

COUNTY OF HIDALGO URBAN COUNTY PROGRAM

MEMORANDUM

TO: Mr. Raul Silguero, Budget Officer
FROM: Ms. Diana R. Serna, Director *DRS*
DATE: September 29, 2009
RE: Personnel Adjustment Request Forms

Let this memo serve as an official request to create four (4) new temporary positions as follow:

Coordinator - two (2) positions
Inspector
Intake Clerk

These positions will be funded through the additional funds that the County of Hidalgo - Urban County Program was granted and to be provided by the Texas Department of Community Affairs for the implementation of projects and improvement of housing and infrastructure projects, related to the disaster relief associated with Hurricane Dolly. Also, these positions are necessary for a two (2) year period to appropriately meet program requirements.

Thank you in advance for your attention to this request. Should you have any questions, please feel free to call me at (956) 787-8127.

Attachments - Personnel Adjustment Request Forms
 - Job Descriptions
 - Resolution