CORRECTION OF WORK BEFORE FINAL PAYMENT

The Contractor shall promptly remove from the premises all materials and work condemned by the Engineer/Architect as failing to meet Contract requirements, whether incorporated in the work or not. The Contractor shall promptly replace and re-execute his own work in accordance with the Contract and without expense to the Owner and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement.

If the Contractor does not take action to remove such condemned materials and work within 10 days after written notice, the Owner may remove them and may store the material at the expense of the Contractor. If the Contractor does not pay the expense of such removal and storage within ten days' time thereafter, the Owner may, upon ten days' written notice, sell such materials at auction or at private sale and shall pay to the Contractor any net proceeds thereof, after deducting all the costs and expenses that should have been borne by the Contractor.

SEC. 21 - SUSPENSION OF WORK

The Owner may at any time suspend the work, or any part thereof by giving 1 days' notice to the Contractor in writing. The work shall be resumed by the Contractor within ten (10) days after the date fixed in the written notice from the Owner to the Contractor so to do. The Owner may reimburse the Contractor for expense incurred by the Contractor in connection with the work under this Contract as a result of such suspension, eligibility and amount of reimbursement to be determined by the Engineer/Architect.

If the work, or any part thereof, shall be stopped by notice in writing aforesaid, and if the Owner does not give notice in writing to the Contractor to resume work at a date within 20 days of the date fixed in the written notice to suspend, then the contractor may abandon that portion of the work so suspended and he will be entitled to the estimates and payments for all work done on the portions so abandoned, if any, plus 5% of the value of the work so abandoned, to compensate for loss of overhead, plant expense, and anticipated profit.

SEC. 22 - THE OWNER'S RIGHT TO TERMINATE CONTRACT

If the Contractor should be adjudged as bankrupt, or if he should make a general assignment for the benefit of this creditors, or if a receiver should be appointed as a result of his insolvency, or if he should be guilty of a substantial violation of the Contract, then the Owner, upon the certificate of the Engineer/Architect that sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the Contractor and his Surety seven days' written notice terminate the employment of the Contractor and take possession of the premises and of all materials, tools, equipment and other facilities installed on the work and paid for by the Owner, and finish the work by whatever method he may deem expedient. In such case the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price shall exceed the expense of finishing the work, including compensation for additional managerial and administrative services, such excess shall be paid to the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the Owner. The expense incurred by the Owner as herein provided, and the damage incurred through the Contractor's default, shall be certified by the Engineer/Architect.

SEC. 23 - CONTRACTOR'S RIGHT TO STOP WORK OR TERMINATE CONTRACT

If the work should be stopped under an order of any court, or other public authority, for a period of more than three months, through no act or fault of the contractor or of anyone employed by him, or if the Engineer/Architect should fail to issue any estimate for payment within seven days after it is due, or if the Owner should fail to pay the Contractor within seven days of its maturity and presentation any sum certified by the Engineer/Architect or awarded by arbitrators, then the Contractor may, upon seven days' written notice to the Owner and the Engineer/Architect, stop work or terminate this Contract and recover from the Owner payment for all work executed, plus any loss sustained upon any plant or material plus reasonable profit and damages.

SEC. 24 - REMOVAL OF EQUIPMENT

In the case of termination of this Contract before completion from any cause whatever, the Contractor, if notified to do so by the Owner, shall promptly remove any part or all of his equipment and supplies from the property of the Owner, failing which the Owner shall have the right to remove such equipment and supplies at the expense of the Contractor.

SEC. 25 - RESPONSIBILITY FOR WORK

The Contractor assumes full responsibility for the work. Until its final acceptance, the Contractor shall be responsible for damage to or destruction of the work (except for any part covered by partial acceptance as set forth in Sec. 28). He agrees to make no claims against the Owner for damages to the work from any cause except negligence or willful acts of the Owner, acts of an Enemy, acts of war or as provided in Sec. 32.

Existing Structure: The Contractor shall, at his own expense immediately make permanent repairs and restore to original condition any and all utility lines, irrigation lines, pipe lines, pavement, or structures that are to remain in place and damaged by the Contractor's equipment or workmen during the performance of work under this contract, or damaged as result of improperly executed work.

Traffic Areas, Driveways, Entrances: All traffic areas, driveways and entrances shall be restored to usable condition at the Contractor's expense as the work progresses. The Contractor shall make every effort to cooperate with the wishes of the individual property owners in providing access to private property along the site of the work.

Detours: The Contractor shall do such work as may be necessary to provide and maintain a detour adjacent to all road structures for public travel. The Contractor shall maintain the detours in such condition that the public can travel over same in comfort and safety, and shall at his own expense perform such work as may be required to keep said detours open to the public at all times. The Contractor shall cooperate with the Engineer/Architect in the regulation of traffic and shall so govern his work that when it becomes necessary to suspend construction for a considerable period of time, the roadways will be re-opened to public travel. Materials and equipment shall be stored and the work shall be so conducted as to obstruct public travel as little as possible, and in no case shall there be less than twenty (20) feet in width of unobstructed roadway for the use of traffic. Materials and equipment stored in or near the path of traffic shall be protected with applicable traffic control devices in compliance with the Texas MUTCD.

Traffic Control Devices: When any section of the construction site is closed to traffic, the Contractor shall furnish and maintain at each end of the closed section and at all intersecting streets - roads - construction site within the section, standard barricades, adequate warning signs and directional signs. All lights shall be kept burning from sunset to sunrise. If at any time the barricades are not, in the opinion of the Engineer/Architect, sufficient to prevent traffic from entering the closed portions of the street-road- construction site, the Contractor shall provide and maintain watchmen at such points and for such periods of time as the Engineer/Architect may direct. When directed by the Engineer/Architect, the Contractor shall provide and maintain such standard barricades, signs, lights and flags within the closed portion of the street-road-construction site as may be necessary to protect the work and safeguard local traffic.

No direct compensation except as specifically provided in these specifications will be made to the Contractor for the work and material involved in constructing and maintaining detours and approaches; furnishing, installing and maintaining barricades, danger, warning, and necessary for the proper direction, safety, and convenience of traffic during the Contract period, as this work is to be considered subsidiary to the several items for which unit prices are requested in the proposal.

SEC. 26 - PARTIAL COMPLETION AND ACCEPTANCE

If at any time prior to the issuance of the final certificate referred to in Section 42 hereinafter, any portion of the permanent construction has been satisfactorily completed, an if the Engineer/Architect determines that such portion of the permanent construction is not required for the operations of the Contractor but is needed by the Owner, the Engineer/Architect shall issue to the Contractor a certificate of partial completion, and thereupon or at any time thereafter the Owner may take over and use the portion of the permanent construction described in such certificate, and exclude the Contractor there from. The issuance of a certificate of partial completion shall not be constructed to constitute an extension of the Contractor's time to complete the portion of the permanent construction to which it relates if he has failed to complete it in accordance with the terms of this contract.

The issuance of such a certificate shall not operate to release the Contractor or his sureties from any obligations under this contract or the performance bond. If any prior use increases the cost of or delays the work, the Contractor shall be entitled to extra compensation, or extension of time, or both, as the Engineer/Architect may determine, unless otherwise provided.

SEC. 27 - PAYMENTS WITHHELD PRIOR TO FINAL ACCEPTANCE OF WORK

The Owner, as a result of subsequently discovered evidence, may withhold or nullify the whole or part of any payment certificate to such extent as may be necessary to protect himself from loss caused by:

(a) Defective work not remedied.
(b) Claims filed or reasonable evidence indicating probable filing of claims by other parties against the Contractor.
(c) Failure of the Contractor to make payments properly to Subcontractors or for material or labor.
(d) Damage to another contractor.

When the above grounds are removed or the Contractor provides a Surety Bond satisfactory to the Owner which will protect the Owner in the amount withheld, payment shall be made for amounts withheld, because of them.

No money may be withheld under (b) and (c) above if a payment bond is included in the Contract.

SEC. 28 - CONTRACTOR'S INSURANCE

The Contractor shall secure and maintain such insurance policies as will protect himself, his Subcontractors, and unless otherwise specified, the OWNER, from claims for bodily injuries, death or property damage which may arise from operations under this Contract whether such operations be by him self or by any Subcontractor or anyone employed by them directly or indirectly. The following insurance policies are required.

(a) Statutory Worker's Compensation.
(b) Contractor's Public Liability and Property Damage -

Bodily Injury:
each person _____ $_____
each occurance _____ $ 1,000,000
SEE INSTRUCTIONS TO BIDDERS
Property Damage:
each accident _____ $_____
aggregate _____ $ 1,000,000

SEC. 28 - CONTRACTOR'S INSURANCE Continued

(c) Automobile Public Liability and Property Damage -
Bodily Injury
each person _____ $ 300,000
each accident _____ $ 500,000
SEE INSTRUCTIONS TO BIDDERS
Property Damage
each accident _____ $ 100,000

All policies shall be for not less than the amounts set forth above or stated in the Special Conditions. Other forms of insurance shall also be provided if called for by the Special Conditions.

Certificates and/or copies of policy of such insurance shall be filed with the Engineer/Architect, and shall be subject to his approval as to adequacy of protection, within the requirements of the Specifications. Said certificates of insurance shall contain a 10 days' written notice of cancellation in favor of the Owner.

SEC. 29 - SURETY BONDS

The Owner shall have the right, prior to the signing of the Contract, to require the Contractor to furnish bond covering the faithful performance of the Contract and the payment of all obligations arising there under, in such form as the Owner may prescribe in the bidding documents and executed by one or more financially responsible sureties. If such bonds are required the premium shall be paid by the Contractor. The Owner may require additional bond if the contract is increased appreciably.

GENERAL CONDITIONS OF CONTRACT Continued.....

SEC. 30 – ASSIGNMENT

Neither party to the Contract shall assign the Contract or sublet it as a whole without the written consent of the other, nor shall the Contractor assign any moneys due to him or to become due to him hereunder, except to bank or financial institution acceptable to the Owner.

SEC. 31 - RIGHTS OF VARIOUS INTERESTS

Whenever work being done by the Owner's or by other contractor's forces is contiguous to work covered by this Contract, the respective rights of the various interests involved shall be established by the Engineer/Architect, to secure the completion of the various portions of the work in general harmony.

SEC. 32 - SEPARATE CONTRACTS

The Owner reserves the right to let other contracts in connection with this project. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work, and shall properly connect and coordinate his work with theirs.

If the proper execution or results of any part of the Contractor's work depends upon the work of any other contractor, the Contractor shall inspect and promptly report to the Engineer/Architect any defects in such work that render it unsuitable for such proper execution and results.

SEC. 33 - SUBCONTRACTS

The Contractor shall, as soon as practical after signing of the Contract, notify the Engineer/Architect in writing of the names of Subcontractors proposed for the work.

The Contractor agrees that he is as fully responsible to the Owner for the acts and omissions of his Subcontractors and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

Nothing contained in the Contract Documents shall create any contractual relation between any Subcontractor and the Owner.

SEC. 34 - ENGINEER'S/ARCHITECT'S STATUS

The Engineer/Architect shall perform technical inspection of the work. He has authority to stop the work whenever such stoppage may be necessary to insure the proper execution of the contract. He shall also have authority to reject all work and materials which do not conform to the Contract and to decide questions which arise in the execution of the work.

SEC. 35 - ENGINEER'S/ARCHITECT'S DECISIONS

The Engineer/Architect shall, within a reasonable time after their presentation to him, make decisions in writing on all claims of the Owner or the Contractor and on all other matters relating to the execution and progress of the work or the interpretation of the Contract Documents.

SEC. 36 - LAND FOR WORK

The Contractor shall provide as indicated on Drawings No. --N/A and not later than the date when needed by the Contractor the lands upon which the work under this Contract is to be done, right-of-ways for access to same, and such other lands which are designated on the Drawings for the use of the Con tractor. Such lands and right-of-ways shall be adequate for the performance of the Contract. Any delay in the furnishing of these lands by the Owner shall be deemed proper cause for an equitable adjustment in both Contract price and time of completion.

SEC. 37 - LAND FOR WORK Continued.....

The Contractor shall provide at his own expense and without liability to the Owner any additional land and access thereto that may be required for temporary construction facilities, or for storage of material.

SEC. 38 - CLEANING UP

The Contractor shall remove at his own expense from the Owner's property and from all public and private property all temporary structures, rubbish and waste materials resulting from his operations. This requirement shall not apply to property used for permanent disposal of rubbish or waste, materials in accordance with permission of such disposal granted to the Contractor by the Owner thereof.

SEC. 39 - ACCEPTANCE AND FINAL PAYMENT

(a) Upon receipt of written notice that the work is substantially completed or ready for final inspection and acceptance, the Engineer/Architect will promptly make such inspection, and when he finds the work acceptable under the Contract and the Contract fully performed or substantially completed he shall promptly issue a certificate, over his own signature, stating that the work required by this Contract has been completed or substantially completed and is accepted by him under the terms and conditions thereof, and the entire balance found to be due the Contractor, including the retained percentage, less a retention based on the Engineer's/Architect's estimate of the fair value of the claims against the Contractor and the cost of completing the incomplete or unsatisfactory items of work with specified amounts for each incomplete or defective item of work, is due and payable.

SEC. 39 - ACCEPTANCE AND FINAL PAYMENT

The date of substantial completion of a project or specified area of a project is the date when the construction is sufficiently completed in accordance with the Contract Documents as modified by any change orders agreed to by the parties so that the Owner can occupy the project for the use for which it was intended.

(b) Before issuance of final payment, the Contractor, if required in the Special Conditions, shall certify in writing to the Engineer/Architect that all payrolls, material bills, and other indebtedness connected with the work have been paid, or otherwise satisfied, except that in case of disputed indebtedness or liens, if the Contract does not include a payment of all such disputed amounts, including all related costs and interest in connection with said disputed indebtedness or lien which the Owner may be compelled to pay upon adjudication.

(c) The making and acceptance of the final payment shall constitute a waiver of all claims by the Owner, other than those arising from unsettled liens, from faulty work appearing within a one year guarantee period from date of acceptance, from the requirements of the Drawings and Specifications, or from the manufacturer's guarantees. It shall also constitute a waiver of all claims by the Contractor, except those previously made and still unsettled.

(d) If after the work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor's and the Engineer/Architect so certifies, the Owner shall, upon certificate of the Engineer/Architect, and without terminating the contract, make payment of the balance due for that portion of the work fully completed and accepted. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

(e) If the Owner fails to make payment as herein provided, there shall be added to each such payment daily interest at the rate of 6 per cent annum commencing on the first day after said payment is due and continuing until the payment is delivered or mailed to the Contractor.

GENERAL CONDITIONS OF CONTRACT Continued.....

SEC. 40 - GENERAL GUARANTY

Neither the final certificate of payment nor any provision in the Contract Documents nor partial or entire occupancy of the premises by the Owner shall constitute an acceptance of work not done in accordance with the Contract Documents or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall guarantee all materials and equipment furnished and work performed for a period of one (1) year from the date of Substantial Completion.

The Contractor warrants and guarantees for a period of one (1) year from the date of Substantial Completion of the system that the completed system is free from all defects due to faulty materials or workmanship and the Contractor shall promptly make such corrections as may be necessary by reason of such defects including the repairs of any damage to other parts of the system or other work resulting from such defects.

The Owner will give notice of observed defects with reasonable promptness. In the event that the Contractor should fail to make such repairs, adjustments, or other work that may be made necessary by such defects, the Owner may do so and charge the Contractor the cost thereby incurred. The Performance Bond shall remain in full force and effect through the guarantee period.

SEC. 41 - SHOP DRAWINGS

The approval of (shop) drawings by the Engineer/Architect shall not be construed as a complete check, but will indicate only that the general method of construction and detailing is satisfactory. Approval of such drawings will not relieve the contractor of the responsibility for any error which may exist as the contractor shall be responsible for the dimensions and design of adequate connections, details and satisfactory construction of all work.

SEC. 42 - TESTING

All testing authorized by the Engineer/Architect that meets specification requirements will be paid for by the Owner; however, tests on materials that fail will be billed to and paid for by the Contractor.

SEC. 43 - PAYMENT SCHEDULE

Contractor to submit to the County, Certificate for Payment on or before the 1st of the month. County to reciprocate with payment on or before the 30th of the same month.

GENERAL CONDITIONS OF CONTRACT Continued.....

SEC. 44 - RETAINAGE

Contracts equaling a total amount of $400,000.00 or over will bear a retainage of five (5) percent (%) on each partial disbursement. Contracts totaling less then $400,000.00 will bear a retainage of ten (10) percent (%) on each partial disbursement.

SEC. 45 - OVERTIME

Time and one half will be paid for all hours worked in excess of forty (40) hours in one workweek.

SEC. 46 - INDEMNITY AND HOLD HARMLESS AGREEMENT

The CONTRACTOR will indemnify and hold harmless the owner and the Engineer/Architect and their agents and employees from any and all claims, damages, losses and expenses, including attorneys fees such attorneys fees shall include the duty to defend, arising out of or resulting from the performance of the WORK, and provided that any such claims, damage, loss or expenses attributable to bodily injury, sickness, death or to any injury to destruction of tangible property, including the loss of use resulting therefrom, is caused in whole or in part by any negligent or willful act or admission of the CONTRACTOR, SUBCONTRACTOR, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, and specifically this indemnification shall extend to any negligent act or admission of owner or owner's agents or employees relating thereto.

*** * * END OF SECTION * * ***

SPECIAL ITEM - PRICE OF MATERIALS AND STATE SALES TAX

In accordance with the Limited Sales Excise and Use Tax Act, Chapter 20, Title 122a, Taxation-General, R.C.S. Texas 1925 and amendment's thereto, all tangible personal property used in public works projects by any county, city, special district, or any other political subdivision of the State is exempt from State and City sales tax where applicable. However, in order to be entitled to this exemption, the contractor's bid as well as the contract between the owner and contractor must segregate and tangible personal property to be included in the project and to be included in the bid price. The amount to be filled in has reference to all of such materials and other tangible property actually incorporated into the final result of the work covered by the contract, all in accordance with the above law.

Tangible personal property means personal property which may be seen, weighed, measured, felt, or touched, or which is in any other manner perceptible to the senses.

After the award of the contract, the owner will upon written request from the contractor furnish the contractor with an exemption certificate from the Texas Limited Sales excise and Use Tax Act, including the local sales and use Tax Act in an amount not exceeding the bid price and the contract price for materials and other tangible personal property. Such written request must contain a statement to the effect that such materials or property have been or will be utilized in the performance of the contract to the full extent of the amount for which a Certificate of Exception is requested. The following forms are suggested for the contractor's request for Certificate of Exemption and the Exemption Certificate:

EXEMPTION CERTIFICATE

TEXAS LIMITED SALES, USE, AND EXCISE TAX

TO: County of Hidalgo **DATE:** _____

RE: Hidalgo County "Paving Improvements (Curb-Gutter-Sidewalks-Green Areas) At 201-217 N. Closner, Edinburg, Texas"

The undersigned hereby claims an exemption from payment of taxes under Chapter 20, Title 122a Revised Civil Statute of Texas, for the purchase of the tangible personal property described below or on the attached statement, which is made a part hereof and which will be used in connection with the subject contract between the undersigned and _____

_____

_____

Contractor for the following project:

Hidalgo County "Paving Improvements (Curb-Gutter-Sidewalks-Green Areas) At 201-217 N. Closner, Edinburg, Texas"

The reason that the undersigned is claiming this exemption is that said materials and tangible personal property are to be purchased and will be used in a manner and for a purpose exempt by the terms of said Act from the payment of taxed in that the owner is a county, city, special district, or other political subdivision of the State of Texas, and that such materials and property will be used exclusively in the construction of a public facility by the owner.

The purchaser will be liable for payment of the limited sales and use tax if the purchaser uses the tangible personal property in some manner or for some other use than listed above and shall pay the tax based on the price paid for the tangible personal property.

The description of said property and the amount to be paid therefore are as follows:

(If there is not sufficient space to describe said property, use a separate attachment).

_____

Owner

REQUEST BY CONTRACTOR FOR CERTIFICATE OF

EXEMPTION FROM TEXAS LIMITED SALES, EXCISE

AND USE TAX

Date:_____

To: County of Hidalgo

Re: Hidalgo County "Paving Improvements (Curb-Gutter-Sidewalks-Green Areas) At 201-217 N. Closner,Edinburg, Texas"

The undersigned contractor hereby requests a Certificate of Exemption from payment of taxes under Chapter 20, Title 122a, Revised Civil Statutes of Texas, in the amount of $_____, which is an amount not exceeding the contract price of all materials and other tangible personal property to be furnished in connection with the subject project.

The undersigned hereby represent that such materials and property have been or will be utilized in the performance of the contract to the contract to the full extent of the amount for which such Certificate of Exemption is requested.

_____

_____

Contractor

GENERAL CONSTRUCTION AND SPECIFICATIONS

INTENT OF PLANS AND SPECIFICATIONS:

The intent of the plans and specifications is to prescribe a complete work or improvement which the Contractor undertakes to do, in full compliance with the plans, specifications, special provisions, proposal and contract. The Contractor shall do all work as provided in the plans, specifications, special provisions, proposal and contract and shall do such additional work as may be considered necessary to complete the work in a satisfactory and acceptable manner. The Contractor shall furnish all labor, tools, materials, machinery, equipment and incidentals necessary to the prosecution of the work.

FINAL CLEAN-UP:

Upon the completion of the work and before acceptance and final payment will be made, the Contractor shall clean and remove from the site of the work, surplus and discarded materials, temporary structures and debris of every kind. He shall leave the site of the work in a neat and orderly condition equal to that which originally existed. Surplus and waste materials removed from the site of the work shall be disposed of at locations satisfactory to the Engineer/Architect. Grounds around any structure shall be dressed to final grade as shown on plans.

EXISTING STRUCTURES:

The plans show the locations of all known surface and sub-surface structures. However, the exact location of gas mains, water mains, conduits, sewers, etc., is unknown and the Owner assumes no responsibility for failure to show any or all of these structures on the plans or to show them in their exact location. It is mutually agreed that such failure will not be considered sufficient basis for claims for additional compensation for extra work or for increasing the pay quantities in any manner whatsoever, unless the obstruction encountered is such as necessitates, or requires the building of special work, provision for which is not made in the plans and proposal, in which case the provisions in these specifications for extra work shall apply.

COORDINATION OF PROJECT:

The plans, these specifications, the proposal, special provisions and all supplementary documents are intended to describe a complete work and are essential parts of the contract. A requirement occurring in any of them is binding. In case of discrepancies, figured dimensions shall govern over specifications; special provisions shall govern over both general and standard specifications; and plans and quantities shown on the plans shall govern over those shown in the proposal. The Contractor shall not take advantage of any apparent error or omission in the plans and specifications and the Engineer/ Architect shall be permitted to make such corrections or interpretations as may be deemed necessary for the fulfillment of the intent of the plans and specifications. In the event the Contractor discovers an apparent error or discrepancy, he shall immediately call this to the attention of the Engineer/Architect.

GENERAL CONSTRUCTION AND SPECIFICATIONS Continued

COOPERATION OF CONTRACTOR

The Contractor shall give to the work the consistent attention necessary to facilitate the progress thereof, and he shall cooperate with the Engineer/ Architect, his inspectors, and with other contractors in every way possible.

WAGES:

All employees directly employed on the work shall be paid the prevailing wage scale for work of a similar character in this locality. Minimum wage scale is also included in these specifications.

MATERIALS - GENERAL:

The materials shall be the best procurable, as required by the plans, specifications and special provisions. The Contractor shall not start delivery of materials until the Engineer/Architect has approved the source of supply. Only materials conforming to these specifications shall be used in the work and such materials shall be used only after approval has been given by the Engineer/Architect and only so long as the quality of said materials remains equal to the requirements of the specifications. The Contractor shall furnish approved materials from other sources, if for any reason the product from any source at any time before commencement or during the prosecution of the work proves unacceptable. After approval, any material which has become mixed with or coated with dirt or any other foreign substances during its delivery and handling will not be permitted to be used in the work.

MATERIAL STORAGE:

Any and all materials, such as cement, lime, mill work, or other materials or equipment subject to deterioration by exposure to weather or other factors, shall be stored in such a manner to protect them from deterioration or damage preceding the time they become a permanent part of final structures.

"OR EQUAL" CLAUSE:

Whenever a material, or article required is specified or shown on the plans by using the name of the proprietary product, or of a particular manufacturer or vendor, any material or article which will perform adequately the duties imposed by the general design will be considered equal and satisfactory, provided the material or article so proposed is of equal substance and function, and only after written approval by the Engineer/Architect.

CONSTRUCTION JOINTS:

Construction joints are to be kept to a minimum number, but when necessary they shall be designated in the plans or upon the approval of the Engineer/Architect. When pouring is stopped, dowels and 6-inch dumbbell Servicized polyvinyl plastic waterstops are to be inserted. Construction joints in walls shall be horizontal, unless otherwise allowed by the Engineer/Architect.

GENERAL CONSTRUCTION AND SPECIFICATIONS Continued

WALL AND FLOOR OPENINGS:

Openings may be left in walls and floors while forms are being built, so that piping or wall sleeves may later be inserted in the openings when piping is put in place. Provision shall be made in these openings for concreting the piping and thimbles securely in place so that watertight joints will be secured.

All wall and floor openings are to be closed by general Contractor regardless of whether piping or fittings are furnished or installed by others.

PAINTING:

All exposed metal surfaces of every nature, such as pumps, piping, general equipment, window frames, valves, fittings, gratings, etc., shall receive one rust inhibitive primer coat followed by two coats of machinery enamel. Colors for enamel finish coats to be selected by Owner or Engineer/Architect.

All wood surfaces are to receive one primer coat and two coats of first grade outside oil paint. Colors to be selected by Owner or Engineer/ Architect.

Any specific structure, or portions of structure, which provides for occupancy or use by operations, or houses general equipment or supplies; whether structure is masonry or concrete; shall be painted inside and outside as directed by Engineer/Architect. An alkali resisting primer coat shall be first applied followed by two coats of first class oil paint especially prepared for concrete or masonry surfaces. Any questions regarding foregoing shall be clarified to his satisfaction by bidding Contractor before submitting a bid on project. Colors to be selected by Owner or Engineer/Architect.

HARDWARE:

All hardware must be strictly standard first grade, Contractor's choice, and approved by Engineer/Architect.

TELEPHONE CABLES:

Contractor shall notify Southwestern Bell Telephone Co. 24 hours in advance of work in the vicinity of buried telephone cables. No work shall be performed in vicinity of cable except in presence of telephone company representatives.

GAS LINES:

Contractor shall notify Rio Grande Valley Gas Co. 24 hours in advance or work in the vicinity of gas distribution lines and the proper transmission company in the case of transmission gas lines.

GENERAL CONSTRUCTION AND SPECIFICATIONS Continued..

RAILROAD CROSSINGS:

Construction methods and materials for railroad crossings shall be in strict compliance with railroad company requirements. No work shall be started on railroad crossings until properly coordinated with the roadmaster 48 hours prior to beginning work.

CANAL CROSSINGS:

Construction methods and materials for canal crossings shall be in strict compliance with water district requirements. No work shall be started on canal right-of-ways until properly coordinated with the water district.

WAGE DETERMINATION

GENERAL DECISION: **TX20070029** 02/09/2007 TX29

Date: February 9, 2007
General Decision Number: **TX20070029** 02/09/2007

Superseded General Decision Number: TX020030029

State: Texas

Construction Types: Heavy and Highway

Counties: Cameron, Hidalgo and Webb Counties in Texas.

Heavy (excluding tunnels and dams) and Highway Construction Projects (does not include building structures in rest area projects). *NOT TO BE USED FOR HEAVY PROJECTS in Nueces and San Patricio Counties.

Modification Number	Publication Date
0	02/09/2007

* SUTX2005-004 01/05/2005

	Rates	Fringes
Asphalt Distributor Operator	$ 9.57	0.00
Asphalt paving machine operator	$ 9.73	0.00
Asphalt Raker	$ 7.50	0.00
Asphalt Shoveler	$ 9.35	0.00
Broom or Sweeper Operator	$ 7.55	0.00
Bulldozer operator	$ 9.28	0.00
Carpenter	$ 10.20	0.00
Concrete Finisher, Paving	$ 10.73	0.00
Concrete Finisher, Structures	$ 9.59	0.00
Concrete Rubber	$ 9.87	0.00
Crane, Clamshell, Backhoe, Derrick, Dragline, Shovel Operator	$ 10.83	0.00
Flagger	$ 7.40	0.00
Form Builder/Form Setter, Structures	$ 9.16	0.00
Form Setter, Paving & Curb	$ 10.50	0.00
Foundation Drill Operator, Truck Mounted	$ 12.50	0.00
Front End Loader Operator	$ 8.61	0.00
Laborer, common	$ 7.69	0.00
Laborer, Utility	$ 9.05	0.00
Mechanic	$ 10.81	0.00
Motor Grader Operator, Fine Grade	$ 11.91	0.00
Motor Grader Operator, Rough	$ 11.27	0.00
Pipelayer	$ 8.44	0.00
Reinforcing Steel Setter	$ 10.44	0.00
Roller Operator, Pneumatic, Self-Propelled	$ 7.16	0.00
Roller Operator, Steel Wheel, Flat Wheel/Tamping	$ 7.17	0.00
Roller Operator, Steel Wheel, Plant Mix Pavement	$ 8.00	0.00
Scraper Operator	$ 8.61	0.00
Servicer	$ 8.81	0.00

Tractor operator, Pneumatic	$ 8.50	0.00
Traveling Mixer Operator	$ 8.30	0.00
Truck driver, lowboy-Float	$ 10.82	0.00
Truck driver, Single Axle, Heavy	$ 9.43	0.00
Truck driver, Single Axle, Light	$ 9.19	0.00
Truck Driver, Tandem Axle, Semi-Trailer	$ 8.01	0.00
Welder	$ 10.31	0.00
Work Zone Barricade Servicer	$ 8.40	0.00

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

In the listing above, the "SU" designation means that rates listed under the identifier do not reflect collectively bargained wage and fringe benefit rates. Other designations indicate unions whose rates have been determined to be prevailing.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

* an existing published wage determination
* a survey underlying a wage determination
* a Wage and Hour Division letter setting forth a position on a wage determination matter
* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an

interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION

Technical Specifications

1. Concrete Gutter/Valley Gutter
2. Cast in Place Concrete
3. Concrete Pipe
4. Curb and Gutter
5. Driveway Repair
6. Structures, Manholes, Catch Basins, Inlets and Inspection Holes, Headwalls and Miscellaneous Structures.

Concrete Gutter/Valley Gutter

1.1. Description:

Concrete Gutter shall consist of Portland Cement combined concrete gutter with or without reinforcing steel as required, constructed on an approved subgrade or foundation material in accordance with these specifications, in conformity with the lines and grades established by the Engineer and details shown on the plans. Item 529 of the TxDOT Standard Specifications 1995 shall apply.

2.1. Materials:

The materials shall conform to section 529.2 of the TxDOT Standard Specifications 1995.

3.1. Construction Methods:

The construction methods shall conform to section 529.3 of the TxDOT Standard Specifications 1995.

4.1. Measurement:

Concrete gutter will be measured by the linear foot, complete, in place.

5.1. Payment:

Payment shall be in conformance with section 529.5 of the TxDOT Standard Specifications 1995.

End of Section

Cast-In-Place Concrete

Part I. General:

a. Cast-in-place concrete floors and foundations.
b. Floors and slabs on grade.
c. Control, and expansion and contraction joint devices associated with concrete work, including joint sealants.
d. Reinforcing steel bars, wire fabric and accessories.

Part 2. Products:

A. Concrete Materials/Reinforcing Steel:

1. Cement: ASTM C150, Type I - Normal and Type IA - Air Entraining.
2. Fine and Coarse Aggregates: ASTM C33.
3. Water: Clean and not detrimental to concrete.
4. Reinforcing Steel: ASTM A615, 60 ksi yield grade and welded steel fabric: ASTM A185 Plain Type, Plain finish.

B. Accessory Materials:

1. Bonding Agent: Polyvinyl Acetate.
2. Tie Wire: Minimum 16 gage annealed type.
3. Chairs, Bolsters, Bar Supports, Spacers: Sized and shaped for strength and support of reinforcement during concrete placement conditions including load bearing pad on bottom to prevent vapor barrier puncture.
4. Vapor Barrier: 6 mil thick fabric reinforced plastic film, type recommended for below grade application.

C. Joint Devices and Filler Materials

a. Joint Filler: ASTM D1751; Asphalt impregnated fiberboard or felt, 1/2 inch thick.
b. Construct Joint Devices: Integral galvanized steel formed to tongue and groove profile, knockout holes spaced at 6 inches. ribbed steel spikes with tongue to fit top screed edge.
c. Sealant and Primer: Type as specified in ASTM 1997 Specifications.

Part 3. Concrete Mix

a. Mix and deliver concrete in accordance with ASTM C94.
b. Select proportions for normal weight concrete in accordance with ACI 301 Method 1.
c. Provide Concrete to the following criteria:
    1. Compressive Strength (7 days): 2000 psi.
    2. Compressive Strength (28 days): 3000 psi.
    3. Slump: 1 to 4 inches.
    4. Minimum Cement Ratio: 5 sacks/yard.
d. Use accelerating admixtures in cold weather only when approved by Engineer. Use of admixtures will not relax cold weather placement requirements.
e. Use of calcium chloride is prohibited.
f. Use set retarding admixtures during hot weather only when approved by Engineer.
g. Add air entraining agent to normal weight concrete mix for work exposed to exterior.

Part 4. Examination

a. Verify requirements for concrete cover over reinforcement.
b. Verify that anchors, seats, plates, reinforcement and other items to be cast into concrete are accurately placed, positioned securely, and will not cause hardship in placing concrete.

Part. 5. Placing Concrete

a. Place concrete in accordance with ACI 301.
b. Notify Engineer minimum of 24 hours prior to commencement of operations.
c. Ensure reinforcement, inserts, embedded parts, formed joint fillers, joint devices and other are not disturbed during concrete placement.
d. Install vapor barrier under interior slabs on grade. Lap joints minimum 6 inches and seal watertight by taping edges and ends.
e. Repair vapor barrier damaged during placement of concrete reinforcing. Repair with vapor barrier material, lap over damaged areas minimum 6 inches and seal watertight.
f. Extend joint filler, where shown on the drawings, from bottom of slab to within 1/4 inch of finished slab surface.
g. Install joint devices in accordance with manufacturer's instructions.
h. Maintain records of concrete placement. Record date, location, quantity, air temperature, and test samples taken.
I. Place concrete continuously between predetermined expansion control, and construction joints.
j Do not interrupt successive placement; do not permit cold joint to occur.
k. Place floor slabs in checkerboard pattern indicated.
l. Screed floors and slabs on grade level, maintaining surface flatness of maximum 1/4 inch in 10 feet.

Part 6. Concrete Finishing

a. Provide formed concrete surfaces to be left exposed with smooth rubbed finish.
b. Finish concrete floor surfaces in accordance with ACI 301.
c. Steel trowel surfaces which are scheduled to be exposed.
d. In areas with floor drains maintain floor elevation at edges; pitch surfaces uniformly to drain at 1/4 inch per foot nominal.

Part 7. Curing and Protection

a. Immediately after placement, protect concrete from premature drying, excessively hot or cold temperatures, and mechanical injury.
b. Maintain concrete with minimal moisture loss at relatively constant temperature for period necessary for hydration of cement and hardening of concrete.
c. Cure floor surfaces in accordance with ACI 308.
d. Ponding: Maintain 100 percent coverage of water over floor slab areas continuously for 7 days. Pond cure all slabs in water retaining structures.

Part 8. Field Quality Control

a. Field testing will be performed in accordance with ACI 301.
b. Provide free access to work and cooperate with appointed firm.
c. Submit proposed mix design of each class of concrete for review prior to commencement of work..
d. Tests of cement and aggregates may be performed to ensure conformance with specified requirements.
e. Three concrete test cylinders will be taken every 75 or less cubic yards of each class of concrete placed.

f. One additional test cylinder will be taken during cold weather concreting, cured on job site under same conditions as concrete it represents.
g. One slump test will be taken for each set of test cylinders taken.

Part 9. Patching

a. Allow Engineer to inspect concrete surfaces immediately upon removal of forms.
b. Excessive honeycomb or embedded debris in concrete is not acceptable. Notify Engineer upon discovery.
c. Patch imperfections as directed.

Part 10. Defective Concrete

a. Defective Concrete: Concrete not conforming to required lines, details, dimensions, tolerances or specified requirements.
b. Repair or replacement of defective concrete will be determined by the Engineer.
c. Do not patch, fill, touch-up, repair, or replace exposed concrete except upon express direction of Engineer for each individual area.

End of Section

Concrete Pipe

1.1. Description:

This item shall consist of concrete pipe of the types, classes, sizes and dimensions required on the plans, furnished and installed at such places as are designated on the plans and profiles, or by the Engineer in accordance with these specifications and in conformity with the lines and grades on the plans or as directed by the Engineer.

2.1. Materials:

1. **General:** The pipe shall be of the type, size and class called for on the plans or in the proposal, and shall be in accordance with the following appropriate requirements. When the plans or proposal permit a choice of pipe, the Contractor shall indicate in the bid the type of pipe proposed to be furnished.

2. **Non-Reinforced Concrete Pipe:** Non-Reinforced concrete pipe shall conform to the requirements of ASTM Specification C412; C14 or C118.

3. **Reinforced Concrete Pipe:** Reinforced concrete pipe shall conform to ASTM Specification C76.

4. **Mortar:** Mortar for pipe joints and connections to other structures shall be composed of one part by volume of Portland Cement and two parts of mortar sand. The Portland Cement shall conform to the requirements of ASTM Specifications C-150, type 1, the sand shall conform to the requirements of AASHTO Specification M-45. Hydrated lime may be added to the mixture of sand and cement in the amount equal to 15% of the weight of cement used.

5. **Rubber Joint Pipe:** Rubber joint pipe shall be of the bell and spigot type with the adjacent surfaces of the bell and spigot parallel to the axis of the pipe. The dimensions within a tolerance of 1/32 inch plus or minus. The annular space shall be properly designed to compress the rubber gasket to form a watertight seal when the joints are forced together.

6. **Rubber Gasket:** The rubber gasket shall be a round rubber ring seated in a shallow groove provided in the spigot to hole the ring in place.

3.1. Construction Methods:

1. **Equipment:** All equipment necessary, and required for the proper construction of pipe lines shall be on the project in first class working condition approved by the Engineer before construction is permitted to start. The Contractor shall provide hoisting equipment to handle the pipe in unloading and placing it in its final position without damage to the pipe.

   The Contractor shall provide for such hand tampers and pneumatic tampers to obtain the compaction of the pipe bed and the backfill as specified.

2. **Excavation:** The Contractor shall do all excavation to the depth shown on the plans. Excavated material not required or not acceptable for backfill shall be disposed of by the Contractor as directed by the Engineer. Excavation shall not be carried below the required depth; when this is done the trench shall be backfilled at the Contractor's expense with sand or other granular material approve by the Engineer and adequately compacted so as to provide a stable foundation for the pipe.

   When so directed by the Engineer, unstable soil shall be removed for the full width of the trench and replaced with sand or other approved granular material and shaped to form the bed for the pipe.

The depth of cut shown on the plans is to the invert of the pipe line.

The trench shall be excavated accurately to the established line and grade and the bed for the pipe shaped so that at least the lower 1/4 of the pipe shall be in continuous contact with the bottom of the trench.

Spaces for pipe bell shall be accurately excavated to size so that the barrel supports the entire weight of the pipe.

The Contractor shall do such trench bracing, sheathing, or shoring necessary to perform and protect the excavation, also as required for safety and to conform to governing laws.

The cost of bracing, sheathing and shoring and the removal of same shall be included in the price bid for pipe.

3. **Cradles and Casting:** When the Engineer finds the bottom of the trench to be an insufficient foundation for the pipe, he shall determine the location and dimensions of the necessary cradles to properly support the pipe. The design details for the cradles shall be shown on the plans.

4. **Laying and Installing Pipe:** The Contractor shall provide the necessary mason's lines and supports to insure installation of the pipe to line and grade, as staked by the Engineer. The Contractor's facilities for lowering the pipe into the trench shall be such that neither the pipe not the trench will be damaged or disturbed.

   The Engineer shall inspect all pipe before it is laid, and reject any section that is damaged by handling or is found to be defective to a degree which will materially affect the function and service of the pipe.

   The laying of the pipe in the finished trench shall be started at the lowest point and laid upgrade. When bell and spigot pipe is used the bell shall be laid upgrade. If tongue and groove pipe is used, the groove end shall be laid upgrade.

   The pipe shall be firmly and accurately set to line and grade so that the invert will be smooth and uniform. The pipe shall be protected from water during placing and until the mortar in the joints has thoroughly set.

   When placing concrete pipe constructed with elliptical reinforcing, the pipe shall be oriented in accordance with the manufacturer's markings of top or bottom.

   The upgrade end of pipe lines not terminating in a structure shall be plugged with a cap or plug approved by the Engineer.

   Pipe which is not true in alignment, or which shows any settlement after laying, shall be taken up and re-laid with extra compensation.

5. **Pipe Joints:** Mortar joints shall be made as follows.

   All pipe shall be carefully laid, bell or groove and upgrade, spigot or tongue and fully entered into the adjacent hub, with the inner surface of the abutting pipes flush and even and true to lines and grades given.

   The joints of the concrete pipe shall be caulked and filled with specified mortar. Joints of concrete pipe shall be thoroughly wet before making the joint. The lower portion of the bell or groove of the pipe in place and the upper portion of the spigot or tongue of the succeeding pipe shall be filled with mortar so

that when the spigot or tongue end is fully entered into the hub end, the mortar will be squeezed evenly into the joint. After the pipe is laid, mortar shall be added as required to completely fill the joint inside and out, wiped and finished smooth with the surface of the pipe. Particular care shall be taken that the joint inside is smooth and flush with the inside surface of the pipe. After the initial set, the mortar on the outside shall be protected from the air and sun with a cover of thoroughly wetted earth or burlap, or sheet plastic. Joints for irrigation pipe lines shall be banded on the outside.

Rubber joints shall be made as follows:

Round rubber ring gaskets shall be installed by forcing the spigot of each pipe section (with gasket in place) into the bell of the previously laid pipe with an approved pulling device that will force the sections together smoothly so that the gasket is properly seated and compressed. The bell spigot shall be lubricated with flax soap lubricant before the sections are forced together.

It shall be the prime requirement that the completed line have watertight joints throughout.

The method of pulling the joints together shall be such as to avoid disturbing the previously laid sections of pipe, or allowing the rubber gasket to loose compression.

6. **Open Joints:** Open joints for underdrains or subdrains shall be made by butting pipes tightly together without mortar. The top three-fourths of the joint shall be protected by covering with mortar or roofing felt or as specified by the plans.

7. **Backfilling:** All trenches and excavations shall be backfilled in a reasonable time after the pipes are installed therein unless other protection of the pipe is directed by the Engineer. Backfill material shall be approved by the Engineer. Backfill material containing stones or rocks exceeding three (3) inches in diameter shall not be used adjacent to the pipe or until the fill over the top of the pipe exceeds one (1) foot. Backfill material containing rocks three (3) inches in diameter or larger shall not be used in trenches under paved areas. Special care shall be used to obtain thorough compaction under the haunches and along the sides to the top of the pipe.

   The backfill shall be placed by hand in loose layers not to exceed six (6) inches in depth under and around the pipe and thoroughly compacted to the density of the surrounding earth until a cover of not less than twelve (12) inches over the pipe is attained. The remainder of the backfill may be placed by machine or other approved methods as follows.

8. **Under Paved Areas and Driveways:** The backfill shall be placed in loose layers not exceeding six (6) inches in depth and compacted to the density of the surrounding earth or in any case, not less than 90% density as determined by AASHTO Test Method T-99 up to a point nine (9) inches below subgrade surface.

   The top nine (9) inches of subgrade shall be compacted to 95% density.

9. **In Unpaved Areas:** Backfill shall be placed in layers and controlled moisture added when so directed and shall be compacted to that density which will prevent caving of trench walls and will prevent excessive settling of backfill. Backfill shall be shaped nearly in a mound over the immediate area of the trench to a height six (6) inches above normal ground so that when completely settled, the area of the trench will be level with normal ground. Where trenches are adjacent to curbs, pavement, walks or other structures, care shall be taken to obtain that compaction necessary to prevent cave-ins and subsequent damage to said curbs and structures.

   Tamping or flooding will be permitted in unpaved areas unless otherwise directed by the Engineer.

10. **Connections:** Where the plans call for connections to existing or proposed structures, these connections shall be watertight and so made that a smooth uniform flow line will be obtained throughout the drainage system.

11. **Cleaning and Restoration of Site:** After the backfill is completed, the Contractor shall immediately dispose of all surplus material dirt and rubbish from the site. The Contractor shall restore all disturbed areas to their original condition.

    After all work is completed, the Contractor shall remove all tools and other equipment used by him, leaving the entire site free, clear and in good condition.

    Performance of work described in this section shall not be paid for directly, but shall be considered as a subsidiary obligation of the Contractor, covered under contract unit price for pipe.

12. **Inspection:** Prior to final approval of the pipe line the Engineer, accompanied by the Contractor's representative, shall make a thorough inspection, by an appropriate method, of the entire installation. Any indication of defects in material or workmanship or obstruction to flow in the pipe shall be further investigated and corrected as necessary. Defects due to the Contractor's negligence shall be corrected by the Contractor without additional compensation, and as directed by the Engineer.

4.1. Method of Measurement:

The footage of pipe to be paid for shall be the number of linear feet of pipe in place to the depth specified, completed and approved, measured along the centerline of the pipe from end or inside face of structure, to end or inside face of structure, whichever is applicable. Depth shall be measured from the ground surface to the invert of the pipe. The several classes, types, and sizes shall be measured separately. All fittings shall be included in the footage as typical pipe sections in the pipe line being measured.

The volume of concrete for pipe cradles to be paid for shall be the number of cubic yards of concrete complete in place and accepted, determined from the dimensions shown on the plans, or as directed by the Engineer.

5.1. Method of Payment:

The footage of pipe, measured as provided under "Method of Measurement" shall be paid for at the contract unit price per linear foot for "Concrete Pipe" of several classes, types, sizes and depths, which price and payment shall constitute full compensation for furnishing, hauling and installing the pipe for common excavation; for backfill and compaction; for jointing; for connections to structures; and for all material, labor, equipment, tools and incidentals necessary to complete the pipe as shown on the plans, but shall not constitute payment for manholes, catch basins, inlets, cradles, inspection holes, or headwalls, the payment for which is provided for as separate items.

The cubic yards of concrete determined as provided under "Method of Measurement" shall be paid for at the contract unit price per cubic yard for "Concrete for Pipe Cradles", which price and payment shall constitute full compensation for concrete in-place including reinforcing when shown on the plans.

End of Section

Curb and Gutter

1.1. Description:

"Concrete Curb and Gutter" shall consist of Portland Cement combined concrete curb and gutter with or without reinforcing steel as required, constructed on an approved subgrade or foundation material in accordance with these specifications, in conformity with the lines and grades established by the Engineer and details shown on the plans. Item 529 of the TxDOT Standard Specification 1995 shall apply.

2.1. Materials:

The materials shall conform to section 529.2 of the TxDOT Standard Specifications 1995

3.1. Construction Methods:

The construction methods shall conform to section 529.3 of the TxDOT Standard Specifications 1995.

4.1. Measurement:

Concrete curb and gutter will be measured by the linear foot, complete, in place.

5.1. Payment:

Payment shall be in conformance with section 529.5 of the TxDOT Standard Specifications 1995.

End of Section

Specifications for Driveway Repairs

1.1. Description:

This item shall govern for driveways, with or without reinforcing steel, composed of portland cement concrete constructed on approved subgrade, foundation material or finished surface in accordance with the lines and grades established by the engineer and in conformance with details shown on the plans.

1.2. Materials:

Concrete shall be class “a” concrete meeting the requirement of the item “concrete for structures” or concrete as specified in the items of “concrete pavement” in TxDot 1982 specification.

Reinforcing steel, if required shall conform to the requirements of the item “reinforcing steel”.

1.3. Construction Methods:

The subgrade foundation, or pavement surface shall be shaped to lines, grades, and cross sections, hand tamped and sprinkled. If dry, the subgrade or foundation material shall be sprinkled lightly immediately before concrete is deposited thereon.

Outside forms shall be of wood or metal, of a section satisfactory to the engineer, straight, free of warp and of a depth equal to the depth required. They shall be securely staked to line and grade, and maintained in a true position during the depositing of concrete.

The reinforcing steel, if required, shall be placed in position as required by the plans. Care shall be exercised to keep all steel in its proper location.

After the concrete has been struck off and after it has become sufficiently set, the exposed surfaces shall be thoroughly worked with a wooden float.

Where driveway a but a curb or retaining wall, approved expansion material shall be placed along their entire length. Similar expansion material shall be placed around all obstruction protruding through driveways.

End of Section

Structures, Manholes, Catch Basins, Inlets and Inspection Holes, Headwalls & Miscellaneous Structures

1.1Description:

This item shall consist of manholes, catch basins, inlets, inspection holes, and miscellaneous drainage structures constructed of such materials and in accordance with these specifications at the locations and in conformity with the line, grade, and dimensions shown on the plans, or as required by the Engineer. These structures shall include the furnishing and installation of such specials and connections to pipes and other structures as may be required to complete the item as shown on the plans. The structures shall provide for the collection of surface water with the exception of manholes and inspection holes which may be designed with closed covers.

2.1Materials:

a. Brick: The brick shall be grade MA brick as set out in A.A.S.H.T.O. Specification M-91.

b. Mortar: The mortar for brick masonry and similar work shall be composed of one part of Portland Cement and two parts of mortar sand by volume. The Portland Cement shall conform to the requirements of A.A.S.H.T.O. Specification M-85, Type II. The sand shall conform to the requirements of A.A.S.H.T.O. Specification M-45. The water shall be clean and free from injurious amount of sewage, oils, acid, strong alkalis, or vegetable matter.

c. Concrete: Plain and reinforced concrete used in structures, connections of pipes with structures, support of structures or frame, shall conform to the requirements for concrete as set out in "Structural Portland Cement Concrete".

d. Frame, Cover and Grate Castings: The castings shall conform to one of the following requirements:

- Gray iron castings shall meet not less than minimum A.A.S.H.T.O. Specification M-105.
- Malleable iron castings shall meet the requirements of A.A.S.H.T.O. Specifications.
- Steel castings shall meet the requirements of A.A.S.H.T.O. Specification M-103.
- All castings shall be true to form and dimensions, and shall be free from inclusions of foreign material, casting faults, injurious blow holes, cracks, sponginess, and other defects rendering them unsuitable.
- All castings shall conform to requirements as to type, size, dimensions and strength as specified on the plans.

The finished frame cover or grate shall have the bearing surfaces machined or ground so that there are no variations that will permit rocking or rattling, and the diameter of the cover or grate shall be such as to fit the frame without wedging.

e. Steel Grates and Frames: Steel for grates and frames shall conform to the requirements for structural steel of A.S.T.M. Designation A-36, A-283, A-663, and A-675 and shall be fabricated to the dimensions and spacings shown on the plans. After fabrication the grates and frames shall be galvanized to meet the requirements of A.A.S.H.T.O. Specification M-111 or A.S.T.M. Designation A-123.

Grates shall be designed to support the loadings specified.

Each grate and frame unit shall be provided with fastening units to prevent it from being dislodged by traffic but which will allow for easy removal for access to the structure.

3.1Construction Methods:

a. Unclassified Excavation:

1. The Contractor shall do all excavation for structures and structure footings to the lines and grades or elevations, as shown on the plans or as staked by the Engineer. The excavation shall be of sufficient size to permit the placing of the full width and length of the structure or structure footings shown. The elevations of the bottoms of footings, as shown on the plans, shall be considered as approximate only; and the Engineer may order in writing, such changes in dimensions or elevations of footings as may be deemed necessary to secure a satisfactory foundation.

2. Boulders, logs, or any other objectionable material encountered in excavation shall be removed. All rock or other hard foundation material shall be cleaned of all loose material and cut to a firm surface either level, stepped or serrated, as directed by the Engineer. All seams or crevices shall be cleaned out and grouted. All loose and disintegrated rock and strata shall be removed. When concrete is to rest on a surface other than rock, special care shall be taken not to disturb the bottom of the excavation, and excavation to final grade shall not be made until just before the concrete or reinforcing is to be placed.

3. The Contractor shall do all bracing, sheathing or shoring necessary to perform and protect the excavation and the structure; also, as required for safety or to conform to government laws. The cost of bracing, sheathing, or shoring shall be included in the unit price bid for the structure.

4. Unless otherwise provided, bracing, sheathing, or shoring involved in the construction of this item shall be removed by the Contractor after the completion of the structure. Removal shall be effected in such a manner as not to disturb or mar finished masonry. The cost of removal shall be included in the unit price bid for the structure.

5. After each excavation is completed, the Contractor shall notify the Engineer to that effect; and concrete or reinforcing steel shall be placed after the Engineer has approved the depth of the excavation and the character of the foundation material.

b. Brick Structures:

1. Foundations: The foundation for all brick structures shall be placed after the foundation excavations is completed and accepted. The foundation shall be built to the correct elevation, in accordance with the plans and shall be finished to cause the least resistance to flow.

2. Laying Brick: All brick shall be thoroughly clean; the bed which is to receive the brick shall be thoroughly cleaned and wetted with water before place mortar thereon.

   All brick shall be laid in freshly made mortar composed of one part by volume Portland Cement and two parts by volume of sand with the possible addition of hydrated lime in an amount not to exceed fifteen (15) percent by volume of the cement used. The brick shall be laid in courses using the shoved-joint method so as to thoroughly bond them into the mortar and always with the joints completely filled with mortar. The brick shall be laid in a workmanship manner, and true to the

lines and grades indicated on the plans.

The arrangement of headers and stretchers shall be such as will thoroughly bond the masonry; and unless otherwise indicated, brick masonry shall be of alternate headers and stretchers with consecutive breaking joints. The courses shall be laid continuously with joints broken or alternating evenly with the joints in the preceding courses. The joints shall not be less than one-fourth (1/4) inch nor not more than one-half (1/2) inch in thickness. Face joints shall be neatly struck, using the weather joint. All shall be finished properly as the laying of brick progresses.

No spalls or bats shall be used except in shaping around irregular openings or connections or when unavoidable to finish out a course, in which case a full brick shall be used at the corner and the bat in the interior of the course.

In case any brick is moved, or a joint broken during laying, the brick shall be taken up, the mortar thoroughly cleaned from the brick, bed, and joints, and the brick re-laid in fresh mortar. In hot and dry weather, or when directed, the brick masonry shall be protected and kept moist for a period of at least forty-eight (48) hours after laying of brick.

Unless otherwise shown on the plans, the inside and outside surfaces of brick masonry shall be neatly plastered with mortar to a thickness of not less than one-half (1/2) inch, and the mortar shall be finished to a true and uniform surface. The mortar shall be protected and kept moist for forty-eight (48) hours after completion.

Brick masonry shall not be constructed in freezing weather or when bricks contain frost, except by written permission of the Engineer and subject to such conditions for protection against freezing.

c. Concrete Structures:

The structures shall be constructed of concrete, built on prepared foundations, conforming to the dimensions and form indicated on the plans. The construction shall conform to the methods, forms, mixture, placement, and curing, as specified in "Structural Portland Cement Concrete (Plain and Reinforced)". Any reinforcement required shall be of the kind, type, and size, and shall be furnished, located, spaced, bent, and fastened as indicated on the plans, it shall be approved by the Engineer before the concrete is poured.

All invert channels shall be constructed and shaped accurately so as to be smooth, uniform, and cause minimum resistance to flow. The interior bottom shall be sloped downward toward the outlet.

d. Inlet and Outlet Pipes:

Inlet and outlet pipes shall extend through the walls of the structure for a sufficient distance beyond the outside surface to allow for connections, but shall be cut off flush with the wall on the inside surface unless otherwise directed. Concrete or brick and mortar shall be constructed around the pipes so as to prevent leakage and form a neat connection.

e. Placement and Treatment of Casting, Frames and Fittings:

All castings, frames, and fittings shall be placed in the positions indicated on the plans or as directed by the Engineer, and shall be set true to line and to correct elevation. If frames or fittings are to be set in concrete or cement mortar, all anchors or bolts shall be in place and position before the concrete or mortar is placed. The unit shall not be disturbed until the mortar or concrete has set.

When frames or fittings are to be placed upon previously constructed masonry, the bearing surface of

masonry shall be brought true to line and grade and resent an even bearing surface in order that the entire face of back of the unit will come in contact with the masonry. The unit shall be set in mortar beds or anchored to the masonry, as indicated on the plans or as directed and approved by the Engineer. All units shall set firm and secure.

After frames or fittings have been set in final position, and the concrete or mortar has been allowed to harden for seven (7) days, the grates or covers shall be placed and fastened down.

f. Installation of Steps:

The steps shall be installed as indicated on the plans, or as directed by the Engineer. When the steps are to be set in concrete they shall be placed and secured in position before the concrete is poured. When the steps are installed in brick masonry they shall be placed as the masonry is being built. The steps shall not be disturbed or used until the concrete or mortar has hardened for at least seven (7) days. After this period has elapsed, the steps shall be cleaned and painted, unless they have been galvanized.

g. Backfilling:

1. After a structure has been completed, the area around it shall be filled with approved material, in horizontal layers not to exceed eight (8) inches in loose depth, and compacted to the density specified. The fill shall be made to the elevation shown on the plans or as directed by the Engineer.

2. No backfilling shall be placed against any structure until permission is given by the Engineer. In the case of concrete, such permission preferably shall not be given until the concrete has been in place fourteen (14) days, or until the tests made by the laboratory under the supervision of the Engineer, established that the concrete has attained sufficient strength to withstand any pressure created by the methods used and materials placed without damage or strain beyond a sage factor. Adequate provisions shall be made for thorough drainage.

3. Fill placed shall be deposited all around a structure at the same time and to approximately the same elevation. Special care shall be taken to prevent any wedging action against the structure, and all slopes bounding or within the areas to be backfilled will be stepped or serrated to prevent wedge action.

4. All backfill shall be compacted to a density equal to the adjoining undisturbed soil or as directed by the Engineer.

5. Backfill shall not be measured for direct payment. Performance of this work is not payable directly, but shall be considered as a subsidiary obligation of the Contractor, covered under the contract unit price for the structure involved.

h. Cleaning and Restoration of Site:

1. After the backfill is completed, the Contractor shall dispose of all surplus material, dirt, and rubbish from the site. Where excavations are done in paved areas, whether gravel topping or hard surfaced, or other areas that may be specified by controlling agency, the backfilling shall be done by controlled moisture and tamping in six (6) inch layers and the pavement surface shall be restored to its original finish and in equal condition and quantities as found at the time of beginning of construction. The Contractor shall restore all disturbed areas to their original condition.

2. After all work is completed, the Contractor shall remove all tools and other equipment used by

him leaving the entire site free, clear, and in good condition.

3. Performance of the work described in this section is not payable directly, but shall be considered as a subsidiary obligation of the Contractor, covered under the contract unit price for structure.

4.1Method of Measurement:

The number of manholes, catch basins, inlets, inspection holes, headwalls, etc. shall be counted for each type and size of structure listed as the number of units complete in place and accepted.

5.1. Basis of Payment:

The number of units of structures, determined as provided in "Measurement", shall be paid for at the contract price per each for "Manholes, Catch Basins, Inlets, Inspection Holes, Headwalls, etc." respectively, as called for in the bid schedule, which prices and payment shall constitute full compensation for furnishing all materials; for placing and finishing; for all connections to drainage pipe; for all excavation and hauling; for all backfilling; for furnishing, setting, anchoring any frame, grate, cover, or fitting necessary to complete structure; for finishing flow line; for placing steps; for plastering brick surfaces as required; and for all labor, equipment, tools, and incidentals necessary to complete the work.

End of Section

Type II Barricade

AI-9625 **19.A.7.**

Janitorial/Industrial Supplies
CC REGULAR

Date: 06/10/2008
Submitted By: Yvette Islas, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Requesting authority to purchase Janitorial/Industrial Supplies from local awarded vendors (responding to a Request For Sealed Quotes) through the County's membership/participation with TASB Buyboard Cooperative Purchasing Program.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** County Wide - Object Code 607
FUNDS AVAILABLE Y/N?: Y-various **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

This is a Countywide purchase of janitorial supplies, object code 607. Please refer to attached expenditure report as of 6-6-08 for all funds and all depts, object code 607 for funding availability.

Attachments

Link: Vendors

Link: Expenditure Report object code 607 Co. Wide

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 05:02 PM	APRV
2	Budget & Management	Dina Trevino	06/06/2008 08:26 AM	APRV
3	Ivan Cantu	Ivan Cantu	06/06/2008 09:03 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Yvette Islas Started On: 06/04/2008 01:52 PM

Final Approval Date: 06/06/2008

Custodial Supplies & Equipment

- Abernathy Company
- AmSan, LLC
- Austin Vacuum, S.A., Inc.
- Bain Paper Company
- Brawner Paper Company
- Buckeye Cleaning Center
- CC Distributors, Inc
- Certified Laboratories, A Div of NCH Corp.
- Chemsearch, A Div Of NCH
- CleanCare, Inc.
- Complete Supply, Inc.
- Corporate Express Imaging and Computer Graphic Sup
- Crown Paper and Chemical, Inc.
- Debco
- Eagle Brush & Chemical, Inc.
- Empire Paper Company
- Gulf Coast Paper Company
- Hillyard, Inc.
- Hollywood Restroom & Janitorial Supplies
- JanPak Supply
- K-Stone Supplies & Repairs
- M.A.N.S. Distributors, Inc.
- Mantek, Division of NCH Corp
- Matera Paper Company
- Mayfield Paper Company
- Miller Paper & Packaging Company
- NETD, Inc.
- Olmsted Kirk Equipment and Supply Company
- Pollock Paper Distributors
- Pro Serve Enterprise, Inc.
- Professional Polish Equipment
- Safeway Supply
- Sanitary Supply Co.
- Smith Supply Company, Inc.
- South Texas Environmental Products, Inc.
- Southern Paper & Chemical Co., Inc.
- Springtime Janitorial
- TechSan Supply
- TK Sales
- Torrez Paper Company
- Wagner Supply Company
- Wedge Supply, Inc.
- Wholesale Vacuum Connection, Inc

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							
8-1100-412-00-002-001-0-607	93RD DC-CLEANING & SANITATION SUPPLIES	1,000.00	.00	16.20	16.20	983.80	1.62
8-1100-412-00-006-001-0-607	332ND DC-CLEANING & SANITATION SUPPLIES	100.00	83.78	.00	.00	16.22	83.78
8-1100-412-00-022-001-0-607	CCL#2-CLEANING & SANITATION SUPPLIES	250.00	.00	.00	.00	250.00	.00
8-1100-412-00-024-001-0-607	CCL#4-CLEANING & SANITATION SUPPLIES	.00	.00	.00	.00	.00	.00
8-1100-412-00-025-001-0-607	CCL#5-CLEANING & SANITATION SUPPLIES	200.00	.00	.00	.00	200.00	.00
8-1100-412-00-032-001-0-607	MASTER CRT II-CLEANING & SANITATION SUPP	150.00	.00	.00	.00	150.00	.00
8-1100-412-00-062-001-0-607	JP PCT 1/PL 2-CLEANING & SANITATION SUPP	100.00	.00	47.30	47.30	52.70	47.30
8-1100-412-00-063-001-0-607	JP PCT 2/PL 1-CLEANING & SANITATION SUPP	700.00	.00	76.66	76.66	623.34	10.95
8-1100-412-00-064-001-0-607	JP PCT 2/PL 2-CLEANING & SANITATION SUPP	500.00	7.80	.00	.00	492.20	1.56
8-1100-412-00-066-001-0-607	JP PCT 3/PL 2-CLEANING & SANITATION SUPP	150.00	.00	32.88	32.88	117.12	21.92
8-1100-412-00-080-002-0-607	CRIM DA-CLEANING & SANITATION SUPPLIES	350.00	222.00	.00	.00	128.00	63.43
8-1100-412-00-090-001-0-607	DIST CLERK-CLEANING & SANITATION SUPPL	250.00	.00	144.60	144.60	105.40	57.84
8-1100-412-30-085-003-0-607	PUBLIC DEFENDER-CLEANING & SANITATION	100.00	81.95	.00	.00	18.05	81.95
8-1100-414-00-130-001-0-607	ELECTIONS DEPT-CLEANING & SANITATION	700.00	.00	.00	.00	700.00	.00
8-1100-415-00-200-001-0-607	INFO TECH DEPT-CLEANING & SANITATION	250.00	.00	249.83	249.83	.17	99.93
8-1100-415-15-140-001-0-607	TAX OFF-CLEANING & SANITATION SUPPLIES	200.00	.00	.00	.00	200.00	.00
8-1100-415-16-150-001-0-607	CO TREASURER-CLEANING & SANITATION SUPPL	21.00	.00	19.88	19.88	1.12	94.67
8-1100-415-40-180-001-0-607	CO CLERK-CLEANING & SANITATION SUPPLIES	1,000.00	69.37	37.74	37.74	892.89	10.71
8-1100-415-50-190-002-0-607	HUMAN RESOURCES-CLEANING & SANITATION	600.00	.00	.00	.00	600.00	.00
8-1100-419-40-220-001-0-607	GEN GOVT BLDG-CLEANING & SANITATION SUPP	160,000.00	24,629.76	30,463.52	30,463.52	104,906.72	34.43
8-1100-421-00-115-027-0-607	TX DPS-CLEANING & SANITATION SUPPLIES	500.00	.00	.00	.00	500.00	.00
8-1100-421-00-280-001-0-607	SHERIFF-CLEANING & SANITATION SUPPLIES	15,000.00	288.96	4,229.77	4,229.77	10,481.27	30.12
8-1100-421-00-292-001-0-607	CONSTABLE PCT.2-CLEANING&SANITATION SUPP	300.00	.00	.00	.00	300.00	.00
8-1100-422-10-300-001-0-607	EMERG SRVS-FM-CLEANING&SANITATION SUPPLI	600.00	.00	175.04	175.04	424.96	29.17
8-1100-423-21-280-002-0-607	JAIL-CLEANING & SANITATION SUPPLIES	170,000.00	14,833.86	47,591.46	47,591.46	107,574.68	36.72
8-1100-423-32-330-001-0-607	JUV DET HM-CLEANING & SANITATION SUPPLIE	13,800.00	5,571.45	1,113.90	1,113.90	7,114.65	48.44
8-1100-432-00-121-001-0-607	SANITATION PCT.1-CLEANING & SANITATION	500.00	.00	31.09	31.09	468.91	6.22
8-1100-432-00-122-001-0-607	SANITATION PCT.2-CLEANING & SANITATION	200.00	.00	.00	.00	200.00	.00

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
1100 GENERAL FUND							
8-1100-432-00-123-001-0-607	SANITATION PCT.3-CLEANING & SANITATION	1,000.00	139.32	209.23	209.23	651.45	34.86
8-1100-432-00-124-001-0-607	SANITATION PCT.4-CLEANING & SANITATION	500.00	12.99	60.36	60.36	426.65	14.67
8-1100-441-00-340-001-0-607	HEALTH ADM-CLEANING & SANITATION SUPPL	6,000.00	.00	998.00	998.00	5,002.00	16.63
8-1100-441-00-340-003-0-607	HEALTH CLINICS-CLEANING & SANITATION SUP	2,100.00	.00	224.00	224.00	1,876.00	10.67
8-1100-444-00-240-001-0-607	HUMAN SERVICES-CLEANING & SANITATION	235.25	.00	64.60	64.60	170.65	27.46
8-1100-444-00-370-001-0-607	VETERAN'S SRV-CLEANING & SANITATION SUPP	150.00	16.20	.00	.00	133.80	10.80
8-1100-461-00-380-001-0-607	TX AGRILIFE EXT-CLEANING & SANITATION	500.00	.00	.00	.00	500.00	.00
8-1100-466-00-122-018-0-607	PCT 2 CRC-CLEANING & SANITATION SUPPLIES	1,250.85	.00	12.95	12.95	1,237.90	1.04
8-1100-466-00-122-082-0-607	PCT 2 CRC S TOWER RD-CLEANING & SANIT SU	1,000.00	.00	.00	.00	1,000.00	.00
1100 GENERAL FUND		**380,257.10**	**45,957.44**	**85,799.01**	**85,799.01**	**248,500.65**	**34.65**
1200 R&B COUNTY WIDE							
8-1200-431-00-122-004-0-607	CO SHOP-CLEANING & SANITATION SUPPLIES	1,000.00	74.85	143.82	143.82	781.33	21.87
8-1200-431-00-260-001-0-607	R-O-W DEPT-CLEANING & SANITATION SUPPL	2,000.00	.00	.00	.00	2,000.00	.00
1200 R&B COUNTY WIDE		**3,000.00**	**74.85**	**143.82**	**143.82**	**2,781.33**	**7.29**
1201 R&B PRECINCT NO.1							
8-1201-431-00-121-004-0-607	PCT.1 RD ADM-CLEANING & SANITATION SUPPL	150.00	112.95	34.76	34.76	2.29	98.47
8-1201-431-00-121-005-0-607	PCT.1 P/U RD-CLEANING & SANITATION SUPPL	1,500.00	.00	475.97	475.97	1,024.03	31.73
1201 R&B PRECINCT NO.1		**1,650.00**	**112.95**	**510.73**	**510.73**	**1,026.32**	**37.80**
1202 R&B PRECINCT NO.2							
8-1202-431-00-122-005-0-607	PCT.2 RD ADM-CLEANING & SANITATION SUPPL	800.00	90.00	444.03	444.03	265.97	66.75
8-1202-431-00-122-006-0-607	PCT.2 P/U RD-CLEANING & SANITATION SUPPL	1,000.00	94.02	126.02	126.02	779.96	22.00
1202 R&B PRECINCT NO.2		**1,800.00**	**184.02**	**570.05**	**570.05**	**1,045.93**	**41.89**
1203 R&B PRECINCT NO.3							
8-1203-431-00-123-004-0-607	PCT.3 RD ADM-CLEANING & SANITATION SUPPL	2,097.38	290.55	.00	.00	1,806.83	13.85
8-1203-431-00-123-005-0-607	PCT.3 P/U RD-CLEANING & SANITATION SUPPL	1,000.00	328.82	528.18	528.18	143.00	85.70
1203 R&B PRECINCT NO.3		**3,097.38**	**619.37**	**528.18**	**528.18**	**1,949.83**	**37.05**
1204 R&B PRECINCT NO.4							
8-1204-431-00-124-005-0-607	PCT.4 RD ADM-CLEANING & SANITATION SUPPL	1,000.00	.00	180.42	180.42	819.58	18.04
8-1204-431-00-124-007-0-607	PCT.4 P/U RD-CLEANING & SANITATION SUPPL	600.00	269.38	137.36	137.36	193.26	67.79
1204 R&B PRECINCT NO.4		**1,600.00**	**269.38**	**317.78**	**317.78**	**1,012.84**	**36.70**
1211 PARKS PRECINCT NO.1							
8-1211-452-00-121-013-0-607	PARKS PCT.1-CLEANING & SANITATION SUPPL	1,592.45	.00	599.94	599.94	992.51	37.67
1211 PARKS PRECINCT NO.1		**1,592.45**	**.00**	**599.94**	**599.94**	**992.51**	**37.67**

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
1212 PARKS PRECINCT NO.2							
8-1212-452-00-122-008-0-607	PARKS PCT.2-CLEANING & SANITATION SUPPL	3,000.00	570.64	882.58	882.58	1,546.78	48.44
1212 PARKS PRECINCT NO.2		**3,000.00**	**570.64**	**882.58**	**882.58**	**1,546.78**	**48.44**
1213 PARKS PRECINCT NO.3							
8-1213-452-00-123-008-0-607	PARKS PCT.3-CLEANING & SANITATION SUPPL	5,444.80	1,073.07	1,567.65	1,567.65	2,804.08	48.50
1213 PARKS PRECINCT NO.3		**5,444.80**	**1,073.07**	**1,567.65**	**1,567.65**	**2,804.08**	**48.50**
1214 PARKS PRECINCT NO.4							
8-1214-452-00-124-009-0-607	PARKS PCT.4-CLEANING & SANITATION SUPPL	500.00	.00	126.62	126.62	373.38	25.32
1214 PARKS PRECINCT NO.4		**500.00**	**.00**	**126.62**	**126.62**	**373.38**	**25.32**
1252 HIDTA FEDERAL SHARING US TREASURY							
8-1252-412-00-270-012-0-607	HIDTA US TREASURY-CLEANING & SANITATION	200.00	.00	.00	.00	200.00	.00
1252 HIDTA FEDERAL SHARING US TREASURY		**200.00**	**.00**	**.00**	**.00**	**200.00**	**.00**
1291 HIDTA							
8-1291-412-00-270-002-0-607	HIDTA TF COMMAND CTR-CLEANING&SANITATION	.00	.00	.00	.00	.00	.00
1291 HIDTA		**.00**	**.00**	**.00**	**.00**	**.00**	**.00**
1292 WIC							
8-1292-441-00-350-001-8-607	WIC ADM-CLEANING & SANITATION SUPPLIES	20,158.61	381.21	9,737.04	9,737.04	10,040.36	50.19
1292 WIC		**20,158.61**	**381.21**	**9,737.04**	**9,737.04**	**10,040.36**	**50.19**
1293 HEALTH DEPARTMENT							
8-1293-441-00-340-005-0-607	H.D. ADM-CLEANING & SANITATION SUPPLIES	10,000.00	.00	.00	.00	10,000.00	.00
1293 HEALTH DEPARTMENT		**10,000.00**	**.00**	**.00**	**.00**	**10,000.00**	**.00**
1295 POST ADJUDICATION JUVENILE BOOT CAMP							
8-1295-423-00-330-028-0-607	WESL B/C-CLEANING & SANITATION SUPPLIES	10,000.00	.00	3,648.35	3,648.35	6,351.65	36.48
1295 POST ADJUDICATION JUVENILE BOOT CAMP		**10,000.00**	**.00**	**3,648.35**	**3,648.35**	**6,351.65**	**36.48**
1297 ADULT PROBATION							
8-1297-423-00-320-002-8-607	BASIC SUPERVISION-CLEANING & SANITATION	441.26	.00	.00	.00	441.26	.00
8-1297-423-00-320-005-8-607	RESTITUTION CTR-CLEANING & SANITATION	1,137.22	727.91	391.92	391.92	17.39	98.47
8-1297-423-00-320-008-8-607	COMM CORR-CLEANING & SANITATION SUPPLIES	3,928.93	135.55	278.84	278.84	3,514.54	10.55
1297 ADULT PROBATION		**5,507.41**	**863.46**	**670.76**	**670.76**	**3,973.19**	**27.86**
8 YEAR		**447,807.75**	**50,106.39**	**105,102.51**	**105,102.51**	**292,598.85**	**34.66**

AI-9674 **19.A.8.**

New Positions - Purchasing Dept.
CC REGULAR

Date: 06/10/2008
Submitted By: Damaris San Miguel, BUDGET & MANAGEMENT
Submitted For: Martha Salazar
Department: BUDGET & MANAGEMENT
Agenda Area: Purchasing Department

Information

CAPTION

A. Approval to create one (1) new permanent Full-Time Purchasing Travel Card Specialist position, slot no. 160-001-0025 at $41,000 per year and one (1) new permanent Full-Time Data Clerk position, slot no. 160-001-0026 at $20,800 per year as authorized by CC on 05/27/08.
B. Approval of interdepartmental transfer.
C. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-41X-00-XXX-00X-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

8-1100-415-00-115-002-0-899 --> 8-1100-415-18-160-001-0-XXX $37,987.40, Funds Available as of 6-5-08.

Attachments

Link: Data Clerk
Link: Travel Card Specialist
Link: Fiscal Note
Link: Line Item Transfer
Link: Revised Salary Schedule

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Damaris San Miguel (Originator)	Damaris San Miguel	06/05/2008 04:15 PM	APRV
2	Rosalinda Cantu		06/06/2008 06:12 PM	PEND
Form Started By: Damaris San Miguel			Started On: 06/05/2008 02:24 PM	

Final Approval Date: 06/06/2008

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Purchasing Dept. 160

DATE: 6/2/08

CURRENT POSITION TITLE:

CURRENT SLOT. #:

REQUESTED POSITION TITLE:
(For new positions or reclassifications)
Data Clerk

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) $ 20,800.00 (Proposed Budgeted Salary) $ 20,800.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☒ 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: N/a

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt ☐
Non-Exempt ☐
N/A ☐

FLSA:
Exempt ☐
Non-Exempt ☐

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

N/a

NEW POSITION: Brief job description and attach a copy of the new job description.

Will assist the Hidalgo Co. Fixed Assets Division/Purchasing Dept. Perform a variety of clerical duties to enhance the daily out put of data needed to keep the flow of information moving accordingly.

POSITION RECLASIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

N/a

COMMENTS: (Any comments you wish to make regarding this request)

Will work and assists the Fixed Assets Division/Purchasing Dept

HUMAN RESOURCES: Classification and Salary Recommendation

20,800.00

BUDGET & MANAGEMENT: Classification and Salary Recommendation

20,800.00

1. Martha L. Salazar P (DEPARTMENT HEAD)	6/3/08 (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 Purchasing Department

Job Title: Data Clerk **FLSA – Non-Exempt**
Department: 160 **Civil Service Status: Non-Exempt**
Suggested Range: $20,800.00 - $24,000.00

SUMMARY:

Under the direction and supervision of the Hidalgo County Purchasing Agent, assists the Hidalgo County Fixed Asset Division/Purchasing Dept. perform a variety of clerical duties to enhance the daily output of information needed to keep the flow of information moving accordingly.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- At least two years of experience in general clerical work, including one year in a position that provided a working knowledge of purchasing operations or banking credit card system; or an equivalent combination of education and experience.

Education and experience equivalent to:

- High school or equivalent.

- An associates degree from an accredited institution of higher learning or a minimum of 60 collage hours from an accredited institution of higher learning in Business Management, Finance, Accounting, Economics and work experience in inventory management and fixed assets control related field preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must posses' proof of a current valid Texas motor vehicle operator's license.
- Must be able to be insured by the County's insurance carrier.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist County Fixed Asset Division/Purchasing Dept. by inputting data into spreadsheets and ELIO Inventory system.
- Type information for all forms needed to apply for vehicle titles and/or license plate replacements.
- Keep track of the statuses of vehicle license plates that have been requested.
- Set-up files for any and all properties (land and/or buildings) bought by the County.
- Keep files up to date with all pertinent information needed in the file (warranty deeds, copies of contracts, certificate of completion and any other legal documentation).
- Keep a log of all County offices that currently are leasing office space through out the County and verify with Buyers and/or Contract Managers when leases are at the point of expiration.
- Performs other job-related duties as assigned.
- Ability to work well with others.
- Regular attendance is a must.

OTHER SKILLS AND ABILITIES:

- Must have computer skills and be able to operate Excel spreadsheets, Microsoft Word processor, and Access Database.
- Detail oriented.
- Must be able to follow instructions.

PHYSICAL DEMANDS:

Physical requirements include lifting/carrying up to 25 pounds, visual acuity, speech and hearing hand and eye coordination and manual dexterity, necessary to operate a computer, monitor, keyboard, printer, fax machine, copier, adding machine, typewriter and basic office equipment, vision to monitor, standing, sitting walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, driving, twisting, balancing, repetitive motion, client/customer contact, squatting to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Purchasing Dept. 160

DATE: 6/2/08

CURRENT POSITION TITLE: None

CURRENT SLOT. #:

REQUESTED POSITION TITLE:
(For new positions or reclassifications)
Purchasing Travel Card 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 _____

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: N/a

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	☐
N/A	☐		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

N/a

NEW POSITION: Brief job description and attach a copy of the new job description.

To work with Purchasing Agent, under general supervision, overseeing the St. of TX. Corporate Travel/ fuel/ credit card charge Program.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/a

COMMENTS: (Any comments you wish to make regarding this request)

Will work with all Depts. with check & Balances.

HUMAN RESOURCES: Classification and Salary Recommendation

41,000.00

BUDGET & MANAGEMENT: Classification and Salary Recommendation

41,000.00

1. Martha L. Salazar RW DEPARTMENT HEAD	6-3-08 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 PURCHASING DEPARTMENT

Job Title: TRAVEL /FUEL/ CREDIT CARD SPECIALIST COORDINATOR
FLSA: Non-Exempt

Department: 160 Civil Service Status: Non-Exempt
Suggested Range: $41,000.00 – $54,689.00

SUMMARY:
Job Summary: The overall purpose and general responsibilities of the job. On behalf of the Purchasing Agent, under general supervision, is responsible for coordinating and overseeing the State of Texas Corporate Travel/Fuel/ Credit Card Charge Program; establishing program process and procedures; communicating program parameters; providing on-going training programs; gathering and analyzing data for trends and reports; monitoring and auditing transactions; generating performance measure reports; and performing related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The fundamental duties and tasks which define the job.

- Develops and coordinates the overall administration of the State of Texas Corporate Travel/ Fuel/ Credit Card Charge Program, and migrating to the procurement card (P-Card).
- Establishing process and procedures for Travel/ Fuel/ Credit Card transaction including, credit limits, reviewing billing statements and invoices and maintaining the vendor contract lists;
- Communications program parameters and procedures such as office and department participation eligibility requirements;
- *Provides initial training programs to new users and evaluates the need for ongoing training regarding updates and other necessary information to Travel Fuel Credit Card users;*
- Gathers and analyzes card activity data for usage trends and prepares statistical reports;
- Monitors and audits Purchasing Card transaction, reports findings of departmental reviews and makes recommendations to card usage to ensure compliance with all purchasing rules and regulates;
- Utilizes tact diplomacy when communicating general program information regarding the Travel/ Fuel/ Credit Card Program.
- External Contacts: Frequent contact with other government agencies, outside organizations, vendors and service providers. Communication is primarily face-to-face, via telephone, e-mails and through written correspondence.
- Internal Contacts: Constant contact with co-workers, other County employees and occasional Department Heads and Elected/Appointed Officials. Communication is primarily face-to-face, via telephone and through written correspondence.

- Job has impact on division operations and public image. Job responsibilities include occasional handling of confidential information/documents.
- Assists the Budget Officer through relevant data entry.
- Performs related duties as required.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and experience equivalent to:

- **Bachelor's degree in Business Management, Finance, Accounting, Economics or related field AND two(2) years progressively responsible relevant work experience in general clerical work, including one year in a position that provided a working knowledge of purchasing operations or banking credit card system; or an equivalent combination of education and experience.**

CERTIFICATES, LICENSES, REGISTRATIONS
Must have proof of current valid Texas Motor Vehicle Operations license and must be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES
- Working knowledge of general office procedures and local, state and federal purchasing practices and procedures.
- Skills in use of a typewriter, calculator, personal computer and software, or related office machine.
- Ability to understand the follow complex and oral and written instructions; to adhere to prescribed agency routines; and to establish and maintain effective working relationships with supervisors, associates, and the public.
- 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 representatives of those that must be met by an employee to successfully perform the essential functions and duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and job duties.

While performing the duties of this job, the employee is regularly required to stand; use hands and finger, handle, or feel objects, tools, or controls, and talk or hear. The employee is occasionally required to reach with hands and arm.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIROMENT

The work environment characteristic described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions 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.

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, June 10, 2008

Agenda Item: 9674

Summary of request/proposal:
The Purchasing Department is requesting approval to create one (1) new Permanent Full-Time Purchasing Travel Card Specialist position, slot no. 160-001-0025 at $41,000 per year and one (1) new permanent Full-Time Data Clerk position, slot no. 160-001-0026 at $20,800 per year effective upon CC approval. Positions were approved for creation on 5-27-08, AI 9487/ 21F.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Purchasing Travel Card Specialist	0025	113	0.00	41,000.00	41,000.00
1100	Data Clerk	0026	113	0.00	20,800.00	20,800.00
				0.00	61,800.00	61,800.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8-1100-415-18-160-001-0	113	PURCHASING	PERM. FULL TIME EMP.	29,012.98
8-1100-415-18-160-001-0	211	PURCHASING	HEALTH INSURANCE	3,909.70
8-1100-415-18-160-001-0	212	PURCHASING	LIFE INSURANCE	30.98
8-1100-415-18-160-001-0	220	PURCHASING	FICA	2,219.49
8-1100-415-18-160-001-0	230	PURCHASING	RETIREMENT	2,547.34
8-1100-415-18-160-001-0	250	PURCHASING	UNEMPLOYMENT COMP	145.06
8-1100-415-18-160-001-0	260	PURCHASING	WORKER'S COMP	121.85
			2008 Budgetary Impact	$37,987.40

2009 Budgetary Impact: **$77,719.30**

Possible Funding Sources: General Fund/Co. Wide Contingency

Budget Office Recommendation:

DATE: June 5, 2008

DEPARTMENT HEAD: Valde Guerra

DEPARTMENT NAME: Dept of Budget & Mgmt for Purchasing

ACCOUNT NUMBER: 8-1100-4XX-00-XXX-0XX-0- XXX

CONTACT PERSON: Dámaris SanMiguel **PHONE:** (956) 292-7025 Ext. 5410

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	(37,987.40)
TO			
8-1100-415-18-160-001-0 113	PURCHASING	PERM. FULL TIME EMPLOYEES	29,012.98
8-1100-415-18-160-001-0 211	PURCHASING	HEALTH INSURANCE	3,909.70
8-1100-415-18-160-001-0 212	PURCHASING	LIFE INSURANCE	30.98
8-1100-415-18-160-001-0 220	PURCHASING	FICA	2,219.49
8-1100-415-18-160-001-0 230	PURCHASING	RETIREMENT	2,547.34
8-1100-415-18-160-001-0 250	PURCHASING	UNEMPLOYMENT COMP.	145.06
8-1100-415-18-160-001-0 260	PURCHASING	WORKER'S COMP.	121.85
	TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

To fund the creation of one (1) new Permanent Full-Time Purchasing Travel Card Specialist position, slot no. 160-001-0025 at $41,000 per year and one (1) new permanent Full-Time Data Clerk position, slot no. 160-001-0026 at $20,800 per year, effective upon CC approval. Positions were approved for creation on 5-27-08/ AI 9487 21F.

SIGNATURE

COMMISSIONERS COURT

/ /

DATE

ATTEST, COUNTY CLERK

HIDALGO COUNTY
Department Of Budget & Management

2008 Salary Schedule

1100-415-18-160-001-0

PURCHASING

Slot	Obj.	Position Title	2007 Budgeted Salary	2008 Adjusted Salary	2008 Base Salary	COLA %	COLA Amount	Other Inc.	2008 Budgeted Salary Approved	Actual Salary	Long	Int	Supp	Auto	Cloth	2008 Total Actual Compensation
0001	112	PURCHASE AGENT	89,100.00	0.00	89,100.00	4.00%	3,564.00	0.00	92,664.00	92,664.00	1,380.00	0.00	0.00	8,000.00	0.00	102,044.00
0002	113	ASST. PURCHASING AGENT	58,350.00	0.00	58,350.00	4.00%	2,334.00	0.00	60,684.00	60,684.00	0.00	0.00	0.00	0.00	0.00	60,684.00
0003	113	FIXED ASSET MANAGER	50,000.00	3,500.00	53,500.00	0.00%	0.00	0.00	53,500.00	53,500.00	0.00	0.00	0.00	0.00	0.00	53,500.00
0004	113	PR PROC./DATA MANAGER	47,740.00	0.00	47,740.00	4.00%	1,909.60	0.00	49,650.00	49,650.00	1,020.00	0.00	0.00	0.00	0.00	50,670.00
0005	113	ASSISTANT FIXED ASSET MANAGER	43,000.00	0.00	43,000.00	4.00%	1,720.00	0.00	44,720.00	44,720.00	900.00	0.00	0.00	0.00	0.00	45,620.00
0006	113	PROCUREMENT PROCESS SPECIALIST/COORD.	42,500.00	0.00	42,500.00	4.00%	1,700.00	0.00	44,200.00	42,659.00	540.00	0.00	0.00	0.00	0.00	43,199.00
0007	113	CONTRACTS MGR	41,839.00	0.00	41,839.00	4.00%	1,673.56	0.00	43,513.00	43,513.00	840.00	0.00	0.00	0.00	0.00	44,353.00
0008	113	CONTRACTS MGR	41,839.00	0.00	41,839.00	4.00%	1,673.56	0.00	43,513.00	43,513.00	420.00	0.00	0.00	0.00	0.00	43,933.00
0009	113	CONTRACTS MGR	41,839.00	0.00	41,839.00	4.00%	1,673.56	0.00	43,513.00	43,513.00	480.00	0.00	0.00	0.00	0.00	43,993.00
0010	113	BUYER II	38,415.00	0.00	38,415.00	4.00%	1,536.60	0.00	39,952.00	39,952.00	540.00	0.00	0.00	0.00	0.00	40,492.00
0011	113	BUYER II	36,585.00	0.00	36,585.00	4.00%	1,463.00	0.00	38,048.00	38,048.00	660.00	0.00	0.00	0.00	0.00	38,708.00
0012	113	INVENTORY ANALYST II	36,000.00	0.00	36,000.00	4.00%	1,440.00	0.00	37,440.00	37,440.00	0.00	0.00	0.00	0.00	0.00	37,440.00
0013	113	INVENTORY CONTROL SPECIALIST	35,000.00	0.00	35,000.00	4.00%	1,400.00	0.00	36,400.00	34,280.00	0.00	0.00	0.00	0.00	0.00	34,280.00
0014	113	BUYER	34,619.00	0.00	34,619.00	4.00%	1,384.76	0.00	36,004.00	36,004.00	360.00	0.00	0.00	0.00	0.00	36,364.00
0015	113	BUYER	34,619.00	0.00	34,619.00	4.00%	1,384.76	0.00	36,004.00	36,004.00	840.00	0.00	0.00	0.00	0.00	36,844.00
0016	113	BUYER	34,619.00	0.00	34,619.00	4.00%	1,384.76	0.00	36,004.00	36,004.00	660.00	0.00	0.00	0.00	0.00	36,664.00
0017	113	BUYER	34,619.00	0.00	34,619.00	4.00%	1,385.00	0.00	36,004.00	34,923.00	0.00	0.00	0.00	0.00	0.00	34,923.00
0018	113	BUYER	34,619.00	0.00	34,619.00	4.00%	1,385.00	0.00	36,004.00	33,801.60	600.00	0.00	0.00	0.00	0.00	34,401.60
0019	113	PURCHASE ORDER ADMIN	31,518.00	0.00	31,518.00	4.00%	1,261.00	0.00	32,779.00	31,680.00	420.00	0.00	0.00	0.00	0.00	32,100.00
0020	113	SECRETARY	27,287.00	0.00	27,287.00	4.00%	1,091.48	0.00	28,378.00	28,378.00	540.00	0.00	0.00	0.00	0.00	28,918.00
0021	113	ASST PO ADMIN	27,275.00	0.00	27,275.00	4.00%	1,091.00	0.00	28,366.00	28,366.00	0.00	0.00	0.00	0.00	0.00	28,366.00
0022	113	SURPLUS MNGR	27,260.00	0.00	27,260.00	4.00%	1,090.40	0.00	28,350.00	28,350.00	360.00	0.00	0.00	0.00	0.00	28,710.00
0023	113	ASST PO ADMIN	25,977.00	0.00	25,977.00	4.00%	1,039.08	0.00	27,016.00	27,016.00	360.00	0.00	0.00	0.00	0.00	27,376.00
0024	113	RECEPTIONIST	24,739.00	0.00	24,739.00	4.04%	1,000.00	0.00	25,739.00	25,739.00	0.00	0.00	0.00	0.00	0.00	25,739.00
REQUESTED POSITIONS																
0025	113	PURCHASING TRAVEL CARD SPECIALIST	0.00	41,000.00	41,000.00	0.00	0.00	0.00	41,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0026	113	DATA CLERK	0.00	20,800.00	20,800.00	0.00	0.00	0.00	20,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

AI-9676 **19.A.9.**

Hidalgo County-Request of Extension w/Change Order No. 3-L & G Engineering-C07-397-01-30

CC REGULAR

Date: 06/10/2008
Submitted By: Letty Saenz, PURCHASING DEPT.
Submitted For: Letty Saenz
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

A. Requesting approval of Change Order No. 3 for a Fifteen (15) Day Extension (increase in project time only) in connection to contract no. C-07-397-01-30 for the "Demolition and Removal of Underground Petroleum Storage Tank System (located at 201 and 217 North Closner Blvd., Edinburg, Texas) for Hidalgo County from contracted vendor, Rio Tank Service Construction, Inc. and as recommended by project engineer, L & G Engineering, with authority for County Judge to execute document.

B. Requesting acceptance and approval of payment of the $16,850.85 fee (for the transport and disposal of 8,400 gallons of material that was removed from the underground storage tanks) in connection with the aforementioned with vendor, Rio Tank Service Construction, Inc.

BACKGROUND

Recommendation Letter by L&G Engineering

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1336-419-40-220-028-0-739
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Part A has no Fiscal Impact.
Part B has an open PO# 600071 with an available balance of $26,950.90. Invoice for the $16,850.85 is not attached at this time. Invoice will be presented in CC as per Letty S.

Attachments

Link: letter of recommendation-L&G Engineering

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 05:21 PM	APRV
2	Budget & Management	Dina Trevino	06/06/2008 08:57 AM	APRV

3	Dale Kennan	Dale Kennan	06/06/2008 10:03 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Letty Saenz

Started On: 06/05/2008 03:29 PM

Final Approval Date: 06/06/2008

L&G Engineering
Transportation Consultants

June 2, 2008

Ms. Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Attention: Letty Saenz
2802 S. Business Highway US 281
Edinburg, Texas 78539

Re: Change Order #3 - Turnkey Solution for the Demolition & Removal of Structures and Below Ground Tanks Project

Dear Ms. Salazar:

Rio Tank Services is asking for an additional **$16,850.85** to transport and dispose of 8,400 gallons of material that was removed from the underground storage tanks that were discovered under Change Order Nos. 1 and 2. Please see the attached bid proposal for further details.

L&G has reviewed the cost proposal and recommends approval. In addition, I recommend that the contract with Rio Tank Services be extended fifteen (15) days in case there is a delay in signing the Change Order. Should you have any questions, please do not hesitate to call me.

Sincerely,

Velma N. Garcia
Environmental Manager

cc: Roy Quintanilha, Hidalgo County
Mark Haws, Ambiotec Environmental Consultants

Attachment

2100 W. Expressway 83 • Mercedes, TX 78570 • (956) 565-9813 • Fax (956) 565-9018 • jacinto@lgengineers.com

AI-9681 **19.A.10.**

AWARD - MS-1 ASPHALT
CC REGULAR

Date: 06/10/2008
Submitted By: Laura Moya, PURCHASING DEPT.
Department: PURCHASING DEPT.

Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Presentation for discussion, consideration and action to award to the lowest vendor and approval of contract for Bid 2008-053-06-04-lrm "Ms-1 Emulsified Asphalt" meeting all requirements and specifications.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** fUNDS 1201 & 1204 FOR ALL PCTS
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

All precincts R & B depts are user depts for this agenda item. Funds 1201-1204 P/U Rd object codes 673 & 731 Depts 121-124. Please see attached expense report for object codes 673 & 731 for funding availability.

Attachments

Link: Bid Tabulation
Link: CONTRACT
Link: 731 Object code
Link: 673 Object Code

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/06/2008 03:45 PM	APRV
2	Budget & Management	Dina Trevino	06/06/2008 04:10 PM	APRV
3	Ivan Cantu	Ivan Cantu	06/06/2008 04:43 PM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Laura Moya Started On: 06/06/2008 08:41 AM

Final Approval Date: 06/06/2008

Bid tabulation for
Bid 2008-053-06-04-lrm
"MS-1 EMULSIFIED ASPHALT"

	Performance Grade Asphalt			Sem Materials, L. P.	
	Price Per Gallon	Demmurage Charge		Price Per Gallon	Demmurage Charge
	Option #1				
Loads of 5,000 or more gallons	$2.25	$50.00		$2.38	$50.00
Loads of 4,000 – 4,999 gallons	$2.25	$50.00		$2.42	$50.00
Loads of 3,000-3,999 gallons	$2.35	$50.00		$2.50	$50.00
Loads of 2,000-2,999 gallons	$2.35	$50.00		$2.65	$50.00
Loads of 1,000-1,999 gallons	$2.50	$50.00		$3.09	$50.00
	Option #2				
Loads of 5,000 or more gallons	$2.40	$50.00		$2.38	$50.00
Loads of 4,000 – 4,999 gallons	$2.40	$50.00		$2.42	$50.00
Loads of 3,000-3,999 gallons	$2.50	$50.00		$2.50	$50.00
Loads of 2,000-2,999 gallons	$2.50	$50.00		$2.65	$50.00
Loads of 1,000-1,999 gallons	$2.65	$50.00		$3.09	$50.00

REQUIREMENTS AGREEMENT
C-08-053-00-00

THIS AGREEMENT (the "Agreement") is entered into effective as of_____ by and between_____, **a TEXAS Company** ("Seller") and **HIDALGO COUNTY** ("Buyer").

WHEREAS, Buyer has solicited proposals for the supply of its requirements of Hidalgo County **" MS-1 Emulsified Asphalt ,"** as further described in Exhibit "A" which is attached hereto and incorporated herein by reference for all purposes (the "Products") for a period of one year; and

WHEREAS, Seller has submitted a proposal to supply Buyer's requirements; and

WHEREAS, Buyer has determined that Seller has submitted the lowest and best bid to meet Buyer's requirements for the Product.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions hereinafter set forth, and other good an valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Buyer agrees to purchase from Seller, and Seller agrees to sell to Buyer, all of the Products that Buyer may require for use by Buyer in **" MS-1 Emulsified Asphalt "** in the areas of **HIDALGO COUNTY** projects for a period of_____ from_____with the option to renew for an additional_____(If applicable) under the same rates, terms, and condition, and it is agreed that the Products will meet the specifications set forth in Exhibit "A" hereto.

2. When Buyer determines that it needs a quantity of the Products to be delivered, it will, according to its Purchasing Policies, complete and submit to Seller a Purchase Order describing the type and quantity of the Products required. The Products are to be delivered by Buyer to the location in Hidalgo County specified by Buyer in its Purchase Order.

3. Buyer agrees to pay Seller for each Purchase Order based on the prices set out in Exhibit "B". Seller shall render invoices for each Purchase Order, and the invoices shall be paid by Buyer on or before the 30th day following receipt of the invoice.

4. County and Seller agree that either party may terminate this contract upon thirty (30) days written notice at any time for any reason or no reason at all.

5. General Provisions.

a. **Conflict with Applicable Law.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance or

administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

b. **No Waiver.** No waiver by Buyer of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

c. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representations or agreements in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by Buyer and Seller, and not otherwise.

d. **Texas Law to Apply.** This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

e. **Notice.** Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to Buyer: Hidalgo County
Attention: County Judge
100 E. Cano, 2nd Floor
Edinburg, Texas 78539

If to Seller: _____
_____
_____
_____

.

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the Unites States mail.

f. **Additional Documents.** The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.

g. **Successors.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

h. **Assignment.** This Agreement shall not be assignable.

i. **Headings.** The headings and captions contained in this Agreement are solely for convenient reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.

j. **Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate

k. **Authority to Execute.** The execution and performance of this Agreement by Buyer and Seller have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of Buyer and Seller in accordance with its terms.

l. **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 sixty (60) 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).

m. **Insurance.** 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 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.

n. **Purchasing Ethics**. Seller represents and warrants it has not, during the process of being awarded this contract violated the following ethical standards of Buyer and, upon and after the execution of this Agreement, agrees to abide by the following ethical standards of Buyer:

(1) It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of Hidalgo County, or for any elected official, department head or employee or former elected official, department head or employee of Hidalgo County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an officer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program

requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advise, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor pending before any department or agency of Hidalgo County.

(2) It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Hidalgo County, or any person associated therewith, as an inducement for the award of a subcontract or order.

EXECUTED effective as of the day and year first above written.

APPROVED BY COMMISSIONERS COURT ON, _____.

APPROVED AS TO FORM:
Atlas & Hall, L.L.P

By:_____
Date:_____

ALGO COUNTY

By:_____
Juan D. Salinas, III, County Judge
Date: _____

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk
Date:_____

Vendor_____
By:_____
Printed Name:_____
Title:_____
Date:_____

EXHIBIT “A”
SPECIFICATIONS

EXHIBIT “B”
PAYMENT SCHEDULE

EXHIBIT “C”
INSURANCE REQUIREMENTS

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
1201 R&B PRECINCT NO.1							
8-1201-431-00-121-005-0-731	PCT.1 P/U RD-ROADS	62,726.46	.00	.00	.00	62,726.46	.00
8-1201-431-00-121-007-0-731	PCT.1 LATERAL ROAD-ROADS	291.38	.00	.00	.00	291.38	.00
1201 R&B PRECINCT NO.1		**63,017.84**	**.00**	**.00**	**.00**	**63,017.84**	**.00**
1202 R&B PRECINCT NO.2							
8-1202-431-00-122-006-0-731	PCT.2 P/U RD-ROADS	265,155.55	67,298.02	39,458.32	39,458.32	158,399.21	40.26
8-1202-431-00-122-026-0-731	OWASSA RD (JACKSON-R. LONGORIA)-ROADS	94,060.00	42,030.00	.00	.00	52,030.00	44.68
8-1202-431-00-122-027-0-731	TOWER RD (MOORE-BALLI)-ROADS	15,625.66	3,361.54	.00	.00	12,264.12	21.51
8-1202-431-00-122-028-0-731	S.MCCOLL(DICKER-ORNGWD&0.5M S.MLTRY)-RD	130,000.00	37,878.28	68,860.32	68,860.32	23,261.40	82.11
1202 R&B PRECINCT NO.2		**504,841.21**	**150,567.84**	**108,318.64**	**108,318.64**	**245,954.73**	**51.28**
1203 R&B PRECINCT NO.3							
8-1203-431-00-123-005-0-731	PCT.3 P/U RD-ROADS	594,370.90	174,560.97	187,100.26	187,100.26	232,709.67	60.85
8-1203-431-00-123-007-0-731	PCT.3 LATERAL ROAD-ROADS	99,543.78	7,697.50	.00	.00	91,846.28	7.73
1203 R&B PRECINCT NO.3		**693,914.68**	**182,258.47**	**187,100.26**	**187,100.26**	**324,555.95**	**53.23**
1204 R&B PRECINCT NO.4							
8-1204-431-00-124-007-0-731	PCT.4 P/U RD-ROADS	363,403.30	14,966.83	80,654.31	80,654.31	267,782.16	26.31
8-1204-431-00-124-008-0-731	PCT.4 LATERAL ROAD-ROADS	621.26	.00	.00	.00	621.26	.00
1204 R&B PRECINCT NO.4		**364,024.56**	**14,966.83**	**80,654.31**	**80,654.31**	**268,403.42**	**26.27**
8 YEAR		**1,625,798.29**	**347,793.14**	**376,073.21**	**376,073.21**	**901,931.94**	**44.52**

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
1201 R&B PRECINCT NO.1							
8-1201-431-00-121-005-0-673	PCT.1 P/U RD-ROAD MATERIAL	247,672.54	17,839.55	73,616.13	73,616.13	156,216.86	36.93
8-1201-431-00-121-007-0-673	PCT.1 LATERAL ROAD-ROAD MATERIAL	2,097.58	.00	.00	.00	2,097.58	.00
1201 R&B PRECINCT NO.1		**249,770.12**	**17,839.55**	**73,616.13**	**73,616.13**	**158,314.44**	**36.62**
1202 R&B PRECINCT NO.2							
8-1202-431-00-122-006-0-673	PCT.2 P/U RD-ROAD MATERIAL	133,218.51	36,903.52	8,188.59	8,188.59	88,126.40	33.85
1202 R&B PRECINCT NO.2		**133,218.51**	**36,903.52**	**8,188.59**	**8,188.59**	**88,126.40**	**33.85**
1203 R&B PRECINCT NO.3							
8-1203-431-00-123-005-0-673	PCT.3 P/U RD-ROAD MATERIAL	314,723.15	51,787.30	78,502.20	78,502.20	184,433.65	41.40
1203 R&B PRECINCT NO.3		**314,723.15**	**51,787.30**	**78,502.20**	**78,502.20**	**184,433.65**	**41.40**
1204 R&B PRECINCT NO.4							
8-1204-431-00-124-007-0-673	PCT.4 P/U RD-ROAD MATERIAL	156,137.73	90,278.62	64,566.19	64,566.19	1,292.92	99.17
1204 R&B PRECINCT NO.4		**156,137.73**	**90,278.62**	**64,566.19**	**64,566.19**	**1,292.92**	**99.17**
8 YEAR		**853,849.51**	**196,808.99**	**224,873.11**	**224,873.11**	**432,167.41**	**49.39**

AI-9659 **19.B.1.**

Pct 1-Invoice No.11322626 - L & G Engineering-C-07-451-12-26
CC REGULAR

Date: 06/10/2008
Submitted By: Letty Saenz, PURCHASING DEPT.
Submitted For: Letty Saenz
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 1

Information

CAPTION

Presentation for discussion, consideration, acceptance, and approval of request for payment for Invoice No. 11322626 in the amount of $115,820.00 submitted by L & G Consulting Engineers Inc. with authority for County Auditor to review and complete processing procedures and for County Treasurer to issue payment in connection with contract # C-07-451-12-26 (PO # 596375) for: FM 493.

BACKGROUND

Invoice No. 11322626

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1336-431-00-121-049-0-841
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Amount available for PO #596375 $1,037,220.00 for L & G Engineering, Inc.

Attachments

Link: Invoice No.11322626 - L & G Engineering

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:47 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 03:07 PM	APRV
3	Ivan Cantu	Ivan Cantu	06/05/2008 03:41 PM	APRV
4	Auditor's Office	Linda Fong	06/06/2008 08:23 AM	APRV
5	Court Administrator	Angela Garcia	06/06/2008 09:25 AM	APRV

Form Started By: Letty Saenz Started On: 06/04/2008 05:07 PM

Final Approval Date: 06/06/2008

L & G Consulting Engineers Inc
2100 W. Expressway 83
Mercedes, TX 78570
(956) 565-9813 Fax (956) 565-9018

INVOICE #: 11322626
INVOICE DATE: 05/31/08

BILL TO: 34
Hidalgo County Pct. #1
902 Joe Stephens
Weslaco, TX 78596

JOB: 071401
FM 493
c/o Hidalgo County
100 E. Cano
Edinburg, TX 78539

Contract #C-07-451-00-00
PO#596375/R233

DESCRIPTION	CONTRACT	PREVIOUS APPLICATIONS	CURRENT COMPLETED	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH
Engineering services for the month of May 2008.						
11006-Design Schem	272.500 00	136.250 00	54.500.00	190.750 00	70 0	81.750 00
12001-EA Fieldwork	10.000.00	2.000.00		2.000 00	20 0	8.000.00
12002 EA Documents	57.000 00				0 0	57.000.00
12003-Public Invmt	3.000 00	300.00		300.00	10 0	2 700 00
12004-Cul Resc	20 000 00				0 0	20.000 00
12030-Public Invmt	20.450.00	7.200.00		7,200 00	35 2	13.250.00
13010-Prel ROW Map/S	35.000.00	31.500.00	3.500 00	35.000 00	100 0	
15001-Surv.Plans&Des	25.000 00	22.500.00		22.500.00	90 0	2.500.00
15010-Surv.Plan/Sub	105 000 00	94.500 00	10.500.00	105.000 00	100 0	
15070 M&V Control/Su	35.200.00	31.680.00	3.520 00	35,200 00	100 0	
16001-Rdwy Design	252.000.00	88.200 00		88.200 00	35.0	163.800 00
16100 Drainage	168.000.00	42.000.00	8.400 00	50.400.00	30.0	117.600 00
16200-Pavt Mrk & Sig	84.000.00		8.400 00	8.400.00	10.0	75.600.00
16240-Signal Design	40.000 00				0 0	40.000 00
16302-Traf Cntrl Pln	84.000 00	8.400 00	4.200.00	12.600 00	15 0	71 400 00
16304 Irrigation	84.000.00	8 400 00	16.800 00	25.200 00	30.0	58.800 00
16307-Utilities	168.000 00	58.800.00		58.800.00	35.0	109.200.00
16400-Contract Mgmt	100.000 00	30.000 00	6.000.00	36.000 00	36 0	64 000 00
32000-Const. Mgmnt	35.800.00				0.0	35.800.00
TOTALS	1.598.950.00	561.730 00	115.820 00	677.550 00	42 4	921.400 00

8-1336-431-00-121-049-0-841 NM

Po # 596375

ORIGINAL CONTRACT SUM	$	1.598.950 00
CHANGE BY CHANGE ORDER	$	0 00
CONTRACT SUM TO DATE	$	1.598.950 00
TOTAL COMPLETED TO DATE	$	677.660.00
LESS PREVIOUS INVOICES	$	561 730 00
CURRENT PAYMENT DUE	$	115.820.00

PROJECT MANAGER'S SIGNATURE

INVOICE RECEIVED BY
Noe Martin on 6/2/08
GOODS/SERVICES RECEIVED BY:
Noe Martin on 5-31-08

RODS Surveying, Inc.
6810 Lee Rd., Suite 100
Spring, Texas 77379
Phone (281)257-4020 Fax (281)257-4021

L & G Engineers, Inc.
Attn: Jacinto Garza, P.E.
2100 West Expressway 83
Mercedes, TX 78570

Invoice No. 11059

Invoice Date: 5/27/2008

Project: FM 493
Limits: From 1000' North of SH 107 South to 1000' of Mile 10 North
RODS Project No: 199-20816-001
Work Authorization No.: 1

Project Stage	Contract	Current Amount as of 5/18/08	Sub-Total	Less Previously Invoiced	Total Charges For This	% Complete 5/18/2008	Balance
FNC 150							
Horizontal & Vertical Control	$ 35,200.00	$ 3,520.00	$ 35,200.00	$ 31,680.00	$ 3,520.00	100%	$ -
Design Surveys	$ 105,000.00	$ 10,500.00	$ 105,000.00	$ 94,500.00	$ 10,500.00	100%	$ -
FNC 130 13010							
Preliminary Exist. ROW Layout Map	$ 35,000.00	$ 3,500.00	$ 35,000.00	$ 31,500.00	$ 3,500.00	100%	$ -
TOTAL	$ 175,200.00	$ 17,520.00	$ 175,200.00	$ 157,680.00	$ 17,520.00		$ -

JUN-02-2008 13:31 FROM:COMMISSIONER HANDY 9737804 TO:3182629 P.3/6



L&G Engineering
Transportation Consultants

June 2, 2008

Hon. Sylvia Handy
Hidalgo County Commissioner, Pct. #1
1902 Joe Stevens
Weslaco, Tx 78596

RE: FM 493

Dear Commissioner Handy:

Attached for your approval is our invoice for services rendered during the month of May 2008. The following is attached:

- L & G's Invoice & Subconsultant Invoice (when applicable)
- Exhibit C "Project Schedule"

TASK		% COMPL
FC 110 – DESIGN SCHEMATICS		
L&G is has submitted the schematic and constraint map to TxDOT based on the 100 ft. ROW/84' F-F roadway option and we are awaiting their comments. The scheduling of the public meeting has been postponed until TxDOT releases their updated budget and re-prioritizes projects	L&G	70%
FC 120 – ENVIRONMENTAL FIELD WORK		
Photographs were taken of all houses along the corridor to be used to develop matrix.	L&G	20%
FC 120 – ENVIRONMENTAL DOCUMENTS		
This task has not begun.	L&G	0%
FC 120 – PUBLIC INVOLVEMENT		
We are coordinating with TxDOT to schedule a public meeting.	L&G	10%
FC 120 – CULTURAL RESOURCES		
This task has not begun.	L&G	0%
FC 120 – PUBLIC INVOLVEMENT (OUTSOURCED)		
We have had several meetings with county to present our schematics. We have been coordinating with TxDOT to obtain any environmental documents available.	L&G	35%
FC 130 – PRELIMIANRY RIGHT-OF-WAY MAPPING		
Existing lot corners have been located, existing ROW maps obtained and plotted, existing subdivision plats obtained and plotted and calculations for proper alignment is ongoing. ROW map file has been provided to L&G. A hard copy of all ROW information has been submitted to our office.	RODS	100%
FC 150 – SURVEY PLANS AND DESIGN		
L&G has managed contract development with RODS. We continue to review all work submitted by surveyor. Surveyor has submitted 90% complete final survey, along with preliminary survey control index sheets.	L&G	90%
FC 150 – SURVEY PLANS AND DESIGN/SUB		
Control points (BM's) are complete and 6,200 LF of 36,000' of Topo is complete.	RODS	100%

FC 150 – HORIZONTAL & VERTICAL CONTROL		
H&V Control has been established at 1000-ft. intervals (BM's) from 1000' North of SH 107 to 1000' of Mile 10 North. A copy of the preliminary survey control index sheets has been submitted.	RODS	100%
FC 160 – ROADWAY DESIGN		
Typical sections for an 84' roadway have been developed. Intersection layouts are being developed to be in compliance with TxDOT design requirements and to allow for bus turning movements. We have developed a preliminary profile based on DTM information provided by RODS and have adjusted the centerline based on ROW information from RODS.	L&G	35%
FC 161 – DRAINAGE		
We are evaluating each outfall for use and will identify any improvements that are necessary. We met with Mrs. Nora Zapata of the Donna Irrigation District on May 6, 2008 to discuss irrigation and outfalls. A hydrologic map has been developed.	L&G	30%
FC 162 – PAVEMENT MARKING AND SIGNING		
Preliminary pavement markings have been laid out on the schematic.	L&G	10%
FC 162 – SIGNAL DESIGN/SUB		
This task has not begun.		0%
FC 163 – TRAFFIC CONTROL PLAN		
We are further investigating the feasibility of various traffic control options for the "84' roadway in 100' of ROW" typical section that is approved. The trunk line will be located and thus what the TCP phasing will look like.	L&G	15%
FC 163 – IRRIGATION		
All irrigation crossings have been identified and exist conditions are being drafted. We met with Mrs. Nora Zapata of the Donna Irrigation District on May 6, 2008 to discuss irrigation and outfalls. Coordination with the Donna Irrigation District is ongoing.	L&G	30%
FC 163 – UTILITIES		
An initial site survey was conducted. Major compensable utilities have been identified and adjustment costs are being analyzed and incorporated into the project. Initial letters have been sent to all utilities found within the project limits. We are scheduling follow-up meetings with all utilities that are not clear.	L&G	35%
FC 164 – CONTRACT MANAGEMENT		
We held a project status meeting with PCT #1 on April 23, 2008 to provide an update. They postponed May's meeting until we hear from TxDOT on the status of their revised "priority projects" list.	L&G	36%
FC 320 – CONSTRUCTION MANAGEMENT		
This task has not begun.	L&G	0%

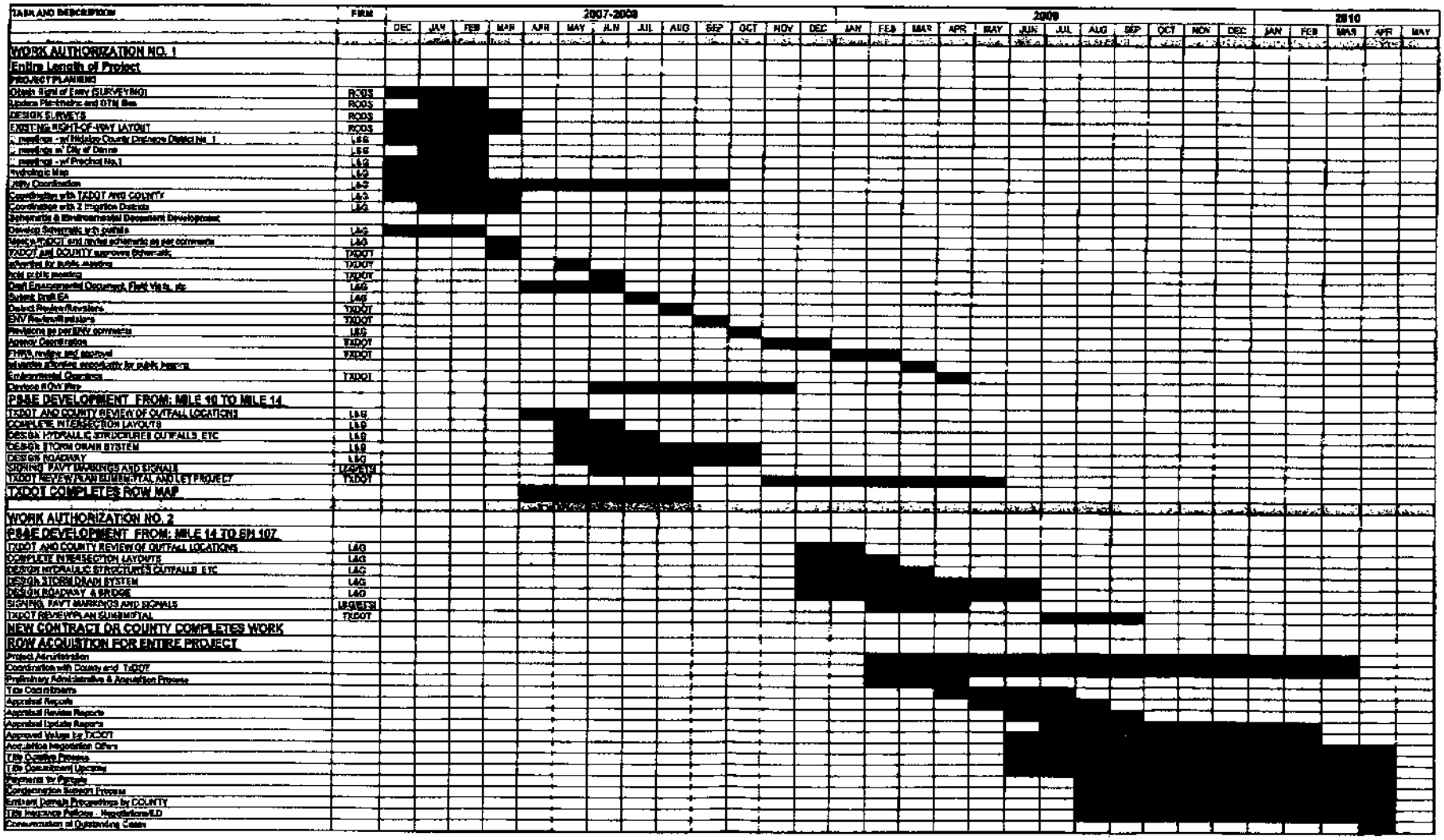
Should you have any questions regarding this submittal, please do not hesitate to call me at (956) 565-9813.

Sincerely,

Armando J. Sandoval, P.E.
Project Manager
Attachment

Client: Hidalgo County

ATTACHMENT C
WORK SCHEDULE
FM 493
FROM MILE 10 TO SH 107



SYLVIA S. HANDY
COUNTY COMMISSIONER, PCT. 1

(956) 968-8733 FAX(956) 973-7804
1902 JOE STEPHENS AVE.
Weslaco, Texas 78596

FAX COVERSHEET

To: Purchasing Dept. **From:** Noe Montez

Attn: Letty Saenz

Fax: **Pages:** 6

Phone: **Date:** 6/2/08

Re: **CC:**

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

• **Comments**

Please place the following inv#11322626 from L & G Consulting Engineers on the next CC meet for approval for payment..

Thanks

Noe Montez

NOTICE OF CONFIDENTIALITY

THE INFORMATION CONTAINED IN THIS FACSIMILE MESSAGE IS LEGALLY PRIVILEGED AND CONFIDENTIAL INFORMATION INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPY OF THIS TELECOPY IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS TELECOPY IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND RETURN THIS MESSAGE TO US AT THE ABOVE ADDRESS VIA THE UNITED STATES POSTAL SERVICE. THANK YOU.

AI-9661 **19.B.2.**

Pct 1-WA#s 6 & 7 - L & G Engineering-C-07-264-08-14
CC REGULAR

Date: 06/10/2008
Submitted By: Letty Saenz, PURCHASING DEPT.
Submitted For: Letty Saenz
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 1

Information

CAPTION

A. Presentation for consideration, discussion, acceptance, and approval of Work Authorization #6 in the amount of
$6,077.20 with L & G Engineering to provide "Construction Material Testing" services to Hidalgo County Precinct #1 in connection with Contract No. C-07-264-08-14 for the "Baker Street (from Sky Soldier Road to Dead End) Project.

B. Presentation for consideration, discussion, acceptance, and approval of Work Authorization No. 7 in the amount of $6,068.00 with L & G Engineering to provide "Construction Material Testing" services to Hidalgo County Precinct No 1 in connection with Contract No. C-07-264-08-14 for the "Mile 6 1/2 (between Milano Road & Midway Road) Project.

BACKGROUND

Work Authorization No. 6
Work Authorization No. 7

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1336-431-00-121-041-0-731
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 6-5-08 $439,972.96.

Attachments

Link: Wrk Authorizaton #6
Link: Wrk Authorization #7

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:51 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 03:08 PM	APRV

3	Ivan Cantu	Ivan Cantu	06/05/2008 03:35 PM	APRV
4	Auditor's Office	Linda Fong	06/06/2008 08:22 AM	APRV
5	Court Administrator	Angela Garcia	06/06/2008 09:25 AM	APRV

Form Started By: Letty Saenz

Started On: 06/04/2008 05:08 PM

Final Approval Date: 06/06/2008

L&G Engineering Laboratory

Construction Material Testing
Geotechnical Engineering

May 29, 2008

Mr. Joseph Palacios
Chief Administrator
County of Hidalgo, Precinct No. 1
1902 Joe Stevens Drive
Weslaco, Texas 78596

RE: Work Authorization No. 6 / Baker St. (From Sky Soldier Rd. To Dead End) Construction Project

Dear Mr. Palacios:

L&G Engineering Laboratory, L.L.C. (L&G), is thankful for providing you two (2) signed original work authorization forms for Construction Materials Testing Services for the referenced project as per your request. We are attaching the following in duplicate:

- Work Authorization No. 6
- The Scope of Services (Owner) (Attachment A)
- The Scope of Services (Engineer) (Attachment B).
- Work Schedule (Attachment C)
- Project Cost Proposal (Attachment D)

L & G Engineering Laboratory, L.L.C. appreciates the opportunity to submit Work Authorization No. 6 and look forward to working with **Hidalgo County Pct. 1.** If I may be of any additional assistance or any additional information is required, please feel free to contact me at 956-565-0760 or 956-463-2008.

Sincerely,
L&G ENGINEERING LABORATORY, L.L.C.

Ricardo A. Gil
General Manager

Attachments

2100 W. Expressway 83 • Mercedes, TX 78570 • Office: (956) 565-0760 • Fax: (956) 565-6746
900 S. Stewart Rd., Ste. 9 • Mission, TX 78572 • Office: (956) 583-7117 • Fax: (956) 583-7116

HIDALGO COUNTY

Professional Engineering Services
Contract # C-07-264-08-14
Work Authorization Form

WORK AUTHORIZATION NO. 06

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, L&G Engineering Laboratory, LLC, professional engineers of Mercedes, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide **Construction Materials Testing Services for Baker St. (From Sky Soldier Rd. To Dead End) Project in Hidalgo County Precinct No. One (1)**.

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 $6,077.20. 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 5.1 of the Agreement.

PART 4. FUNDING

This Work Authorization No.06 shall be funded through funding source:
Account No._____.
Requisition Number _____ **(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 or (DATE).

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 No.1 Commissioner Sylvia Handy as to content and detail of this Work Authorization No. # 06.

HIDALGO COUNTY
COMMISSIONER PRECINCT NO. 1:
BY:_____

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:
L&G ENGINEERING LABORATORY, LLC

By: Jacinto Garza

THE OWNER:
HIDALGO COUNTY

By: Juan D. Salinas, III, County Judge

ATTEST:

by: Arturo Guajardo, J.R. - County Clerk

LIST OF ATTACHMENTS

ATTACHMENT "A" - Service 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"
Scope of Services (Owner)

PROJECT: **Baker Street (From Sky Soldier Rd. To Dead End) Construction Project in Hidalgo County Precinct No. One (1)**

SERVICES TO BE PROVIDED BY OWNER

The County of Hidalgo will provide **L&G Engineering Laboratory, LLC** with **Construction Documents, Plans and Specifications** for the **Baker Street (From Sky Soldier Rd. To Dead End) Construction Project.**

ATTACHMENT "B"
Scope of Services (Engineer)

PROJECT: **Baker Street (From Sky Soldier Rd. To Dead End) Construction Project in Hidalgo County Precinct No. One (1)**

GENERAL SCOPE OF WORK

The Scope of Work will entail providing **The County of Hidalgo** with **Construction Materials Testing Services.**

The Scope of Work is identified as follows:

- ***Construction Materials Testing Services***

L&G Engineering Laboratory will furnish all equipment, materials, supplies, and incidentals as needed to perform the services required by this Contract: The work is as follows:

Construction Materials Testing Services

L&G Engineering Laboratory, L.L.C. will provide **The County of Hidalgo** with **Construction Materials Testing Services** for the **Baker Street (From Sky Soldier Rd. To Dead End) Construction Project in Hidalgo County Precinct No. One (1).**

The services to be provided are as follows:

- Sampling and laboratory testing of soils and base materials proposed for use in the construction of Roads and Bridges to determine compliance of these materials with project plans and specifications.
- Field density testing of soils and base materials to ensure proper compaction as required by project plans and specifications.
- Field sampling and testing of fresh concrete, and Laboratory testing of hardened concrete to determine compliance with project plans and specifications.
- Field Compaction testing of Asphalt to ensure proper compaction during lay down operations.
- Field inspection, sampling and laboratory testing of Asphalt materials to determine their materials properties and their compliance with project plans and specifications.
- Any additional laboratory testing as required/requested by **The County of Hidalgo and the project plans and specifications.**

- Provide accurate and timely reports to **The County of Hidalgo** and all/other recipients as designated by the County.

Engineering Services

L&G Engineering Laboratory, L.L.C. will provide an engineer's review of all test results to determine compliance with all project plans and specifications.

Scheduling of Services

L & G Engineering Laboratory is prepared to make a commitment to **The County of Hidalgo's** materials testing needs. L & G Engineering Laboratory makes every effort to respond to its clients as requests are received, and every effort will be made to keep scheduling conflicts to a minimum. As any other firm or business providing a service, L & G Engineering Laboratory prefers to schedule field and laboratory work with as much advance notice as possible. L & G Engineering Laboratory understands; however, that certain situations may occur when the Client may have a need for Materials Testing Services with as little or no advance notice. During these instances, L & G Engineering Laboratory will make every effort to dispatch personnel to the project within one (1) hour of the Client's request for services.

ATTACHMENT "C"
Work Schedule

PROJECT: **Baker Street (From Sky Soldier Rd. To Dead End) Construction Project in Hidalgo County Precinct No. One (1)**

Work Schedule

L&G Engineering Laboratory will provide **Hidalgo County Pct. # 1** with **Construction Materials Testing Services** as outlined in **Contract Agreement C-07-264-08-14.**

ATTACHMENT "D"
Cost Proposal

PROJECT: **Baker Street (From Sky Soldier Rd. To Dead End) Construction Project in Hidalgo County Precinct No. One (1).**

See Attached

Attachment I
Baker Street (From Sky Soldier Rd. to Dead End)(Approx. 1848 L.F.)
Prepared For Hidalgo County Pct. No. 1

In-Situ Subgrade Laboratory Testing				
Tech Time	3	Hrs.	$41.80	$125.40
Trip Charge	30	Mi	$0.46	$13.80
Proctor	1	Ea.	$179.95	$179.95
Atterberg	1	Ea.	$69.65	$69.65
Reports	2	Ea.	$20.60	$41.20
Eng. Spec.	1	Hrs.	$104.50	$104.50
Engineer	1	Hrs.	$139.40	$139.40
			Sub.	$673.90
In-Situ Subgrade Field Density Testing				
Tech Time	12	Hrs.	$41.80	$501.60
Trip Charge	120	Mi	$0.46	$55.20
Comp. Test	12	Ea.	$20.90	$250.80
Reports	4	Ea.	$20.60	$82.40
Eng. Spec.	2	Hrs.	$104.50	$209.00
Engineer	2	Hrs.	$139.40	$278.80
			Sub.	$1,377.80
Roadway Base Materials Testing - Laboratory				
Tech Time	3	Hrs.	$41.80	$125.40
Trip Charge	30	Mi.	$0.46	$13.80
Sieve Analysis	1	Ea.	$52.20	$52.20
Texas Wet Ball Mill	1	Ea.	$203.25	$203.25
Atterberg	1	Ea.	$69.65	$69.65
Moisture-Density Determ	1	Ea.	$179.95	$179.95
Reports	2	Ea.	$20.60	$41.20
Eng. Spec.	1	Hrs.	$104.50	$104.50
Engineer	1	Hrs.	$139.40	$139.40
			Sub.	$929.35
Base Material Field Density Testing				
Tech Time	12	Hrs.	$41.80	$501.60
Trip Charge	120	Mi	$0.46	$55.20
Comp. Test	12	Ea.	$20.90	$250.80
Reports	4	Ea.	$20.60	$82.40
Eng. Spec.	2	Hrs.	$104.50	$209.00
Engineer	2	Hrs.	$139.40	$278.80
			Sub.	$1,377.80
Asphalt Testing-Field and Laboratory				
Tech Time	6	Hrs.	$53.40	$320.40
Trip Charge	90	Mi	$0.46	$41.40
Rolling Patterns	2	Ea.	$34.85	$69.70
Laboratory Molded (gs)	1	Pr.	$91.90	$91.90
%AC-Grad	1	Ea.	$203.25	$203.25
Rice Gravity (gr)	1	Ea.	$101.30	$101.30
Reports	3	Ea.	$18.00	$54.00
Asphalt Thickness	6	Ea.	$58.10	$348.60
Eng. Spec.	2	Hrs.	$104.50	$209.00
Engineer	2	Hrs.	$139.40	$278.80
			Sub.	$1,718.35

Total Estimated Materials Testing Fees $6,077.20

L&G Engineering Laboratory
Construction Material Testing
Geotechnical Engineering

May 29, 2008

Mr. Joseph Palacios
Chief Administrator
County of Hidalgo, Precinct No. 1
1902 Joe Stevens Drive
Weslaco, Texas 78596

RE: Work Authorization No. 7 / Mile 6 1/2 (between Milano Rd. & Midway Rd.) Construction Project

Dear Mr. Palacios:

L&G Engineering Laboratory, L.L.C. (L&G), is thankful for providing you two (2) signed original work authorization forms for Construction Materials Testing Services for the referenced project as per your request. We are attaching the following in duplicate:

- Work Authorization No. 7
- The Scope of Services (Owner) (Attachment A)
- The Scope of Services (Engineer) (Attachment B).
- Work Schedule (Attachment C)
- Project Cost Proposal (Attachment D)

L & G Engineering Laboratory, L.L.C. appreciates the opportunity to submit Work Authorization No. 7 and look forward to working with **Hidalgo County Pct. 1.** If I may be of any additional assistance or any additional information is required, please feel free to contact me at 956-565-0760 or 956-463-2008.

Sincerely,
L&G ENGINEERING LABORATORY, L.L.C.

Ricardo A. Gil
General Manager

Attachments

2100 W. Expressway 83 • Mercedes, TX 78570 • Office: (956) 565-0760 • Fax: (956) 565-6746
900 S. Stewart Rd., Ste. 9 • Mission, TX 78572 • Office: (956) 583-7117 • Fax: (956) 583-7116

HIDALGO COUNTY

Professional Engineering Services
Contract # C-07-264-08-14
Work Authorization Form

WORK AUTHORIZATION NO. 07

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, L&G Engineering Laboratory, LLC, professional engineers of Mercedes, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide **Construction Materials Testing Services for Mile 6 1/2 (between Milano Rd. & Midway Rd.) Project in Hidalgo County Precinct No. One (1)**.

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 $6,068.00. 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 5.1 of the Agreement.

PART 4. FUNDING

This Work Authorization No.07 shall be funded through funding source:
Account No._____.
Requisition Number _____ **(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 or (DATE).

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 No.1 Commissioner Sylvia Handy as to content and detail of this Work Authorization No. # 07.

HIDALGO COUNTY
COMMISSIONER PRECINCT NO. 1:
BY:_____

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:
L&G ENGINEERING LABORATORY, LLC

By: Jacinto Garza

THE OWNER:
HIDALGO COUNTY

By: Juan D. Salinas, III, County Judge

ATTEST:

_____
by: Arturo Guajardo, J.R. - County Clerk

LIST OF ATTACHMENTS

ATTACHMENT "A" - Service to be Provided by the Owner
ATTACHMENT "B" - Services to be Provided by the Engineer
ATTACHMENT "C" - Work Schedule
ATTACHMENT "D" - Cost Proposal

ATTACHMENT "B"
Scope of Services (Engineer)

PROJECT: **Mile 6 1/2 (between Milano Rd. & Midway Rd.) Construction Project in Hidalgo County Precinct No. One (1)**

GENERAL SCOPE OF WORK

The Scope of Work will entail providing **The County of Hidalgo** with **Construction Materials Testing Services.**

The Scope of Work is identified as follows:

- ***Construction Materials Testing Services***

L&G Engineering Laboratory will furnish all equipment, materials, supplies, and incidentals as needed to perform the services required by this Contract: The work is as follows:

Construction Materials Testing Services

L&G Engineering Laboratory, L.L.C. will provide **The County of Hidalgo** with **Construction Materials Testing Services** for the **Mile 6 1/2 (between Milano Rd. & Midway Rd.) Construction Project in Hidalgo County Precinct No. One (1).**

The services to be provided are as follows:

- Sampling and laboratory testing of soils and base materials proposed for use in the construction of Roads and Bridges to determine compliance of these materials with project plans and specifications.
- Field density testing of soils and base materials to ensure proper compaction as required by project plans and specifications.
- Field sampling and testing of fresh concrete, and Laboratory testing of hardened concrete to determine compliance with project plans and specifications.
- Field Compaction testing of Asphalt to ensure proper compaction during lay down operations.
- Field inspection, sampling and laboratory testing of Asphalt materials to determine their materials properties and their compliance with project plans and specifications.
- Any additional laboratory testing as required/requested by **The County of Hidalgo and the project plans and specifications.**

- Provide accurate and timely reports to **The County of Hidalgo** and all/other recipients as designated by the County.

Engineering Services

L&G Engineering Laboratory, L.L.C. will provide an engineer's review of all test results to determine compliance with all project plans and specifications.

Scheduling of Services

L & G Engineering Laboratory is prepared to make a commitment to **The County of Hidalgo's** materials testing needs. L & G Engineering Laboratory makes every effort to respond to its clients as requests are received, and every effort will be made to keep scheduling conflicts to a minimum. As any other firm or business providing a service, L & G Engineering Laboratory prefers to schedule field and laboratory work with as much advance notice as possible. L & G Engineering Laboratory understands; however, that certain situations may occur when the Client may have a need for Materials Testing Services with as little or no advance notice. During these instances, L & G Engineering Laboratory will make every effort to dispatch personnel to the project within one (1) hour of the Client's request for services.

ATTACHMENT "C"
Work Schedule

PROJECT: **Mile 6 1/2 (between Milano Rd. & Midway Rd) Construction Project in Hidalgo County Precinct No. One (1)**

Work Schedule

L&G Engineering Laboratory will provide **Hidalgo County Pct. # 1** with **Construction Materials Testing Services** as outlined in **Contract Agreement C-07-264-08-14.**

ATTACHMENT "D"
Cost Proposal

PROJECT: **Mile 6 1/2 (between Milano Rd. & Midway Rd.) Construction Project in Hidalgo County Precinct No. One (1).**

See Attached

Attachment I
Mile 6 1/2 (between Milano Rd. & Midway Rd.)(Approx. 2640 L.F.)
Prepared For Hidalgo County Pct. No. 1

In Situ Subgrade Laboratory Testing				
Tech Time	3	Hrs.	$41.80	$125.40
Trip Charge	25	MI	$0.46	$11.50
Proctor	1	Ea.	$179.95	$179.95
Atterberg	1	Ea.	$69.65	$69.65
Reports	2	Ea.	$20.60	$41.20
Eng. Spec.	1	Hrs.	$104.50	$104.50
Engineer	1	Hrs.	$139.40	$139.40
			Sub.	**$671.60**
In-Situ Subgrade Field Density Testing				
Tech Time	12	Hrs.	$41.80	$501.60
Trip Charge	100	MI	$0.46	$46.00
Comp. Test	12	Ea.	$20.90	$250.80
Reports	4	Ea.	$20.60	$82.40
Eng. Spec.	2	Hrs.	$104.50	$209.00
Engineer	2	Hrs.	$139.40	$278.80
			Sub.	**$1,368.60**
Roadway Base Materials Testing - Laboratory				
Tech Time	3	Hrs.	$41.80	$125.40
Trip Charge	25	MI.	$0.46	$11.50
Sieve Analysis	1	Ea.	$52.20	$52.20
Texas Wet Ball Mill	1	Ea.	$203.25	$203.25
Atterberg	1	Ea.	$69.65	$69.65
Moisture-Density Determ	1	Ea.	$179.95	$179.95
Reports	2	Ea.	$20.60	$41.20
Eng. Spec.	1	Hrs.	$104.50	$104.50
Engineer	1	Hrs.	$139.40	$139.40
			Sub.	**$927.05**
Base Material Field Density Testing				
Tech Time	12	Hrs.	$41.80	$501.60
Trip Charge	100	MI	$0.46	$46.00
Comp. Test	12	Ea.	$20.90	$250.80
Reports	4	Ea.	$20.60	$82.40
Eng. Spec.	2	Hrs.	$104.50	$209.00
Engineer	2	Hrs.	$139.40	$278.80
			Sub.	**$1,368.60**
Asphalt Testing-Field and Laboratory				
Tech Time	6	Hrs.	$53.40	$320.40
Trip Charge	120	MI	$0.46	$55.20
Rolling Patterns	2	Ea.	$34.85	$69.70
Laboratory Molded (ga)	1	Pr.	$91.90	$91.90
%AC-Grad	1	Ea.	$203.25	$203.25
Rice Gravity (gr)	1	Ea.	$101.30	$101.30
Reports	3	Ea.	$18.00	$54.00
Asphalt Thickness	6	Ea.	$58.10	$348.60
Eng. Spec.	2	Hrs.	$104.50	$209.00
Engineer	2	Hrs.	$139.40	$278.80
			Sub.	$1,732.15

Total Estimated Materials Testing Fees $6,068.00

AI-9629 **19.C.1.**

Requesting for Payment Application No. 8 for Rio Valley Construction CC REGULAR

Date: 06/10/2008
Submitted By: Rocio Villarreal, PURCHASING DEPT.
Submitted For: Rocio Villarreal
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 2

Information

CAPTION

Approval of request for payment of Application No. 8 in the amount of $36,832.45 from Rio Valley Construction, Inc. awarded contractor for the, "Construction of Precinct No. 2 Multi-Purpose Facility at South Tower Road Park," and as certified for payment by project architect, VA Architecture; C-07-042A-09-25.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1302-466-00-122-022-0-720
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

PO# 592311 has an available balance of $282,888.80 as of 6/5/08.

Attachments

Link: fio valley

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:14 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 02:29 PM	APRV
3	Dale Kennan	Dale Kennan	06/05/2008 03:09 PM	APRV
4	Auditor's Office	Linda Fong	06/05/2008 04:13 PM	APRV
5	Joy Hsu	Joy Hsu	06/05/2008 05:16 PM	APRV
6	Linda Fong	Linda Fong	06/06/2008 07:51 AM	APRV
7	Martha Salazar	Marty Salazar	06/06/2008 03:58 PM	APRV
8	Court Administrator	Angela Garcia	06/06/2008 04:20 PM	APRV

Form Started By: Rocio Villarreal Started On: 06/04/2008 02:22 PM

Final Approval Date: 06/06/2008

V·A Architecture

A.
Review and Approval by Hidalgo County Precinct No. 2
of Contractor's Application and Certificate for Payment

Project:	County of Hidalgo Precinct No. 2 Multi-Purpose Facility in Partnership with the County of Hidalgo
Contract Number:	C-07042A-09-25
Purchase Order #:	592311
Application and Certificate for Payment	#8 (Eight)
Submitted by:	Rio Valley Construction, Inc.
For Period to:	5/27/08
In the amount of:	$36,832.45

Reviewed and Approved by:

Héctor "Tito" Palacios, Commissioner
Hidalgo County Pct. 2

592311

Date: 8-1302-466-00-122-022-0-720

REQ. #118860

Vargas & Associates
2029 Industrial Drive
McAllen, Texas 78504
(956) 631-2242

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER:	County of Hidalgo 100 E. Cano 2nd Floor Edinburg, Tx 78539	**PROJECT:**	County of Hidalgo Pct 2 Multi-Purpose Facility 1429 S. Tower Road Alamo, Tx 78516	**APPLICATION NO:** 8 **PERIOD TO:** 05/27/2008	**Distribution to:** OWNER: ☒ ARCHITECT: ☒
FROM CONTRACTOR:	Rio Valley Construction, Inc. 4124 N. Taylor Road McAllen, Tx 78504	**VIA ARCHITECT:**	Reynaldo Vargas, Architec, Inc. dba V.A. Architecture, Professional Corp. 2029 Industrial Drive McAllen, Tx 78504	**CONTRACT FOR:** General Construction **CONTRACT DATE:** 09/11/2007 **PROJECT NOS:** C-07042A / 09 / 25 PO # 592311	CONTRACTOR: ☐ FIELD: ☐ OTHER: ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$ 1,468,000.00
2. Net change by Change Orders		$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 1,468,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 1,223,882.20
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	$ 60,944.11	
b. 5 % of Stored Material (Column F on G703)	$ 250.00	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 61,194.11
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 1,162,688.09
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 1,125,855.64
8. CURRENT PAYMENT DUE		$ 36,832.45
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$ 305,311.91	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$ 0.00	$ 0.00
Total approved this Month	$ 0.00	$ 0.00
TOTALS	$ 0.00	$ 0.00
NET CHANGES by Change Order	$	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Rio Valley Construction, Inc.

By: _____ Date: 05.27.08

State of: Texas Myrtle Ernestine Jones

County of: Hidalgo

Subscribed and sworn to before me this 27 day of May, 2008

Notary Public: Sandra Settle

My Commission expires: 01/05/2011

SANDRA SETTLE
Notary Public
STATE OF TEXAS
My Comm. Exp. 01-05-2011

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 36,832.45

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: 6-2-08

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

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User Notes: (3367732886)

AIA® Document G703™ – 1992

Continuation Sheet

8

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 5/27/2008
APPLICATION DATE: 5/27/2008
PERIOD TO: . . .
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1.01.000	Mobilization	37,000.00	37,000.00			37,000.00	100.00		1,850.00
1.02.000	Betterment Allowance	10,000.00	994.20			994.20	9.94	9,005.80	49.71
1.03.000	Landscape Allowance	5,000.00						5,000.00	
1.04.000	Structural Steel Allowance	2,000.00						2,000.00	
1.05.000	HVAC Allowance	2,000.00						2,000.00	
1.06.000	Plumbing Allowance	2,000.00						2,000.00	
1.07.000	Electrical Allowance	2,000.00						2,000.00	
1.08.000	Dirtwork	48,300.00	48,300.00			48,300.00	100.00		2,415.00
1.09.000	Concrete Foundation	87,800.00	87,800.00			87,800.00	100.00		4,390.00
1.10.000	Concrete Columns	14,400.00	14,400.00			14,400.00	100.00		720.00
1.11.000	Concrete Walks	12,700.00						12,700.00	
1.12.000	Masonry	209,600.00	209,600.00			209,600.00	100.00		10,480.00
1.13.000	Structural Steel	132,800.00	119,520.00			119,520.00	90.00	13,280.00	5,976.00
1.14.000	Millwork	26,400.00		2,112.00		2,112.00	8.00	24,288.00	105.60
1.15.000	Roofing	153,800.00	144,572.00	3,076.00		147,648.00	96.00	6,152.00	7,382.40
1.16.000	Flashing & Damproofing	10,800.00	10,800.00			10,800.00	100.00		540.00
1.17.000	Cavity Insulation	5,400.00	5,400.00			5,400.00	100.00		270.00
1.18.000	Waterproofing	2,400.00	2,400.00			2,400.00	100.00		120.00
1.19.000	HM Doors & Frames	17,300.00	17,300.00			17,300.00	100.00		865.00
1.20.000	Wood Doors	13,700.00	11,645.00			11,645.00	85.00	2,055.00	582.25
1.21.000	Finish Hardware	22,900.00	3,435.00			3,435.00	15.00	19,465.00	171.75
1.22.000	Glass & Glazing	27,400.00	23,290.00			23,290.00	85.00	4,110.00	1,164.50
1.23.000	Plaster	23,100.00	15,015.00	8,085.00		23,100.00	100.00		1,155.00
1.24.000	Drywall & Metal Studs	41,200.00	41,200.00			41,200.00	100.00		2,060.00
1.25.000	Acoustical Ceilings	28,900.00	21,675.00			21,675.00	75.00	7,225.00	1,083.75

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA® Document G703™ – 1992

Continuation Sheet

8

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 5/27/2008
APPLICATION DATE: 5/27/2008
PERIOD TO:
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1.26.000	Ceramic Tile	20,800.00		20,800.00		20,800.00	100.00		1,040.00
1.27.000	Resilient Flooring	28,800.00						28,800.00	
1.28.000	Painting	39,500.00	25,675.00			25,675.00	65.00	13,825.00	1,283.75
1.29.000	Visual Display Boards	4,000.00						4,000.00	
1.30.000	Toilet Partitions	11,900.00						11,900.00	
1.31.000	Flagpole	1,700.00						1,700.00	
1.32.000	Signage	4,200.00						4,200.00	
1.33.000	Fire Extenguishers	1,600.00		1,280.00		1,280.00	80.00	320.00	64.00
1.34.000	Folding Partition	9,600.00						9,600.00	
1.35.000	Toilet Accessories	5,800.00						5,800.00	
1.36.000	Projection Screens	6,000.00						6,000.00	
1.37.000	Plumbing	89,600.00	80,640.00			80,640.00	90.00	8,960.00	4,032.00
1.38.000	Fire Sprinkler System	28,500.00	28,500.00			28,500.00	100.00		1,425.00
1.39.000	H.V.A.C.	106,200.00	92,394.00			92,394.00	87.00	13,806.00	4,619.70
1.40.000	Electrical	170,900.00	99,029.77	42,944.23	5,000.00	146,974.00	86.00	23,926.00	7,348.70
	Totals	1,468,000.00	1,140,584.97	78,297.23	5,000.00	1,223,882.20	83.37	244,117.80	61,194.11

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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GENERAL CONTRACTOR'S
AFFIDAVIT AND PARTIAL WAIVER OF LIEN # 8

THE STATE OF TEXAS COUNTY OF HIDALGO

BEFORE ME, the undersigned authority, on this day personally appeared, Jimmy K. Jones, President, who being duly sworn, upon his/her oath, declares and acknowledges as follows:

1. I am a duly authorized of Rio Valley Construction, Inc. (the "General Contractor")

2. Pursuant to an agreement between Hidalgo County and the General Contractor, materials have been supplied and/or labor has been performed in connection the construction of the project upon certain real property owned by the Owner in Hidalgo County, Texas. Said project are more particularly described as **County of Hidalgo Precinct 2 Multi-Purpose Facility in Partnership with the County of Hidalgo Urban County Program and Hidalgo County WIC Program Alamo, Texas**

3. In consideration of and conditioned upon receipt of payment through May 27, 2008 from the Owner, Rio Valley Construction, Inc. hereby waives and releases any and all liens, rights and interests under the constitution and statutes of the State of Texas, for any labor and/or materials supplied to the Project, as of the date stated above.

4. Rio Valley Construction, Inc. **certifies** that the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, and should any deviations from the contract documents, be found at any time, General Contractor holds the Owner, the Architect, and Engineers harmless.

EXECUTED this 27th day of May, 2008.

By: Jimmy K. Jones, President

Title: President

SUBSCRIBED AND SWORN TO before me by the said Jimmy K. Jones, President of Rio Valley Construction, Inc. this 27th day of May, 2008 to certify which witness my hand and seal of office.

Seal:

SANDRA SETTLE
Notary Public
STATE OF TEXAS
My Comm. Exp. 01-05-2011

NOTARY PUBLIC in and for
The State of Texas

Sandra Settle

My Commission Expires on 01/05/11

BEFORE ME, the undersigned authority, on this day personally appeared, Jimmy K. Jones, President, FROM RIO VALLEY CONSTRUCTION, INC. who being duly sworn, upon his/her oath, declares and acknowledges as follows:

In accordance with §9.3.1 of *AIA Document A201, General Conditions of the Contract for Construction*, **Rio Valley Construction, Inc.** certifies that there are no known mechanic's, materialman's or laborers' liens or claims, or any other liens or claims, legal or equitable, contractual, statutory, or constitutional, outstanding or known to exist at the date of this **Application #** 8; all due and payable bills with respect to the WORK have been paid to date or are included in the amount requested in the current Application and there is no known basis for the filing of any mechanics', materialman's or laborer's lien or claim, or any other lien or claim, legal or equitable, contractual, statutory, or constitutional, on the WORK; and waivers and releases from all Subcontractors, laborers, and materialmen for WORK done and materials furnished have been obtained in such form as to constitute an effective waiver and release of all such liens and claims under the laws of the state within which the Project is located.

EXECUTED this 27th day of May, 2008.

By: Jimmy K. Jones

Title: President

SUBSCRIBED AND SWORN TO before me by the said Jimmy K. Jones, President of Rio Valley Construction, Inc this 27th day of May, 2008, to certify which witness my hand and seal of office.

Seal:

SANDRA SETTLE
Notary Public
STATE OF TEXAS
My Comm. Exp. 01-05-2011

NOTARY PUBLIC in and for
The State of Texas

Sandra Settle

My Commission Expires on 01/05/2011

May 23, 2008

This is to confirm that we have reviewed the Application for Payment No. 8 submitted by Rio Valley Construction, Inc., the Contractor for the County of Hidalgo Precinct 2 Multi-Purpose Facility in Partnership with the County of Hidalgo Urban County Program and Hidalgo County WIC Program, and that we approve, without reservation, of the payment of the requested funds to the Contractor by Hidalgo County.

Great American Insurance Company of New York certifies that the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, and should any deviations from the contract documents, be found at any time, Great American Insurance Company of New York holds the Owner, the Architect, and Engineers harmless.

Print Name: David C. Hughston
Name of Surety: Great American Insurance of New York

This instrument was acknowledged before me, the undersigned authority by David C. Hughston on the 27th day of May, 2008

Notary Public for the State of Texas
Commission Expires: April 2, 2012

MARY EDWARDS
NOTARY PUBLIC
STATE OF TEXAS
My Commission Expires: 04-02-2012

GREAT AMERICAN INSURANCE COMPANY OF NEW YORK

New York
Administrative Office: 580 WALNUT STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by this power of attorney is not more than FIVE

No. 0 15621

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY OF NEW YORK, a corporation organized and existing under and by virtue of the laws of the State of New York, does hereby nominate, constitute and appoint the person or persons named below its true and lawful attorney-in-fact, for it and in its name, place and stead to execute in behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name		Address	Limit of Power
RAY HUGHSTON	PEGGY GONZALEZ	ALL OF	ALL
CHRIS HUGHSTON	MARY EDWARDS	BROWNSVILLE, TEXAS	$75,000,000
DAVID C. HUGHSTON			

This Power of Attorney revokes all previous powers issued in behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF, the GREAT AMERICAN INSURANCE COMPANY OF NEW YORK has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 13th day of June , 2006 .

Attest

GREAT AMERICAN INSURANCE COMPANY OF NEW YORK

DAVID C. KITCHIN (513-412-4602)

STATE OF OHIO, COUNTY OF HAMILTON-ss:

On this 13th day of June, 2006 , before me personally appeared DAVID C. KITCHIN, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is the Divisional Senior Vice President of the Bond Division of Great American Insurance Company of New York, the Company described in and which executed the above instrument; that he knows the seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company of New York by unanimous written consent dated July 27, 1995.

RESOLVED: That the Division President, the several Division Vice Presidents and Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-In-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract or suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, RONALD C. HAYES, Assistant Secretary of Great American Insurance Company of New York, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of July 27, 1995 have not been revoked and are now in full force and effect.

Signed and sealed this 27th day of May , 2008 .

SUBCONTRACTOR'S
AFFIDAVIT AND PARTIAL WAIVER OF LIEN # 1

THE STATE OF TEXAS COUNTY OF HIDALGO

BEFORE ME, the undersigned authority, on this day personally appeared, FRANCISCO AGUILAR, who being duly sworn, upon his/her oath, declares and acknowledges as follows:

1. I am a duly authorized of AGUILAR CABINET SHOP (the "Subcontractor/Materialmen")

2. Pursuant to an agreement between RIO VALLEY CONST. Inc and the Subcontractor/Materialmen, materials have been supplied and/or labor has been performed in connection the construction of the project upon certain real property owned by the Owner in Hidalgo County, Texas. Said project are more particularly described as the **County of Hidalgo Precinct 2 Multi-Purpose Facility in Partnership with the County of Hidalgo Urban County Program and Hidalgo County WIC Program Alamo, Texas**

3. In consideration of and conditioned upon receipt of payment through MAY 27, 2008 from RIO VALLEY CONST., Inc., Subcontractor / Materialmen hereby waives and releases any and all liens, rights and interests under the constitution and statutes of the State of Texas, for any labor and/or materials supplied to the Project, as of the date stated above.

EXECUTED this 27th day of May, 2008.

By: Francisco Aguilar
FRANCISCO AGUILAR

Title: OWNER

SUBSCRIBED AND SWORN TO before me by the said FRANCISCO AGUILAR OWNER OF AGUILAR CABINET SHOP this 27th day of May, 2008, to certify which witness my hand and seal of office.

Seal:

SANDRA SETTLE
Notary Public
STATE OF TEXAS
My Comm. Exp. 01-05-2011

NOTARY PUBLIC in and for
The State of Texas

Sandra Settle

My Commission Expires on 1-5-2011

SUBCONTRACTOR'S
AFFIDAVIT AND PARTIAL WAIVER OF LIEN # 1

THE STATE OF TEXAS COUNTY OF HIDALGO

BEFORE ME, the undersigned authority, on this day personally appeared, Alejandro Garza, who being duly sworn, upon his/her oath, declares and acknowledges as follows:

1. I am a duly authorized of Alejandro Tile (the "Subcontractor/Materialmen")

2. Pursuant to an agreement between Rio Valley Construction, Inc. and the Subcontractor/Materialmen, materials have been supplied and/or labor has been performed in connection the construction of the project upon certain real property owned by the Owner in Hidalgo County, Texas. Said project are more particularly described as the **County of Hidalgo Precinct 2 Multi-Purpose Facility in Partnership with the County of Hidalgo Urban County Program and Hidalgo County WIC Program Alamo, Texas**

3. In consideration of and conditioned upon receipt of payment through May 27, 2008 from Rio Valley Construction, Inc., Subcontractor / Materialmen hereby waives and releases any and all liens, rights and interests under the constitution and statutes of the State of Texas, for any labor and/or materials supplied to the Project, as of the date stated above.

EXECUTED this 27 day of May, 2008.

By: Alejandro Garza

Title: Owner

SUBSCRIBED AND SWORN TO before me by the said Owner Alejandro Tile this 27 day of May, 2008, to certify which witness my hand and seal of office.

Seal:

NOTARY PUBLIC in and for
The State of Texas

SANDRA SETTLE
Notary Public
STATE OF TEXAS
My Comm. Exp. 01-05-2011

My Commission Expires on 1-5-2011

SUBCONTRACTOR'S
AFFIDAVIT AND PARTIAL WAIVER OF LIEN # 7

THE STATE OF TEXAS **COUNTY OF HIDALGO**

BEFORE ME, the undersigned authority, on this day personally appeared, J.A. Jackson, who being duly sworn, upon his/her oath, declares and acknowledges as follows:

1. I am a duly authorized of J&J Electric, Inc. (the "Subcontractor/Materialmen")

2. Pursuant to an agreement between Rio Valley Construction, Inc. and the Subcontractor/Materialmen, materials have been supplied and/or labor has been performed in connection the construction of the project upon certain real property owned by the Owner in Hidalgo County, Texas. Said project are more particularly described as the **County of Hidalgo Precinct 2 Multi-Purpose Facility in Partnership with the County of Hidalgo Urban County Program and Hidalgo County WIC Program Alamo, Texas**

3. In consideration of and conditioned upon receipt of payment through May 22, 2008 from Rio Valley Construction, Inc., Subcontractor / Materialmen hereby waives and releases any and all liens, rights and interests under the constitution and statutes of the State of Texas, for any labor and/or materials supplied to the Project, as of the date stated above.

EXECUTED this 22 day of May, 2008.

By: J.A. Jackson

Title: V. President

SUBSCRIBED AND SWORN TO before me by the said Vice President J&J Electric, Inc. this 22 day of May, 2008, to certify which witness my hand and seal of office.

Seal:

SANDRA SETTLE
Notary Public
STATE OF TEXAS
My Comm. Exp. 01-05-2011

NOTARY PUBLIC in and for
The State of Texas

My Commission Expires on 1-5-2011

SUBCONTRACTOR'S
AFFIDAVIT AND PARTIAL WAIVER OF LIEN #3

THE STATE OF TEXAS COUNTY OF HIDALGO

BEFORE ME, the undersigned authority, on this day personally appeared, Evelyn Montemayor, who being duly sworn, upon his/her oath, declares and acknowledges as follows:

1. I am a duly authorized of Sechrist-Hall Company (the "Subcontractor/Materialmen")

2. Pursuant to an agreement between Rio Valley Construction, Inc. and the Subcontractor/Materialmen, materials have been supplied and/or labor has been performed in connection the construction of the project upon certain real property owned by the Owner in Hidalgo County, Texas. Said project are more particularly described as the **County of Hidalgo Precinct 2 Multi-Purpose Facility in Partnership with the County of Hidalgo Urban County Program and Hidalgo County WIC Program Alamo, Texas**

3. In consideration of and conditioned upon receipt of payment through May 25, 2008 from Rio Valley Construction, Inc Subcontractor / Materialmen hereby waives and releases any and all liens, rights and interests under the constitution and statutes of the State of Texas, for any labor and/or materials supplied to the Project, as of the date stated above.

EXECUTED this 23rd day of May, 2008.

By: Evelyn Montemayor
Evelyn Montemayor

Title: Asst. Corp. Secretary

SUBSCRIBED AND SWORN TO before me by the said Evelyn Montemayor, Asst. Corp. Secretary, this 23rd day of May, 2008, to certify which witness my hand and seal of office.

Seal:

NOTARY PUBLIC in and for
The State of Texas

Barbara Castillo

Barbara Castillo

My Commission Expires on _____

BARBARA CASTILLO
Notary Public, State of Texas
My Commission Expires
January 27, 2009

SUBCONTRACTOR'S
AFFIDAVIT AND PARTIAL WAIVER OF LIEN #5

THE STATE OF TEXAS COUNTY OF HIDALGO

BEFORE ME, the undersigned authority, on this day personally appeared, Baldemar Salazar, who being duly sworn, upon his/her oath, declares and acknowledges as follows:

1. I am a duly authorized of Jr Commercial Masonry & Plaster, LLC (the "Subcontractor/Materialmen")

2. Pursuant to an agreement between RD Valley Construction Inc and the Subcontractor/Materialmen, materials have been supplied and/or labor has been performed in connection the construction of the project upon certain real property owned by the Owner in Hidalgo County, Texas. Said project are more particularly described as the **County of Hidalgo Precinct 2 Multi-Purpose Facility in Partnership with the County of Hidalgo Urban County Program and Hidalgo County WIC Program Alamo, Texas**

3. In consideration of and conditioned upon receipt of payment through May 28 2008 from Jr Commercial Masonry & Plaster, LLC Subcontractor / Materialmen hereby waives and releases any and all liens, rights and interests under the constitution and statutes of the State of Texas, for any labor and/or materials supplied to the Project, as of the date stated above.

EXECUTED this 28 day of May, 2008.

By: Baldemar Salazar

Title: President

SUBSCRIBED AND SWORN TO before me by the said President of Jr Commercial Masonry & Plaster, LLC this 28 day of May, 2008, to certify which witness my hand and seal of office.

Seal:

SANDRA SETTLE
Notary Public
STATE OF TEXAS
My Comm. Exp. 01-05-2011

NOTARY PUBLIC in and for
The State of Texas

My Commission Expires on 1-5-2011

AI-9654 **19.C.2.**

Fuel Credit Card Policy
CC REGULAR

Date: 06/10/2008
Submitted By: Ramon Vela, PURCHASING DEPT.
Submitted For: Ramon Vela
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 2

Information

CAPTION

Pursuant to the newly adopted "Fuel Credit Card Use Policy" requesting discussion, consideration and action due to a request received from Hidalgo County Commissioner Precinct 2, Hector "Tito" Palacios, to increase limits for vehicle #70, from $500.00/month to $700.00/month and to increase allowable fill-ups from two (2) fill-ups/day to four (4) fill-ups/day.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1200-431-00-122-004-0-682
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance is $4,725.80 as of 6/6/08.

Attachments

Link: letter

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:39 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 02:48 PM	APRV
3	Dale Kennan	Dale Kennan	06/06/2008 09:06 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Ramon Vela Started On: 06/04/2008 04:50 PM

Final Approval Date: 06/06/2008

Hidalgo County
Precinct No. 2
HECTOR "TITO" PALACIOS
COUNTY COMMISSIONER

June 4, 2008

Budget & Management Office
Mr. Valde Guerra
Commissioners' Court Executive Officer
Edinburg, Texas 78539

Mr. Guerra:

Consider this a formal request to place on Commissioners' Court agenda for approval the authority to allow more fill ups for this diesel Unit #70 1994 GMC Volvo Tractor Truck that has an 80 gallon tank. Mr. Edward Jimenez [redacted] from Precinct #2 – County Wide Shop Department needs to fuel fill-up 4 times a day (fueling station allows only 17 gallons per fill-up) being that he has to travel to the 4 Precinct areas.

We are also requesting to increase his credit limit from $500 per month to $700 due to the increase of fuel and the areas that he has to travel.

If you have any questions, please contact Yolanda Cisneros, Accounts Payable or me at my office.

Thank you,

Hector "Tito" Palacios
County Commissioner

HTP/yc

301 EAST STATE STREET PHARR, TEXAS 78577 TEL: 956.787.1891 FAX: 956.787.4683

AI-9632 **19.D.1.**

Approval of Invoice# 11322629 L&G Engineering Inc.
CC REGULAR

Date: 06/10/2008
Submitted By: Rocio Villarreal, PURCHASING DEPT.
Submitted For: Rocio Villarreal
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 3

Information

CAPTION

Presentation for discussion, consideration, acceptance, and approval of Invoice # 11322629 in the amount of $29,740.00, from L & G Engineering Consulting Engineers Inc., contracted engineer for "La Homa Rd Project."

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1336-431-00-123-045-0-731
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

PO 600650 Available $704,570.00 as of 06/06/08.

Attachments

Link: Invoice

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:17 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 02:34 PM	APRV
3	Erika Reyna	Erika Reyna	06/06/2008 08:19 AM	APRV
4	Auditor's Office	Linda Fong	06/06/2008 08:21 AM	APRV
5	Court Administrator	Angela Garcia	06/06/2008 09:25 AM	APRV

Form Started By: Rocio Villarreal Started On: 06/04/2008 02:56 PM

Final Approval Date: 06/06/2008

L & G Consulting Engineers Inc
2100 W. Expressway 83
Mercedes, TX 78570
(956) 565-9813 Fax (956) 565-9018

INVOICE #: 11322629
INVOICE DATE: 05/31/08

128644
600650

BILL TO: 08
Hidalgo County Pct. #3
P.O. Box 607
Mission, TX 78572

JOB: 080301
La Homa

P.O. Box 607
Mission, TX 78572

Contract# C-08-031-02-12
PO# 600650

DESCRIPTION	CONTRACT	PREVIOUS APPLICATIONS	CURRENT COMPLETED	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH
Engineering services for the month of May 2008.						
11006-Dsgn Schematic	157,500.00	39,375.00	15,750.00	55,125.00	35.0	102,375.00
12002-EA Reports	55,000.00	2,200.00		2,200.00	4.0	52,800.00
12003-Public Invmt	25,000.00	1,000.00		1,000.00	4.0	24,000.00
12020-EA. Report/Sub	20,000.00				0.0	20,000.00
13001-Prelim ROW	10,000.00	9,000.00		9,000.00	90.0	1,000.00
13010-Prelim ROW/Sub	10,000.00	9,000.00		9,000.00	90.0	1,000.00
15001-Design Srvy	26,000.00	23,400.00		23,400.00	90.0	2,600.00
15010-Desgn Srvy/Sub	40,000.00	36,000.00		36,000.00	90.0	4,000.00
16001-Rdwy Design	283,500.00	42,525.00		42,525.00	15.0	240,975.00
16101-Drainage	126,000.00	18,900.00		18,900.00	15.0	107,100.00
16207-Sgn,Pvmt.Markg	24,200.00				0.0	24,200.00
16250-Iso Signal/Sub	30,000.00				0.0	30,000.00
16260-Sign Warr/Sub	5,800.00		5,800.00	5,800.00	100.0	
16302-Traf Cntrl Pln	75,600.00				0.0	75,600.00
16304-Irrigation	31,500.00	1,260.00	5,040.00	6,300.00	20.0	25,200.00
16306-Qty Specs	18,900.00	945.00		945.00	5.0	17,955.00
16307-Utilities	63,000.00	12,600.00	3,150.00	15,750.00	25.0	47,250.00
16400-Contract Mgmt	31,500.00	4,725.00		4,725.00	15.0	26,775.00
TOTALS:	1,033,500.00	200,930.00	29,740.00	230,670.00	22.3	802,830.00

ORIGINAL CONTRACT SUM	$	1,033,500.00
CHANGE BY CHANGE ORDER	$	0.00
CONTRACT SUM TO DATE	$	1,033,500.00
TOTAL COMPLETED TO DATE	$	230,670.00
LESS PREVIOUS INVOICES	$	200,930.00
CURRENT PAYMENT DUE	$	29,740.00

PROJECT MANAGER'S SIGNATURE

INVOICE RECEIVED BY: TSC on 6/2/08

GOODS/SERVICES RECEIVED BY: Comm. Silva on 5/31/08

8-1336-431-00-123-045-0-281

AI-9635 **19.D.2.**

Work Authorization No. 3
CC REGULAR

Date: 06/10/2008
Submitted By: Rocio Villarreal, PURCHASING DEPT.
Submitted For: Rocio Villarreal
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 3

Information

CAPTION

Presentation for consideration, discussion, acceptance, and approval of Work Authorization No. 3 (with an estimated cost of $5,403.92) for "Construction Materials Testing Services for 4 Mile Line Road-from Shary Rd to Taylor Rd." with L&G Engineering Laboratory in connection with engineering related services required by Hidalgo County Precinct #3.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1203-431-00-123-005-0-731
FUNDS AVAILABLE Y/N?: y **MATCHING FUNDS Y/N?:** n

BUDGETARY IMPACT:
Avail. Bal. $232,709.67

Attachments

Link: Work Authorization No. 3

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:24 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 02:35 PM	APRV
3	Erika Reyna	Erika Reyna	06/06/2008 09:07 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Rocio Villarreal Started On: 06/04/2008 03:29 PM

Final Approval Date: 06/06/2008

HIDALGO COUNTY

Professional Engineering Services
Contract # C-08-127-04-22
Work Authorization Form

WORK AUTHORIZATION NO. 03

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, L&G Engineering Laboratory, LLC, professional engineers of Mercedes, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide Construction Materials Testing Services for Hidalgo County Pct. 3 –4 Mile Line Rd. (from Shary Rd. to Taylor Rd).

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 $5,403.92. 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 5.1 of the Agreement.

PART 4. FUNDING

This Work Authorization No.00 shall be funded through funding source:
Account No. 8-1203-431-00-123-005-0-731
Requisition Number _____ **(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 or (DATE).

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 No.3 Commissioner Joe Flores as to content and detail of this Work Authorization No. # 03.

HIDALGO COUNTY
COMMISSIONER PRECINCT NO. 3:

BY: _____

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:
L&G ENGINEERING LABORATORY, LLC

By: Jacinto Garza

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" - Project Cost Proposal

ATTACHMENT "A"
Scope of Services (Owner)

PROJECT: ***4 Mile Line Road (Shary Rd. to Taylor Rd.)*** **Project in Hidalgo County Precinct No. Three (3)**

SERVICES TO BE PROVIDED BY OWNER

The County of Hidalgo will provide **L&G Engineering Laboratory, LLC** with **Construction Documents, Plans and Specifications** for the **4 Mile Line Road (Shary Rd. to Taylor Rd) Project**.

ATTACHMENT "B"
Scope of Services (Engineer)

PROJECT: ***4* Mile Line Road (Shary Rd. to Taylor Rd.) Project in Hidalgo County Precinct No. Three (3)**

GENERAL SCOPE OF WORK

The Scope of Work will entail providing **The County of Hidalgo** with **Construction Materials Testing Services.**

The Scope of Work is identified as follows:

- ***Construction Materials Testing Services***

L&G Engineering Laboratory will furnish all equipment, materials, supplies, and incidentals as needed to perform the services required by this Contract: The work is as follows:

Construction Materials Testing Services

L&G Engineering Laboratory, L.L.C. will provide **The County of Hidalgo** with **Construction Materials Testing Services** for the **4 Mile Line Rd. (Shary Rd. to Taylor Rd.) Project in Hidalgo County Precinct No. Three (3).**

The services to be provided are as follows:

- Sampling and laboratory testing of soils and base materials proposed for use in the construction of Roads and Bridges to determine compliance of these materials with project plans and specifications.
- Field density testing of soils and base materials to ensure proper compaction as required by project plans and specifications.
- Field sampling and testing of fresh concrete, and Laboratory testing of hardened concrete to determine compliance with project plans and specifications.
- Field Compaction testing of Asphalt to ensure proper compaction during lay down operations.
- Field inspection, sampling and laboratory testing of Asphalt materials to determine their materials properties and their compliance with project plans and specifications.

- Any additional laboratory testing as required/requested by **The County of Hidalgo and the project plans and specifications.**

- Provide accurate and timely reports to **The County of Hidalgo** and all/other recipients as designated by the County.

Engineering Services

L&G Engineering Laboratory, L.L.C. will provide an engineer's review of all test results to determine compliance with all project plans and specifications.

Scheduling of Services

L & G Engineering Laboratory is prepared to make a commitment to **The County of Hidalgo's** materials testing needs. L & G Engineering Laboratory makes every effort to respond to its clients as requests are received, and every effort will be made to keep scheduling conflicts to a minimum. As any other firm or business providing a service, L & G Engineering Laboratory prefers to schedule field and laboratory work with as much advance notice as possible. L & G Engineering Laboratory understands; however, that certain situations may occur when the Client may have a need for Materials Testing Services with as little or no advance notice. During these instances, L & G Engineering Laboratory will make every effort to dispatch personnel to the project within one (1) hour of the Client's request for services.

ATTACHMENT "C"
Work Schedule

PROJECT: ***4* Mile Line Road (Shary RD to Taylor Rd.) Project in Hidalgo County Precinct No. Three (3)**

Work Schedule

L&G Engineering Laboratory will provide **Hidalgo County Pct. # 3** with **Construction Materials Testing Services** as outlined in **Contract Agreement C-08-127-04-22.**

ATTACHMENT "D"
Cost Proposal

PROJECT: **4 Mile Line Rd. (Shary Rd. to Taylor Rd.) Project in Hidalgo County Precinct No. Three (3).**

(See Attached)

Attachment D
4 Mile Line from Shary Rd. to Taylor Road
Prepared For Hidalgo County Pct. No. 3

Roadway Subgrade Materials Testing - Laboratory

Tech Time	3	Hrs.	$41.80	$125.40
Trip Charge	16	Mi.	$0.46	$7.36
Atterberg	1	Ea.	$69.65	$69.65
Moisture-Density Determ	1	Ea.	$179.95	$179.95
Reports	2	Ea.	$20.60	$41.20
Eng. Spec.	1	Hrs.	$104.50	$104.50
Engineer	1	Hrs.	$139.40	$139.40
			Sub.	$667.46

Roadway Subgrade Field Density Testing

Tech Time	12	Hrs.	$40.55	$486.60
Trip Charge	64	Mi	$0.45	$28.80
Comp. Test	12	Ea.	$13.55	$162.60
Reports	4	Ea.	$20.00	$80.00
Eng. Spec.	2	Hrs.	$101.35	$202.70
Engineer	2	Hrs.	$135.20	$270.40
			Sub.	$1,231.10

Roadway Base Materials Testing - Laboratory

Tech Time	3	Hrs.	$41.80	$125.40
Trip Charge	16	Mi.	$0.46	$7.36
Sieve Analysis	1	Ea.	$52.20	$52.20
Texas Wet Ball Mill	1	Ea.	$203.25	$203.25
Atterberg	1	Ea.	$69.65	$69.65
Moisture-Density Determ	1	Ea.	$179.95	$179.95
Reports	2	Ea.	$20.60	$41.20
Eng. Spec.	1	Hrs.	$104.50	$104.50
Engineer	1	Hrs.	$139.40	$139.40
			Sub.	$922.91

Base Material Field Density Testing

Tech Time	12	Hrs.	$40.55	$486.60
Trip Charge	64	Mi	$0.45	$28.80
Comp. Test	12	Ea.	$13.55	$162.60
Reports	4	Ea.	$20.00	$80.00
Eng. Spec.	2	Hrs.	$101.35	$202.70
Engineer	2	Hrs.	$135.20	$270.40
			Sub.	$1,231.10

Asphalt Testing Field and Laboratory

Tech Time	6	Hrs.	$53.40	$320.40
Trip Charge	75	Mi	$0.46	$34.50
Rolling Patterns	2	Ea.	$34.85	$69.70
Laboratory Molded (ga)	1	Pr.	$91.90	$91.90
%AC-Grad	1	Ea.	$203.25	$203.25
Rice Gravity (gr)	1	Ea.	$101.30	$101.30
Reports	3	Ea.	$18.00	$54.00
Asphalt Thickness	4	Ea.	$58.10	$232.40
Eng. Spec.	1	Hrs.	$104.50	$104.50
Engineer	1	Hrs.	$139.40	$139.40
			Sub.	$1,351.35

Total Estimated Material Testing Fees $5,403.92

cost.xls

AI-9655 **19.D.3.**

Pct 3-Invoice No. TWO-AGADC-Anzaldua's Park Improvements, Boat Ramp & Fishing Pier-C-07-228-07-10

CC REGULAR

Date: 06/10/2008
Submitted By: Letty Saenz, PURCHASING DEPT.
Submitted For: Letty Saenz
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 3

Information

CAPTION

A. Presentation for discussion, consideration, acceptance and approval of request for payment for Invoice No. TWO (Basic Services) in the amount of $ 7,723.50 submitted by Alcocer Garcia Associates Design Consulting (AGADC) with authority for County Auditor to issue payment (after review, and processing procedures completed) in connection with Contract # C-07-228-07-10 (PO # 592805) for: "Anzaldua's Park Improvement, Boat Ramp & Fishing Pier"

B. Presentation for discussion, consideration, acceptance and approval of request for payment for Invoice No. TWO (Change in Services-Reimbursable) in the amount of $ 1,155.00 submitted by Alcocer Garcia Associates Design Consulting (AGADC) with authority for County Auditor to issue payment (after review, and processing procedures completed) in connection with Contract # C-07-228-07-10 (PO # 592805) for: "Anzaldua's Park Improvement, Boat Ramp & Fishing Pier"

BACKGROUND

Invoice No. TWO (Basic Services)
Invoice No. TWO (Change in Services-Reimbursable)

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1287-452-00-123-043-9-334
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

PO 592805 Available as of 06/06/08 $ 15,105.00.

Attachments

Link: Invoice No. TWO-AGADC
Link: Invoice No. Two-AGACD-Change in Services-Reimbursable

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department		06/06/2008 06:12 PM	PEND
2	Budget & Management	Dina Trevino	06/05/2008 02:49 PM	APRV
3	Erika Reyna	Erika Reyna	06/06/2008 08:25 AM	APRV
4	Auditor's Office	Linda Fong	06/06/2008 03:13 PM	NEW-R

Form Started By: Letty Saenz Started On: 06/04/2008 04:51 PM

Final Approval Date: 06/06/2008

119558
592805

AGADC
ALCÓCER GARCIA ASSOCIATES
DESIGN CONSULTING
1333 E. JASMINE AVE. McALLEN, TEXAS 78501 956.618-2007 FAX 956.618-2008

INVOICE FOR BASIC SERVICES:

CONTRACT NO.: C-07-228-07-10

INVOICE NO. : **TWO** P.O. No: 592805

DATE: June 2, 2008

PROJECT: Anzaldua's Park Improvements, Boat Ramp & Fishing Pier

TO: OFFICE OF THE COUNTY JUDGE
c/o Hidalgo County Purchasing Department
2802 S. Business Hwy 281
Edinburg, Tx 78539

In accordance with the A/E contract approved July 7, 2007, there is due at this time for professional services on the above referenced project, the amount of $ 7,723.50

A/E fee: $ 20,325.00

Fee Breakdown:

Schematic Design Phase, 10%.....	$ 2,032.50 (pd)
Design Development Phase, 10%.....	$ 2,032.50 (pd)
Construction Documents Phase, 50%	$ 10,162.50
Bidding Phase, 5%.....	$ 1,016.25
Construction Phase, 25%.....	$ 5,081.25
Total.....	$ 20,325.00

This Invoice for: 76% of Construction Documents Phase..... $ 7,723.50 due

Please remit payment to:

Alcócer Garcia Associates Design Consulting
1333 E. Jasmine Ave.
McAllen, Texas 78501

Thank you,
AGADC

George A. Garcia
Project Architect

Approved:

Hidalgo County Precinct 3

INVOICE RECEIVED BY: NSE on 6/2/08

GOODS/SERVICES RECEIVED BY: on 6/2/08

9-1287-452-00-123-043-9-334

119558
592805

AGADC
ALCÓCER GARCIA ASSOCIATES
DESIGN CONSULTING
1333 E. JASMINE AVE. McALLEN, TEXAS 78504 956.618-2007 FAX 956.618-2008

INVOICE FOR CHANGE IN SERVICES:

CONTRACT NO.: C-07-228-07-10

INVOICE NO. : **Two** P.O. No: 592805

DATE: June 2, 2008

PROJECT: Anzaldua's Boat Ramp / Fishing Pier Improvements

TO: OFFICE OF THE COUNTY JUDGE
c/o Hidalgo County Purchasing Department
2802 S. Business Hwy 281
Edinburg, Tx 78539

In accordance with the A/E contract approved July 7, 2007, and under a change in scope of services, there is due at this time for professional consultant services on the above referenced project, the amount of $ 1,155.00

Grant Administration Consultant's Services fee: direct cost .....$ 9,500.00
+ 10% 950.00
Total.....$10,450.00

This Invoice for: 2nd Billing, Grant Administration Services

Amount due this invoice $ 1,050.00 + 10% ..... $ 1,155.00 due
(Copy of consultant's invoice attached)

Please remit payment to:

Alcócer Garcia Associates Design Consulting
1333 E. Jasmine Ave.
McAllen, Texas 78501

Thank you,
AGADC

George A. Garcia
Project Architect

Approved:

Hidalgo County Precinct No. 3

INVOICE RECEIVED BY: TDC **on** 6/2/08

GOODS/SERVICES RECEIVED BY: Comm. Haas **on** 6/2/08

8-1287-452-00-123-043-9-334

vazaldua & associates

Leading Communities Perfect Solutions Quality Results

205 W. Iris
McAllen, Texas 78501

Phone: 956-627-0973
Fax: 956-627-0973
Email: paulmv555@yahoo.com

Bill To:
Garcia Alcocer Architects
1333 E Jasmin
McAllen, TX 78501

Invoice #: 2008-35
Invoice Date: May 22, 2008
Customer ID: GAARCH
P.O. Number: N/A

Date	Description	Quantity	Total
5/22/08	Status Report to TX Parks and Wildlife		$1050.00
	Review Phase Two Funding Possibilities		
	Total Due		**$1050.00**

vazaldua & associates

AI-9675 **19.D.4.**

Renovations to Anzaldua's Park Fishing and Boating Pier
CC REGULAR

Date: 06/10/2008
Submitted By: Oscar Garza, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 3

Information

CAPTION

A. Pursuant to a recommendation from project architect, AGADC, presentation for discussion, consideration, approval to request a proposal from Herrera & Hunt, the current job order contractor for Phase I of the Anzaldua's Park Fishing Pier and Board Ramp Project #2008-119 for Phase II of the project: to re-build the fishing pier, install the walking ramp and loading dock at the boat dock , install solar-powered area lights and provide some landscaping for and thus have continuity of service and single point of contact for the project; or in the alternative,

B. Presentation for discussion, consideration, acceptance and approval to request proposals from job order contractor and/or construction services awarded vendor through the County's membership/participation with state, cooperative purchasing programs or interlocals to include but not limited to, the provision of labor and materials and any other accesories for the renovations and/or repairs to the Anzaldua's Park Fishing Pier and Boat Ramp project #2008-119.

BACKGROUND

As per AGADC Phase II of proposed project is to rebuild the fishing pier,and boat ramp which will take approximately 3 months.

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:

Construction budget amount $240,061.13
Cost of Phase I Demolition $ 19,926.03
Current Balance Amount $ 220,135.10

Attachments

Link: 08-119

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 05:31 PM	APRV

2	Budget & Management	Dina Trevino	06/06/2008 08:56 AM	APRV
3	Erika Reyna	Erika Reyna	06/06/2008 09:23 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Oscar Garza

Started On: 06/05/2008 03:16 PM

Final Approval Date: 06/06/2008

AGADC
ALCÓCERGARCÍAASSOCIATES
DESIGN CONSULTING

June 5, 2008

Hon. Commissioner Joe M. Flores
c/o Mona Parras, Chief Administrator
Hidalgo County Precinct No. 3
724 N. Breyfogle Rd.
Mission, TX 78574

Re: Fishing Pier & Boat Ramp, Anzalduas Park

Dear Commissioner Flores,

The contractor will finish removing the joists and beams by the end of next week. The next phase of the project will be to re-build the fishing pier, install the walking ramp and loading dock at the boat ramp, install solar-powered area lights and provide some landscaping. This next part of the project will take about 3 months to complete.

The project deadline is October 15, 2008. In order to meet this deadline and allow for bad weather days, we recommend that a decision be made as soon as possible as to the Contractor for the work. Let us know if it is possible to continue with Herrera & Hunt so that they can submit cost figures for our review. They are now very familiar with the conditions at the site and have done excellent work to-date.

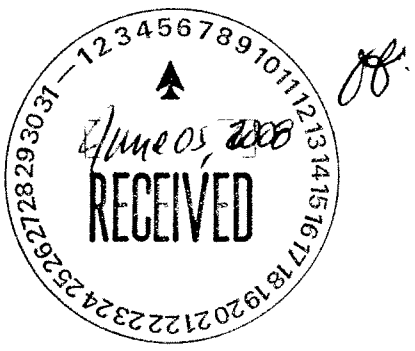
The Budget is presently as follows:
Construction budget amount ..... $ 240,061.13
Cost of Phase I demolition work 19,926.03
Construction fund balance..... $ 220,135.10

Please advise us on the above at the earliest date possible. Thank you.

Sincerely,

George A. Garcia,
Project Architect

cc: Martha Salazar, Hid Co. Purchasing Dept.
Oscar Garza, Hid Co. Purchasing Dept.
Paul Vazaldua, Vazaldua & Assoc.



AGADC ALCOCER GARCIA ASSOCIATES DESIGN CONSULTING
1333 E. JASMINE AVE. MCALLEN, TEXAS 78501 Off. 956-618-2007 Fax. 956-618-2008

FAX

Date: 6 - 5 - 08

To: Oscar Garza, Purchasing Specialist
Hidalgo County Purchasing Department

Fax: 318-2629

From: George Garcia

Project: Anzalduas Park Fishing Pier & Boat Ramp

Number of pages including this sheet : 2

Message: Attached is copy of AGADC letter to Pct. 1 regarding the next phase of the project.

AI-9615 **19.E.1.**

Pct 4 -Purchase of a Service Truck from Philpott Motors thru BuyBoard Contract

CC REGULAR

Date: 06/10/2008
Submitted By: Moises Salazar, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 4

Information

CAPTION

Requesting authority for Hidalgo County to purchase "One (1) New unused 2008 Service Truck Ford F550 Cab and Chassis" through the County's participation/membership with TASB Buyboard's awarded vendor Philpott Motor Company, Port Neches, Texas, (purchase price) $68,512.00+$400.00 (Buyboard adm. fee)=$68,912.00 (total price).

BACKGROUND

Please see attached quote from Philpott Motors.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1336-431-00-124-029-0-741
FUNDS AVAILABLE Y/N?: Pending **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 6-6-08 $1,957.52. An Intradepartmental Line Item transfer in the amount of $68,912.00 has been placed on Consent Agenda (CC 6-10-08 AI # 9614) for approval.

Attachments

Link: Buyboard Quote

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 12:59 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 01:19 PM	APRV
3	Manuel Chapa	Manuel Chapa	06/06/2008 10:30 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Moises Salazar Started On: 06/04/2008 11:00 AM

Final Approval Date: 06/06/2008

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

VEHICLES

BUYBOARD #281-07

End User: HIDALGO COUNTY **Philpott Rep:** ALAN WILEY

Contact: MOISES SALAZAR **Date:** 3-Jun-08

Product Description: FORD F550 CAB/CHASSIS

A. Bid Series: 21 **A. Base Price:** $ 20,289.00

B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
	4X2 60"CA V10 GAS MANUAL	STD		AM-FM RADIO	INCL
44B	5-SPEED AUTOMATIC	$ 1,099.00		RUBBER FLOORS	INCL
99R	6.4L POWERSTROKE DIESEL	$ 5,209.00		DUAL REAR WHEELS	INCL
165HD2	PAYLOAD FRAME PACKAGE	$ 3,738.00		POWER STEERING	INCL
	84 INCH CAB TO AXLE	INCL		ABS BRAKES	INCL
	17,950 GVWR	INCL		SUPER ENGINE COOLING	INCL
	BODY BUILDER PREP PACKAGE	INCL		HD ELECTRIC	INCL
	SHIP THRU CHARGE	INCL		HD FIRM SUSPENSION	INCL
	FLOOR PLAN-LOT INSURANCE	INCL		DUAL AIRBAGS	INCL
512	SPARE TIRE AND WHEEL	$ 328.00		40 GALLON FUEL TANK	INCL
	JACK INCLUDED	INCL		V40M INSTALLED BODY	$ 43,790.00
572	A/C	$ 796.00		SEE TRUCKERS DOWNGRADE	NOTE
THB	REAR TRACTION TIRES	$ 178.00		IN SECTION C BELOW	NOTE

Total of B. Published Options: $ 55,138.00

C. Unpublished Options [Itemize each below, not to exceed 25%] $= -9.2 %

Options	Bid Price	Options	Bid Price
		DOWNGRADE TO TRUCKERS PACKAGE	$ (6,915.00)
		S84DW94 SERVICE BODY	INCL
		12" STEP BUMPER	INCL
		3200# CRANE AND GASOLINE WELDER	INCL
		10K MANUAL OUTRIGGERS	INCL
		AIR COMPRESSOR W/30 GAL TANK	INCL
		LIGHT KIT	INCL
		CRANE STAND	INCL
		PAINTING AND INSTALLATION	INCL
		ESTIMATED DELIVERY IN 120-180 DAYS	NOTE

Total of C. Unpublished Options: $ (6,915.00)

D. Contract Price Adjustment:

E. Delivery Charges: 0 miles @ $.93/mile $ -

F. Total of A + B + C + D + E = F $ 68,512.00

G. Quantity Ordered 1 **x F =** $ 68,512.00

H. BUYBOARD Administrative Fee **$400.00 PER PURCHASE ORDER** $ 400.00

I. Non-Equip Charges & Credits

J. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE $ 68,912.00

AI-9656 **19.E.2.**

Pct 4- Invoice No. 288755-TEDSI-C-07-051-02-06
CC REGULAR

Date: 06/10/2008
Submitted By: Letty Saenz, PURCHASING DEPT.
Submitted For: Letty Saenz
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 4

Information

CAPTION

Presentation for discussion, consideration, acceptance and approval of request for payment for Invoice No. 288755 in the amount of $ 3,000.00 submitted by TEDSI Infrastructure Group with authority for County Auditor to review and complete processing procedures and for County Treasurer to issue payment in connection with contract # C-07-051-02-06 (PO #597865) for: "Terry Road between Schunior and Mile 17 1/2 North."

BACKGROUND

Invoice No. 288755 PO#597865

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1204-431-00-124-007-0-334
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

PO#597865 available balance as of 6/6/08 $3,000.00. Funds are available as of 6/6/08.

Attachments

Link: back-up

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:46 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 02:50 PM	APRV
3	Manuel Chapa	Manuel Chapa	06/06/2008 01:16 PM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Letty Saenz Started On: 06/04/2008 04:54 PM

Final Approval Date: 06/06/2008

TEDSI INFRASTRUCTURE GROUP
Consulting Engineers
TEDSI

[redacted]

[redacted]

Commissioner Oscar L. Garza, Jr.
Hidalgo County Precinct No. 4
1102 N. Doolittle
Edinburg, Texas 78539

Invoice Date:	April 30, 2008
TEDSI Invoice No.:	288755
TEDSI Project No.:	27942-8
Invoice Period:	April 1, 2008 thru April 30, 2008

TRAFFIC ENGINEERING SERVICES
Terry Road w/ Mile 17
and Terry Road between Schunior and Mile 17 1/2 N

Contract Amount	Contract Amount Remaining
$5,000.00	$0.00

Task		% Complete This Period	% Complete To Date	Amount This Period	Amount To Date
Traffic Study & Evaluation (TSE)	$5,000.00	60%	100%	$3,000.00	$5,000.00
[redacted]					

[redacted]

[redacted]

GOODS/SERVICES RECEIVED BY
on 6-6-08

Eric R. Dietrich, P.E., P.T.O.E.
Project Manager

E-07-05102-06

8-1204-431-00-124-007-0-334

Pct. # 04
Pur. Req. # 125219
P.O. # 597865

AI-9634 **19.F.1.**

Laboratory Services for Chip Perinatal Eligible Patients
CC REGULAR

Date: 06/10/2008
Submitted By: Olga Montero, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Health & Human Services Dept.

Information

CAPTION

Recommending award of bid and approval of contract to sole bidder (Quest Diagnostics) meeting all specifications and/or requirements as attached hereto for: " Laboratory Services for CHIP Perinatal Eligible Patients" - Health & Human Services Dept. (RFB NO. 2008-116-05-14-otm/ysi)

BACKGROUND

Contract sent to legal counsel and returned w/o comment

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-441-00-340-003-0-339
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 6-6-08 $2,585.00. All services will be on an "As Needed Basis".

Attachments

Link: contract
Link: letter of recommendation
Link: participation log

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:54 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 03:05 PM	APRV
3	Manuel Chapa	Manuel Chapa	06/06/2008 11:09 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Olga Montero Started On: 06/04/2008 03:14 PM

Final Approval Date: 06/06/2008

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-08-116-00-00

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 "**Laboratory Services for Chip Perinatal Eligible Patients**" (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 locations at **the Hidalgo County Health Department**. 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,**

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_____,2008 and ending on_____ 2009 and may be extended at the sole discretion of County for an additional two (2) one (1) year term

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, shall be the responsibility of the vendor.

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 _____
_____
_____
_____

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.

WITNESS our hands in duplicate originals this_____ 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 by Commissioners' Court on, _____day of _____, 2008

APPROVED AS TO FORM:
Atlas & Hall, L.L.P.

By:_____

Exhibit "A"

Hidalgo County Health Department
"LABORATORY SERVICES FOR CHIP PERINATAL ELIGIBLE PATIENTS"
Bid No.: 2008-116-05-14-otm/ysi

SPECIFICATIONS

1. The Hidalgo County Health Department is seeking to contract with a qualified vendor(s) to furnish "Laboratory Services for CHIP Perinatal Eligible Patients" AND BILL TRHIRD PARTY (Superior Health Plan/Superior Health Plan Kids) FOR ALL SERVICES.

2. The following are the minimum requirements and/or specifications that will be acceptable to the Hidalgo County Health Department. These requirements and/or specifications must be **equal or better**, including, but not limited to, the following

REQUIREMENTS, TERMS AND CONDITIONS

1. All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

2. Hidalgo County Health Department has the authority to utilize State Contracts from its membership with their existing or new cooperatives when ever it is in the County's best interest to do so.

3. All services will be on an "**As Needed Basis**", there are no set quantities to be requested only approximations

4. The initial contract term for this project will be for one (1) year with the County's option to extend for an additional two (2) one (1) year term.

5. Hidalgo Health Department reserves the right to continue this bid for an additional sixty (60) day grace period, under the same rates, terms and conditions at the end of the contract term for unforeseen delays in award of new bid for the next contract term.

6. Insurance requirements for this project to be maintained through out the contract term (Refer to limits on the Exhibit "C" for limits).

7. Hidalgo County Health Department reserves the right to award to one (1) or multiple vendors which ever is more valuable to the County.

8. All bid prices for items shall take into consideration shipping and handling costs and any other items mentioned on specifications as part of the fixed item price.

9 Hidalgo County Health Department reserves the right to add/delete items as it deems to be in the best interest of the County.

10 Laboratory will be responsible for billing Superior Health Plan/Superior Health Plan Kids for all services.

11. Patients will be screened by Hidalgo County Health Department staff for CHIP Perinatal eligibility.

12. Specimens will be collected by Hidalgo County Health Department Staff.

13. Provide at least 2 (two) accessible lab locations to refer patients for collection if specimen can not be collected by Hidalgo County Health Department staff (i.e. Weslaco, Edinburg, McAllen) Laboratory will be responsible for delivery/processing of such specimens when necessary.

14. Electronic Lab results are required.

15. Lab must schedule and provide pick up services for all specimens from each clinic location on a daily basis. Locations are as follows:
    - Edinburg Clinic – 3105 E Schunior, Edinburg, TX
    - Elsa Clinic – 708 Edinburg St., TX
    - Hidalgo Clinic – 702 E Texano St., Hidalgo, TX
    - McAllen Clinic – 300 E Hackberry, McAllen, TX
    - Mission Clinic – 211 E Schurback, Mission, TX
    - Pharr Clinic – 1903 N Fir, Pharr, TX
    - Weslaco Clinic – Weslaco, TX

16. All certificates, licenses, etc. for laboratory to operate in the State of Texas are required and copies must be submitted with bid.

17. Must be CHIP Perinatal Provider mandated by the State of Texas Department of Health.

18. All supplies must be provided to Hidalgo County Health Department for all required testing.

19. Annually approximately 1,250 female patients are seen, at five (5) specimens per patient.

20 Approximately 600 lab re-submissions according to weeks gestation.

21. Maternal Serum Screen 5. (Age, AFP, hCG, uE3, DIA, ITA) *Results must be available and provided within 24 hours.*

22. Prenatal (OB) Panel (Total of 11 tests which include Hepatitis B, HIV, RPR & Rubella) *Results must be available and provided within 24 hours.*

23. Amplified CT/GC Testing for Chlamydia and Gonorrhea. *Results must be available and provided within 24 hours.*

24 Surpath (Liquid Pap Smear) includes HPV, GC/Chlamydia. *Results must be available and provided within 24 hours.*

25 Bacterial Vaginosis/Vaginitis (Trich, G. Vaginalis, & Candida). *Results must be available and provided within 24 hours.*

26. Average of 250 Children enrolled in Superior Health Plan. Services Required for Children:

27. New Born Screening. *Results must be available and provided within 24 hours.*

28. Lead. *Results must be available and provided within 24 hours.*

29. Total Hemoglobin. *Results must be available and provided within 24 hours.*

30. Total Electro Phoresis. *Results must be available and provided within 24 hours.*

31. RPR. *Results must be available and provided within 24 hours.*

32 HIV. *Results must be available and provided within 24 hours.*

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, Olga Montero, Buyer or Yvette Islas, Buyer, Physical: 2802 S. Business Hwy. 281 Postal/Mailing: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, May 7, 2008 by 5:00 P.M.. Responses to said inquiries will be sent to all applicants via facsimile by no later than, Friday, May 9 2008 by 5:00 p.m.

Exhibit "B"
Hidalgo County Health Department
"LABORATORY SERVICES FOR CHIP PERINATAL ELIGIBLE PATIENTS"
Bid No.: 2008-l16-05-14-otm/ysi

Location of labs where patients will be referred for specimen collection

1221 E. Tenth St., Ste 101-A
street address
Weslaco, TX 78596
city, state, zip code

2723 W. Trenton
street address
Edinburg, TX 78539
city, state, zip code

1201 E. Ridge Rd., Ste. A
street address
McAllen, TX 78503
city, state, zip code

302 Lorenaly Drive Suite B
street address
Brownsville, TX 78526
city, state, zip code

(Quest Diagnostics PSC maps included)

Maternal Serum Screen 5 (Age, AFP, hCG, uE3, DIA, ITA)	$ 99.00
Prenatal (OB) Panel (Total of 11 tests which include Hepatitis B, HIV. RPR & Rubella)	$ 36.50
Amplified CT/GC Testing for Chiamydia and Gonorrhea	$ 50.00
Surpath (Liquid pap Smear) includes HPV, GC/Chlamydia	$ 108.00
Bacterial Vaginosis/Vaginitis (Trich, G. Vaginalis, & Candida)	$ 65.00

Children Services:

New Born Screening	$ Exception, required to be tested by state
Lead	$ 9.50
Total Hemoglobin	$ 2.75
Total Electro Phoresis	$ 11.00
RPR	$ 3.75
HIV	$ 12.00

BIDDER/COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NO/FAX NO: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Mr. Eddie Olivarez, Director
Hidalgo County Health Department

ATTN: **Josie Escalante**

FROM: Olga Montero, Yvette S. Islas, Buyers
Hidalgo County Purchasing Department

DATE: May 27, 2008

RE: **BID NO. 2008-116-05-14-otm/ysi**
BID - "LABORATORY SERVICES FOR CHIP PERINATAL ELIGIBLE PATIENTS"

Enclosed, for your review, comments and recommendations, please find a copy of the sole Bid received for the referenced bid project.

Please submit your recommendation letter to the Purchasing Department as soon as possible.

Awarded Vendor: Quest Diagnostics

Account Number: 8-1100-441-00-340-003-0-339 (if applicable)

Signature of Hidalgo County Health Department Representative

May 27, 2008
Date

Should you have any questions, or require further information, please do not hesitate to call me at (956) 318-2626.

Thank you for your attention and cooperation to this matter.

Encl.

xc: file

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING BIDDER'S LOG
SPECIFICATIONS/BID PACKETS

RFB-RFP-RFQ

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

DEPARTMENT/BID DESCRIPTION: HIDALGO COUNTY HEALTH DEPARTMENT"LABORATORY SERVICES FOR CHIP PERINATAL ELIGIBLE PATIENTS"

BID NO.: 2008-116-05-14-otm/ysi

NAME OF VENDOR: COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	ADDRESS & PHONE NO
1. Quest Diagnostic Attn: Bernadette Davila	US Mail	Y Ibarra	04 30 09	1201 E Ridge Rd., Suite A McAllen, Texas 78503 Cell 956-793-5317
2. LabCorp Attn: Alberto Najara	US Mail	Y Ibarra	04 30 09	240 Lindberg Ave McAllen, Texas 78501 Cell 956-379-9708 Office 956-968-0222
3. Micro Biology Specialty Lab Inc ~~Diane~~ JoAnn Braun	In Person	JoAnn Braun for MSL, Inc	05-04-09	3103 Center Pointe Dr Edinburg, TX 78539 O 956-630-9522 F 661-9165
4.				
5.				
6.				

*VIA:
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)
E-MAIL (EM)
FACSIMILE (FAX)

AI-9613 **19.G.1.**

Floor Maintenance Services for WIC
CC REGULAR

Date: 06/10/2008
Submitted By: Gricelda Villarreal, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** WIC

Information

CAPTION

Requesting authority to advertise a request for sealed bids with approval of procurement packet (i.e. specifications, and draft contract document) as attached hereto for "Floor Maintenance for WIC Clinics located in Hidalgo County" (Bid No. 2008-243)

BACKGROUND

Fiscal Impact

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

BUDGETARY IMPACT:

Possible funding source 8-1292-441-00-350-001-8-431. Funding will be determine when contract negotiation takes place.

Attachments

Link: WIC Clinics

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 05:00 PM	APRV
2	Budget & Management	Dina Trevino	06/06/2008 08:17 AM	APRV
3	Damaris San Miguel	Damaris San Miguel	06/06/2008 11:10 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Gricelda Villarreal Started On: 06/04/2008 10:55 AM

Final Approval Date: 06/06/2008

PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

To: Norma L. Longoria
WIC Program Director

Via Fax: 381-0017

Attn: Margarita Gonzalez
WIC Administrative Assistant

From: Cris Villarreal, Buyer CV.
Hidalgo County Purchasing Dept.

Date: June 3, 2008

Re: Bid No. 08-243 Approval of Specifications for "Floor Maintenance for WIC Clinics located in Hidalgo County"

Enclosed for your review are the following specifications for the above referenced project so as to start initiating the process to bid out.

Please make any changes, additions or deletions (if any) and/or indicate if these specifications meet all your requirements by signing below and marking approve or disapprove and return back by Friday, June 6, 2008.

If you have any questions, please call me at 318-2626.

APPROVE ☑ DISAPPROVE ☐

FUNDS AVAILABILITY: ✓ Yes / _____ No / _____ Other (specify)_____

BUDGET ACCOUNT #: _____

Norma L Longoria Norma Longoria 6/3/08

AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 318-2629 or 292-7612.

Enclosures

EXHIBIT "A"

HIDALGO COUNTY - WIC PROGRAM
"Floor Maintenance for WIC-Clinics Located in Hidalgo County"
Request for Bids No. 2008-243-07-02CGV

SPECIFICATIONS, REQUIREMENTS AND OTHER TERMS & CONDITIONS

Scope of Services:
Hidalgo County is accepting sealed bids for the service of floor maintenance for all leased WIC offices located in Hidalgo County.

1. Floors will be maintained on a monthly basis for WIC locations as listed in Attachment 1.

2. Floors must be stripped, sealed and wax on a monthly basis.

Requirements:

1. Bidder will be responsible for removing furniture and placing back as originally set.

2. Bidder is also responsible for any damages within the cleaning site/area.

3. Bidder shall provide all necessary supplies, equipment, tools and/or any other materials required to render services.

Terms and Conditions:

1. Term of the contract will be for an initial period of one (1) year period with County's option to extend the contract for an additional year under the same terms and conditions.

2. Contract shall remain the same if additional clinics are added for service during the contract term.

3. 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 unforseen delay in award of new bid for next contract term.

4. After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidder(s) and/or in complying with the contract agreement, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.

5. The County of Hidalgo reserves the right to hold bids for a period of ninety (90) days without taking action.

draft

Additional Information:

- Any contract awarded to a successful bidder will be in effect until (a) the contract expires (b) delivery and acceptance of products and/or performance of service ordered, or (c) terminated by County with sixty (60) day's written notice prior to cancellation.

- 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.

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) **Time frame 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.

5) **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.

draft

Attachment I

HIDALGO COUNTY - WIC PROGRAM
"Floor Maintenance for WIC-Clinics Located in Hidalgo County"
Request for Bids No. 2008-243-07-02CGV

Alamo WIC Clinic -1215
313 E. Business 83 Ste. 113
Alamo, Tx 78516

Alton WIC Clinic - 1214
3513 E. Main Ave
Alton, Tx 78

Alton WIC Clinic - 1231
3519 W. Main Ave. Ste. B
Alton, Tx

Donna WIC Clinic - 1206
301 S. 8th
Donna, Tx 78537

Edinburg WIC Clinic 1219
113 Dawson
Edinburg, Tx 78539

Edinburg Administration Office C.O.
3105 W, University Dr.
Edinburg, Tx 78539

La Joya WIC Clinic - 1210
204 W. 2nd
La Joya, Tx 78560

Las Milpas WIC Clinic - 1211
7013 S. Cage Suite F
Las Milpas, Tx 78

McAllen WIC Clinic - 1218
220 S. Bicentennial Ste. D
McAllen, Tx 78501

McAllen WIC Clinic -1230
3001 N. 23rd Ste. 8
McAllen, Tx 78501

Mercedes WIC Clinic - 1208
540 S. Texas
Mercedes, Tx 78570

North San Juan WIC Clinic - 1229
509 E. Earling
San Juan, Tx 78586

Pharr WIC Clinic - 1224
925 W. Sam Houston Ste. 3
Pharr, Tx 78577

San Carlos WIC Clinic - 1226
230 N. 86th
Edinburg, Tx 78539

Weslaco WIC Clinic - 1227
417 S. Oregon
Weslaco, Tx 78596

draft

HIDALGO COUNTY - WIC PROGRAM
"Floor Maintenance for WIC-Clinics Located in Hidalgo County"
Request for Bids No. 2008-243-07-02CGV

BID FORM

	LOCATIONS:	MONTHLY RATE:
1.	Alamo WIC Clinic - 1215	$_____
2.	Alton WIC Clinic - 1214	$_____
3.	Alton WiC Clinic - 1231	$_____
4.	Donna WIC Clinic - 1206	$_____
5.	Edinburg WIC Clinic - 1219	$_____
6.	Edinburg Administration Office	$_____
7.	La Joya WIC Clinic - 1210	$_____
8.	Las Milipas WIC Clinic - 1211	$_____
9.	McAllen WIC Clinic - 1218	$_____
10.	McAllen WIC Clinic - 1230	$_____
11.	Mercedes WIC Clinic - 1208	$_____
12.	North San Juan WIC Clinic - 1229	$_____
13.	Pharr WIC Clinic - 1224	$_____
14.	San Carlos WIC Clinic - 1226	$_____
15.	Weslaco WIC Clinic - 1227	$_____

Term:
Term of the contract will be for an initial period of one (1) year period with County's option to extend the contract for an additional year under the same terms and conditions.

Participating Bidders Information

COMPANY/BIDDER'S NAME: _____

ADDRESS: _____

MAILING ADDRESS: _____
(If different from address)

CITY/STATE/ZIP CODE: _____

PHONE NUMBER: _____ **FAX No:** _____ **CELLULAR No:** _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ **TITLE:** _____

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THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-00-000-00-00

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 "_____ _____" (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 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

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Specifications within **Hidalgo County** following a request for Services by the **Commissioner,** 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 one (1) year term.

4. Contract 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.

5. 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.

6. 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.

7. 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.

8. 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

draft

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.

9. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

10.. 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.

11.. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

12. 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.

13. 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 _____
_____
_____
_____

draft

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 .

COUNTY OF HIDALGO

ATTEST:

By:_____
Juan D. Salinas, III, County Judge

_____
Arturo Guajardo Jr., County Clerk

COMPANY:_____
By:_____
Printed Name:_____
Title:_____

Approved by Commissioners' Court on, _____day of _____, 2008 .

APPROVED AS TO FORM:
Atlas & Hall, L.L.P.

By:_____

draft

AI-9641 **19.G.2.**

WIC Program-"Lease of Office Space in the City of Alton-WIC Clinic"

CC REGULAR

Date: 06/10/2008
Submitted By: Sandra Montalvo, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** WIC

Information

CAPTION

Recommending award of bid and approval of contract document to sole bidder meeting all requirements as attached hereto for Hidalgo County WIC Program-"Lease of Office Space in the City of Alton-WIC Clinic" RFB No. 2008-019-05-21-SMA

BACKGROUND

Contract document was reviewed and approved as to form by legal counsel.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1292-441-00-350-001-8-441
FUNDS AVAILABLE Y/N?: y **MATCHING FUNDS Y/N?:** y

BUDGETARY IMPACT:

Available balance of $15,320.20 as of 6/06/2008

Attachments

Link: backup

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:31 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 02:40 PM	APRV
3	Damaris San Miguel	Damaris San Miguel	06/06/2008 10:59 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Sandra Montalvo Started On: 06/04/2008 03:56 PM

Final Approval Date: 06/06/2008

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING BIDDER'S LOG
SPECIFICATIONS/BID PACKETS

RFB-RFP-RFQ

BID OPENING DATE: May 21, 2008 BID OPENING TIME: 9:30 A.M.
DEPARTMENT/BID DESCRIPTION:"HIDALGO COUNTY WIC Program-Lease of Office Space in the City of Alton-WIC Clinic"
BID NO.: 2008-019-05-21-SMA

NAME OF VENDOR: COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	ADDRESS & PHONE NO
1. Oak Tree Apartments Attn: Sylvia Hernandez	IP	Sandra Montalvo	04/05/08	1811 West Kuhn #1 Edinburg, Tx 78541 956-380-2274 sherna1050@aol.com
2. M & A Painting Services Attn: Miguel Barbosa or Rachel Escalante	EM	Sandra Montalvo	04/05/08	3511 E. Main Ave. Alton, Tx 78573 956-585-6167 (o) mapainting@rgv.rr.com
3. City of Alton Attn: Steve Pena	EM	Sandra Montalvo	04/05/08	509 South Blvd. Alton, Tx 78573 956-432-0760 steve.pena@alton-tx.gov'
4. Real Estate Investment Attn: Nora Garza	BLM	Sandra Montalvo	04/05/08	118 S. SHARY RD MISSION, TX 78572 956-585-9737 (O) 956-585-6986 (F)
5. Quality Medical Supplies Attn: Armando Rodriguez	EM	Sandra Montalvo	05/08/08	805 N. CAGE, SUITE F PHARR, TX 78577 956-283-8703 (o) 956-624-7020 (cell) qualitymedicalsupply@yahoo.com

***VIA:**
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)
E-MAIL (EM)
FACSIMILE (FAX)

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY WIC

BID OPENING DATE: MAY 21, 2008	**BID OPENING TIME: 9:30 A.M.**

DESCRIPTION OF BID: "LEASE OF OFFICE SPACE IN THE CITY OF ALTON-WIC CLINIC "

BID NO: 2008-019-05-21-SMA			**BUYER: SANDRA MONTALVO**	
	NAME OF COMPANY	**UNIT PRICE**	**TOTAL PRICE per month**	
#1	Miguel Barboza Jr.	.90	$3,375.00	
#2				
#3				
#4				
#5				
#6				
#7				
#8				
#9				

PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Norma Longoria, WIC Director
Hidalgo County WIC Program

FROM: Sandra Montalvo, Buyer SMO
Hidalgo County Purchasing Department

DATE: May 21, 2008

RE: **Bid Award Recommendation Request for Bid No. 2008-019-05-21-SMA -HIDALGO COUNTY WIC PROGRAM-" Lease of Space in the City of Alton-Wic Clinic"**

We have received a sole response to the above referenced project. Please review and reply with your recommendation. We need to present your recommendation on the next Commissioner's Court Meeting; therefore, we would like to have your response on or before the following deadline.

Please indicate your recommendation or any concerns on the space provided below and reply to the Purchasing Dept. **via fax to (956)-318-2629 or (956) 292-7612 by no later than , Tuesday May 27, 2008 @ 12:00 P.M. in order to place this item on the agenda for next Commissioners Court Meeting, Tuesday, June 3, 2008.**

If you should have any questions or need additional information please contact me at (956) 318-2626 x=4865

AWARD TO VENDOR(S):	RECOMMENDATION (BASIS)
Miguel Barbosa Jr.	award bid

BUDGET ACCOUNT #: 8.1292.441.00.350.001.8.441

Norma L Longoria — Norma L Longoria — 5/21/08

Authorized Signature — Printed Name — Date

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

LEASE
C-08-019-00-00

THIS LEASE is made and entered into by and between, **Miguel Barboza** of Hidalgo County, Texas, referred to in this Lease as Lessor, and **THE COUNTY OF HIDALGO**, referred to in this Lease 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 shall be for three (3)years commencing on July 11, 2008 and ending on July 11, 2011 with the option to extend an additional one (1) year.

Termination

1.2 Lessee may declare this Lease, and all rights and interest created by it, to be terminated without cause upon giving the Lessor thirty (30) days written notice. Upon a Lessee's electing to terminate, this Lease shall cease and come to an end as 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

1.3 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 rental equal to **$3,375.00** per month. 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 3711 E. Main Ave., Alton, Texas 78573 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

2.4 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

Lessee's Duty to Repair

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 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 to the 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.

Additional Duties of Lessor

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

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 within reasonable time 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.

(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

Lessee 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 Lessee 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. 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 Lessee 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 Lessor 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.

Total Destruction

10.2 If the building on the Leased Premises should be totally destroyed by fire, tornado, or other casualty, or if it should be so damaged that rebuilding or repairs can not reasonably be completed within thirty (30) working Days from the date of the 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.

Partial Damage or Destruction

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 not reasonably be completed within thirty (30) 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 term, Lessor shall not be required to rebuild or repair such damage and this Lease shall terminate and rent shall be abated for the unexpired portion of the Lease, effective as of the date of said occurrence. If the Leased Premises are to be rebuilt or repaired and are untenantable in whole or in part following such 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 Premises should 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 relent 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 relent after reasonable efforts to do so, or should such monthly rental be at a commercially reasonable rate which is 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, following reasonable Notice to and opportunity to cure by Lessor, elect to 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, in which event Lessee shall be released from its obligations 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 under the 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:
Miguel L. Barboza,
3711 E. Main Ave.
Alton, Texas 78573

Lessee:
County of Hidalgo
Attn: County Judge
100 E. Cano, 2nd Floor
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 ____ day of_____ 2007.

LESSOR:

Miguel L. Barboza, Jr.

By:_____

Printed Name:_____

Title:_____

ATTEST:

LESSEE:
HIDALGO COUNTY, TEXAS

_____
Arturo Guajardo, Jr.County Clerk

By:_____
Juan D. Salinas, III, County Judge

Approved on Commissioners' Court_____

APPROVED AS TO FORM
Atlas & Hall, L.L.P.

By:_____

EXHIBIT "A"
LEGAL DESCRIPTION

EXHIBIT "A"

Legal Description

All of Lot 19, LA HOMA GROVES SUBDIVISION, UNIT NO. 6, an Addition to the City of Mission, Hidalgo County, Texas, according to the map recorded in Volume 31, Page 89, Map Records in the Office of the County Clerk of Hidalgo County, Texas, reference to which is here made for all purposes.

EXHIBIT "B"
FEE SCHEDULE

EXHIBIT "B"

HIDALGO COUNTY WIC PROGRAM
"Lease of Office Space in the City of Alton –WIC Clinic "
BID No.: 2008-019-05-21-SMA
BID FORM

Initial three (3) years term with an additional one (1) year-renewal:

Monthly charge for "Lease of Space in the City of Alton-WIC Clinic" as requested, but not limited to, in the specifications as listed in Exhibit "A" of this document and under the terms and conditions described for the initial three (3) years term with an additional one-year (1) renewal at the County's option to renew.

Price at $ 0.90 **per square foot.**

Proposed Building Total Quantity of 3,750 **sq. ft.**

TOTAL MONTHLY BID PRICE: $ 3,375.00

Proposed (address) Location: 5 mile line & La Homa, **Alton, Tx.**

BIDDER/COMPANY NAME: Miguel L Barboza Jr.

ADDRESS: 3711 E. main ave

CITY: Alton STATE: TX ZIP CODE: 78573

PHONE No: 956 · 585 · 6167 FAX No. 956 · 583 · 3999

AUTHORIZED SIGNATURE: Miguel L Barboza Jr.

PRINTED NAME: Miguel Barboza Jr.

TITLE: owner

EXHIBIT "C"
INSURANCE

ACORD™ CERTIFICATE OF PROPERTY INSURANCE

DATE 5/15/2008

PRODUCER

FIATx, LLC
P.O. Box 911
Belton TX 76513
(254) 933-1333 (254) 933-1339

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.

COMPANIES AFFORDING COVERAGE

COMPANY A: West American Insurance Company

INSURED

Miguel Barboza

3711 East Main Ave
Alton TX 78573

COMPANY B:

COMPANY C:

COMPANY D:

COVERAGES

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

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	COVERED PROPERTY	LIMITS
A	[X] PROPERTY	BKW53699481	1/1/2008	1/1/2009	[X] BUILDING	$ 492,000
	CAUSES OF LOSS				[X] PERSONAL PROPERTY	$ 12,000
	[ ] BASIC				[ ] BUSINESS INCOME	$
	[ ] BROAD				[ ] EXTRA EXPENSE	$
	[X] SPECIAL				[ ] BLANKET BUILDING	$
	[ ] EARTHQUAKE				[ ] BLANKET PERS PROP	$
	[ ] FLOOD				[ ] BLANKET BLDG & PP	$
						$
						$
	[ ] INLAND MARINE					$
	TYPE OF POLICY					$
						$
	CAUSES OF LOSS					$
	[ ] NAMED PERILS					$
	[ ] OTHER					$
	[ ] CRIME					$
	TYPE OF POLICY					$
						$
	[ ] BOILER & MACHINERY					$
						$
	[ ] OTHER					

LOCATION OF PREMISES/DESCRIPTION OF PROPERTY

Premises located at 3519 W Main Ave, Mission, TX

SPECIAL CONDITIONS/OTHER COVERAGES

Property located at 3519 W Main Ave, Alton, TX. Certificate Holder is shown as additional insured for general liability coverage.

CERTIFICATE HOLDER

The Hidalgo County WIC Program

2812 South Business Hwy 281

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/15/2008

PRODUCER
FIATx, LLC
P.O. Box 911
Belton TX 76513
(254) 933-1333

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: West American Insurance Compan	44393
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

INSURED
Miguel Barboza

Alton TX 78573

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 [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER [ ] POLICY [ ] PRO-JECT [ ] LOC	BKW53699481	1/1/2008	1/1/2009	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 10,000 $ 1,000,000 $ 1,000,000 $ 1,000,000
		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)	$ $ $ $
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $ $ $ $
		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	$ $ $
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Property located at 3519 W Main Ave, Alton, TX. Certificate Holder is shown as additional insured for general liability coverage.

CERTIFICATE HOLDER

The Hidalgo County WIC Program
2812 South Business 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 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 Cynthia K Savage

AI-9637 **19.H.1.**

Repairs to affected areas to Court at Law #5 adn Hallway due to water damage caused by Chiller

CC REGULAR

Date: 06/10/2008
Submitted By: Vangie Garcia, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Buildings & Grounds

Information

CAPTION

Requesting authority and approval to proceed with renovations to the 1st and 2nd floor hallways using a suspended ceiling system vs the plaster ceiling (that was in place prior to water damage caused by ruptured chiller pipe). Approval of this request will have no fiscal impact to the county and will allow easier accessability for maintenance.

BACKGROUND

Original water estimate for the 1st and 2nd floor hallways was $51,836.62. The revised estimate using the suspended ceiling with additional AC duct and lighting is $53,026.39. A difference of $1,189.77, however CAS is willing to waive the difference in order to complete the repairs to the 1st and 2nd floor hallways for the original amount proposed which has already been factored in the build back proposal. As of June 2nd the asbestos abatement for A/C duct has been completed to 2nd floor.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1334-412-00-220-010-0-431
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No fiscal impact for proposed project. Increased cost of $1,189.77 is waived by CAS.

Attachments

Link: 08-148
Link: 08-148

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 05:14 PM	APRV
2	Budget & Management	Dina Trevino	06/06/2008 08:54 AM	APRV
3	Dale Kennan	Dale Kennan	06/06/2008 09:24 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Vangie Garcia

Started On: 06/04/2008 03:41 PM

Final Approval Date: 06/06/2008

June 4, 2008

Re: Hidalgo County Court House Hallway Renovations Authorization Request

To Whom It May Concern:

CAS Companies is requesting authorization to proceed with the renovations to the 1st and 2nd floor hallways using a suspended ceiling system vs the plaster ceiling that was in place prior to the water damage from the broken chiller pipe. Buildings and Grounds asked us for a cost comparison so they could maintain the infa-structure above the suspended ceiling easier and more efficiently for repairs and/or maintenance. Our original water damage estimate for the 1st and 2nd floor hallways was $51,836.62. The revised estimate using the suspended ceiling with additional AC duct and lighting is $53,026.39. A difference of $1,189.77.

CAS Companies is willing to complete the repairs to the 1st and 2nd floor hallways for the original amount of $51,836.62, waiving the $1,189.77 difference.

Please advise us as soon as possible for the authorization to proceed with the repairs to the hallways so we can complete these very important repairs. As of June 2nd the asbestos abatement for the AC duct has been completed in the 2nd floor hallway.

Thank you for the opportunity to work with you on this very important renovation project. If you have any questions or concerns feel free to give me a call or email.

Sincerely,

Allan R. Moore

amoore@calsp.com
361-774-5889 cell
210-579-7272 efax

1708 Santa Ana Avenue
Rancho Viejo, Texas 78575
Phone: 888.599.4747
Fax: 956.350.2420

111 Brand Lane Suite 400
Stafford, Texas 77477
Phone: 281.499.4747
Fax: 281.499.6655

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

Client:	Hidalgo County Court House (Original Build Back)		
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-HL		
File Number:	2008-103ST-06		

RE: **Hidalgo County Court House**
Water Damage
CAS Quote # 2008-103ST-06

Original estimate for Hallway repairs

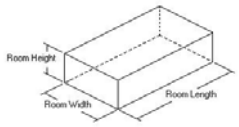
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HIDALGO-COURT-HL

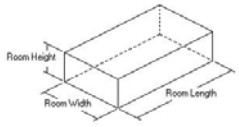
2nd Floor

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	

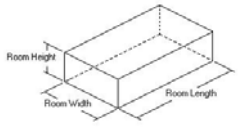
Subroom 1: Stairway / Landing **LxWxH 27'0" x 16'5" x 9'0"**



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**

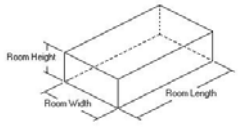
Subroom 2: Main Hallway Offset 2 **LxWxH 36'7" x 6'0" x 9'0"**



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"**



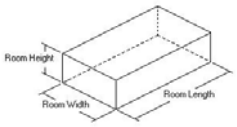
1,824.00 SF Walls	963.33 SF Ceiling
2,787.33 SF Walls & Ceiling	963.33 SF Floor
107.04 SY Flooring	202.67 LF Floor Perimeter
867.00 SF Long Wall	90.00 SF Short Wall
202.67 LF Ceil. Perimeter	

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

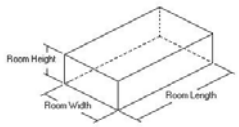
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Cove base molding - rubber or vinyl, 4" high	829.33 LF	0.00	1.42	1,177.65
Clean floor, strip & wax	4,148.58 SF	0.00	0.57	2,364.69
Cleaning Technician - per hour - Clean Walls	8.00 HR	0.00	22.83	182.64
Water streaking on walls from ceiling. (2 men 4 hours)				
Three coat plaster over metal lath	4,148.58 SF	0.00	4.48	18,585.64
Seal then paint the ceiling twice (3 coats)	4,148.58 SF	0.00	0.82	3,401.84
Base Trim board - 1" x 4" - installed (pine)	144.00 LF	0.00	2.22	319.68
Seal & paint base trim	144.00 LF	0.00	0.87	125.28
Fluorescent - recessed fixture - 4 tube - High grd	6.00 EA	0.00	298.67	1,792.02
Detach & Reset Exit sign - wired in	1.00 EA	0.00	0.00	36.55
Reset Camera	1.00 EA	0.00	46.75	46.75
Detach & Reset Remove & Reset speakers	1.00 EA	0.00	0.00	12.65
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				30,012.28
Total: 2nd Floor				30,012.28

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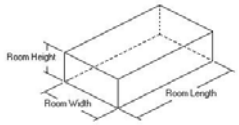
1st Floor

District Clerk Hall — LxWxH 60'0" x 10'6" x 10'4"



520.99	SF Walls	630.00	SF Ceiling
1,150.99	SF Walls & Ceiling	630.00	SF Floor
70.00	SY Flooring	65.92	LF Floor Perimeter
620.00	SF Long Wall	108.50	SF Short Wall
65.92	LF Ceil. Perimeter		

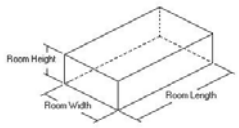
Subroom 1: Hall Offset 2 — LxWxH 13'0" x 10'0" x 10'4"



341.00	SF Walls	130.00	SF Ceiling
471.00	SF Walls & Ceiling	130.00	SF Floor
14.44	SY Flooring	33.00	LF Floor Perimeter
134.33	SF Long Wall	103.33	SF Short Wall
33.00	LF Ceil. Perimeter		

Missing Wall: 1 - 13'0" X 10'4" — **Opens into District Clerk Hall** — **Goes to Floor/Ceiling**

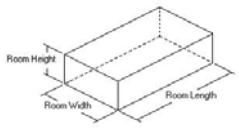
Subroom 2: Hall Offset 3 — LxWxH 50'0" x 5'0" x 10'4"



620.00	SF Walls	250.00	SF Ceiling
870.00	SF Walls & Ceiling	250.00	SF Floor
27.78	SY Flooring	60.00	LF Floor Perimeter
516.67	SF Long Wall	51.67	SF Short Wall
60.00	LF Ceil. Perimeter		

Missing Wall: 1 - 50'0" X 10'4" — **Opens into District Clerk Hall** — **Goes to Floor/Ceiling**

Subroom 3: Side Exit Hall — LxWxH 87'3" x 5'7" x 10'4"



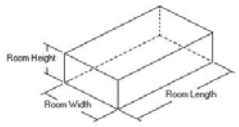
1,860.86	SF Walls	487.15	SF Ceiling
2,348.01	SF Walls & Ceiling	487.15	SF Floor
54.13	SY Flooring	180.08	LF Floor Perimeter
901.58	SF Long Wall	57.69	SF Short Wall
180.08	LF Ceil. Perimeter		

Missing Wall: 1 - 5'7" X 10'4" — **Opens into District Clerk Hall** — **Goes to Floor/Ceiling**

CAS Companies

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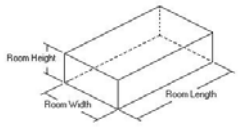
Subroom 4: Side Exit Hall Offset **LxWxH 6'6" x 5'0" x 10'4"**



170.50	SF Walls	32.50	SF Ceiling
203.00	SF Walls & Ceiling	32.50	SF Floor
3.61	SY Flooring	16.50	LF Floor Perimeter
67.17	SF Long Wall	51.67	SF Short Wall
16.50	LF Ceil. Perimeter		

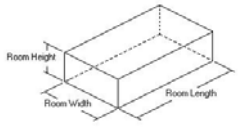
Missing Wall: **1 -** **6'6" X 10'4"** **Opens into District Clerk Hall** **Goes to Floor/Ceiling**

Subroom 5: Stairway Landing **LxWxH 13'0" x 10'5" x 10'4"**



483.94	SF Walls	135.42	SF Ceiling
619.36	SF Walls & Ceiling	135.42	SF Floor
15.05	SY Flooring	46.83	LF Floor Perimeter
134.33	SF Long Wall	107.64	SF Short Wall
46.83	LF Ceil. Perimeter		

Subroom 6: Stairway **LxWxH 15'6" x 10'5" x 20'0"**



876.51	SF Walls	161.46	SF Ceiling
1,037.97	SF Walls & Ceiling	161.46	SF Floor
17.94	SY Flooring	51.83	LF Floor Perimeter
310.00	SF Long Wall	208.33	SF Short Wall
51.83	LF Ceil. Perimeter		

Missing Wall: **1 -** **15'6" X 10'4"** **Opens into District Clerk Hall** **Goes to neither Floor/Ceiling**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Cove base molding - rubber or vinyl, 4" high	454.17 LF	0.00	1.42	644.92
Clean floor, strip & wax	1,826.52 SF	0.00	0.57	1,041.12
Cleaning Technician - per hour - Clean Walls	8.00 HR	0.00	22.83	182.64
Water streaking on walls from ceiling. (2 men 4 hours)				
5/8" drywall - hung, taped, floated, ready for paint	602.75 SF	0.00	1.29	777.55
Water damaged drywall under glue on accoustic tile				
Batt insulation - 10" - R30	1,826.52 SF	0.00	1.00	1,826.52
Remove Acoustic ceiling tile - High grade	1,826.52 SF	0.30	0.00	547.96

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

CONTINUED - District Clerk Hall

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Tear out remainder of ceiling tile				
Acoustic ceiling tile - High grade	1,826.52 SF	0.00	2.52	4,602.83
Ceiling tile in place is no longer availiable - all will have to be replaced				
Seal then paint part of the walls twice (3 coats)	2,436.90 SF	0.00	0.82	1,998.26
Light fixture - Detach & reset	6.00 EA	0.00	28.11	168.66
Clean light fixture	6.00 EA	0.00	5.92	35.52
Detach & Reset Exit sign - wired in	1.00 EA	0.00	0.00	36.55
Reset Camera	1.00 EA	0.00	46.75	46.75
Detach & Reset Remove & Reset speakers	1.00 EA	0.00	0.00	12.65
Heat/AC register - Detach & reset	4.00 EA	0.00	8.23	32.92
Rolling scaffold rental	1.00 WK	0.00	225.00	225.00
Plaster repairs & painting				
Mask the floor per square foot - plastic and tape	1,826.52 SF	0.00	0.15	273.98
Mask the walls per square foot - plastic and tape	4,873.81 SF	0.00	0.15	731.07
Cover and protect floors and walls during construction				
Totals: District Clerk Hall				13,184.90
Total: 1st Floor				13,184.90
Line Item Totals: HIDALGO-COURT-HL				**43,197.18**

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

Grand Total Areas:

12,337.81	SF Walls	5,975.10	SF Ceiling	18,312.91	SF Walls and Ceiling
5,975.10	SF Floor	663.90	SY Flooring	1,283.50	LF Floor Perimeter
6,321.58	SF Long Wall	1,165.08	SF Short Wall	1,283.50	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	43,197.18	100.00%	51,836.62	100.00%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	0.00	0.00%	0.00	0.00%
Total	43,197.18	100.00%	51,836.62	100.00%

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

Summary for Dwelling

Line Item Total				43,197.18
Overhead	@	10.0% x	43,197.18	4,319.72
Profit	@	10.0% x	43,197.18	4,319.72
Replacement Cost Value				**$51,836.62**
Net Claim				**$51,836.62**

Allan R. Moore

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

Recap by Room

Estimate: HIDALGO-COURT-HL

Area: 2nd Floor				
2nd Floor Hallway			**30,012.28**	**69.48%**
Coverage: Dwelling	100.00%	=	30,012.28	
Area Subtotal: 2nd Floor			**30,012.28**	**69.48%**
Coverage: Dwelling	100.00%	=	30,012.28	
Area: 1st Floor				
District Clerk Hall			**13,184.90**	**30.52%**
Coverage: Dwelling	100.00%	=	13,184.90	
Area Subtotal: 1st Floor			**13,184.90**	**30.52%**
Coverage: Dwelling	100.00%	=	13,184.90	
Subtotal of Areas			**43,197.18**	**100.00%**
Coverage: Dwelling	100.00%	=	43,197.18	
Total			**43,197.18**	**100.00%**

CAS Companies

111 Brand Lane
Suite 400
Stafford, TX. 77477
888.599.4747
www.cleanairsolutionstx.com

Recap by Category

O&P Items			Total Dollars	%
ACOUSTICAL TREATMENTS			**4,602.83**	**8.88%**
Coverage: Dwelling	@	100.00% =	4,602.83	
CLEANING			**3,806.61**	**7.34%**
Coverage: Dwelling	@	100.00% =	3,806.61	
GENERAL DEMOLITION			**547.96**	**1.06%**
Coverage: Dwelling	@	100.00% =	547.96	
DRYWALL			**777.55**	**1.50%**
Coverage: Dwelling	@	100.00% =	777.55	
ELECTRICAL			**25.30**	**0.05%**
Coverage: Dwelling	@	100.00% =	25.30	
FLOOR COVERING - VINYL			**1,822.57**	**3.52%**
Coverage: Dwelling	@	100.00% =	1,822.57	
FINISH CARPENTRY / TRIMWORK			**319.68**	**0.62%**
Coverage: Dwelling	@	100.00% =	319.68	
HEAT, VENT & AIR CONDITIONING			**32.92**	**0.06%**
Coverage: Dwelling	@	100.00% =	32.92	
INSULATION			**1,826.52**	**3.52%**
Coverage: Dwelling	@	100.00% =	1,826.52	
LIGHT FIXTURES			**2,127.28**	**4.10%**
Coverage: Dwelling	@	100.00% =	2,127.28	
INTERIOR LATH & PLASTER			**18,585.64**	**35.85%**
Coverage: Dwelling	@	100.00% =	18,585.64	
PAINTING			**8,272.32**	**15.96%**
Coverage: Dwelling	@	100.00% =	8,272.32	
SCAFFOLDING			**450.00**	**0.87%**
Coverage: Dwelling	@	100.00% =	450.00	
Subtotal			**43,197.18**	**83.33%**
Overhead	@	10.00%	4,319.72	8.33%
Profit	@	10.00%	4,319.72	8.33%
O&P Items Subtotal			**51,836.62**	**100.00%**

Oscar Garza

From: Daniel Flores [daniel.flores@co.hidalgo.tx.us]
Sent: Wednesday, June 04, 2008 3:38 PM
To: Oscar Garza
Subject: Hidalgo County Courthouse Hallway Renovations (Request for Authorization)

Allen Moore, Clean Air Solutions (CAS) is requesting authorization to proceed with the renovation to the 1st and 2nd Floor hallways using suspending ceiling vs the plaster ceiling that was in place prior to the water damage. CAS Companies is willing to complete the repairs to the 1st and 2nd floor hallways for the original amount of $51,836.62, waiving the $1,189.77 difference.
Oscar please place this item on Commissioner Court agenda for proper authorization, Buildings and Grounds concurs with recommendation.

AI-9644 **19.I.1.**

BCAP PCT #4 - RENA RAE
CC REGULAR

Date: 06/10/2008
Submitted By: Laura Moya, PURCHASING DEPT.
Department: PURCHASING DEPT.

Agenda Area: Purchasing Department **Purchasing only:** CAP Pct.4

Information

CAPTION

Presentation for consideration, discussion acceptance and approval of Change Order No 1 for "Rena Rae Subdivision" C-CAP-07-033-01-09 for material and work adjustments in the amount of $17,900.00 (increase). Project engineer is Quintanilla, Headley, & Associates and contractor is Lazaro Saenz dba Saenz Paving, a Border Colonia Access Program Project(s).

BACKGROUND

PO# 603241

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1311-431-00-124-612-0-733
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

PO#603241 and account number have $0.00 available balance as of 6-6-08. There is an interdept. transfer in process for $17,900.00 to cover change order (CC 6-10-08 AI#9643).

Attachments

Link: RENA RAE

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:32 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 02:41 PM	APRV
3	Manuel Chapa	Manuel Chapa	06/06/2008 09:33 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Laura Moya Started On: 06/04/2008 04:21 PM

Final Approval Date: 06/06/2008

CHANGE ORDER NUMBER ONE (1)

PROJECT: RENA RAE SUBDIVISION (CSJ:2C1080612)

DATE OF ISSUANCE: 2ND JUNE 08 **EFFECTIVE DATE:**

OWNER: HIDALGO COUNTY PRECINCT 4
OWNER's Contract No.: C-CAP-033-01-09-LRM

CONTRACTOR: LAZARO SAENZ,SR D.B.A. SAENZ PAVING
810 RACHEL DRIVE
EDINBURG, TX 78539

ENGINEER: QUINTANILLA HEADLEY AND ASSOCIATED, INC.
124 E. STUBBS
EDINBURG, TX 78539

You are directed to make the following changes in the Contract Documents.

Description:

1. 456 L.F. 15" R.C.P.
2. (2) TYPE "A" INLETS
3. (1) MANHOLE
4. 50 L.F. 6.0' VALLEY GUTTER

Reason for Change Order:

1. Additional storm sewer is required to drain low area at intersection of Cesar Chavez and Rea Street.
2. Additional storm sewer is required to drain low area at intersection of Cesar Chavez and Rea Street.
3. Additional storm sewer is required to drain low area at intersection of Cesar Chavez and Rea Street.
4. Additional storm sewer is required to drain low area at intersection of Cesar Chavez and Rea Street.

Attachments:

Change in Contract Price:		CHANGE IN CONTRACT TIME:	
Original Contract Price $ 169,509.25		Original Contract Time for Substantial Completion:	120 calendar days or dates
Net Changes from previous Change Order $ 0.00		Net change from previous Change Orders	0 calendar days
Contract Price prior to this Change Order $ 169,509.25		Contract Time prior to this Change Order Substantial Completion:	120 calendar days or dates
Net Increase (decrease) of this Change Order $ 17,900.00		Net Increase (decrease) of this Change Order	0 calendar days
Contract Price with all approved Change Orders $ 187,409.25	Net % increase (decrease) from original contract price. 10.60 %	Contract Time with all approved Change Orders Substantial Completion:	120 calendar days or dates

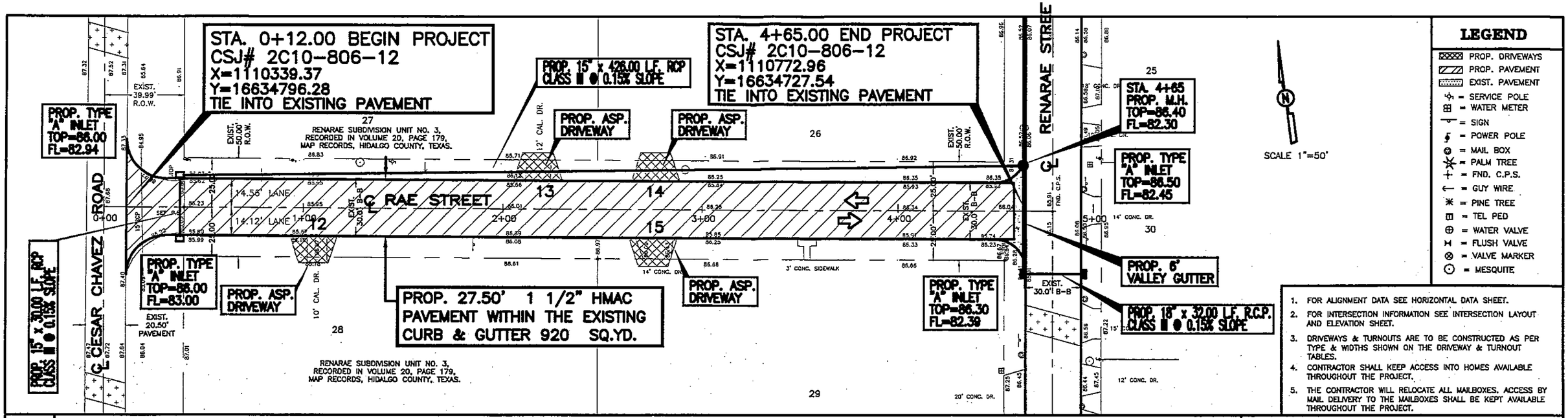
RECOMMENDED:	APPROVED:	ACCEPTED:
By: _____	By: _____	By: _____
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Date: 6-4-08	Date:	Date: 6-4-08

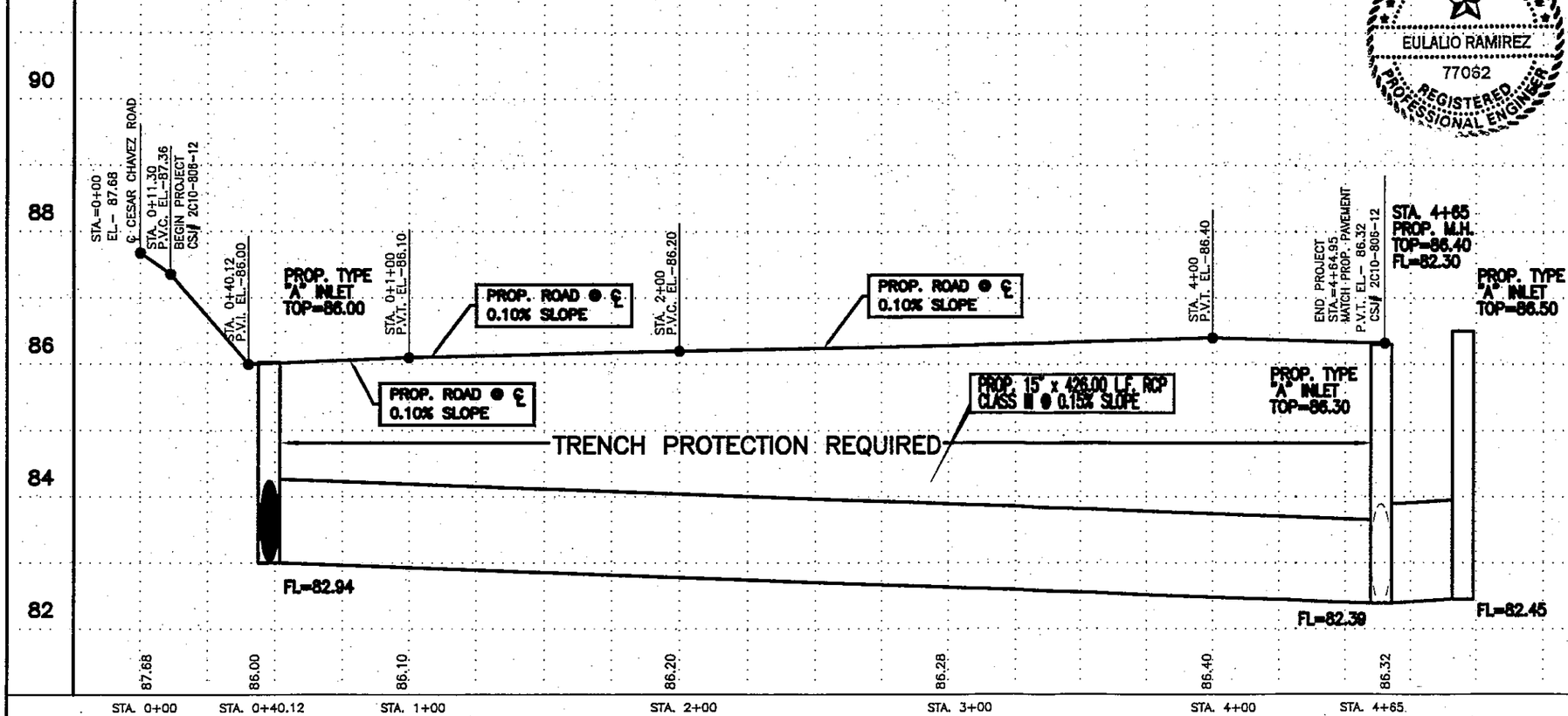
INVOICE RECEIVED BY: _____ ON 6/4/08

GOODS/SERVICES RECEIVED BY: _____ ON 6/2/08

CHANGE ORDER NO. 1 TABULATION
HIDALGO COUNTY PRECINCT NO. 4
PROJECT NAME: RENA RAE SUBDIVISION (CSJ:2C1080612)
BID NUMBER: C-CAP-07-033-01-09-LRM

Item Number	Original Plan Quantity	Change Order #1 Quantities	Unit	Item Description	Unit Price	Revised Unit Price	Original Contract Cost	Change in Contract Cost of C.O.#1	Revised Contract Cost after C.O.#1
	(905) ROADWAY								
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
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							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
							$ -	0.00	0.00
				Total Roadway :			$ -	$ -	$ -
	(906) DRAINAGE								
	0.00	456.00	LF	15" R.C.P.	$ 25.00	$ 25.00	$ -	11,400.00	11,400.00
	0.00	2.00	EA	TYPE "A" INLETS	$ 1,800.00	$ 1,800.00	$ -	3,600.00	3,600.00
	0.00	1.00	EA	MANHOLE	$ 1,400.00	$ 1,400.00	$ -	1,400.00	1,400.00
	0.00	50.00	LF	6.O' VALLEY GUTTER	$ 30.00	$ 30.00	$ -	1,500.00	1,500.00
							$ -	0.00	0.00
							$ -	0.00	0.00
				Total Drainage :			**$ -**	**$ 17,900.00**	**$ 17,900.00**
				TOTAL BASE AMOUNTS:			**$ -**	**$ 17,900.00**	**$ 17,900.00**





STATE OF TEXAS
EULALIO RAMIREZ
77062
REGISTERED PROFESSIONAL ENGINEER

BENCHMARK INFORMATION
LOCAL BENCHMARK (REF POINT No. 1)
CENTER LINE OF RENARAE STREET
BM. C.P.S.
NORTHING=1110894.57
EASTING =16635598.99
ELEVATION=85.43

NOTE: HORIZONTAL CONTROL- NAD 83
X & Y'S ARE GRID COORDINATES
SOUTH TEXAS 99

EULALIO RAMIREZ P.E.
REGISTERED No. 77062
DATE: 6-3-08

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Texas Department of Transportation

QUINTANILLA, HEADLEY AND ASSOCIATES, INC.
CONSULTING ENGINEERS · LAND SURVEYORS
124 E. STUBBS ST. EDINBURG, TEXAS 78539
PHONE 956-381-6480 FAX 956-381-0527

HIDALGO COUNTY COLONIA ACCESS PROGRAM
RENARAE SUBDIVISION
RAE STREET
PLAN AND PROFILE
SCALE: HORIZONTAL 1" = 50' VERTICAL 1" = 5'
STA. 0+12.00 TO STA. 4+65

FED.RD. DIV.NO.	PROJECT NO.	SHEET NO.
6		14

STATE	DIST.	COUNTY	
TEXAS	21	HIDALGO	
CONT.	SECT.	JOB	HIGHWAY NO.
CSJ #	2C1080612	005	VARIES

AI-9639 **19.J.1.**

Requesting for invoice 1R and 2
CC REGULAR

Date: 06/10/2008
Submitted By: Rocio Villarreal, PURCHASING DEPT.
Submitted For: Rocio Villarreal
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Sheriff's Office

Information

CAPTION

Approval of Request for Payment No. 1R in the amount of $13,593.75 and Payment No. 2 in the amount of $6,892.09, from Gignac & Associates Architects LLP., contracted architect for "Construction of Hidalgo County Sheriff's Office Substation in the Precinct No. 1 Area.) C-08-051-01-30

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1336-423-00-280-036-0-720
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

$ 181,250 available balance as of 05/06/08 on PO#601736.

Attachments

Link: Invoice 1 & 2

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:31 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 02:38 PM	APRV
3	Rey Salazar	Rey Salazar	06/05/2008 04:44 PM	APRV
4	Auditor's Office	Linda Fong	06/06/2008 08:18 AM	APRV
5	Martha Salazar	Marty Salazar	06/06/2008 03:49 PM	APRV
6	Court Administrator	Angela Garcia	06/06/2008 03:49 PM	APRV

Form Started By: Rocio Villarreal Started On: 06/04/2008 03:51 PM

Final Approval Date: 06/06/2008

GIGNAC | ARCHITECTS

June 6, 2008

Mr. Juan M. Tapia, Procurement Specialist
County of Hidalgo Sheriff's Office
711 El Cibolo Road
PO Box 1228
Edinburg, Texas 78450

Re: County of Hidalgo
Sheriff's Office Substations 1
Project No.: 07.10
P.O. Order 601736/C-08-051-01-30

Dear Mr. Tapia:

Enclosed, please find our Invoice No. 1R for architectural services on the above referenced project for the amount of $13,593.75.

We would appreciate payment of this invoice at your earliest convenience.

Thank you for your consideration.

Sincerely,

GIGNAC & ASSOCIATES LLP

Raymond Gignac

Raymond Gignac, AIA

RG/im

416 STARR STREET · CORPUS CHRISTI, TEXAS 78401
PHONE: 361/884-2661 · FAX: 361/884-4232

INVOICE #: 1R
DATE: 1-May-08
RE: County of Hidalgo
Sheriff's Office Substations 1
Project No. : 07.10
PO #601736/C-08-051-01-30

TO: **MR. JUAN M. TAPIA, PROCUREMENT SPECIALIST**
COUNTY OF HIDALGO SHERIFF'S OFFICE
711 EL CIBOLO ROAD
PO BOX 1228
EDINBURG, TX. 78450

FOR PROFESSIONAL SERVICES RENDERED: *3/1/2008* through *4/31/08*

Estimated Construction Cost $2,500,000 x 7.25% $ 181,250.00

FEE BASIS: **$ 181,250.00** Final Fee adjusted in accordance with final construction cost.

	% FEE		FEE	% COMP	TOTAL EARNED	PREV. BILLED	DUE THIS INVOICE
A. BASIC SERVICES:							
1) SCHEMATIC DESIGN	15.0%	*	27,187.50	50%	$ 13,593.75	$ 0.00	$ 13,593.75
2) DESIGN DEVELOPMENT	20.0%	*	36,250.00	0%	0.00	0.00	0.00
3) CONSTRUCTION DOCUMENTS	40.00%	*	72,500.00	0%	0.00	0.00	0.00
4) RECEIPT OF BIDS	5.00%	*	9,062.50	0%	0.00	0.00	0.00
5) CONSTRUCTION PHASE	20%	*	36,250.00	0%	0.00	0.00	0.00
Total Basic Services	100%		$ 181,250.00		$ 13,593.75	$ 0.00	$ 13,593.75
B. REIMBURSABLE EXPENSES:							
1. Printing/Reproduction					$ 0.00	$ 0.00	$ 0.00
2. Telephone/Faxes					0.00	0.00	0.00
3. Postage/Delivery					0.00	0.00	0.00
4. Photography					0.00	0.00	0.00
5. Travel/Subsistence					0.00	0.00	0.00
6. Consultant Fees					0.00	0.00	0.00
Total Reimbursable Expenses					$ 0.00	$ 0.00	$ 0.00
C. PROJECT TOTALS:					$ 13,593.75	$ 0.00	$ 13,593.75

GIGNAC & ASSOCIATES ARCHITECTS LLP

By: Raymond Gignac /sm
Raymond Gignac, AIA

GIGNAC | ARCHITECTS

June 6, 2008

Mr. Juan M. Tapia, Procurement Specialist
County of Hidalgo Sheriff's Office
711 El Cibolo Road
PO Box 1228
Edinburg, Texas 78450

Re: County of Hidalgo
Sheriff's Office Substations 1
Project No.: 07.10
P.O. Order 601736/C-08-051-01-30

Dear Mr. Tapia:

Enclosed, please find our Invoice No. 2 for architectural services on the above referenced project for the amount of $6,892.09.

We would appreciate payment of this invoice at your earliest convenience.

Thank you for your consideration.

Sincerely,

GIGNAC & ASSOCIATES LLP

Raymond Gignac

Raymond Gignac, AIA

RG/im

416 STARR STREET · CORPUS CHRISTI, TEXAS 78401
PHONE: 361/884-2661 · FAX: 361/884-4232

INVOICE #: 2
DATE: 2-Jun-08
RE: County of Hidalgo
Sheriff's Office Substations 1
Project No. : 07.10
PO #601736/C-08-051-01-30

TO: **MR. JUAN M. TAPIA, PROCUREMENT SPECIALIST**
COUNTY OF HIDALGO SHERIFF'S OFFICE
711 EL CIBOLO ROAD
PO BOX 1228
EDINBURG, TX. 78450

FOR PROFESSIONAL SERVICES RENDERED: *5/1/2008* through *5/31/2008*

Estimated Construction Cost $2,500,000 x 7.25% $ 181,250.00

FEE BASIS: **$ 181,250.00** Final Fee adjusted in accordance with final construction cost.

	% FEE		FEE	% COMP	TOTAL EARNED	PREV. BILLED	DUE THIS INVOICE
A. BASIC SERVICES:							
1) SCHEMATIC DESIGN	15.0%	*	27,187.50	75%	$ 20,390.63	$ 13,593.75	$ 6,796.88
2) DESIGN DEVELOPMENT	20.0%	*	36,250.00	0%	0.00	0.00	0.00
3) CONSTRUCTION DOCUMENTS	40.00%	*	72,500.00	0%	0.00	0.00	0.00
4) RECEIPT OF BIDS	5.00%	*	9,062.50	0%	0.00	0.00	0.00
5) CONSTRUCTION PHASE	20%	*	36,250.00	0%	0.00	0.00	0.00
Total Basic Services	100%		$ 181,250.00		$ 20,390.63	$ 13,593.75	$ 6,796.88
B. REIMBURSABLE EXPENSES:							
1. Printing/Reproduction	*(see attached)*				$ 12.69	$ 0.00	$ 12.69
2. Telephone/Faxes					0.00	0.00	0.00
3. Postage/Delivery	*(see attached)*				82.52	0.00	82.52
4. Photography					0.00	0.00	0.00
5. Travel/Subsistence					0.00	0.00	0.00
6. Consultant Fees					0.00	0.00	0.00
Total Reimbursable Expenses					$ 95.21	$ 0.00	$ 95.21
C. PROJECT TOTALS:					$ 20,390.63	$ 13,593.75	$ 6,892.09

GIGNAC & ASSOCIATES ARCHITECTS LLP

By: Raymond Gignac/sm
Raymond Gignac, AIA

Ridgway's
THE IMAGE COMMUNICATIONS TEAM

ESTABLISHED • 1926

CUSTOMER FILE COPY

REMIT TO:
RIDGWAY'S - CORPUS CHRIST
P.O. BOX 2117
CORPUS CHRISTI, TX 78403
Phone: (361) 882-7471
Fax: (361) 882-9298
TaxId: 746036592

INVOICE NUMBER
15-188523

Order: 227557
Date: 03/05/2008
Time: 1:40PM

BILL TO:

GIGNAC & ASSOCIATES 34400
416 STARR
ATTN; A/P DEPT.
CORPUS CHRISTI TX 78401

SHIP TO:

GIGNAC & ASSOCIATES
416 STARR
ATTN; A/P DEPT.
CORPUS CHRISTI TX 78401
Phone: (361)884-2661

Ordered By
TUNRAYO

Project Number	Ship Via	Salesman	Invoiced By
HIDALGO COUNTY	Our truck	HOUSE	ROSIE

INVOICE

TERMS: Net 30 Days

ITEM NUMBER	DESCRIPTION	UOM	QUANTITY SHIPPED	QUANTITY BACK ORDERED	UNIT PRICE	EXTENSION
1601.01	DIGITAL BOND PRINT 1 set of 11(24x36) 66 sq ft	SF	66			5.28
1625.01	PAPER STRIP & STAPLE - LDC	EA	1		0.50	0.50
5201.01	DELIVERY CHARGE	EA	1		3.00	3.00

Ridgway's
THE IMAGE COMMUNICATIONS TEAM

GO GREEN WITH RIDGWAY'S!
Please join Ridgway's in our commitment
to environmental responsibility by
utilizing our GREEN products & services.
Call now for more information.

Fuel Surcharge: 2.95

GROSS AMOUNT	TAX%	TAX AMOUNT	FREIGHT CHARGES	TOTAL AMOUNT DUE
11.73	8.2500	0.96		$12.69

RECEIVED IN GOOD CONDITION

X Moreno

DATE _____ TIME _____

Detach Here

PACKAGE SUMMARY

Invoice Date	Invoice Number	Invoice Amount	Account Number	Total Packages
1/29/2008	4054083	$ 230.42	5685	12

BILL TO:
GIGNAC & ASSOCIATES
416 STARR ST
CORPUS CHRISTI, TX 78401
ATTN: ACCTS. PAYABLE

Airbill # Reference	Sender's Information	Recipient Information And Proof Of Delivery	Pkg Weight	Services	Charges	Net Charge
Z3919320 HIDALGO COUNTY RFQ	IRIS MORENO GIGNAC ASSOCIATES 416 STARR STREET CORPUS CHRISTI, TX 78401 PICKED UP: 1/14/2008 18:05	JUAN MUJICA GIGNAC ASSOCIATES 222 E. VAN BUREN, STE. 102 HARLINGEN, TX 78550 DELIVERED: 1/15/2008 8:02AM SIGNED BY: M VEGA	5.0 Zone: 2	Early 8:30AM Priority Service Fuel Surcharge	$18.50 $19.65 $7.06	$45.21
Z3912819	IRIS MORENO GIGNAC ASSOCIATES 416 STARR STREET CORPUS CHRISTI, TX 78401 PICKED UP: 1/14/2008 16:13	ATTN: LYDIA HCISD 1901 N. 77 SUNSHINE STRIP HARLINGEN, TX 78550 DELIVERED: 1/15/2008 7:48AM SIGNED BY: L ANZALDUA	0.5 Zone: 2	10:30AM Delivery Fuel Surcharge	$12.05 $2.23	$14.28
Z3915413 POINT ISABEL ISD - SUBMITT	WD CARMICHAEL GIGNAC ASSOCIATES 416 STARR STREET CORPUS CHRISTI, TX 78401 PICKED UP: 1/14/2008 16:13	JUAN MUJICA GIGNAC ASSOCIATES 222 E. VAN BUREN, STE. 102 HARLINGEN, TX 78550 DELIVERED: 1/15/2008 8:02AM SIGNED BY: A SALAS	3.0 Zone: 2	10:30AM Delivery Fuel Surcharge	$18.80 $3.48	$22.28
Z3912182	IRIS MORENO GIGNAC ASSOCIATES 416 STARR STREET CORPUS CHRISTI, TX 78401 PICKED UP: 1/14/2008 16:13	MR. HENRY LEVRIER POINT ISABEL ISD 101 PORT ROAD PORT ISABEL, TX 78578 DELIVERED: 1/15/2008 10:36AM SIGNED BY: QUINTILLIO	0.5 Zone: 2	10:30AM Delivery Fuel Surcharge	$12.05 $2.23	$14.28
Z3920651	IRIS MORENO GIGNAC ASSOCIATES 416 STARR STREET CORPUS CHRISTI, TX 78401 PICKED UP: 1/15/2008 16:21	NICHOLAS GIGNAC GIGNAC 103 FIDELITY COLLEGE STATION, TX 77840 DELIVERED: 1/16/2008 7:13AM SIGNED BY: RR	0.5 Zone: 3	10:30AM Delivery Fuel Surcharge Residential Fee	$12.05 $2.65 $2.30	$17.00

**Basic delivery charge may include a pickup fee or pricing corrections.*

Picked up: Feb 12, 2008 **Cust. Ref.:** NO REFERENCE INFORMATION **Ref.#2:**
Payor: Shipper **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 18.50% to this shipment.
- Weather delay - Thunderstorm.
- Distance Based Pricing, Zone 2
- 1st attempt Feb 13, 2008 at 09:59 AM.
- FedEx has audited this shipment for correct packages, weight, and service. Any changes made are reflected in the invoice amount.
- Original address - 100 E. Cano/Edinburg, TX 78539
- The package weight exceeds the maximum for the packaging type, therefore, FedEx Envelope was rated as FedEx Pak.

		Sender	Recipient		
Automation	INET	Iris Moreno	Rocio Villarreal		
Tracking ID	799271429996	GIGNAC & ASSOCIATES	County of Hidalgo		
Service Type	FedEx Priority Overnight	416 STARR STREET	2802 S HWY.281....PURCHASING		
Package Type	FedEx Pak	CORPUS CHRISTI TX 78401 US	EDINBURG TX 78539 US		
Zone	02				
Packages	1				
Rated Weight	2.0 lbs, 0.9 kgs	Transportation Charge			19.05
Delivered	Feb 14, 2008 09:53	Fuel Surcharge			4.26
Svc Area	AA	Courier Pickup Charge			4.00
Signed by	A.CAVAZOS	Address Correction			10.00
FedEx Use	000000000/0001486/_	**Total Charge**		**USD**	**$37.31**

Picked up: Feb 13, 2008 **Cust. Ref.:** NO REFERENCE INFORMATION **Ref.#2:**
Payor: Shipper **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 18.50% to this shipment.
- Distance Based Pricing, Zone 5

		Sender	Recipient		
Automation	INET	Iris Moreno	Janice Quin		
Tracking ID	791499160329	GIGNAC & ASSOCIATES	Commerce Bank		
Service Type	FedEx Standard Overnight	416 STARR STREET	8000 FORSYTH BLVD		
Package Type	FedEx Envelope	CORPUS CHRISTI TX 78401 US	ST. LOUIS MO 63105 US		
Zone	05				
Packages	1				
Rated Weight	N/A				
Delivered	Feb 14, 2008 14:14	Transportation Charge			19.25
Svc Area	A1	Courier Pickup Charge			4.00
Signed by	J.QUINN	Fuel Surcharge			4.30
FedEx Use	000000000/0000233/_	**Total Charge**		**USD**	**$27.55**

Picked up: Feb 13, 2008 **Cust. Ref.:** NO REFERENCE INFORMATION **Ref.#2:**
Payor: Shipper **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 18.50% to this shipment.
- Distance Based Pricing, Zone 2

		Sender	Recipient		
Automation	INET	Iris Moreno	ANA SALAS		
Tracking ID	798374097516	GIGNAC & ASSOCIATES	GIGNAC rgv		
Service Type	FedEx Priority Overnight	416 STARR STREET	222 E VAN BUREN AVE STE 102		
Package Type	FedEx Envelope	CORPUS CHRISTI TX 78401 US	HARLINGEN TX 78550 US		
Zone	02				
Packages	1				
Rated Weight	N/A	Transportation Charge			15.35
Delivered	Feb 14, 2008 10:27	Courier Pickup Charge			4.00
Svc Area	A2	Residential Delivery			2.30
Signed by	E.ELIZONDO	Fuel Surcharge			4.01
FedEx Use	000000000/0000186/_	**Total Charge**		**USD**	**$25.66**

Picked up: Feb 14, 2008 **Cust. Ref.:** NO REFERENCE INFORMATION **Ref.#2:**
Payor: Shipper **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 18.50% to this shipment.
- Distance Based Pricing, Zone 2

		Sender	Recipient		
Automation	INET	Iris Moreno	Lizbeth Elizondo		
Tracking ID	799272771230	GIGNAC & ASSOCIATES	GIGNAC rgv		
Service Type	FedEx Priority Overnight	416 STARR STREET	222 E VAN BUREN AVE STE 102		
Package Type	FedEx Envelope	CORPUS CHRISTI TX 78401 US	HARLINGEN TX 78550 US		
Zone	02				
Packages	1				
Rated Weight	N/A	Transportation Charge			15.35
Delivered	Feb 15, 2008 10:17	Residential Delivery			2.30
Svc Area	A2	Fuel Surcharge			4.01

Continued on next page

AI-9628 **19.K.1.**

Conversion Of Vital Records From Paper To Digital Images
CC REGULAR

Date: 06/10/2008
Submitted By: Olga Montero, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** County Clerk

Information

CAPTION

Presentation for discussion, consideration, and approval of the final negotiated contract (which includes the vendor's best and final offer) with ACS/Government Records Services, Inc. for: Conversion of Vital Records from Paper to Digital Images-Hidalgo County Clerk's Office. RFP No. 2008-114-05-14-otm

BACKGROUND

On 06/05/08 (3:20 P.M.) spoke to Ms. Muniz and she accepted on behalf of the County Clerk's Office the BAFO from ACS/GOVERNMENT RECORDS SERVICES (OTM, 6-5-08).

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-415-40-180-002-0-341
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance as of 6-5-08 $162,060.00. Total cost of project is $47,500.00; $0.095 X 500,000 pages (please refer to attached cost proposal sheet).

Attachments

Link: ACS Govt. Records Contract

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 05:03 PM	APRV
2	Budget & Management	Dina Trevino	06/06/2008 08:54 AM	APRV
3	Ivan Cantu	Ivan Cantu	06/06/2008 09:48 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Olga Montero Started On: 06/04/2008 02:11 PM

Final Approval Date: 06/06/2008

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-08-114-06-03

THIS CONTRACT is made and entered into this 3rd day of **June , 2008** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **Government Records Services, Inc. a Delaware** Corporation. ("Company").

WHEREAS, Company responded to advertised notices for bids for " **Conversion of Vital Records from Paper to Digital Images**" (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 locations at **Hidalgo County Clerk's Office**. 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,** 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 ninety (90) day time frame.

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	**Government Records Services, Inc.** **Attn: Bill Pfeiffer** **2800 W. Mockingbird Lane** **Dallas, TX 75235**

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.

WITNESS our hands in duplicate originals this_____ day of _____, 2008 .

COUNTY OF HIDALGO

ATTEST:

By:_____
Juan D. Salinas, III, County Judge

_____
Arturo Guajardo Jr., County Clerk

COMPANY: Government Records Services, Inc.

By:_____
Printed Name:_____
Title:_____

Approved by Commissioners' Court on, **3rd** day of **June, 2008.**

APPROVED AS TO FORM:
Atlas & Hall, L.L.P.

By:_____

EXHIBIT "A"
SPECIFICATIONS

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE

"CONVERSION OF VITAL RECORDS FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

REQUIREMENTS, SPECIFICATIONS AND QUALIFICATIONS

PROJECT SCOPE:

Proposer will convert vital records which include birth, delayed birth and death records from paper to digital images. Convert paper images to TIFF format as acceptable to Hidalgo County Clerk's Office to integrate with the current system-using Resolution 300 DPI or better. Convert **approximately** 500,000 vital record documents from varied size paper to highest quality possible digital TIFF images.

IMAGE SCANNING RELATED TASKS AND WORKFLOW:

(1) In order to minimize any inconvenience to the public and/or Hidalgo County Clerk's Office, the proposer's personnel must perform all scanning on site or within a two (2) mile range of the Hidalgo County Clerk's Office. The books will be prepped for scanning/indexing by removing staples and paper clips. After scanning, books/documents/files will be reassembled and reinserted into the file in the order found.

100% of images must be individually viewed and quality assured by a human to ensure image quality. Proposer must provide a 100% quality assurance guarantee on al images. Images deemed not adequate by Hidalgo County Clerk's Office must be re-scanned at no cost to Hidalgo County.

(2) Proposer will return books/documents/files to the Hidalgo County Clerk's office at the conclusion of the project. Project duration is scheduled for completion within a ninety (90) day time frame. **Timeframe is NOT negotiable**. Proposer will be required to hand deliver birth or death records to the County Clerk's Office as needed, while the proposer is in possession of the county's records.

COMPLETED PRODUCT

At the completion of the project, the proposer will deliver converted images on USB external hard drives. Proposer must provide one back-up copy on CD or DVD. Proposer must warrant all data and images for two (2) years. All fees must be factored in the per document price such as travel and other expenses.

VENDOR REQUIREMENTS

-Proposer must submit a project plan that explains how the project will be done along with a time line of the total project;
-Will store all data off site;
-All processing must occur in the State of Texas (information can not leave Texas);
-Utilize paper scanning with automatic exposure, de-skew, de-speckle and auto-cropping.

VITAL RECORD COUNTS (estimate)

Birth Records (1985 to present have been scanned)

- 2100 books
- 150 pages per book
- page sizes - 9 ½ x 7 ½, 8 ½ x 7, 8 ½ x 11, 8 ½ x 6
- Total records 315,500

CORRECTIONS

- 127 Books
- 150 pages per book
- page sizes 9 ½ x 7 ½, 8 ½ x 11, 5 ½ x 9
- Total records 19,050

DELAYS

- 361 Books
- 100 pages per book
- page sizes 9 ½ x 7 ½, 8 ½ x 11
- Total records 36,100

DEATH RECORDS

- 672 books
- 150 pages per book
- page sizes 9 ½ x 7 ½, 8 ½ x 11
- Total records 100,800

INDEX BOOKS

- Birth 21 books: 700 pages per book = 14,700 pages
- Delay 6 books: 700 pages per book = 4,200 pages
- Death 4 books: 700 pages per book = 2,800 pages
- Page Sizes: 15 x 18, 8 ½ x 14
- Total: 21,700 pages

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE
"CONVERSION OF VITAL RECORDS
FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

GENERAL INFORMATION/REQUIREMENTS

ALL PROPOSAL DOCUMENTS PART OF FINAL CONTRACT

Any proposal documents, letters, and materials submitted by the Proposer shall be binding and included as part of the final contract. Unauthorized conditions, limitations or provisions attached to this proposal may render it informal and may cause it's rejection.

EQUAL EMPLOYMENT OPPORTUNITY

The Proposer awarded a contract shall not discriminate against any employee and applicant for employment because of race, color, religion, sex, age, marital status, or national origin. Such action shall include but not be limited to the following: employment upgrading, demotion or transfer, rate of pay or other forms of compensation and selection for training, including apprenticeship. In the even to of Proposers noncompliance with the provisions of this clause, the contract may be canceled, terminated or suspended in whole or in part and the Proposer may be declared ineligible for further County contracts. The rights and remedies of the County provide din this paragraph shall not be exclusive but are in addition to any remedies provided by law.

CONTRACT PERFORMANCE

The performance of the contract resulting from this proposal shall be governed by and interpreted under and construed according to the laws of the State of Texas. Venue is Hidalgo County.

NOTICE

Any notice, demand, request, consent approval or communication that either party desires or is required to give the other party shall be in writing and either services personally or sent by pre-paid first class mail, or the equivalent thereof by private carrier. Any such writing shall be addressed to:

Martha L. Salazar, CPPB/ Purchasing Agent
Hidalgo County Purchasing Department
2812 S. Business Hwy 281 (New Administration Building)
Edinburg, Texas 78539

INDEMNIFICATION

The Proposer agrees to defend, indemnify and hold harmless the County of Hidalgo, it's officers, agents, employees and volunteers for any and all liability caused by the negligence or willful act of the Proposer arising out of the performance of this agreement, and to pay all claims, damages, judgments, legal costs, adjuster fees and attorney fees relating thereto, without set-off due to the Proposer's rights, if any, to apportionment between joint tort feasors. This indemnity obligation extends to but is not limited to all acts, omissions, and active and/or passive negligence by the CONTRACTOR. Nothing contained in this indemnity provision shall be construed to require the CONTRACTOR to indemnify the County in contravention of Section 2782 of the Civil Code.

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE
"CONVERSION OF VITAL RECORDS
FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

GENERAL INFORMATION/REQUIREMENTS

EXAMINE SPECIFICATIONS

Proposer shall thoroughly examine and be familiar with the specifications. The failure or omission of any Proposer to receive or examine any form, instrument, addendum or other document, or become acquainted with all existing conditions shall in no way relieve any Proposer from any obligations with respect to Proposer's offer or to the contract. The submission of a Proposal shall be taken as prima facie evidence of compliance with this submission.

Should a Proposer find discrepancies in or omissions from proposal documents or other contract document, or should be in doubt as to their meaning, he/she shall at once notify the Hidalgo County Purchasing Department: Martha Salazar, Purchasing Agent who is the County's representative. The Hidalgo County Purchasing Department will send written instructions to all Proposers. Neither the County nor its representative will be responsible for any oral instructions. No interpretations will be issued later than one (1) calendar day before the proposal date so that all inquiries can be answered in writing and distributed to all Proposers in the form of addendum to the RFP in ample time before the proposal opening date.

SPECIFICATION CHANGES

The County, may, during Request for Proposal period, advise the Proposer in writing of additions, omissions or alterations in the specifications. All such changes shall be included in the Request for Proposal and become part of the specifications as if originally submitted.

AMENDMENTS

No Proposer is authorized to amend any of the Request for Proposal requirements in any respect, by an oral statement, or to make any representation or interpretation in conflict with their provisions. If necessary, supplementary information in addendum form will be mailed or faxed to all prospective Proposers. Failure of any Proposer to not have received such an addendum shall not relieve such Proposer from any obligation under his/her Proposal as submitted.

WRITTEN QUESTIONS WILL BE ACCEPTED NO LATER THAN WEDNESDAY, APRIL 30, 2008 AT 5:00 P.M.. RESPONSES WILL BE SENT TO ALL APPLICANTS VIA FACSIMILE BY FRIDAY, MAY 2, 2008. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

OPENING OF PROPOSALS

Proposals will be accepted at and no later than **9:30 A.M., WEDNESDAY, May 14, 2008.** No decision/award will be made at the time of acceptance..

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE
"CONVERSION OF VITAL RECORDS
FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

GENERAL INFORMATION/REQUIREMENTS

INSURANCE REQUIREMENTS (REFER TO EXHIBIT C)

During the term of this Agreement, Proposer will carry and maintain in full force, insurance of the following types and minimum amounts with a company or companies as are acceptable to County, insuring Proposer while Proposer is performing duties under this Agreement.

A) **Worker's Compensation-** A program of Workers' Compensation Insurance or a state approved self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of Texas.

B) **Comprehensive General Liability Insurance-** The policy shall have combined single limits for bodily injury and property damage of not less than Five Hundred Thousand Dollars ($5000,000.00).

C) **Automobile Liability-** Proposer agrees to hold harmless and indemnify the County for any and all liabilities associated with the use of any automobiles in relation to tasks associated with this agreement.

D) **Additional Names Insured-** All policies, except for Workers' Compensation shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of performance of services.

E) **Policies Primary and Non-Contributory-** All policies required above are to be primary and non-contributory with any self insurance programs carried or administered by the County.

F) **Proof of Coverage-** Proposer shall immediately furnish certificates of insurance to the County evidencing the insurance coverage, including endorsements above required, prior to the commencement of performance of services, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the County and proposer shall maintain such insurance from the time Proposer commences performance of services hereunder until the completion of such services.

G) **Payment Withheld-** If Proposer does not obtain the described insurance, or if County is not furnished at the time specified with the requisite insurance certificates, or if the described insurance is terminated, altered, or changed in a manner not acceptable to County, the County may withhold payments to the Proposer or terminate this agreement.

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE
"CONVERSION OF VITAL RECORDS
FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

GENERAL INFORMATION/REQUIREMENTS

H) **Liability-** Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve Proposer from liability in excess of such coverage, nor shall it preclude the County from taking such other actions as available to it under any other provision of this agreement or otherwise in law.

BID/PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT: (REFER TO LEGALNOTICES, PAGE 4 OF THE RFP)

If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total price. A bid bond must be executed with a surety company authorized to do business in the State of Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.

PAYMENT DISCOUNTS- Any discounts offered by the Proposer must allow for payment after receipt and acceptance of services, material or equipment and correct invoice, which ever is later. In no case will the discount be considered in the evaluation of Proposals that requires payment in less than 30 days.

STANDARD OF PERFORMANCE- Proposer shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession. All products or services provided to the County under this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person practicing in the Proposers profession.

ASSIGNMENTS- Inasmuch as this Agreement is intended to secure the specialized services of the Proposer, Proposer may not assign, transfer, delegate or subcontract their obligation herein without the prior written consent of Hidalgo County. Any such assignment, transfer, delegation or subcontract without the prior written consent shall be considered null and void.

TERMINATION- If the Proposer breaches or habitually neglects the proposer's duties under this Agreement without curing such breach or neglect upon fifteen (15) working days written notice, the COUNTY OF HIDALGO may, by written notice, immediately terminate this Agreement without prejudice to any other remedy to which COUNTY may be entitled, either at law, in equity, or under this Agreement. In addition, either party may terminate this Agreement upon thirty (30) days written notice to other party.

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE

"CONVERSION OF VITAL RECORDS FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

COST PROPOSAL

Cost proposals are to be provided in the manner described herein. ***Cost proposals are to be submitted in a separate sealed envelope.***

When submitting pricing information, Proposer must provide a detailed breakdown of all costs associated with scanning.

COST INFORMATION

Proposer's are to use the following cost information sheets and submit this sheet in a separate sealed envelope. Should more space be needed, Proposers are encouraged to attach supporting information to each Cost Information Sheet.

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE

"CONVERSION OF VITAL RECORDS FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

COST PROPOSAL

COST INFORMATION WORKSHEET

Total Cost of Official Records Project: $_____

Please provide a detailed listing of service prices on a single unit basis (unless specified). This form can be expanded as required. Please submit any exceptions as an attachment(s).

Task	Unit	Unit Cost	Total
Scanning	500,000 (pages)		

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE
"CONVERSION OF VITAL RECORDS
FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

RFP RESPONSE CONTENT

RESPONSE

Proposers are to respond to all information requested in this RFP. Brochures and advertisements will not be accepted as a substitute for these requirements. A qualified proposal must address all items.

CONTENT

Proposals shall be organized and submitted in the format below. When replying to a particular paragraph or question, ensure that your response references the section and paragraph that asks that question. Proposers must submit one (1) original and Nine (9) copies of their proposal. The original must be labeled **"Original"** and each copy **"Copy". Proposer must provide written agreement to all response content items.**

Proposals submitted must contain the following information to be considered.

1. A brief cover letter
2. Identification sheet, Reference sheet
3. RFP Content Requirements and Scope of Work (read carefully)
4. Signed Addenda (If applicable)
5. Cost Proposal (one copy) in separate sealed envelope

EVALUATION CRITERIA

Proposer will address all components and requirements of this RFP. Contract will be awarded to proposer proving the best response to this RFP as determined by the Hidalgo County Clerk's Office. Pricing will be taken into consideration. Hidalgo County Clerk's Office reserves the right to negotiate with the proposer(s) considered to be best suited for contract award, award contract without negotiation or reject all offers.

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE
"CONVERSION OF VITAL RECORDS
FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

PROPOSAL AWARD

AWARD OR REJECTION OF PROPOSALS

A. PHASE I

Proposals will be examined as to whether or not proposers responded in accordance with the following requirements.

I. Proper completion and submittal of all required proposal documents.

Proposers who do not respond in accordance with any of the above requirements will be immediately disqualified.

B. PHASE II

I. Evaluation/Scoring

The County of Hidalgo will evaluate each proposal in the following categories. The relative weight as follows:

	Categories for Evaluation/Scoring	Points
1	References	20
2	Content and Format of Proposal	10
3	Methodology, Experience and Expertise	35
4	Cost Proposal (Separate in sealed envelope)	35
	Total Possible Score	100

Cost proposals shall be in a separate sealed envelope, clearly marked with the RFP number and your company's name.

The County reserves the right to reject any or all proposals or parts thereof, and to award the contract to the Proposer whose response is most advantageous to the County. False, incomplete or unresponsive statements in connection with a proposal submittal may be sufficient cause for rejection. The County will be the sole judge in making such determination.

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 the County.

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE
"CONVERSION OF VITAL RECORDS
FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

PROPOSAL AWARD

REFERENCES

References are used to assist in determining the Proposer's ability to perform the services and provide the equipment as requested in the RFP. References will be contacted and asked the same questions. Additional questions may be asked to support the base questions.

PHASE III- AWARD SELECTION PROCESS

Additional questions may be asked of Proposers and interviews may be conducted. Proposers will be notified of any additional required information or interviews after the written proposals have been evaluated.

Interviews will be held with whom the County deems as the most qualified respondents. The Proposer selected will enter into a contract with the County.

A Notification of Intent to Award may be sent to any Proposer selected. Award in contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully, the County may negotiate a contract with the next highest scoring Proposer or withdraw the RFP.

EXHIBIT "B"
FEE SCHEDULE



expertise in action™

Exhibit .

HIDALGO COUNTY CLERK'S OFFICE

"CONVERSION OF VITAL RECORDS FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

COST PROPOSAL COST INFORMATION WORKSHEET

Total Cost of Official Records Project: **$47,500.00**

Please provide a detailed listing of service prices on a single unit basis (unless specified). This form can be expanded as required. Please submit any exceptions as an attachment(s),

Task	Unit	Unit Cost	Total
Scanning	500,000 (pages)	**$.095 scan, Load and make security film**	**$47,500.00**

Prices are firm for 90 days after the bid opening date.

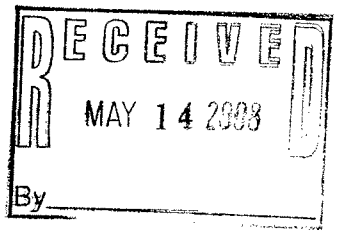


EXHIBIT "C"
INSURANCE

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

7/1/2008

DATE (MM/DD/YYYY) 4/28/2008

PRODUCER
LOCKTON COMPANIES, LLC-N DALLAS
717 N. HARWOOD, LB#27
DALLAS TX 75201
214-969-6700

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
1025979
Affiliated Computer Services, Inc.
ACS State & Local Solutions, Inc.
2828 N. Haskell
Dallas TX 75204

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: ACE American Insurance Company	22667
INSURER B: Indemnity Insurance Co of North America	43575
INSURER C: Lexington Insurance Company	19437
INSURER D:	
INSURER E:	

COVERAGES AFFCO01 AJ

THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.

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	X	**GENERAL LIABILITY** X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	HDOG23716902	7/1/2007	7/1/2008	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	X	**AUTOMOBILE LIABILITY** X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	ISAHO8233019	7/1/2007	7/1/2008	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX
		GARAGE LIABILITY ANY AUTO	NOT APPLICABLE			AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ XXXXXXX $ XXXXXXX $ XXXXXXX
		EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE UMBRELLA FORM RETENTION $	NOT APPLICABLE			EACH OCCURRENCE AGGREGATE	$ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
B A A		**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? NO If yes, describe under SPECIAL PROVISIONS below	WLRC44468864 (ALL OTHER) WLRC44468906 (AZ, CA) SCFC44468943 (WI)	7/1/2007 7/1/2007 7/1/2007	7/1/2008 7/1/2008 7/1/2008	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C		**OTHER** Employer's Excess Indemnity (TX)	EPIC5356336	7/1/2007	7/1/2008	$1M per person; $10M per occ.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Employer's Excess Indemnity coverage provides excess limits over and above the employer's ERISA qualified non-subscriber benefit plan. Re: Conversion of Vital Records from Paper to Digital Images - RFP # 2008-114-05-14. This certificate is only for RFP purposes and has been issued in compliance with ACS' policies and procedures. Proposal due date: 05/14/08. Hidalgo County, its officers, employees, and volunteers are included as Additional Insured on GL and AL where required by written contract.

CERTIFICATE HOLDER

3639254

Hidalgo County Purchasing Department
Attention: Martha Salazar, CPPB, Purchasing Agent
Administration Building
2812 S. Business 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

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AI-9658 **19.L.2.**

Requesting approval to declare surplus for Auction to be held on 6/14/08

CC REGULAR

Date: 06/10/2008
Submitted By: Lisa Vela, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Co. Wide

Information

CAPTION

Requesting approval to declare as "Surplus" numerous items and vehicles (County and Seized) for the purpose of disposition throught auction as set forth under the provisions of Texas Local Government Code, Section 263.152.(a)(1) as detailed on exhibits as attached hereto.

BACKGROUND

Auction will take place on Saturday 6-14-08 at Abregos's Tricking Service.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-360-00-000-000-0-000
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Possible revenues for Co. due to auction.

Attachments

Link: Misc. Items list
Link: Vehicles list

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	06/05/2008 02:47 PM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 03:05 PM	APRV
3	Ivan Cantu	Ivan Cantu	06/06/2008 08:39 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW
Form Started By: Lisa Vela			Started On: 06/04/2008 05:05 PM	
Final Approval Date: 06/06/2008				

TF#2008	ASSET No	DECRIPT	S/N No- MISC	COND	FROM DEPT	S/STATUS	FUND No	HIST COST	BID No
8	NT	CABLES-VARS	BOX OF CABLES	B	139TH /003	9999	1100	$ -	
8	NT	CHAIR-OFFICE	2-MAROON SWIVEL	B	139TH /003	9999	1100	$ -	
8	NT	EASEL-METAL	SM BLK METAL	B	139TH /003	9999	1100	$ -	
38	34351	PC- DELL	NONE	B	JP PCT 5 PL1/69	69	1100	$ 1,581.00	
38	37388	CHAIR- EXCE	MARRON	B	JP PCT 5 PL1/69	7777	1100	$ 360.00	
38	NT	CHAIR-OFFICE	2- GRY SCRETARIAL	B	JP PCT 5 PL1/69	9999	1100	$ -	
38	NT	PC- SOFTWARE	NONE	B	JP PCT 5 PL1/69	9999	1100	$ -	
38	NT	PC- SPEAKERS	4-SETS	B	JP PCT 5 PL1/69	9999	1100	$ -	
38	NT	TRANSIENT	59482	B	JP PCT 5 PL1/69	9999	1100	$ -	
43	DA5C45630	TV-DURA BRAND	DA0540E0200	B	COMMISSARY/423	9999	1100	$ -	
43	DR2CV7272	TV-DURA BRAND	DA0540E0200	B	COMMISSARY/423	9999	1100	$ -	
43	DR5AU5772	TV-DURA BRAND	DA0540E0200	B	COMMISSARY/423	9999	1100	$ -	
43	NT	TV- PANASONIC	LA21770567	B	COMMISSARY/423	9999	1100	$ -	
43	NT	TV- PANASONIC	LB21370251	B	COMMISSARY/423	9999	1100	$ -	
43	NT	TV-DURA BRAND	57150634979	B	COMMISSARY/423	9999	1100	$ -	
43	NT	TV-DURA BRAND	57150635284	B	COMMISSARY/423	9999	1100	$ -	
44	NT	TV- PANASONIC	LA21770343	B	COMMISSARY/423	9999	1100	$ -	
44	NT	TV- PANASONIC	LA21770348	B	COMMISSARY/423	9999	1100	$ -	
44	NT	TV- PANASONIC	LA21770350	B	COMMISSARY/423	9999	1100	$ -	
44	NT	TV- PANASONIC	LA21770357	B	COMMISSARY/423	9999	1100	$ -	
44	NT	TV- PANASONIC	LA21770369	B	COMMISSARY/423	9999	1100	$ -	
44	NT	TV- PANASONIC	LA21770579	B	COMMISSARY/423	9999	1100	$ -	
44	NT	TV- PANASONIC	LA21770592	B	COMMISSARY/423	9999	1100	$ -	
44	NT	TV- PANASONIC	LA21770611	B	COMMISSARY/423	9999	1100	$ -	
45	NT	TV- PANASONIC	LA21770185	B	COMMISSARY/423	9999	1100	$ -	
45	NT	TV- PANASONIC	LA21770351	B	COMMISSARY/423	9999	1100	$ -	
45	NT	TV- PANASONIC	LA21770358	B	COMMISSARY/423	9999	1100	$ -	
45	NT	TV- PANASONIC	LA21770372	B	COMMISSARY/423	9999	1100	$ -	
45	NT	TV- PANASONIC	LA21770380	B	COMMISSARY/423	9999	1100	$ -	
45	NT	TV- PANASONIC	LA21770576	B	COMMISSARY/423	9999	1100	$ -	
45	NT	TV- PANASONIC	LA21770579	B	COMMISSARY/423	9999	1100	$ -	
46	NT	TV- PANASONIC	LA21770344	B	COMMISSARY/423	9999	1100	$ -	
46	NT	TV- PANASONIC	LA21770349	B	COMMISSARY/423	9999	1100	$ -	
46	NT	TV- PANASONIC	LA21770362	B	COMMISSARY/423	9999	1100	$ -	
46	NT	TV- PANASONIC	LA21770375	B	COMMISSARY/423	9999	1100	$ -	
46	NT	TV- PANASONIC	LA21770568	B	COMMISSARY/423	9999	1100	$ -	
46	NT	TV- PANASONIC	LA21770570	B	COMMISSARY/423	9999	1100	$ -	
46	NT	TV- PANASONIC	LA21770578	B	COMMISSARY/423	9999	1100	$ -	
46	NT	TV- PANASONIC	LA21770601	B	COMMISSARY/423	9999	1100	$ -	

46	NT	TV- PANASONIC	LA21770609	B	COMMISSARY/423	9999	1100	$ -
46	NT	TV- PANASONIC	LA21770618	B	COMMISSARY/423	9999	1100	$ -
49	29934	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,209.00
49	32344	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	7777	1100	$ -
49	33742	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,209.00
49	33782	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,209.00
49	33883	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,285.00
49	33884	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,285.00
49	33886	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	9999	1100	$ 1,285.00
49	35746	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,371.00
49	36523	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,082.00
49	36525	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	7777	1100	$ -
50	16571	RECORDER-BLK	BLACK	FAIR	JUV PROBAT/330	9999	1100	$ -
50	29933	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,209.00
50	33736	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,209.00
50	33737	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,209.00
50	33738	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,209.00
50	33743	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,209.00
50	33788	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,209.00
50	33880	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,285.00
50	33881	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,285.00
50	33882	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,285.00
50	33885	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,285.00
50	33887	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,285.00
50	36524	PC- DELL	W/MONITOR & KEYB	FAIR	JUV PROBAT/330	330	1100	$ 1,082.00
51	14816	TYPEWRITER	CANON	B	JUV PROBAT/330	7777	1100	$ -
51	14845	TYPEWRITER	BROTHER	B	JUV PROBAT/330	7777	1100	$ -
51	14945	FILE CABINET	4 DRW BLK	B	JUV PROBAT/330	9999	1100	$ -
51	16137	FILE CABINET	2 DRW BLK	B	JUV PROBAT/330	9999	1100	$ -
51	16153	FILE CABINET	2 DRW GRAY	B	JUV PROBAT/330	9999	1100	$ -
51	16157	FILE CABINET	2 DRW BLK	B	JUV PROBAT/330	9999	1100	$ -
51	24241	TELEPHONE	MERIDIAN	B	JUV PROBAT/330	9999	1100	$ -
51	24245	TELEPHONE	MERIDIAN	B	JUV PROBAT/330	9999	1100	$ -
51	24250	TELEPHONE	MERIDIAN	B	JUV PROBAT/330	7777	1100	$ -
51	24253	TELEPHONE	MERIDIAN	B	JUV PROBAT/330	9999	1100	$ -
51	24255	TELEPHONE	MERIDIAN	B	JUV PROBAT/330	9999	1100	$ -
51	25733	TELEPHONE	MERIDIAN	B	JUV PROBAT/330	9999	1100	$ -
51	25734	TELEPHONE	MERIDIAN	B	JUV PROBAT/330	9999	1100	$ -
51	NT	FILE CABINET	2 DRW BIEGE	B	JUV PROBAT/330	9999	1100	$ -
51	NT	PC- MOUSE	BX OF CORDS & MICE	B	JUV PROBAT/330	9999	1100	$ -

51	NT	PRINTER	HP (2)	B	JUV PROBAT/330	9999	1100	$ -
51	NT	TELEPHONE	MERIDIAN	B	JUV PROBAT/330	9999	1100	$ -
51	NT	TELEPHONE	MERIDIAN	B	JUV PROBAT/330	9999	1100	$ -
51	NT	TELEPHONE	MERIDIAN	B	JUV PROBAT/330	9999	1100	$ -
51	NT	TELEPHONE	SUPERSET	B	JUV PROBAT/330	9999	1100	$ -
52	5017	CHAIR	BLUE OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	7581	CHAIR	BLK OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	7582	CHAIR	BLK OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	7583	CHAIR	BLK OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	11012	CHAIR	YELLOW OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	11015	CHAIR	BRN OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	11021	CHAIR	BRN OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	14922	CHAIR	BIEGE OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	14923	CHAIR	BIEGE OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	14942	CHAIR	BRN/BIEGE OFFICE	B	JUV PROBAT/330	7777	1100	$ -
52	14949	TABLE	ROUND BIEGE	B	JUV PROBAT/330	9999	1100	$ -
52	14950	TABLE	ROUND BIEGE	B	JUV PROBAT/330	9999	1100	$ -
52	16155	CHAIR	BLK OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	17055	CHAIR	MUSTARD OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	37673	CHAIR	BLK OFFICE	B	JUV PROBAT/330	7777	1100	$ -
52	37674	CHAIR	BLK OFFICE	B	JUV PROBAT/330	7777	1100	$ -
52	37675	CHAIR	BLK OFFICE	B	JUV PROBAT/330	7777	1100	$ -
52	44055	TELEPHONE	NOETEL	B	JUV PROBAT/330	9999	1100	$ -
52	NT	CHAIR	BLUE OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	NT	CHAIR	RED OFFICE	B	JUV PROBAT/330	9999	1100	$ -
52	NT	DESK	5- PCS OF DESK	B	JUV PROBAT/330	9999	1100	$ -
53	30271	PC-DELL	W/MONITOR & KEYB	B	JUV PROBAT/330	7777	1100	$ -
53	30276	PC-TRINET	W/MONITOR & KEYB	B	JUV PROBAT/330	7777	1100	$ -
53	32345	PC-ACER	W/MONITOR & KEYB	B	JUV PROBAT/330	7777	1100	$ -
53	33890	PC-DELL	W/MONITOR & KEYB	B	JUV PROBAT/330	9999	1100	$ -
53	35745	PC-DELL	W/MONITOR & KEYB	B	JUV PROBAT/330	9999	1100	$ -
54	10662	CHAIR-OFFICE	YELLOW	FAIR	JUV PROBAT/330	9999	1100	$ -
54	10671	CHAIR-OFFICE	BROWN FABRIC	FAIR	JUV PROBAT/330	9999	1100	$ -
54	10674	CHAIR-OFFICE	YELLOW	FAIR	JUV PROBAT/330	9999	1100	$ -
54	10675	CHAIR-OFFICE	YELLOW	FAIR	JUV PROBAT/330	9999	1100	$ -
54	11002	CHAIR-OFFICE	YELLOW	FAIR	JUV PROBAT/330	7777	1100	$ -
54	11008	CHAIR-OFFICE	YELLOW	FAIR	JUV PROBAT/330	9999	1100	$ -
54	11011	CHAIR-OFFICE	YELLOW	FAIR	JUV PROBAT/330	9999	1100	$ -
54	11013	CHAIR-OFFICE	BROWN FABRIC	FAIR	JUV PROBAT/330	9999	1100	$ -
54	11016	CHAIR-OFFICE	BROWN FABRIC	FAIR	JUV PROBAT/330	9999	1100	$ -

54	11017	CHAIR-OFFICE	BROWN FABRIC	FAIR	JUV PROBAT/330	9999	1100	$ -
54	11026	CHAIR-OFFICE	YELLOW	FAIR	JUV PROBAT/330	9999	1100	$ -
54	15000	PROJECTOR	OVERHEAD	B	JUV PROBAT/330	9999	1100	$ -
54	32317	PRINTER	DELL	B	JUV PROBAT/330	7777	1100	$ -
54	33888	CPU	DELL	B	JUV PROBAT/330	330	1100	$ 1,285.00
54	NT	MONITOR	3-VIDEO MONITOR	B	JUV PROBAT/330	9999	1100	$ -
54	NT	PRINTER-BROTHER	660066A4J84482	B	JUV PROBAT/330	9999	1100	$ -
54	NT	TYPEWRITER	NA3HH	B	JUV PROBAT/330	9999	1100	$ -
55	4981	DESK	WOODEN	B	JUV PROBAT/330	9999	1100	$ -
55	11019	CHAIR-WAITING	BRN	B	JUV PROBAT/330	9999	1100	$ -
55	11025	CHAIR-OFFICE	BROWN FABRIC	FAIR	JUV PROBAT/330	9999	1100	$ -
55	14737	CHAIR-WAITING	BRN	B	JUV PROBAT/330	9999	1100	$ -
55	16672	DESK	WOODEN	B	JUV PROBAT/330	9999	1100	$ -
55	NT	FILE CABINETS	4-VAROUS	B	JUV PROBAT/330	9999	1100	$ -
55	NT	TABLES	3-ROUND TABLES	B	JUV PROBAT/330	9999	1100	$ -
55	NT	CHAIR-OFFICE	3-BLUE SWIVEL	B	JUV PROBAT/330	9999	1100	$ -
55	NT	PHONE	5- PHONES	B	JUV PROBAT/330	9999	1100	$ -
56	NT	RADIO	2 WAY RADIO(9)	B	JUV PROBAT/330	9999	1100	$ -
61	DR5CR2850	TV- PANASONIC	DA0540E0200	B	COMMISSARY/423	9999	1100	$ -
61	NT	TV- ORION	48788	B	COMMISSARY/423	9999	1100	$ -
61	NT	TV- PANASONIC	LA21770057	B	COMMISSARY/423	9999	1100	$ -
61	NT	TV- PANASONIC	LA21770356	B	COMMISSARY/423	9999	1100	$ -
61	NT	TV- PANASONIC	LA21770364	B	COMMISSARY/423	9999	1100	$ -
61	NT	TV- PANASONIC	LA21770365	B	COMMISSARY/423	9999	1100	$ -
61	NT	TV- PANASONIC	LA21770392	B	COMMISSARY/423	9999	1100	$ -
61	NT	TV- PANASONIC	LA21770572	B	COMMISSARY/423	9999	1100	$ -
61	NT	TV- SANYO	B2080263348750	B	COMMISSARY/423	9999	1100	$ -
61	NT	TV-DURA BRAND	DC5882421	B	COMMISSARY/423	9999	1100	$ -
61	NT	TV-DURA BRAND	DRC5CV8790	B	COMMISSARY/423	9999	1100	$ -
62	1928	TV- ORION	65280340232	B	COMMISSARY/423	9999	1100	$ -
62	1929	TV- ORION	65320686348	B	COMMISSARY/423	9999	1100	$ -
62	1933	TV- ORION	65320693897	B	COMMISSARY/423	9999	1100	$ -
62	1934	TV- ORION	65191058131	B	COMMISSARY/423	9999	1100	$ -
62	1935	TV- ORION	65320662511	B	COMMISSARY/423	9999	1100	$ -
62	NT	TV- SANYO	B1500356812316	B	COMMISSARY/423	9999	1100	$ -
62	NT	TV- SANYO	B22402681824B9	B	COMMISSARY/423	9999	1100	$ -
62	NT	TV- SANYO	B2250268378364	B	COMMISSARY/423	9999	1100	$ -
62	NT	TV-DURA BRAND	DR6194027	B	COMMISSARY/423	9999	1100	$ -
63	NT	BOOKS-LAW	107-OBSOLETE LAW BKS	B	LAW LIBRARY/100	9999	1100	$ -
65	10508	CHAIR-OFFICE	BLK LEATHER	B	AUX CRT /45	9999	1100	$ -

65	36394	PC-TOWER	P95A7801516	B	AUX CRT /45	7777	1100	$	1.00
66	16105	CHAIR-WAITING	WOODEN	B	FIRE MARSHAL/300	9999	1100	$	-
66	16113	CHAIR-WAITING	WOODEN	B	FIRE MARSHAL/300	9999	1100	$	-
66	NT	CHAIR-OFFICE	BLUE	B	FIRE MARSHAL/300	9999	1100	$	-
66	NT	FILE CABINET	WOODEN	B	FIRE MARSHAL/300	9999	1100	$	-
66	NT	ORGANIZER	WIRE BOOK SHELF	B	FIRE MARSHAL/300	9999	1100	$	-
67	7681	FILE CABINET	4 DRW	B	FIRE MARSHAL/300	9999	1100	$	-
67	NT	CHAIR-OFFICE	3-BRN/BLUE/BLK	B	FIRE MARSHAL/300	9999	1100	$	-
67	NT	CHAIR-OFFICE	2-GREY	B	FIRE MARSHAL/300	9999	1100	$	-
67	NT	FILE CABINET	DRW	B	FIRE MARSHAL/300	9999	1100	$	-
67	NT	ORGANIZER	FOR DESK	B	FIRE MARSHAL/300	9999	1100	$	-
67	NT	SHREDDER		B	FIRE MARSHAL/300	9999	1100	$	-
68	NT	WEEDEATER/ECHO	5168555	B	PCT 4 /124	9999	1100	$	-
68	NT	WEEDEATER/PRUNER	6009394	B	PCT 4 /124	9999	1100	$	-
68	NT	WEEDEATER/PRUNER	9003435	B	PCT 4 /124	9999	1100	$	-
70	10603	PROJECTOR	W/ 5 REELS	B	JUV PROBAT/330	9999	1100	$	-
71	14596	FILE CABINET	4 DRW	B	WIC /350	9999	1100	$	-
71	25436	ORGANIZER	FOR DESK	B	WIC /350	9999	1100	$	-
71	33876	PC-TOWER	CPU	B	WIC /350	7777	1100	$	-
72	18738	CHAIR-WAITING	BRN	B	WIC /350	9999	1100	$	-
72	32753	DISPLAY BOARD	DIGITAL	B	WIC /350	7777	1100	$	-
72	32757	DISPLAY BOARD	DIGITAL	B	WIC /350	7777	1100	$	-
73	21928	FILE CABINET	4 DRW	B	WIC /350	9999	1100	$	-
73	30572	DESK	GREY	FAIR	WIC /350	7777	1100	$	-
73	NT	CHAIR	TEAL	B	WIC /350	9999	1100	$	-
73	NT	CHAIR-FOLDING	12-FOLDING CHAIRS	FAIR	WIC /350	9999	1100	$	-
73	NT	FILE CABINET	STORAGE-HON	B	WIC /350	9999	1100	$	-
73	NT	FILE CABINET	4 DRW	FAIR	WIC /350	9999	1100	$	-
73	NT	ORGANIZER	FOR DESK	FAIR	WIC /350	9999	1100	$	-
73	NT	TABLE	PLAY	B	WIC /350	9999	1100	$	-
73	NT	TABLE	LITTLE TIKES	FAIR	WIC /350	9999	1100	$	-
74	14381	FILE CABINET	STORAGE-HON	B	WIC /350	9999	1100	$	-
74	28769	TV- PANASONIC 20"	L4AA11888	B	WIC /350	7777	1100	$	-
74	29836	TV- QUASAR 20"	SB52780301	B	WIC /350	7777	1100	$	-
74	29853	TV- QUASAR 20"	SB52780147	B	WIC /350	9999	1100	$	-
74	NT	CART-TV	BRN	B	WIC /350	9999	1100	$	-
74	NT	CHAIR-OFFICE	MARROON	B	WIC /350	7777	1100	$	-
74	NT	CHAIR-OFFICE	GREY	B	WIC /350	9999	1100	$	-
74	NT	FILE CABINET	STORAGE-HON	FAIR	WIC /350	9999	1100	$	-
74	NT	TOYS	PLAYGROUND	FAIR	WIC /350	9999	1100	$	-

75	28768	TV- PANASONIC 25"	L4AA11470	B	WIC /350	7777	1100	$ -
75	29827	CALCULATOR-SHARP	5D020396	B	WIC /350	9999	1100	$ -
75	29835	TV- QUASAR 20"	SB52780145	B	WIC /350	7777	1100	$ -
75	29846	TV- QUASAR 20"	SB53001340	B	WIC /350	7777	1100	$ -
75	NT	FAX MACHINE-BRO	K505043	B	WIC /350	9999	1100	$ -
75	NT	FAX MACHINE-BRO	K656369	B	WIC /350	9999	1100	$ -
75	NT	FAX MACHINE-HP	27A1QHF	B	WIC /350	9999	1100	$ -
75	NT	FAX MACHINE-HP	MY11DF30HC	B	WIC /350	9999	1100	$ -
75	NT	FAX MACHINE-SHARP	17102548	B	WIC /350	9999	1100	$ -
76	25398	TV- EMERSON 13"	2503080	B	WIC /350	7777	1100	$ -
76	29844	TV- QUASAR 19"	SB53001040	B	WIC /350	7777	1100	$ -
76	30734	TV- JVC 20"	11091662	B	WIC /350	7777	1100	$ -
76	30736	TV- JVC 20"	11199476	B	WIC /350	7777	1100	$ -
76	33641	TV- PANASONIC 25"	18AA12083	B	WIC /350	7777	1100	$ -
76	102942	TV- QUASAR 19"	SB92510445	B	WIC /350	9999	1100	$ -
76	102944	TV- QUASAR 19"	NONE	B	WIC /350	9999	1100	$ -
76	NT	TIRES	4-215/75/14	B	WIC /350	9999	1100	$ -
76	NT	TV- PANASONIC 25"	F9AA12696	B	WIC /350	9999	1100	$ -
77	24807	FILE CABINET	4 DRW-BIEGE	B	WIC /350	9999	1100	$ -
77	NT	CHAIR- FOLDING	13-FOLDING CHAIRS		WIC /350	9999	1100	$ -
77	NT	DESK	SM BRN		WIC /350	9999	1100	$ -
77	NT	DESK	DOBULE PED		WIC /350	9999	1100	$ -
77	NT	FILE CABINET	STORAGE-HON		WIC /350	9999	1100	$ -
77	NT	FILE CABINET	2 DRW		WIC /350	9999	1100	$ -
77	NT	FILE CABINET	STORAGE-HON		WIC /350	9999	1100	$ -
77	NT	ORGANIZER	FOR DESK		WIC /350	9999	1100	$ -
77	NT	PRINTER RIBBON	BX OF BM-152		WIC /350	9999	1100	$ -
78	16613	FILE CABINET	2 DRW	B	WIC /350	9999	1100	$ -
78	NT	DESK	2- DOUBLE PED	B	WIC /350	9999	1100	$ -
78	NT	SCALE	DETECTO	B	WIC /350	9999	1100	$ -
78	NT	TV- PANASONIC	18AA12082-25"	B	WIC /350	9999	1100	$ -
78	NT	TV- PANASONIC	A4AA13923-19"	B	WIC /350	9999	1100	$ -
78	NT	TV-COMBO	SYLVANIA 20"	B	WIC /350	9999	1100	$ -
78	NT	VACCUM	HD VACS	B	WIC /350	9999	1100	$ -
78	NT	WALL MOUNT	2-TV MOUNTS	FAIR	WIC /350	9999	1100	$ -
79	14284	CHAIR-OFFICE	BRN	B	WIC /350	9999	1100	$ -
79	14375	CART-TV	SM	B	WIC /350	9999	1100	$ -
79	21527	CHAIR-OFFICE	GREY	B	WIC /350	7777	1100	$ -
79	25388	CHAIR-OFFICE	TEAL	B	WIC /350	9999	1100	$ -
79	25445	DESK	PLASTIC	B	WIC /350	7777	1100	$ -

79	NT	CHAIR-WAITING	GREEN(17)	FAIR	WIC /350	9999	1100	$ -
79	NT	PRINTER-FAX HP 920	MY11DF30HM	B	WIC /350	9999	1100	$ -
79	NT	PRINTER-HP 680C	US6641H1RV	B	WIC /350	9999	1100	$ -
79	NT	TONER	FOR COPIERS	FAIR	WIC /350	9999	1100	$ -
80	14505	FILE CABINET	W/WHEELS	B	WIC /350	9999	1100	$ -
80	23529	DESK	GREY DOUBLE PED	FAIR	WIC /350	9999	1100	$ -
80	27626	FILE CABINET	W/WHEELS	B	WIC /350	9999	1100	$ -
80	30078	DESK	GREY DOUBLE PED	FAIR	WIC /350	7777	1100	$ -
80	32220	DESK	GREY DOUBLE PED	FAIR	WIC /350	7777	1100	$ -
80	NT	CHAIR-OFFICE	MARROON	B	WIC /350	9999	1100	$ -
80	NT	CHAIR-STACKABLE	BLUE(12)	BF	WIC /350	9999	1100	$ -
80	NT	TABLE	LITTLE TIKES	B	WIC /350	9999	1100	$ -
80	NT	TABLE	SPAGETTI	B	WIC /350	9999	1100	$ -
81	14297	CHAIR-WAITING	BRN	B	WIC /350	9999	1100	$ -
81	25117	TYPEWRITER-SHARP	PA-3000 II	B	WIC /350	9999	1100	$ -
81	27765	DESK	GREY DOUBLE PED	FAIR	WIC /350	7777	1100	$ -
81	29831	DESK	GREY DOUBLE PED	FAIR	WIC /350	7777	1100	$ -
81	30578	DESK	GREY DOUBLE PED	FAIR	WIC /350	7777	1100	$ -
81	32906	DESK	WORKSTATION	B	WIC /350	7777	1100	$ -
81	NT	FILE CABINET	4 DRW	B	WIC /350	9999	1100	$ -
81	NT	FILE CABINET	4 DRW	B	WIC /350	9999	1100	$ -
81	NT	TYPEWRITER-BROT	F9D761592	B	WIC /350	9999	1100	$ -
82	14396	CART-TV	BRN	B	WIC /350	9999	1100	$ -
82	14551	FILE CABINET	4 DRW	B	WIC /350	9999	1100	$ -
82	18688	FILE CABINET	4 DRW	B	WIC /350	9999	1100	$ -
82	27625	FILE CABINET	2 DRW	B	WIC /350	9999	1100	$ -
82	30971	FILE CABINET	STORAGE-HON	B	WIC /350	7777	1100	$ -
82	32607	DESK	GREY DOUBLE PED	B	WIC /350	7777	1100	$ -
82	NT	GENERATOR	ONAN-CMM7000	B	WIC /350	9999	1100	$ -
82	NT	GENERATOR	HONDA-6010	B	WIC /350	9999	1100	$ -
82	NT	WORKSTATION	WALL STATION	B	WIC /350	9999	1100	$ -
83	25437	ORGANIZER	FOR DESK	B	WIC /350	9999	1100	$ -
83	25448	DESK	GREY PLASTIC	B	WIC /350	7777	1100	$ -
83	27189	CHAIR-OFFICE	MARROON	B	WIC /350	9999	1100	$ -
83	32881	DIVIDER	NONE	B	WIC /350	7777	1100	$ -
83	32885	DIVIDER	NONE	B	WIC /350	7777	1100	$ -
83	32896	DIVIDER	NONE	B	WIC /350	7777	1100	$ -
83	32899	DIVIDER	NONE	B	WIC /350	7777	1100	$ -
83	NT	FILE CABINET	2 DRW	B	WIC /350	9999	1100	$ -
83	NT	SCALE	DETECTO	B	WIC /350	9999	1100	$ -

84	16243	TABLE	SM BRN	B	WIC /350	9999	1100	$ -
84	18689	FILE CABINET	4 DRW	B	WIC /350	9999	1100	$ -
84	27533	DIVIDER	NONE	B	WIC /350	9999	1100	$ -
84	30571	DESK	GREY	B	WIC /350	7777	1100	$ -
84	30573	DESK	GREY	B	WIC /350	7777	1100	$ -
84	32883	DIVIDER	NONE	B	WIC /350	7777	1100	$ -
84	32895	DIVIDER	NONE	B	WIC /350	7777	1100	$ -
84	32897	DIVIDER	NONE	B	WIC /350	7777	1100	$ -
84	32907	DIVIDER	NONE	B	WIC /350	7777	1100	$ -
85	14280	CREDENZA	WOODEN	B	WIC /350	7777	1100	$ -
85	14321	CHAIR-WAITING	BRN	B	WIC /350	9999	1100	$ -
85	14544	FILE CABINET	4 DRW	B	WIC /350	9999	1100	$ -
85	24096	FILE CABINET	4 DRW	B	WIC /350	9999	1100	$ -
85	24097	FILE CABINET	4 DRW	B	WIC /350	9999	1100	$ -
85	25163	FILE CABINET	GREY	B	WIC /350	7777	1100	$ -
85	25486	DESK	PLASTIC	B	WIC /350	7777	1100	$ -
85	26262	DESK	GREY	B	WIC /350	7777	1100	$ -
85	28232	CHAIR-OFFICE	TEAL	B	WIC /350	9999	1100	$ -
86	26254	CHAIR-OFFICE	TEAL	B	WIC /350	9999	1100	$ -
86	27187	CHAIR-OFFICE	MARROON	B	WIC /350	9999	1100	$ -
86	NT	CHAIR-OFFICE	MARROON (2)	B	WIC /350	9999	1100	$ -
86	NT	CHAIR-OFFICE	GREEN (2)	B	WIC /350	9999	1100	$ -
86	NT	CHAIR-OFFICE	PINK (3)	B	WIC /350	9999	1100	$ -
87	25483	DESK	PLASTIC	FAIR	WIC /350	7777	1100	$ -
87	26248	CHAIR-OFFICE	TEAL	B	WIC /350	9999	1100	$ -
87	26251	CHAIR-OFFICE	TEAL	B	WIC /350	9999	1100	$ -
87	NT	CART-TV	NONE	B	WIC /350	9999	1100	$ -
87	NT	TV-VCR PANASONIC	B8AA24353	B	WIC /350	9999	1100	$ -
87	NT	VACCUM-HD	9905054867	B	WIC /350	9999	1100	$ -
87	NT	VACCUM-MIGHTYLITE	221004040	B	WIC /350	9999	1100	$ -
91	NT	KEYBOARD/ MOUSE	70900-774	B	CRTHSE SECURITY	9999	1100	$ -
91	NT	MONITOR-KFC	0355359M	B	CRTHSE SECURITY	9999	1100	$ -
91	NT	PC- KFC	5JM3K	B	CRTHSE SECURITY	9999	1100	$ -
91	NT	REFRIGATOR	IMPERIALTABLETOP	B	CRTHSE SECURITY	9999	1100	$ -
92	NT	CHAIR-OFFICE	(2) SECRETARIAL		MASTER CRT /31	9999	1100	$ -
92	NT	COPIER-TABLETOP	SAVIN7015Z		MASTER CRT /31	9999	1100	$ -
92	NT	FILE CABINET	(2) SM INDEX CABINETS		MASTER CRT /31	9999	1100	$ -
92	NT	FILE CABINET	SM INDEX CABINET		MASTER CRT /31	9999	1100	$ -
92	NT	TYPEWRITER-IBM	13567000-788730		MASTER CRT /31	9999	1100	$ -
93	22749	TABLE- COFFEE	SM SQUARE	B	VETERANS /370	9999	1100	$ -

93	41800	PC-DELL		B	VETERANS /370	370	1100	$	1,371.00
93	ME000065	PC-DELL		B	VETERANS /370	9999	1100	$	-
93	NT	DESK-PARTS	(2) HALF DESK	B	VETERANS /370	9999	1100	$	-
93	NT	MONITOR- DELL	(2) 15" MONITORS	B	VETERANS /370	9999	1100	$	-
94	NT	CHAIR-OFFICE	(4) SECRETARIAL CHAIRS	B	B&G/220	9999	1100	$	-
94	NT	TIME CLOCK- LATHEM	SNA630567	B	B&G/220	9999	1100	$	-
95	28820	CHAIR-OFFICE	HI BACK LEATHER	B	B&G/220	7777	1100	$	-
95	NT	CHAIR-OFFICE	LIGHT BRN	B	B&G/220	9999	1100	$	-
104	14872	FILE CABINET	2 DRW	FAIR	TRESURERS/150	9999	1100	$	-
104	25663	FILE CABINET	5 DRW	FAIR	TRESURERS/150	7777	1100	$	-
104	29529	FILE CABINET	3 DRW	FAIR	TRESURERS/150	9999	1100	$	-
104	NT	FILE CABINET	4 DRW	FAIR	TRESURERS/150	9999	1100	$	-
104	NT	FILE CABINET	4 DRW	FAIR	TRESURERS/150	9999	1100	$	-
105	21802	AMPLIFIER-TOA	73106375	B	370TH /07	*007	1100	$	2,008.68
107	NT	DESK	BRN	B	DIST CLERK/90	9999	1100	$	-
107	NT	DESK	BLUE	B	DIST CLERK/90	9999	1100	$	-
111	NT	CREDENZA/TOP	MARROON/GREY	B	MASTER CRT 2/32	9999	1100	$	-
111	NT	FILE CABINET	WOODEN W/SLIDING DR	B	MASTER CRT 2/32	9999	1100	$	-
111	NT	MINUTEMAN/ENTERPRISE E500	90000428	B	MASTER CRT 2/32	9999	1100	$	-
111	NT	TRAYS	15 FILE TRAYS	B	MASTER CRT 2/32	9999	1100	$	-
112	38355	REFLECTORS-EMBLEM	UTL-2002R	B	CONST PCT 3	7777	1100	$	-
116	28435	PC-ACER COMPUTER	2600069598	B	CTY JUDGES/110	1107	1100	$	2,180.00
116	NT	HARDDRIVE-YAMAHA EXT	AG005564	B	CTY JUDGES/110	9999	1100	$	-
116	NT	PRINTER-1120C DESKJET	SG83N12136	B	CTY JUDGES/110	9999	1100	$	-
119	NT	CHAIR-OFFICE	MAROON FABRIC	B	PCT 2/122	9999	1100	$	-
123	131	DESK	W/RIGHT RETURN	FAIR	AUTO-TAX/ 140	9999	1100	$	-
123	14657	DESK	W/RIGHT RETURN	FAIR	AUTO-TAX/ 140	7777	1100	$	-
123	24859	FILE CABINET	4 DRW	FAIR	AUTO-TAX/ 140	9999	1100	$	-
123	28355	DESK	WOODEN	FAIR	AUTO-TAX/ 140	7777	1100	$	-
123	NT	CREDENZA	BOTTOM ONLY	B	AUTO-TAX/ 140	9999	1100	$	-
123	NT	TABLE	8FT WOODEN	B	AUTO-TAX/ 140	9999	1100	$	-
123	NT	WORKSTATION	SM WOODEN	B	AUTO-TAX/ 140	9999	1100	$	-
124	NT	BOOKS-LAW	91 OBSOLETE LAW BKS	FAIR	LAW LIBRARY/100	9999	1100	$	-
125	NT	CALCULATOR-CANON	584851	B	JP PCT 3 PL1/065	9999	1100	$	-
125	NT	FAX MACHINE	U56578F4J655618	B	JP PCT 3 PL1/065	9999	1100	$	-
125	NT	MONITOR-DELL	SECN-0M16904663-AAQ	B	JP PCT 3 PL1/065	9999	1100	$	-
125	NT	OFFICE SUPPLIES	TONERS	B	JP PCT 3 PL1/065	9999	1100	$	-
125	NT	PHONE-SWBELL	NONE	B	JP PCT 3 PL1/065	9999	1100	$	-
125	NT	SHREDDER	FELLOWES	B	JP PCT 3 PL1/065	9999	1100	$	-
125	NT	SHREDDER	FELLOWES	B	JP PCT 3 PL1/065	9999	1100	$	-

125	NT	TRIPOD	BOARD HOLDER	B	JP PCT 3 PL1/065	9999	1100	$	-
125	NT	TYPEWRITER	BROTHER/LAE028237	B	JP PCT 3 PL1/065	9999	1100	$	-
126	15925	FILE CABINET	4 DRW	B	CONST PCT5/295	9999	1100	$	-
126	16015	FILE CABINET	4 DRW	B	CONST PCT5/295	9999	1100	$	-
126	37910	FAX MACHINE	BROTHER	B	CONST PCT5/295	7777	1100	$	-
126	40024	AUDIO PKG/VOICE LINKS	D009407E	B	CONST PCT5/295	7777	1100	$	-
126	44173	PRINTER-HP 1300	LASERJET	B	CONST PCT5/295	7777	1100	$	-
126	NT	CALCULATOR (2)	TX & CANON	B	CONST PCT5/295	9999	1100	$	-
126	NT	RIMS-(2) 15" BLK	RIM NO TIRES	B	CONST PCT5/295	9999	1100	$	-
126	NT	SHREDDER	FELLOWES	B	CONST PCT5/295	9999	1100	$	-
127	35809	PC-INTEL P100		B	CONST PCT5/295	295	1100	$	1,209.00
127	35818	PC-INTEL P120		B	CONST PCT5/295	295	1100	$	1,055.00
127	NT	CAMERA (1)MOBILE VISION	NONE	B	CONST PCT5/295	9999	1100	$	-
127	NT	IMAGE-CANON CLASS D-320	KPJ07807	B	CONST PCT5/295	9999	1100	$	-
127	NT	LIGHT BAR (2) ST HAWK	NONE	B	CONST PCT5/295	9999	1100	$	-
127	NT	RADIO-2WY TRUNK MT	621HMQ0058	B	CONST PCT5/295	9999	1100	$	-
127	NT	TV-EMERSON 13"	1021202-063	B	CONST PCT5/295	9999	1100	$	-
128	17761	DESK	WOODEN	B	B&G/220	7777	1100	$	-
131	44912	BOOTH-HAVA 15"	VOTING BOOTH	B	ELECTIONS/130	130	1100	$	2,767.04
132	42664	PORT LAYER3 MANAGER	FMS732P-NETGEAR	B	ELECTIONS/130	130	1100	$	1,029.00
132	44072	PORT LAYER3 MANAGER	FMS732P-NETGEAR	B	ELECTIONS/130	130	1100	$	1,029.00
132	46222	SWITCH PORT-CISCO3750	CAT1101NHJL	B	ELECTIONS/130	130	1100	$	5,701.20
312	22924	CHAIR-WAITING	WINE FABRIC	B	TAX/140	9999	1100	$	-
	166	DESK	WOODEN	B	B&G/220	9999	1100	$	-
	1085	CHAIR-WAITING	BROWN FABRIC	B	B&G/220	9999	1100	$	-
	1201	CHAIR-WAITING	MAUVE FABRIC	B	B&G/220	9999	1100	$	-
	1686	CHAIR-WAITING	BROWN FABRIC	FAIR	B&G/220	9999	1100	$	-
	10087	FILE CABINET	2 DRAWER	FAIR	B&G/220	9999	1100	$	-
	17263	CHAIR-WAITING	BROWN FABRIC	FAIR	B&G/220	9999	1100	$	-
	20549	CHAIR-WAITING	BROWN FABRIC	FAIR	B&G/220	9999	1100	$	-
	22917	CHAIR-WAITING	WINE FABRIC	B	B&G/220	9999	1100	$	-
	23214	CHAIR-WAITING	MAROON FABRIC	B	B&G/220	9999	1100	$	-
	28354	CHAIR-OFFICE	MAROON FABRIC	B	DIST CLERK/90	7777	1100	$	-
	31722	CHAIR-OFFICE	BLUE FABRIC	B	MASTERCRT2/32	7777	1100	$	-
	NT	MONITOR-DELL	47743-05M-2WK5	B	DA/080	9999	1100	$	-
	NT	TYPEWRITER-OLIVETTI	ET116	B	DA/080	7777	1100	$	-
	31690	PC-DELL	G2KH5	B	DA/080	80	1100	$	1,539.00
	NT	MONITOR-DELL	J5ZTX-C7	B	DA/080	9999	1100	$	-
	NT	DESK	WORKSTATION	B	DA/080	9999	1100	$	-
	NT	CHAIR-OFFICE	GREY HI BACK	B	DA/080	9999	1100	$	-

23480	CHAIR-OFFICE	BRN EXECUTIVE	B	DA/080	7777	1100	$	-
23481	CHAIR-OFFICE	BRN EXECUTIVE	B	DA/080	7777	1100	$	-
NT	MONITOR-DELL	47804-35D-L7BU	B	DA/080	9999	1100	$	-
23473	CHAIR-OFFICE	GREY SECRETARIAL	B	DA/080	9999	1100	$	-
24417	CHAIR-OFFICE	MAROON FABRIC	B	AUTO-TAX/ 140	9999	1100	$	-
24409	CHAIR-OFFICE	MAROON FABRIC	B	AUTO-TAX/ 140	9999	1100	$	-
19114	DESK	W/RETURN	B	AUTO-TAX/ 140	9999	1100	$	-
26261	DESK	W/RETURN	B	AUTO-TAX/ 140	9999	1100	$	-
10141	DESK	W/RETURN	B	AUTO-TAX/ 140	9999	1100	$	-
24406	CHAIR-OFFICE	MAROON FABRIC	B	AUTO-TAX/ 140	9999	1100	$	-
22611	CHAIR-OFFICE	BRN	B	AUTO-TAX/ 140	9999	1100	$	-
19376	CHAIR-OFFICE	BRN	B	AUTO-TAX/ 140	9999	1100	$	-
21847	CHAIR-OFFICE	BRN	B	AUTO-TAX/ 140	9999	1100	$	-
490	DESK	BEIGE	B	AUTO-TAX/ 140	9999	1100	$	-
32455	CHAIR-OFFICE	GREEN	B	AUTO-TAX/ 140	9999	1100	$	-
28990	CHAIR-OFFICE	BLUE	B	AUTO-TAX/ 140	9999	1100	$	-
21554	CHAIR-OFFICE	BLUE	B	AUTO-TAX/ 140	9999	1100	$	-
25567	CHAIR-OFFICE	BRN	B	AUTO-TAX/ 140	9999	1100	$	-
19	CHAIR-WAITING	GREEN	B	AUTO-TAX/ 140	9999	1100	$	-
28356	DESK	WOODEN	B	AUTO-TAX/ 140	9999	1100	$	-
856	FILE CABINET	3 DRAWER	B	AUTO-TAX/ 140	9999	1100	$	-
7142	DESK	BEIGE	B	AUTO-TAX/ 140	9999	1100	$	-
16308	CALCULATOR	SHARP	B	AUTO-TAX/ 140	9999	1100	$	-
26875	DESK	BEIGE	B	AUTO-TAX/ 140	9999	1100	$	-
18194	DESK	BRN	B	AUTO-TAX/ 140	9999	1100	$	-
25277	DESK	BEIGE	B	AUTO-TAX/ 140	9999	1100	$	-
15952	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
461	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
24858	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
514	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
521	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
1556	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
476	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
16003	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
16004	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
16006	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
16005	FILE CABINET		B	AUTO-TAX/ 140	9999	1100	$	-
33197	TOWER	M584720724	B	AUTO-TAX/ 140	9999	1100	$	-
38274	TYPEWRITER	BROTHER	B	AUTO-TAX/ 140	9999	1100	$	-
22818	DESK	WOODEN	B	AUTO-TAX/ 140	9999	1100	$	-

16009	FILE CABINET	B	AUTO-TAX/ 140	9999	1100	$	-
16228	FILE CABINET	B	AUTO-TAX/ 140	9999	1100	$	-
21744	FILE CABINET	B	AUTO-TAX/ 140	9999	1100	$	-
33617	TOWER	B	AUTO-TAX/ 140	9999	1100	$	-

LOT No	SOLD FOR	10% FEE	TOTAL	SOLD DATE	C/C APRV DATE

TF#2008	ASSET No	YEAR	MAKE/ MODEL	S/N No- MISC	FROM DEPT	FUND No	CAUSE #	HIST COST	SOLD FOR
112	38324	2003	FORD-CRN VIC	2FAFP71W73X115045	CONST PCT 3 /293	1100	TITLE	$ 20,487.00	
88	33903	1998	CHEVY- LUMINA	2G1WL52M4W9205195	CONST PCT 4/294	1100	TITLE	$ 13,200.00	
88	39670	2000	FORD- CROWN VICT	2FAFP71W9YX113465	CONST PCT 4/294	1100	TITLE	$ 6,300.00	
88	39671	2000	FORD- CROWN VICT	2FAFP71W9YX113501	CONST PCT 4/294	1100	TITLE	$ 6,300.00	
88	36566	2001	FORD- CROWN VICT	2FAFP71W81X169631	CONST PCT 4/294	1100	TITLE	$ 22,138.40	
101	36942	2001	FORD-CRN VIC	2FAFP71WX1X169629	CONST PCT 5/295	1100	TITLE	$ 22,412.43	
39	31057	1995	CHEVY-SUBURBAN	TEX112708--**PARTS ONLY**	DA/1223	1223	CRT-AWD-080	$ 30,000.00	
39	SEIZED	1995	UTILITY SEMI-TRLR	1UYVS2536SU580656	DA/1223	1223	C-079-07-A	$ -	
	SEIZED	1996	PONTIAC BONNEVILLE CAR	1G2HZ5217TH215171	DA/1223	1223	C-2921-07-D	$ -	
39	SEIZED	1996	VOLVO - TRK/TRTR	4V4WDBDF2TN724860	DA/1223	1223	C-079-07-A	$ -	
	SEIZED	1999	CHEVY P/U TRUCK	1GCEC14W8XZ170100	DA/1223	1223	C-0148-08-G	$ -	
	SEIZED	2000	FORD-F150 P/U	1FTRX18L8YNB54011	DA/1223	1223	C-1071-04-I	$ -	
	SEIZED	2005	HID FLATBED TRAILER	3A9PB45855C056075	DA/1223	1223	C-2921-07-D	$ -	
	SEIZED	1998	CHRYSLER CONORDE	2C3HD46J6WH194282	HIDTA/1291	1291	C-2764-07-A	$ -	
	SEIZED	1999	CHEVY/SUBURBAN	3GNGK26J8XG266884	HIDTA/1291	1291	C-2937-07-D	$ -	
	SEIZED	2001	MITSUBISHI ECLIPSE	4A3AC84H11E150601	HIDTA/1291	1291	C-2934-07-A	$ -	
	SEIZED	?	JOHN DEERE 4850	RWSG015020393	HIDTA/1291	1291	C-1742-06-A	$ -	
96	13095	1983	LIEBHERR-W/BUCKET	145-1007	PCT 1/121	1100	BOS	$ 94,250.00	
97	47512	1985	BOMAG- MPH100/RECYCLER	855554	PCT 1/121	1100	BOS	$ 172,500.00	
97	23929	1991	JCB- 1550B/BACKHOE	3623707	PCT 1/121	1100	BOS	$ 33,804.00	
97	36453	1992	CHEVY- BUCKET P/U	1GBKC34FONJ104297	PCT 1/121	1100	TITLE	$ 22,500.00	
122	19096	1983	DODGE 1/2 TON P/U	1B7FD14T5DS473637	PCT 4 /124	1100	TITLE	$ 7,917.60	
122	18148	1987	CHEVY 1/2 TON P/U	1GCDR14H6HS112198	PCT 4 /124	1100	TITLE	$ 9,965.00	
122	47978	1988	GMC 1/2 TON P/U	1GTDC14H0JZ553842	PCT 4 /124	1100	TITLE	$ 10,064.00	
122	20875	1989	GMC 1/2 TON P/U	2GTDC14H3K1521669	PCT 4 /124	1100	TITLE	$ 10,563.42	
0	HEADSTART	1984	FORD-VAN	1FTDE14YEHB25231	HEADSTART	9999	TITLE	$ -	
0	HEADSTART	1995	GMC-VAN	1GTEG25H1SF521076	HEADSTART	9999	TITLE	$ -	

10% FEE	TOTAL	BID No	LOT No	SOLD DATE	C/C APRV DATE

AI-9554 **20.A.**

Interdept. Transfer
CC REGULAR

Date: 06/10/2008
Submitted By: Veronica Lopez, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Elections Department:
Approval of 2008 interdepartmental transfer from County Wide Administration to Elections Department in the amount of $65,229.59. (To fund poll workers and overtime)

BACKGROUND

Transfer needed to cover negative balance in several accounts.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-41X-00-1XX-00X-0-XXX
FUNDS AVAILABLE Y/N?: Yes **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available funding as of 5/29/2008.

Attachments

Link: Interdepartmental Transfer to Elections

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	05/29/2008 03:19 PM	APRV
2	Andres Castro	Andres Castro	05/30/2008 09:01 AM	APRV
3	Auditor's Office	Becky Morales	06/03/2008 01:40 PM	APRV
4	Veronica Lopez	Veronica Lopez	06/04/2008 02:03 PM	APRV
5	Purchasing Department	Marty Salazar	06/04/2008 04:06 PM	APRV
6	Court Administrator	Angela Garcia	06/05/2008 08:19 AM	APRV

Form Started By: Veronica Lopez Started On: 05/29/2008 11:15 AM

Final Approval Date: 06/05/2008

DATE: May 29, 2008

DEPARTMENT HEAD: Valde Guerra

DEPARTMENT NAME: Dept. of Budget & Management for Elections

ACCOUNT NUMBER: 8-1100-41X-00-1XX-00X-0-XXX

2008
Transfer
AI-9554

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	(65,229.59)
TO		
8-1100-414-00-130-001-0- 121	Elections Dept- Temp F/T Empl	4,628.47
8-1100-414-00-130-001-0- 123	Elections Dept- Election Poll Workers	56,470.04
8-1100-414-00-130-001-0- 131	Elections Dept- Overtime	3,727.67
8-1100-414-00-130-001-0- 260	Elections Dept- Workers Comp	403.41
	TOTAL BUDGET INCREASE (DECREASE)	0.00

REASON: Interdepartmental Transfer from County Wide Administration- Contingency to Elections Department- Temporary F/T Employees, Poll Workers, Overtime, and Workers Comp to cover negative balance in accounts.

Approved by

COMMISSIONERS COURT

____/____/____
DATE

ATTEST, COUNTY CLERK

AI-9610 **20.B.**

Interdepartmental transfer for County Court-At-Law #1
CC REGULAR

Date: 06/10/2008
Submitted By: Dina Trevino, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

County Court at Law#1:
Approval of 2008 interdepartmental transfer from Countywide Administration - Contingency to County Court-At-Law #1- various object codes (1100) in the amount of $1,350.00.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-41X-00-XXX-00X-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance in account no. 8-1100-415-00-115-002-0-899, as of 06/04/2008 $1,333,275.19
-->8-1100-412-00-021-001-0-583 $850.00
-->8-1100-412-00-021-001-0-584 $500.00

There are additional funds going into object code 583, intradepartmental transfer for $1,000.00 (CC Consent 6-10-08 AI#9627)

Attachments

Link: interdept transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Andres Castro	Andres Castro	06/04/2008 11:26 AM	APRV
2	Budget & Management (Originator)	Dina Trevino	06/04/2008 01:24 PM	APRV
3	Manuel Chapa	Manuel Chapa	06/06/2008 11:33 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Dina Trevino
Started On: 06/04/2008 09:19 AM

Final Approval Date: 06/06/2008

DATE: June 4, 2008

DEPARTMENT HEAD: Valde Guerra

DEPARTMENT NAME: Budget & Management for County Court-At-Law #1

ACCOUNT NUMBER: 8-1100-412-00-021-001-0- XXX

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 Inter-departmental 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 Administration-Contingency	(1,350.00)
TO		
8-1100-412-00-021-001-0- 583	County Court-At-Law #1-Travel Out of County	850.00
8-1100-412-00-021-001-0- 584	County Court-At-Law #1-Registration Fee	500.00
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

To fund travel out of county and registration fee expenses.

SIGNATURE

COMMISSIONERS COURT

/ /

DATE

ATTEST, COUNTY CLERK

AI-9648 **20.C.**

inter dept. transfer-$1500.00

CC REGULAR

Date: 06/10/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

DPS:
Approval of 2008 interdepartmental transfer from County Wide Administration to DPS-License & Weight (1100) in the amount of $1,500.00. (Weight scale invoices)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-4XX-00-115-0XX-0-89X
FUNDS AVAILABLE Y/N?: Yes **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

8-1100-415-00-115-002-0-899 --> 8-1100-421-00-115-070-0-890 $1,500.00
Availabe funding as of 06/05/08.

Attachments

Link: Interdepartmental Transfer to DPS

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/05/2008 08:31 AM	APRV
2	Veronica Lopez	Veronica Lopez	06/05/2008 11:28 AM	APRV
3	Auditor's Office	Linda Fong	06/05/2008 04:05 PM	APRV
4	Purchasing Department	Marty Salazar	06/05/2008 05:06 PM	APRV
5	Court Administrator (Originator)	Angela Garcia	06/06/2008 08:21 AM	APRV

Form Started By: Monica Badillo — Started On: 06/04/2008 04:26 PM

Final Approval Date: 06/06/2008

BUDGET INTER-DEPARTMENTAL TRANSFER

DATE: June 4, 2008

DEPARTMENT HEAD: Valde Guerra

DEPARTMENT NAME: Dept. of Budget and Management for DPS - L/W

ACCOUNT NUMBER: 8-1100-4XX-00-115-0XX-0-89X

CONTACT PERSON: MONICA BADILLO **TELEPHONE NO.** ext 5404

SUBJECT: Inter-departmental Transfer/s

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Inter-departmental Transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
8-1100-415-00-115-002-0-899	CO. WIDE ADM. CONTINGENCY	(1,500.00)
TO		
8-1100-421-00-115-070-0-890	DPS-L/W - OTHER	1,500.00
	TOTAL BUDGET INCREASE (DECREASE)	$0.00

REASON: To pay weight scale invoices through the end of the year.

DEPARTMENT HEAD SIGNATURE

/ /
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-9663 **20.D.**

Pct. 1 R & B Appropriation of funds, fund 1201
CC REGULAR

Date: 06/10/2008
Submitted By: Ivan Cantu, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Pct. #1 Road & Bridge:
Approval of 2008 appropriation of funds for the Precinct No. 1 Rd. Admin. & P/U Rd. (fund 1201, program no's 004 & 005) in the amounts of $15,100.00 and $71,086.78, respectively, for a total amount of $86,186.78.

BACKGROUND

To meet unanticipated expenditures in various operating object codes. A memo dated 6-4-08 was sent by Noe Montez from Pct. 1 to DBM making appropriation request.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1201-431-00-121-00X-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Appropriation of funds in the amounts of $15,100.00 and $71,086.78 for program no.'s 004 & 005, respectively for a total of $86,186.78.

Funds available in Unreserved F/B as of 6-5-08.

Attachments

Link: Pct. 1 R & B appropriation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Ivan Cantu (Originator)	Ivan Cantu	06/05/2008 08:42 AM	APRV
2	Budget & Management	Dina Trevino	06/05/2008 03:17 PM	APRV
3	Andres Castro	Andres Castro	06/06/2008 11:32 AM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Ivan Cantu — Started On: 06/05/2008 08:18 AM

Final Approval Date: 06/06/2008

DATE: June 5, 2008

2008
Transfer

DEPARTMENT HEAD: Valde Guerra

DEPARTMENT NAME: Dept of Budget & Mgmt for Pct. 1 R & B

ACCOUNT NUMBER: 8-1201-431-00-121-00X-0-XXX

Contact Person: Ivan Cantu **Ph#:** (956) 292-7025 ext. 5425

SUBJECT: **Budget Amendments** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME		AMOUNT
8-1201-431-00-121-004-0-584	Pct. 1 Rd Adm.-	Registration Fees	2,000.00
8-1201-431-00-121-004-0-601	Pct. 1 Rd Adm.-	Office Supplies	7,000.00
8-1201-431-00-121-004-0-607	Pct. 1 Rd Adm.-	Cleaning & Sanitation Supplies	500.00
8-1201-431-00-121-004-0-780	Pct. 1 Rd Adm.-	Capital Leases	2,500.00
8-1201-431-00-121-004-0-890	Pct. 1 Rd Adm.-	Other	3,100.00
	Total Appropriation for Pct. 1 Rd Adm.		**15,100.00**
8-1201-431-00-121-005-0-613	Pct. 1 P/U Rd.-	Safety Supplies	10,000.00
8-1201-431-00-121-005-0-679	Pct. 1 P/U Rd.-	Other R & M Supplies	20,000.00
8-1201-431-00-121-005-0-890	Pct. 1 P/U Rd.-	Other	41,086.78
	Total Appropriation for Pct. 1 P/U Rd.		**71,086.78**
		TOTAL BUDGET INCREASE (DECREASE)	**86,186.78**

REASON: To appropriate funds for the Pct. 1 Rd. Adm. and P/U Rd (fund 1201, program no. 004 & 005) in the object codes stated above to meet unanticipated expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

____/____/____
DATE

ATTEST COUNTY CLERK

AI-9686 **20.E.**

Interdept transfer from Contingency to Treasurer-Computer Equipment CC REGULAR

Date: 06/10/2008
Submitted By: Ivan Cantu, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

County Treasurer:
Approval of 2008 interdepartmental transfer from Countywide Administration - Contingency to County Treasurer (1100) in the amount of $4,500.00.

BACKGROUND

To purchase computer equipment, object code 745

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-415-XX-1XX-00X-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

8-1100-415-00-115-002-0-899 --> 8-1100-415-16-150-001-0-745 $4,500.00. Funds available as of 6-6-08.

Attachments

Link: Co. Treasurer transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Ivan Cantu (Originator)	Ivan Cantu	06/06/2008 02:10 PM	APRV
2	Budget & Management	Dina Trevino	06/06/2008 02:16 PM	APRV
3	Veronica Lopez	Veronica Lopez	06/06/2008 02:44 PM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Ivan Cantu — Started On: 06/06/2008 01:52 PM

Final Approval Date: 06/06/2008

DATE: June 6, 2008

DEPARTMENT HEAD: Valde Guerra

2008
Transfer

DEPARTMENT NAME: Dept of Budget & Mgmt for Co. Treasurer

ACCOUNT NUMBER: 8-1100-415-XX-1XX-00X-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	(4,500.00)
TO			
8-1100-415-16-150-001-0- 745	CO. TREASUER	COMPUTER EQUIPMENT	4,500.00
TOTAL BUDGET INCREASE (DECREASE)			0.00

REASON:

To fund the purchase of computer equipment.

SIGNATURE

COMMISSIONERS COURT

DATE / /

ATTEST, COUNTY CLERK

AI-9685 **20.F.**

Interdept transfer from Contingency to Safety Division-Computer Equipment

CC REGULAR

Date: 06/10/2008
Submitted By: Ivan Cantu, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

DBM-Safety Division:
Approval of 2008 interdepartmental transfer from Countywide Administration - Contingency to DBM-Safety Divison (1100) in the amount of $4,200.00.

BACKGROUND

To purchase computer equipment (object code 745).

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-41X-0X-115-0XX-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

8-1100-415-00-115-002-0-899 --> 8-1100-419-50-115-059-0-745 $4,200.00; Funds available as of 6-6-08.

Attachments

Link: Safety Division transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Ivan Cantu (Originator)	Ivan Cantu	06/06/2008 02:02 PM	APRV
2	Budget & Management	Dina Trevino	06/06/2008 02:15 PM	APRV
3	Damaris San Miguel	Damaris San Miguel	06/06/2008 04:27 PM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Ivan Cantu Started On: 06/06/2008 01:50 PM

Final Approval Date: 06/06/2008

DATE: June 6, 2008

DEPARTMENT HEAD: Valde Guerra

2008
Transfer

DEPARTMENT NAME: Dept of Budget & Mgmt for Safety Division

ACCOUNT NUMBER: 8-1100-4XX-00-XXX-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	(4,200.00)
TO			
8-1100-419-50-115-059-0- 745	DBM-SAFETY DIV.	COMPUTER EQUIPMENT	4,200.00
TOTAL BUDGET INCREASE (DECREASE)			0.00

REASON:

To fund the purchase of computer equipment.

SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

AI-9683 **20.G.**

2008 interedepartmental transfer from Various C.O. 2006 - Health Departments (1334)

CC REGULAR

Date: 06/10/2008
Submitted By: Dale Kennan, BUDGET & MANAGEMENT
Submitted For: Pct. 3 Landfill
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Approval of 2008 interdepartmental transfer from Various C.O. 2004 - Health Departments (1334) to C.O. 2004 - Precinct 3 Landfill (1334) in the amount of $673,698.77.

BACKGROUND

Fiscal Impact

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

BUDGETARY IMPACT:

Funding available in various accounts.

Attachments

Link: 06-10-08 INTERDEPT - PCT 3 LANDFILL

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Sergio Cruz	Sergio Cruz	06/06/2008 03:51 PM	APRV
2	Budget & Management	Dina Trevino	06/06/2008 04:12 PM	APRV
3	Erika Reyna	Erika Reyna	06/06/2008 04:32 PM	APRV
4	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Dale Kennan — Started On: 06/06/2008 01:33 PM

Final Approval Date: 06/06/2008

DATE: June 10, 2008

DEPARTMENT HEAD: VALDE GUERRA

DEPARTMENT NAME: DEPT. OF BUDGET AND MANAGEMENT
FOR CERTIFICATES OF OBLIGATION, SERIES 2004

SUBJECT: **Inter-departmental Transfer/s (increase/decrease) in Accordance with Local Government Code Chapter 111, Subchapter C, Section 111.070, Subsection C.**

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with Local Government Code, Chapter 111 Subchapter C, Section 111.070, Subsection C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
8-1334-441-00-340-021-0- 452	C.O., 2004 - H/D PHARR - BLDG ADD & RENOV	(79,400.00)
8-1334-441-00-340-022-0- 452	C.O., 2004 - H/D EDBG - BLDG ADD & RENOV	(158,826.83)
8-1334-441-00-340-022-0- 739	C.O., 2004 - H/D EDBG - OTHER STRUCTURES	(241,499.49)
8-1334-441-00-340-023-0- 452	C.O., 2004 - H/D MCALLEN - BLDG ADD & RENOV	(30,631.00)
8-1334-441-00-340-024-0- 452	C.O., 2004 - H/D WSLC - BLDG ADD & RENOV	(38,582.45)
8-1334-441-00-340-030-0- 452	C.O., 2004 - H/D MISSION - BLDG ADD & RENOV	(64,547.00)
8-1334-441-00-340-034-0- 452	C.O., 2004 - H/D ELSA - BLDG ADD & RENOV	(43,021.00)
8-1334-441-00-340-035-0- 452	C.O., 2004 - H/D HIDALGO - BLDG ADD & RENOV	(17,191.00)
TO		
8-1334-432-00-123-022-0- 719	C.O., 2004 - PRECINCT 3 LANDFILL - OTHER LAND	673,698.77
	TOTAL BUDGET INCREASE (DECREASE)	0.00

REASON: **PARTIAL FUNDING FOR PURCHASE OF LAND FOR PRECINCT #3 LANDFILL. PROPERTY CURRENLY UNDER LAST YEAR OF PURCHASE OPTION.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT / / **DATE** **ATTEST COUNTY CLERK**

AI-9687 **20.H.**

2008 budgetary transactions for various C.O. Series 2006 - accounts (1336)

CC REGULAR

Date: 06/17/2008
Submitted By: Dale Kennan, BUDGET & MANAGEMENT
Submitted For: Various C.O. Series 2006 accounts (1336)
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

1. Approval of 2008 appropriation for C.O. Series 2006 accounts pertaining to the Buildings & Grounds - Courthouse project (program 010) and the various Health Departments Clinic projects (program 021, 022, 023, 024, 030, 034 & 035) in the total amount of $1,245,341.95.

2. Approval of 2008 interdepartmental transfer within C.O. Series 2006 accounts (1336) from B&G -Courthouse Additional Parking project (program 028) to B&G-Courthouse Building Repair & Maintenance project (program 010) in the amount of $265,842.32.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1336-41X-X0-220-0XX-0-XXX
FUNDS AVAILABLE Y/N?: Yes **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

8-1336-419-40-220-028-0-739 --> 8-1336-412-00-220-010-0-431 $265,842.32
Available funds as of 06/06/08.

FISCAL YEAR: 2008 **ACCT. #:** 8-1336-4XX-00-XXX-0XX-0-4XX
FUNDS AVAILABLE Y/N?: Yes **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Appropriation of $1,245,341.95 for renovations to the County Court House and to fund various health department clinics.
Available funds as of 06/06/08.

Attachments

Link: 06-10-2008 BA FOR CO 2006 (1336)
Link: 06-10-2008 INTERDPT FOR CO 2006 (1336)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/06/2008 03:31 PM	APRV
2	Veronica Lopez	Veronica Lopez	06/06/2008 04:36 PM	APRV
3	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Dale Kennan Started On: 06/06/2008 02:03 PM

Final Approval Date: 06/06/2008

DATE: June 10, 2008

DEPARTMENT HEAD: VALDE GUERRA

DEPARTMENT NAME: DEPARTMENT OF BUDGET AND MANAGEMENT
FOR CERTIFICATES OF OBLIGATION, SERIES 2006

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 (increases) to my departmental budget in accordance with Local Government Code, Chapter 111 Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
8-1336-412-00-220-010-0- 431	C.O.,2006-BLDG & GRDS-CRTHSE-BLDG R&M	381,501.51
8-1336-412-00-220-010-0- 431	C.O.,2006-BLDG & GRDS-CRTHSE-BLDG R&M	190,141.67
	Sub-Total	571,643.18
8-1336-441-00-340-021-0- 452	C.O., 2006 - H/D PHARR - BLDG ADD & RENOV	79,400.00
8-1336-441-00-340-022-0- 452	C.O., 2006 - H/D EDBG - BLDG ADD & RENOV	158,826.83
8-1336-441-00-340-022-0- 739	C.O., 2006 - H/D EDBG - OTHER STRUCTURES	241,499.49
8-1336-441-00-340-023-0- 452	C.O., 2006 - H/D MCALLEN - BLDG ADD & RENOV	30,631.00
8-1336-441-00-340-024-0- 452	C.O., 2006 - H/D WSLC - BLDG ADD & RENOV	38,582.45
8-1336-441-00-340-030-0- 452	C.O., 2006 - H/D MISSION - BLDG ADD & RENOV	64,547.00
8-1336-441-00-340-034-0- 452	C.O., 2006 - H/D ELSA - BLDG ADD & RENOV	43,021.00
8-1336-441-00-340-035-0- 452	C.O., 2006 - H/D HIDALGO - BLDG ADD & RENOV	17,191.00
	Sub-Total	673,698.77
REVENUE SOURCES:		
1336 Fund Balance		
8-1336-361-10-000-000-0- 000	*CERT OF OBLIG,2006-INTEREST EARNINGS*	*190,141.67*
	TOTAL BUDGET INCREASE (DECREASE)	**1,245,341.95**

REASON: APPROPRIATION TO FUND RENOVATIONS TO THE COUNTY COURT HOUSE AND TO FUND VARIOUS HEALTH DEPARTMENT CLINICS.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT / / **DATE** **ATTEST COUNTY CLERK**

DATE: June 10, 2008

DEPARTMENT HEAD: VALDE GUERRA

DEPARTMENT NAME: DEPARTMENT OF BUDGET AND MANAGEMENT
FOR CERTIFICATES OF OBLIGATION, SERIES 2006

SUBJECT: Interdepartmental Transfer (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 interdepartmental transfers (increases) to my departmental budget in accordance with Local Government Code, Chapter 111 Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
8-1336-419-40-220-028-0- 739	C.O.,2006-B&G-CRTHSE ADDL PRK-OTHER STRU	(265,842.32)
8-1336-412-00-220-010-0- 431	C.O.,2006-BLDG & GRDS-CRTHSE-BLDG R&M	265,842.32
	TOTAL BUDGET INCREASE (DECREASE)	**0.00**

REASON: INTERDEPARTMENTAL TRANSFER TO FUND REPAIRS/MAINTENANCE TO THE COUNTY COURTHOUSE.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT / / **DATE** **ATTEST COUNTY CLERK**

AI-9691 **20.I.**

FY 2008 Local Solicitation - Justice Assistance Grant (JAG)
CC REGULAR

Date: 06/10/2008
Submitted By: Manuel Chapa, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Edward Byrne Memorial:
1. Authorization and approval to apply for the FY 2008 Edward Byrne Memorial - Justice Assistance Grant (JAG) Program with the U.S. Department of Justice.
2. Authorization for County Judge to sign the required documents.

BACKGROUND

Due date to apply: July 8 , 2008. Local allocation $43,544.00; No Co. cash match required.

Fiscal Impact

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

BUDGETARY IMPACT:

Approval to apply for JAG Grant does not require funding at this time; no budgtary impact as of 6-6-08

If FY JAG Grant is awarded for FY 2008, the award amount would be $43,544.00 (i.e. local allocation). No Co. cash match required.

Attachments

Link: e-mail backup
Link: applying information
Link: local allocation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/06/2008 03:32 PM	APRV
2	Ivan Cantu	Ivan Cantu	06/06/2008 03:49 PM	APRV
3	Auditor's Office		06/06/2008 06:12 PM	NEW
Form Started By: Manuel Chapa			Started On: 06/06/2008 02:59 PM	
Final Approval Date: 06/06/2008				

From: Mike Escaname [mailto:mike.escaname@auditor.co.hidalgo.tx.us]
Sent: Thursday, June 05, 2008 8:53 AM
To: Sergio; manuel.chapa@co.hidalgo.tx.us
Cc: Dina Trevino; Becky Luna; Ramon M.
Subject: FW: Fiscal Year 2008 Local Justice Assistance Grant funding

Sergio / Manuel:

FYI,

I received this from Mario Betancourt;

This is to apply for the JAG FY 08 grant. The one we had been working on and trying to resolve was the FY 07 JAG grant.

Please notice the information on the first paragraph that states there are half the number of grants available for FY 08 than there were in FY 07.

Also, the entire process has to be followed all over again if you decide to apply for this grant.

- Commissioner's Court approval to apply for grant
- 30-day notification to governing body and citizens about the grant
- 3 narratives
- Deadline is July 8, 2008

Let me know if you will be following up on this grant; (The FY 08 grant for whatever amount is awarded would follow once we exhaust the $132k from the FY 07 grant).

Thanks,

Mike E.

Mike Escaname
Grant Accounting Supervisor
Hidalgo County Auditors Office
Edinburg, Texas 78539
(956) 318-2511 ext. 4670

-----Original Message-----
From: Mario Betancourt [mailto:mario.betancourt@hidalgocountyjudge.com]
Sent: Thursday, June 05, 2008 8:40 AM
To: Mike Escaname
Subject: FW: Fiscal Year 2008 Local Justice Assistance Grant funding

Fyi.

Mario Betancourt

Research and Development Coordinator/
Assistant Emergency Management Coordinator
Division of Emergency Services
Emergency Management
100 E. Cano 2nd Floor
Edinburg, Tx 78539
Phone: (956) 318-2600
Fax: (956) 318-2699

From: owner-bjasaa@ojp.usdoj.gov [mailto:owner-bjasaa@ojp.usdoj.gov] **On Behalf Of** Byrne.Discretionary
Sent: Wednesday, June 04, 2008 2:11 PM
To: BJASAAContact
Subject: Fiscal Year 2008 Local Justice Assistance Grant funding

The Bureau of Justice Assistance (BJA) has received the Fiscal Year (FY) 2008 Local Justice Assistance Grant (JAG) allocations from the Bureau of Justice Statistics. Based on the amount of appropriated funds for FY 2008, there are approximately one-half the number of local JAG grants when compared to FY 2007 local JAG grants. To determine whether your jurisdiction is eligible to apply for a FY 2008 local JAG grant, please visit www.ojp.usdoj.gov/BJA/grant/08jagallocations.html.

Should you be eligible to apply, the FY 2008 local JAG solicitation **opens today, June 4, 2008**. All applications are **due no later than July 8, 2008, 8:00PM EST**. All applications must be submitted via the Office of Justice Programs Grants Management System (GMS) (https://grants.ojp.usdoj.gov/). Although there is a 30-day Governing Body notification requirement (see solicitation www.ojp.usdoj.gov/BJA/grant/08JAGLocalSol.pdf), all applications MUST be submitted by July 8, 2008. BJA will begin to process these applications and place a special condition on each award related to the 30-day notification requirement. This special condition will be released by Grant Adjustment Notice (GAN) once the award has been accepted and the 30-day review period has been satisfied. Be certain to include both the date of the Governing Body notification and an assurance that the application was made available for public comment in the "Review Narrative" attachment.

Please note that JAG Frequently Asked Questions (FAQs) are posted on the BJA website at http://www.ojp.usdoj.gov/BJA/grant/08JAGFAQ.pdf.

Please do not reply to this email. For questions regarding the JAG Program or application process, do not hesitate to contact your respective BJA State Policy Advisor (SPA); for SPA contact information, visit www.ojp.usdoj.gov/BJA/resource/stcont.htm.

Thank you.

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

The U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance is pleased to announce that it is seeking applications for funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2008 Local Solicitation

Eligibility

Applicants are limited to units of local government on the *FY 2008 Units of Local Government List* for JAG funds. To view this list, go to www.ojp.usdoj.gov/BJA/grant/08jagallocations.html.
(See "Eligibility," page 1)

Deadline

All applications are due by 8:00 p.m. e.t. on July 8, 2008.
(See "Deadline: Applications," page1)

Contact Information

For assistance with the requirements of this solicitation, contact: Eileen Garry, Deputy Director for Programs, at 202–307–6226 or eileen.garry@usdoj.gov.

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1–888–549–9901.

Release date: June 4, 2008

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- Other Attachments

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Edward Byrne Memorial
Justice Assistance Grant Program
CDFA #16.738

Overview of the Edward Byrne Memorial Justice Assistance Grant Program

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives.

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on July 8, 2008.

Eligibility

Units of local government appearing on the *FY 2008 Units of Local Government List* established by the Bureau of Justice Statistics (BJS) are eligible to apply for JAG funds. For JAG program purposes, a unit of local government is a town, township, village, parish, city, county, or other general purpose political subdivision of a state; or a federally recognized Indian tribe or Alaskan Native organization that performs law enforcement functions as determined by the Secretary of the Interior. In Louisiana, a unit of local government means a district attorney or a parish sheriff. For a listing of eligible units of local government, go to www.ojp.usdoj.gov/BJA/grant/08jagallocations.html.

JAG Program-Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Established to streamline justice funding and grant administration, the JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

Formula

The JAG formula includes a *state allocation* consisting of a minimum base allocation with the remaining amount determined on population and Part 1 violent crime statistics, and a *direct allocation* to units of local government. Once the state allocation is calculated, 60 percent of the funding is awarded to the state and 40 percent to eligible units of local government. State allocations also have a required *variable pass through* to units of local government, calculated by BJS from each state's crime expenditures.

Purpose Areas
JAG funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice including for any one or more of the following program areas:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

★ Any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG is eligible for JAG funding.

Responsibilities
The chief executive officer of an eligible unit of local government or a local agency designated by the chief executive officer must apply for JAG funds. A unit of local government receiving a JAG award will be responsible for the administration of the funds including distributing the funds; monitoring the award; submitting reports including performance measure and program assessment data; and providing ongoing assistance to any subrecipients of the funds.

Administrative Funds
A unit of local government may use up to 10 percent of the award for costs associated with administering JAG funds.

Disparate Certification
A disparate allocation occurs when a constituent unit of local government is scheduled to receive one and one-half times more (four times more for multiple units of local government) than another constituent unit(s), while the other unit of local government bears more than 50 percent of the costs of prosecution or incarceration that arise for Part 1 violent crimes reported by the geographically constituent unit(s). JAG disparates are certified by the Director of the Bureau of Justice Assistance (BJA), based in part on input from the state's Attorney General. For a listing of disparate jurisdictions, go to www.ojp.usdoj.gov/BJA/grant/08jagallocations.html.

★ Jurisdictions certified as disparate must submit a **joint application** for the aggregate of funds allocated to them, specifying the amount of the funds that are to be distributed to each of the units of local government and the purposes for which the funds will be used. The units of local government involved may establish a joint advisory board to carry out the joint application process. When beginning the JAG application process, a Memorandum of Understanding (MOU) must be completed, signed, and either scanned and uploaded as an attachment in OJP Grants Management System (GMS), or faxed to OJP, indicating who will serve as the applicant/fiscal agent for the joint funds. MOUs must be faxed to 202-354-4147, with the GMS-generated application number printed on each page. For a sample MOU, go to www.ojp.usdoj.gov/BJA/grant/jag08/08JAGMOU.pdf.

Governing Body Review
The eligible unit of local government applying for a JAG award must make the grant application available for review to the governing body of the unit of local government or an organization designated by that governing body not fewer than 30 days before the application is submitted to BJA.

Public Comment
Prior to application submission, the applicant must provide BJA with a statement that the application was made public and an opportunity to comment was provided to citizens and neighborhood or community organizations to the extent applicable law or established procedure makes such an opportunity available.

Supplanting
Federal funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

Award Amount
Of the 40 percent allocated for direct awards from BJA to units of local government, funds will be allocated based on the same ratio to such share as the average annual number of Part 1 violent crimes reported by the unit to the Federal Bureau of Investigation (FBI) for the 3 most recent calendar years for which data is available, to the number of Part 1 violent crimes reported by all units of local government in the state to the FBI for such years.

★ For FYs 2005–2008, BJA will allocate the local amount to units of local government in the same way the LLEBG amount was allocated among reporting and non-reporting units of local government.

★ If the allocation to a unit of local government is less than $10,000, the direct JAG award to the state will be increased by the total amount of such allocations to be distributed among state police departments that provide criminal justice services to units of local government and/or to any units of local government whose allocation is less than $10,000.

Length of Awards
Awards are made in the first fiscal year of the appropriation and may be expended during the following 3 years, for a total of 4 years. Extensions may be made at the discretion of the BJA Director and must be requested via GMS no less than 30 days prior to the grant end date.

Trust Fund
The unit of local government must establish a trust fund in which to deposit JAG funds. The trust fund may or may not be an interest bearing account.

Prohibited Uses
JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Based on extraordinary and exigent circumstances making the use of funds essential, BJA may certify a request to use funds for:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
- Luxury items.
- Real estate.
- Construction projects (other than penal or correctional institutions).

Match Requirement

While match is not required with the JAG Program, match is an effective strategy for states and local units of government to expand justice funds and build buy-in for local criminal justice initiatives.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation can be found on the BJA JAG web page: www.ojp.usdoj.gov/BJA/grant/JAGPerfMeasures.pdf.

How To Apply

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program."

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

Grants Management System (GMS) Instructions: To access the system, go to https://grants.ojp.usdoj.gov. Applications submitted via GMS must be in one of the following formats: Microsoft Word (.doc), PDF file (.pdf), or text (.txt). If you experience difficulties at any point in this process, call the GMS Help Desk at 1–888–549–9901 between 7:30 a.m. and 9:00 p.m. e.t. New GMS users must create a new account before submitting an application.

Note: GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be registered for the solicitation until you have signed onto GMS and entered the appropriate solicitation. To do so, please proceed to step 2.
- If you do not have a GMS user ID, select "New User? Register Here." After you have completed all of the required information, click "Create Account" at the bottom of the page and note your user ID and password, which are case sensitive.
- All JAG applicants must include a DUNS number in their application. See note above about obtaining a DUNS number.

Step 2: Selecting/Registering for the Program

- After you have logged onto the system using your user ID and password, click on "Funding Opportunities."
- Select "Bureau of Justice Assistance" from the drop-down list, and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find "FY 2008 Local Justice Assistance Grant Program," and click "Apply Online."
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing the Overview Information

- Select the type of application you are submitting by choosing "Application Non-Construction" in the "Type of Submission" section.
- Select "New" in the drop-down box for "Type of Application."
- If your state has a review and comment process under Executive Order 12372 (http://policy.fws.gov/library/rgeo12372.pdf), then select either "Yes" and enter the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."
- Click "Save and Continue."

Step 4: Completing the Applicant Information

- Answer "Yes" or "No" to the question about whether your organization is delinquent on any federal debt.
- The rest of this page will prepopulate based on the information you submitted during the registration process. Check this information for accuracy and relevance to your organization, and make any needed changes.
- Click "Save and Continue."

Step 5: Completing the Project Information

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.
- Enter a start date for the project of October 1, 2007 and an end date that is not more than 48 months later.
- Select all of the Congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter your jurisdiction's allocation in the federal line under the "Estimated Funding" section. For a listing of state allocations, go to www.ojp.usdoj.gov/BJA/grant/08jagallocations.html.
- Click "Save and Continue."

Step 6: Uploading the Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)

  1. Program Narrative (Attachment 1).
  2. Budget Narrative (Attachment 2).
  3. Review Narrative (Attachment 3).

  Click "Attach" to upload these documents. A new window will open. To continue, click "Browse" and find the file on your computer or the network drive from which you wish to

upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should appear. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads.
- If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.
- Click “Save and Continue.”

★ Depending on the size of the attachment and/or your computer’s Internet connection, the uploading process can take several hours. The system will shut down promptly at the deadline. Incomplete applications will not be accepted and no exceptions will be granted.

Step 7: Completing the Assurances and Certifications
- You will need to accept both the assurances document and the certifications document. To do this, click on “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.”
- Read both documents. At the bottom of each one, click the “Accept” button.
- After you have accepted both documents, enter the correct personal information for the person submitting the application.
- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.
- Click “Save and Continue.”

Step 8: Reviewing the SF-424
- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click on that section along the left side of the screen. Be sure to click “Save and Continue” after making any changes.
- When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. An explanation of what is missing will be at the top of that screen.

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)
Applicants must submit a program narrative that generally describes the proposed program activities for the 4-year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a **joint application** must specify the amount of the funds that are to be distributed to each of the units of local government and the purposes for which the funds will be used.

Budget and Budget Narrative (Attachment 2)
Applicants must submit a budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program.

Review Narrative (Attachment 3)
Applicants must submit information documenting that their JAG application was available for review to the governing body of the state not less than 30 days before being submitted to BJA. The attachment must specify that an opportunity to comment was provided to citizens and neighborhood or community organizations to the extent applicable law or established procedure makes such opportunity available.

Additional Requirements

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Comptroller *Financial Guide.*
- Suspension or Termination of Funding.

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

State	Jurisdiction Name	Government Type	Individual Allocation	Joint Allocation
TX	BELL COUNTY	County	*	
TX	KILLEEN CITY	Municipal	$28,554	$28,554
TX	BEXAR COUNTY	County	$19,362	
TX	SAN ANTONIO CITY	Municipal	$287,838	$307,200
TX	BOWIE COUNTY	County	*	
TX	TEXARKANA CITY	Municipal	$17,019	$17,019
TX	BRAZOS COUNTY	County	*	
TX	BRYAN CITY	Municipal	$23,022	$23,022
TX	CAMERON COUNTY	County	*	
TX	BROWNSVILLE CITY	Municipal	$31,659	
TX	HARLINGEN CITY	Municipal	$12,320	$43,979
TX	COLLIN COUNTY	County	*	
TX	PLANO CITY	Municipal	$25,595	$25,595
TX	DALLAS COUNTY	County	*	
TX	DALLAS CITY	Municipal	$563,766	
TX	GARLAND CITY	Municipal	$21,645	
TX	GRAND PRAIRIE CITY	Municipal	$16,765	
TX	IRVING CITY	Municipal	$31,103	
TX	MESQUITE CITY	Municipal	$18,022	$651,301
TX	DENTON COUNTY	County	*	
TX	DENTON CITY	Municipal	$13,516	$13,516
TX	ECTOR COUNTY	County	*	
TX	ODESSA CITY	Municipal	$21,319	$21,319
TX	EL PASO COUNTY	County	*	
TX	EL PASO CITY	Municipal	$100,073	$100,073
TX	GALVESTON COUNTY	County	*	
TX	GALVESTON CITY	Municipal	$19,435	
TX	TEXAS CITY	Municipal	$10,062	$29,497
TX	GREGG COUNTY	County	*	
TX	LONGVIEW CITY	Municipal	$28,675	$28,675
TX	HARRIS COUNTY	County	$259,525	
TX	HOUSTON CITY	Municipal	$865,615	$1,125,140
TX	JEFFERSON COUNTY	County	*	
TX	BEAUMONT CITY	Municipal	$40,404	
TX	PORT ARTHUR CITY	Municipal	$12,767	$53,171
TX	LAMAR COUNTY	County	*	
TX	PARIS CITY	Municipal	$10,170	$10,170
TX	LUBBOCK COUNTY	County	*	
TX	LUBBOCK CITY	Municipal	$79,611	$79,611
TX	MCLENNAN COUNTY	County	*	
TX	WACO CITY	Municipal	$32,649	$32,649
TX	MIDLAND COUNTY	County	*	

State	Jurisdiction Name	Government Type	Individual Allocation	Joint Allocation
TX	MIDLAND CITY	Municipal	$12,212	$12,212
TX	NUECES COUNTY	County	*	
TX	CORPUS CHRISTI CITY	Municipal	$73,850	$73,850
TX	POTTER COUNTY	County	*	
TX	AMARILLO CITY	Municipal	$55,393	$55,393
TX	SMITH COUNTY	County	$11,632	
TX	TYLER CITY	Municipal	$20,268	$31,900
TX	TARRANT COUNTY	County	*	
TX	ARLINGTON CITY	Municipal	$84,431	
TX	FORT WORTH CITY	Municipal	$143,931	$228,362
TX	TAYLOR COUNTY	County	*	
TX	ABILENE CITY	Municipal	$19,664	$19,664
TX	TOM GREEN COUNTY	County	*	
TX	SAN ANGELO CITY	Municipal	$14,132	$14,132
TX	TRAVIS COUNTY	County	$11,499	
TX	AUSTIN CITY	Municipal	$128,506	$140,005
TX	VICTORIA COUNTY	County	*	
TX	VICTORIA CITY	Municipal	$12,719	$12,719
TX	WEBB COUNTY	County	*	
TX	LAREDO CITY	Municipal	$40,343	$40,343
TX	WICHITA COUNTY	County	*	
TX	WICHITA FALLS CITY	Municipal	$29,050	$29,050
TX	BAYTOWN CITY	Municipal	$11,113	
TX	CONROE CITY	Municipal	$11,318	
TX	EDINBURG CITY	Municipal	$14,543	
TX	FORT BEND COUNTY	County	$24,242	
TX	HIDALGO COUNTY	County	$43,544	
TX	MCALLEN CITY	Municipal	$16,234	
TX	MONTGOMERY COUNTY	County	$32,021	
TX	PASADENA CITY	Municipal	$22,128	
	Local total		**$3,423,264**	
	STATE OF TEXAS		**$7,569,174**	
	Grand total for Texas		**$10,992,438**	

AI-9666 **20.J.**

Employee and Position Transfer
CC REGULAR

Date: 06/10/2008
Submitted By: Veronica Lopez, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

DBM: Budget and Management/ Health Benefits Adm./Safety Division
1. Approval of the following positions and employee transfers:

Employee No.	From Slot No.	From Department	To Slot NO.	To Department	Position Title	Budgeted Salary
084123	115-009-001	Health Benefits Administration	115-059-0005	Safety Division	Insurance Coord.	$47,840.00
138274	115-009-0003	Health Benefits Administration	115-001-0020	Budget & Management	Budget Clerk I	$28,080.00
156612	115-001-0013	Budget & Management	115-009-0007	Health Benefits Administration	Adm. Tech. I	$30,098.00

2. Approval of appropriation of funds.
3. Approval of interdepartmental transfer.
4. Approval of revised salary schedules.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-41X-X0-115-0XX-0-XXX
FUNDS AVAILABLE Y/N?: Yes **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

8-1100-415-00-115-002-0-899 --> 8-1100-419-50-115-059-0-XXX (various salary related object codes) in the total amount of $34,140.37.
Available funds as of 06/05/08.

FISCAL YEAR: 2008 **ACCT. #:** 8-2201-415-00-115-009-0-XXX
FUNDS AVAILABLE Y/N?: Yes **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Appropriation of $25,687.30 or transfer of employees and positions from 2201 fund balance for Health Benefits Administration.
Funding available for appropriation as of 06/06/08.

Attachments

Link: DBM Salary Schedule

Link: Health Benefits Salary Schedule

Link: Job Description- Admin. Tech I

Link: Job Description- Budget Clerk

Link: Job Description- Health Insurance Coordinator

Link: Safety Salary Schedule

Link: PAR Forms

Link: Fiscal Note- Safety

Link: appropriation fund 2201

Link: funding analysis

Link: Fiscal Note-Budget Mgmt.

Link: interdepartmental transfer

Form Routing/Status

Form Started By: Veronica Lopez	Started On: 06/05/2008 09:22 AM
Final Approval Date: 06/06/2008	

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-415-14-115-001-0
BUDGET & MANAGEMENT

AI- 9666

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	113	CHIEF ADMINISTRATOR	$74,000.00	$0.00	$74,000.00	0.04	$2,960.00	$0.00	$76,960.00	$76,960.00	$264.27	$0.00	$0.00	$0.00	$0.00	$77,224.27
0002	113	MANAGER, BUDGET MANAGEMENT SECTION	$61,500.00	$0.00	$61,500.00	0.04	$2,460.00	$0.00	$63,960.00	$63,960.00	$600.00	$0.00	$0.00	$0.00	$0.00	$64,560.00
0003	113	MANAGER STRATEGIC PLANNING SECTION	$61,500.00	$0.00	$61,500.00	0.04	$2,460.00	$0.00	$63,960.00	$63,960.00	$0.00	$0.00	$0.00	$0.00	$0.00	$63,960.00
0004	113	SR. BUDGET ANALYST	$45,000.00	$7,000.00	$52,000.00	0	$0.00	$0.00	$52,000.00	$52,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,000.00
0005	113	SR. PLANNING ANALYST	$45,000.00	$7,000.00	$52,000.00	0	$0.00	$0.00	$52,000.00	$52,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,000.00
0006	113	PLANNING ANALYST II	$41,000.00	$0.00	$41,000.00	0.04	$1,640.00	$0.00	$42,640.00	$42,640.00	$300.00	$0.00	$0.00	$0.00	$0.00	$42,940.00
0007	113	BUDGET ANALYST II	$41,000.00	$0.00	$41,000.00	0.04	$1,640.00	$0.00	$42,640.00	$42,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,640.00
0008	113	PUBLIC INFORMATION OFFICER	$40,000.00	$0.00	$40,000.00	0.04	$1,600.00	$0.00	$41,600.00	$41,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,600.00
0009	113	BUDGET ANALYST I	$37,000.00	$0.00	$37,000.00	0.04	$1,480.00	$0.00	$38,480.00	$36,400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,400.00
0010	113	BUDGET ANALYST I	$37,000.00	$0.00	$37,000.00	0.04	$1,480.00	$0.00	$38,480.00	$36,400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,400.00
0011	113	BUDGET ANALYST I	$37,000.00	$0.00	$37,000.00	0.04	$1,480.00	$0.00	$38,480.00	$38,480.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,480.00
0012	113	SUPERVISOR, CLERICAL SEC	$32,500.00	$0.00	$32,500.00	0.04	$1,300.00	$0.00	$33,800.00	$33,800.00	$360.00	$0.00	$0.00	$0.00	$0.00	$34,160.00
~~0013~~	~~113~~	~~ADMINISTRATIVE TECHNICIAN I~~	~~$28,940.00~~	~~$0.00~~	~~$28,940.00~~	~~0.04~~	~~$1,158.00~~	~~$0.00~~	~~$30,098.00~~	~~$30,098.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$30,098.00~~
0014	113	BUDGET CLERK II	$30,000.00	$0.00	$30,000.00	0.04	$1,200.00	$0.00	$31,200.00	$31,200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,200.00
0015	113	BUDGET CLERK II	$27,500.00	$0.00	$27,500.00	0.04	$1,100.00	$0.00	$28,600.00	$28,600.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,900.00
0016	113	BUDGET CLERK I	$27,000.00	$0.00	$27,000.00	0.04	$1,080.00	$0.00	$28,080.00	$28,080.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,080.00
0019	113	ECONOMIC DEVELOPMENT SPECIALIST	$53,000.00	$0.00	$53,000.00	0.04	$2,120.00	$0.00	$55,120.00	$55,120.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55,120.00
0020	113	BUDGET CLERK 1	$0.00	$28,080.00	$28,080.00	0	$0.00	$0.00	$28,080.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		TOTAL	$690,000.00	$42,080.00	$732,080.00		$24,000.00	$0.00	$756,080.00	$723,840.00	$1,824.27	$0.00	$0.00	$0.00	$0.00	$725,664.27

Requesting approval to transfer Budget Clerk I position and employee from Health Benefits Administration into Budget and Management Department, pending CC approval.

Requesting approval to transfer Administration Technician I from Budget and Management Dept. into Health Benefits Admin., pending CC approval.

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

2201-415-00-115-009-0
HEALTH BENEFITS ADM

AI- 9666

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~~	~~113~~	~~INS COORD~~	~~$46,000.00~~	~~$0.00~~	~~$46,000.00~~	~~0.04~~	~~$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	0.04	$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~~	~~0.04~~	~~$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	0.04	$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	$0.00	$0.00	$27,615.00	$27,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,615.00
0006	113	EMPLOYEE BENEFITS SPECIALIST	$0.00	$41,000.00	$41,000.00	0	$0.00	$0.00	$41,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	ADMINISTRATIVE TECH. 1	$0.00	$30,098.00	$30,098.00	0	$0.00	$0.00	$30,098.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,098.00
		TOTAL	$42,000.00	$98,713.00	$140,713.00		$1,680.00	$0.00	$142,393.00	$70,255.00	$17.85	$0.00	$0.00	$0.00	$0.00	$100,370.85

Requesting approval to transfer Administrative Tech. I position and employee from Budget and Management, into Health Benefits Admin., pending CC approval.

Requesting approval to transfer Budget Clerk I position and employee from Health Benefits Administration into Budget and Management, pending CC approval.

Requesting approval to transfer Insurance Coordinator position and employee from Health Benefits Administration into Safety Division, pending CC approval.

HIDALGO COUNTY

Department of Budget and Management

JOB TITLE: Administrative Technician I	FLSA STATUS: Non - Exempt
DEPARTMENT: 115 – 009	CIVIL SERVICE STATUS: Non – Exempt

GENERAL JOB DESCRIPTION:

This position will provide administrative and technical assistance in the administration of certain programs and functions assigned to the Department of Budget and Management.

EXAMPLES OF WORK PERFORMED

Provides program information to county employees;
Processes program information and county employee data as required;
Coordinates work with others within and outside of the department;
Researches program information and data to ensure correct program implementation;
Exchanges information with other government or private agencies;
Provides program and/or other training to other department staff;
Prepares program and/or other reports as necessary;
Coordinates and schedules appointments as necessary;
Provides clerical and/or administrative assistance to other department units as necessary;
Performs related work as assigned

MINIMUM QUALIFICATIONS

This position requires an individual who has excellent communication skills and who has experience in working with the public. The items listed below are representative of the knowledge, skills and abilities that are essential to this position.

KNOWLEDGE, SKILLS, AND ABILITIES

Skill in interviewing people and determining program eligibility;
Skill in providing accurate information to others;
Ability to compile and organize data and information;
Ability to plan and schedule work;
Ability to maintain effective working relationships with others;

EDUCATION AND EXPERIENCE

High School Diploma or GED;
Experience in interviewing people;
Experience in working with federal, state, or private agencies;
Experience in compiling program data and information;
Experience in data entry;

CERTIFICATES, LICENSES, AND REGISTRATIONS

Must have a current valid Texas Motor Vehicle Operator's license.
Must be able to be insured by the County's insurance carrier.
Must have liability insurance.

OTHER SKILLS AND ABILITIES

May be assigned other duties in addition to those listed. Duties may change according to the changing needs of the Department of Budget and Management and /or 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, walk, sit, use hands, handle or feel objects. The employee may also need to climb, balance, stoop, or kneel. The employee must occasionally lift and/or move heavy items or objects. 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;

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

Required to follow all department safety policies and procedures;

HIDALGO COUNTY

Department of Budget and Management

Job Title:	**Budget Clerk I**	**FLSA Status:**	**Non-Exempt**
Dept No:	**115-001**	**Civil Service Status:**	**Non-Exempt**

General Job Description:

Under the direction of the Clerical Supervisor or other designated supervisor, this position provides routine clerical support as needed for the effective operation of the Budget and Management Department.

Examples of Work Performed:

- Works as receptionist; answers telephone and provides general information;
- Performs all functional clerical responsibilities assigned by designated Supervisor;
- Coordinates with other county departments as directed by the assigned supervisor or other designated staff;
- Is responsible for filing, faxing, and making copies;
- Performs routine computer data entry and prepares reports;
- Organizes data and / or reconciles reports as directed;
- Assists budget and planning analyst as directed;

Minimum Qualifications:

- High School Diploma or GED;
- Two years of clerical experience in a multi-person office setting;
- Must have good computer skills;
- Must have good communication skills;
- Must have experience in excel, word, or other similar software;

Certificates, Licenses, and Certifications:

- 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 KSA's (Knowledge. Skills, and Abilities):

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:

Required to follow all department's safety regulations;

HIDALGO COUNTY

DEPARTMENT OF BUDGET AND MANAGEMENT

Job Title: Health Insurance Coordinator FLSA Status: Non-Exempt

Department: 115-059 Civil Service Status: Non-Exempt

GENERAL JOB DESCRIPTION:

Under the direction of the Manager, Employee Benefits Section, this position is responsible for coordinating the daily operations of the Health Insurance – Self Insured Program and related health insurance products, and provides assistance to the employees of Hidalgo County with information pertaining to medical insurance, supplemental insurance and COBRA election forms.

EXAMPLES OF WORK PERFORMED:

- Enroll new employees with medical, life, dental, vision insurance;
- Process insurance forms and forward to the payroll department;
- Provide information on information coverage and insurance representatives;
- Mail out COBRA election forms to former county employees;
- Terminate employees from the medical insurance when employees resign or are terminated;
- Collection insurance premiums for COBRA participants;
- Assist employees on any changes they make to their plans;
- Assist in the annual enrollment process for county employees;
- Assist employees with problems, with unpaid bills or denied claims;
- Process the life insurance billing monthly;
- Correspond with the insurance representative and the payroll department;
- Assist the Risk Manager with various duties;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE:

- Associates degree in related field or three (3) years experience in the insurance field;
- Must have good computer skills;
- Bilingual is preferred;

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 SKILLS AND ABILITIES:

- Strong public relations skills with employer contact experience is highly desirable;
- Solid knowledge of insurance laws;
- Must possess effective desk management with good organizational and planning skills;
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of people;
- Manage caseload within authority;
- Maintain and monitor database;
- Respond in a timely manner to questions/concerns from all employees regarding enrollments. Work independently in the absence of supervision;
- 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
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-419-50-115-059-0
DBM- SAFETY DIVISION

AI- 9666

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	113	SAFETY DIRECTOR	$70,000.00	$0.00	$70,000.00	0.04	$2,800.00	$0.00	$72,800.00	$72,800.00	$1,320.00	$0.00	$1,800.00	$8,000.00	$0.00	$83,920.00
0002	113	SAFETY OFFICER	$42,166.00	$0.00	$42,166.00	0.04	$1,686.64	$0.00	$43,853.00	$43,853.00	$720.00	$0.00	$0.00	$0.00	$0.00	$44,573.00
0003	113	ADM SECRETARY	$37,620.00	$3,000.00	$40,620.00	0.04	$1,625.00	$0.00	$42,245.00	$42,125.00	$360.00	$0.00	$0.00	$0.00	$0.00	$42,485.00
0004	113	SECRETARY	$32,025.00	$3,000.00	$35,025.00	0.04	$1,401.00	$0.00	$36,426.00	$36,306.00	$600.00	$0.00	$0.00	$0.00	$0.00	$36,906.00
0005	113	Insurance Coordinator	$0.00	$47,840.00	$47,840.00	0	$0.00	$0.00	$47,840.00	$0.00	$480.00	$0.00	$0.00	$4,000.00	$0.00	$52,320.00
		TOTAL	$181,811.00	$53,840.00	$235,651.00		$7,512.64	$0.00	$243,164.00	$195,084.00	$3,480.00	$0.00	$1,800.00	$8,000.00	$0.00	$260,204.00

Requesting approval to transfer Insurance Coordinator position and employee from Health Benefits Admin., into Safety Division, pending CC approval.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Safety Division (115-059)

DATE: Enter Date
06/06/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current
115-059-0005

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)
Health Insurance Coordinator

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Position and employee transfer

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ **0.00** Current Budgeted Salary $ **47,840.00** Proposed Budgeted Salary $ **47,840.00** Net Change

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Other **Interdept. Transfer (Gen. Fund Cont.) , Position being transferred from fund 2201- Health Benefits)**

POSITION Type:

Full Time Employee Object 113 [X] 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	[X]	Non-Exempt	[X]

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Position and employee transfer. Reassignment of duties.

NEW POSITION: Brief job description and attach a copy of the new job description.

See job description

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)

Position and employee transfer.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	6/06/2008 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	6/06/2008 DATE	BUDGET PROCEDURES COMPLETED	☐ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Budget & Management (115-001)

DATE: Enter Date
06/06/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current
115-001-0020

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)
Budget Clerk I

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Position and employee transfer

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 28,080.00 (Proposed Budgeted Salary) $ 28,080.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Other **No budgetary Impact- Adm. Tech. I position at $30,098.00 transferred out (Cost savings of $2,018)**

POSITION Type:

Full Time Employee Object 113 ☒ X
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	☒ X	Non-Exempt	☒ X

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Position and employee transfer. Reassignment of duties.

NEW POSITION: Brief job description and attach a copy of the new job description.

See job description

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)

Position and employee transfer.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	6/06/2008 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	6/6/2008 DATE	BUDGET PROCEDURES COMPLETED	☐ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Health Benefits (115-009)

DATE: Enter Date
06/06/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current
115-009-0007

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)
Admin. Tech. 1

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Position and employee transfer

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 30,098.00 (Proposed Budgeted Salary) $ 30,098.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Other **Budget Appropriation-Fund Balance (Budget Clerk I position transferred out)**

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)

Position and employee transfer. Reassignment of duties.

NEW POSITION: Brief job description and attach a copy of the new job description.

See job description

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)

Position and employee transfer.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	6/06/2008 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	6/06/08 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: Tuesday, June 10, 2008

Agenda Item: AI-9666

Summary of request/proposal:
Requesting approval to transfer one Insurance Coordinator position (slot no. 115-009-0001) to DBM-Safety Division (slot no. 115-059-005). Effective date of 06/23/08.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	INSURAN. COORD.	0005	113	0.00	47,840.00	47,840.00
	TOTAL SALARIES			0.00	47,840.00	47,840.00
1100	INSURAN. COORD.	0005	115	0.00	480.00	480.00
1100	INSURAN. COORD.	0005	118	0.00	4,000.00	4,000.00
	TOTAL ALLOWANCES			0.00	4,480.00	4,480.00
	TOTAL BUDGETED COMPENSATION			0.00	52,320.00	52,320.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8-1100-419-50-115-059-0-	113	DBM - SAFETY DIV.-	PERM F/T EMPLOYEES	$ 27,557.86
8-1100-419-50-115-059-0-	115	DBM - SAFETY DIV.-	LONGEVITY PAY	$ 252.82
8-1100-419-50-115-059-0-	118	DBM - SAFETY DIV.-	AUTO ALLOWANCE	$ 2,106.87
8-1100-419-50-115-059-0-	211	DBM - SAFETY DIV.-	HEALTH INSURANCE	$ 2,193.25
8-1100-419-50-115-059-0-	212	DBM - SAFETY DIV.-	LIFE INSURANCE	$ 17.38
8-1100-419-50-115-059-0-	220	DBM - SAFETY DIV.-	FICA	$ 2,288.70
8-1100-419-50-115-059-0-	230	DBM - SAFETY DIV.-	RETIREMENT	$ 2,626.76
8-1100-419-50-115-059-0-	250	DBM - SAFETY DIV.-	UNEMPLOYMENT COMP	$ 149.59
8-1100-419-50-115-059-0-	260	DBM - SAFETY DIV.-	WORKER'S COMP	$ 125.65
			2008 Budgetary Impact	$ 37,318.88

2009 Fiscal Impact: 65,594.52

Possible Funding Sources: GENERAL FUND-CO WIDE ADM (CONTINGENCY)

Budget Office Recommendation:

DATE: June 5, 2008

2008
Transfer
AI-9666

DEPARTMENT HEAD: VALDE GUERRA

DEPARTMENT NAME: DEPT OF BUDGET & MANAGEMENT FOR HEALTH BENEFITS

ACCOUNT NUMBER: 8-2201-415-00-115-009-0-XXX

SUBJECT: **BUDGET AMENDMENTS (INCREASES) IN ACCORDANCE WITH LOCAL GOVERNMENT CODE, CHAPTER 111, SUBCHAPTER C**
GOVERNMENT CODE, CHAPTER 111, SUBCHAPTER C

Honorable Commissioners' Court of Hidalgo County:
I would like to request the following amendments (increases) to my departmental budget in accordance with Local Government Code, Chapter 111 Subchapter C.
accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
8-2201-415-00-115-009-0- 113	Health Benefits Adm- Perm F/T Empl	$18,313.00
8-2201-415-00-115-009-0- 211	Health Benefits Adm- Health Insurance	4,164.00
8-2201-415-00-115-009-0- 212	Health Benefits Adm- Life Insurance	33.00
8-2201-415-00-115-009-0- 220	Health Benefits Adm- FICA	1,400.94
8-2201-415-00-115-009-0- 230	Health Benefits Adm- Retirement	1,607.88
8-2201-415-00-115-009-0- 250	Health Benefits Adm- Unemployment Comp	91.57
8-2201-415-00-115-009-0- 260	Health Benefits Adm- Worker's Comp	76.91
TOTAL BUDGET INCREASE (DECREASE)		25,687.30

REASON: **Appropriate funding into Health Benefits Administration to fund for slots being transferred in and out. (See AI- 7989 approved on CC meeting 02/20/08, AI- 9488 approved on CC meeting 05/27/08, and AI-9666 pending CC approval).**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE ___/___/___

ATTEST COUNTY CLERK

FUNDING/COST ANALYSIS
FOR
VARIOUS AGENDA ITEMS

FUND 2201- HEALTH BENEFITS ADM

CC DATE:	APPROVAL	AGENDA ITEM	ACTION	POSITION TITLE	BUDGETED SALARY	LONGEVITY	AUTO ALLOWANCE	TOTAL COMPENSATION
6/10/2008	Pending	9666	TRANSFER IN	ADMINISTRATIVE TECHNICIAN I	$30,098.00	$0.00	$0.00	$30,098.00
6/10/2008	Pending	9666	TRANSFER OUT	ADMINISTRATIVE COORDINATOR	($47,840.00)	($480.00)	($4,000.00)	($52,320.00)
2/20/2008	Approved	7989	TRANSFER IN	ADMINISTRATIVE ASSISTANT	$27,615.00	$0.00	$0.00	$27,615.00
5/27/2008	Approved	9488	CREATED	EMPLOYEE BENEFITS SPECIAILIST	$41,000.00	$0.00	$0.00	$41,000.00
6/10/2008	Pending	9666	TRANSFER OUT	BUDGET CLERK I	($28,080.00)	$0.00	$0.00	($28,080.00)
				TOTAL	**$22,793.00**	**($480.00)**	**($4,000.00)**	**$18,313.00**
								ANNUAL VARIANCE

FUND 1100- BUDGET & MANAGEMENT

CC DATE:	APPROVAL	AGENDA ITEM	ACTION	POSITION TITLE	BUDGETED SALARY	LONGEVITY	AUTO ALLOWANCE	TOTAL COMPENSATION
6/10/2008	Pending	9666	TRANSFER OUT	ADMINISTRATIVE TECHNICIAN I	($30,098.00)	$0.00	$0.00	($30,098.00)
6/10/2008	Pending	9666	TRANSFER IN	BUDGET CLERK I	$28,080.00	$0.00	$0.00	$28,080.00
				TOTAL	**($2,018.00)**	**$0.00**	**$0.00**	**($2,018.00)**
								ANNUAL VARIANCE-SURPLUS

FUND 1100- SAFETY DIVISION

CC DATE:	APPROVAL	AGENDA ITEM	ACTION	POSITION TITLE	BUDGETED SALARY	LONGEVITY	AUTO ALLOWANCE	TOTAL COMPENSATION
6/10/2008	Pending	9666	TRANSFER IN	ADMINISTRATIVE COORDINATOR	$47,840.00	$480.00	$4,000.00	$52,320.00
				TOTAL	**$47,840.00**	**$480.00**	**$4,000.00**	**$52,320.00**
								ANNUAL VARIANCE

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, June 10, 2008

Agenda Item: AI-9666

Summary of request/proposal: Requesting approval of the following position transfers as approved by CC 05/27/2008.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested	
Budget & Management							
1100	Administrative Tech. I	115-001-0013	113	0.00	(30,098.00)	(30,098.00)	Transfer Out
1100	Budget Clerk 1	115-001-0020	113	28,080.00	0.00	28,080.00	Transfer In
					Total	(2,018.00)	Annual Cost Savings
Health Benefits							
2201	Budget Clerk 1	115-009-0003	113	0.00	28,080.00	28,080.00	Transfer Out
2201	Administrative Tech. I	115-009-0006	113	30,098.00	0.00	(30,098.00)	Transfer In
					Total	2,018.00	Annual Variance
		Net Change in 1100		$28,080.00	($30,098.00)	($2,018.00)	
		Net Change in 2201		$30,098.00	$28,080.00	$2,018.00	

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT	
8-1100-415-14-115-001-0-	113	DBM-BUDGET DIV-	PERM F/T EMPLOYEES	($1,062.92)	
8-1100-415-14-115-001-0-	211	DBM-BUDGET DIV-	HEALTH INSURANCE		
8-1100-415-14-115-001-0-	212	DBM-BUDGET DIV-	LIFE INSURANCE		
8-1100-415-14-115-001-0-	220	DBM-BUDGET DIV-	FICA	($81.31)	
8-1100-415-14-115-001-0-	230	DBM-BUDGET DIV-	RETIREMENT	($93.32)	
8-1100-415-14-115-001-0-	250	DBM-BUDGET DIV-	UNEMPLOYMENT COMP	($5.31)	
8-1100-415-14-115-001-0-	260	DBM-BUDGET DIV-	WORKER'S COMP	($4.46)	
			2008 Budgetary Impact	($1,247.32)	Surplus

2009 BUDGETARY IMPACT: (2,368.13)

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT	
8-2201-415-00-115-009-0-	113	DBM-HEALTH INS ADM-	PERM F/T EMPLOYEES	$1,062.92	
8-2201-415-00-115-009-0-	211	DBM-HEALTH INS ADM-	HEALTH INSURANCE	-	
8-2201-415-00-115-009-0-	212	DBM-HEALTH INS ADM-	LIFE INSURANCE	-	
8-2201-415-00-115-009-0-	220	DBM-HEALTH INS ADM-	FICA	$81.31	
8-2201-415-00-115-009-0-	230	DBM-HEALTH INS ADM-	RETIREMENT	$93.32	
8-2201-415-00-115-009-0-	250	DBM-HEALTH INS ADM-	UNEMPLOYMENT COMP	$5.31	
8-2201-415-00-115-009-0-	260	DBM-HEALTH INS ADM-	WORKER'S COMP	$4.46	
			2008 Budgetary Impact	$1,247.32	Annual Variance

2009 BUDGETARY IMPACT: 2,368.13

Possible Funding Sources: FUND BALANCE- BUDGET APPROPRIATION

Budget Office Recommendation:

BUDGET INTER-DEPARTMENTAL TRANSFER

DATE: June 5, 2008

DEPARTMENT HEAD: Valde Guerra

DEPARTMENT NAME: Dept. of Budget and Management for Safety Division

ACCOUNT NUMBER: 8-1100-41X-X0-115-0XX-0-XXX

CONTACT PERSON: Veronica Nixon **TELEPHONE NO.** ext 5416

SUBJECT: Inter-departmental Transfer/s

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Inter-departmental Transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
FROM			
8-1100-415-00-115-002-0-899	CO. WIDE ADM. CONTINGENCY		(37,318.88)
TO			
8-1100-419-50-115-059-0-113	DBM- Safety Division	Perm Full Time	27,557.86
8-1100-419-50-115-059-0-115	DBM- Safety Division	Longevity	252.82
8-1100-419-50-115-059-0-118	DBM- Safety Division	Auto A.	2,106.87
8-1100-419-50-115-059-0-211	DBM- Safety Division	Health Insurance	2,193.25
8-1100-419-50-115-059-0-212	DBM- Safety Division	Life Insurance	17.38
8-1100-419-50-115-059-0-220	DBM- Safety Division	FICA	2,288.70
8-1100-419-50-115-059-0-230	DBM- Safety Division	Retirement	2,626.76
8-1100-419-50-115-059-0-250	DBM- Safety Division	Unemployment Comp	149.59
8-1100-419-50-115-059-0-260	DBM- Safety Division	Worker's Comp	125.65
	TOTAL BUDGET INCREASE (DECREASE)		$0.00

REASON: Transfer needed to fund the transfer of the+I14 Health Benefits Adm, Insurance Coordinator position into DBM- Saftey Division.

DEPARTMENT HEAD SIGNATURE

/ /
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-9698 **20.K.**

Interdepartmental to Various Departments
CC REGULAR

Date: 06/10/2008
Submitted By: Andres Castro, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Approval of 2008 interdepartmental transfer from Countywide Administration- Contingency to Various Departments (1100) in the amount of $32,000.00.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-4XX-00-1XX-00X-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 06/06/2008 $1,333,275.19

Attachments

Link: Interdepartmental transfer

Link: Preparedness Center

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/06/2008 04:28 PM	APRV
2	Andres Castro (Originator)	Andres Castro	06/06/2008 04:40 PM	APRV
3	Auditor's Office		06/06/2008 06:12 PM	NEW

Form Started By: Andres Castro Started On: 06/06/2008 04:26 PM

Final Approval Date: 06/06/2008

DATE: June 6, 2008

DEPARTMENT HEAD: Valde Guerra

DEPARTMENT NAME: Budget & Management

ACCOUNT NUMBER: 8-1100-432-00-12X-001-0- 679

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 Inter-departmental 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 Admin. - Contingency	(32,000.00)
TO		
8-1100-432-00-121-001-0- 679	Sanitation Pct. #1 - Other R&M Supplies	8,000.00
8-1100-432-00-122-001-0- 679	Sanitation Pct. #2 - Other R&M Supplies	8,000.00
8-1100-432-00-123-001-0- 679	Sanitation Pct. #3 - Other R&M Supplies	8,000.00
8-1100-432-00-124-001-0- 679	Sanitation Pct. #4 - Other R&M Supplies	8,000.00
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

To Fund all the Precincts' object code 679, R&M Supplies, for the purchase of sand bags to prepare for Hurricane Season.

SIGNATURE

COMMISSIONERS COURT

/ /

DATE

ATTEST, COUNTY CLERK

Food Provisions
Water Products
First Aid / Health
Cooking & Heating
Lighting Supplies
Sanitation & Hygiene
Disaster Systems/Kits
Radios & Accessories
Kitchen & Pantry
Safety & Protection
Solar / Self Reliance
Camping / Survival
Security / Surveillance
Travel / Comfort
Books & Videos
Terms of Service
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Woven Polypropylene, Bulap & Poly Sand Bags for Protective Barriers, Shelters, Flood & Traffic Control



Due to recent storms we have stocked up our warehouses with a large volume of sand bags to fulfill all homeo

In this section you will find a large selection of sand bags made with various materials such as cloth, fiber, plastic, woven polypropylene. These sand bags are an excellent choice for the construction of levees, birms, dikes and barricades for erosion control, flood walls, and traffic control.

Be safe, be prepared with a good stock of our sandbags. Quick action and sand bags on-hand could save countless dollars in personal and property damage. We offer many sandbag color and size options to meet the demands of our customers.

Dont loose precious belongings and jeopardise lives to uncontrolled flooding, stock up on these sand bags while they are still available!! We can supply your sand bag needs 24 hours a day, 365 days a year! Immediate shipment of stocked sandbags to anywhere in the continental United States.

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Our high quality Sandbags are made with Tough polypropylene material with tie closures, have a superior UV rating factor and comply with government and military specifications.



Woven Polypropylene Sand Bags 14"W x 24"L (Case of 10 Bags) Yellow

$12.90

Woven Polypropylene Sand Bags



Woven Polypropylene Sand Bags 14"W x 24"L (Case of 50 Bags) Yellow

$59.00

Burlap Sandbags 14" x 26" (Case



14"W x 24"L (Case of 100 Bags) Yellow

$110.00



Woven Polypropylene Sand Bags 18"W x 30"L (Case of 10 Bags) Yellow

$14.90



Woven Polypropylene Sand Bags 18"W x 30"L (Case of 50 Bags) Yellow

$69.00



Woven Polypropylene Sand Bags 18"W x 30"L (Case of 100 Bags) Yellow

$125.00



Woven Polypropylene Sand Bags 14"W x 26"L (Case of 10 Bags) White

$12.90



Woven Polypropylene Sand Bags 14"W x 26"L (Case of 50 Bags) White

$59.00



Woven Polypropylene Sand Bags 14"W x 26"L (Case of 100 Bags) White

$110.00



Woven Polypropylene Sand Bags 14"W x 26"L (Case of 10 Bags) Orange

$12.90



Woven Polypropylene Sand Bags 14"W x 26"L (Case of 50 Bags) Orange

$59.00



Woven Polypropylene Sand Bags 14"W x 26"L (Case of 100 Bags) Orange

$110.00



Woven Polypropylene Sand Bags 18"W x 30"L (Case of 10 Bags) White

$14.90



of 10 Bags)

$25.00



Burlap Sandbags 14" x 26" (Case of 50 Bags)

$120.00



Burlap Sandbags 14" x 26" (Case of 100 Bags)

$239.00



Woven Polypropylene Sand Bags 14"W x 26"L (Case of 10 Bags) Green

$13.90



Woven Polypropylene Sand Bags 14"W x 27"L (Case of 100 Bags) Green

$120.00



Woven Polypropylene Sand Bags 14"W x 26"L (Case of 50 Bags) Green

$64.00



EZ Bagger: The One Person Sandbag Filler / Trench or Snow Rescue Tool

$23.00

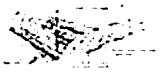


Rugged Commerical Grade Clear Plastic Sandbags (Case of 50)

$39.00



General Information: Working with Sandbags



Sandbagging for flood protection



Woven Polypropylene Sand Bags 18"W x 30"L (Case of 50 Bags) White

$69.00



Woven Polypropylene Sand Bags
18"W x 30"L (Case of 100 Bags)
White

$125.00

Woven Polypropylene, Bulap & Poly Sandbags for Protective Barriers, Shelters, Flood & Traffic Control

When the water is about to rise people don't know where to turn for sandbagging supplies. Now you can count on Preparedness.com your online safety and preparedness store and complete resource for flood protection and hurricane safety supplies. All the supplies you need for emergency sandbagging are sole by us except for sand which can be purchased locally.

Sandbags, when properly filled and placed, will redirect storm and debris flows away from property improvements.

How do I use sandbags?

Sandbags alone should not be relied on to keep water outside a building. Use baffle boards (plywood sheeting) or sheets of plastic tarp with sandbags. To form a sandbag wall, place bags tightly against one another to form the first layer of defense. Stagger the second and subsequent layers of bags, much like the pattern of bricks in a wall.

Sandbags should never be used to build a fortress around the perimeter of one's property. Doing so can actually trap floodwaters between sandbag walls and structures, leading to further damage.

The use of sandbags is a simple, but effective way to prevent or reduce flood water damage. Properly filled and placed sandbags can act as a barrier to divert moving water around, instead of through, buildings. Sandbag construction does not guarantee a water-tight seal, but is satisfactory for use in most situations. Sandbags are also used successfully to prevent overtopping of streams with levees, and for training current flows to specific areas.

Untied sandbags are recommended for most situations. Tied sandbags should be used only for special situations when pre-filling and stockpiling may be required, or for specific purposes such as filling holes, holding objects in position, or to form barriers backed by supportive planks. Tied sandbags are generally easier to handle and stockpile. However, sandbag filling operations can generally be best accomplished at or near the placement site, and tying of the bags would be a waste of valuable time and effort. If the bags are to be pre-filled at a distant location, due consideration must be given to transportation vehicles and placement site access.

The most commonly used bags are untreated burlap sacks available at feed or hardware stores. Empty bags can be stockpiled for emergency use, and will be serviceable for several years, if properly stored. Filled bags of earth material will deteriorate quickly.

Commercial plastic sandbags, made from polypropylene, are also available from Preparedness.com. These will store for a long time with minimum care, but are not biodegradable. Thus, they have to be disposed of, or will remain around for a long time. Do not use garbage bags, as they are too slick to stack. Do not use feed sacks, as they are too large to handle. Use bags about 14-18" wide, and 30-36" deep. A heavy bodied or sandy soil is most desirable for filling sandbags, but any usable material at or near the site has definite advantages. Coarse sand could leak out through the weave in the bag. To prevent this, double bag the material. Gravelly or rocky soils are generally poor choices because of their permeability. Sandbag barriers can easily be constructed by two people, as most individuals have the physical capability to carry or drag a sandbag weighing approximately 30 pounds.

Filling sandbags is a two-person operation. Both people should be wearing gloves to protect their hands. One member of the team should place the empty bag between or slightly in front of widespread feet with arms extended. The throat of the bag is folded to form a collar, and held with the hands in a position that will enable the other team member to empty a rounded shovel full of material into the open end.

The person holding the sack should be standing with knees slightly flexed, and head and face as far away from the shovel as possible. The shoveler should carefully release the rounded shovel full of soil into the throat of the bag. Haste in this operation can result in undue spillage and added work. The use of safety goggles and gloves is desirable, and sometimes necessary.

Bags should be filled between one-third (1/3) to one-half (1/2) of their capacity. This keeps the bag from getting too heavy, and permits the bags to be stacked with a good seal. For large scale operations, filling sandbags can be expedited by using bag-holding racks, metal funnels, and power loading equipment. However, the special equipment required is not always available during an emergency.

Woven Polypropylene Sandbags:

Our Woven Polypropylene bags are treated for UV exposure and are an excellent choice when the strongest material is essential for flood control, levee, trench and berm construction and all temporary or permanent protective barriers. When covered from ultra violet exsposure these Polypropylene Sand Bags will last almost indefinitely.

Hemmed top, Flat woven and double sewn seams enhance durability. Our polypropylene bags are available in the following stock sizes (14"W x 24"L Yellow),(18"W x 30"L Yellow)& (26" x 16" Olive Drab) for sandbags, and are also used for feed, grain, grass seed, fertilizer, sugar, beans, rice and coal.

The tight flat weave is designed to hold and maintain a superior seal for flood control and will last longer than burlap bags when uncovered. Sand bags can be tied with the cord provided or filled halfway and flap folded over for maximum jointing for levee placement.

Burlap Sandbags:

Burlap Sandbags have long been used, particularly by the military and local goverments for creating temporary housing: and are an excellent choice to have on hand for emergencies. Walls can be made massive and substantial, they resist all kinds of severe weather even bullets and bombs,ie,(bomb shelters) and they can be erected simply and quickly with readily available resouces. Burlap sandbags are great for temporary protective barriers are very useful for flood and traffic control. The same reasons that make them useful for these applications carry over to creating earthbag housing: Burlap bags were traditionally used for this purpose, Burlap sandbags will eventually rot if not covered or protected for the

elements.

Rugged Plastic Sandbags:

Made of rugged and durable plastic, our sand bags can withstand the rigorous demands placed on sand bags. Their innovative peel-and-stick tape strip allows for easy closure without cumbersome ties. Designed with strength and ease-of-use in mind, these poly sandbags provide the solid performance you want with the economy you need.

Filling Sandbags:

Self-service and citizens, must bring their own shovel.

Maximum limit of 25 bags per household will be provided.

Fill sandbags one-half full.

Use sand if readily available, otherwise, use local soil.

Fold top of sandbag down and rest bag on its folded top.

Placing Sandbags:

Take care in stacking sandbags.

Limit placement to three layers, unless a building is used as a backing or sandbags are placed in a pyramid.

Tamp each sandbag into place, completing each layer prior to starting the next layer.

Clear a path between buildings for debris flow.

Lay a plastic sheet in between the building and the bags to control the flow and prevent water from seeping into sliding glass doors.

Removing Sandbags:

Homeowners should empty the material in the bags in their gardens or yards, then throw the bags in the trash.

Before disposing of used sandbags, check for contamination.

Sandbags exposed to contaminated floodwaters may pose an environmental hazard and require special handling. The sand bags that are distributed by the Highway Department are poly bags and can be dried out and reused unless they are contaminated, damaged or falling apart. This would save the citizen time by not having to go to the sandbag site and give them the opportunity to reuse the sandbags. Check your local municipal laws and environmental protection regulations.

It is important to place the bags with the folded top of the bag in the upstream or uphill direction to prevent the bags from opening when water runs by them.

Sandbag Limitations

Sandbags will not seal out water.

Sandbags deteriorate when exposed for several months to continued wetting and drying. If bags are placed too early, they may not be effective when needed. If it is necessary that bags remain durable for a longer time, the addition of cement can increase effective life. Sandbags are basically for low-flow protection (up to two feet). Protection from high flow requires a permanent type of structure.

A sandbag is a sack made of burlap or Woven Polypropylene that is filled with sand or soil and used for such purposes as flood control, military fortification, shielding glass windows in war zones and ballast.

Sandbags may be used during emergencies when rivers threaten to overflood, or a levee or dike is damaged. They may also be used in non-emergency situations (or after an emergency) as a foundation for new levees, or other water-control structures. Sandbags are not always an effective measure in the event of flooding because water will eventually seep through the bags and finer materials like clay may leak out through the seams.

The military uses sandbags for field fortifications, or as a temporary measure to protect civilian structures. Because burlap and sand are inexpensive, large protective barriers can be erected cheaply. The friction created by moving soil or sand grains and multiple tiny air gaps makes sandbags an efficient dissipator of explosive blasts. The dimensions and weight of sandbags used in fortification are carefully calculated so that the bags can be interlocked like brickwork and are not too heavy to lift and move around. They may be laid in excavated defences as revetment, or as free-standing walls above ground where excavations are impractical. As plain burlap sandbags deteriorate fairly quickly, sandbag structures that are meant to remain in place for a long time may be painted with a portland cement slurry to reduce the effects of rot and abrasion. Cotton Ducking sandbags last considerably longer than burlap and are hence preferable for long-term use. However, the vast majority of sandbags used by the US Military and for flood prevention are made of circular woven polypropylene.

Sandbags are also used for disposable ballast in hot air balloons, and as counterweights for movie theatre sets.

Until recently, sandbags have been filled manually, using shovels. Since the 1990s, machine-filling has become more common, which allows the work to be done more quickly and efficiently. Preparednesss.com now offers a one-man sandbag filling shovel device.

Place your order online anytime day or night and receive email confirmation within minutes from our automated online order fulfillment center.

We have a strict Privacy Policy and do not share your information with others.

Be assured that when placing an online order with us your information will be kept confidential and protected using the current state-of-the-art security encryption technology! Plan ahead and be prepared!™

Attention: Government Agencies, Law Enforcement, Military & Public Safety Officials

On this site you'll find a variety of emergency preparedness products that are purchased by individuals, The Federal Government, State Agencies, Red Cross, FEMA, Public and Private Schools, Institutions, Medical Centers, Corporations, Small Business and various other public and private agencies. Our team of preparedness experts are here to assist you in your needs to better prepare your organization before disaster strikes.

Preparedness.com offers emergency resources, supplies and equipment that help you plan ahead and be prepared for emergencies, natural disasters, outdoor recreation, survival needs, etc. we carry quality products at great prices, and we are dedicated to great customer service. custom first aid, medical and disaster kits, emergency preparedness kits, quality water filters, mountain house dehydrated and freeze-dried foods, food units, food rations, medical and safety supplies and equipment, emergency rations and water, food and water storage containers, emergency heat, lighting, and more.

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We make every effort to provide current and accurate product images and descriptions, however manufacturers and distributors constantly update and modify their product models, packaging and color variations. Product specifications, colors and dimensions are approximate and are for guidance only. Some items ordered will ship in bulk packaging, "no retail packaging" depending on item availability and volume ordered. Assorted colored items that do not offer a color selection will be shipped based on availability. The image displayed for every product might not be the exact picture, packaging, or color. This is used for display purposes only. While we strive for 100% accuracy we cannot be responsible for image and or minor text inaccuracies, errors or omissions that do not render a product materially different by altering the basic functionality, value and utility.

Should you have any questions or need assistance in your selection, please contact our friendly and knowledgeable staff at info@preparedness.com between the hours of 8:30 a.m. to 4:00 p.m. (Pacific Time) Mon-Fri.



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AI-9657 **21.A.**

RESCIND ACTION

CC REGULAR

Date: 06/10/2008

Submitted By: Monica Badillo, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Agenda Area: Comm. Court Executive Officer

Information

CAPTION

Requesting approval to rescind action taken on 6/3/08 item 22A 1&2 regarding the following:

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. Requesting engagement with the firm of Richard Cantu for the "Provision of Legal Services/Representation in connection with Litigation".

BACKGROUND

Fiscal Impact

FISCAL YEAR: N/A **ACCT. #:** N/A

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

BUDGETARY IMPACT:

Approval to rescind action does not require funding. No budgetary impact as of 6-6-08.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/05/2008 08:35 AM	APRV
2	Ivan Cantu	Ivan Cantu	06/06/2008 08:31 AM	APRV
3	Auditor's Office		06/06/2008 06:12 PM	NEW
Form Started By: Monica Badillo			Started On: 06/04/2008 05:03 PM	
Final Approval Date: 06/06/2008				

AI-9618 **22.D.**

Suit NO. T-655-08-E

CC REGULAR

Date: 06/10/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

Suit No. T-655-08-E; Weslaco Independent School District and South Texas College, Et Al vs. Lazaro Cardenas Individually & D/B/A Sacame Bail Bonds, Et Al

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/04/2008 11:33 AM	APRV
2	Auditor's Office	Linda Fong	06/05/2008 07:53 AM	APRV
3	Purchasing Department	Marty Salazar	06/05/2008 12:59 PM	APRV
4	Court Administrator	Angela Garcia	06/05/2008 01:36 PM	APRV

Form Started By: Norma Silva Started On: 06/04/2008 11:16 AM

Final Approval Date: 06/05/2008

AI-9620 **22.E.**

C-930-08-C

CC REGULAR

Date: 06/10/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

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	06/04/2008 01:25 PM	APRV
2	Auditor's Office	Linda Fong	06/05/2008 07:53 AM	APRV
3	Purchasing Department	Marty Salazar	06/05/2008 01:00 PM	APRV
4	Court Administrator	Angela Garcia	06/05/2008 01:36 PM	APRV

Form Started By: Norma Silva Started On: 06/04/2008 11:28 AM

Final Approval Date: 06/05/2008

AI-9688 **22.F.**

Claim of Juan Rendon
CC REGULAR

Date: 06/10/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

Claim of Juan Rendon

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/06/2008 04:30 PM	APRV
2	Auditor's Office		06/06/2008 06:12 PM	NEW
Form Started By: Norma Silva			Started On: 06/06/2008 02:33 PM	
Final Approval Date: 06/06/2008				

AI-9692 **22.G.**

Cause No.: CL-07-2822-8

CC REGULAR

Date: 06/10/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

Cause No.: CL-07-2822-8; Maria Sanchez and Sandra Sanchez vs. Geronimo Cortez Jr. and County of Hidalgo

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/06/2008 04:31 PM	APRV
2	Auditor's Office		06/06/2008 06:12 PM	NEW
Form Started By: Norma Silva			Started On: 06/06/2008 02:59 PM	
Final Approval Date: 06/06/2008				

AI-9619 **23.D.**

Suit No. T-655-08-E

CC REGULAR

Date: 06/10/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

Suit No. T-655-08-E; Weslaco Independent School District and South Texas College, Et Al vs. Lazaro Cardenas Individually & D/B/A Sacame Bail Bonds, Et Al

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/04/2008 11:33 AM	APRV
2	Auditor's Office	Linda Fong	06/05/2008 07:53 AM	APRV
3	Purchasing Department	Marty Salazar	06/05/2008 12:59 PM	APRV
4	Court Administrator	Angela Garcia	06/05/2008 01:36 PM	APRV

Form Started By: Norma Silva Started On: 06/04/2008 11:19 AM

Final Approval Date: 06/05/2008

AI-9621 **23.E.**

C-930-08-C

CC REGULAR

Date: 06/10/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

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	06/04/2008 01:25 PM	APRV
2	Auditor's Office	Linda Fong	06/05/2008 07:53 AM	APRV
3	Purchasing Department		06/05/2008 01:36 PM	NEW
4	Court Administrator	Angela Garcia	06/05/2008 01:36 PM	APRV

Form Started By: Norma Silva — Started On: 06/04/2008 11:30 AM

Final Approval Date: 06/05/2008

AI-9690 **23.F.**

Claim of Juan Rendon
CC REGULAR

Date: 06/10/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

Claim of Juan Rendon

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/06/2008 04:30 PM	APRV
2	Auditor's Office		06/06/2008 06:12 PM	NEW
Form Started By: Norma Silva			Started On: 06/06/2008 02:50 PM	
Final Approval Date: 06/06/2008				

AI-9693 **23.G.**

Cause No.: CL-07-2822-8

CC REGULAR

Date: 06/10/2008
Submitted By: Norma Silva, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

Cause No.: CL-07-2822-8; Maria Sanchez and Sandra Sanchez vs. Geronimo Cortez Jr. and County of Hidalgo

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	06/06/2008 04:31 PM	APRV
2	Auditor's Office		06/06/2008 06:12 PM	NEW
Form Started By: Norma Silva			Started On: 06/06/2008 03:01 PM	
Final Approval Date: 06/06/2008				