AI-24572 **6.D.**

Economic Development Negotiations
CC REGULAR

Date:	12/30/2010
Submitted By:	Erika Reyna, COUNTY JUDGE
Department:	COUNTY JUDGE
Agenda Category:	Closed Session

Information

CAPTION

Economic Development Negotiations pursuant to Chapter 551, Texas Government Code, Section 551.087 (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by subdivision (1).

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/22/2010 11:10 AM	APRV
2	Roland Garcia	Rolando Garcia	12/22/2010 03:22 PM	APRV
3	Auditor's Office	Linda Fong	12/22/2010 03:46 PM	APRV
4	Purchasing Department	Marty Salazar	12/22/2010 04:46 PM	APRV

Form Started By: Erika Reyna — Started On: 12/22/2010 11:01 AM

Final Approval Date: 12/22/2010

AI-24571 **7.D.**

Economic Development Negotiations
CC REGULAR

Date:	12/30/2010
Submitted By:	Erika Reyna, COUNTY JUDGE
Department:	COUNTY JUDGE
Agenda Category:	Open Session

Information

CAPTION

Economic Development Negotiations pursuant to Chapter 551, Texas Government Code, Section 551.087 (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by subdivision (1).

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/22/2010 11:11 AM	APRV
2	Roland Garcia	Rolando Garcia	12/22/2010 03:22 PM	APRV
3	Auditor's Office	Linda Fong	12/22/2010 03:46 PM	APRV
4	Purchasing Department	Marty Salazar	12/22/2010 04:46 PM	APRV

Form Started By: Erika Reyna — Started On: 12/22/2010 10:59 AM

Final Approval Date: 12/22/2010

AI-24421 **10.B.**

Order setting regular court meeting date/time

CC REGULAR

Date:	12/30/2010
Submitted By:	Monica Badillo, EXECUTIVE OFFICE
Department:	EXECUTIVE OFFICE
Agenda Category:	Comm. Court Executive Office

Information

CAPTION

Pursuant to Article §81.005(a) (Terms of the Court Meeting) of the Texas Local Government Code, consideration and entering of an Order into the minutes the designation of the day of the week and week of the month of Hidalgo County Commissioners' Court Regular Term Meeting Tex. Loc Gov. Code ORDER OF THE COURT:
HIDALGO COUNTY COMMISSIONERS' COURT
Week of the Month: _____
Day of the Week: _____
Time of the Day: _____a.m./p.m. for the calendar year of 2011

BACKGROUND

Recommendation is the 4th Tuesday of month

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/16/2010 08:19 AM	APRV
2	Auditor's Office	Linda Fong	12/20/2010 01:23 PM	APRV
3	Purchasing Department	Marty Salazar	12/21/2010 03:46 PM	APRV

Form Started By: Monica Badillo — Started On: 12/14/2010 04:48 PM

Final Approval Date: 12/21/2010

AI-24524 **10.C.**

Use of town square - Feb 26, 2011 - Fiesta Edbg. Parade

CC REGULAR

Date:	12/30/2010
Submitted By:	Monica Badillo, EXECUTIVE OFFICE
Department:	EXECUTIVE OFFICE
Agenda Category:	Comm. Court Executive Office

Information

CAPTION

Request by Edinburg Chamber of Commerce to use the county square for the 43rd Annual Fiesta Edinburg Celebrations on Saturday, February 26, 2011 at 10 am

BACKGROUND

Fiscal Impact

Attachments

Link: request

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/21/2010 09:57 AM	APRV
2	Auditor's Office	Linda Fong	12/22/2010 11:36 AM	APRV
3	Purchasing Department	Marty Salazar	12/22/2010 11:53 AM	APRV

Form Started By: Monica Badillo — Started On: 12/20/2010 11:21 AM

Final Approval Date: 12/22/2010

EDINBURG
CHAMBER OF COMMERCE

P.O. Box 85 / 602 W. University
Edinburg, TX 78540
(956) 383-4974

December 13, 2010

RECEIVED
DEC 15 2010
COUNTY JUDGE

Honorable Judge Ramon Garcia
Hidalgo County Courthouse
100 E. Cano
Edinburg, TX 78539

Dear Judge Garcia:

On behalf of the Edinburg Chamber of Commerce, I would like to request permission to use the county square for the 43rd Annual Fiesta Edinburg Celebrations on Saturday, February 26, 2011 at 10:00 a.m. The parade is scheduled to begin at the county square and South on Closner ending at Cats Stadium on East Palm Drive.

Thank you in advance for your cooperation. If you have any questions, please call me at 383-4974.

Sincerely,

Letty Gonzalez
President

12-15-10
Valde –
for CC
approval

cc: Mr Hinojosa

Certificate of Insurance

This certifies that
- ☐ **State Farm Fire and Casualty Company,** Bloomington, Illinois
- ☐ **State Farm General Insurance Company,** Bloomington, Illinois
- ☐ **State Farm Fire and Casualty Company,** Aurora, Ontario
- ☐ **State Farm Florida Insurance Company,** Winter Haven, Florida
- ☒ **State Farm Lloyds,** Dallas, Texas

insures the following policyholder for the coverages indicated below:

Policyholder **Edinburg Chamber Of Commerce**

Address of policyholder **P.O. Box 85 Edinburg Texas 78540**

Location of operations **602 W University Edinburg Texas 78539**

Description of operations

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms, exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

Policy Number	Type of Insurance	Policy Period Effective Date	Policy Period Expiration Date	Limits of Liability (at beginning of policy period)		
90-KK-5536-8	Comprehensive Business Liability	11-17-09	11-17-10	BODILY INJURY AND PROPERTY DAMAGE		
This insurance includes:	☒ Products - Completed Operations ☒ Contractual Liability ☒ Personal Injury ☒ Advertising Injury ☒ Medical ☐ ☐			Each Occurrence	$	1,000,000.00
				General Aggregate	$	2,000,000.00
				Product - Completed Operations Aggregate	$	2,000,000.00

Policy Number	EXCESS LIABILITY	Policy Period Effective Date	Policy Period Expiration Date	BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit)	
	☐ Umbrella			Each Occurrence	$
	☐ Other			Aggregate	$
		Policy Period Effective Date	Policy Period Expiration Date	Part I - Workers Compensation - Statutory	
	Workers' Compensation and Employers Liability			Part II - Employers Liability	
				Each Accident	$
				Disease - Each Employee	$
				Disease - Policy Limit	$

Policy Number	Type of Insurance	Policy Period Effective Date	Policy Period Expiration Date	Limits of Liability (at beginning of policy period)

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

Name and Address of Certification Holder

County of Hidalgo
100 E Cano St
Edinburg TX 78539

If any of the described policies are canceled before their expiration date, State Farm® will try to mail a written notice to the certificate holder **15** days before cancellation. If we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Sam Saldivar by Veronica

Signature of Authorized Representative

Agent/LSA4 — Title

10/14/10 — Date

Sam Saldivar
Agent Name

Telephone Number **(956) 383-4312**

Agent's Code Stamp
Agent Code **53-8259**
AFO Code **F116**

1001250 106399.10 08-25-2009

AI-24575 **10.D.**

Discussion regarding broadcast of RMA meetings

CC REGULAR

Date:	12/30/2010
Submitted By:	Monica Badillo, EXECUTIVE OFFICE
Submitted For:	Godfrey Garza
Department:	EXECUTIVE OFFICE
Agenda Category:	Comm. Court Executive Office

Information

CAPTION

Discussion regarding the broadcast of Regional Mobility Authority (RMA) meetings

BACKGROUND

for discussion purposes only -- (funding would need to be identified)

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/22/2010 01:38 PM	APRV
2	Auditor's Office	Linda Fong	12/22/2010 02:08 PM	APRV
3	Purchasing Department	Marty Salazar	12/22/2010 02:19 PM	APRV

Form Started By: Monica Badillo — Started On: 12/22/2010 11:45 AM

Final Approval Date: 12/22/2010

AI-24576 **10.E.**

MOU - Co. & Task Force (janitorial services)

CC REGULAR

Date:	12/30/2010
Submitted By:	Monica Badillo, EXECUTIVE OFFICE
Department:	EXECUTIVE OFFICE
Agenda Category:	HIDTA - Task Force

Information

CAPTION

HIDTA Task Force:
Approval of Memorandum of Understanding (MOU) between the County of Hidalgo and Hidalgo County HIDTA Task Force (for janitorial services).

BACKGROUND

To be paid from Grant Funds
obj. 423

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1291-412-00-270-003-0-423

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

BUDGETARY IMPACT:

Funds in the amount of $4,200.02 available as of 12/22/10, pending year end closing grant carryovers.

Term of MOU is from 1-1-11 to 12-31-11 @520.00/month.

Attachments

Link: MOU

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Angela Garcia	12/22/2010 01:29 PM	APRV
2	Sylvia Solis	Angela Garcia	12/22/2010 02:40 PM	APRV
3	Ivan Cantu	Ivan Cantu	12/22/2010 03:33 PM	APRV
4	Auditor's Office	Linda Fong	12/22/2010 04:01 PM	APRV
5	Purchasing Department	Marty Salazar	12/22/2010 04:46 PM	APRV

Form Started By: Monica Badillo — Started On: 12/22/2010 11:48 AM

Final Approval Date: 12/22/2010

STATE OF TEXAS §

COUNTY OF HIDALGO §

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF HIDALGO
AND
THE HIDALGO COUNTY HIDTA TASK FORCE

This Agreement is entered in by the **HIDALGO COUNTY HIDTA TASK FORCE** hereinafter referred to as **"HIDTA"** and the **COUNTY OF HIDALGO** hereinafter referred to as **"COUNTY"** for the purpose of the reimbursement of janitorial services, incurred by **HIDTA.**

WHEREAS, HIDTA and the **COUNTY** are located in close proximity and have close government ties; and

WHEREAS, HIDTA, located at 3100 South Closner, Foxtrot Building, Edinburg, Texas (the **"Building"**), and occupies four thousand three hundred and sixteen square feet (4,316 sq. ft.), would benefit from janitorial services as provided by the **COUNTY.**

NOW, THEREFORE, HIDTA and the **COUNTY,** in consideration of the mutual covenants expressed hereinafter, agree as follows:

1. **COUNTY** agrees to perform janitorial services to the **Building** as further described in this Agreement.

2. **HIDTA** agrees to be solely responsible to **COUNTY** in the amount of Five Hundred Twenty and no/100th ($520.00) per month as consideration for janitorial services provided by **COUNTY.**

3. **HIDTA** agrees to reimburse **COUNTY** within the thirty (30) days of receipt of the invoice from **COUNTY.**

4. **Term.** This Agreement shall begin on January 1, 2011 and terminate on December 31, 2011.

5. **COUNTY** agrees to perform daily janitorial services in the office areas of the **Building** as follows:

- Emptying all wastebaskets and trash receptacles;
- Removing waste to designated areas;
- Sweeping and moping all hard surface floors as needed;
- Dusting or damp wiping desks and furniture;
- Spot cleaning all glass furniture, mirrors, and glass partitions;
- Vacuuming all carpeted areas.

6. **COUNTY** agrees to perform daily janitorial services in the restroom areas of the **Building** as follows:

- Damp wiping and polishing all restroom dispensers and refilling tissue, towels, and soap dispensers;
- Emptying, cleaning, and sanitizing, waste receptacles;
- Replacing all receptacle bags daily;
- Cleaning and polishing all restroom shelves, mirrors, and bright metals;
- Wet moping restroom floor with an odorless disinfectant solution with shine enhancer.

7. **HIDTA** and **COUNTY** will coordinate work schedules in order to provide for minimal disruption of operations of the **Building.**

8. **Conflict with Applicable Law.** Nothing in this Agreement shall be construed to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any (applicable law), 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 . The Agreement shall be modified only to the extent necessary to conform to the applicable law bringing them within the legal requirements and only during the time such conflicts exists.

9. **No Waiver.** No waiver by any party hereto 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.

10. **Entire Agreement.** This Agreement contains the entire contract among the parties hereto, and each party acknowledges that no other party has made (either directly or through any agent or representative) any representation 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 **COUNTY** and **HIDTA,** and not otherwise.

11. **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.

12. **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 **HIDTA:** Dora L. Munoz, Commander
Hidalgo County HIDTA Task Force
P.O. Box 5719
McAllen, Texas 78502

If to **COUNTY:** County of Hidalgo
Attention: Rene Ramirez, County Judge
P.O. Box 758
Edinburg, Texas 78540-0758

With copy to: Rene Guerra, County District Attorney
100 N. Closner
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.

13. **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.

14. **Authority to Execute.** The execution and performance of this Agreement by each of the parties have been duly authorized by all necessary laws, resolutions, ordinances or government body action, and this Agreement constitutes the valid and enforceable obligations of the parties hereto in accordance with its terms.

15. **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.

16. **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 thirty (30) 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 provision of Tex. Loc. Govt. Code Ann. 271.903.

17. **Severability.** Should any phrase, clause, sentence, or section of this Agreement be judicially declared to be invalid, unenforceable or void, such decision will not have the effect of invalidating or voiding the remainder of this Agreement, and such part of this Agreement will be deemed to have been

stricken herefrom and the remainder of this Agreement will have the same force and effect as if such part or parts had never been included herein.

WHEREAS, the life of this agreement becomes effective on the date it is signed by both parties. It remains in force unless explicitly terminated, in writing, by either party.

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

COUNTY OF HIDALGO

_____ _____

Ramon Garcia, Hidalgo County Judge Date

_____ _____

Rene Guerra, County District Attorney Date

_____ _____

Dora L. Munoz, HIDTA Task Force Commander Date

APPROVED AS TO FORM
Hidalgo County District Attorney's Office

By:_____ Date: _____

AI-24522 **11.A.**

Appointment of Deputy- Constable Precinct 3

CC REGULAR

Date:	12/30/2010
Submitted By:	Rachel Cavazos, CONSTABLE PCT. #3
Submitted For:	Larry Gallardo
Department:	CONSTABLE PCT. #3
Agenda Category:	Constables

Information

CAPTION

Constable Pct. 3:
Appointment of Luis Trevino as Deputy Constable by Constable Lazaro Gallardo in accordance with Texas Local Government Code 86.011.

BACKGROUND

Deputy Constable Luis Trevino

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** N/A

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

BUDGETARY IMPACT:

No budgetary impact. No funds required for this action.

Attachments

Link: Constable Code

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Angela Garcia	12/21/2010 09:06 AM	APRV
2	Rosalinda Cantu	Rosie Cantu	12/21/2010 09:39 AM	APRV
3	Auditor's Office	Linda Fong	12/22/2010 11:37 AM	APRV
4	Purchasing Department	Marty Salazar	12/22/2010 11:53 AM	APRV

Form Started By: Rachel Cavazos Started On: 12/20/2010 10:23 AM

Final Approval Date: 12/22/2010

LOCAL GOVERNMENT CODE

TITLE 3. ORGANIZATION OF COUNTY GOVERNMENT

SUBTITLE B. COMMISSIONERS COURT AND COUNTY OFFICERS

CHAPTER 86. CONSTABLE

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 86.001. ELIGIBILITY TO SERVE AFTER BOUNDARY CHANGE. A person who has served as the constable of a precinct for 10 or more consecutive years before a change is made in the boundaries of the precinct is not ineligible for reelection in the precinct because of residence outside the precinct if the constable's residence is within the boundaries of the precinct as they existed before the change.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 86.002. OATH; BOND. (a) Before entering on the duties of office, a person who is elected to the office of constable must execute a bond with two or more good and sufficient sureties or with a solvent surety company authorized to do business in this state. The bond must be payable to the governor and the governor's successors in office and conditioned that the constable will faithfully perform the duties imposed by law. The bond must be approved by the commissioners court of the county. The commissioners court shall set the bond in an amount of not less than $500 or more than $1,500.

(b) A person who is elected constable must also take and sign the constitutional oath of office. The oath shall be endorsed on the bond, together with the certificate of the officer who administers the oath. The bond and oath must be deposited and recorded in the office of the clerk of the county court.

(c) The bond is not void on the first recovery but may be sued on from time to time in the name of an injured party until the whole

amount of the bond is recovered.

(d) A person who is elected or appointed to the office of constable and who has given the necessary bond and taken the oath of office may immediately perform the duties of the office. The acts of the constable are as valid in law as if the constable were commissioned.

(e) Repealed by Acts 1995, 74th Leg., ch. 683, Sec. 1, eff. Aug. 28, 1995.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 683, Sec. 1, eff. Aug. 28, 1995.
Amended by:

Acts 2005, 79th Leg., Ch. 1094, Sec. 18, eff. September 1, 2005.

Sec. 86.0021. QUALIFICATIONS; REMOVAL. (a) A person is not eligible to serve as constable unless:

(1) the person is eligible to be licensed under Sections 1701.309 and 1701.312, Occupations Code, and:

(A) has at least an associate's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;

(B) is a special investigator under Article 2.122(a), Code of Criminal Procedure; or

(C) is an honorably retired peace officer or honorably retired federal criminal investigator who holds a certificate of proficiency issued under Section 1701.357, Occupations Code; or

(2) the person is an active or inactive licensed peace officer under Chapter 1701, Occupations Code.

(b) On or before the 270th day after the date a constable takes office, the constable shall provide, to the commissioners court of the county in which the constable serves, evidence that the constable has been issued a permanent peace officer license under Chapter 1701, Occupations Code. A constable who fails to provide evidence of licensure under this subsection or who fails to maintain a permanent license while serving in office forfeits the office and is subject to

removal in a quo warranto proceeding under Chapter 66, Civil Practice and Remedies Code.

(c) The license requirement of Subsection (b) supersedes the license requirement of Section 1701.302, Occupations Code.

Added by Acts 1997, 75th Leg., ch. 884, Sec. 3, eff. Jan. 1, 1998. Amended by Acts 1999, 76th Leg., ch. 877, Sec. 1, eff. Aug. 30, 1999; Acts 2001, 77th Leg., ch. 1420, Sec. 14.821, eff. Sept. 1, 2001. Amended by:

Acts 2005, 79th Leg., Ch. 954, Sec. 1, eff. June 18, 2005.

Sec. 86.003. NEW BOND; REMOVAL. (a) If any of the sureties of a constable dies, permanently moves from this state, becomes insolvent, or is released from liability as provided by law or if the commissioners court determines that the bond of the constable is insufficient, the court shall issue a citation that requires the constable to appear at a time set in the citation, after the 10th day but on or before the 30th day after the date the citation is issued, in order to execute a new bond with good and sufficient surety.

(b) If the constable neglects or refuses to appear to execute the bond at the designated time, the constable shall cease to perform the duties of the office and shall be removed from office by the judge of the district court in the manner provided by law for the removal of county officers.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

SUBCHAPTER B. DEPUTIES

Sec. 86.011. APPOINTMENT OF DEPUTY CONSTABLE. (a) An elected constable who desires to appoint a deputy must apply in writing to the commissioners court of the county and show that it is necessary to appoint a deputy in order to properly handle the business of the constable's office that originates in the constable's precinct. The application must state the name of the proposed deputy. The commissioners court shall approve and confirm the appointment of the

deputy only if the commissioners court determines that the constable needs a deputy to handle the business originating in the precinct.

(b) Each deputy constable must qualify in the manner provided for deputy sheriffs.

(c) The constable is responsible for the official acts of each deputy of the constable. The constable may require a deputy to post a bond or security. A constable may exercise any remedy against a deputy or the deputy's surety that a person may exercise against the constable or the constable's surety.

(d) A person commits an offense if the person:

(1) serves as a deputy constable and the person has not been appointed as provided by Subsection (a); or

(2) is a constable and issues a deputyship without the consent and approval of the commissioners court.

(e) An offense under Subsection (d) is punishable by a fine of not less than $50 or more than $1,000.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 86.012. RESERVE DEPUTY CONSTABLES. (a) The commissioners court of a county may authorize a constable of the county to appoint reserve deputy constables. The commissioners court may limit the number of reserve deputy constables that a constable may appoint.

(b) A reserve deputy constable serves at the discretion of the constable and may be called into service at any time that the constable considers it necessary to have additional officers to preserve the peace and enforce the law. The constable may authorize a reserve deputy constable who is a peace officer as described by Article 2.12, Code of Criminal Procedure, to carry a weapon or act as a peace officer at all times, regardless of whether the reserve deputy constable is engaged in the actual discharge of official duties, or may limit the authority of the reserve deputy constable to carry a weapon or act as a peace officer to only those times during which the reserve deputy constable is engaged in the actual discharge of official duties. A reserve deputy constable who is not a peace officer as described by Article 2.12, Code of Criminal Procedure, may

act as a peace officer only during the actual discharge of official duties. A reserve deputy constable, regardless of whether the reserve deputy constable is a peace officer as described by Article 2.12, Code of Criminal Procedure, is not:

(1) eligible for participation in any program provided by the county that is normally considered a financial benefit of full-time employment or for any pension fund created by statute for the benefit of full-time paid peace officers; or

(2) exempt from Chapter 1702, Occupations Code.

(c) A reserve deputy constable must take the official oath and must execute a bond in the amount of $2,000, payable to the constable. The oath and bond must be filed with the county clerk of the county in which the appointment is made. The oath and bond must be given before the reserve deputy constable's entry on duty and simultaneously with the officer's appointment.

(d) While actively engaged in an assigned duty at the call of the constable, a reserve deputy constable is vested with the same rights, privileges, and duties of any other peace officer in this state.

(e) The county and the constable do not incur any liability by reason of the appointment of a reserve deputy constable if the reserve deputy constable incurs a personal injury while serving in that capacity.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1999, 76th Leg., ch. 90, Sec. 3, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1420, Sec. 14.822, eff. Sept. 1, 2001.

SUBCHAPTER C. POWERS AND DUTIES

Sec. 86.021. GENERAL POWERS AND DUTIES. (a) A constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer. Notices required by Section 24.005, Property Code, relating to eviction actions are process for purposes of this section that may be executed by a constable.

(b) A constable may execute any civil or criminal process

throughout the county in which the constable's precinct is located and in other locations as provided by the Code of Criminal Procedure or by any other law.

(c) A constable expressly authorized by statute to perform an act or service, including the service of civil or criminal process, citation, notice, warrant, subpoena, or writ, may perform the act or service anywhere in the county in which the constable's precinct is located.

(d) Regardless of the Texas Rules of Civil Procedure, all civil process may be served by a constable in the constable's county or in a county contiguous to the constable's county, except that a constable who is a party to or interested in the outcome of a suit may not serve any process related to the suit.

(e) The constable shall attend each justice court held in the precinct.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 13(a), eff. Aug. 28, 1989; Acts 1997, 75th Leg., ch. 884, Sec. 1, eff. Jan. 1, 1998.

Sec. 86.022. POWER TO SUMMON RESIDENT ASSISTANCE. (a) If a constable encounters resistance in the execution of any lawful process or in the arrest of an offender, the constable may call for assistance any resident of the county who is convenient.

(b) A person who fails or refuses to obey a call for assistance may, on the motion of the constable, be fined by a justice of the peace in the manner provided for contempt. The amount of the fine may not exceed $10. The person who is accused of not providing assistance must be given three days' notice of the motion.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 86.023. COLLECTION LIABILITY. If, for collection, a constable receives a bond, bill, note, or account from any person and the constable gives a receipt in an official capacity for the instrument or account, the constable and the constable's sureties are

liable under the constable's bond for the amount collected if the constable fails to pay the amount on demand to the person for whom the constable made the collection.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 86.024. FAILURE TO EXECUTE PROCESS. (a) If a constable fails or refuses to execute and return according to law a process, warrant, or precept that is lawfully directed and delivered to the constable, the constable shall be fined for contempt before the court that issued the process, warrant, or precept on the motion of the person injured by the failure or refusal. This section does not apply to actions brought under or that could have been brought under Chapter 34, Civil Practice and Remedies Code.

(b) The fine shall be set at not less than $10 or more than $100, with costs. The fine shall be for the benefit of the injured person. The constable must be given 10 days' notice of the motion.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.
Amended by:

Acts 2007, 80th Leg., R.S., Ch. 421, Sec. 6, eff. September 1, 2007.

Sec. 86.025. UNFINISHED BUSINESS. If a constable vacates the office for any reason, all unfinished business shall be transferred to the succeeding constable and completed in the same manner as if the successor had begun the business.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

AI-24547 **12.A.**

Rio South Texas Economic Council

CC REGULAR

Date:	12/30/2010
Submitted By:	Erika Reyna, COUNTY JUDGE
Department:	COUNTY JUDGE
Agenda Category:	County Judge's Office

Information

CAPTION

1. Report from the Rio South Texas Economic Council
2. Discussion and approval of the service agreement for Rio South Texas Economic Council.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1100-413-30-115-017-0-810

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

BUDGETARY IMPACT:

available balance as of 12/22/10.

Attachments

Link: Agreement

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/21/2010 04:43 PM	APRV
2	Roland Garcia	Rolando Garcia	12/22/2010 09:49 AM	APRV
3	Auditor's Office	Linda Fong	12/22/2010 11:44 AM	APRV
4	Purchasing Department	Marty Salazar	12/22/2010 11:54 AM	APRV

Form Started By: Erika Reyna Started On: 12/21/2010 03:08 PM

Final Approval Date: 12/22/2010

AGREEMENT FOR PROVISION OF SERVICES

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

WHEREAS, pursuant to Section 381.004 of the Texas Local Government Code, the County is authorized to use public funds and employees of the County for such program, and to contract with another entity, as defined in such Section, for the administration of such an economic development program; and

WHEREAS, the County has developed or intends to develop an economic development program to promote business and commercial activity within the County for the purpose of improving the economic competitiveness of the County and enhancing the development of regional industry clusters within the County and the Rio Grande Valley (the "Program"), and desires to contract with another entity to administer the Program; and

WHEREAS, the purposes for which the Rio South Texas Economic Council, a Texas nonprofit corporation (the "Council"), were created include engaging in marketing activities for the purpose of generating opportunities that will result in economic expansion and diversification in Hidalgo, Cameron, Willacy and Starr Counties and to promote a business and governmental climate that is conducive to successful economic development in such counties; and

WHEREAS, the County now desires to enter into a contract with the Council, whereby the Council will administer the Program on behalf of the County, including the provision of the services, specified below; and

WHEREAS, the Council is agreeable to contracting with the County to assist the County in promoting the development of regional industries as set forth above.

NOW, THEREFORE, the County and the Council do hereby covenant and agree as follows:

1. **Administration of Program; Services Provided.** The Council agrees to administer the Program during the Term (as defined below) on behalf of the County, including the provision of the following services for the promotion and development of regional industries:
    (i) Improving business conditions by promoting a business and governmental climate that is conducive to successful economic development;
    (ii) Improving education and training for the purpose of strengthening community economic development efforts;
    (iii) Marketing the region for the purpose of generating opportunities that will result in economic expansion and diversification;
    (iv) Supporting networking opportunities for sharing knowledge and experience, and the development of professional relationships throughout the County and in the Rio Grande Valley and
    (v) Such other services as are agreed between the County and Council.

Without limiting the generality of the foregoing, the County and the Council agree that the

services provided hereunder to the County include assistance with website development and design, market research and studies, creation of beta tables, marketing materials and similar materials, and participation in trade shows and missions. The means and methods for providing such services shall be subject to the County prior review and approval. The County shall be provided the opportunity to give input into all creative processes and designs, and shall have final approval of all marketing and creative endeavors and other services for the County. The Council shall abide by all applicable laws, rules, ordinances, orders and regulations in providing services hereunder. Upon its creation, all rights in and to all materials created by the Council specifically for the County hereunder in whatever form or media (collectively, the "Work"), and any derivative works thereof, shall be exclusively owned by and vested in the County as works made for hire (including, without limitation, all copyrights). All rights in the Work created specifically for the County, including all copyrights, trademarks and other intellectual property, belong exclusively to County, including the exclusive right to use, reproduce, alter, record, perform and synchronize the Work for any purpose in any media without further agreement or payment, and the exclusive right to register all copyrights anywhere in the world in the Work in County's name.

2. **Payment.** In consideration for the complete and satisfactory performance by the Council of the Council's obligations hereunder, the County shall pay the Council $30,000.00 for the provision of services as set forth herein, which amount is the County's dues attributable to its class of membership in the Council, as such is set forth in Article 2 of the By-laws of the Council. Such amount is payable on or before January 15, 2011, and satisfies the dues requirement of the By-laws of the Council such that no additional payment shall be due from the County. The payment provided for herein shall be paid solely from lawfully available funds that have been appropriated by the County. Under no circumstances shall the County's obligations hereunder be deemed to create any debt within the meaning of any constitutional or statutory provision.

3. **Use of Funds.** The Council shall use the funds received from the County only for the purposes set forth in this Agreement.

4. **Annual Report.** The Council agrees to, at least annually or more frequently upon request by the County, present a report to the Commissioners Court of the County of the activities and accomplishments of the Council.

5. **Representations and Warranties of Council.** The Council represents and warrants to the County, as of the Effective Date (as defined below), as follows:

    A. **Organization**. The Council is a non-profit corporation duly organized, validly existing and in good standing under the laws of the State of Texas and authorized to do business in the State of Texas.

    B. **Authority**. The execution, delivery and performance by the Council of this Agreement are within the Council's powers and have been duly authorized by all necessary action of the Council.

C. **County Obligation Limited**. The Council acknowledges that the County is not committed or obligated to pay any expenditure incurred with respect to the operation of the Council or the provision of services hereunder, and is only obligated to make the payment specifically provided in paragraph 2 of this Agreement.

6. **Representations and Warranties of County.** To the actual knowledge of the Commissioners' Court, as of the Effective Date, the County represents and warrants to the Council, as of the Effective Date, as follows:

A. **Authority**. The execution, delivery and performance by the County of this Agreement are within its powers and have been duly authorized by all necessary action.

7. **Information; Audit.** The Council shall, at such times and in such form as the County may request from the Council, provide information concerning the status of the performance of the Council's obligations under this Agreement. The Council agrees that the County will have the right to audit the financial and business records of the Council that relate specifically to the Program and Council's compliance with the terms of this Agreement at anytime in order to determine compliance with this Agreement. To the extent reasonably possible, the Council shall make all records related to the Program and other records related to compliance with the terms of this Agreement available in electronic form or otherwise available to be accessed through the internet following reasonable advance notice by the County and shall otherwise cooperate fully with the County during any audit.

8. **Miscellaneous.**

A. **Effective Date.** This Agreement shall be effective on the date set forth below (the "Effective Date") and shall continue in full force and effective until November 30, 2011 (the period from the Effective Date to such termination date, the "Term").

B. **Entire Agreement**. This Agreement contains the entire agreement between the parties with respect to the transactions contemplated herein.

C. **Amendment**. This Agreement may only be amended, altered, or revoked by written instrument signed by all parties, except for the County's right to terminate this Agreement as set forth below.

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

E. **Remedies**. Upon breach of any of the covenant, representation, warranty or agreement contained in this Agreement, which breach is not cured within thirty (30) days of notice from the aggrieved party to the other party, the aggrieved party shall have such remedies as are available in law or equity for breach of contract; provided, however, that no party shall be liable to any other party for incidental or consequential damages. Without limiting the generality of the foregoing, the Council acknowledges and agrees that under no circumstances will the County have any liability in excess of the amount payable as set forth in paragraph 2 of this Agreement. In the event the County is the aggrieved party, the County shall also be entitled to terminate this Agreement upon

notice to the Council and to a refund of the payment made pursuant to paragraph 2 above, which refund shall be calculated pro rata based on the amount the percentage of the Term remaining at the time of such termination.

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

If to the County:
Hidalgo County
100 E. Cano
Edinburg, Texas 78539
Attn: County Judge
Telephone: (956) 318-2600
Facsimile: (956) 318-2699

If to the Council:
Rio South Texas Economic Council
901 Business Park Drive, Suite 200
Mission, Texas 78572
Attn: Chairman
Telephone: _____
Facsimile: _____

G. **Applicable Law**. This Agreement is made, and shall be construed and interpreted under the laws of the State of Texas, and venue shall lie in State courts located in Hidalgo County, Texas.

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

I. **No Third-Party Beneficiaries**. The County and the Council intend that this Agreement shall not benefit or create any right or cause of action in or on behalf of any third-party beneficiary, or any individual or entity other than the County and the Council.

J. **No Joint Venture**. Nothing contained in this Agreement is intended by the parties to create a partnership or joint venture between the parties, and any implication to the contrary is hereby expressly disavowed. It is understood and agreed that this Agreement does not create a joint enterprise, nor does it appoint either party as an agent of the other for any purpose whatsoever. Except as otherwise specifically provided herein, neither party shall in any way assume any of the liability of the other for acts of the other or obligations of the other.

K. **Assignments**. This is an Agreement for the services of the Council. Accordingly, the Council may not assign this Agreement or any of its rights or

obligations hereunder without the prior written consent of the County, and any assignment by the Council in violation of the terms hereof shall be void ab initio and of no force or effect.

L. **Counterparts**. This Agreement may be executed in multiple counterparts all of which shall be considered one and the same document.

EXECUTED THIS ___ day of _____, 2010.

COUNTY OF HIDALGO, TEXAS

By:_____
Ramon Garcia Rene A. Ramirez, Judge

ATTEST:

By: _____
Arturo Guajardo, Jr., Clerk
(SEAL)

APPROVED AS TO FORM:

Atlas & Hall, L.L.P.

By: _____
Stephen L. Crain

RIO SOUTH TEXAS ECONOMIC COUNCIL

_____
William Martin, Chair

ATTEST:

_____
Eduardo Campirano, Secretary

AI-24595 **13.A.**

Approval of 2010 Elected Official Bonds
CC REGULAR

Date:	12/30/2010
Submitted By:	Jennilee Garza, COUNTY CLERK
Submitted For:	Arturo Guajardo
Department:	COUNTY CLERK
Agenda Category:	County Clerk

Information

CAPTION

Approval of 2011 Elected Official Bonds.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Form Started By: Jennilee Garza	Started On: 12/27/2010 08:21 AM
Final Approval Date: 12/27/2010	

AI-24570 **14.A.**

FY2010 SCAAP Funding Appropriation

CC REGULAR

Date:	12/30/2010
Submitted By:	Emilia Uriegas, SHERIFF DEPT.
Submitted For:	Anacleto Martinez
Department:	SHERIFF DEPT.
Agenda Category:	Sheriff's Office

Information

CAPTION

1. Approval of Certification of Revenues by County Auditor for the FY2010 State Criminal Alien Assistance Program (SCAAP).
2. Approval of budget amendment to appropriate the grant award for $418,866.00.

BACKGROUND

Authorization to accept the FY2010 SCAAP grant from the U.S. Department of Justice, Bureau of Justice Assistance (BJA), was approved by Commissioners' Court on 10/26/10 (AI-23547).

Awarded funds are to be used for correctional purposes only. The budget includes overtime pay (no fringe benefits), repair and maintenance supplies, and the purchase of vehicles, washer and dryer.

Grant No. 2010-AP-BX-0743

The amount of $418,866.00 grant award was direct deposited in Special Revenue Funds on 11/23/10

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1284-423-00-280-042-0-XXX

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

BUDGETARY IMPACT:

No local cash match is required.

Fringe benefits relating to the overtime hours are to be charged to the Jail Office Budget (Account No. 0-1100-423-00-280-002-0-XXX).

Attachments

Link: FY2010.SCAAP.Budget

Link: backup

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Anacleto Martinez	Anacleto Martinez	12/22/2010 11:37 AM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 01:03 PM	APRV
3	Manuel Chapa	Angela Garcia	12/22/2010 01:25 PM	APRV
4	Roland Garcia	Rolando Garcia	12/22/2010 03:33 PM	APRV
5	Auditor's Office	Linda Fong	12/22/2010 03:51 PM	APRV
6	Dina Trevino	Erika Zamora	12/22/2010 05:03 PM	APRV
7	Purchasing Department		12/27/2010 08:43 AM	NEW

Form Started By: Emilia Uriegas

Started On: 12/22/2010 10:43 AM

Final Approval Date: 12/27/2010

DATE: December 22, 2010

DEPARTMENT HEAD: Sheriff Guadalupe "Lupe" Trevino

DEPARTMENT NAME: SCAAP

ACCOUNT NUMBER: 0-1284-423-00-280-042-0-XXX

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

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Amendments (increases) to my budget in accordance with Local Government Code, Chapter 111, Subchapter C

INCREASE OBJECT NUMBER'S)	ACCOUNT OBJECT NAME	AMOUNT
0-1284-423-00-280-042-0-131	Overtime Pay	221,666.00
0-1284-423-00-280-042-0-679	Repair & Maintenance Supplies--Other	1,200.00
0-1284-423-00-280-042-0-741	Vehicles	74,000.00
0-1284-423-00-280-042-0-748	Other Equipment	122,000.00

TOTAL APPROPRIATIONS **418,866.00**

0-1284-331-11-280-042-0-000	U.S. Department of Justice--Bureau of Justice Assistance	$418.866.00

TOTAL REVENUES **418,866.00**

REASON: **To appropriate the budget for the FY2010 SCAAP Grant awarded by the U.S. Department of Justice, Bureau of Justice Assistance (BJA). Grant No. 2010-AP-BX-0743**

Note: Expenses relating to fringe benefits for the overtime hours are to be charged to the Jail Office Budget (Account No. 0-1100-423-00-280-002-0-XXX).

DEPARTMENT HEAD SIGNATURE

/ /
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

COUNTY of HIDALGO

EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

December 22, 2010

The Honorable Ramon Garcia, County Judge
The Honorable Joel Quintanilla, Commissioner, Precinct No. 1
The Honorable Hector "Tito" Palacios, Commissioner, Precinct No. 2
The Honorable Jose M. Flores, Commissioner, Precinct No. 3
The Honorable Oscar L. Garza, Jr., Commissioner, Precinct No. 4

RE: Certification of Revenue

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.0706 SPECIAL BUDGET FOR GRANT OR AID MONEY:

> The county auditor shall certify to the commissioners court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Ray Eufracio, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of a grant award from the U.S. Department of Justice, Bureau of Justice Assistance (BJA). These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
$418,866.00	2010-AP-BX-0743 FY2010 SCAAP Grant

CERTIFIED BY:

Raymundo Eufracio, CPA
Hidalgo County Auditor

12-22-10
Date

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Customer Detail - FCINQ03A 04/09/10 11:15 am

Receipt No 142498 Old Ref. No.
Date 11-29-2010

Batch No 0 7516
Bank No 02

Customer
Received From CM (DOJ TREAS 220 MISC PAY)

Totals

Cash	Credit Memo	418,866.00
Check		

Mailing Name
Address

Credits

Description	Account Number	Amount	Notation
DEFERRED REVENUE GRANT	0-1284-223-00-000-000-0-000	418,866.00	CM

Debits

DEFERRED REVENUE GRANT	0-1284-101-00-000-000-0-000	418,866.00

AI-24570 **14.A.**

FY2010 SCAAP Funding Appropriation

CC REGULAR

Date: 12/30/2010
Submitted By: Emilia Uriegas, SHERIFF DEPT.
Submitted For: Anacleto Martinez
Department: SHERIFF DEPT.
Agenda Category: Sheriff's Office

Information

CAPTION

1. Approval of Certification of Revenues by County Auditor for the FY2010 State Criminal Alien Assistance Program (SCAAP).
2. Approval of budget amendment to appropriate the grant award for $418,866.00.

BACKGROUND

Authorization to accept the FY2010 SCAAP grant from the U.S. Department of Justice, Bureau of Justice Assistance (BJA), was approved by Commissioners' Court on 10/26/10 (AI-23547).

Awarded funds are to be used for correctional purposes only. The budget includes overtime pay (no fringe benefits), repair and maintenance supplies, and the purchase of vehicles, washer and dryer.

Grant No. 2010-AP-BX-0743

The amount of $418,866.00 grant award was direct deposited in Special Revenue Funds on 11/23/10

Fiscal Impact

FISCAL YEAR: 2010
ACCT. #: 0-1284-423-00-280-042-0-XXX
FUNDS AVAILABLE Y/N?:
MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

No local cash match is required.

Fringe benefits relating to the overtime hours are to be charged to the Jail Office Budget (Account No. 0-1100-423-00-280-002-0-XXX).

Attachments

Link: FY2010.SCAAP.Budget

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Emilia Uriegas	12/22/2010 10:43 AM	CREATED
1	Anacleto Martinez	Anacleto Martinez	12/22/2010 11:37 AM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 01:03 PM	APRV

DATE: **December 22, 2010**

DEPARTMENT HEAD: **Sheriff Guadalupe "Lupe" Trevino**

DEPARTMENT NAME: **SCAAP**

ACCOUNT NUMBER: **0-1284-423-00-280-042-0-XXX**

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

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Amendments (increases) to my budget in accordance with Local Government Code, Chapter 111, Subchapter C

INCREASE OBJECT NUMBER'S)	ACCOUNT OBJECT NAME	AMOUNT
0-1284-423-00-280-042-0-131	Overtime Pay	221,666.00
0-1284-423-00-280-042-0-679	Repair & Maintenance Supplies--Other	1,200.00
0-1284-423-00-280-042-0-741	Vehicles	74,000.00
0-1284-423-00-280-042-0-748	Other Equipment	122,000.00

	TOTAL APPROPRIATIONS	418,866.00
0-1284-331-11-280-042-0-000	U.S. Department of Justice--Bureau of Justice Assistance	$418.866.00
	TOTAL REVENUES	418,866.00

REASON: **To appropriate the budget for the FY2010 SCAAP Grant awarded by the U.S. Department of Justice, Bureau of Justice Assistance (BJA). Grant No. 2010-AP-BX-0743**

Note: Expenses relating to fringe benefits for the overtime hours are to be charged to the Jail Office Budget (Account No. 0-1100-423-00-280-002-0-XXX).

DEPARTMENT HEAD SIGNATURE

/ /
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-24526 **16.A.**

Amendment - Pct. #1

CC REGULAR

Date:	12/30/2010
Submitted By:	Estella Webber, URBAN COUNTY
Submitted For:	Lupita Garcia
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

1. Hold Public Hearing to consider public comments on a proposed budget and program amendment for Pct. #1 utilizing Urban County funds from Program Year 23 (2010). The amendment will delete park recreational facility improvements and increase funding for street improvements and add a new project.

2. Consideration and approval of a budget & program amendment to the Pct. #1 Urban County Program Fiscal Year 23 (2010) CDBG work plan to cancel the parks, recreational facility line item and increase the Street Improvement funding to include but not limited to the purchase and installation of guard rails and related appurtenances for several streets within Precinct No. 1 areas.

BACKGROUND

Hidalgo County Precinct No. 1 is requesting approval of the budget & program amendment for program year 23 (2010). See attached public hearing notice for project consideration. A public hearing was held on December 30 at 9:30 a.m. and citizen participation requirements have been met.

Fiscal Impact

FISCAL YEAR: **ACCT. #:** Urban County Funds

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

BUDGETARY IMPACT:

Proposed budget & program amendment will be utilizing Urban County Year 23 (2010) funds. No budget increase to proposed amendment.

Attachments

Link: budget & prog amendment

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Angela Garcia	12/21/2010 09:06 AM	APRV
2	Perla Lopez	Perla Lopez	12/21/2010 10:21 AM	APRV
3	Auditor's Office	Linda Fong	12/22/2010 11:50 AM	APRV
4	Purchasing Department	Marty Salazar	12/22/2010 11:53 AM	APRV

Form Started By: Estella Webber

Started On: 12/20/2010 02:23 PM

Final Approval Date: 12/22/2010

PUBLIC HEARING NOTICE
HIDALGO COUNTY PRECINCT NO 1
URBAN COUNTY PROGRAM

Published On: December 24, 2010

BUDGET & PROGRAM AMENDMENT

In compliance with Community Development Block Grant (CDBG) requirements, the Hidalgo County **Precinct No. 1** will conduct a Public Hearing to solicit input from interested parties on the Precinct's proposed budget and program amendment to its Urban County Program, **Year 23 (2010).**

The Public Hearing will be held on , **Thursday, December 30, 2010** at **9:30 A.M.** at the **Hidalgo County Commissioner's Court Room located at 100 E. Cano, First Floor, Edinburg, Texas 78539**.

Existing	Year 23 (2010) Activities	Proposed
$165,134.00	Parks, Recreational Facility Imp. (-$165,134.00	0.00
$100,000.00	Street Improvements (+$165,134.00)	$265,134.00
$265,134.00	**TOTALS:**	**$265,134.00**

The proposed amendment will **DELETE** the Parks, Recreational Facility Improvements project and **INCREASE** the Street Improvements Project line item which will allow for the **INCLUSION** of a new street improvements project for the purchase and installation of guard rails for several streets within Precinct No. 1 areas.

Accommodations for individuals with handicaps shall be provided upon request.

Las presentaciones se haran en espanol para aquellas personas que asi lo deseen.

For more information, please come by our office at **1916 Tesoro Blvd., Pharr Texas 78577** or call **(956) 787-8127.**

Written comments may be forwarded to:

Commissioner: Joel Quintanilla
Hidalgo County Precinct No. 1
1902 Joe Stephens, Avenue, Weslaco, Texas 78596
(956)-968-8733

Ok by Mr. A. Barco @ 5:00 pm to Publish.

AI-24530 **16.B.**

Housing Rehabilitation award of bids

CC REGULAR

Date:	12/30/2010
Submitted By:	Estella Webber, URBAN COUNTY
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

The Urban County Program is requesting the award of bids and approval of contracts for the demolition and reconstruction of the following:

1. (3) units in the City of Donna area in the amount of $118,400.00 to JR Limas Construction.

BACKGROUND

The applicants were approved to receive assistance under the Owner-Occupied Housing Rehabilitation Program by the County Commissioners' Court on May 11, 2010 and June 22, 2010. Bids were received and opened at the Hidalgo County Purchasing Department on Wednesday, December 1, 2010.

Fiscal Impact

FISCAL YEAR:

ACCT. #: Urban County Funds

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Urban County funds will be utilized.

Attachments

Link: bid tabulations

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Angela Garcia	12/21/2010 09:05 AM	APRV
2	Perla Lopez	Perla Lopez	12/21/2010 09:55 AM	APRV
3	Auditor's Office	Linda Fong	12/22/2010 11:51 AM	APRV
4	Purchasing Department	Marty Salazar	12/22/2010 11:53 AM	APRV

Form Started By: Estella Webber — Started On: 12/21/2010 08:30 AM

Final Approval Date: 12/22/2010

HIDALGO COUNTY PURCHASING DEPARTMENT BID TABULATION SHEET

DEPT NAME: COUNTY OF HIDALGO URBAN COUNTY PROGRAM

Bid Opening Date: December 01, 2010 Bid Opening Time: 9:30 am

Description of Bid: Demolition and Reconstruction of Three (3) Units in the City of Donna

GRANT#: M-09-UC-48-0501

JR LIMAS CONSTRUCTION

	UNITS	TOTAL BID AMOUNT	BID BOND/CASHIER'S CHECK INCLUDED
1	M. PEQUEÑO	$39,300.00	CC INCLUDED
2	M. LEDESMA	$39,300.00	CC INCLUDED
3	C. RADA	$39,800.00	CC INCLUDED

MOMENTUS

	UNITS	TOTAL BID AMOUNT	BID BOND/CASHIER'S CHECK INCLUDED
1	M. PEQUEÑO	$42,500.00	CC INCLUDED
2	M. LEDESMA	NO BID	N/A
3	C. RADA	$42,500.00	CC INCLUDED

G & G CONTRACTORS

	UNITS	TOTAL BID AMOUNT	BID BOND/CASHIER'S CHECK INCLUDED
1	M. PEQUEÑO	$42,370.00	BB INCLUDED
2	M. LEDESMA	$41,680.00	BB INCLUDED
3	C. RADA	$42,880.00	BB INCLUDED

CRG HOMES

	UNITS	TOTAL BID AMOUNT	BID BOND/CASHIER'S CHECK INCLUDED
1	M. PEQUEÑO	$44,194.00	CC INCLUDED
2	M. LEDESMA	$44,194.00	CC INCLUDED
3	C. RADA	$46,694.00	CC INCLUDED

***TYPED AS READ AT BID OPENING, AMOUNTS NOT VERIFIED/CALCULATED**

AI-24527 **16.C.**

Solar light project - Pct. #1 (City of Alamo)

CC REGULAR

Date:	12/30/2010
Submitted By:	Estella Webber, URBAN COUNTY
Submitted For:	Lupita Garcia
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code 262.024 (a)(4)- professional services.

2. Presentation of the scoring grid for the purposes of ranking by CC of at least three (3) engineering firms from the County's approved "pool" as graded and evaluated by City of Alamo, Urban County Program and Hidalgo County Purchasing Department in connection with an Urban County Program Street Improvements (Solar Light) Project in the City of Alamo located within Hidalgo County Precinct No. 1:

FIRM	GRADE	RANK
S&B Infrastructure	93.34%	
Quintanilla, Headley & Associates	87.67%	
Sigler, Winston, Greenwood & Asso.	85.34%	

3. Authority to negotiate a professional services contract with the No. 1 ranked firm of _____ for the provision of engineering services for a City of Alamo-Hidalgo County Precinct No. 1 Street Improvements (Solar Light) project.

BACKGROUND

City of Alamo, Urban County Program and the Hidalgo County Purchasing Department have evaluated and graded three engineering firms from the County's approved "pool". S & B Infrastructure, Quintanilla, Headley & Associates, and Sigler, Winston, Greenwood & Associates were the three firms. The Street Improvements (Solar Light) Project includes the purchase and installation of solar lighting for Duranta Avenue (Between Tower Road and Alamo Road) and along Main Street Park area (Between 9th and 7th Place. (See attached grading grid for your review.

Fiscal Impact

FISCAL YEAR: **ACCT. #:** Urban County Funds

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

BUDGETARY IMPACT:

Urban County funs will be utilized for this project.

Attachments

Link: grading grid

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Angela Garcia	12/21/2010 09:05 AM	APRV
2	Perla Lopez	Perla Lopez	12/21/2010 09:38 AM	APRV
3	Auditor's Office	Linda Fong	12/22/2010 11:54 AM	APRV
4	Dina Trevino	Erika Zamora	12/22/2010 01:05 PM	APRV
5	Perla Lopez	Perla Lopez	12/22/2010 01:16 PM	APRV
6	Auditor's Office	Linda Fong	12/22/2010 01:46 PM	APRV
7	Purchasing Department	Marty Salazar	12/22/2010 02:21 PM	APRV

Form Started By: Estella Webber Started On: 12/20/2010 02:48 PM

Final Approval Date: 12/22/2010

Hidalgo County – Urban County Program
City of Alamo
Engineering Professional Services
Street Improvement Project (Solar Lights)
Grading Grid

CRITERIA	S & B INFRASTRUCTURE			QUINTANILLA, HEADLY & ASS.			**SIGLER, WINSTON, GREENWOOD & ASS.**		
	Grader Alamo	Grader UCP	Grader P. Dept.	Grader Alamo	Grader UCP	Grader P. Dept.	Grader Alamo	Grader UCP	Grader P. Dept.
Selection Criteria	20	20	20	20	20	18	20	20	18
Experience of Project Team	20	25	18	20	25	22	20	25	15
Experience/Availability of Project Manager	20	17	20	20	18	20	20	18	20
Understanding Projects	25	25	20	0	25	25	0	25	25
Familiarity w/Applicable Rules & Regulations	10	10	10	10	10	10	10	10	10
TOTALS	95	97	88	70	98	95	70	98	88
AVERAGES		93.34%			87.67%			85.34%	
RANKING									

AI-24540 **16.D.**

Parks & Recreational facility improvements - City of Penitas

CC REGULAR

Date:	12/30/2010
Submitted By:	Estella Webber, URBAN COUNTY
Submitted For:	Candace Armenta
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code 262.024 (a)(4)- professional services.

2. Presentation of the scoring grid for the purpose of ranking by Commissioners' Court of at least three (3) architectural firms from the county's approved "pool" as graded and evaluated by the City of Peñitas, Urban County Program, and Hidalgo County Purchasing Department, in connection with and funded through Hidalgo County Urban County Program Year 23 (2010) City of Peñitas, Parks & Recreational Facility Improvements for improvements to Veterans Memorial Park.

FIRM	GRADE	RANK
Alcocer Garcia Associates, Inc.	94.6	
Rike Ogden Figueroa Allex Architects, Inc.	81.3	
V-A Architecture	80.0	

3. Authority to negotiate a professional services contract with the highest ranked firm of _____ for the provision of architectural services for an Urban County Program Year 23 (2010) City of Peñitas - Parks & Recreational Facility Improvements for improvements to Veterans Memorial Park.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** Urban County Funds

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

BUDGETARY IMPACT:

Urban County funds will be utilized for this project.

Attachments

Link: park improvements - Penitas

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/21/2010 01:14 PM	APRV
2	Perla Lopez	Perla Lopez	12/21/2010 01:26 PM	APRV
3	Auditor's Office	Linda Fong	12/22/2010 11:54 AM	APRV
4	Purchasing Department	Marty Salazar	12/22/2010 11:58 AM	APRV

Form Started By: Estella Webber Started On: 12/21/2010 11:28 AM

Final Approval Date: 12/22/2010

City of Peñitas
Architectural Services
Parks, Recreational Facility Improvements
Year 23 (2010)
Grading-Ranking Grid

Criteria	Alcocer Garcia Associates			Rike Ogden Figueroa Allex Architects, Inc.			V-A Architecture		
	Grader 1	Grader 2	Grader 3	Grader 1	Grader 2	Grader 3	Grader 1	Grader 2	Grader 3
Professional Qualifications of Team	19	20	20	15	20	20	10	20	20
Experience of Project Team	25	24	22	10	23	20	15	23	21
Experience/ Availability of Project Manager	17	19	20	10	17	20	10	17	20
Understanding of Project	25	20	25	15	24	25	10	24	25
Familiarity with Applicable Rules & Regulations	8	10	10	5	10	10	5	10	10
TOTALS	94	93	97	55	94	95	50	94	96
AVERAGES	284÷3=94.6			244÷3=81.3			240÷3=80		
RATING									

AI-24539 **16.E.**

Water/Sewer Improvements - City of San Juan

CC REGULAR

Date:	12/30/2010
Submitted By:	Estella Webber, URBAN COUNTY
Submitted For:	Candace Armenta
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code 262.024 (a)(4) - professional services.

2. Presentation of the scoring grid for the purpose of ranking by Commissioners' Court of at least three (3) engineering firms from the county's approved "pool" as graded and evaluated by the City of San Juan, Urban County Program, and Hidalgo County Purchasing Department, in connection with and funded through Hidalgo County Urban County Program Year 19 & 21 (2006 & 2008) City of San Juan, Water/Sewer Improvements on Oblate Street and downtown alleyways.

FIRM	GRADE	RANK
R. Gutierrez Engineering Corporation	91.6	
Cruz-Hogan Consultants, Inc.	91.3	
Halff Associates, Inc.	89.3	

3. Authority to negotiate a professional services contract with the highest ranked firm of _____ for the provision of engineering services for an Urban County Program Year 19 & 21 (2006 & 2008) City of San Juan - Water/Sewer Improvements on Oblate Street and downtown alleyways.

BACKGROUND

The three engineering firms rated from the county's approved "pool" are: (1) R. Gutierrez Engineering Corporation, (2) Cruz-Hogan Consultants, Inc., and (3) Halff Associates, Inc. for the City of San Juan Water/Sewer Improvements on Oblate Street and downtown alleyways.

Funds Available: $162,014.24

Fiscal Impact

FISCAL YEAR: **ACCT. #:** Urban County Funds

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

BUDGETARY IMPACT:

Urban County funds will be utilized for this project.

Attachments

Link: Grading Grid - San Juan

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/21/2010 12:57 PM	APRV
2	Perla Lopez	Perla Lopez	12/21/2010 02:37 PM	APRV
3	Auditor's Office	Linda Fong	12/22/2010 11:55 AM	APRV
4	Purchasing Department	Marty Salazar	12/22/2010 11:56 AM	APRV

Form Started By: Estella Webber Started On: 12/21/2010 11:08 AM

Final Approval Date: 12/22/2010

City of San Juan
Engineering Services
Water/Sewer Improvements
Year 19 & 21 (2006 & 2008)
Grading-Ranking Grid

Criteria	R. Gutierrez Engineering Corp.			Cruz-Hogan Consultants, Inc.			Halff Associates, Inc.		
	Grader 1	Grader 2	Grader 3	Grader 1	Grader 2	Grader 3	Grader 1	Grader 2	Grader 3
Professional Qualifications of Team	16	20	20	18	20	20	17	20	20
Experience of Project Team	21	23	23	23	23	20	21	23	20
Experience/ Availability of Project Manager	16	17	20	18	18	20	16	16	18
Understanding of Project	22	25	25	23	25	20	21	25	25
Familiarity with Applicable Rules & Regulations	7	10	10	8	10	8	6	10	10
TOTALS	82	95	98	90	96	88	81	94	93
AVERAGES	275÷3=91.6			274=91.3			268÷3=89.3		
RATING									

AI-24564 **17.A.**

WIC Indirect Cost

CC REGULAR

Date:	12/30/2010
Submitted By:	Sergio Cruz, BUDGET & MANAGEMENT
Department:	BUDGET & MANAGEMENT
Agenda Category:	WIC

Information

CAPTION

Discussion, consideration, and approval to reduce (discount) the indirect cost allocation rate for the W.I.C. Program.

BACKGROUND

FY2011 Calculated Indirect Cost Rate is 27.18%, federally capped at 20%.
Proposed discounted rate is 13.00% (65% of the federally capped rate of 20%)

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/22/2010 11:00 AM	APRV
2	Erika Zamora	Erika Zamora	12/22/2010 04:40 PM	APRV
3	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Sergio Cruz — Started On: 12/22/2010 10:01 AM

Final Approval Date: 12/27/2010

AI-24548 **18.A.**

Emergency Transfers for the year 2010 (Jan.-Dec. 2010)

CC REGULAR

Date:	12/30/2010
Submitted By:	Ivan Cantu, BUDGET & MANAGEMENT
Submitted For:	Dina Trevino
Department:	BUDGET & MANAGEMENT
Agenda Category:	Budget and Management

Information

CAPTION

Report and approval of emergency transfers for the period of January through December 2010.

BACKGROUND

Fiscal Impact

FISCAL YEAR: N/A **ACCT. #:** N/A

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

BUDGETARY IMPACT:

No fiscal impact.

Attachments

Link: Emergency Transfer Report

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Ivan Cantu (Originator)	Ivan Cantu	12/21/2010 03:45 PM	APRV
2	Budget & Management	Erika Zamora	12/21/2010 04:43 PM	APRV
3	Erika Zamora	Erika Zamora	12/22/2010 04:22 PM	APRV
4	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Ivan Cantu Started On: 12/21/2010 03:38 PM

Final Approval Date: 12/27/2010

Hidalgo County Non-Agenda Transfers
For the Period of January 1st - December 31, 2010

Date	JE #	Amount	Department	Reason
1/4/10	95487	$ 8,343.40	IT Countywide	To fund PO #627689 in correct obj. code 431
1/5/10	95532	337.98	Various Depts.*	To fund telephone expenditures for Nov. & Dec. 2009 (Indigent Defense, CCL #4, Child Protective Court, JP Pct. 3, PL 1, & JP Pct. 5, PL. 1)
1/6/10	95548	220.22	Pct. 4 Rd. Adm.	To fund telephone expenditures for Nov. & Dec. 2009
1/11/10	00030	170,000.00	Co. Wide Adm.	To fund positions approved after adoption of 2010 Budget
1/11/10	00031	3,194.18	Co. Auditor	To cover cost of copier lease (req #167485)
1/12/10	00034	89,000.00	Facilities Management	To fund rennovations for Mansion & Old Adm. Bldg, cell phone equipment & copier lease expenditures
1/12/10	95594	950.00	Sheriff	To fund poligraph license expenditures and reclassification of obj. codes
1/13/10	95597	35.36	Constable Pct. 2*	To fund telephone expenditures through year end
1/13/10	95633	70.00	ROW Dept.	To fund telephone expenditures through year end
1/14/10	95640	40,640.65	Co. Wide Adm.	To fund year end expenditures (from obj. 843 to 899)
1/14/10	95641	205.00	Juvenile Probation	To fund telephone expenditures through year end
1/14/10	00084	2,436.39	Co. Auditor	To fund cost of copier lease (req #167497)
1/19/10	95648	4,350.00	Pauper Burial*	To fund pauper burial svcs for year end (2009)
1/19/10	95673	39.50	Various Depts*	To fund AT & T long distance through year end for various depts.
1/19/10	95674	10.39	Pct. 4 Rd. Adm.	To fund AT & T long distance through year end.
1/19/10	95678	100.00	District Clerk	To fund In-Co. Travel expenditures
1/20/10	95679	68,476.75	Sheriff	To fund reclassification of PO #631026 for RCC Consultants (from 311 to 339)
1/20/10	95683	45.00	Pct. 3 Rd Adm.	To fund pending invoices for pest control svcs.
1/20/10	95684	700.00	Pct. 3 P/U Rd.	To fund pending invoices for fuel

Hidalgo County Non-Agenda Transfers
For the Period of January 1st - December 31, 2010

Date	JE #	Amount	Department	Reason
1/20/10	95685	6,199.00	Sheriff	To fund water utility expenditures & reclassification of various invoices by Auditor's office.
1/20/10	95686	32.00	Emergency Svcs-EM	To fund AI #19420, CC 1-19-10
1/20/10	95734	220,584.37	Various Depts*	To fund year end expenditures (emergency svcs fire call expenditures, pct. 4 disposal, purchasing bottled water, and tx alcoholic beverage comm wireless
1/20/10	95735	12.48	Colonia Access Program	To fund wireless devices expenditures
1/20/10	95736	100.00	DA Bad Check	To fund computer information services
1/20/10	95737	237.00	Pct. 2 Rd. Adm.	To fund wireless devices & bottled water expenditures
1/20/10	95738	1,000.00	General Litigation	To fund year end professional services expenditures
1/20/10	95739	6.55	Courthouse Parking Lot*	To fund gasoline expenditures
1/21/10	95776	23.06	Pct. 1-37-0586-Cr Mile 1/2 E	To fund hauling services expenditures
1/21/10	95777	2,000.13	Pct. 1-53-0645-Cr Mile 11 N Rd.	To fund hauling services expenditures
1/21/10	95778	12.54	Pct. 1-48-0610-Cr Mile 1 1/2 E.	To fund hauling services expenditures
1/22/10	95817	25.08	Pct. 1-48-0610-Cr Mile 1 1/2 E.	To reverse JE #95778 posted on 1-21-10; to fund pending invoices for Hauling Svcs. As per Liz Cano, correct obj code s/b 673
1/22/10	95818	46.12	Pct. 1-37-0586-Cr Mile 1/2 E	To reverse JE #95776 posted on 1-21-10; to fund pending invoices for Hauling Svcs. As per Liz Cano, correct obj code s/b 673
1/22/10	95819	210.47	Pct. 1 P/U Rd.	To fund PO #631376 for Martin Murrietta Materials
1/22/10	95821	739,301.21	Co. Wide Adm.	To fund year end expenditures
1/22/10	95822	101,317.25	Various Depts*	To fund year end expenditures
1/22/10	95823	1,063.28	Human Resources	To fund year end expenditures
1/22/10	95824	108.63	430th DC	To fund year end expenditures
1/22/10	95825	5,350.00	Pct. 1 P/U Rd.	To fund year end expenditures

Hidalgo County Non-Agenda Transfers
For the Period of January 1st - December 31, 2010

Date	JE #	Amount	Department	Reason
1/22/10	95826	82.26	389th DC	To fund year end expenditures
1/22/10	95827	169.78	CCL #2	To fund year end expenditures
1/22/10	95828	285.00	DA Bad Check	To fund year end expenditures
1/22/10	95829	278.78	CCL #1	To fund year end expenditures
1/22/10	95830	42.00	Pct. 4 Parks	To fund year end expenditures
1/22/10	95831	5.00	Pct. 3 Parks	To fund year end expenditures
1/22/10	95832	370.00	JP Pct. 4, 2 Truancy	To fund year end expenditures
1/22/10	95833	292.00	Pct. 1 Rd. Adm.	To fund year end expenditures
1/22/10	95834	105,606.47	Various Depts*	To fund year end expenditures
1/22/10	95835	837.00	Pct. 4 Rd. Adm.	To fund year end expenditures
1/22/10	95836	9.00	Pct. 2 Rd. Adm.	To fund year end expenditures
1/22/10	95837	100,141.12	Various Depts*	To fund year end expenditures
1/22/10	95838	45,000.00	Sheriff	To fund year end fuel expenditures
1/22/10	95839	837.00	Pct. 4 P/U Rd.	To fund year end wireless devices expenditures
1/22/10	95840	837.00	Pct. 4 Rd. Adm.	To fund year end expenditures
1/22/10	00134	1,200.00	JP Pct. 4, Plc 2	To fund court costs & investigation expenditures
1/25/10	95860	330.00	Co. Treasurer*	To fund year end Out of Co. travel expenditures
1/25/10	00160	134,180.28	CO, 2009-Pct. 3 La Homa (SH 495-FM 1924)	To fund road expenditures
1/27/10	95907	2,546.19	Pct. 1-53-0645-Cr Mile 11 N Rd.	To reclassify expenditures

Hidalgo County Non-Agenda Transfers
For the Period of January 1st - December 31, 2010

Date	JE #	Amount	Department	Reason
1/27/10	95908	6,793.16	Pct. 1-55-0713-Cr Mile 1 E.	To reclassify expenditures
1/28/10	00205	102,000.00	Pct. 1 Sanitation	To fund land acquisition expenditures for the Pct. 1 Air Burner site.
1/28/10	95968	250,000.00	Swine Influenza*	To reimburse funds taken from Swine Influenza accounts throughout 2009
1/28/10	95969	497.92	Sheriff	To fund year end expenditures
1/28/10	95970	3.25	Road Adm.	To fund year end expenditures
1/28/10	95971	233.06	Colonia Access Program	To fund year end expenditures
1/28/10	95972	165.15	Pct. 1 BCAP	To fund year end expenditures
1/28/10	95973	115.75	Co. Shop	To fund year end expenditures
1/28/10	95974	8.00	ROW Dept.	To fund year end expenditures
1/28/10	95975	6,397.87	Pct. 3 Drain Imprv. Project	To fund year end expenditures
1/28/10	95976	396.64	Pct. 4 P/U Rd.	To fund year end expenditures
1/28/10	95977	2,639.26	Pct. 4 Drain Imprv. Project	To fund year end expenditures
1/28/10	95978	5,524.23	Pct. 3 Parks	To fund year end expenditures
1/28/10	95979	200.03	Pct. 4 Parks	To fund year end expenditures
1/28/10	95980	35.03	DA Bad Check	To fund year end expenditures
1/28/10	95981	3.58	DA Bad Check	To fund year end expenditures
1/28/10	95982	21.03	CC Records Mgmt	To fund year end expenditures
1/28/10	95983	1.50	Co. Records Mgmt	To fund year end expenditures
1/28/10	95984	29.19	Courthouse Security	To fund year end expenditures

Hidalgo County Non-Agenda Transfers
For the Period of January 1st - December 31, 2010

Date	JE #	Amount	Department	Reason
1/28/10	95985	5.75	Law Library	To fund year end expenditures
1/28/10	95986	10,743.01	DBM- W/C Div.	To fund year end expenditures
2/1/10	00211	21,221.00	Co. Wide Adm.	To fund electricity expenditures for the MediPlex Bldg.
2/2/10	96058	16,223.37	General Litigation*	To fund year end expenditures
2/3/10	96071	6,230.31	Pct. 4 P/U Rd.	To fund Frontera Material invoice
2/3/10	96072	11,000.00	Co. Wide Adm.	To fund year end expenditures
2/3/10	96073	11,000.00	Public Defense*	To fund year end expenditures
2/4/10	00291	355,228.40	CO, 2009-Pct. 3 La Homa	To fund ROW expenditures for La Homa project
2/4/10	00292	99,016.16	CO, 2009-Pct .3 La Homa	To fund ROW expenditures for La Homa project
2/8/10	96194	3,750.00	CO, 2009-Pct. 4-Alamo Brisas & Dickerson Pond	To fund various expense reclassifications
2/9/10	96213	2,398.00	CO, 2006-Pct. 4	To fund expense reclassification for PO #615840
2/9/10	00387	500.00	EDA	To fund Community Summit payment to be held on 2-22-10 (Co. Judge's Office)
2/10/10	96298	2,847.32	CO, 2009-Pct. 4-Kaylen Heights & Fike Pond	To fund negative balances and labor reimbursements
2/16/10	00451	42,000.00	Co. Wide Adm.	To fund Classification & Compensation Project negatives
2/16/10	00491	2,295.00	EDA	To fund response cards & translation equipment for Community Summit on 2/22/10 (Co. Judge's Office)
2/17/10	00506	5,510.00	Public Defender*	To fund additional funding request for 2010 for the Public Defender's Office
2/17/10	00507	269,508.00	CO, 2006-Pct. 2-JP/Constables	To fund other structures expenditures. Amounts were provided by D. Wilson Construction Co.
2/17/10	00508	269,509.00	CO, 2004-Pct. 2	To fund other structures expenditures. Amounts were provided by D. Wilson Construction Co.
2/17/10	00509	269,509.00	CO, 2004-Pct. 2-WIC/HHS	To fund other structures expenditures. Amounts were provided by D. Wilson Construction Co.

Hidalgo County Non-Agenda Transfers
For the Period of January 1st - December 31, 2010

Date	JE #	Amount	Department	Reason
2/17/10	00510	269,509.00	CO, 2004-Pct. 2-Tax Office	To fund other structures expenditures. Amounts were provided by D. Wilson Construction Co.
2/18/10	00529	200.00	Human Resources	To fund installation of CAT DATA drops.
2/19/10	00531	4,000.00	Co. Wide Adm.	To fund furniture expenditures for the Co. Treasurer's Office
2/23/10	00587	41,500.00	Pct. 2 Rd. Adm. & P/U Rd.	Transfers needed in order to avoid accounts be placed on hold due to partial payments to accounts. Accounts in jeopardy of being placed on hold.
2/24/10	00592	4,000.00	Pct. 4 Rd. Adm.	To fund telephone expenditures for 2010
2/24/10	00593	107,708.20	Pct. 2	To facilitate opening of PO for Pct. 2 Adm bldgs and other bldgs
2/26/10	00602	248.47	Master Court*	To fund travel-out of co. and dues and memberships expenses
3/2/10	BJE 0014	3,300.00	370th DC	To fund year end expenditures
3/2/10	00683	20,314.30	Human Services*	To fund telephone expenditures
3/3/10	00694	124,742.75	CO, 2009-Pct. 2 Cesar Chavez (1M E Tower)	To fund ROW expenditures for the Cesar Chavez Drainage project.
3/4/10	00708	200.00	Sheriff	To fund payment for cell phone equipment replacements
3/4/10	00710	4,000.00	93rd DC	To reimburse funds for Out of Co. Travel for Judge Delgado
3/9/10	00764	4,366.00	Co Treasurer*	To fund furniture expenditures for the Co. Treasurer's Office
3/9/10	00765	53.07	DBM-Safety Division*	To fund Supplemental & Auto Allowance Pay expenditures
3/9/10	00766	30.77	Purchasing*	To fund auto allowance expenditures
3/10/10	00788	46,110.00	Co. Clerk Records Mgmt	To fund paper shredder equipment expenditures
3/10/10	00789	1,096.00	Master Court*	2009 Original Operating budget for this department was allocated to obj. 890. During the 2010 budget process obj. code 890 was not funded Countywide and as a result this department was left with no operating budget.
3/15/10	00829	4,342.00	Health Clinics	Additional funding needed for new Registered Pharmacist contract-David Castro-AI #20232

Hidalgo County Non-Agenda Transfers
For the Period of January 1st - December 31, 2010

Date	JE #	Amount	Department	Reason
3/16/10	00833	90,000.00	Co. Wide Adm.	To fund General Litigation claims & judgments
3/16/10	00834	90,000.00	General Litigation*	To fund claims & judgements expenditures
3/16/10	00835	10,800.00	IT Countywide	To fund telephone expenditures for March 2010
3/16/10	00866	$32,000.00	DBM-Health Ins. Adm.	To fund acturial services contract (GASB $25.000.00; reserve analysis $7,000.00)
3/17/10	00867	$12,000.00	IT Countywide	TO fund teelphone expenditures for Feb. 2010
3/22/10	00887	$140,000.00	Pct. 2 McColl Offsite Drainage-Thomas Rd	To transfer monies into correct obj code ROW as per Auditor's office.
3/22/10	00905	$9,800.00	WIC Adm.	To fund Feb & March telephone expenditures
3/22/10	00906	$11,650.00	Public Defender*	To fund various operating expenditures for the Public Defender's office
3/22/10	00907	$50,000.00	Co. Wide Adm.	To fund various operating expenditures for the Public Defender's office and future expenses
3/24/10	BJE 0017	$433,333.11	Pct. 1 CO's 2009 Drainage Projects	To fund reclassification of payroll (i.e. force labor) expenditures for the Pct. 1 Drainage Improvement Project for calendar year 2009 (Jan.-Nov. 2009). Note: AJE's have been "pre-entered" by Auditor's office, pending final approval by Accounting Division Director; December 2009 is pending to be reviewed by Auditor's office.
3/26/10	01020	$27,433.00	District Clerk	To fund current Temp F/T employees and related fringe benefits
4/1/10	BJE 0018	$38,936.02	Pct. 1 CO's 2009 Drainage Projects	To fund reclassification of payroll (i.e. force labor) expenditures for the Pct. 1 Drainage Improvement Project for December 2009. Note: AJE's have been "pre-entered" by Auditor's office, pending final approval by Accounting Division Director, refer to emergency BJE #0017 posted on 3-24-10 for Jan-Nov. 2009 payroll expenditures.
4/6/10	01118	$9,664.00	370th DC	To fund new audio and video expenditures
4/7/10	BJE 0024	$2.25	Jail*	To fund negative caused by AJE #0110 entered by Nponce to Cor'09 P/R accrl EML #125091 4MnL CK PP 1
4/7/10	BJE 0025	$10,000.00	Pct. 2 P/U Rd.	To reverse AI #19755 CC 2-8-10. Funds were taken from incorrect acct.
4/7/10	BJE 0026	$10,000.00	Pct. 2-Morning Sun Subdiv	To correct AI #19755 CC 2-8-10

Hidalgo County Non-Agenda Transfers
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Date	JE #	Amount	Department	Reason
4/7/10	BJE 0027	$526,885.00	Co. Wide Adm.	To fund reclassification of expenditures to obj. 350 in year 2009
4/7/10	01149	$90,547.50	Co. Wide Adm.	To fund reclassification of expenditures and PO #624409 to obj. 350 in year 2010
4/8/10	BJE 0028	$3,539.55	Sheriff	To fund salaries and fringes reclassifications from the LBSP grant (1284) into G/F (1100) for selected employees for the year 2009 due to grant disallowed costs for the LBSP grant (1284).
4/8/10	BJE 0029	$10,632.00	DBM W/C Div.	To fund negative balance for depreciation expense.
4/8/10	BJE 0030	$40.74	DBM W/C Div.	To fund negative balance caused by AJE 0130
4/8/10	BJE 0031	$360.88	Various Depts*	To fund negative balances caused by AJE 0130
4/8/10	BJE 0032	$142.43	Pct. 4 R & B	To fund negative balance caused by AJE 0130
4/8/10	BJE 0033	$44.46	Pct. 4 Parks	To fund negative balance caused by AJE 0130
4/8/10	BJE 0034	$2,680.00	Pct. 1 BCAP Round II	To fund various expense reclassifications for the Pct. 1 BCAP Round II in order to meet grant requirements.
4/8/10	BJE 0035	$856.60	Pct. 3 BCAP Round II-Barney Groves	To fund grant expense reclassifications in order to meet grant requirements for the year 2009.
4/8/10	BJE 0036	$8,663.65	Pct. 3 BCAP Round II	To fund various expense reclassifications for the Pct. 3 BCAP Round II in order to meet grant requirements.
4/8/10	BJE 0037	$1,940.00	Pct. 3 BCAP Round II-El Sol I	To fund grant expense reclassifications in order to meet grant requirements for the year 2009.
4/8/10	BJE 0038	$3,300.00	Pct. 3 BCAP Round II-El Sol II	To fund grant expense reclassifications in order to meet grant requirements for the year 2009.
4/8/10	BJE 0039	$119.60	Pct. 4 R & B	To fund negative balance for equip & vehic. rentals expense
4/8/10	BJE 0040	$12,322.36	Various Depts*	To fund negative balances for various depts for the year end 2009
4/8/10	01150	$90,000.00	General Litigation	To fund two settlement claims, obj. 525 "Claims & Judgements"
4/8/10	01151	$400.00	Constable Pct. 2	To fund purchase of new multi-function printer.
4/8/10	01153	$2,990.00	CO 2009 B & C-DD#1	To fund purchase of additional 3rd valve kits for 2 new tractors

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Date	JE #	Amount	Department	Reason
4/13/10	BJE 0041	$797.58	Various Depts*	To fund negative balance for FICA expense caused by an AJE
4/13/10	BJE 0042	$142.43	Pct. 4 P/U Rd.	To fund negative balance for FICA expense caused by an AJE
4/13/10	BJE 0043	$44.52	Pct. 4 Parks	To fund negative balance for FICA expense caused by an AJE
4/14/10	01262	$448.00	District Clerk	To fund Out of Co. travel expenditures.
4/20/10	01337	$1,157.16	Pct. 1 P/U Rd.	To place funding in correct obj. code for PO #634854 for Safety-Kleen Systems, Inc.
4/20/10	01338	$300.00	Pct. 1 Rd. Adm.	To fund replacement of office door locks for the Pct. 1 Adm. Bldg.
4/28/10	01489	$120.00	Co. Judge	To fund payment of fuel invoice due on 5-9-10
5/3/10	01589	$2,807.50	Pct. 1-63-0710-Hill Top Garden Ln	To fund hauling services expenditures
5/3/10	01610	$440.00	JP Pct. 2/Plc 2*	To fund data card (wireless devices) services for Constable Pct. 2 employee #51519 assigned to the JP's office.
5/4/10	01616	$7,072.95	Pct. 1-63-0710-Hill Top Garden Ln	To fund req #'s 174217 & 174193 for hauling & R & M Supplies-R & B expenditures.
5/4/10	01649	$17,000.00	Pct. 1 P/U Rd.	To fund equip. & veh. R & M supplies
5/4/10	01650	$20,000.00	Pct. 1 P/U Rd.	To fund hauling services expenditures
5/5/10	01654	$11,500.00	IT Countywide	To fund AT & T phone bill for the month of April 2010 (monies were taken from obj. 531 Co. Wide Adm.)
5/6/10	01664	$1,000.00	District Clerk	To fund registration fees for the 2010 Tyler Courts & Justice User conference.
5/7/10	01671	$18,144.00	Public Defender*	To fund various operating expenditures for the Public Defender's office.
5/12/10	01758	$8,235.00	Elections*	To cover expenses for overtime wages incurred by various employees in the elections dept for the primary and regular (5/8/10) elections.
5/13/10	01764	$12,000.00	Autopsies	To fund various operating expenditures (req #175629).
5/14/10	01768	$1,500.00	Pct. 1-TXDOT-US 83 Illumination	To expedite the processing of April 2010 bill for lighting services for the expressway 83 in the pct. 1 area.
5/14/10	01787	$136.00	IT Countywide	To fund long distance telephone bill (monies were taken from obj. 531 Co. Wide Adm.)

Hidalgo County Non-Agenda Transfers
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Date	JE #	Amount	Department	Reason
5/14/10	01788	$500.00	Autopsies	To fund shipping services under req #175629 for Autopsy Svcs & Expert Testimony, PLLC.
5/19/10	01858	$136.00	Co. Wide Adm.	To correct transfer done on 5-14-10, JE #01787. Funds needed in program #001 (Info. Tech Dept) not 002 (IT Co. Wide) for long distance telephone expenditures.
5/19/10	01859	$338.00	Info. Tech. Dept.	To fund long distance telephone bill (monies were taken from obj. 531 Co. Wide Adm.)
5/20/10	01861	$50.00	Emergency Svcs-FM	To fund towing of vehicle needing immediate repair. PO must be opened today (5/20/10).
5/21/10	01862	$1,100.00	DBM-Budget Division	To fund purchase of furniture for employee (req #175882).
5/25/10	01888	$202.00	Info. Tech. Dept.	To fund telephone expenditures (monies were taken from obj. 531 Co. Wide Adm.)
5/25/10	01889	$11,309.00	IT Countywide	To fund telephone expenditures (monies were taken from obj. 531 Co. Wide Adm.)
5/25/10	01952	$1,000.00	370th DC	To fund Out of Co. travel expenditures. (Marriage Dissolution Institute)
6/2/10	02087	$2,160.00	Jessan S/D	To reclassify expenditures
6/3/10	02114	$2,555.00	Public Affairs*	To fund Out of Co. Travel and Registration fees for three employees (Texas Association of Municipal Information Officers Seminar); to fund gasoline expenditures
6/4/10	02138	$83.11	Pct. 1 Sanitation	To fund wireless devices expenditures for Jan. & Feb. 2010 with Sprint.
6/4/10	02139	$72.17	JP Pct. 3, Plc. 2	To fund wireless devices expenditures for Jan. & Feb. 2010 with Sprint.
6/4/10	02140	$750.00	Pct. 1 Rd. Adm.	To fund wireless devices expenditures for two lines for Jan.-Feb. 2010 in the amt of $257.84 with Sprint that were cancelled at the end of Feb., and for
6/7/10	02159	$4,000.00	Co. Wide Adm.	To fund salaries and fringes expenditures for Director of Sanitation & Clerk III positions for Pct. 1 Sanitation.
6/8/10	02194	$8,000.00	Co. Clerk	To fund AT & T past due bill in the amount of $7,731.15 (monies were taken from obj. 531 Co. Wide Adm.)
6/10/10	02195	$515.00	Info. Tech. Dept.	To fund AT & T May 2010 phone bill for phone #383-5229(monies were taken from obj. 531 Co. Wide Adm.)
6/16/10	02257	$20,000.00	Pct. 1 P/U Rd.	To fund hauling services expenditures
6/16/10	02258	$10,000.00	Pct. 4 P/U Rd.	To fund purchase of sandbags to prepare for natural disasters

Hidalgo County Non-Agenda Transfers
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Date	JE #	Amount	Department	Reason
6/17/10	02354	$19,000.00	Co. Wide Adm.	To fund the AG's bond examination fee for the C.O., Series 2010A and the CO Taxable Series 2010B @ $9,500.00 each.
6/17/10	02362	$72.00	CCL #1	To fund license and permit expenditures
6/21/10	02374	$27.04	Child Welfare	To fund negative balance for postage expenditures.
6/21/10	02377	$44.39	CCL #1	To fund Out of Co. travel expenditures
6/22/10	02380	$57,200.00	Pct. 1 P/U Rd.	To fund hauling services expenditures
6/24/10	02422	$8,000.00	IT Countywide	To fund networking equipment for the Co. Morge (monies were taken out from obj. 890 Co. Wide Adm).
6/25/10	02443	$18,100.00	Co. Wide Adm.	To fund CCL #1 and Elections Dept. temp positions.
6/25/10	02444	$1,555.20	CCL #1*	To fund CCL #1 Court Clerk temp position and related fringes
6/25/10	02445	$18,100.00	Co. Wide Adm.	To correct emergency transfer, JE #02443, posted on 6-25-10. Monies were suppose to be transferred into obj. 899 "Contingency" and not obj. 890 "Other".
6/29/10	02449	$6,000.00	Pct. 4 P/U Rd.	To fund expected expenses in order to prepare for Tropical Storm Alex.
6/29/10	02483	$8,000.00	Pct. 2 P/U Rd.	To fund anticipated electricity expenditures.
6/29/10	02484	$1,500.00	Arbitrage Calc.	To fund pending bill for Bond Logistix (monies were taken from G/F Appraisal Fees).
6/30/10	02485	$9,400.00	Pct. 4 P/U Rd.	To fund expected expenses in order to prepare for Hurricane Alex.
6/30/10	02486	$8,182.71	Elections Dept.	To fund Election Poll Workers salaries (monies were taken from G/F Appraisal Fees).
6/30/10	02497	$1,000.00	Emergency Svcs-EM	To fund anticipated food expenditures for weather event (Hurricane "Alex").
7/7/10	02607	$45.00	Emergency Svcs-EM	To fund towing of truck to repair shop. Dept. is down to one vehicle and needs an estimate to repair this one quickly (2000 Chevrolet Silverado)
7/8/10	02636	$6,713.00	IT Countywide	To put funding into IT Countywide instead of Facilities Management due to IT handling software application.
7/8/10	02637	$6,547.43	Pct. 4 P/U Rd.	To fund expenses for the purchase of items needed to drain water from flooded areas within the Pct.

Hidalgo County Non-Agenda Transfers
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Date	JE #	Amount	Department	Reason
7/8/10	02638	$9,000.00	Health Adm.	To fund agricultural & landscaping supplies expenditures.
7/8/10	02639	$11,820.00	IT Countywide	To fund AT & T local and long distance telephone expenditures for the month of June 2010 (monies were taken from Co. Wide Adm telephone acct).
7/8/10	02639	$202.00	Info. Tech. Dept.	To fund AT & T local and long distance telephone expenditures for the month of June 2010 (monies were taken from Co. Wide Adm telephone acct).
7/12/10	02659	$2,500.00	430th DC	To fund Out of Co. travel expenditures for Judge Israel Ramon's seminar for continuing education.
7/12/10	02661	$42,800.00	Co. Wide Adm.	To fund reclassification for Sheriff's Dept. one Reg. F/T Public Health Tech III for the Health Dept and Classification & Compensation Phase II adjustments (monies were taken from Gen. Litigation obj. 339).
7/13/10	02677	$157.56	Planning Dept.	To fund tires for Mr. Sesin's vehicle to leave to Austin on 7-13-10, req. #178337 (GCR Tire Centers).
7/14/10	02713	$3,474.00	Jail	To fund engineering services to be utilized in connection with the pending "Repairs of the damaged block wall to the Jail dumpster area".
7/21/10	02820	$1,819.00	Emerg. Srvs-EM	To fund food expenditures for the EOC in relation to the flooding situation.
7/21/10	02821	$512.83	Info. Tech. Dept.	To fund long distance telephone expenditures for the month of June 2010 (monies were taken from Co. Wide Adm. obj. 531)
7/26/10	02862	$1,000.00	Emergency Svcs-EM	To fund purchase of truck equipment for moving heavy machinery/equipment in relation to Hurricane Alex
8/3/10	03166	$1,037.34	Bail Bond Board	To fund expenses incurred for the workshop conducted for the Hidalgo Co. Bail Bond Board by Roger Moore, Attorney at Law.
8/3/10	03168	$11,217.62	IT Countywide	To fund AT & T local telephone expenditures for the month of July 2010 (monies were taken from Co. Wide Adm. Telephone acct)
8/3/10	03169	$732.42	IT Countywide*	To fund AT & T long distance telephone expenditures for the month of July 2010.
8/3/10	03169	$201.40	Info. Tech. Dept.*	To fund AT & T long distance telephone expenditures for the month of July 2010.
8/5/10	03180	$1,037.34	Bail Bond Board	To fund expenses incurred for the workshop conducted for the Hidalgo Co. Bail Bond Board by Roger Moore, Attorney at Law. To correct obj. code. (from 339
8/10/10	03260	$25,000.00	Pct. 1 P/U Rd.	To fund Equip. & Veh. R & M supplies as requested by Pct. 1
8/11/10	03261	$142,018.46	Insurance	To fund negative balances for General Insurance & Public Official Insurance (obj. 524 & 523).
8/11/10	03262	$225.00	JP Pct. 2/Plc 2	To fund local AT & T telephone expenditures for the month of July 2010.

Hidalgo County Non-Agenda Transfers
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Date	JE #	Amount	Department	Reason
8/12/10	03273	$5,100.00	CCL #5	To fund furniture expenditures for Judge Arnoldo Cantu.
8/16/10	03334	$340.00	IT Countywide	To fund request made by Co. Judge's to fund additional microphones in the court room.
8/17/10	03412	$6,000.00	Pct. 4 P/U Rd.	To cover the repair of blinking flasher lights at the intersection of Tower & Trenton Rds.
8/19/10	03433	$84,345.39	Pct. 1 P/U Rd.	To fund R & B R & M Supplies
8/19/10	03434	$2,500.00	Pct. 1 Sanitation	To fund R & B R & M Supplies
8/19/10	03435	$100.00	Pct. 1 Parks	To fund advertising of Parks permit to be issued by TEQC for Pct. 1. Advertising of issuance of permit is required as per TEQC rules and regulations.
8/20/10	03454	$323,347.31	CO, 2009-Pct. 4 Various Drainage Projects	To fund negative and labor reimbursements (Jan.-May 2010).
8/20/10	03455	$2,500.00	Pct. 1 Sanitation	To correct emergency intradepartmental transfer, JE #03434 for Pct. 1 Sanitation posted on 8-19-10. As per Auditor's office-A/P Division, the purchase of overhead doors should be expensed out of obj. 739 "Other Structures" instead of 673 "R & B R &M Supplies"
8/20/10	03456	$600.00	430th DC	To fund lease for Xerox Machine.
8/23/10	03457	$1.04	County Library Sys*	To fund difference needed for payment of invoice for software for County Library.
8/23/10	03458	$523.00	Info Tech Dept.*	To fund AT & T July telephone expenditures for (956) 383-5229
8/24/10	03493	$629.00	Master Court	To fund travel and registration fees for Juan M. Garza.
8/25/10	03566	$314,994.47	Pct. 4 P/U Rd.	To fund pending PO increases and day to day operations of the Pct.
8/25/10	03567	$347.00	Pct. 3 P/U Rd.	To fund AI #22608, item 2.Z. CC 8-24-10
8/26/10	03584	$25,000.00	General Litigation*	To fund balance of SIR on litigation case.
8/27/10	03611	$800.00	Child Welfare	To fund Out of Co. Travel expenditures

Hidalgo County Non-Agenda Transfers
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Date	JE #	Amount	Department	Reason
8/27/10	03612	$670.00	Pct. 1 Sanitation	To partially fund req #181014 for Alamo Door Systems for commercial overhead garage doors. A PO will be created as soon as emergency transfer gets approved. Vendor is pending the issuance of a PO in order to start work.
8/27/10	03628	$150,000.00	Juv. Det. HM*	To fund operating expenditures.
8/27/10	03629	$85,533.00	Juvenile Probation*	To fund operating expenditures.
8/30/10	03658	$10,900.00	Hurricane Alex	To cover cost of payout in overtime wages to employee #154008. Accumulation of Comp-Time hours is in direct relation to job duties performed during Hurricane Alex (Hidalgo Co. area floodings)
8/30/10	03661	$6,500.00	Indigent Defense	To fund data card overage expenditures for the months of Jan.-May 2010
8/31/10	03734	$1,000.00	WIC B/F Program	To encumber cost for expenditures that are needed before 2010 grant ends.
8/31/10	03735	$226.60	206th District Court	To fund minor office furniture & equip. expenditures
9/1/10	03757	$1,200.00	449th District Court	To fund A & T telephone expenditures from Aug. thru Dec. 2010.
9/1/10	03762	$11,830.00	IT Countywide*	To fund A & T local and long distance telephone expenditures for the month of Aug. 2010.
9/2/10	03772	$202.00	Info Tech Dept.*	To fund A & T local telephone expenditures for the month of Aug. 2010.
9/2/10	03773	$651.00	Master Court*	To fund travel & office & computer supplies expenditures.
9/3/10	03813	$2,000.00	CCL #2	To fund travel & registration fees expenditures for seminar.
9/7/10	03863	$4,846.00	139th DC	To fund travel expenditures for Judge Bobby Flores and court staff, as requested by Pete Lobato, Court Coordinator.
9/7/10	03967	$17,500.00	CO 2010 A & B-Pct. 1 Mile 17N(FM 88-FM 1015)	To fund reclassification of PO #644421 for ROW expenses.
9/9/10	03896	$9,000.00	Pct. 1 P/U Rd.	To fund Equip & Veh. R & M Supplies as requested by Pct. 1 Accountant, Domingo Morin (refer to email dated 9-9-10)
9/9/10	03897	$150.00	Urban Co.	To fund expenditures associated with FNB Loan payment.

Hidalgo County Non-Agenda Transfers
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Date	JE #	Amount	Department	Reason
9/13/10	03906	$287.27	Child Welfare	Request for payment was submitted to Auditor's office to fund travel out of co. expenditures for employee no. 144436 for the month of Aug. The dept. was notified by the Auditor's office that there were insufficient funds in the acct and payment would be pending transfer of funds.
9/16/10	04015	$125,000.00	Facilities Management*	To fund electricity expenditures for the month of Aug. 2010 (Co. Wide).
9/17/10	04016	$5,500.00	Co. Treasurer	To fund anticipated postage expenditures
9/17/10	04020	$500.00	DBM-Budget Division	To fund equip & veh. R & M Srv.
9/17/10	04021	$139,750.13	Pct. 2 LJ Pond	To fund land acquisition expenditures.
9/17/10	04022	$300.00	Constable Pct. 4	To fund postage expenditures for Aug. 2010.
9/20/10	04029	$1,000.00	Public Affairs*	To fund two training videos to comply with the TCEQ training requirement for the adoption of the Storm Water Management Plan.
9/21/10	04082	$50.00	CCL #4	As per Auditor's office, requesting funds for this dept. to cover a journal entry for co. wide postage expenditures.
9/22/10	04122	$472.44	JP Pct. 4, Plc 2	To fund office supplies expenditures.
9/23/10	04131	$63,138.13	Pct. 3 Sanitation	To fund various operating expenditures
9/23/10	04133	$14,400.00	WIC Adm.	To fund various operating expenditures before FY 2010 grant expiration.
10/1/10	04322	$144,579.20	General Fund-Appraisal Fees*	To fund appraisal fees expenditures for the 4th quarter (Sept. thru Dec. 2010)
10/1/10	04323	$2,200.00	Health Adm.	To fund household & janitorial supplies
10/4/10	04340	$4,889.29	District Attorney	To fund correction to receipt #138493 and JE #04273, as per Angelica Tapia from Auditor's Office.
10/5/10	04404	$1,090.00	430th DC	To fund installation of security system.
10/7/10	04419	$3,085.44	CO 2010 A & B-Pct. 2 & Pct. 2 Tax Office	Transfer needed to realign accounts for proper allocation of expenditures relating to Pct. 2 Adm. complex.
10/12/10	04501	$2,000.00	Elections Dept.	To fund advertising expenditures for the 11-2-10 General Elections
10/19/10	04545	$5,500.00	Pct. 1 Parks	To fund repairs needed before Autumn Fest.

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Date	JE #	Amount	Department	Reason
10/20/10	04591	$2,400.00	Co. Auditor	To purchase office & computer supplies and computer services
10/21/10	04592	$1,400.00	Co. Treasurer	To fund replacement printer used to print the County's vendor and employee's payroll checks.
10/21/10	04617	$60,000.00	Pct. 3	To correct AI #23496 as per Pct.'s request. Funding should have been transferred into obj. 626 to fund pending gasoline invoices.
10/21/10	04618	$100.00	Co. Treasurer	To fund purchase of replacement printer used to print the County's vendor and employee's payroll checks.
10/21/10	04622	$25,000.00	Co. Wide Adm.	To provide funding for payment to Cymez International Security Svcs for Pct. 1 (funds were taken from IMAS into Co. Wide, obj. 350)
10/25/10	04651	$746.43	370th DC*	Cameron Co. has submitted payment of $823.45 for the Rubio trial for various checks that were paid out of a receivable acct. Therefore, the Auditor's office needs to record the expenditures associated with this payment. Additional funds are needed to post the expenditures (obj. 630 "Food")
10/27/10	04720	$822,375.00	EECBG-Pct. 2	To allocate monies between accounts and with proper program #'s related to EECBG grant and Pct. 2 Adm. Complex to fund anticipated expenditures.
10/28/10	04739	$10,000.00	Elections Dept.	To fund advertising expenditures for the 11-2-10 General Elections
11/3/10	04870	$8,550.00	CCL #2	To fund various operating expenditures.
11/3/10	04871	$16,000.00	Jail	To fund Sept. 2010 room & board expenditures.
11/3/10	04883	$280.00	CCL #4	To fund postage expenditures.
11/3/10	04884	$235.36	Constable Pct. 4	To fund postage expenditures.
11/5/10	04893	$200.00	Executive Office*	To fund the Co. Judge's public official bond
11/9/10	04990	$8,500.00	Pct. 1 P/U Rd.	To fund AI #23839, CC 11-9-10
11/17/10	05108	$10,000.00	Pct. 3 Sanitation	AI #23969-Funding should have been transferred into 671 and 439 to fund expected expenses.
11/17/10	05109	$1,000.00	Pct. 1 Sanitation	To fund expected expenses.
11/18/10	05112	$1,000.00	Pct. 1 Sanitation	To fund signage J. Quintanilla

Hidalgo County Non-Agenda Transfers
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Date	JE #	Amount	Department	Reason
11/18/10	05113	$250,000.00	Pct. 1 P/U Rd.	To fund purchase of furniture and other misc expenditures (monies were taken from Pct. 1 R & B Salary Sweep)
11/19/10	05119	$13,158.00	Pct. 1 Rd. Adm.	To fund purchase of furniture for Pct. 1. Monies were initially transferred to program #005, P/U Rd.
11/19/10	05124	$100.00	Pct. 1 Rd. Adm.	To fund purchase of furniture for Pct. 1.
11/24/10	05220	$102.90	Co. Auditor	To place a legal notice in The Monitor.
11/29/10	05237	$15,000.00	Co. Wide Adm.	To transfer surplus monies to cover expenditures related to the new Pct. 2 Adm. complex (monies were transferred from IT Co. Wide)
11/29/10	05244	$62,579.00	Justice Court Tech.	To fund Insight Networking equipment exp. related to the new Pct. 2 Adm. complex
11/29/10	05245	$13,441.00	Pct. 2-Tax Office*	To fund Insight Networking equipment exp. related to the new Pct. 2 Adm. complex
11/29/10	05247	$7,000.50	Pct. 2-WIC/HHS*	To fund Insight Networking equipment exp. related to the new Pct. 2 Adm. complex
11/29/10	05250	$10,000.00	IT Co. Wide	To fund electrical equipment for Pct. 2 CRC Bldg.
11/30/10	05251	$171,291.06	Co. Wide Adm.	To fund Legal Services expenditures (Public Defense Attorney Vouchers); Monies came from Rd. Adm.-Contingency (1200)
11/30/10	05252	$171,000.00	Public Defense*	To fund Legal Services expenditures (Public Defense Attorney Vouchers).
11/30/10	05301	$240.00	Facilities Management	To fund other misc. supplies expenditures.
12/6/10	05367	$250.00	Executive Office*	To fund food expenditures.
12/6/10	05369	$2,270.31	Health Adm.	To fund emergency repair for elevator at the Health & Human Svcs. Dept.
12/6/10	05370	$171,291.06	Co. Wide Adm.	To fund Legal Services expenditures (Public Defense Attorney Vouchers); Monies came from Rd. Adm.-Contingency (1200), refer to JE #05251
12/6/10	05371	$171,291.06	Road Adm.	To reverse interfund transfer from Road Adm. (1200) to Co. Wide Adm. (1100). The Transfers In/Out accounts were recorded incorrectly. Refer to JE #05251.
12/6/10	05382	$5,895.59	Pct. 4 Adm.	To fund purchase of computers and computer related items.

Hidalgo County Non-Agenda Transfers
For the Period of January 1st - December 31, 2010

Date	JE #	Amount	Department	Reason
12/6/10	05383	$111,000.00	Co. Wide Adm.	To fund Juvenile Prob. R & M exp. Monies came from P/U Roads (1200), program #001, dept. 120
12/6/10	05384	$68,190.00	Co. Wide Adm.	To transfer surplus monies from Constable Pct. 5
12/6/10	05385	$6.09	Co. Auditor	To fund Public Hearing advertisement in The Monitor.
12/7/10	05439	$7,688.40	Justice Court Tech.	To fund surveillance cameras for JP Contreras & Trevino's offices at the Pct. 2 CRC bldg.
12/8/10	05442	$43,824.48	Co. Wide Adm.	To sweep lapsed salaries to provide funds for end of year expenditures for various G/F accounts.
12/8/10	05446	$15,900.00	Pct. 2 Rd. Adm.	To fund cameras, flag, flag pole, and office blinds for the new Pct. 2 Adm. complex.
12/8/10	05447	$11,268.00	Pct. 2 Rd. Adm.	To fund infrastructure for cameras for the Pct. 2 New Adm. offices.
12/8/10	05450	$43,824.48	Co. Wide Adm.	To correct posting error for JE #05442, 12-8-10 (from obj. 350 to 899)
12/8/10	05464	$15,795.50	Constable Pct. 2	To fund surveillance cameras for Constable Pct. 2 offices located at the new Pct. 2 CRC bldg.
12/9/10	05481	$27,000.00	Pct. 1-La Mesa S/D	To fund cost overrun, R & B portion, for La Mesa S/D.
12/10/10	05485	$621.41	IT Co. Wide	To fund travel expenses for Tyler Technologies IT Dept inhouse training (req. #186428

Hidalgo County Non-Agenda Transfers
For the Period of January 1st - December 31, 2010

Date	JE #	Amount	Department	Reason
12/10/10	05487	$19,597.60	Pct. 2	To fund correction to funding source for PO #643409 for Starr Telecom.
12/10/10	05488	$120.00	DBM-Health Ins. Adm.	To fund longevity pay and unemployment comp. expenditures.
12/10/10	05490	$1,595.00	TDH PHPSB	To fund warranty agreement (refer to AI #24320, CC 12-13-10)
12/10/10	05494	$65,032.50	Pct. 3 P/U Rd.	To fund purchase of caliche for road within Eyhorn Property
12/13/10	05495	$171,693.00	CO 2010A & B-Pct. 2 LJ Drain (S. of Owassa)	To fund AI #24350 OG Construction.
12/10/10	05496	$14,884.44	District Clerk	To fund computer services
12/13/10	05525	$65,032.50	Pct. 3 P/U Rd.	Correction of JE #05494 posted on 12-10-10
12/13/10	05526	$65,032.50	Road Adm.	Reversal of JE #05494, posted on 12-10-10
12/14/10	05550	$111,000.00	Pct. 2 P/U Rd.	To fund AI #24390, CC 12-13-10
12/14/10	05551	$62,578.02	Justice Court Tech.	To fund insight networking equipment related to new Pct. 2 building. As per Purchasing Dept., the monies must be placed in each corresponding obj. code.
12/15/10	05559	$55,050.00	Pct. 1 P/U Rd.	To fund various operating expenditures (supplies, computer equip. & minor equip.) as requested by Comm. Quintanilla.

Hidalgo County Non-Agenda Transfers
For the Period of January 1st - December 31, 2010

Date	JE #	Amount	Department	Reason
12/15/10	05560	$150,000.00	Public Defense*	To fund legal services expenditures for Public Defense (Attorney Vouchers).
12/15/10	05569	$55,050.00	Pct. 1 Rd. Adm.	To correct JE #05559 posted on 12-15-10. Monies should have been transferred from progm 005 P/U Rd. to 004 Rd. Adm. To fund computer and related equipment as requested by Comm. Quintanilla for Pct. 1.
12/17/10	05594	$50.00	Pct. 1 Parks	To fund TCEQ public notice advertising in The Monitor.
12/17/10	05599	$13,441.00	Pct. 2-Tax Office	To fund Insigh Networking equip. expenditures related to the new Pct. 2 adm. complex (expenditures need to be classified correctly)
12/17/10	05600	$7,000.50	Pct. 2-WIC/HHS	To fund Insigh Networking equip. expenditures related to the new Pct. 2 adm. complex (expenditures need to be classified correctly)

Total Transfers as of 12/17/2010 $ 11,408,103.11

*Funded from County Wide Contingency.

AI-24586 **18.B.**

Filing of the 2011 Adopted Budget

CC REGULAR

Date:	12/30/2010
Submitted By:	Dina Trevino, BUDGET & MANAGEMENT
Submitted For:	Raul Silguero
Department:	BUDGET & MANAGEMENT
Agenda Category:	Budget and Management **Sub-category:** Budget & Management

Information

CAPTION

2011 Budget Process:
1. Report of filing of the 2011 Adopted Budget with the County Clerk and the County Auditor as per Texas Local Government Code section 111.069 which includes technical changes.
2. Approval of the 2011 Budget at the Department level.
3. Designate the Budget Officer, subject to conditions and directions provided by Commissioners' Court, to transfer amounts from certain budgeted items to other budgeted items as per Texas Local Government Code Section 111.070C(2).
4. Designate the General Fund and Special Revenue Funds as the salary fund for their respective accounts as per Texas Local Government Code Section 154.042.

BACKGROUND

Fiscal Impact

Attachments

Link: backup

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management (Originator)	Erika Zamora	12/22/2010 04:59 PM	APRV
2	Dina Trevino	Dina Trevino	12/22/2010 05:08 PM	APRV
3	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Dina Trevino — Started On: 12/22/2010 04:33 PM

Final Approval Date: 12/27/2010

HIDALGO COUNTY

Department Of Budget & Management

AI# 24586
18.B

2011 BUDGET CHANGES

PROPOSED VS. ADOPTED

Account Number	Description	Adopted	Proposed	Difference	Reason
01100412301150160	PUBLIC DEFENSE	$5,539,147.00	7,100,000.00	(1,560,853.00)	CREATION OF NEW ACCOUNT
01100412301150830	CHILD WELFARE DEFENSE	$1,247,445.00	-	1,247,445.00	NEW ACCOUNT
01100412301150840	OTHER PUBLIC DEFENSE	$313,408.00	-	313,408.00	NEW ACCOUNT
01100413301150170	CO COMM	$0.00	625,960.00	(625,960.00)	DELETED ACCOUNT
01100413301250040	CO COMM	$625,960.00	-	625,960.00	NEW ACCOUNT
01100415001150020	CO WIDE ADM	$1,129,606.39	1,195,875.39	(66,269.00)	TO ADJUST SHERIFF (DEPT. 280) ALLOWANCES
01100415131150190	INDEPENDENT AUDIT	$0.00	138,000.00	(138,000.00)	DELETED ACCOUNT
01100415131250050	INDEPENDENT AUDIT	$138,000.00	-	138,000.00	NEW ACCOUNT
01100415301150210	GENERAL LITIGATION	$0.00	1,000,000.00	(1,000,000.00)	DELETED ACCOUNT
01100415301250060	GENERAL LITIGATION	$1,000,000.00	-	1,000,000.00	NEW ACCOUNT
01100419001150220	LRGVDC	$0.00	37,500.00	(37,500.00)	DELETED ACCOUNT
01100419001150230	TAC	$0.00	2,500.00	(2,500.00)	DELETED ACCOUNT
01100419001150250	INSURANCE	$0.00	1,685,000.00	(1,685,000.00)	DELETED ACCOUNT
01100419001250070	LRGVDC	$37,500.00	-	37,500.00	NEW ACCOUNT
01100419001250080	TAC	$2,500.00	-	2,500.00	NEW ACCOUNT
01100419001250090	INSURANCE	$1,685,000.00	-	1,685,000.00	NEW ACCOUNT
01100419501150590	SAFETY	$0.00	834,640.00	(834,640.00)	DELETED ACCOUNT
01100419501250030	SAFETY	$834,640.00	-	834,640.00	NEW ACCOUNT
01100419601150260	MAILING SERVICES	$0.00	40,000.00	(40,000.00)	DELETED ACCOUNT
01100419601250100	MAILING SERVICES	$40,000.00	-	40,000.00	NEW ACCOUNT
01100421001150270	TX DPS	$0.00	264,068.00	(264,068.00)	DELETED ACCOUNT
01100421001150280	TX ALCOHOLIC BEVERAGE COMM	$0.00	3,000.00	(3,000.00)	DELETED ACCOUNT
01100421001150700	DPS LICENSE & WEIGHT	$0.00	1,200.00	(1,200.00)	DELETED ACCOUNT
01100421001250110	TX DPS	$264,068.00	-	264,068.00	NEW ACCOUNT
01100421001250120	TX ALCOHOLIC BEVERAGE COMM	$3,000.00	-	3,000.00	NEW ACCOUNT
01100421001250130	DPS LICENSE & WEIGHT	$1,200.00	-	1,200.00	NEW ACCOUNT
01100421002800010	SHERIFF	$20,704,638.00	20,559,571.00	145,067.00	ADJUSTMENT OF ALLOWANCES
01100422103000010	FIRE MARSHAL	$697,136.00	773,576.00	(76,440.00)	OBJECT CODE 112

HIDALGO COUNTY

Department Of Budget & Management

AI# 24586
18.B

2011 BUDGET CHANGES

PROPOSED VS. ADOPTED

Account Number	Description	Adopted	Proposed	Difference	Reason
01100423212800020	JAIL	$22,758,190.00	22,760,548.00	(2,358.00)	ADJUSTMENT OF ALLOWANCES
01100429301150290	TRAFFIC ENGINEERING	$0.00	75,000.00	(75,000.00)	DELETED ACCOUNT
01100429301250140	TRAFFIC ENGINEERING	$75,000.00	-	75,000.00	NEW ACCOUNT
01100444001150300	EASTER SEALS RGV	$0.00	18,000.00	(18,000.00)	DELETED ACCOUNT
01100444001150310	TROPICAL TX CENTER MHMR	$0.00	702,338.00	(702,338.00)	DELETED ACCOUNT
01100444001150320	MENTAL HEALTH	$0.00	40,000.00	(40,000.00)	DELETED ACCOUNT
01100444001150670	AMIGOS DEL VALLE	$0.00	5,000.00	(5,000.00)	DELETED ACCOUNT
01100444001250150	EASTER SEALS RGV	$18,000.00	-	18,000.00	NEW ACCOUNT
01100444001250160	TROPICAL TX CENTER MHMR	$702,338.00	-	702,338.00	NEW ACCOUNT
01100444001250170	MENTAL HEALTH	$40,000.00	-	40,000.00	NEW ACCOUNT
01100444001250180	AMIGOS DEL VALLE	$5,000.00	-	5,000.00	NEW ACCOUNT
01100444201100570	CHILD ADVOCACY CTR	$0.00	50,000.00	(50,000.00)	DELETED ACCOUNT
01100444201250190	CHILD ADVOCACY CTR	$50,000.00	-	50,000.00	NEW ACCOUNT
01100451101150330	HISTORICAL COMM	$0.00	7,100.00	(7,100.00)	DELETED ACCOUNT
01100451101250200	HISTORICAL COMM	$7,100.00	-	7,100.00	NEW ACCOUNT
01100451321150340	HISTORICAL MUSEUM	$0.00	460,000.00	(460,000.00)	DELETED ACCOUNT
01100451321150580	DONNA MUSEUM	$0.00	40,000.00	(40,000.00)	DELETED ACCOUNT
01100451321150710	IMAS	$0.00	50,000.00	(50,000.00)	DELETED ACCOUNT
01100451321250210	HISTORICAL MUSEUM	$460,000.00	-	460,000.00	NEW ACCOUNT
01100451321250220	DONNA MUSEUM	$40,000.00	-	40,000.00	NEW ACCOUNT
01100451321250230	IMAS	$50,000.00	-	50,000.00	NEW ACCOUNT
01100455001150350	COUNTY LIBRARY SYS	$0.00	221,000.00	(221,000.00)	DELETED ACCOUNT
01100455001250240	COUNTY LIBRARY SYS	$221,000.00	-	221,000.00	NEW ACCOUNT
01100461001150360	PREDATORY ANIMALS	$0.00	26,400.00	(26,400.00)	DELETED ACCOUNT
01100461001150370	INSECT ERADICATION	$0.00	1,500.00	(1,500.00)	DELETED ACCOUNT
01100461001150380	HUMANE SOCIETY	$0.00	400,000.00	(400,000.00)	DELETED ACCOUNT
01100461001250250	PREDATORY ANIMALS	$26,400.00	-	26,400.00	NEW ACCOUNT
01100461001250260	INSECT ERADICATION	$1,500.00	-	1,500.00	NEW ACCOUNT

HIDALGO COUNTY

Department Of Budget & Management

AI# 24586
18.B

2011 BUDGET CHANGES

PROPOSED VS. ADOPTED

Account Number	Description	Adopted	Proposed	Difference	Reason
01100461001250270	HUMANE SOCIETY	$400,000.00	-	400,000.00	NEW ACCOUNT
01100491010002000	TRF OUT-CO WIDE R&B	$7,750,000.00		7,750,000.00	NEW ACCOUNT CHANGE AS PER AUDITOR
01100491011212000	TRF OUT-R&B PCT.1		1,937,500.00	(1,937,500.00)	NEW ACCOUNT CHANGE AS PER AUDITOR
01100491011222000	TRF OUT-R&B PCT.2		1,937,500.00	(1,937,500.00)	NEW ACCOUNT CHANGE AS PER AUDITOR
01100491011232000	TRF OUT-R&B PCT.3		1,937,500.00	(1,937,500.00)	NEW ACCOUNT CHANGE AS PER AUDITOR
01100491011242000	TRF OUT-R&B PCT.4		1,937,500.00	(1,937,500.00)	NEW ACCOUNT CHANGE AS PER AUDITOR
01200413301150400	CO COMM	$0.00	20,000.00	(20,000.00)	DELETED ACCOUNT
01200413301250040	CO COMM	$20,000.00	-	20,000.00	NEW ACCOUNT
01200431001150410	ROAD ADM	$0.00	626,286.43	(626,286.43)	DELETED ACCOUNT
01200431001150420	COLONIA ACCESS PRG	$0.00	230,632.00	(230,632.00)	DELETED ACCOUNT
01200431001240190	PCT.4 BCAP	$15,476.84	15,548.84	(72.00)	ADJUSTMENT
01200431001250280	COLONIA ACCESS PRG	$232,967.00	-	232,967.00	NEW ACCOUNT
01200431001250300	ROAD ADM	$624,023.43	$0.00	624,023.43	NEW ACCOUNT/ADJ TO COLONIA ACCESS PRG.
01200491010004010	TRF OUT-NOTES PAYABLE	$379,255.84	379,255.86	(0.02)	ADJUSTMENT REQUESTED BY THE AUDITOR

AI-24557 **18.C.**

2011 HIDTA Task Force Asset Forfeiture Budget
CC REGULAR

Date:	12/30/2010
Submitted By:	Sylvia Solis, BUDGET & MANAGEMENT
Submitted For:	Roy Cazares, District Attorney's Office
Department:	BUDGET & MANAGEMENT
Agenda Category:	District Attorney

Information

CAPTION

District Attorney's Office:
1. Approval of 2011 HIDTA Task Force - U.S. Justice Fund Budget (fund 1254)
2. Approval of 2011 HIDTA Task Force - U.S. Treasury Fund Budget (fund 1252) and approval of overtime pay.
3. Approval of 2011 HIDTA Task Force - Chapter 59 Asset Forfeiture Fund Budget (fund 1251).
4. Approval of 2011 Salary Schedules.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

See attached budgets.

Attachments

Link: budget

Link: HIDTA SS reporting only

Link: salary schedule

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Sylvia Solis	Sylvia Solis	12/22/2010 03:07 PM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 03:38 PM	APRV
3	Ivan Cantu	Ivan Cantu	12/22/2010 04:20 PM	APRV
4	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Sylvia Solis — Started On: 12/21/2010 05:31 PM

Final Approval Date: 12/27/2010

DATE: December 1,2010

DEPARTMENT HEAD: Dora L. Munoz **Revised**

DEPARTMENT NAME: HIDTA Task Force **12/28/2010**

ACCOUNT NUMBER: Expenditure - 1254-412-00-270-014-0-XXX (**US Dept of Justice Funds**)

SUBJECT: Budget Amendments (Increases) in Accordance with V.A.C.S., Articles 689a-11,1666a and 1666b

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with V.A.C.S., Pursuant to Article 689a-11, 1666a, 1666b:

INCREASE OBJECT NUMBER(S)		ACCOUNT (OBJECT) NAME		INCREASE (DECREASE)
1-1254-412-00-270-014-0	336	Computer Services	$	10,000.00
1-1254-412-00-270-014-0	342	Information & Credit Service		4,000.00
1-1254-412-00-270-014-0	346	Hauling & Freight		2,000.00
1-1254-412-00-270-014-0	350	Other Services		1,000.00
1-1254-412-00-270-014-0	412	Cable Television		1,000.00
1-1254-412-00-270-014-0	431	Building Repairs & Maintenance		5,000.00
1-1254-412-00-270-014-0	432	Equip R&M Service		5,000.00
1-1254-412-00-270-014-0	442	Rental of Equipment & Vehicle		10,000.00
1-1254-412-00-270-014-0	521	Building Insurance		1,000.00
1-1254-412-00-270-014-0	522	Liability Insurance - Vehicle		3,000.00
1-1254-412-00-270-014-0	523	Public Official Insurance		2,000.00
1-1254-412-00-270-014-0	524	Other Insurance		2,000.00
1-1254-412-00-270-014-0	525	Claims & Judgments		20,000.00
1-1254-412-00-270-014-0	531	Telephone		500.00
1-1254-412-00-270-014-0	532	Mobile Phone		500.00
1-1254-412-00-270-014-0	534	Internet Service		3,000.00
1-1254-412-00-270-014-0	535	Postage & Express Mail Charges		2,000.00
1-1254-412-00-270-014-0	540	Advertising		5,000.00
1-1254-412-00-270-014-0	550	Printing		2,500.00
1-1254-412-00-270-014-0	583	Travel - Out of County		20,000.00
1-1254-412-00-270-014-0	584	Travel Registration Fees		5,000.00
1-1254-412-00-270-014-0	585	Travel-Non Employee		2,000.00
1-1254-412-00-270-014-0	601	Office Supplies		5,000.00
1-1254-412-00-270-014-0	604	Medical Supplies		500.00
1-1254-412-00-270-014-0	605	Clothing and Uniforms		500.00
1-1254-412-00-270-014-0	611	Police Supplies/holsters,etc		15,000.00
1-1254-412-00-270-014-0	613	Safety Supplies		2,000.00
1-1254-412-00-270-014-0	619	Other miscellaneous supplies		10,000.00
1-1254-412-00-270-014-0	631	Bottled Water		500.00
1-1254-412-00-270-014-0	640	Books& Periodicals		1,000.00
1-1254-412-00-270-014-0	661	Minor Office Equipment and Furniture		6,000.00

1-1254-412-00-270-014-0	664	Other Minor Equipment	3,000.00
1-1254-412-00-270-014-0	665	Minor Computer Equipment	5,000.00
1-1254-412-00-270-014-0	667	Software	5,000.00
1-1254-412-00-270-014-0	668	Police Weapons	10,000.00
1-1254-412-00-270-014-0	672	Repair and maintenance supplies-equipment vehicles	1,000.00
1-1254-412-00-270-014-0	679	Other R&M Supplies	1,000.00
1-1254-412-00-270-014-0	741	Vehicles	35,000.00
1-1254-412-00-270-014-0	743	Office Equipment	5,000.00
1-1254-412-00-270-014-0	745	Computer Equipment	15,000.00
1-1254-412-00-270-014-0	747	Software	5,000.00
1-1254-412-00-270-014-0	748	Other Equipment	15,000.00
1-1254-412-00-270-014-0	810	Dues and memberships	1,000.00
1-1254-412-00-270-014-0	812	Software License Renew	1,000.00
1-1254-412-00-270-014-0	820	Claims and judgments not covered by insurance	10,000.00
1-1254-412-00-270-014-0	831	Court Costs & Investigation	10,000.00
1-1254-412-00-270-014-0	855	Late fees	1,000.00
1-1254-412-00-270-014-0	890	Other	30,000.00
		TOTAL APPROPRIATIONS	$ 300,000.00

TO APPROPRIATE THE HIDALGO COUNTY HIDTA U.S. DEPARTMENT OF JUSTICE ASSET FORFEITURE FUNDS

There are no areas in my current budget to reduce in order to fund the above mentioned item(s).

APPROVED BY COMMISSIONER'S COURT

___/___/___ DATE

DEPARTMENT HEAD SIGNATURE

ATTEST BY COUNTY CLERK

DATE: December 1,2010

DEPARTMENT HEAD: Dora L. Munoz **Revised**

DEPARTMENT NAME: HIDTA Task Force **12/28/2010**

ACCOUNT NUMBER: Expenditure - 1252-412-00-270-012-0-XXX (**US Dept of Treasury Funds**)

SUBJECT: Budget Amendments (Increases) in Accordance with V.A.C.S., Articles 689a-11,1666a and 1666b

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with V.A.C.S., Pursuant to Article 689a-11, 1666a, 1666b:

INCREASE OBJECT NUMBER(S)		ACCOUNT (OBJECT) NAME		INCREASE (DECREASE)
1-1252-412-00-270-012-0-	131	Overtime	$	91,000.00
1-1252-412-00-270-012-0-	220	FICA / Social Security Contributions		6,961.50
1-1252-412-00-270-012-0-	230	Retirement		8,663.20
1-1252-412-00-270-012-0-	250	Unemployment Compensation		455.00
		TOTAL APPROPRIATIONS	$	107,079.70

TO APPROPRIATE THE HIDALGO COUNTY HIDTA U.S. DEPARTMENT OF TREASURY ASSET FORFEITURE FUNDS

There are no areas in my current budget to reduce in order to fund the above mentioned item(s).

APPROVED BY COMMISSIONER'S COURT

___/___/___ DATE

DEPARTMENT HEAD SIGNATURE

ATTEST BY COUNTY CLERK

DATE: November 24, 2010 **Revised**

DEPARTMENT HEAD: Dora L. Munoz **12/28/2010**

DEPARTMENT NAME: HIDTA Task Force

ACCOUNT NUMBER: Expenditure - 1251-412-00-270-011-0-XXX (**Chapter 59 Asset Forfeiture Funds**)

SUBJECT: Budget Amendments (Increases) in Accordance with V.A.C.S., Articles 689a-11,1666a and 1666b

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with V.A.C.S., Pursuant to Article 689a-11, 1666a, 1666b:

INCREASE OBJECT NUMBER(S)		ACCOUNT (OBJECT) NAME		INCREASE (DECREASE)
1-1251-412-00-270-011-0	113	Full - time Employees	$	432,941.00
1-1251-412-00-270-011-0	115	Longevity pay		3,350.00
1-1251-412-00-270-011-0	117	Supplemental pay		300.00
1-1251-412-00-270-011-0	211	Health Insurance		33,300.00
1-1251-412-00-270-011-0	212	Life Insurance		250.00
1-1251-412-00-270-011-0	220	FICA / Social Security Contributions		33,150.00
1-1251-412-00-270-011-0	230	Retirement		41,300.00
1-1251-412-00-270-011-0	250	Unemployment Compensation		2,200.00
		TOTAL APPROPRIATIONS	**$**	**529,029.00**

TO APPROPRIATE THE HIDALGO COUNTY HIDTA COMMAND CENTER - CHAPTER 59 ASSET FORFEITURE FUNDS

There are no areas in my current budget to reduce in order to fund the above mentioned item(s).

APPROVED BY COMMISSIONER'S COURT

___/___/___ DATE

DEPARTMENT HEAD SIGNATURE

ATTEST BY COUNTY CLERK

and 1251-412-00-270-011-0-XXX (Chapter 59-Asset Forfeiture)

POSITION	2010 BUDGETED SALARY	2011 BUDGETED SALARY	SALARY INCREASE	SALARY %	FY 2011 WAGES GRANT FUNDS	FY 2011 WAGES ASSET FUNDS	LONGEVITY PAY Total Longevity	LONGEVITY PAY GRANT 20.00	LONGEVITY PAY ASSET 60.00	HEALTH INSURANCE GRANT 3,600.00	HEALTH INSURANCE ASSET 3,600.00	LIFE INSURANCE GRANT 27.00	LIFE INSURANCE ASSET 27.00	FICA GRANT 7.65%	FICA ASSET 7.65%	RETIREMENT GRANT 9.60%	RETIREMENT ASSET 9.60%	UNEMPLOY COMP GRANT 0.5000%	UNEMPLOY COMP ASSET 0.5000%	FRINGE BENEFITS 2010 GRANT	FRINGE BENEFITS 2010 ASSET	TOTAL FRINGE 2011
Commander	69,600.00	75,000.00	5,400.00	7.76%	49,200.00	25,800.00	780.00	511.68	268.32	2,361.60	1,238.40	17.71	9.29	3,763.80	1,973.70	4,723.20	2,476.80	246.00	129.00	11,623.99	6,095.51	17,719.50
Assistant District Attorney	71,140.00	71,140.00	0.00	0.00%	52,800.00	18,340.00	3,600.00	2,671.91	928.09	2,671.91	928.09	20.04	6.96	4,039.20	1,403.01	5,068.80	1,760.64	264.00	91.70	14,735.87	5,118.48	19,854.35
Criminal Investigator	48,500.00	50,859.00	2,359.00	4.86%	36,968.00	13,891.00	420.00	305.29	114.71	2,616.74	983.26	19.63	7.37	2,828.05	1,062.66	3,548.93	1,333.54	184.84	69.46	9,503.47	3,571.00	13,074.47
Criminal Investigator	51,765.00	54,021.00	2,256.00	4.36%	36,968.00	17,053.00	0.00	0.00	0.00	2,463.58	1,136.42	18.48	8.52	2,828.05	1,304.55	3,548.93	1,637.09	184.84	85.27	9,043.87	4,171.86	13,215.73
Criminal Investigator	51,765.00	54,021.00	2,256.00	4.36%	36,968.00	17,053.00	420.00	287.42	132.58	2,463.58	1,136.42	18.48	8.52	2,828.05	1,304.55	3,548.93	1,637.09	184.84	85.27	9,331.29	4,304.44	13,635.73
Criminal Investigator	51,765.00	54,021.00	2,256.00	4.36%	36,968.00	17,053.00	0.00	0.00	0.00	2,463.58	1,136.42	18.48	8.52	2,828.05	1,304.55	3,548.93	1,637.09	184.84	85.27	9,043.87	4,171.86	13,215.73
Criminal Investigator	51,765.00	54,021.00	2,256.00	4.36%	36,968.00	17,053.00	660.00	451.66	208.34	2,463.58	1,136.42	18.48	8.52	2,828.05	1,304.55	3,548.93	1,637.09	184.84	85.27	9,495.53	4,380.20	13,875.73
Assistant Commander	56,000.00	59,322.00	3,322.00	5.93%	39,760.00	19,562.00	300.00	201.07	98.93	2,412.87	1,187.13	18.10	8.90	3,041.64	1,496.49	3,816.96	1,877.95	198.80	97.81	9,689.43	4,767.22	14,456.66
Accountant	49,100.00	52,100.00	3,000.00	6.11%	35,700.00	16,400.00	780.00	534.47	245.53	2,466.79	1,133.21	18.50	8.50	2,731.05	1,254.60	3,427.20	1,574.40	178.50	82.00	9,356.52	4,298.23	13,654.75
Intelligence Research Specialist	32,000.00	34,043.00	2,043.00	6.38%	22,500.00	11,543.00		0.00	0.00	2,379.34	1,220.66	17.85	9.15	1,721.25	883.04	2,160.00	1,108.13	112.50	57.72	6,390.94	3,278.69	9,669.63
Administrative Assistant	38,600.00	41,006.00	2,406.00	6.23%	28,200.00	12,806.00	720.00	495.15	224.85	2,475.74	1,124.26	18.57	8.43	2,157.30	979.66	2,707.20	1,229.38	141.00	64.03	7,994.95	3,630.61	11,625.57
Legal Assistant	36,000.00	37,385.00	1,385.00	3.85%	26,000.00	11,385.00	900.00	625.92	274.08	2,503.68	1,096.32	18.78	8.22	1,989.00	870.95	2,496.00	1,092.96	130.00	56.93	7,763.38	3,399.46	11,162.84
Criminal Investigator	46,000.00	47,829.00	1,829.00	3.98%	0.00	47,829.00		0.00	0.00	0.00	3,600.00	0.00	27.00	0.00	3,658.92	0.00	4,591.58	0.00	239.15	0.00	12,116.65	12,116.65
Criminal Investigator	50,859.00	50,859.00	0.00	0.00%	0.00	50,859.00	840.00	0.00	840.00	0.00	3,600.00	0.00	27.00	0.00	3,890.71	0.00	4,882.46	0.00	254.30	0.00	13,494.47	13,494.47
Criminal Investigator	43,000.00	44,799.00	1,799.00	4.18%	0.00	44,799.00		0.00	0.00	0.00	3,600.00	0.00	27.00	0.00	3,427.12	0.00	4,300.70	0.00	224.00	0.00	11,578.82	11,578.82
Criminal Investigator	47,963.00	47,963.00	0.00	0.00%	0.00	47,963.00		0.00	0.00	0.00	3,600.00	0.00	27.00	0.00	3,669.17	0.00	4,604.45	0.00	239.82	0.00	12,140.43	12,140.43
Deputy Constable Step II	22,388.00	22,388.00	0.00	0.00%		22,388.00		0.00	0.00	0.00	1,800.00	0.00	13.50	0.00	1,712.68	0.00	2,149.25	0.00	111.94	0.00	5,787.37	5,787.37
Clerk Typist	20,000.00	21,164.00	1,164.00	5.82%		21,164.00		0.00	0.00	0.00	3,600.00	0.00	27.00	0.00	1,619.05	0.00	2,031.74	0.00	105.82	0.00	7,383.61	7,383.61
TOTAL	$838,210.00	$871,941.00	$33,731.00		$439,000.00	$432,941.00	$ 9,420.00	$ 6,084.56	$ 3,335.44	$29,742.97	$33,257.03	$223.07	$249.43	$33,583.50	$33,119.99	$42,144.00	$41,562.34	$2,195.00	$2,164.71	$113,973.11	$113,688.92	$227,662.03

For Reporting purposes only.

DATE November 24, 2010
DEPARTMENT HIDTA TASK FORCE
ACCOUNT **1252-412-00-270-012-0-xxx (US Treasury)**

SLOT NUMBER	POSITION	2011 BUDGETED OVERTIME	FRINGES BENEFIT COMPENSATION RATES		
			FICA 7.65%	Retirement 9.60%	Unemployment 0.50%
G003	Criminal Investigator	7,000.00	535.50	666.40	35.00
G004	Criminal Investigator	7,000.00	535.50	666.40	35.00
G005	Criminal Investigator	7,000.00	535.50	666.40	35.00
G006	Criminal Investigator	7,000.00	535.50	666.40	35.00
G007	Criminal Investigator	7,000.00	535.50	666.40	35.00
G008	Assistant Commander	7,000.00	535.50	666.40	35.00
G015	Criminal Investigator	7,000.00	535.50	666.40	35.00
G016	Criminal Investigator	7,000.00	535.50	666.40	35.00
G017	Criminal Investigator	7,000.00	535.50	666.40	35.00
G018	Criminal Investigator	7,000.00	535.50	666.40	35.00
G020	Deputy Constable Step II	7,000.00	535.50	666.40	35.00
G021	DA Criminal Investgator	7,000.00	535.50	666.40	35.00
G022	DA Criminal Investgator	7,000.00	535.50	666.40	35.00
TOTAL		**$ 91,000.00**	**$ 6,961.50**	**$ 8,663.20**	**$ 455.00**

For Reporting purposes only.

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1251-412-00-270-011-0

HIDTA CHAPTER 59

AI - 24557

Revised on 12/28/10

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
G001	113	COMMANDER	17	4	$70,277.00	$21,083.00	$0.00	$234.00	$0.00	$0.00	$0.00	$0.00	$0.00
G002	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$18,334.00	$0.00	$928.42	$0.00	$0.00	$0.00	$0.00	$0.00
G003	113	CRIMINAL INVESTIGATOR I	12	4	$47,829.00	$11,374.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
G004	113	CRIMINAL INVESTIGATOR II	14	2	$52,254.00	$15,290.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G005	113	CRIMINAL INVESTIGATOR II	14	2	$52,254.00	$15,290.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
G006	113	CRIMINAL INVESTIGATOR II	14	2	$52,254.00	$15,290.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G007	113	CRIMINAL INVESTIGATOR II	14	2	$52,254.00	$15,290.00	$0.00	$193.12	$0.00	$0.00	$0.00	$0.00	$0.00
G008	113	CRIMINAL INVESTIGATOR II	14	4	$55,788.00	$16,179.00	$0.00	$87.00	$0.00	$0.00	$0.00	$0.00	$0.00
G009	113	ACCOUNTANT III	12	5	$49,344.00	$13,649.00	$0.00	$215.76	$0.00	$0.00	$0.00	$0.00	$0.00
G010	113	INTELLIGENCE RESEARCH SPECIALIST	8	1	$31,815.00	$9,446.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G011	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$10,393.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00
G012	113	ADMINISTRATIVE ASSISTANT III	8	5	$36,271.00	$10,272.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
G015	113	CRIMINAL INVESTIGATOR I	12	3	$46,314.00	$46,314.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G016	113	CRIMINAL INVESTIGATOR I	12	4	$47,829.00	$47,829.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$0.00
G017	113	CRIMINAL INVESTIGATOR I	12	1	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G018	113	CRIMINAL INVESTIGATOR II	14	0	$47,963.00	$47,963.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G020	113	SR. DEPUTY CONSTABLE STEP III				$22,388.00	$0.00	$660.00	$0.00	$600.00	$0.00	$0.00	$0.00
G021	113	CLERK I	1	3	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$815,093.00	$399,532.00	$0.00	$5,618.30	$0.00	$600.00	$0.00	$0.00	$0.00

AI-24581 **18.D.**

Amendment of Authorized Official to VCLG Grants

CC REGULAR

Date:	12/30/2010
Submitted By:	Roy Cazares, DISTRICT ATTORNEY
Submitted For:	Roy Cazares
Department:	DISTRICT ATTORNEY
Agenda Category:	District Attorney

Information

CAPTION

District Attorney's Office:
Approval and authorization to change the "Authorized Official" on the VCLG grants for the District Attorney's Office (Grant # 0801720) and the Sheriff's Office (Grant # 1014281) from J.D. Salinas to County Judge Ramon Garcia.

BACKGROUND

OAG is requesting documentation showing the change of the County Judge as "Authorized Official".

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

No Budgetary Impact. Authorized signature of current judge required only.

Attachments

Link: VCLG Backup

Link: AttachmentB

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/22/2010 03:39 PM	APRV
2	Sylvia Solis	Sylvia Solis	12/22/2010 04:22 PM	APRV
3	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Roy Cazares — Started On: 12/22/2010 02:58 PM

Final Approval Date: 12/27/2010

ATTACHMENT B —REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CST APRIL 22, 2009. IF THE TIMING OF THE APPLICATION DUE DATE AND REQUIREMENTS OF THE OPEN MEETINGS ACT OR OTHER REQUIREMENTS PREVENTS THE GOVERNING BODY FROM REVIEWING AND APPROVING THE RESOLUTION, THEN IT MAY BE SUBMITTED TO THE OAG AFTER THE DUE DATE.

(SAMPLE FORM OF RESOLUTION OF GOVERNING BODY)

RESOLUTION OF GOVERNING BODY

LEGAL NAME OF APPLICANT: Hidalgo County District Attorney's Office

UNIQUE APPLICATION NUMBER (if applicable): 0801720

Be it known as follows:

WHEREAS, the Hidalgo County District Attorney's Office [Name of Applicant] has applied or wishes to apply to the Office of the Attorney General, (OAG) Crime Victim Services Division for the following grant program (check one):

____ Other Victim Assistance Grant (OVAG)
__X__ Victim Coordinator and Liaison Grant (VCLG)
____ Sexual Assault Prevention and Crisis Services (SAPCS) – State Funds
____ Sexual Assault Prevention and Crisis Services (SAPCS) – Federal Funds

WHEREAS, the Hidalgo County District Attorney;s Office, [Name of Governing Body of Applicant, such as City Council, County Commissioners' Court or Board of Directors], has considered and supports the Application filed or to be filed with the OAG;

WHEREAS, the Hidalgo County District Attorney's Office, [Name of Applicant] has designated or wishes to designate the following individual as the "Authorized Official" who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, Crime Victim Services Division as well as given the authority to sign all grant adjustment requests, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as "Authorized Official": J.D. Salinas

Position Title: County Judge

NOW THEREFORE, BE IT RESOLVED that this governing body approves the submission of the Application to the OAG, Crime Victim Services Division as well as the designation of the Authorized Official.

Signature

J.D. Salinas
Printed Name

4/14/09
Date

Roy Cazares

From: OAG-GRANTS [OAG-GRANTS@oag.state.tx.us]
Sent: Wednesday, August 05, 2009 1:51 PM
To: OAG-GRANTS
Subject: Contract Deadline Reminder

Dear Grantee,

All signed contracts are due to our office by August 6, 2009. If you need to overnight your contracts you can use the following address:

Grants Administration Division – MC 005
Office of the Attorney General
300 W. 15th St. Rm. 102
Austin, TX 78701

Once we receive your signed contracts, you will be assigned a grant manager who will follow up with you on any special conditions listed in Exhibit C of your contract.

Disregard this email if you have already sent in your signed contracts or have made other arrangements with our office.

If you have any questions, contact Jennifer McShane by email at OAG-Grants@oag.state.tx.us or by phone (512) 936-1278.

Sincerely,

Grants Administration Division

Roy Cazares

From: Emma Gonzalez [emma.gonzalez@da.co.hidalgo.tx.us]
Sent: Thursday, November 18, 2010 1:59 PM
To: roy.cazares@da.co.hidalgo.tx.us
Subject: FW: VCLG GRANT # 1014273

Please forward this request to judge's office for submission of letter. thanks

Emma Gonzalez
Crime Victims' Coordinator
Crime Victims Assistance Section
Office of Criminal District Attorney
Hidalgo County, Texas
100 N Closner Rm 303
Edinburg, TX 78539
(956) 318-2300 ext. 801
(956) 380-0407 FAX
emma.gonzalez@da.co.hidalgo.tx.us

From: Lyndsay Ysla [mailto:Lyndsay.Ysla@oag.state.tx.us]
Sent: Thursday, November 18, 2010 2:01 PM
To: emma.gonzalez@da.co.hidalgo.tx.us
Subject: Re: VCLG GRANT # 1014273

Emma,

I'll need you to send me a letter with the change. The letter will need to be signed by the new Authorized Official, this is needed before I'm able to make the change.

If you have any further questions please let me know.

Thanks,
Lyndsay

>>> "Emma Gonzalez" <emma.gonzalez@da.co.hidalgo.tx.us> 11/18/2010 1:38 PM >>>
I RECEIVED THE 2011 VCLG REPORT WITH UPDATED TARGET NUMBER FOR NEW VICTIMS. WE NEED TO CORRECT THE NAME FOR "AUTHORIZED OFFICIAL". DELETE J.D. SALINAS' NAME. RAMON GARCIA IS OUR NEWLY ELECTED COUNTY JUDGE.
PLEASE MAKE THAT CHANGE AND E-MAIL IT BACK TO ME. THANKS

Emma Gonzalez
Crime Victims' Coordinator
Crime Victims Assistance Section
Office of Criminal District Attorney
Hidalgo County, Texas
100 N Closner Rm 303
Edinburg, TX 78539
(956) 318-2300 ext. 801
(956) 380-0407 FAX
emma.gonzalez@da.co.hidalgo.tx.us

ATTACHMENT A — REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M CST, APRIL 22, 2009, OR THE APPLICATION WILL NOT BE CONSIDERED.

STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO OAG CRIME VICTIM SERVICES DIVISION

INSTRUCTIONS: Initial each numbered line and submit this signed required Attachment with the Application.

LEGAL NAME OF APPLICANT: Hidalgo County Sheriff's Office

UNIQUE APPLICATION NUMBER: 1014281

1. ___ THIS APPLICATION IS FOR (check one):

___	Other Victim Assistance Grant (OVAG)
X	Victim Coordinator and Liaison Grant (VCLG)
___	Sexual Assault Prevention and Crisis Services (SAPCS) – State Funds
___	Sexual Assault Prevention and Crisis Services (SAPCS) – Federal Funds

2. ___ TRUE AND CORRECT INFORMATION. The undersigned certifies that the information contained in this Application, including any attachments are true and correct to the best of his or her knowledge.

3. ___ OAG CERTIFICATIONS AND ASSURANCES. The undersigned has read and understands the Certifications and Assurances, contained in the Application Kit.

4. ___ DEADLINES AND SUBMISSION OF APPLICATION. The undersigned understands that the deadline for submission is 5:00 p.m. CST April 22, 2009 and that to meet the deadline, the Applicant must submit both paper (hard copies) and electronic (email) documents as required in the Application Kit. The undersigned further acknowledges that:

- It is the Applicant's responsibility to deliver the Application to the OAG in the specified manner and by the specified date and time
- Applications submitted in other formats will not be accepted
- The OAG accepts no responsibility for delays in shipping and courier services
- Late Applications will not be considered under any circumstance and will be returned unopened
- Proof of sending a document by email or other means is not proof that the OAG received the information

5. ___ JOB DESCRIPTIONS FOR EACH REQUESTED POSITION. The undersigned understands that the most recent job description for each position requested in the proposed budget should be attached and submitted with the Application. Missing job descriptions may impact the Applicant's score.

6. ___ RESOLUTION OF GOVERNING BODY. The undersigned states it is either submitting the Resolution of Applicant's governing body with this Application or will submit one at a later date as established by the OAG. If the timing of the Application due date and requirements of the Open Meetings Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.

Signature/Title

Juan D. Salinas III
Printed Name

4-1-09
Date

ATTACHMENT B —REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CST APRIL 22, 2009. IF THE TIMING OF THE APPLICATION DUE DATE AND REQUIREMENTS OF THE OPEN MEETINGS ACT OR OTHER REQUIREMENTS PREVENTS THE GOVERNING BODY FROM REVIEWING AND APPROVING THE RESOLUTION, THEN IT MAY BE SUBMITTED TO THE OAG AFTER THE DUE DATE.

(SAMPLE FORM OF RESOLUTION OF GOVERNING BODY)

RESOLUTION OF GOVERNING BODY

LEGAL NAME OF APPLICANT: Hidalgo County Sheriff's Office

UNIQUE APPLICATION NUMBER (If applicable): 1014281

Be it known as follows:

WHEREAS, the Hidalgo County Sheriff's Office, [Name of Applicant] has applied or wishes to apply to the Office of the Attorney General (OAG) Crime Victim Services Division for the following grant program (check one):

____ Other Victim Assistance Grant (OVAG)
__X__ Victim Coordinator and Liaison Grant (VCLG)
____ Sexual Assault Prevention and Crisis Services (SAPCS) – State Funds
____ Sexual Assault Prevention and Crisis Services (SAPCS) – Federal Funds

WHEREAS, the Commissioners Court, [Name of Governing Body of Applicant, such as City Council, County Commissioners' Court or Board of Directors], has considered and supports the Application filed or to be filed with the OAG;

WHEREAS, the Hidalgo County Sheriff's Office, [Name of Applicant] has designated or wishes to designate the following individual as the "Authorized Official" who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, Crime Victim Services Division as well as given the authority to sign all grant adjustment requests, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as "Authorized Official": Juan Dedios Salinas III

Position Title: County Judge

NOW THEREFORE, BE IT RESOLVED that this governing body approves the submission of the Application to the OAG, Crime Victim Services Division as well as the designation of the Authorized Official.

Signature

Juan D. Salinas
Printed Name

4-7-09
Date

Roy Cazares

From: Emilia Uriegas [emilia.uriegas@hidalgoso.org]
Sent: Thursday, December 09, 2010 9:46 AM
To: roy.cazares@da.co.hidalgo.tx.us
Subject: RE: Crime Victim Grant Contract
Attachments: ATTMT. A & B.pdf

Roy:

This is probably what you need. Our OAG contract # for the Crime Victim Grant is 1014281.

Sorry for the delay.

Thanks,

Emilia

From: Roy Cazares [mailto:roy.cazares@da.co.hidalgo.tx.us]
Sent: Wednesday, December 08, 2010 1:11 PM
To: 'Emilia Uriegas'
Subject: RE: Crime Victim Grant Contract

It was part of the application. It had a Resolution of Governing Body form were JD was approved as person of contact.

Roy Cazares
Human Resources Coordinator
HIDALGO COUNTY DISTRICT ATTORNEY'S OFFICE
100 N. CLOSNER, ROOM 303
EDINBURG, TX 78539
(956) 318-2300 EXT. 758
FAX (956) 318-2078

roy.cazares@da.co.hidalgo.tx.us

From: Emilia Uriegas [mailto:emilia.uriegas@hidalgoso.org]
Sent: Wednesday, December 08, 2010 9:40 AM
To: roy.cazares@da.co.hidalgo.tx.us
Subject: Crime Victim Grant Contract

Good Morning Roy:

Attached is the contract for the Crime Victim Grant (HCSO). There was no resolution on this grant.

Any questions, call me.

Thanks.

Emilia
H.C.S.O.

393-6028
Email: emilia.uriegas@hidalgoso.org

12/08/10

ATTACHMENT B
AMENDMENT of Authorized Official

RESOULUTION OF GOVERNING BODY

Legal Name of Applicant: Hidalgo County District Attorney's Office

Unique Application Number (if applicable): 0801720

Be it known as follows:

WHEREAS, the Hidalgo County District Attorney's Office, [Name of Applicant] has designated or wishes to designate the following individual as the "Authorized Official" who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, Crime Victim Services Division as well as given the authority to sign all grant adjustment request, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as "Authorized Official": Ramon Garcia

Position Title: County Judge

Now Therefore, Be It Resolved that this governing body approves the change of the "Authorized Official" to the Application previously submitted to the OAG, Crime Victim Services Division.

_____ Ramon Garcia
Signature Printed Name

12/30/2010
Date

ATTACHMENT B
AMENDMENT of Authorized Official

RESOULUTION OF GOVERNING BODY

Legal Name of Applicant: Hidalgo County Sheriff's Office

Unique Application Number (if applicable): 1014281

Be it known as follows:

WHEREAS, the Hidalgo County Sheriff's Office, [Name of Applicant] has designated or wishes to designate the following individual as the "Authorized Official" who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, Crime Victim Services Division as well as given the authority to sign all grant adjustment request, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as "Authorized Official": Ramon Garcia

Position Title: County Judge

Now Therefore, Be It Resolved that this governing body approves the change of the "Authorized Official" to the Application previously submitted to the OAG, Crime Victim Services Division.

_____ Ramon Garcia
Signature Printed Name

12/30/2010
Date

AI-24411 **18.E.1.**

All postions approved after 2011 Approved Budget- CC Sept. 28, 2010
CC REGULAR

Date:	12/30/2010
Submitted By:	Sylvia Solis, BUDGET & MANAGEMENT
Submitted For:	Dina Trevino
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

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Information

CAPTION

a. Discussion, consideration and approval of positions created, adjusted and approved after September 28, 2010 (2011 Budget Adoption date) for the following agenda items listed below, effective 01/01/2011:

1. Classification and Compensation Plan:
Approval to reclassify/regrade/delete the following full-time positions in the Classification and Compensation Plan (Position Inventory), as per the Hidalgo County Personnel Handbook. Reviewed and recommended by the Classification Committee.

Previous CC Approved Date	Action	Slot No.	Dept. Name/No.	Current Position Title	Current Grade	Proposed Position Title	Proposed Grade	No. of Positions
10/05/10	Reclassify	005	Fire Marshall 300-001	Deputy Fire Marshal	10	Chief Deputy Fire Marshal	11	1
10/05/10	Regrade	N/A	N/A	Collections Supervisor	12	N/A	13	1
10/12/10	Reclassify	009	Co. Clerk 180-001	Executive Assistant I	11	Executive Assistant II	13	1
10/12/10	Deletion	007	Co. Clerk 180-001	Public Information Specialist	8	N/A	N/A	1

2. Information Technology (1100):
Approval to delete one (1) vacant full-time Technician III position, slot no. 029, Grade 8, as previously approved by CC on 10/19/10.

3. Criminal District Attorney (1100):
Approval to create/delete the following vacant full-time positions, as previously approved by CC on 10/26/10:

Action	Slot No.	Position Title	Grade
Delete	002	Assistant District Attorney V	20
Create	091	Assistant District Attorney IV	18
Create	092	Assistant District Attorney II	14
Create	093	Assistant District Attorney II	14

4. D.A. Border Prosecution Initiative (1281):
a. Approval to delete one (1) vacant full-time Clerk II position, slot no. 002, grade 03 and delete cost allocation, slot no. 061, of state awarded supplement in the amount of $4,624.00, as previously approved by CC on 12/13/10.

b. Approval to create one (1) full-time Administrative Assistant I position, slot no. 003, grade 04, as previously approved by CC on 12/13/10.

5. Facilities Management (1100):
a. Approval to delete one (1) vacant full-time Electrician Helper position, slot no. 0016, grade level 04, as previously approved by CC on 11/30/10.

b. Approval to create one (1) full-time Electrician I position, slot no. 0108, grade level 08, as previously approved by CC on 11/30/10.

6. Pct. 1 Rd. Adm (1200):
Approval to create one (1) full-time Executive Assistant for Community and Intergovernmental Relations position, slot no. 001, budgeted salary $85,000.00, as previously approved by CC on 11/22/10.

7. Sheriff (1100) / Courthouse Security (1241):
Approval of employee transfers as follows, as per section 3.49 of the Civil Service Commission Rules:

			FROM		TO		
Previous CC Approved Date	Employee No.	Position Title	Dept. Name/No.	Slot No.	Dept. Name/No.	Slot No.	Budgeted Salary
10/19/10	126616	Sr. Deputy Sheriff Step II	Courthouse Sec. (115-044)	009	Sheriff (280-001)	215	$43,263.00
10/19/10	126179	Sr. Deputy Sheriff Step I	Sheriff (280-001)	215	Courthouse Sec. (115-044)	009	$41,800.00
11/30/10	087076	Sr. Deputy Sheriff Step III	Courthouse Sec. (115-044)	005	Sheriff (280-001)	117	$44,777.00
11/30/10	060658	Sr. Deputy Sheriff Step II	Sheriff (280-001)	117	Courthouse Sec. (115-044)	005	$43,263.00

8. Urban County (1288):
Approval to change the funding source for one (1) full-time Clerk III position (employee no. 182265), Grade 3, slot no. 004 from TXCDBG Disaster Recovery (1-1288-463-00-250-006-1-XXX) to TDHCA Community Development Program (1-1288-463-00-250-007-1-XXX), as previously approved by CC on 09/28/10.

9. WIC Registered Dietician (1292):
Approval to change funding source for one (1) full-time Registered Dietician I position, Grade 12, slot no. 232 from the WIC Admin grant (1-1292-441-00-350-001-1-XXX) to the Registered Dietician grant (1-1292-441-00-350-012-1-XXX), as previously approved by CC on 09/28/10.

10. WIC Lactation Services (1292):

Approval to change funding source for one (1) full-time Coordinator IV position, Grade 15, slot no. 220 from the WIC Admin grant (1-1292-441-00-350-001-1-XXX) to the Lactation Services grant (1-1292-441-00-350-013-1-XXX), as previously approved by CC on 09/28/10.

11. Health Division - PPCPS/ PHER (1293):
Approval of 2011 salary schedule, as previously approved by CC on 11/22/10 (Refer to AI-24019).

12. Sheriff's COPS Hiring Program Grant (1284):
Approval of 2011 salary schedule, as previously approved by CC on 10/19/10 (Refer to AI-23462).

13. Pct. 4 R&B (1200):
a. Approval to create one (1) full-time Director of Road and Bridge position, slot no. 0061, budgeted salary $65,000.00, as previously approved by CC on 11/22/10.

b. Approval to create one (1) full-time Technician III position, slot no. 060, budgeted salary $36,271.00 per year, as previously approved by CC on 10/19/10.

14. Executive Office (1100):
Approval to create one (1) full-time Environmental Compliance Coordinator position, slot no. 005, budgeted salary $76,331.00, as previously approved by CC on 09/28/10.

b. Approval of interdepartmental transfers.

c. Approval of revised salary schedules.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:**

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

BUDGETARY IMPACT:
See attached fiscal notes.

Attachments

Link: revised fiscal notes and transfers

Link: Revised salary schedules

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Sylvia Solis	Sylvia Solis	12/21/2010 08:23 AM	APRV
2	Budget & Management	Erika Zamora	12/21/2010 08:38 AM	APRV
3	Rosalinda Cantu	Rosie Cantu	12/22/2010 12:23 PM	APRV
4	Auditor's Office	Angela Garcia	12/22/2010 01:00 PM	APRV
5	Sylvia Solis		12/27/2010 08:43 AM	PEND

Form Started By: Sylvia Solis

Started On: 12/14/2010 10:12 AM

Final Approval Date: 12/27/2010

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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010 **Agenda Item:** 24411

Summary of request/proposal:
Classification and Compensation Plan:
Approval to reclassify/regrade/delete the following full-time positions in the Classification and Compensation Plan (Position Inventory), as per the Hidalgo County Personnel Handbook. Reviewed and recommended by the Classification Committee.

EMERGENCY MANAGEMENT - FIRE MARSHAL

Fund	Current Position Title	Proposed Position Title	Slot#	Obj	Current Step & Grade Salary	Proposed Step & Grade Salary	Total Adjustment/ Salary Requested
1100	Deputy Fire Marshal	Chief Deputy Fire Marshal	0005	113	$39,727.00 (GRADE 10/ STEP 3)	$40,078.00 (GRADE 11/ STEP 1)	$351.00
					$39,727.00	$40,078.00	$351.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-422-10-300-001-0-	113	Emergency Mgmt FM -	REG F/T EMPLOYEES	$351.00
1-1100-422-10-300-001-0-	211	Emergency Mgmt FM -	HEALTH INSURANCE	$0.00
1-1100-422-10-300-001-0-	212	Emergency Mgmt FM -	LIFE INSURANCE	$0.00
1-1100-422-10-300-001-0-	220	Emergency Mgmt FM -	FICA	$26.85
1-1100-422-10-300-001-0-	230	Emergency Mgmt FM -	RETIREMENT	$33.70
1-1100-422-10-300-001-0-	250	Emergency Mgmt FM -	UNEMPLOYMENT COMP	$1.76
1-1100-422-10-300-001-0-	260	Emergency Mgmt FM -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$413.31

2012 Budgetary Impact: $413.31

Possible Funding Sources: CO. WIDE ADM. - CONTINGENCY

COUNTY CLERKS

Fund	Current Position Title	Proposed Position Title	Slot#	Obj	Current Step & Grade Salary	Proposed Step & Grade Salary	Total Adjustment/ Salary Requested
1100	COLLECTIONS SUPERVISOR	SAME (REGRADE ONLY)	0006	113	$44,799.00 (GRADE 12/ STEP 2)	$46,747.00 (GRADE 13/ STEP 1)	$1,948.00
1100	EXECUTIVE ASSISTANT I	EXECUTIVE ASSISTANT II	0009	113	$39,493.00 (GRADE 11/ STEP 0)	$46,747.00 (GRADE 13/ STEP1)	$7,254.00
1100	PUBLIC INFORMATION SUPERVISOR	N/A (DELETION OF POSITION)	0007	113	$31,815.00 (GRADE 8/ STEP 1)	$0.00	($31,815.00)
					$116,107.00	$93,494.00	($22,613.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-415-40-180-001-0-	113	CO. CLERKS -	REG F/T EMPLOYEES	($22,613.00)
1-1100-415-40-180-001-0-	211	CO. CLERKS -	HEALTH INSURANCE	($3,600.00)
1-1100-415-40-180-001-0-	212	CO. CLERKS -	LIFE INSURANCE	($27.00)
1-1100-415-40-180-001-0-	220	CO. CLERKS -	FICA	($1,729.89)
1-1100-415-40-180-001-0-	230	CO. CLERKS -	RETIREMENT	($2,170.85)
1-1100-415-40-180-001-0-	250	CO. CLERKS -	UNEMPLOYMENT COMP	($113.07)
1-1100-415-40-180-001-0-	260	CO. CLERKS -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	($30,253.81)

2012 Budgetary Impact: ($30,253.81)

Possible Funding Sources:

FUNDS AVAILABLE FROM DELETION OF POSITION (POSITION INVENTORY)

Budget Office Recommendation:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 24411

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Summary of request/proposal:
Information Technology (1100):
Approval to delete one (1) full-time Technician III position, slot no. 029, Grade 8, as previously approved by CC on 10/19/10.

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	Technician III	0029	113	8	5	36,271.00	0.00	(36,271.00)
					TOTAL:	36,271.00	0.00	(36,271.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-415-00-200-001-0- 113	INFORMATION TECHNOLOGY -	REG F/T EMPLOYEES	($36,271.00)
1-1100-415-00-200-001-0- 211	INFORMATION TECHNOLOGY -	HEALTH INSURANCE	($3,600.00)
1-1100-415-00-200-001-0- 212	INFORMATION TECHNOLOGY -	LIFE INSURANCE	($27.00)
1-1100-415-00-200-001-0- 220	INFORMATION TECHNOLOGY -	FICA	($2,774.73)
1-1100-415-00-200-001-0- 230	INFORMATION TECHNOLOGY -	RETIREMENT	($3,482.02)
1-1100-415-00-200-001-0- 250	INFORMATION TECHNOLOGY -	UNEMPLOYMENT COMP	($181.36)
1-1100-415-00-200-001-0- 260	INFORMATION TECHNOLOGY -	WORKER'S COMP	$0.00
		2011 Budgetary Impact	($46,336.11)

2012 Budgetary Impact: **($46,336.11)**

Possible Funding Sources: **NO BUDGETARY IMPACT (COST SAVINGS)**

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 24411

REVISED ON 12/28/2010

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Summary of request/proposal:
Criminal District Attorney (1100):
Approval to create/delete the following vacant full-time positions, as previously approved by CC on 10/26/10:

Fund	Position	Slot#	Obj	Grade	Step	Current Budgeted Salary	Proposed Budgeted Salary	Total Requested
1100	Asst. District Attorney V	0002	113	20	8	99,745.00	0.00	(99,745.00)
1100	Asst. District Attorney IV	0091	113	18	1	0.00	68,687.00	68,687.00
1100	Asst. District Attorney II	0092	113	14	1	0.00	50,487.00	50,487.00
1100	Asst. District Attorney II	0093	113	14	1	0.00	50,487.00	50,487.00
					TOTAL:	99,745.00	169,661.00	69,916.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-412-00-080-002-0- 113	DISTRICT ATTORNEY -	REG F/T EMPLOYEES	$69,916.00
1-1100-412-00-080-002-0- 211	DISTRICT ATTORNEY -	HEALTH INSURANCE	$10,800.00
1-1100-412-00-080-002-0- 212	DISTRICT ATTORNEY -	LIFE INSURANCE	$81.00
1-1100-412-00-080-002-0- 220	DISTRICT ATTORNEY -	FICA	$5,348.57
1-1100-412-00-080-002-0- 230	DISTRICT ATTORNEY -	RETIREMENT	$6,711.94
1-1100-412-00-080-002-0- 250	DISTRICT ATTORNEY -	UNEMPLOYMENT COMP	$349.58
1-1100-412-00-080-002-0- 260	DISTRICT ATTORNEY -	WORKER'S COMP	$0.00
		2011 Budgetary Impact	$93,207.09

2012 Budgetary Impact: **$93,207.09**

Possible Funding Sources: **CO. WIDE ADM. - CONTINGENCY**

Budget Office Recommendation:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 24411

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Friday, December 30, 2011

Summary of request/proposal:
Border Prosecution Initiative (1281):
1. Approval to delete one (1) vacant full-time Clerk II position, slot no. 002, grade 03 and delete cost allocation of state awarded supplement in the amount of $4,624.00, as previously approved by CC on 12/13/10..
2. Approval to create one (1) full-time Administrative Assistant I position, slot no. 003, grade 04, as previously approved by CC on 12/13/10.

Border Prosecution Initiative (1281):

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary (Probationary)*	Total Requested
1281	Clerk II	0002	113	3	0	15,946.00	0.00	(15,946.00)
1281	Administrative Assistant I	0003	113	4	0	0.00	22,216.00	22,216.00
					TOTAL:	15,946.00	22,216.00	6,270.00

*** As per the Classification & Compensation Pay Plan policy - New Hire Section (See page 7), all newly hired employees must begin employment at the Probationary Step 0 salary level.**

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
1-1281-412-00-080-012-1- 113	CJD-BPI -	REG F/T EMPLOYEES	$6,270.00
1-1281-412-00-080-012-1- 211	CJD-BPI -	HEALTH INSURANCE	$0.00
1-1281-412-00-080-012-1- 212	CJD-BPI -	LIFE INSURANCE	$0.00
1-1281-412-00-080-012-1- 220	CJD-BPI -	FICA	$479.66
1-1281-412-00-080-012-1- 230	CJD-BPI -	RETIREMENT	$601.92
1-1281-412-00-080-012-1- 250	CJD-BPI -	UNEMPLOYMENT COMP	$31.35
1-1281-412-00-080-012-1- 260	CJD-BPI -	WORKER'S COMP	$0.00
		2011 Budgetary Impact	$7,382.93

2012 Budgetary Impact: $7,382.93

Possible Funding Sources: 2011 CJD - BPI Funds.

DA Investigation HB65 (1223)

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary (Probationary)*	Total Requested
1223	Clerk II	0061	113	3	0	4,624.00	0.00	(4,624.00)
					TOTAL:	4,624.00	0.00	(4,624.00)

*** As per the Classification & Compensation Pay Plan policy - New Hire Section (See page 7), all newly hired employees must begin employment at the Probationary Step 0 salary level.**

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
1-1223-412-00-080-007-0- 113	DA Investigation HB65 -	REG F/T EMPLOYEES	($4,624.00)
1-1223-412-00-080-007-0- 211	DA Investigation HB65 -	HEALTH INSURANCE	
1-1223-412-00-080-007-0- 212	DA Investigation HB65 -	LIFE INSURANCE	
1-1223-412-00-080-007-0- 220	DA Investigation HB65 -	FICA	($353.74)
1-1223-412-00-080-007-0- 230	DA Investigation HB65 -	RETIREMENT	($443.90)
1-1223-412-00-080-007-0- 250	DA Investigation HB65 -	UNEMPLOYMENT COMP	($23.12)
1-1223-412-00-080-007-0- 260	DA Investigation HB65 -	WORKER'S COMP	$0.00
		2011 Budgetary Impact	($5,444.76)

2012 Budgetary Impact: ($5,444.76)

Possible Funding Sources: Funds available from deletion of cost allocation.

Budget Office Recommendation:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 24411

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Summary of request/proposal:
Facilities Management (1100):
1. Approval to delete one (1) full-time Electrician Helper position, slot #0016, grade level 04, as previously approved by CC on 11/30/10.
2. Approval to create one (1) full-time Electrician I position, slot # 0108, graded level 08, as previously approved by CC on 11/30/10.

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary (Probationary)*	Total Requested
1100	Electrician Helper	0016	113	4	2	24,203.00	0.00	(24,203.00)
1100	Electrician I	0108	113	8	0	0.00	30,224.00	30,224.00
					TOTAL:	24,203.00	30,224.00	6,021.00

*** As per the Classification & Compensation Pay Plan policy - New Hire Section (See page 7), all newly hired employees must begin employment at the Probationary Step O salary level.**

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-419-40-220-001-0- 113	FACILITIES MANAGEMENT -	REG F/T EMPLOYEES	$6,021.00
1-1100-419-40-220-001-0- 211	FACILITIES MANAGEMENT -	HEALTH INSURANCE	$0.00
1-1100-419-40-220-001-0- 212	FACILITIES MANAGEMENT -	LIFE INSURANCE	$0.00
1-1100-419-40-220-001-0- 220	FACILITIES MANAGEMENT -	FICA	$460.61
1-1100-419-40-220-001-0- 230	FACILITIES MANAGEMENT -	RETIREMENT	$578.02
1-1100-419-40-220-001-0- 250	FACILITIES MANAGEMENT -	UNEMPLOYMENT COMP	$30.11
1-1100-419-40-220-001-0- 260	FACILITIES MANAGEMENT -	WORKER'S COMP	$0.00
		2011 Budgetary Impact	$7,089.74

2012 Budgetary Impact: $7,089.74

Possible Funding Sources: CO. WIDE ADM. - CONTINGENCY

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

REVISED ON 12/28/10
Agenda Item: 24411

Summary of request/proposal:
Pct. 1 Rd Adm(1200):
Approval to create one (1) full-time Executive Assistant for Community and Intergovernmental Relations position, slot no. 0001, budgeted salary $85,000.00, as previously approved by CC on 11/22/10.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	Executive Assistant for Community and Intergovernmental Relations	0001	113	0.00	85,000.00	85,000.00
				0.00	85,000.00	85,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1200-431-00-121-004-0-	113	PCT. 1 RD ADM -	REG F/T EMPLOYEES	$85,000.00
1-1200-431-00-121-004-0-	211	PCT. 1 RD ADM -	HEALTH INSURANCE	$3,600.00
1-1200-431-00-121-004-0-	212	PCT. 1 RD ADM -	LIFE INSURANCE	$27.00
1-1200-431-00-121-004-0-	220	PCT. 1 RD ADM -	FICA	$6,502.50
1-1200-431-00-121-004-0-	230	PCT. 1 RD ADM -	RETIREMENT	$8,160.00
1-1200-431-00-121-004-0-	250	PCT. 1 RD ADM -	UNEMPLOYMENT COMP	$425.00
1-1200-431-00-121-004-0-	260	PCT. 1 RD ADM -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$103,714.50

2012 Budgetary Impact: $103,714.50

Possible Funding Sources: **WITHIN DEPT.'S BUDGET.**

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010 **Agenda Item:** 24411

Summary of request/proposal:
Sheriff (1100)/ Courthouse Security (1241):
Approval of employee transfers as follows, as per section 3.49 of the Civil Service Commission Rules:

SHERIFF (280-001)

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Sr. Deputy Sheriff Step I	0215	113	41,800.00	0.00	($41,800.00)
1100	Sr. Deputy Sheriff Step II (transfer in from crthse sec)		113	0.00	43,263.00	$43,263.00
1100	Sr. Deputy Sheriff Step II	0117	113	43,263.00	0.00	($43,263.00)
1100	Sr. Deputy Sheriff Step III (transfer in from crthse sec)		113	0.00	44,777.00	$44,777.00
					Total Salary:	**$2,977.00**

1100	Sr. Deputy Sheriff Step I	0215	115	360.00	0.00	($360.00)
1100	Sr. Deputy Sheriff Step II (transfer in from crthse sec)		115	0.00	360.00	$360.00
1100	Sr. Deputy Sheriff Step II	0117	115	540.00	0.00	($540.00)
1100	Sr. Deputy Sheriff Step III (transfer in from crthse sec)		115	0.00	600.00	$600.00
					Total Longevity:	**$60.00**

1100	Sr. Deputy Sheriff Step I	0215	117	0.00	0.00	$0.00
1100	Sr. Deputy Sheriff Step II (transfer in from crthse sec)		117	0.00	1,200.00	$1,200.00
1100	Sr. Deputy Sheriff Step II	0117	117	600.00	0.00	($600.00)
1100	Sr. Deputy Sheriff Step III (transfer in from crthse sec)		117	0.00	1,200.00	$1,200.00
					Total Supplemental Pay:	**$1,800.00**

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-412-00-001-001-0-	113	SHERIFF DEPT -	REG F/T EMPLOYEES	$2,977.00
1-1100-412-00-001-001-0-	115	SHERIFF DEPT -	LONGEVITY PAY	$60.00
1-1100-412-00-001-001-0-	117	SHERIFF DEPT -	SUPPLEMENTAL PAY	$1,800.00
1-1100-412-00-001-001-0-	211	SHERIFF DEPT -	HEALTH INSURANCE	$0.00
1-1100-412-00-001-001-0-	212	SHERIFF DEPT -	LIFE INSURANCE	$0.00
1-1100-412-00-001-001-0-	220	SHERIFF DEPT -	FICA	$370.03
1-1100-412-00-001-001-0-	230	SHERIFF DEPT -	RETIREMENT	$460.48
1-1100-412-00-001-001-0-	250	SHERIFF DEPT -	UNEMPLOYMENT COMP	$24.19
1-1100-412-00-001-001-0-	260	SHERIFF DEPT -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$5,691.70

2012 Budgetary Impact: $5,691.70

Possible Funding Sources: CO. WIDE ADM. - CONTINGENCY

COURTHOUSE SECURITY (115-044)

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1241	Sr. Deputy Sheriff Step II	0009	113	43,263.00	0.00	(43,263.00)
1241	Sr. Deputy Sheriff Step I (transfer in from sheriff)			0.00	41,800.00	41,800.00
1241	Sr. Deputy Sheriff Step III	0005	113	44,777.00	0.00	(44,777.00)
1241	Sr. Deputy Sheriff Step II (transfer in from sheriff)			0.00	43,263.00	43,263.00
					Total Salary:	**(2,977.00)**

1241	Sr. Deputy Sheriff Step II	0009	115	360.00	0.00	($360.00)
1241	Sr. Deputy Sheriff Step I (transfer in from sheriff)		115	0.00	360.00	$360.00
1241	Sr. Deputy Sheriff Step III	0005	115	600.00	0.00	($600.00)
1241	Sr. Deputy Sheriff Step II (transfer in from sheriff)		115	0.00	540.00	$540.00
					Total Longevity:	**($60.00)**

1241	Sr. Deputy Sheriff Step II	0009	117	1,200.00	0.00	($1,200.00)
1241	Sr. Deputy Sheriff Step I (transfer in from sheriff)		117	0.00	0.00	$0.00
1241	Sr. Deputy Sheriff Step III	0005	117	1,200.00	0.00	($1,200.00)
1241	Sr. Deputy Sheriff Step II (transfer in from sheriff)		117	0.00	600.00	$600.00
					Total Supplemental Pay:	**($1,800.00)**

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1241-421-23-115-044-0-	113	COURTHOUSE SEC -	REG F/T EMPLOYEES	($2,977.00)
1-1241-421-23-115-044-0-	115	COURTHOUSE SEC -	LONGEVITY PAY	($60.00)
1-1241-421-23-115-044-0-	117	COURTHOUSE SEC -	SUPPLEMENTAL PAY	($1,800.00)
1-1241-421-23-115-044-0-	211	COURTHOUSE SEC -	HEALTH INSURANCE	$0.00
1-1241-421-23-115-044-0-	212	COURTHOUSE SEC -	LIFE INSURANCE	$0.00
1-1241-421-23-115-044-0-	220	COURTHOUSE SEC -	FICA	($370.03)
1-1241-421-23-115-044-0-	230	COURTHOUSE SEC -	RETIREMENT	($460.48)
1-1241-421-23-115-044-0-	250	COURTHOUSE SEC -	UNEMPLOYMENT COMP	($24.19)
1-1241-421-23-115-044-0-	260	COURTHOUSE SEC -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	($5,691.70)

2012 Budgetary Impact: (5,691.70)

Possible Funding Sources: NO BUDGETARY IMPACT (COST SAVINGS)

Budget Office Recommendation:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Agenda Item: 24411

Summary of request/proposal:
Urban County (1288):
Approval to change the funding source for one (1) full-time Clerk III position, Grade 3, slot no. 004 from TXCDBG Disaster Recovery (0-1288-463-00-250-006-1-XXX) to TDHCA Community Development Program (0-1288-463-00-250-007-1-XXX), as previously approved by CC on 09/28/10.

TXCDBG DISASTER RECOVERY

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1288	CLERK III	0004	113	20,570.00	0.00	(20,570.00)
				20,570.00	0.00	(20,570.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1288-463-00-250-006-1-	113	TxCDBG DISA. REC. -	REG F/T EMPLOYEES	($20,570.00)
1-1288-463-00-250-006-1-	211	TxCDBG DISA. REC. -	HEALTH INSURANCE	($3,600.00)
1-1288-463-00-250-006-1-	212	TxCDBG DISA. REC. -	LIFE INSURANCE	($27.00)
1-1288-463-00-250-006-1-	220	TxCDBG DISA. REC. -	FICA	($1,573.61)
1-1288-463-00-250-006-1-	230	TxCDBG DISA. REC. -	RETIREMENT	($1,974.72)
1-1288-463-00-250-006-1-	250	TxCDBG DISA. REC. -	UNEMPLOYMENT COMP	($102.85)
1-1288-463-00-250-006-1-	260	TxCDBG DISA. REC. -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	($27,848.18)

2012 Budgetary Impact: ($27,848.18)

Possible Funding Sources: **FUNDS AVAILABLE FROM CHANGE IN FUNDING SOURCE**

TDHCA COMMUNITY DEVELOPMENT PROGRAM

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1288	CLERK III	0004	113	0.00	20,570.00	20,570.00
				0.00	20,570.00	20,570.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1288-463-00-250-007-1-	113	TDHCA COMM. DEV. -	REG F/T EMPLOYEES	$20,570.00
1-1288-463-00-250-007-1-	211	TDHCA COMM. DEV. -	HEALTH INSURANCE	$3,600.00
1-1288-463-00-250-007-1-	212	TDHCA COMM. DEV. -	LIFE INSURANCE	$27.00
1-1288-463-00-250-007-1-	220	TDHCA COMM. DEV. -	FICA	$1,573.61
1-1288-463-00-250-007-1-	230	TDHCA COMM. DEV. -	RETIREMENT	$1,974.72
1-1288-463-00-250-007-1-	250	TDHCA COMM. DEV. -	UNEMPLOYMENT COMP	$102.85
1-1288-463-00-250-007-1-	260	TDHCA COMM. DEV. -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$27,848.18

2012 Budgetary Impact: 27,848.18

Possible Funding Sources: **TDHCA COMM. DEV. - URBAN COUNTY 2011 FUNDS**

Budget Office Recommendation:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Agenda Item: 24411

Summary of request/proposal:
WIC Registered Dietician (1292):
Approval to change funding source for one (1) full-time Registered Dietician I position, Grade 12, slot no. 232 from the WIC Admin grant (1-1292-441-00-350-001-1-XXX) to the Registered Dietician grant (1-1292-441-00-350-012-1-XXX), as previously approved by CC on 09/28/10.

WIC ADMINISTRATION (PGM 001)

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1292	REGISTERED DIETICIAN I	0232	113	44,799.00 (Grade 12/ Step 2)	0.00	(44,799.00) (Grade 12/ Step 2)
				44,799.00	0.00	(44,799.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1292-441-00-350-001-1-	113	WIC ADM. -	REG F/T EMPLOYEES	($33,599.25)
1-1292-441-00-350-001-1-	211	WIC ADM. -	HEALTH INSURANCE	($2,700.00)
1-1292-441-00-350-001-1-	212	WIC ADM. -	LIFE INSURANCE	($20.25)
1-1292-441-00-350-001-1-	220	WIC ADM. -	FICA	($2,570.34)
1-1292-441-00-350-001-1-	230	WIC ADM. -	RETIREMENT	($3,225.53)
1-1292-441-00-350-001-1-	250	WIC ADM. -	UNEMPLOYMENT COMP	($168.00)
1-1292-441-00-350-001-1-	260	WIC ADM. -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	($42,283.37)

Possible Funding Sources: FUNDS AVAILABLE FROM CHANGE IN FUNDING SOURCE

WIC REGISTERED DIETICIAN (PGM 012)

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustmeat Requested	Total Requested
1292	REGISTERED DIETICIAN I	0001	113	0.00	44,799.00 (Grade 12/ Step 2)	44,799.00 (Grade 12/ Step 2)
				0.00	44,799.00	44,799.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1292-441-00-350-012-1-	113	REGISTERED DIETIC.-	REG F/T EMPLOYEES	$33,599.25
1-1292-441-00-350-012-1-	211	REGISTERED DIETIC.-	HEALTH INSURANCE	$2,700.00
1-1292-441-00-350-012-1-	212	REGISTERED DIETIC.-	LIFE INSURANCE	$20.25
1-1292-441-00-350-012-1-	220	REGISTERED DIETIC.-	FICA	$2,570.34
1-1292-441-00-350-012-1-	230	REGISTERED DIETIC.-	RETIREMENT	$3,225.53
1-1292-441-00-350-012-1-	250	REGISTERED DIETIC.-	UNEMPLOYMENT COMP	$168.00
1-1292-441-00-350-012-1-	260	REGISTERED DIETIC.-	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$42,283.37

Possible Funding Sources: FUNDING HAS ALREADY BEEN APPROPRIATED

Budget Office Recommendation:

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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010 **Agenda Item:** 24411

Summary of request/proposal:
WIC Lactation Services (1292):
Approval to change funding source for one (1) full-time Coordinator IV position, Grade 15, slot no. 220 from the WIC Admin grant (1-1292-441-00-350-001-1-XXX) to the Lactation Services grant (1-1292-441-00-350-013-1-XXX), as previously approved by CC on 09/28/10.

WIC ADMINISTRATION (PGM 001)

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1292	COORDINATOR IV	0220	113	54,526.00 (Grade 15/ Step 1)	0.00	(54,526.00) (Grade 15/ Step 1)
				54,526.00	0.00	(54,526.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1292-441-00-350-001-1-	113	WIC ADM. -	REG F/T EMPLOYEES	($40,894.50)
1-1292-441-00-350-001-1-	211	WIC ADM. -	HEALTH INSURANCE	($2,700.00)
1-1292-441-00-350-001-1-	212	WIC ADM. -	LIFE INSURANCE	($20.25)
1-1292-441-00-350-001-1-	220	WIC ADM. -	FICA	($3,128.43)
1-1292-441-00-350-001-1-	230	WIC ADM. -	RETIREMENT	($3,925.87)
1-1292-441-00-350-001-1-	250	WIC ADM. -	UNEMPLOYMENT COMP	($204.47)
1-1292-441-00-350-001-1-	260	WIC ADM. -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	($50,873.52)

Possible Funding Sources: FUNDS AVAILABLE FROM CHANGE IN FUNDING SOURCE

WIC LACTATION SERVICES (PGM 013)

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1292	COORDINATOR IV	0001	113	0.00	54,526.00 (Grade 15/ Step 1)	54,526.00 (Grade 15/ Step 1)
				0.00	54,526.00	54,526.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1292-441-00-350-013-1-	113	LACTATION SERVICES.-	REG F/T EMPLOYEES	$40,894.50
1-1292-441-00-350-013-1-	211	LACTATION SERVICES.-	HEALTH INSURANCE	$2,700.00
1-1292-441-00-350-013-1-	212	LACTATION SERVICES.-	LIFE INSURANCE	$20.25
1-1292-441-00-350-013-1-	220	LACTATION SERVICES.-	FICA	$3,128.43
1-1292-441-00-350-013-1-	230	LACTATION SERVICES.-	RETIREMENT	$3,925.87
1-1292-441-00-350-013-1-	250	LACTATION SERVICES.-	UNEMPLOYMENT COMP	$204.47
1-1292-441-00-350-013-1-	260	LACTATION SERVICES.-	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$50,873.52

Possible Funding Sources: FUNDING HAS ALREADY BEEN APPROPRIATED

Budget Office Recommendation:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 24411

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Summary of request/proposal:
Health Division - PPCPS/ PHER (1293):
Approval of 2011 salary schedule, as previously approved by CC on 11/22/10 (Refer to AI-24019).

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary (Probationary)*	Total Requested
1293	EPIDEMIOLOGIST ASSISTANT	G001	113	14	0	0.00	47,963.00	47,963.00
1293	EPIDEMIOLOGIST ASSISTANT	G002	113	14	0	0.00	47,963.00	47,963.00
1293	PUBLIC HEALTH PLANNER	G003	113	11	0	0.00	38,074.00	38,074.00
1293	PUBLIC HEALTH SPECIALIST II	G004	113	11	0	0.00	38,074.00	38,074.00
1293	PUBLIC HEALTH SPECIALIST II	G005	113	11	0	0.00	38,074.00	38,074.00
1293	PUBLIC HEALTH SPECIALIST II	G006	113	11	0	0.00	38,074.00	38,074.00
1293	PUBLIC HEALTH WEB DEVELOPER TECH	G007	113	8	0	0.00	30,224.00	30,224.00
					TOTAL:	0.00	278,446.00	278,446.00

* As per the Classification & Compensation Pay Plan policy - New Hire Section (See page 7), all newly hired employees must begin employment at the Probationary Step 0 salary level.

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
1-1293-441-00-340-042-1- 113	PPCPS/ PHER	REG F/T EMPLOYEES	$160,641.92
1-1293-441-00-340-042-1- 211	PPCPS/ PHER	HEALTH INSURANCE	$14,538.44
1-1293-441-00-340-042-1- 212	PPCPS/ PHER	LIFE INSURANCE	$109.06
1-1293-441-00-340-042-1- 220	PPCPS/ PHER	FICA	$12,289.11
1-1293-441-00-340-042-1- 230	PPCPS/ PHER	RETIREMENT	$15,421.62
1-1293-441-00-340-042-1- 250	PPCPS/ PHER	UNEMPLOYMENT CO	$803.21
1-1293-441-00-340-042-1- 260	PPCPS/ PHER	WORKER'S COMP	$0.00
		2011 Budgetary Impact	$203,803.36

Possible Funding Sources: FUNDING HAS ALREADY BEEN APPROPRIATED

Budget Office Recommendation:

Hidalgo Co. Budget Office
1/3/2005

2010 COPS Hiring Program Award
U.S. Department of Justice
Office of Community Oriented Policing Services (COPS)
FISCAL NOTE

Calendar Year	Federal Grant	County Match	Other Costs/ Retention Phase	Total County Cost	Comments
2010	**2,099,084.00**				**Acceptance of 2010 COPS Hiring Program Grant/ CC**
2011	616,837.00	-	600,000.00	600,000.00	**Vehicles, fuel, equipment, supplies**
2012	638,426.00	-	275,000.00	275,000.00	**Fuel & supplies**
2013	660,771.00	-	275,000.00	275,000.00	**Fuel & supplies**
2014	183,050.00	-	731,000.00	731,000.00	**Retention, fuel & supplies**
TOTAL COSTS	2,099,084.00	-	1,881,000.00	1,881,000.00	

DBM-rc
10-15-10

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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

REVISED ON 12/28/10
Agenda Item: 24411

Summary of request/proposal:
Pct. 4 R&B (1200):
1. Approval to create one (1) full-time Director of Road and Bridge position, slot no. 0061, budgeted salary $65,000.00, as previously approved by CC on 11/22/10.
2. Approval to create one full time Technician III position, slot no. 060, budgeted salary $36,271.00 per year, as previously approved by CC on 10/19/10.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	Technician III	0060	113	0.00	36,271.00	36,271.00
1200	Director of Road and Bridge	0061	113	0.00	65,000.00	65,000.00
				0.00	101,271.00	101,271.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1200-431-00-124-007-0-	113	Pct. 4 P/U RD -	REG F/T EMPLOYEES	$101,271.00
1-1200-431-00-124-007-0-	211	Pct. 4 P/U RD -	HEALTH INSURANCE	$7,200.00
1-1200-431-00-124-007-0-	212	Pct. 4 P/U RD -	LIFE INSURANCE	$54.00
1-1200-431-00-124-007-0-	220	Pct. 4 P/U RD -	FICA	$7,747.23
1-1200-431-00-124-007-0-	230	Pct. 4 P/U RD -	RETIREMENT	$9,722.02
1-1200-431-00-124-007-0-	250	Pct. 4 P/U RD -	UNEMPLOYMENT COMP	$506.36
1-1200-431-00-124-007-0-	260	Pct. 4 P/U RD -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$126,500.61

2012 Budgetary Impact: $122,873.61

Possible Funding Sources: WITHIN DEPT.'S BUDGET; ADDITIONAL FUNDING PENDING POSTING OF EMERGENCY TRANSFER

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010 **Agenda Item:** 24411

Summary of request/proposal:
Executive Office (1100):
Approval to create one (1) full-time Environmental Compliance Coordinator position, slot no. 005, budgeted salary $76,331.00, as previously approved by CC on 9/28/10.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Environmental Compliance Coordinator	0005	113	0.00	76,331.00	76,331.00
				0.00	76,331.00	76,331.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-413-00-125-001-0-	113	EXECUTIVE OFFICE -	REG F/T EMPLOYEES	$76,331.00
1-1100-413-00-125-001-0-	211	EXECUTIVE OFFICE -	HEALTH INSURANCE	$3,600.00
1-1100-413-00-125-001-0-	212	EXECUTIVE OFFICE -	LIFE INSURANCE	$27.00
1-1100-413-00-125-001-0-	220	EXECUTIVE OFFICE -	FICA	$5,839.32
1-1100-413-00-125-001-0-	230	EXECUTIVE OFFICE -	RETIREMENT	$7,327.78
1-1100-413-00-125-001-0-	250	EXECUTIVE OFFICE -	UNEMPLOYMENT COMP	$381.66
1-1100-413-00-125-001-0-	260	EXECUTIVE OFFICE -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$93,506.76

2012 Budgetary Impact: $93,506.76

Possible Funding Sources: DELETION OF POSITION, REFER TO AI-24528.
ADDITIONAL FUNDING FROM CO. WIDE ADM - CONTINGENCY

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

DATE: **December 27, 2010**

DEPARTMENT HEAD: **Raul Silguero, Jr.**

2011
Transfer

DEPARTMENT NAME: **Dept. of Budget & Mgmt for Emergency Management FM**

ACCOUNT NUMBER: **1-1100-4XX-X0-XXX-00X-0-XXX**

CONTACT PERSON: Sylvia V. Solis **PHONE:** (956) 292-7025 Ext. 5423

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				
1-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	(413.31)
TO				
1-1100-422-10-300-001-0-	113	EMERGENCY MGMT FM -	REG F/T EMPLOYEES	$351.00
1-1100-422-10-300-001-0-	220	EMERGENCY MGMT FM -	FICA	$26.85
1-1100-422-10-300-001-0-	230	EMERGENCY MGMT FM -	RETIREMENT	$33.70
1-1100-422-10-300-001-0-	250	EMERGENCY MGMT FM -	UNEMPLOYMENT COMP	$1.76
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to fund the difference in salary and related fringe benefits related to the reclassification of one (1) Deputy Fire Marshal to Chief Deputy Fire Marshal, slot no. 0005.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK

HIDALGO COUNTY

Department Of Budget & Management

INTERDEPARTMENTAL TRANSFER FORM

DATE: Tuesday, December 28, 2010 **JE #:** Pending JE posting

DEPARTMENT HEAD: Raul Silguero

DEPARTMENT NAME: Dept. of Budget & Mgmt for Pct #4 R&B

ACCOUNT NUMBER: 0-1X00-00-XXX-00X-0-XXX

CONTACT PERSON: Dina Treviño, Manager Budget Section **PHONE:** (956) 292-7025 Ext. 5416

PREPARED BY: Erika Zamora

SUBJECT: Emergency Interfund Transfer/s

Hidalgo County Auditor's Office:

I would like to request the following Interfund transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

Account Number	Account Name		Increase/(Decrease) Amount
FROM:			
1-1100-415-00-200-001-0- 113	INFO TECH DEPT	REG F/T EMPLOYEES	(36,271.00)
1-1100-415-00-200-001-0- 211	INFO TECH DEPT	HEALTH INSURANCE	(3,600.00)
1-1100-415-00-200-001-0- 212	INFO TECH DEPT	LIFE INSURANCE	(27.00)
1-1100-415-00-200-001-0- 220	INFO TECH DEPT	FICA	(2,774.73)
1-1100-415-00-200-001-0- 230	INFO TECH DEPT	RETIREMENT	(3,482.02)
1-1100-415-00-200-001-0- 250	INFO TECH DEPT	UNEMPLOYMENT COMP	(181.36)
1-1100-491-01-000-200-0- 891	TRANSFERS OUT	R&B CO WIDE	46,336.11
TO:			
1-1200-391-01-000-100-0- 000	TRANSFERS IN	GENERAL FUND	46,336.11
1-1200-431-00-124-007-0- 113	PCT 4 P/U RD	REG F/T EMPLOYEES	36,271.00
1-1200-431-00-124-007-0- 211	PCT 4 P/U RD	HEALTH INSURANCE	3,600.00
1-1200-431-00-124-007-0- 212	PCT 4 P/U RD	LIFE INSURANCE	27.00
1-1200-431-00-124-007-0- 220	PCT 4 P/U RD	FICA	2,774.73
1-1200-431-00-124-007-0- 230	PCT 4 P/U RD	RETIREMENT	3,482.02
1-1200-431-00-124-007-0- 250	PCT 4 P/U RD	UNEMPLOYMENT COMP	181.36

TOTAL BUDGET INCREASE (DECREASE) **$** -

REASON:

Transfer to fund AI#24411 for Pct. #4 R&B Technician III position Slot #0060 that was given to the dept by Info Tech Dept

AUTHORIZED SIGNATURE/DBM

12/28/2010
DATE

Emergency Transfer Form
Revised: 11/24/2008

DATE: **December 27, 2010**

DEPARTMENT HEAD: **Raul Silguero, Jr.**

2011
Transfer

DEPARTMENT NAME: **Dept. of Budget & Mgmt for District Attorney**

ACCOUNT NUMBER: **1-1100-41X-00-XXX-00X-0-XXX**

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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				
1-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	(93,207.09)
TO				
1-1100-412-00-080-002-0-	113	DISTRICT ATTORNEY -	REG F/T EMPLOYEES	$69,916.00
1-1100-412-00-080-002-0-	211	DISTRICT ATTORNEY -	HEALTH INSURANCE	$10,800.00
1-1100-412-00-080-002-0-	212	DISTRICT ATTORNEY -	LIFE INSURANCE	$81.00
1-1100-412-00-080-002-0-	220	DISTRICT ATTORNEY -	FICA	$5,348.57
1-1100-412-00-080-002-0-	230	DISTRICT ATTORNEY -	RETIREMENT	$6,711.94
1-1100-412-00-080-002-0-	250	DISTRICT ATTORNEY -	UNEMPLOYMENT COMP	349.58
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to fund the difference in salary and related fringe benefits related to the creation of two (2) Asst. DA II slot no. 's 092 & 093 and one (1) Asst. DA IV, slot no. 091 positions.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

__/__/__
DATE

ATTEST, COUNTY CLERK

DATE: **December 27, 2010**

DEPARTMENT HEAD: **Raul Silguero, Jr.**

2011
Transfer

DEPARTMENT NAME: **Dept. of Budget & Mgmt for Facilities Management**

ACCOUNT NUMBER: **1-1100-41X-00-XXX-00X-0-XXX**

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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				
1-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	(7,089.74)
TO				
1-1100-419-40-220-001-0-	113	FACILITIES MANAGEMENT -	REG F/T EMPLOYEES	$6,021.00
1-1100-419-40-220-001-0-	220	FACILITIES MANAGEMENT -	FICA	$460.61
1-1100-419-40-220-001-0-	230	FACILITIES MANAGEMENT -	RETIREMENT	$578.02
1-1100-419-40-220-001-0-	250	FACILITIES MANAGEMENT -	UNEMPLOYMENT COMP	30.11
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to fund the difference in salary and related fringe benefits related to the creation of one (1) Electrician I position, slot # 0108, graded level 08, as previously approved by CC on 11/30/10.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

__/__/__
DATE

ATTEST, COUNTY CLERK

DATE: **December 27, 2010**

DEPARTMENT HEAD: **Raul Silguero, Jr.**

2011
Transfer

DEPARTMENT NAME: **Dept. of Budget & Mgmt for Pct. 1 Rd Adm**

ACCOUNT NUMBER: **1-1200-431-00-121-00X-0-XXX**

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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				
1-1200-431-00-121-005-0-	890	PCT1 P/U RD -	OTHER	($103,714.50)
TO				
1-1200-431-00-121-004-0-	113	PCT.1 RD ADM -	REG F/T EMPLOYEES	$85,000.00
1-1200-431-00-121-004-0-	211	PCT.1 RD ADM -	HEALTH INSURANCE	$3,600.00
1-1200-431-00-121-004-0-	212	PCT.1 RD ADM -	LIFE INSURANCE	$27.00
1-1200-431-00-121-004-0-	220	PCT.1 RD ADM -	FICA	$6,502.50
1-1200-431-00-121-004-0-	230	PCT.1 RD ADM -	RETIREMENT	$8,160.00
1-1200-431-00-121-004-0-	250	PCT.1 RD ADM -	UNEMPLOYMENT COMP	$425.00
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to transfer funds related to the creation of one (1) Executive Assistant for Community and Intergovernmental Relations position, slot no. 0001, budgeted salary $85,000.00.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK

DATE: **December 27, 2010**

DEPARTMENT HEAD: **Raul Silguero, Jr.**

2011
Transfer

DEPARTMENT NAME: **Dept. of Budget & Mgmt for Sheriffs Office**

ACCOUNT NUMBER: **1-1100-41X-00-XXX-00X-0-XXX**

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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				
1-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	(5,691.70)
TO				
1-1100-412-00-001-001-0-	113	SHERIFF DEPT -	REG F/T EMPLOYEES	$2,977.00
1-1100-412-00-001-001-0-	115	SHERIFF DEPT -	LONGEVITY PAY	$60.00
1-1100-412-00-001-001-0-	117	SHERIFF DEPT -	SUPPLEMENTAL PAY	$1,800.00
1-1100-412-00-001-001-0-	220	SHERIFF DEPT -	FICA	$370.03
1-1100-412-00-001-001-0-	230	SHERIFF DEPT -	RETIREMENT	$460.48
1-1100-412-00-001-001-0-	250	SHERIFF DEPT -	UNEMPLOYMENT COMP	24.19
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to fund the difference in salary and related fringe benefits related to the transfer of positions between the Sheriffs Office and the Courthouse Security Dept.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

__/__/__
DATE

ATTEST, COUNTY CLERK

HIDALGO COUNTY

Department Of Budget & Management

INTRA - DEPARTMENTAL TRANSFER FORM

DATE: Tuesday, December 28, 2010 **JE #:** Pending JE posting

DEPARTMENT HEAD: Raul Silguero, Jr. , Budget Officer

DEPARTMENT NAME: Dept of Budget & Mgmt for - Pct. 4 P/U Rd

ACCOUNT NUMBER: 1-1200-431-00-124-007-0-XXX

CONTACT PERSON: Dina Treviño, Manager Budget Section **PHONE:** (956) 292-7025 Ext. 5423

PREPARED BY: Sylvia V. Solis

SUBJECT: Emergency Intra - departmental Transfer/s

Hidalgo County Auditor's Office:

I would like to request the following Intra - departmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code Chapter 111, Subchapter C, Section 111.070, Subsection C.

FROM Object Code	Object Code Description	TO Object Code	Object Code Description	Amount
890	OTHER	113	REG F/T EMPLOYEES	$65,000.00
890	OTHER	211	HEALTH INSURANCE	$3,600.00
890	OTHER	212	LIFE INSURANCE	$27.00
890	OTHER	220	FICA	$4,972.50
890	OTHER	230	RETIREMENT	$6,240.00
890	OTHER	250	UNEMPLOYMENT COMP.	$325.00

TOTAL BUDGET INCREASE (DECREASE) $ 80,164.50

REASON:

Intradepartmental transfer to fund the difference in salary and related fringe benefits related to the creation of one (1) Director of Road & Bridge position, slot no. 061, budgeted salary $65,000.00, as previously approved by CC on 11/22/10.

AUTHORIZED SIGNATURE/DBM **DATE**

Emergency Transfer Form
Revised: 11/24/2008

DATE: **December 27, 2010**

DEPARTMENT HEAD: **Raul Silguero, Jr.**

2011
Transfer

DEPARTMENT NAME: **Dept. of Budget & Mgmt for Executive Office**

ACCOUNT NUMBER: **1-1100-41X-00-1X5-00X-0-XXX**

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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				
1-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	(1,567.26)
TO				
1-1100-413-00-125-001-0-	113	EXECUTIVE OFFICE -	REG F/T EMPLOYEES	$1,331.00
1-1100-413-00-125-001-0-	220	EXECUTIVE OFFICE -	FICA	$101.82
1-1100-413-00-125-001-0-	230	EXECUTIVE OFFICE -	RETIREMENT	$127.78
1-1100-413-00-125-001-0-	250	EXECUTIVE OFFICE -	UNEMPLOYMENT COMP	6.66
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to fund the difference in salary and related fringe benefits related to the creation of one (1) full-time Environmental Compliance Coordinator position, slot no. 005, budgeted salary $76,331.00, as previously approved by CC on 9/28/10.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-415-40-180-001-0

AI - 24411

COUNTY CLERK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY CLERK				$87,360.00	$0.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$0.00
0002	113	CHIEF DEPUTY				$68,729.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	OFFICE MANAGER				$60,211.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	COURTS MANAGER	13	3	$50,019.00	$50,019.00	$0.00	$1,740.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	INTERNAL AUDITOR III	13	3	$50,019.00	$50,019.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$0.00
		REGRADE THE FOLLOWING: ↓											
			13	1	$46,747.00	$46,747.00							
0006	113	COLLECTIONS SUPERVISOR	~~12~~	~~2~~	~~$44,709.00~~	~~$44,709.00~~	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING FROM CCP PAY PLAN POSITION INVENTORY: ↓											
~~0007~~	~~113~~	~~PUBLIC INFORMATION SPECIALIST~~	~~8~~	~~6~~	~~$36,271.00~~	~~$36,271.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0008	113	ADMINISTRATIVE ASSISTANT III	8	1	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		RECLASSIFY THE FOLLOWING: ↓											
		EXECUTIVE ASSISTANT II	13	1	$46,747.00	$46,747.00							
0009	113	~~EXECUTIVE ASSISTANT I~~	~~11~~	~~0~~	~~$38,074.00~~	~~$38,074.00~~	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	DEPUTY COUNTY CLERK III	9	4	$37,969.00	$37,969.00	$0.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	DEPUTY COUNTY CLERK II	7	6	$34,613.00	$34,613.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	DEPUTY COUNTY CLERK II	7	6	$34,613.00	$34,613.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	DEPUTY COUNTY CLERK II	7	6	$34,613.00	$34,613.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	DEPUTY COUNTY CLERK III	9	1	$34,360.00	$34,360.00	$0.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$0.00
0016	113	DEPUTY COUNTY CLERK II	7	1	$29,458.00	$29,458.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00
0017	113	DEPUTY COUNTY CLERK II	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	COLLECTIONS SPECIALIST II	7	2	$30,489.00	$30,489.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-415-40-180-001-0

AI - 24411

COUNTY CLERK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpec. 116	Supplem. 117	Auto A. 118	Clothing 119	
0019	113	COLLECTIONS SPECIALIST II	7	2	$30,489.00	$30,489.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	COLLECTIONS SPECIALIST II	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0021	113	COLLECTIONS SPECIALIST II	7	2	$30,489.00	$30,489.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	113	COLLECTIONS SPECIALIST II	7	2	$30,489.00	$30,489.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0023	113	COLLECTIONS SPECIALIST II	7	2	$30,489.00	$30,489.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	COLLECTIONS SPECIALIST II	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	DEPUTY COUNTY CLERK I	5	5	$28,792.00	$28,792.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0026	113	ADMINISTRATIVE ASSISTANT III	8	0	$30,224.00	$30,224.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0027	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0030	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0031	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0032	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0033	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0034	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0035	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0036	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0037	113	DEPUTY COUNTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0039	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0040	113	DEPUTY COUNTY CLERK I	5	2	$26,140.00	$26,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0041	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0042	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-415-40-180-001-0

AI - 24411

COUNTY CLERK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0043	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0044	113	DEPUTY COUNTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0046	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0047	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0048	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0049	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0050	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0051	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0052	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0054	113	DEPUTY COUNTY CLERK I	5	0	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0055	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0056	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0057	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0058	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0059	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0061	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0062	114	ASSISTANT DEPUTY COUNTY CLERK	3	3	$23,169.00	$23,169.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0063	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0064	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0065	114	ASSISTANT DEPUTY COUNTY CLERK	3	0	$20,570.00	$20,570.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0066	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-415-40-180-001-0 **AI - 24411**

COUNTY CLERK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0067	114	ASSISTANT DEPUTY COUNTY CLERK	3	2	$22,411.00	$22,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0068	113	COLLECTIONS ANALYST	12	0	$41,120.00	$41,120.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$1,969,851.00	$2,186,151.00	$0.00	$16,560.00	$0.00	$0.00	$8,000.00	$0.00	$0.00

1-1100-422-10-300-001-0 **AI - 24411**

EMERGENCY SERVICES - FM

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	FIRE MARSHAL	0	0	$0.00	$70,980.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	DEPUTY FIRE MARSHAL	10	3	$39,707.00	$39,707.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	DEPUTY FIRE MARSHAL	10	3	$39,707.00	$39,707.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	DEPUTY FIRE MARSHAL	10	3	$39,707.00	$39,707.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
		RECLASSIFY THE FOLLOWING: ↓ CHIEF DEPUTY FIRE MARSHAL	11	1	$40,078.00	$40,078.00							
0005	113	~~DEPUTY FIRE MARSHAL~~	~~10~~	~~3~~	~~$39,707.00~~	~~$39,707.00~~	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	ADMINISTRATIVE ASSISTANT II	6	5	$31,096.00	$31,096.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	CLERK III	5	2	$26,140.00	$26,140.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$256,142.00	$327,122.00	$0.00	$2,220.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-415-00-200-001-0

AI - 24411

INFORMATION TECHNOLOGY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	CHIEF INFORMATION OFFICER				92,412.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00
0002	113	INFORMATION SYSTEM ADM	18	3	73,495.00	73,495.00	0.00	780.00	0.00	0.00	4,800.00	0.00	0.00
0003	113	TECHNICIAN VI	14	6	59,322.00	59,322.00	0.00	420.00	0.00	0.00	2,400.00	0.00	0.00
0005	113	APPLICATION DEVELOPER III	14	4	55,788.00	55,788.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00
0006	113	APPLICATION DEVELOPER III	14	4	55,788.00	55,788.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0007	113	TECHNICIAN V	12	5	49,344.00	49,344.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00
0008	113	TECHNICIAN V	12	3	46,314.00	46,314.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0009	113	TECHNICIAN III	8	4	35,157.00	35,157.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0010	113	TECHNICAL SPECIALIST I	10	5	42,305.00	42,305.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0012	113	TECHNICIAN III	8	3	34,043.00	34,043.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0013	113	ADMINISTRATIVE ASSISTANT II	6	9	34,916.00	34,916.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00
0014	113	TECHNICAL SPECIALIST I	10	5	42,305.00	42,305.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0015	113	ADMINISTRATIVE ASSISTANT III	8	3	34,043.00	34,043.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0017	113	TECHNICIAN II	6	4	30,141.00	30,141.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0018	113	ADMINISTRATIVE ASSISTANT II	6	6	32,051.00	32,051.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0019	113	TECHNICIAN I	4	2	24,203.00	24,203.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0020	113	TECHNICIAN I	4	2	24,203.00	24,203.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0021	113	TECHNICIAN I	4	2	24,203.00	24,203.00	0.00	0.00	0.00	0.00	3,600.00	0.00	0.00
0022	113	TECHNICAL SPECIALIST II	12	3	46,314.00	46,314.00	0.00	480.00	0.00	0.00	3,600.00	0.00	0.00
0023	113	TECHNICAL SPECIALIST I	10	1	37,109.00	37,109.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0024	113	TECHNICIAN III	8	1	31,815.00	31,815.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0025	113	GIS OPERATOR IV	14	1	50,487.00	50,487.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00
0027	113	TECHNICIAN II	6	1	27,276.00	27,276.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-415-00-200-001-0

AI - 24411

INFORMATION TECHNOLOGY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		DELETE THE FOLLOWING ↓											
~~0029~~	~~113~~	~~TECHNICIAN III~~	~~8~~	~~6~~	~~36,271.00~~	~~36,271.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~
0030	113	TECHNICIAN II	6	5	31,096.00	31,096.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					957,989.00	1,050,401.00	0.00	6,120.00	0.00	0.00	14,400.00	0.00	0.00

Approval to delete one (1) vacant full-time Technician III position, slot no. 029, Grade 8, as previously approved by CC on 10/19/10. Personnel action pending CC approval.

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-412-00-080-002-0

AI - 24411

CRIMINAL DISTRICT ATTORNEY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	ASSISTANT DISTRICT ATTORNEY V	20	9	102,549.00	102,549.00	0.00	5,000.00	0.00	0.00	900.00	0.00	0.00
		DELETE THE FOLLOWING: ↓											
~~0002~~	~~113~~	~~ASSISTANT DISTRICT ATTORNEY V~~	~~20~~	~~8~~	~~99,745.00~~	~~99,745.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~
0003	113	ASSISTANT DISTRICT ATTORNEY V	20	8	99,745.00	99,745.00	0.00	5,000.00	0.00	0.00	900.00	0.00	0.00
0004	113	ASSISTANT DISTRICT ATTORNEY V	20	5	91,333.00	91,333.00	0.00	5,000.00	0.00	0.00	900.00	0.00	0.00
0005	113	ASSISTANT DISTRICT ATTORNEY V	20	5	91,333.00	91,333.00	0.00	5,000.00	0.00	0.00	900.00	0.00	0.00
0006	113	ASSISTANT DISTRICT ATTORNEY V	20	4	88,529.00	88,529.00	0.00	5,000.00	0.00	0.00	900.00	0.00	0.00
0007	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	52,254.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0008	113	ASSISTANT DISTRICT ATTORNEY V	20	3	85,725.00	85,725.00	0.00	3,360.00	0.00	0.00	900.00	0.00	0.00
0009	113	ASSISTANT DISTRICT ATTORNEY I	12	5	49,344.00	49,344.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0010	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	65,071.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0011	113	ASSISTANT DISTRICT ATTORNEY IV	18	5	78,303.00	78,303.00	0.00	5,000.00	0.00	0.00	900.00	0.00	0.00
0012	113	ASSISTANT DISTRICT ATTORNEY IV	18	5	78,303.00	78,303.00	0.00	4,800.00	0.00	0.00	900.00	0.00	0.00
0013	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	75,899.00	75,899.00	0.00	3,120.00	0.00	0.00	900.00	0.00	0.00
0014	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	71,091.00	0.00	4,320.00	0.00	0.00	900.00	0.00	0.00
0015	113	ASSISTANT DISTRICT ATTORNEY IV	18	3	73,495.00	73,495.00	0.00	2,640.00	0.00	0.00	900.00	0.00	0.00
0016	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	71,091.00	0.00	2,640.00	0.00	0.00	900.00	0.00	0.00
0017	113	ASSISTANT DISTRICT ATTORNEY II	14	5	57,555.00	57,555.00	0.00	1,200.00	0.00	0.00	900.00	0.00	0.00
0018	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	71,091.00	0.00	2,160.00	0.00	0.00	900.00	0.00	0.00
0019	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	66,634.00	0.00	2,400.00	0.00	0.00	900.00	0.00	0.00
0020	113	ASSISTANT DISTRICT ATTORNEY III	16	6	69,193.00	69,193.00	0.00	2,160.00	0.00	0.00	900.00	0.00	0.00
0021	113	ASSISTANT DISTRICT ATTORNEY III	16	5	67,132.00	67,132.00	0.00	1,440.00	0.00	0.00	900.00	0.00	0.00
0022	113	ASSISTANT DISTRICT ATTORNEY III	16	5	67,132.00	63,071.00	0.00	2,400.00	0.00	0.00	900.00	0.00	0.00
0023	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	67,536.00	0.00	4,800.00	0.00	0.00	900.00	0.00	0.00
0024	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	52,254.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0026	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	61,043.00	0.00	1,680.00	0.00	0.00	900.00	0.00	0.00
0027	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	61,011.00	0.00	2,400.00	0.00	0.00	900.00	0.00	0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-412-00-080-002-0

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CRIMINAL DISTRICT ATTORNEY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0028	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	59,488.00	0.00	2,160.00	0.00	0.00	900.00	0.00	0.00
0029	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	55,935.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0030	113	ASSISTANT DISTRICT ATTORNEY II	14	4	55,788.00	55,788.00	0.00	960.00	0.00	0.00	900.00	0.00	0.00
0031	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	59,015.00	0.00	1,440.00	0.00	0.00	900.00	0.00	0.00
0032	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	56,896.00	0.00	1,440.00	0.00	0.00	900.00	0.00	0.00
0033	113	ASSISTANT DISTRICT ATTORNEY II	14	0	47,963.00	47,963.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0034	113	CRIMINAL INVESTIGATOR III	16	1	58,888.00	54,890.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0035	113	HUMAN RESOURCES COORDINATOR IV	15	4	60,250.00	58,220.00	0.00	1,620.00	0.00	0.00	0.00	0.00	0.00
0036	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	58,020.00	0.00	1,440.00	0.00	0.00	900.00	0.00	0.00
0037	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	52,254.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0038	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	55,884.00	0.00	1,200.00	0.00	0.00	900.00	0.00	0.00
0039	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	50,487.00	0.00	4,560.00	0.00	0.00	900.00	0.00	0.00
0040	113	ASSISTANT DISTRICT ATTORNEY II	14	6	59,322.00	54,303.00	0.00	1,200.00	0.00	0.00	900.00	0.00	0.00
0041	113	ASSISTANT DISTRICT ATTORNEY I	12	5	49,344.00	49,344.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0042	113	CRIMINAL INVESTIGATOR II	14	4	55,788.00	51,743.00	0.00	840.00	0.00	0.00	3,600.00	0.00	0.00
0043	113	ASSISTANT DISTRICT ATTORNEY II	14	3	54,021.00	52,865.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0044	113	ASSISTANT DISTRICT ATTORNEY II	14	4	55,788.00	52,575.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0045	113	ASSISTANT DISTRICT ATTORNEY I	12	7	52,374.00	52,374.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0046	113	ASSISTANT DISTRICT ATTORNEY II	14	6	59,322.00	54,303.00	0.00	1,200.00	0.00	0.00	900.00	0.00	0.00
0047	113	ASSISTANT DISTRICT ATTORNEY II	14	4	55,788.00	53,941.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0048	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	50,587.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0049	113	ASSISTANT DISTRICT ATTORNEY II	14	4	55,788.00	54,092.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0050	111	CRIMINAL DISTRICT ATTORNEY				48,654.00	0.00	0.00	0.00	0.00	8,000.00	0.00	0.00
0051	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	49,009.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0052	113	ACCOUNTANT IV	14	2	52,254.00	47,227.00	0.00	1,140.00	0.00	0.00	0.00	0.00	0.00
0053	113	CRIMINAL INVESTIGATOR I	12	5	49,344.00	44,908.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0054	113	CRIMINAL INVESTIGATOR I	12	4	47,829.00	43,319.00	0.00	1,860.00	0.00	0.00	3,600.00	0.00	0.00
0055	113	EXECUTIVE ASSISTANT II	13	2	48,383.00	43,322.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
COMMISSIONER COURT
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CRIMINAL DISTRICT ATTORNEY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	
0056	113	EXECUTIVE ASSISTANT I	11	5	45,690.00	40,742.00	0.00	1,920.00	0.00	0.00	0.00	0.00	0.00
0057	113	EXECUTIVE ASSISTANT I	11	2	41,481.00	36,495.00	0.00	1,260.00	0.00	0.00	0.00	0.00	0.00
0058	113	EXECUTIVE ASSISTANT I	11	2	41,481.00	36,495.00	0.00	1,080.00	0.00	0.00	0.00	0.00	0.00
0059	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,465.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0060	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,465.00	0.00	1,020.00	0.00	0.00	0.00	0.00	0.00
0061	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,365.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0062	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,323.00	0.00	960.00	0.00	0.00	0.00	0.00	0.00
0063	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,323.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00
0064	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,323.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0065	113	ADMINISTRATIVE ASSISTANT IV	10	1	37,109.00	32,122.00	0.00	1,020.00	0.00	0.00	0.00	0.00	0.00
0066	113	ADMINISTRATIVE ASSISTANT II	6	2	28,231.00	25,207.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0067	113	ADMINISTRATIVE ASSISTANT III	8	5	36,271.00	31,280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0068	113	ADMINISTRATIVE ASSISTANT III	8	4	35,157.00	30,221.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00
0069	113	CLERK II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0070	113	ADMINISTRATIVE ASSISTANT II	6	6	32,051.00	27,045.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0071	113	CLERK II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0072	113	ADMINISTRATIVE ASSISTANT II	6	5	31,096.00	26,080.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0073	113	ADMINISTRATIVE ASSISTANT I	4	3	25,021.00	25,021.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0074	113	ADMINISTRATIVE ASSISTANT II	6	4	30,141.00	25,116.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0075	113	ADMINISTRATIVE ASSISTANT II	6	1	27,276.00	24,278.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00
0076	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	24,192.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0077	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	24,154.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0078	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	24,154.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0079	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	24,154.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0080	113	ADMINISTRATIVE ASSISTANT II	6	2	28,231.00	23,279.00	0.00	247.38	0.00	0.00	0.00	0.00	0.00
0081	113	ADMINISTRATIVE ASSISTANT I	4	5	26,657.00	21,720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0082	113	CLERK II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0083	113	ADMINISTRATIVE ASSISTANT I	4	3	25,021.00	25,021.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-412-00-080-002-0

AI - 24411

CRIMINAL DISTRICT ATTORNEY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0084	113	CLERK II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0085	113	ADMINISTRATIVE ASSISTANT I	4	3	25,021.00	22,018.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0086	113	CLERK II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0087	113	CRIMINAL INVESTIGATOR I	12	0	41,120.00	41,120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0088	113	CLERK II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0089	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	75,899.00	75,899.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
0090	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	60,949.00	0.00	3,600.00	0.00	0.00	900.00	0.00	0.00
		CREATE THE FOLLOWING ↓			Salary Range	Salary Range							
0091	113	ASSISTANT DISTRICT ATTORNEY IV	18	1 thru 11	68,687.00-92,727.00	68,687.00-92,727.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0092	113	ASSISTANT DISTRICT ATTORNEY II	14	1 thru 11	50,487.00-68,157.00	50,487.00-68,157.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0093	113	ASSISTANT DISTRICT ATTORNEY II	14	1 thru 11	50,487.00-68,157.00	50,487.00-68,157.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					4,602,986.00	4,434,680.00	0.00	109,987.38	0.00	0.00	57,500.00	0.00	0.00

Approval to create/delete the above vacant full-time positions, as previously approved by CC on 10/26/10:
Personnel actions pending CC approval.

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1223-412-00-080-007-0

AI - 24411

DA INVESTIGATION HB65

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	4,457.00	4,457.00	0.00	0.00	0.00	0.00	0.00	4,457.00
0002	113	ASSISTANT DISTRICT ATTORNEY III	16	5	67,132.00	4,061.00	4,061.00	0.00	0.00	0.00	0.00	0.00	4,061.00
0003	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	3,555.00	3,555.00	0.00	0.00	0.00	0.00	0.00	3,555.00
0004	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	4,028.00	4,028.00	0.00	0.00	0.00	0.00	0.00	4,028.00
0005	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	4,060.00	4,060.00	0.00	0.00	0.00	0.00	0.00	4,060.00
0006	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	3,522.00	3,522.00	0.00	0.00	0.00	0.00	0.00	3,522.00
0007	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	3,995.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00
0008	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	4,053.00	4,053.00	0.00	0.00	0.00	0.00	0.00	4,053.00
0009	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	4,990.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0010	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	5,065.00	5,065.00	0.00	0.00	0.00	0.00	0.00	5,065.00
0011	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0012	113	ASSISTANT DISTRICT ATTORNEY II	14	6	59,322.00	5,019.00	5,019.00	0.00	0.00	0.00	0.00	0.00	5,019.00
0013	113	ASSISTANT DISTRICT ATTORNEY I	12	5	49,344.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0014	113	ASSISTANT DISTRICT ATTORNEY II	14	3	54,021.00	1,156.00	1,156.00	0.00	0.00	0.00	0.00	0.00	1,156.00
0015	113	ASSISTANT DISTRICT ATTORNEY II	14	4	55,788.00	3,213.00	3,213.00	0.00	0.00	0.00	0.00	0.00	3,213.00
0016	113	ASSISTANT DISTRICT ATTORNEY I	12	7	52,374.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0017	113	ASSISTANT DISTRICT ATTORNEY II	14	6	59,322.00	5,019.00	5,019.00	0.00	0.00	0.00	0.00	0.00	5,019.00
0018	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	1,671.00	1,671.00	0.00	0.00	0.00	0.00	0.00	1,671.00
0019	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	1,667.00	1,676.00	0.00	0.00	0.00	0.00	0.00	1,676.00
0020	113	ASSISTANT DISTRICT ATTORNEY II	14	4	55,788.00	1,696.00	1,696.00	0.00	0.00	0.00	0.00	0.00	1,696.00
0021	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	3,245.00	3,245.00	0.00	0.00	0.00	0.00	0.00	3,245.00
0023	113	CRIMINAL INVESTIGATOR I	12	5	49,344.00	4,436.00	4,500.00	0.00	0.00	0.00	0.00	0.00	4,500.00
0024	113	CRIMINAL INVESTIGATOR III	16	1	58,888.00	3,998.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00
0025	113	CRIMINAL INVESTIGATOR II	14	4	55,788.00	4,045.00	4,045.00	0.00	0.00	0.00	0.00	0.00	4,045.00
0026	113	CRIMINAL INVESTIGATOR I	12	4	47,829.00	4,510.00	4,510.00	0.00	0.00	0.00	0.00	0.00	4,510.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1223-412-00-080-007-0

AI - 24411

DA INVESTIGATION HB65

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0027	113	HUMAN RESOURCES COORDINATOR IV	15	4	60,250.00	2,030.00	2,030.00	0.00	0.00	0.00	0.00	0.00	2,030.00
0028	113	EXECUTIVE ASSISTANT II	13	2	48,383.00	5,061.00	5,061.00	0.00	0.00	0.00	0.00	0.00	5,061.00
0029	113	EXECUTIVE ASSISTANT I	11	5	45,690.00	4,948.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0030	113	EXECUTIVE ASSISTANT I	11	2	41,481.00	4,986.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0031	113	ADMINISTRATIVE ASSISTANT II	6	6	32,051.00	5,006.00	5,006.00	0.00	0.00	0.00	0.00	0.00	5,006.00
0032	113	EXECUTIVE ASSISTANT I	11	2	41,481.00	4,986.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0033	113	ACCOUNTANT IV	14	2	52,254.00	5,027.00	5,027.00	0.00	0.00	0.00	0.00	0.00	5,027.00
0034	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	5,043.00	5,043.00	0.00	0.00	0.00	0.00	0.00	5,043.00
0035	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	4,943.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0036	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	5,085.00	5,085.00	0.00	0.00	0.00	0.00	0.00	5,085.00
0037	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	5,085.00	5,085.00	0.00	0.00	0.00	0.00	0.00	5,085.00
0038	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	4,943.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0039	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	5,085.00	5,085.00	0.00	0.00	0.00	0.00	0.00	5,085.00
0040	113	ADMINISTRATIVE ASSISTANT IV	10	1	37,109.00	4,987.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0041	113	ADMINISTRATIVE ASSISTANT III	8	4	35,157.00	4,936.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0042	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	5,032.00	5,032.00	0.00	0.00	0.00	0.00	0.00	5,032.00
0043	113	ADMINISTRATIVE ASSISTANT III	8	5	36,271.00	4,991.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0044	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	4,994.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0045	113	ADMINISTRATIVE ASSISTANT II	6	5	31,096.00	5,016.00	5,016.00	0.00	0.00	0.00	0.00	0.00	5,016.00
0046	113	ADMINISTRATIVE ASSISTANT I	4	3	25,021.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0047	113	ADMINISTRATIVE ASSISTANT I	4	5	26,657.00	4,937.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0048	113	ADMINISTRATIVE ASSISTANT II	6	4	30,141.00	5,025.00	5,025.00	0.00	0.00	0.00	0.00	0.00	5,025.00
0049	113	ADMINISTRATIVE ASSISTANT II	6	1	27,276.00	2,998.00	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00
0050	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	5,032.00	5,032.00	0.00	0.00	0.00	0.00	0.00	5,032.00
0051	113	CLERK II	3	1	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1223-412-00-080-007-0

AI - 24411

DA INVESTIGATION HB65

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0052	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	5,032.00	5,032.00	0.00	0.00	0.00	0.00	0.00	5,032.00
0053	113	ADMINISTRATIVE ASSISTANT II	6	2	28,231.00	4,952.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0054	113	ADMINISTRATIVE ASSISTANT I	4	0	22,216.00	2,666.00	2,666.00	0.00	0.00	0.00	0.00	0.00	2,666.00
0055	113	ADMINISTRATIVE ASSISTANT II	6	2	28,231.00	3,024.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0056	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	9,136.00	9,136.00	0.00	0.00	0.00	0.00	0.00	9,136.00
0057	113	ASSISTANT DISTRICT ATTORNEY I	12	5	49,344.00	49,344.00	49,344.00	0.00	0.00	0.00	0.00	900.00	50,244.00
0058	114	CRIMINAL INVESTIGATOR I	12	3	46,314.00	23,157.00	23,296.00	0.00	0.00	0.00	0.00	0.00	23,296.00
0060	113	ASSISTANT DISTRICT ATTORNEY III	16	5	67,132.00	7,680.00	7,680.00	0.00	0.00	0.00	0.00	0.00	7,680.00
		DELETE THE FOLLOWING											
~~0061~~	~~113~~	~~CLERK II~~	~~3~~	~~0~~	~~29,670.00~~	~~4,624.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~
					2,421,068.00	201,621.00	202,110.00	0.00	0.00	0.00	0.00	24,411.00	202,110.00

Approval to delete cost allocation of state awarded supplement in the amount of $4,624.00.
Personnel actions pending CC approval.

1-1281-412-00-080-012-1

DA BORDER PROSECUTION INITIATIVE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1223-412-00-080-007-0

AI - 24411

DA INVESTIGATION HB65

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 116	Clothing 119	
0001	113	ASSISTANT DISTRICT ATTORNEY III	16	5	67,132.00	59,452.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00
		DELETE THE FOLLOWING ↓											
~~0002~~	~~113~~	~~CLERK II~~	~~3~~	~~0~~	~~20,570.00~~	~~15,946.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~
		CREATE THE FOLLOWING ↓											
0003	113	ADMINISTRATIVE ASSISTANT I	4		Salary Range 22,216.00 - 31,565.00	Salary Range 22,216.00 - 31,565.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					87,702.00	75,398.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00

1. Approval to delete one (1) vacant full-time Clerk II position, slot no. 002, grade 03 and delete cost allocation of state awarded supplement in the amount of $4,624.00.
2. Approval to create one (1) full-time Administrative Assistant I position, slot no. 003, grade 04.
Personnel actions pending CC approval.

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-419-40-220-001-0

AI -

FACILITIES MANAGEMENT

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	BLDG MAINTENANCE MANAGER	17	1	63,599.00	63,599.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0002	113	EXECUTIVE ASSISTANT I	11	4	44,287.00	44,287.00	0.00	960.00	0.00	0.00	0.00	0.00	0.00
0004	113	AIR CONDITION TECHNICIAN II	9	1	34,360.00	34,360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0005	113	PLUMBER I	8	4	35,157.00	35,157.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0006	113	ELECTRICIAN I	8	4	35,157.00	35,157.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0007	113	MAINTENANCE SUPERVISOR	11	1	40,078.00	40,078.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0008	113	ELECTRICIAN I	8	1	31,815.00	31,815.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0010	113	BUDGET CLERK I	6	4	30,141.00	30,141.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00
0011	113	ADMINISTRATIVE ASSISTANT II	6	2	28,231.00	28,231.00	0.00	780.00	0.00	0.00	0.00	0.00	0.00
0012	113	MAINTENANCE III	5	1	25,256.00	25,256.00	0.00	960.00	0.00	0.00	0.00	0.00	0.00
0013	113	MAINTENANCE III	5	1	25,256.00	25,256.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0014	113	MAIL CLERK	4	2	24,203.00	24,203.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00
0015	113	MAIL CLERK	4	2	24,203.00	24,203.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
		DELETE THE FOLLOWING ↓											
~~0016~~	~~113~~	~~ELECTRICIAN HELPER~~	~~4~~	~~2~~	~~24,203.00~~	~~24,203.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~
0017	113	AC TECHNICIAN HELPER	4	2	24,203.00	24,203.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0018	113	PLUMBER HELPER	4	2	24,203.00	24,203.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0019	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0020	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00
0021	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0022	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0023	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0024	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0025	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
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FACILITIES MANAGEMENT

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0026	113	MAINTENANCE II	3	3	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0027	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
0028	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0029	113	MAINTENANCE III	5	1	25,256.00	25,256.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0030	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0031	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	1,140.00	0.00	0.00	0.00	0.00	0.00
0032	113	MAINTENANCE II	3	2	22,411.00	22,411.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00
0033	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0034	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	1,140.00	0.00	0.00	0.00	0.00	0.00
0035	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0036	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0037	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0038	113	CUSTODIAN II	3	0	20,570.00	20,570.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0039	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0040	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0041	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0042	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0043	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0044	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00
0045	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0046	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0047	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0048	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0049	113	CARPENTER I	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0050	113	MAINTENANCE II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
COMMISSIONER COURT
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FACILITIES MANAGEMENT

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0051	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
0052	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0053	113	MAINTENANCE II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0054	113	MAINTENANCE III	5	2	26,140.00	26,140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0055	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0056	113	MAINTENANCE II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0057	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0059	113	MAINTENANCE II	3	2	22,411.00	22,411.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00
0060	113	MAINTENANCE II	3	2	22,411.00	22,411.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0061	113	MAINTENANCE II	3	2	22,411.00	22,411.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00
0062	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	1,020.00	0.00	0.00	0.00	0.00	0.00
0063	113	MAINTENANCE II	3	2	22,411.00	22,411.00	0.00	720.00	0.00	0.00	0.00	0.00	0.00
0064	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	720.00	0.00	0.00	0.00	0.00	0.00
0065	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0066	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0067	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0068	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0069	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	720.00	0.00	0.00	0.00	0.00	0.00
0070	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00
0071	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0073	113	MAINTENANCE I	1	1	18,564.00	20,720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0074	113	MAINTENANCE I	1	4	20,514.00	20,514.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0075	113	PLUMBER I	8	2	32,929.00	32,929.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0076	113	ELECTRICIAN I	8	2	32,929.00	32,929.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0077	113	AIR CONDITION TECHNICIAN III	11	2	41,481.00	41,481.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
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FACILITIES MANAGEMENT

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0078	113	WELDER II	6	7	33,006.00	33,006.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0079	113	MAINTENANCE II	3	3	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0080	113	MAINTENANCE II	3	3	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0081	113	MAINTENANCE II	3	3	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0082	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0083	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0084	113	MECHANIC I	4	1	23,385.00	23,385.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0085	113	MAINTENANCE II	3	4	23,927.00	23,927.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0086	113	MAINTENANCE III	5	1	25,256.00	25,256.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0087	113	MAINTENANCE III	5	1	25,256.00	25,256.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
0088	113	MAINTENANCE II	3	4	23,927.00	23,927.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0089	113	MAINTENANCE III	5	10	33,212.00	33,212.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0090	113	INFRASTRUCTURE SYSTEMS MNGR	17	2	65,825.00	65,825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0091	113	ADMINISTRATIVE ASSISTANT IV	10	4	41,006.00	41,006.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0092	113	CARPENTER III	7	3	31,520.00	31,520.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00
0093	113	CARPENTER III	7	3	31,520.00	31,520.00	0.00	960.00	0.00	0.00	0.00	0.00	0.00
0094	113	CARPENTER III	7	1	29,458.00	29,458.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00
0095	113	CARPENTER III	7	1	29,458.00	29,458.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0096	113	CARPENTER II	5	3	27,024.00	27,024.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0097	113	WELDER I	4	2	24,203.00	24,203.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0098	113	CARPENTER I	3	4	23,927.00	23,927.00	0.00	1,440.00	0.00	0.00	0.00	0.00	0.00
0099	113	CARPENTER I	3	4	23,927.00	23,927.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100	113	CARPENTER I	3	4	23,927.00	23,927.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0101	113	CARPENTER I	3	3	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0102	113	CARPENTER I	3	3	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

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FACILITIES MANAGEMENT

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0103	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0106	113	CUSTODIAN II	3	0	20,570.00	20,570.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0107	113	ELECTRICIAN II	10	1	37,109.00	37,109.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		CREATE THE FOLLOWING ↓											
0108	113	ELECTRICIAN I	8		Salary Range 30,224.00-42,955.00	Salary Range 30,224.00-42,955.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					2,608,306.00	2,610,462.00	0.00	31,080.00	0.00	0.00	0.00	0.00	0.00

1. Approval to delete one (1) vacant full-time Electrician Helper position, slot no. 0016, grade level 04, as previously approved by CC on 11/30/10.
2. Approval to create one (1) full-time Electrician I position, slot no. 0108, grade level 08, as previously approved by CC on 11/30/10.
Personnel actions pending CC approval.

HIDALGO COUNTY
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PCT. 1 RD ADM.

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		CREATE THE FOLLOWING: ↓														
0001	113	EXECUTIVE ASSISTANT FOR COMMUNITY AND INTERGOVERNMENTAL RELATIONS	0.00	85,000.00	85,000.00	0	0.00	0.00	85,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	85,000.00	85,000.00		0.00	0.00	85,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Approval to create one (1) full-time Executive Assistant for Community and Intergovernmental Relations position, slot no. 0001, budgeted salary $85,000.00. Personnel action pending CC approval.

HIDALGO COUNTY
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SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY SHERIFF				$136,500.00	$0.00	$0.00	$0.00	$3,600.00	$0.00	$500.00	$0.00
0002	113	CHIEF DEPUTY				$85,000.00	$0.00	$1,080.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0003	113	DIVISION COMM				$75,000.00	$0.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$0.00
0004	113	DIVISION COMM				$75,000.00	$0.00	$1,500.00	$0.00	$1,800.00	$0.00	$500.00	$0.00
0005	113	CAPTAIN				$65,000.00	$0.00	$1,200.00	$0.00	$1,800.00	$0.00	$500.00	$0.00
0006	113	CAPTAIN				$65,000.00	$0.00	$1,380.00	$0.00	$1,800.00	$0.00	$500.00	$0.00
0007	113	CAPTAIN				$65,000.00	$0.00	$1,320.00	$0.00	$1,800.00	$0.00	$500.00	$0.00
0008	113	CAPTAIN				$65,000.00	$0.00	$360.00	$0.00	$1,800.00	$0.00	$500.00	$0.00
0009	113	CHIEF ADMINISTRATOR	18	0	$65,253.00	$65,253.00	$0.00	$360.00	$0.00	$0.00	$0.00	$500.00	$0.00
0010	113	LIEUTENANT STEP III				$54,180.00	$0.00	$1,740.00	$0.00	$3,300.00	$0.00	$0.00	$0.00
0011	113	LIEUTENANT STEP III				$54,180.00	$0.00	$1,740.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0012	113	LIEUTENANT STEP II				$52,348.00	$0.00	$960.00	$0.00	$3,000.00	$0.00	$500.00	$0.00
0013	113	LIEUTENANT STEP III				$54,180.00	$0.00	$1,260.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0014	113	LIEUTENANT STEP III				$54,180.00	$0.00	$1,320.00	$0.00	$1,800.00	$0.00	$500.00	$0.00
0015	113	LIEUTENANT STEP III				$54,180.00	$0.00	$900.00	$0.00	$1,200.00	$0.00	$500.00	$0.00
0016	113	INFORMATION TECHNOLOGY MANAGER	15	1	$54,526.00	$54,526.00	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$0.00
0017	113	SENIOR CRIME ANALYST	14	1	$50,487.00	$50,487.00	$0.00	$780.00	$0.00	$0.00	$0.00	$500.00	$0.00
0018	113	LIEUTENANT STEP II				$52,348.00	$0.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0019	113	LIEUTENANT STEP III				$54,180.00	$0.00	$1,560.00	$0.00	$1,800.00	$0.00	$500.00	$0.00
0020	113	LIEUTENANT STEP III				$54,180.00	$0.00	$960.00	$0.00	$1,200.00	$0.00	$500.00	$0.00
0021	113	ACCOUNTANT III	12	4	$47,829.00	$47,829.00	$0.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	113	SERGEANT STEP II				$47,589.00	$0.00	$900.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0023	113	SERGEANT STEP III				$49,255.00	$0.00	$720.00	$0.00	$3,300.00	$0.00	$0.00	$0.00
0024	113	SERGEANT STEP I				$45,980.00	$0.00	$540.00	$0.00	$600.00	$0.00	$0.00	$0.00
0025	113	SERGEANT STEP III				$49,255.00	$0.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$0.00

HIDALGO COUNTY
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SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0026	113	SERGEANT STEP II				$47,589.00	$0.00	$720.00	$0.00	$1,200.00	$0.00	$500.00	$0.00
0027	113	SERGEANT STEP II				$47,589.00	$0.00	$720.00	$0.00	$1,200.00	$0.00	$500.00	$0.00
0028	113	SERGEANT STEP II				$47,589.00	$0.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0029	113	SERGEANT STEP III				$49,255.00	$0.00	$1,200.00	$0.00	$1,800.00	$0.00	$500.00	$0.00
0030	113	SERGEANT STEP III				$49,255.00	$0.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0031	113	SERGEANT STEP III				$49,255.00	$0.00	$660.00	$0.00	$1,200.00	$0.00	$500.00	$0.00
0032	113	SERGEANT STEP III				$49,255.00	$0.00	$840.00	$0.00	$1,200.00	$0.00	$500.00	$0.00
0033	113	SERGEANT STEP III				$49,255.00	$0.00	$600.00	$0.00	$600.00	$0.00	$0.00	$0.00
0034	113	CRIME SCENE SPECIALIST SUPERVISOR	13	1	$46,747.00	$46,747.00	$0.00	$1,500.00	$0.00	$0.00	$0.00	$500.00	$0.00
0035	113	SERGEANT STEP I				$45,980.00	$0.00	$420.00	$0.00	$1,500.00	$0.00	$0.00	$0.00
0036	113	SERGEANT STEP II				$47,589.00	$0.00	$1,260.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0037	113	SERGEANT STEP I				$45,980.00	$0.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0038	113	SERGEANT STEP III				$49,255.00	$0.00	$960.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0039	113	SERGEANT STEP I				$45,980.00	$0.00	$300.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0040	113	SERGEANT STEP III				$49,255.00	$0.00	$960.00	$0.00	$1,200.00	$0.00	$500.00	$0.00
0041	113	SERGEANT STEP II				$47,589.00	$0.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0042	113	CRIME SCENE SPECIALIST	12	2	$44,799.00	$44,799.00	$0.00	$600.00	$0.00	$0.00	$0.00	$500.00	$0.00
0043	113	CRIME SCENE SPECIALIST	12	2	$44,799.00	$44,799.00	$0.00	$600.00	$0.00	$0.00	$0.00	$500.00	$0.00
0044	113	CRIME SCENE SPECIALIST	12	2	$44,799.00	$44,799.00	$0.00	$540.00	$0.00	$0.00	$0.00	$500.00	$0.00
0045	113	MECHANIC V	12	1	$43,284.00	$43,284.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0046	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,680.00	$0.00	$3,900.00	$0.00	$0.00	$0.00
0047	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,440.00	$0.00	$3,900.00	$0.00	$500.00	$0.00
0048	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,620.00	$0.00	$3,900.00	$0.00	$500.00	$0.00
0049	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$3,600.00	$0.00	$0.00	$0.00
0050	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,500.00	$0.00	$3,900.00	$0.00	$0.00	$0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0051	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$960.00	$0.00	$3,600.00	$0.00	$0.00	$0.00
0052	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,440.00	$0.00	$3,900.00	$0.00	$500.00	$0.00
0053	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,080.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0054	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,020.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0055	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,500.00	$0.00	$3,600.00	$0.00	$500.00	$0.00
0056	113	DEPUTY SHERIFF				$36,480.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0057	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0058	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0059	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0060	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$0.00
0061	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$480.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0062	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0063	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0064	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$240.00	$0.00	$2,100.00	$0.00	$0.00	$0.00
0065	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0066	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$720.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0067	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0068	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0069	113	DEPUTY SHERIFF STEP				$36,480.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0070	113	DEPUTY SHERIFF				$36,480.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0071	113	DEPUTY SHERIFF				$36,480.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0072	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0073	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0074	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,200.00	$0.00	$3,600.00	$0.00	$0.00	$0.00
0075	113	SENIOR DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0076	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0077	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$600.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0078	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0079	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,080.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0080	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$0.00
0081	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0082	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$780.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0083	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0084	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$900.00	$0.00	$2,100.00	$0.00	$0.00	$0.00
0085	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0086	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0087	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0088	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0089	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$780.00	$0.00	$3,300.00	$0.00	$0.00	$0.00
0090	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0091	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0092	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,260.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0093	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$60.00	$0.00	$0.00	$0.00	$0.00	$0.00
0094	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$720.00	$0.00	$3,000.00	$0.00	$0.00	$0.00
0095	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$660.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0096	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0097	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0098	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,260.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0099	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,380.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0100	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,080.00	$0.00	$1,200.00	$0.00	$0.00	$0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0101	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$1,500.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0102	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$960.00	$0.00	$3,900.00	$0.00	$500.00	$0.00
0103	113	DEPUTY SHERIFF				$36,480.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0104	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$660.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0105	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0106	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0107	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0108	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0109	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0110	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$300.00	$0.00	$5,100.00	$0.00	$500.00	$0.00
0111	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$480.00	$0.00	$4,500.00	$0.00	$0.00	$0.00
0112	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0113	113	DEPUTY SHERIFF				$36,480.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0114	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0115	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$540.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0116	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0117	113	TRANSFER TO COURTHOUSE SECURITY ↓ SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$600.00	$0.00	$600.00	$0.00	$0.00	$0.00
0118	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$540.00	$0.00	$2,400.00	$0.00	$0.00	$0.00
0119	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$540.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0120	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0121	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$300.00	$0.00	$4,200.00	$0.00	$500.00	$0.00
0122	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$480.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0123	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$1,500.00	$0.00	$3,900.00	$0.00	$0.00	$0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0124	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0125	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$780.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0126	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0127	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0128	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0129	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0130	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$480.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0131	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$600.00	$0.00	$3,000.00	$0.00	$0.00	$0.00
0132	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$540.00	$0.00	$1,800.00	$0.00	$500.00	$0.00
0133	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$540.00	$0.00	$2,700.00	$0.00	$0.00	$0.00
0134	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$660.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0135	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0136	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0137	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0138	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$2,100.00	$0.00	$0.00	$0.00
0139	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0140	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$2,400.00	$0.00	$0.00	$0.00
0141	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0142	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0143	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0144	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0145	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0146	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$720.00	$0.00	$3,000.00	$0.00	$500.00	$0.00
0147	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$2,100.00	$0.00	$0.00	$0.00
0148	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0149	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0150	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0151	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0152	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0153	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$300.00	$0.00	$3,600.00	$0.00	$0.00	$0.00
0154	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$660.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0155	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$240.00	$0.00	$1,500.00	$0.00	$0.00	$0.00
0156	113	DEPUTY SHERIFF				$36,480.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0157	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$300.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0158	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0159	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$540.00	$0.00	$600.00	$0.00	$0.00	$0.00
0160	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0161	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0162	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0163	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0164	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$480.00	$0.00	$600.00	$0.00	$0.00	$0.00
0165	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$0.00
0166	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0167	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0168	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0169	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$600.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0170	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$360.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0171	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0172	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0173	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0174	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$180.00	$0.00	$3,600.00	$0.00	$500.00	$0.00
0175	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$480.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0176	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0177	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$300.00	$0.00	$3,300.00	$0.00	$0.00	$0.00
0178	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$300.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0179	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0180	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$1,500.00	$0.00	$500.00	$0.00
0181	113	ACCOUNTANT II	10	4	$41,006.00	$41,006.00	$0.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$0.00
0182	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$0.00
0183	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0184	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0185	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0186	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0187	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0188	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0189	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$360.00	$0.00	$4,800.00	$0.00	$0.00	$0.00
0190	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$300.00	$0.00	$2,700.00	$0.00	$500.00	$0.00
0191	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$300.00	$0.00	$3,600.00	$0.00	$500.00	$0.00
0192	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0193	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$660.00	$0.00	$3,600.00	$0.00	$0.00	$0.00
0194	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0195	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$180.00	$0.00	$3,300.00	$0.00	$0.00	$0.00
0196	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$240.00	$0.00	$3,600.00	$0.00	$0.00	$0.00
0197	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$240.00	$0.00	$3,600.00	$0.00	$500.00	$0.00
0198	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$300.00	$0.00	$3,300.00	$0.00	$500.00	$0.00

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Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0199	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$540.00	$0.00	$600.00	$0.00	$0.00	$0.00
0200	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0201	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$240.00	$0.00	$3,000.00	$0.00	$0.00	$0.00
0202	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$240.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0203	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$240.00	$0.00	$3,200.00	$0.00	$500.00	$0.00
0204	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$0.00
0205	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0206	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0207	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0208	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0209	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0210	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0211	113	DEPUTY SHERIFF				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0212	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0213	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0214	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TRANSFER TO COURTHOUSE SECURITY ↓											
0215	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0216	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0217	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0218	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0219	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0220	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0221	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0222	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0223	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
0224	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$960.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0225	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0226	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0227	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0228	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0229	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0230	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0231	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$3,900.00	$0.00	$500.00	$0.00
0232	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$240.00	$0.00	$3,000.00	$0.00	$500.00	$0.00
0233	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$240.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0234	113	DEPUTY SHERIFF				$36,480.00	$0.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0235	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0236	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0237	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0238	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0239	113	DEPUTY SHERIFF				$36,480.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0240	113	CRIMINAL INTELLIGENCE RESEARCH ANALY	9	2	$35,563.00	$35,563.00	$0.00	$420.00	$0.00	$0.00	$0.00	$500.00	$0.00
0241	113	EVIDENCE TECHNICIAN	9	1	$34,360.00	$34,360.00	$0.00	$660.00	$0.00	$0.00	$0.00	$500.00	$0.00
0242	113	EVIDENCE TECHNICIAN	9	1	$34,360.00	$34,360.00	$0.00	$420.00	$0.00	$0.00	$0.00	$500.00	$0.00
0243	113	HUMAN RESOURCES SPECIALIST II	8	2	$32,929.00	$32,929.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0244	113	COMMUNICATIONS OFFICER	7	3	$31,520.00	$31,520.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0245	113	COMMUNICATIONS OFFICER	7	3	$31,520.00	$31,520.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00
0246	113	COMMUNICATIONS OFFICER	7	3	$31,520.00	$31,520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0247	113	QUARTER MASTER	8	1	$31,815.00	$31,815.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0248	113	ADMINISTRATIVE ASSISTANT III	8	2	$32,929.00	$32,929.00	$0.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$0.00
0249	113	ACCOUNTANT I	8	1	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0250	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0251	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0252	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0253	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0254	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0255	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0256	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0257	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$0.00
0258	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0259	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0260	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0261	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0262	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0263	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0264	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0265	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0266	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0267	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0268	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0269	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0270	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0272	113	ADMINISTRATIVE ASSISTANT II	6	5	$31,096.00	$31,096.00	$0.00	$600.00	$0.00	$0.00	$0.00	$500.00	$0.00

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SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	
0273	113	ASSISTANT QUARTER MASTER	7	1	$29,458.00	$29,458.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0274	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$0.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$0.00
0275	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$0.00
0276	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$0.00
0277	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$0.00
0278	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$0.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$0.00
0279	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
0280	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$0.00
0281	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$0.00
0282	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0283	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0284	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0285	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0287	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0288	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0289	113	ADMINISTRATIVE ASSISTANT I	4	0	$22,216.00	$22,216.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0290	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0291	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0292	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0293	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0294	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0295	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0296	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0297	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
G313	113	CRIME VICTIM LIASON	10	2	$38,408.00	$8,427.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00

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SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpat. 116	Supplem. 117	Auto A. 118	Clothing 119	
0327	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0328	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0329	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$360.00	$0.00	$600.00	$0.00	$0.00	$0.00
0330	113	CRIMINAL INTELLIGENCE RESEARCH ANALY	9	2	$35,563.00	$35,563.00	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$0.00
0331	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0332	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0333	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0334	113	DEPUTY SHERIFF STEP I				$76,000.00	$0.00	$180.00	$0.00	$2,100.00	$0.00	$0.00	$0.00
0335	113	DEPUTY SHERIFF				$36,480.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00
0336	113	DEPUTY SHERIFF STEP I				$76,000.00	$0.00	$180.00	$0.00	$1,200.00	$0.00	$500.00	$0.00
0337	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
0338	113	DEPUTY SHERIFF				$36,480.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0339	113	SR. DEPUTY SHERIFF STEP I				$83,600.00	$0.00	$480.00	$0.00	$3,300.00	$0.00	$0.00	$0.00
0340	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0341	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0342	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0343	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0344	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$0.00
0345	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0346	113	ADMINISTRATIVE ASSISTANT II	0	0	$0.00	$26,737.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0347	113	ADMINISTRATIVE ASSISTANT II	6	1	$27,276.00	$27,276.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$2,420,551.00	$13,027,845.00	$0.00	$161,220.00	$161,220.00	$161,220.00	$161,220.00	$161,220.00	$0.00

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SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	

1-1241-421-23-115-044-0

COURTHOUSE SECURITY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$240.00	$0.00	$600.00	$0.00	$0.00	$0.00
0002	113	SERGEANT STEP III				$49,255.00	$0.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0003	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
		TRANSFER TO SHERIFF'S DEPT. ↓											
0005	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0006	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$0.00
0008	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TRANSFER TO SHERIFF'S DEPT. ↓											
0009	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0010	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$0.00	$1,020.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0011	113	DEPUTY SHERIFF STEP II				$39,330.00	$0.00	$180.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
0012	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00

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COURTHOUSE SECURITY

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Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0013	113	SECURITY SPECIALIST	8	1	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	SECURITY SPECIALIST	8	1	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	SECURITY SPECIALIST	8	1	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$95,445.00	$602,487.00	$0.00	$6,180.00	$0.00	$9,600.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
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1-1288-453-00-250-006-1

TXCDBG DISASTER RECOVERY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	PROGRAM COORDINATOR I	10	1	$37,109.00	$37,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	PROGRAM COORDINATOR I	10	0	$35,254.00	$35,254.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		CHANGE FUNDING SOURCE FROM TXCDBG DISASTER RECOVERY TO TDHCA COMMUNITY DEV PRG ↓											
~~0003~~	~~113~~	~~CLERK II~~	~~3~~	~~2~~	~~$22,411.00~~	~~$22,411.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
					$94,774.00	$94,774.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,411.00	$0.00

1-1288-453-00-250-007-1

TDHCA COMMUNITY DEV PRG

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	INSPECTOR	9	1	$34,360.00	$34,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	INSPECTOR	9	1	$34,360.00	$34,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		CHANGE FUNDING SOURCE FROM TXCDBG DISASTER RECOVERY TO TDHCA COMMUNITY DEV PRG ↓											
0003	113	CLERK II	3	2	$22,411.00	$22,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$68,720.00	$68,720.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
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WIC ADM.

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	WIC DIRECTOR				98,280.00	0.00	1,920.00	0.00	0.00	0.00	0.00	0.00
0002	113	AREA COORDINATOR III	18	1	68,687.00	68,687.00	0.00	1,140.00	0.00	0.00	0.00	0.00	0.00
0003	113	AREA COORDINATOR II	16	3	63,010.00	63,010.00	0.00	960.00	0.00	0.00	0.00	0.00	0.00
0005	113	EXECUTIVE ASSISTANT II	13	1	46,747.00	46,747.00	0.00	1,260.00	0.00	0.00	0.00	0.00	0.00
0006	113	NUTRITIONIST III	15	3	58,342.00	58,342.00	0.00	1,380.00	0.00	0.00	0.00	0.00	0.00
0008	113	REGISTERED DIETICIAN II	14	1	50,487.00	50,487.00	0.00	720.00	0.00	0.00	0.00	0.00	0.00
0010	113	NUTRITIONIST I	11	2	41,481.00	41,481.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0011	113	NUTRITIONIST II	13	1	46,747.00	46,747.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0012	113	ACCOUNTANT IV	14	4	55,788.00	55,788.00	0.00	1,920.00	0.00	0.00	0.00	0.00	0.00
0013	113	REGISTERED DIETICIAN I	12	4	47,829.00	47,829.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0014	113	NUTRITIONIST I	11	6	47,093.00	47,093.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0015	113	REGISTERED DIETICIAN I	12	3	46,314.00	46,314.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0017	113	LICENSED VOCATIONAL NURSE II	11	4	44,287.00	44,287.00	0.00	1,140.00	0.00	0.00	0.00	0.00	0.00
0018	113	NUTRITIONIST I	11	4	44,287.00	44,287.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0019	113	NUTRITIONIST I	11	4	44,287.00	44,287.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0020	113	NUTRITIONIST I	11	4	44,287.00	44,287.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
0021	113	NUTRITIONIST I	11	4	44,287.00	44,287.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0022	113	LICENSED VOCATIONAL NURSE II	11	4	44,287.00	44,287.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00
0023	113	CLINIC MANAGER	12	2	44,799.00	44,799.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0024	113	CLINIC MANAGER	12	2	44,799.00	44,799.00	0.00	780.00	0.00	0.00	0.00	0.00	0.00
0025	113	CLINIC MANAGER	12	1	43,284.00	43,284.00	0.00	780.00	0.00	0.00	0.00	0.00	0.00
0026	113	NUTRITIONIST I	11	3	42,884.00	42,884.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0027	113	LICENSED VOCATIONAL NURSE II	11	3	42,884.00	42,884.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0028	113	CLINIC MANAGER	12	1	43,284.00	43,284.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0029	113	LICENSED VOCATIONAL NURSE II	11	3	42,884.00	42,884.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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WIC ADM.

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0030	113	NUTRITIONIST I	11	3	42,884.00	42,884.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0031	113	LICENSED VOCATIONAL NURSE II	11	3	42,884.00	42,884.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0032	113	NUTRITIONIST I	11	3	42,884.00	42,884.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0033	113	CLINIC MANAGER	12	1	43,284.00	43,284.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0034	113	CLINIC MANAGER	12	1	43,284.00	43,284.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0035	113	NUTRITIONIST I	11	3	42,884.00	42,884.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0036	113	LICENSED VOCATIONAL NURSE II	11	2	41,481.00	41,481.00	0.00	1,020.00	0.00	0.00	0.00	0.00	0.00
0037	113	LICENSED VOCATIONAL NURSE II	11	2	41,481.00	41,481.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00
0039	113	LICENSED VOCATIONAL NURSE II	11	2	41,481.00	41,481.00	0.00	960.00	0.00	0.00	0.00	0.00	0.00
0040	113	LICENSED VOCATIONAL NURSE II	11	2	41,481.00	41,481.00	0.00	720.00	0.00	0.00	0.00	0.00	0.00
0041	113	LICENSED VOCATIONAL NURSE II	11	2	41,481.00	41,481.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0042	113	VENDOR LIASON	12	1	43,284.00	43,284.00	0.00	1,080.00	0.00	0.00	0.00	0.00	0.00
0044	113	LICENSED VOCATIONAL NURSE II	11	1	40,078.00	40,078.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0045	113	WIC CRTFCTN SPECIALIST III	9	4	37,969.00	37,969.00	0.00	1,920.00	0.00	0.00	0.00	0.00	0.00
0047	113	LICENSED VOCATIONAL NURSE II	11	1	40,078.00	40,078.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0048	113	WIC CRTFCTN SPECIALIST III	9	3	36,766.00	36,766.00	0.00	1,080.00	0.00	0.00	0.00	0.00	0.00
0049	113	WIC CRTFCTN SPECIALIST III	9	3	36,766.00	36,766.00	0.00	1,260.00	0.00	0.00	0.00	0.00	0.00
0050	113	WIC CRTFCTN SPECIALIST III	9	3	36,766.00	36,766.00	0.00	1,980.00	0.00	0.00	0.00	0.00	0.00
0051	113	WIC CERTIFICATION SPECIALIST I	5	4	27,908.00	27,908.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0053	113	LICENSED VOCATIONAL NURSE II	11	1	40,078.00	40,078.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0054	113	LICENSED VOCATIONAL NURSE II	11	1	40,078.00	40,078.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0055	113	CLERK II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0057	113	CLERK V	9	1	34,360.00	34,360.00	0.00	1,860.00	0.00	0.00	0.00	0.00	0.00
0058	113	CLERK V	9	1	34,360.00	34,360.00	0.00	1,980.00	0.00	0.00	0.00	0.00	0.00
0059	113	CLERK V	9	2	35,563.00	35,563.00	0.00	1,020.00	0.00	0.00	0.00	0.00	0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0060	113	CLERK IV	7	4	32,551.00	32,552.00	0.00	1,680.00	0.00	0.00	0.00	0.00	0.00
0061	113	CLERK III	5	4	27,908.00	27,908.00	0.00	960.00	0.00	0.00	0.00	0.00	0.00
0062	113	CLERK IV	7	3	31,520.00	31,520.00	0.00	1,680.00	0.00	0.00	0.00	0.00	0.00
0063	113	CLERK IV	7	3	31,520.00	31,520.00	0.00	1,380.00	0.00	0.00	0.00	0.00	0.00
0064	113	CLERK IV	7	3	31,520.00	31,520.00	0.00	1,320.00	0.00	0.00	0.00	0.00	0.00
0065	113	CLINIC AIDE III	5	8	31,444.00	31,444.00	0.00	1,140.00	0.00	0.00	0.00	0.00	0.00
0066	113	CLERK IV	7	1	29,458.00	29,458.00	0.00	720.00	0.00	0.00	0.00	0.00	0.00
0067	113	WIC CRTFCTN SPECIALIST II	7	3	31,520.00	31,520.00	0.00	1,080.00	0.00	0.00	0.00	0.00	0.00
0068	113	WIC CRTFCTN SPECIALIST II	7	2	30,489.00	30,489.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0069	113	CLERK III	5	3	27,024.00	27,024.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0070	113	CLERK IV	7	2	30,489.00	30,489.00	0.00	1,320.00	0.00	0.00	0.00	0.00	0.00
0071	113	WIC CERTIFICATION SPECIALIST I	5	6	29,676.00	29,676.00	0.00	720.00	0.00	0.00	0.00	0.00	0.00
0072	113	ADMINISTRATIVE ASSISTANT II	6	6	32,051.00	32,051.00	0.00	960.00	0.00	0.00	0.00	0.00	0.00
0073	113	WIC CERTIFICATION SPECIALIST I	5	6	29,676.00	29,676.00	0.00	780.00	0.00	0.00	0.00	0.00	0.00
0074	113	WIC CERTIFICATION SPECIALIST I	5	6	29,676.00	29,676.00	0.00	1,080.00	0.00	0.00	0.00	0.00	0.00
0075	113	CLERK IV	7	1	29,458.00	29,458.00	0.00	1,140.00	0.00	0.00	0.00	0.00	0.00
0076	113	CLERK IV	7	1	29,458.00	29,458.00	0.00	1,260.00	0.00	0.00	0.00	0.00	0.00
0077	113	CLERK IV	7	1	29,458.00	29,458.00	0.00	1,260.00	0.00	0.00	0.00	0.00	0.00
0078	113	CLERK IV	7	1	29,458.00	29,458.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0079	113	WIC CERTIFICATION SPECIALIST I	5	5	28,792.00	28,792.00	0.00	1,020.00	0.00	0.00	0.00	0.00	0.00
0080	113	WIC CERTIFICATION SPECIALIST I	5	3	27,024.00	27,024.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0081	113	CLERK III	5	4	27,908.00	27,908.00	0.00	780.00	0.00	0.00	0.00	0.00	0.00
0082	113	CLINIC AIDE III	5	4	27,908.00	27,908.00	0.00	1,020.00	0.00	0.00	0.00	0.00	0.00
0083	113	CLERK III	5	4	27,908.00	27,908.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0084	113	WIC CERTIFICATION SPECIALIST I	5	5	28,792.00	28,792.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0085	113	CLERK III	5	3	27,024.00	27,024.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0086	113	MAINTENANCE III	5	4	27,908.00	27,908.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0087	113	CLINIC AIDE III	5	3	27,024.00	27,024.00	0.00	1,020.00	0.00	0.00	0.00	0.00	0.00
0088	113	CLINIC AIDE III	5	3	27,024.00	27,024.00	0.00	960.00	0.00	0.00	0.00	0.00	0.00
0089	113	WIC CERTIFICATION SPECIALIST I	5	3	27,024.00	27,024.00	0.00	720.00	0.00	0.00	0.00	0.00	0.00
0090	113	CLERK III	5	3	27,024.00	27,024.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0091	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0092	113	CLERK III	5	2	26,140.00	26,140.00	0.00	780.00	0.00	0.00	0.00	0.00	0.00
0094	113	COURIER	2	11	27,069.00	27,069.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
0095	113	CLINIC AIDE III	5	1	25,256.00	25,256.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0096	113	CLERK III	5	1	25,256.00	25,256.00	0.00	1,140.00	0.00	0.00	0.00	0.00	0.00
0097	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0098	113	CLINIC AIDE II	3	5	24,685.00	24,685.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0099	113	CLINIC AIDE II	3	5	24,685.00	24,685.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0100	113	CLERK II	3	5	24,685.00	24,685.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0101	113	CLINIC AIDE II	3	5	24,685.00	24,685.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0102	113	CLERK II	3	4	23,927.00	23,927.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0103	113	CLERK II	3	4	23,927.00	23,927.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0104	113	CLERK II	3	4	23,927.00	23,927.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0105	113	CLERK II	3	4	23,927.00	23,927.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00
0106	113	CLERK II	3	3	23,169.00	23,169.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0107	113	CLERK II	3	3	23,169.00	23,169.00	0.00	1,020.00	0.00	0.00	0.00	0.00	0.00
0108	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0109	113	CLINIC AIDE I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0110	113	CLERK II	3	3	23,169.00	23,169.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0111	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0112	113	CLERK II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0113	113	CLERK II	3	3	23,169.00	23,169.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0114	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0115	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0116	113	CLERK II	3	3	23,169.00	23,169.00	0.00	780.00	0.00	0.00	0.00	0.00	0.00
0117	113	CLERK II	3	3	23,169.00	23,169.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
0118	113	CLINIC AIDE II	3	3	23,169.00	23,169.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0119	113	CLERK II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0120	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0121	113	CLERK II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0122	113	CLERK II	3	3	23,169.00	23,169.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0123	113	CLERK II	3	3	23,169.00	23,169.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0124	113	CLERK II	3	3	23,169.00	23,169.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00
0125	113	CLERK II	3	3	23,169.00	23,169.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0126	113	CLERK II	3	3	23,169.00	23,169.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0127	113	CLERK II	3	3	23,169.00	23,169.00	0.00	1,020.00	0.00	0.00	0.00	0.00	0.00
0128	113	CLERK II	3	3	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0129	113	CLERK II	3	3	23,169.00	23,169.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00
0130	113	CLERK II	3	3	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0131	113	CLERK I	1	4	20,514.00	20,514.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0132	113	CLERK II	3	3	23,169.00	23,169.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
0133	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0134	113	CUSTODIAN II	3	3	23,169.00	23,169.00	0.00	960.00	0.00	0.00	0.00	0.00	0.00
0135	113	CUSTODIAN II	3	3	23,169.00	23,169.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0136	113	CLERK II	3	3	23,169.00	23,169.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0137	113	CLINIC AIDE I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0138	113	CLERK II	3	3	23,169.00	23,169.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0139	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0140	113	CLERK II	3	2	22,411.00	22,411.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00
0141	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00
0142	113	CLERK I	1	0	17,636.00	17,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0143	113	CLERK II	3	2	22,411.00	22,411.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
0144	113	CLERK II	3	2	22,411.00	22,411.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
0145	113	CLERK II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0146	113	CLERK II	3	2	22,411.00	22,411.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
0147	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0148	113	CLINIC AIDE II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0149	113	CUSTODIAN II	3	2	22,411.00	22,411.00	0.00	720.00	0.00	0.00	0.00	0.00	0.00
0150	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0151	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0152	113	CLERK II	3	2	22,411.00	22,411.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0153	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0154	113	CLERK II	3	2	22,411.00	22,411.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00
0155	113	CLERK II	3	2	22,411.00	22,411.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0156	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0157	113	CLINIC AIDE II	3	2	22,411.00	22,411.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00
0158	113	CLERK I	1	0	17,636.00	17,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0159	113	CLERK II	3	2	22,411.00	22,411.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00
0160	113	CLINIC AIDE II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0161	113	CLINIC AIDE I	1	5	21,164.00	21,164.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0162	113	CLINIC AIDE I	1	5	21,164.00	21,164.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0163	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0164	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0165	113	CLINIC AIDE II	3	1	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0166	113	CLERK II	3	1	21,653.00	21,653.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0167	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0168	113	CLINIC AIDE I	1	5	21,164.00	21,164.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0169	113	CLINIC AIDE I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0170	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0171	113	CLINIC AIDE I	1	5	21,164.00	21,164.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0172	113	CLERK II	3	1	21,653.00	21,653.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
0173	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0174	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0175	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0176	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0177	113	CLERK I	1	4	20,514.00	20,514.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0178	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0179	113	CLINIC AIDE I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0180	113	CLERK I	1	4	20,514.00	20,514.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0181	113	CLINIC AIDE I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0182	113	CLINIC AIDE I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0183	114	CLERK II	3	3	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0185	114	CUSTODIAN I	1	8	23,114.00	23,114.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0186	114	CUSTODIAN I	1	8	23,114.00	23,114.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1292-441-00-350-001-1

AI - 24411

WIC ADM.

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0187	114	CUSTODIAN I	1	0	17,636.00	8,818.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0188	114	CUSTODIAN I	1	8	23,114.00	23,114.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0190	114	CUSTODIAN I	1	8	23,114.00	23,114.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0191	114	CUSTODIAN I	1	8	23,114.00	23,114.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0192	114	CUSTODIAN I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0193	114	CUSTODIAN I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0194	114	CUSTODIAN I	1	7	22,464.00	22,464.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0195	114	CUSTODIAN I	1	7	22,464.00	22,464.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0196	114	CUSTODIAN I	1	4	20,514.00	20,514.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0197	114	CUSTODIAN I	1	4	20,514.00	20,514.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0198	113	NUTRITIONIST I	11	3	42,884.00	42,884.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0199	113	NUTRITIONIST I	11	3	42,884.00	42,884.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200	113	AREA COORDINATOR I	14	4	55,788.00	55,788.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0201	113	LICENSED VOCATIONAL NURSE II	11	1	40,078.00	40,078.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0202	113	LICENSED VOCATIONAL NURSE II	11	1	40,078.00	40,078.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0203	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0204	113	CLERK I	1	0	17,636.00	17,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0205	113	CLERK I	1	0	17,636.00	17,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0206	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0207	113	CLERK I	1	0	17,636.00	17,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0208	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0209	113	CLINIC AIDE I	1	0	17,636.00	17,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0210	113	CLINIC AIDE I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0211	113	CUSTODIAN I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0212	113	REGISTERED DIETICIAN I	12	3	46,314.00	46,314.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1292-441-00-350-001-1

AI - 24411

WIC ADM.

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 125	Interpet. 126	Supplem. 127	Auto A. 118	Clothing 115	
0213	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0214	113	CLERK I	1	3	19,864.00	19,864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0215	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0216	113	NUTRITIONIST	11	3	42,884.00	42,884.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0218	113	NUTRITIONIST I	11	1	40,078.00	40,078.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0219	113	COORDINATOR IV	15	1	54,526.00	54,526.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
FUNDING SOURCE CHANGED TO 1-1291-441-00-350-013-1-XXX LACTATION SERVICES GRANT													
~~0220~~	~~113~~	~~COORDINATOR IV~~	~~15~~	~~1~~	~~54,526.00~~	~~54,526.00~~	~~0.00~~	~~660.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~
0221	113	NUTRITIONIST I	11	1	40,078.00	40,078.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0222	113	CUSTODIAN II	3	4	23,927.00	23,927.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0223	113	CLINIC AIDE I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0224	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0225	113	REGISTERED DIETICIAN I	12	2	44,799.00	44,799.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0226	113	REGISTERED DIETICIAN I	12	2	44,799.00	44,799.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0227	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0228	113	CLERK I	1	0	17,636.00	17,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0230	113	MOBILE CLINIC COORDINATOR	6	2	28,231.00	28,231.00	0.00	480.00	0.00	0.00	0.00	0.00	0.00
0231	113	ADMINISTRATIVE ASSISTANT III	8	3	34,043.00	34,043.00	0.00	420.00	0.00	0.00	0.00	0.00	0.00
FUNDING SOURCE CHANGED TO 1-1292-441-00-350-012-1-XXX REGISTERED DIETICIAN GRANT													
~~0232~~	~~113~~	~~REGISTERED DIETICIAN I~~	~~12~~	~~2~~	~~44,799.00~~	~~44,799.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~
0233	113	REGISTERED DIETICIAN I	12	2	44,799.00	44,799.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0234	113	CUSTODIAN II	3	4	23,927.00	23,927.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0235	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1292-441-00-350-001-1

AI - 24411

WIC ADM.

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0236	113	CLERK I	1	1	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					6,390,566.00	6,480,029.00	0.00	90,060.00	0.00	0.00	0.00	0.00	0.00

1-1292-441-00-350-013-1

WIC REGISTERED DIETICIAN

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		CREATE THE FOLLOWING ↓			SALARY RANGE	SALARY RANGE							
0001	113	REGISTERED DIETICIAN I	12		41,120.00-58,434.00	41,120.00-58,434.00	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

1-1292-441-00-350-001-1

WIC LACTATION SERVICES

					2011	2011		Other Allowances					2011

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1292-441-00-350-001-1

AI - 24411

WIC ADM.

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
Slot #	Obj Code	POSITION TITLE	GRADE	STEP	GRADE & STEP SALARY	APPROVED BUDGETED SALARY	ACTUAL SALARY	Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	ACTUAL TOTAL COMPENSATION
		CREATE THE FOLLOWING ↓			SALARY RANGE	SALARY RANGE							
0001	113	COORDINATOR IV	15		51,800.00-73,606.00	51,800.00-73,606.00	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

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1293-441-00-340-042-1

AI - 24411

PPCPS/PHER

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	
		CREATE THE FOLLOWING ↓			SALARY RANGE	SALARY RANGE							
G001	113	EPIDEMIOLOGIST ASSISTANT	14		47,963.00-68,157.00	47,963.00-68,157.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G002	113	EPIDEMIOLOGIST ASSISTANT	14		47,963.00-68,157.00	47,963.00-68,157.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G003	113	PUBLIC HEALTH PLANNER	11		38,074.00-54,108.00	38,074.00-54,108.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G004	113	PUBLIC HEALTH SPECIALIST II	11		38,074.00-54,108.00	38,074.00-54,108.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G005	113	PUBLIC HEALTH SPECIALIST II	11		38,074.00-54,108.00	38,074.00-54,108.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G006	113	PUBLIC HEALTH SPECIALIST II	11		38,074.00-54,108.00	38,074.00-54,108.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G007	113	PUBLIC HEALTH WEB DEVELOPER TECH	8		30,224.00-42,955.00	30,224.00-42,955.00	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

Approval of 2011 salary schedule.
Personnel actions pending CC approval.

HIDALGO COUNTY
COMMISSIONERS' COURT
2010 SALARY SCHEDULE

0-1284-421-00-280-022-3
SHERIFF COPS 13-

SLOT #	OBJECT CODE	POSITION TITLE	SALARIES GRANT 2010 SALARY	ALLOWANCES GENERAL FUND	2010 TOTAL COMPENSATION
0001	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0002	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0003	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0004	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0005	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0006	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0007	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0008	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0009	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0010	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0011	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0012	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
0013	113	DEPUTY SHERIFF	38,000.00	TO BE DETERMINED	38,000.00
		TOTAL	**494,000.00**	**-**	**494,000.00**

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-120--431-00-124-007-0

AI - 24411

PCT. 4 P/U RD

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	EXECUTIVE ASSISTANT IV	$85,000.00	($8,045.00)	$76,955.00	0	$0.00	$0.00	$76,955.00	$0.00	$1,740.00	$0.00	$0.00	$0.00	$0.00	$1,740.00
0002	113	FIXED ASSET MANAGER	$48,916.00	($810.00)	$48,106.00	0	$0.00	$0.00	$48,106.00	$0.00	$668.65	$0.00	$4,000.00	$0.00	$0.00	$4,668.65
0003	113	SP/PROJ COORD	$47,592.00	$0.00	$0.00	0	$0.00	$0.00	$47,592.00	$0.00	$1,135.78	$0.00	$3,874.00	$0.00	$0.00	$5,009.78
0004	113	ACCOUNTS PAYABLE SPECIALIST II	$42,428.00	$0.00	$0.00	0	$0.00	$0.00	$42,428.00	$0.00	$1,448.72	$0.00	$2,500.00	$0.00	$0.00	$3,948.72
0005	113	HEAVY EQ OP III	$38,205.00	$0.00	$0.00	0	$0.00	$0.00	$38,205.00	$0.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$1,620.00
0006	113	CHIEF ADMIN	$37,500.00	$1,380.00	$37,500.00	0	$0.00	$0.00	$37,500.00	$0.00	$810.00	$0.00	$0.00	$0.00	$0.00	$810.00
0007	113	HEAVY EQ OP III	$42,588.00	$0.00	$0.00	0	$0.00	$0.00	$42,588.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0008	113	HEAVY EQ OP III	$37,659.00	$0.00	$0.00	0	$0.00	$0.00	$37,659.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$1,020.00
0009	113	MECHANIC III	$34,433.00	$0.00	$0.00	0	$0.00	$0.00	$34,433.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$660.00
0010	113	HEAVY EQ OP II	$32,837.00	$0.00	$0.00	0	$0.00	$0.00	$32,837.00	$0.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$1,500.00
0012	113	TRCK DRVER III	$29,615.00	$0.00	$0.00	0	$0.00	$0.00	$29,615.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0013	113	TRCK DRVER III	$29,615.00	$0.00	$0.00	0	$0.00	$0.00	$29,615.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$720.00
0014	113	TRCK DRVER III	$29,615.00	$0.00	$0.00	0	$0.00	$0.00	$29,615.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$1,080.00
0015	113	CLERK/RECEPTIONIST	$29,242.00	$0.00	$0.00	0	$0.00	$0.00	$29,242.00	$0.00	$480.00	$0.00	$1,500.00	$0.00	$0.00	$1,980.00
0016	113	TRCK DRIVER II	$28,812.00	$0.00	$0.00	0	$0.00	$0.00	$28,812.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0017	113	TRF SA/SPC III	$28,771.00	$0.00	$0.00	0	$0.00	$0.00	$28,771.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	TRCK DRVER III	$28,529.00	$0.00	$0.00	0	$0.00	$0.00	$28,529.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0019	113	HEAVY EQ OP I	$28,487.00	$0.00	$0.00	0	$0.00	$0.00	$28,487.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0020	113	HEAVY EQ OP II	$28,398.00	$0.00	$0.00	0	$0.00	$0.00	$28,398.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0021	113	TRCK DRVER III	$28,320.00	$0.00	$0.00	0	$0.00	$0.00	$28,320.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0022	113	HEAVY EQ OP II	$28,140.00	$0.00	$0.00	0	$0.00	$0.00	$28,140.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$1,020.00
0023	113	HEAVY EQ OP II	$27,706.00	$0.00	$0.00	0	$0.00	$0.00	$27,706.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0024	113	HEAVY EQ OP II	$30,294.00	$0.00	$0.00	0	$0.00	$0.00	$30,294.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	MAINTENANCE III	$27,706.00	$0.00	$0.00	0	$0.00	$0.00	$27,706.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$960.00
0026	113	MECHANIC I	$27,706.00	$0.00	$0.00	0	$0.00	$0.00	$27,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0027	113	TIRE REPAIR	$27,706.00	$0.00	$0.00	0	$0.00	$0.00	$27,706.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0028	113	HEAVY EQ OP II	$27,413.00	$0.00	$0.00	0	$0.00	$0.00	$27,413.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$1,140.00
0029	113	HEAVY EQ OP II	$26,090.00	$0.00	$0.00	0	$0.00	$0.00	$26,090.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0030	113	HEAVY EQ OP II	$25,647.00	$0.00	$0.00	0	$0.00	$0.00	$25,647.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-120--431-00-124-007-0

AI - 24411

PCT. 4 P/U RD

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0031	113	MAINTENANCE II	$25,556.00	$0.00	$0.00	0	$0.00	$0.00	$25,556.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0032	113	HEAVY EQ OP II	$24,829.00	$0.00	$0.00	0	$0.00	$0.00	$24,829.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0034	113	HEAVY EQ OP I	$24,829.00	$0.00	$0.00	0	$0.00	$0.00	$24,829.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0035	113	HEAVY EQ OP II	$23,808.00	$0.00	$0.00	0	$0.00	$0.00	$23,808.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0036	113	HEAVY EQ OP II	$26,308.00	$0.00	$0.00	0	$0.00	$0.00	$26,308.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0037	113	MAINTENANCE I	$22,345.00	$0.00	$0.00	0	$0.00	$0.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	MAINTENANCE I	$22,345.00	$0.00	$0.00	0	$0.00	$0.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0039	113	MAINTENANCE II	$22,345.00	$0.00	$0.00	0	$0.00	$0.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0040	113	MAINTENANCE II	$24,845.00	$0.00	$0.00	0	$0.00	$0.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0041	113	MAINTENANCE II	$24,845.00	$0.00	$0.00	0	$0.00	$0.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0042	113	HEAVY EQUIPMENT OPERATOR I	$22,345.00	$0.00	$0.00	0	$0.00	$0.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0043	113	MAINTENANCE I	$24,845.00	$0.00	$0.00	0	$0.00	$0.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0044	113	MAINTENANCE I	$22,345.00	$0.00	$0.00	0	$0.00	$0.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	HEAVY EQ OP II	$22,345.00	$0.00	$0.00	0	$0.00	$0.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0046	113	HEAVY EQ OP I	$22,345.00	$0.00	$0.00	0	$0.00	$0.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0047	113	HEAVY EQ OP II	$22,345.00	$0.00	$0.00	0	$0.00	$0.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0048	113	TRF SA/SPC II	$25,741.00	$0.00	$0.00	0	$0.00	$0.00	$25,741.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$960.00
0049	113	TRAFFIC SAFETY SPECIALIST II/MAIN	$25,741.00	$0.00	$0.00	0	$0.00	$0.00	$25,741.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0050	113	CUSTODIAN	$23,030.00	$0.00	$20,030.00	0	$0.00	$0.00	$23,030.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0051	113	HEAVY EQUIPMENT OPERATOR II	$27,329.00	$0.00	$0.00	0	$0.00	$0.00	$27,329.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0054	113	DIESEL MECHANIC	$42,000.00	$0.00	$0.00	0	$0.00	$0.00	$42,000.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$840.00
0055	113	ACCOUNTS PAYABLE SPECIALIST I	$28,000.00	$0.00	$0.00	0	$0.00	$0.00	$28,000.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$900.00
0056	113	ACCOUNTS PAYABLE SPECIALIST I	$27,276.00	$0.00	$0.00	0	$0.00	$0.00	$27,276.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0058	113	MECHANIC II	$31,070.00	$31,070.00	$31,070.00	0	$0.00	$0.00	$31,070.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0059	113	GENERAL OPERATIONS MANAGER	$84,357.00	$84,357.00	$84,357.00	0	$0.00	$0.00	$84,357.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		CREATE THE FOLLOWING: ↓ ▼														
0060	113	TECHNICIAN III	$36,271.00	$36,271.00	$36,271.00	0	$0.00	$0.00	$36,271.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0061	113	DIRECTOR OF ROAD AND BRIDGE	$65,000.00	$65,000.00	$65,000.00	0	$0.00	$0.00	$65,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-120--431-00-124-007-0

AI - 24411

PCT. 4 P/U RD

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0062	113	FIELD OPERATIONS DIRECTOR II	$0.00	$70,277.00	$70,277.00	0	$0.00	$0.00	$70,277.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0063	113	ASSISTANT FIELDS OPERATION DIRE	$0.00	$65,974.00	$65,974.00	0	$0.00	$0.00	$65,974.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0064	113	ADMINISTRATIVE ASSISTANT IV	$0.00	$58,434.00	$58,434.00	0	$0.00	$0.00	$58,434.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			$1,779,410.00	$1,779,410.00	$1,779,410.00		$0.00	$0.00	$0.00	$0.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$36,577.15

1. **Approval to create one (1) full-time Director of Road and Bridge position, slot no. 0061, budgeted salary $65,000.00, as previously approved by CC on 11/22/10.**
2. **Approval to create one (1) full-time Technician III position, slot no. 060, budgeted salary $36,271.00 per year, as previously approved by CC on 10/19/10.**

All personnel actions pending CC approval.

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-413-00-125-001-0

AI - 24411

EXECUTIVE OFFICE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	OPERATIONS ADMINISTRATOR	16	5	$67,132.00	$67,132.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	MULTI MEDIA COORDINATOR	16	2	$60,949.00	$60,949.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	PUBLIC INFORMATION OFFICER	12	1	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	**CREATE THE FOLLOWING:** ↓ ENVIRONMENTAL COMPLIANCE COORDINATOR	0	0	$0.00	$76,331.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	COURIER	2	5	$22,857.00	$22,857.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	112	COMMISSIONER'S COURT EXECUTIVE OFFICI	0	0	$0.00	$123,534.00	$0.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	ENVIRONMENTAL COMPLIANCE SPECIALIST	0	0	$0.00	$75,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$211,858.00	$486,723.00	$0.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$0.00

Approval to create one (1) full-time Environmental Compliance Coordinator position, slot no. 005, budgeted salary $76,331.00, as previously approved by CC on 09/28/10.
Personnel action pending CC approval.

AI-24413 **18.E.2.**

Extension of temporary positions approved in 2010

CC REGULAR

Date:	12/30/2010
Submitted By:	Rosie Cantu, BUDGET & MANAGEMENT
Submitted For:	Departments- CountyWide
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

County Wide:
Discussion, consideration, and approval to extend various temporary positions approved in 2010 and needed in 2011 as listed on the attachment.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** SEE FISCAL NOTES

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

BUDGETARY IMPACT:

SEE FISCAL NOTES FOR FUNDING SOURCES AND ACCOUNTS. FUNDS TO BE APPROPRIATED AND/OR TRANSFERRED ON 01/11/2011 IF APPLICABLE.
SEE ATTACHED FISCAL NOTES AND TRANSFERS

Attachments

Link: backup

Link: transfers

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Rosalinda Cantu (Originator)	Rosie Cantu	12/22/2010 09:52 AM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 10:00 AM	APRV
3	Sylvia Solis		12/27/2010 08:43 AM	NEW

Form Started By: Rosie Cantu Started On: 12/14/2010 11:07 AM

Final Approval Date: 12/27/2010

HIDALGO COUNTY

Department Of Budget & Management

COUNTY WIDE - TEMPORARY POSITIONS

Effective January 1, 2011

DEPARTMENT NAME	ACCT NO.	OBJ. CODE	SLOT NO.	POSITION TITLE	GRADE	STEP	2010 BUDGETED SALARY APPROVED
DA BAD CK	1-1222-412-00-080-006-0-	122	T009	CLERK IV	7	11	$12,964.00
DA BAD CK	1-1222-412-00-080-006-0-	122	T011	CLERK I	1	0	$8,090.00
DA BAD CK	1-1222-412-00-080-006-0-	122	T018	CLERK I	1	0	$3,527.00
DA BAD CK	1-1222-412-00-080-006-0-	122	T019	CLERK I	1	0	$3,527.00
DA BAD CK	1-1222-412-00-080-006-0-	122	T020	CLERK I	1	0	$17,636.00
DA BAD CK	1-1222-412-00-080-006-0-	122	T021	CLERK I	1	0	$3,527.00
D.A. STATE SUPPLEMENT	1-1281-412-00-080-010-1-	122	T001	CLERK I	1	0	$17,636.00
D.A. STATE SUPPLEMENT	1-1281-412-00-080-010-1-	122	T002	CLERK I	1	1	$18,720.00
D.A. STATE SUPPLEMENT	1-1281-412-00-080-010-1-	122	T003	CLERK I	1	0	$17,636.00
PARKS PCT.1	1-1100-452-00-121-013-0-	121	T021	MAINTENANCE III	N/A	N/A	$24,000.00
PCT.3 P/U RD	1-1200-431-00-123-005-0-	121	T070	OFFICE CLERK	N/A	N/A	$18,720.00
PCT.3 P/U RD	1-1200-431-00-123-005-0-	121	T071	OFFICE CLERK	N/A	N/A	$18,720.00
JUV PROB	1-1100-423-60-330-002-0-	122	T053	JCCC MONITOR	N/A	N/A	$5,850.00
JUV PROB	1-1100-423-60-330-002-0-	122	T054	JCCC MONITOR	N/A	N/A	$5,850.00
JUV PROB	1-1100-423-60-330-002-0-	122	T055	JCCC MONITOR	N/A	N/A	$5,850.00
JUV PROB	1-1100-423-60-330-002-0-	122	T056	JCCC MONITOR	N/A	N/A	$5,850.00
TJPC-Y	1-1294-423-00-330-012-1-	122	T009	JCCC MONITOR	N/A	N/A	$5,850.00
TJPC-Y	1-1294-423-00-330-012-1-	122	T010	JCCC MONITOR	N/A	N/A	$5,850.00

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.1 Parks (121-013) **DATE:** 12/22/2010

CURRENT POSITION TITLE: N/A **CURRENT SLOT. #:** T021

REQUESTED POSITION TITLE: Maintenance III
(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: $ 0 (Current Budgeted Salary) $ $24,000 (Proposed Budgeted Salary) $ $24,000 (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 ☐ $11.54 (Enter hourly rate for temp. positions)

Full Time Temporary Object 121 ☑ Part Time Temporary Object 122 ☐ $ $11.54 x 2,080 = $24,000 (Hourly Rate * 2,080 hrs. per year = Annual Salary)

TEMPORARY POSITIONS:

1/1/2011	6/30/2011	Monday-Friday / 8 Hours	40	6 Months
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)

Pct.1 is currently under a restructure, and this position is needed in order to fulfill the daily operational workload.

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)

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	12/22/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☑ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/28/2010 DATE	BUDGET PROCEDURES COMPLETED	☐ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

MAINTENANCE III

GRADE: 05

GENERAL DESCRIPTION

Performs complex (journey-level) building maintenance and repair work; Work involves maintaining and repairing buildings, utility systems, and stationary equipment; operating motorized equipment; requisitioning material and supplies; and maintaining records; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance and repair work such as plumbing, painting, electrical, steam, air conditioning, and mechanical

Performs carpentry work such as the installation, alteration, repair, and maintenance of buildings, doors, windows, wood fixtures, and furniture

Performs gas and electric work such as welding, brazing, and soldering on ferrous and non-ferrous metals to repair, maintain, or fabricate parts and equipment

Performs inspections of equipment, operating machinery, systems, and building accessories and appliances to ensure proper maintenance and repair

Heats, treats, tempers, and sharpens tools

Repairs electronic equipment

Calculates material and labor costs and orders parts and supplies

Maintains and repairs electrical outlets, control panels, switches, fixtures and accessories; replaces and reseats brushes on motors; and splices wires and cables

May assist with the maintenance and repair of machinery, equipment, systems, or components

May maintain records on work orders or projects

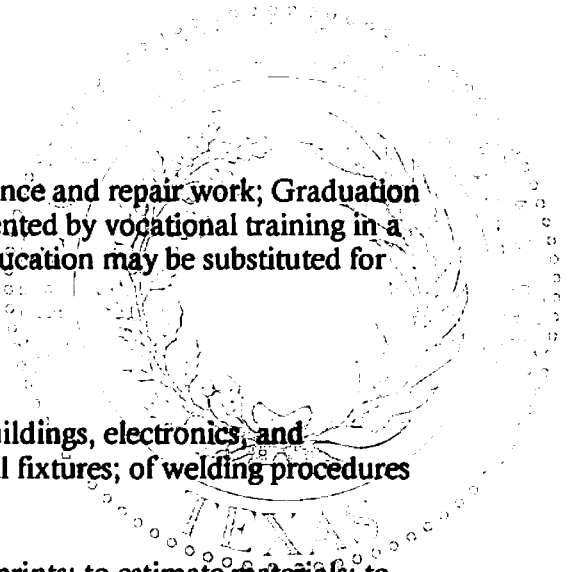
May maintain a workshop for the repair, alteration, refinishing, and construction of furniture, fixtures, and equipment

May operate fire-fighting or life-saving equipment as required

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES



Experience and Education

Three to five (3-5) years of experience in building maintenance and repair work; Graduation from a standard senior high school or equivalent, supplemented by vocational training in a designated trade, is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of the repair, maintenance, and operation of buildings, electronics, and carpentry; of building materials and plumbing and electrical fixtures; of welding procedures and techniques; and of fire and safety regulations

Ability to work from drawings, diagrams, sketches, or blueprints; to estimate materials; to apply proper methods, techniques, and procedures in the maintenance and repair of buildings, and related equipment; to perform maintenance; to follow instructions; and to train others

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and 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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Agenda Item: 24413

Summary of request/proposal:
Pct 1 Parks:
Discussion, consideration, and approval to extend various temporary positions approved in 2010 and needed in 2011.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1100	MAINTENANCE III	T021	121	-	-	0.00	24,000.00	24,000.00
								24,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-452-00-121-013-0-	121	PCT 1 PARKS-	TEMP F/T EMPLOYEES	$12,000.00
1-1100-452-00-121-013-0-	211	PCT 1 PARKS-	HEALTH INSURANCE	$0.00
1-1100-452-00-121-013-0-	212	PCT 1 PARKS-	LIFE INSURANCE	$0.00
1-1100-452-00-121-013-0-	220	PCT 1 PARKS-	FICA	$918.00
1-1100-452-00-121-013-0-	230	PCT 1 PARKS-	RETIREMENT	$0.00
1-1100-452-00-121-013-0-	250	PCT 1 PARKS-	UNEMPLOYMENT COMP	$60.00
1-1100-452-00-121-013-0-	260	PCT 1 PARKS-	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$12,978.00

2012 Budgetary Impact: N/A

Possible Funding Sources: CO WIDE ADMIN- CONTINGENCY

Budget Office Recommendation:

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Precinct #3 / 123 **DATE:** December 27, 2010

CURRENT POSITION TITLE: Office Clerk - (2) Positions (Temporary) **CURRENT SLOT. #:** T070 & T071

REQUESTED 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: $ 0.00 (Current Budgeted Salary) $ 18,720.00 x 2 (Proposed Budgeted Salary) $ 2x 18,720.00 = 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 _____

POSITION Type:

Full Time Employee Object 113	☐	Part Time Employee Object 114	☐	9.00 Hourly	
Full Time Temporary Object 121	☑	Part Time Temporary Object 122	☐	$ 18,720.00	Enter hourly rate for temp. positions

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

January 1, 2011	June 30, 2011	Mon-Fri 8 Hrs Daily	40 Hours	6 Months
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)

Will assist the office in different areas, temporary help.

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

Will answer telephones, perform light clerical duties, greets and routes walk-ins clients

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

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	12/29/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/29/2010 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
ROAD & BRIDGE PAVED/UNPAVED

Job Title:	**Office Clerk**	**FLSA Status:**	**Non-Exempt**
Dept No:	123	**Civil Service Status:**	**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
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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010 **Agenda Item:** 24413

Summary of request/proposal:
PCT 3 P/U RD:
Discussion, consideration, and approval to extend various temporary positions approved in 2010 and needed in 2011.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1200	OFFICE CLERK	T070	121	-	-	0.00	18,720.00	18,720.00
1200	OFFICE CLERK	T071	121	-	-	0.00	18,720.00	18,720.00
								37,440.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1200-431-00-123-005-0-	121	PCT 3 P/U RD-	TEMP F/T EMPLOYEES	$18,720.00
1-1200-431-00-123-005-0-	211	PCT 3 P/U RD-	HEALTH INSURANCE	$0.00
1-1200-431-00-123-005-0-	212	PCT 3 P/U RD-	LIFE INSURANCE	$0.00
1-1200-431-00-123-005-0-	220	PCT 3 P/U RD-	FICA	$1,432.08
1-1200-431-00-123-005-0-	230	PCT 3 P/U RD-	RETIREMENT	$0.00
1-1200-431-00-123-005-0-	250	PCT 3 P/U RD-	UNEMPLOYMENT COMP	$93.60
1-1200-431-00-123-005-0-	260	PCT 3 P/U RD-	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$20,245.68

2012 Budgetary Impact: N/A

Possible Funding Sources: **WITHIN DEPT BUDGET**

Budget Office Recommendation:

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S BAD CHECK 080-006

DATE: 12/22/10

CURRENT POSITION TITLE: CLERK IV

CURRENT SLOT. #: T009

REQUESTED POSITION TITLE: CLERK IV

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☒ Other EXTENSION OF TEMP POSITIONS

POSITION SALARY REQUEST:

1	G7 S11	SAME	$ 12,964.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

Position to be funded from one of the following:

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

☒ Other 1-1222-412-00-080-006-0-XXX

POSITION TYPE:

Full Time Employee Object 113 ☐

Part Time Employee Object 114 ☐

Full Time Temporary Object 121 ☐

Part Time Temporary Object 122 ☒

$20.00
Enter hourly rate for temp. positions

$ 12,964.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2011	07/01/2011	M-F	OPEN >40	6MTHS
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	X	Exempt	
Non-Exempt		Non-Exempt	X
N/A			

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

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

SEE ATTACHED 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 FOR RENE GUERRA	DATE 12/22/2010	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/29/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S BAD CHECK 080-006

DATE: 12/22/10

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: T011

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☒ Other EXTENSION OF TEMP POSITIONS

POSITION SALARY REQUEST:

1	G1 S0	SAME	$ 8,090.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

Position to be funded from one of the following:

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

☒ Other 1-1222-412-00-080-006-0-XXX

POSITION TYPE:

Full Time Employee Object 113 ☐

Part Time Employee Object 114 ☐

Full Time Temporary Object 121 ☐

Part Time Temporary Object 122 ☒

$9.00
Enter hourly rate for temp. positions

$ 8,090.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2011	07/01/2011	M-F	OPEN >40	6MTHS
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	X	Exempt	
Non-Exempt		Non-Exempt	X
N/A			

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

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

SEE ATTACHED 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 FOR RENE GUERRA	DATE 12/22/2010	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/28/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S BAD CHECK 080-006

DATE: 12/22/10

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: T018-T019, T021

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☒ Other EXTENSION OF TEMP POSITIONS

POSITION SALARY REQUEST:

3	G1 S0	SAME	$ 3,527.00 X 3= $10,581.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

Position to be funded from one of the following:

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

☒ Other 1-1222-412-00-080-006-0-XXX

POSITION TYPE:

Full Time Employee Object 113 ☐

Part Time Employee Object 114 ☐

Full Time Temporary Object 121 ☐

Part Time Temporary Object 122 ☒

$8.00
Enter hourly rate for temp. positions

$ 3,527.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2011	07/01/2011	M-F	OPEN >40	6MTHS
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	X	Exempt	
Non-Exempt		Non-Exempt	X
N/A			

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

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

SEE ATTACHED 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 — FOR RENE GUERRA	DATE 12/22/2010	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/28/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S BAD CHECK 080-006

DATE: 12/22/10

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: T020

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☒ Other EXTENSION OF TEMP POSITIONS

POSITION SALARY REQUEST:

1	G1 S0	SAME	$ $17,636.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

Position to be funded from one of the following:

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

☒ Other 1-1222-412-00-080-006-0-XXX

POSITION TYPE:

Full Time Employee Object 113 ☐

Part Time Employee Object 114 ☐

$8.00 Enter hourly rate for temp. positions

Full Time Temporary Object 121 ☐

Part Time Temporary Object 122 ☒

$ $17,636.00 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2011	07/01/2011	M-F	OPEN >40	6MTHS
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	X	Exempt	
Non-Exempt		Non-Exempt	X
N/A			

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

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

SEE ATTACHED 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.	FOR RENE GUERRA DEPARTMENT HEAD	12/22/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/29/2010 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

CLERK I

GRADE: 01

GENERAL DESCRIPTION

Performs (entry-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, or accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Reviews completed forms for signatures and proper entries

Provides information to the public by mail or telephone

Receives shipments and supplies, inspects for damage, and checks for correct quantity and quality

Assembles, organizes, and tabulates data; may perform data entry and retrieval

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Delivers documents, supplies, or other items; takes deposits to the bank; and runs errands as appropriate

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

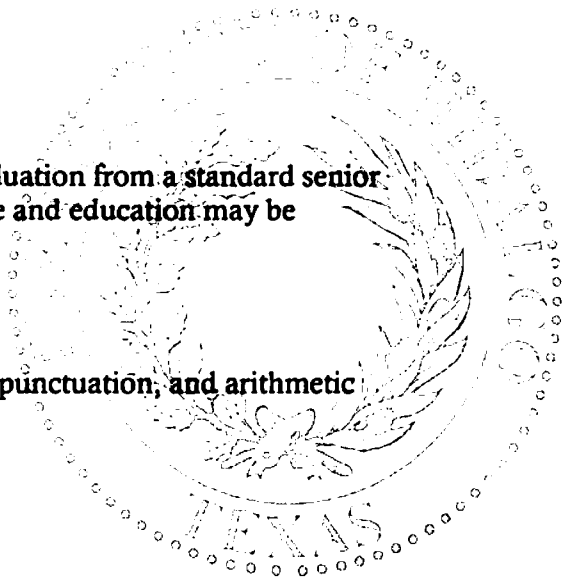
May receive and count cash

May make arrangements for repairs and services

May assemble and pack shipments, contact transportation companies to arrange for shipping, and assist in loading trucks

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES



Experience and Education

Six (6) months of experience with clerical operations; Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic

Skill in using personal computers and office equipment

Ability to prepare and maintain records, files, and reports

Registration, Certification, or Licensure

May require a valid driver's license

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

CLERK IV

GRADE: 07

GENERAL DESCRIPTION

Performs advanced (senior-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting; Work involves compiling and tabulating data, checking documents for accuracy, handling and transporting documents and/or stock and inventory, and maintaining files; May train others; May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees, prepares, edits, and reconciles discrepancies in, and reviews for accuracy and completeness reports, purchase orders, correspondence, summaries, manuals, vouchers, journals, ledgers, requisitions, records, and other related forms

Answers inquiries regarding procedures and policies, and provides routine information to the public by mail or telephone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data, and develops charts, graphs, and tables

Maintains and/or oversees the maintenance of files, materials, and supplies, and oversees the receiving, storing, and issuing of stock items

May open and distribute incoming mail and prepare mail-outs

May perform data entry and retrieval and arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May screen applicants and assist in orienting employees; may conduct preliminary interviews

May administer employment tests

May arrange the scheduling, transfer, and display of surplus property

May make arrangements for or obtain bids for repairs and services

May inspect merchandise for quality and compliance with specifications

May train, oversee or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to Five (3-5) years of progressive experience in clerical work; Graduation from a standard senior high school or equivalent is generally preferred. Vocational training preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of records administration and maintenance techniques and procedures; of warehousing procedures; and of state purchasing policies and procedures

Skill in using a personal computer and office equipment

MS Word and Excel

Ability to make arithmetic computations; to prepare and maintain detailed records, files, and reports; to transfer stock from one location to another; to maintain files, and to train or supervise the work of others

Supervisory skills preferred

Registration, Certification, or Licensure

May require a valid driver's license

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and 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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010 **Agenda Item:** 24413

Summary of request/proposal:
DA'S BAD CHECK:
Discussion, consideration, and approval to extend various temporary positions approved in 2010 and needed in 2011.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1222	CLERK IV	T009	122	7	11	0.00	12,964.00	12,964.00
1222	CLERK I	T011	122	1	0	0.00	8,090.00	8,090.00
1222	CLERK I	T018	122	1	0	0.00	3,527.00	3,527.00
1222	CLERK I	T019	122	1	0	0.00	3,527.00	3,527.00
1222	CLERK I	T020	122	1	0	0.00	17,636.00	17,636.00
1222	CLERK I	T021	122	1	0	0.00	3,527.00	3,527.00
					TOTAL			49,271.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1222-412-00-080-006-0-	122	DA BAD CHECK-	TEMP P/T EMPLOYEES	$24,635.50
1-1222-412-00-080-006-0-	211	DA BAD CHECK-	HEALTH INSURANCE	$0.00
1-1222-412-00-080-006-0-	212	DA BAD CHECK-	LIFE INSURANCE	$0.00
1-1222-412-00-080-006-0-	220	DA BAD CHECK-	FICA	$1,884.62
1-1222-412-00-080-006-0-	230	DA BAD CHECK-	RETIREMENT	$0.00
1-1222-412-00-080-006-0-	250	DA BAD CHECK-	UNEMPLOYMENT COMP	$123.18
1-1222-412-00-080-006-0-	260	DA BAD CHECK-	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$26,643.30

2012 Budgetary Impact: N/A

Possible Funding Sources: WITHIN DEPT BUDGET- APPROPRIATION OF FUNDS PENDING CC APPROVAL

Budget Office Recommendation: REF: CC 12/30/2010 AI-24523

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S STATE SUPPLEMENT 080-010

DATE: 12/22/10

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: T001 & T003

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☒ Other EXTENSION OF TEMP POSITIONS

POSITION SALARY REQUEST:

2	G1 S0	SAME	$ 17,636.00 X 2= $35,272.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

Position to be funded from one of the following:

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

☒ Other 1-1281-412-00-080-010-1-XXX

POSITION TYPE:

Full Time Employee Object 113 ☐

Part Time Employee Object 114 ☐

$8.00 Enter hourly rate for temp. positions

Full Time Temporary Object 121 ☐

Part Time Temporary ☒

$ $17,636.00 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2011	07/01/2011	M-F	OPEN >40	6MTHS
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)

TO ASSIST AND SUPPORT FULL TIME STAFF.

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

SEE ATTACHED 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	FOR RENE GUERRA 12/22/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/28/2010 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S STATE SUPPLEMENT 080-010

DATE: 12/22/10

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: T002

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☒ Other EXTENSION OF TEMP POSITIONS

POSITION SALARY REQUEST:

1	G1 S0	SAME	$ 18,720.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

Position to be funded from one of the following:

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

☒ Other 1-1281-412-00-080-010-1-XXX

POSITION TYPE:

Full Time Employee Object 113 ☐

Part Time Employee Object 114 ☐

$8.00 Enter hourly rate for temp. positions

Full Time Temporary Object 121 ☐

Part Time Temporary Object 122 ☒

$ $18,720.00 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2011	07/01/2011	M-F	OPEN >40	6MTHS
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	X	Exempt	
Non-Exempt		Non-Exempt	X
N/A			

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

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

SEE ATTACHED 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.	FOR RENE AVERRA DEPARTMENT HEAD	12/22/2010 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			

CLERK I

GRADE: 01

GENERAL DESCRIPTION

Performs (entry-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, or accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Reviews completed forms for signatures and proper entries

Provides information to the public by mail or telephone

Receives shipments and supplies, inspects for damage, and checks for correct quantity and quality

Assembles, organizes, and tabulates data; may perform data entry and retrieval

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Delivers documents, supplies, or other items; takes deposits to the bank; and runs errands as appropriate

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

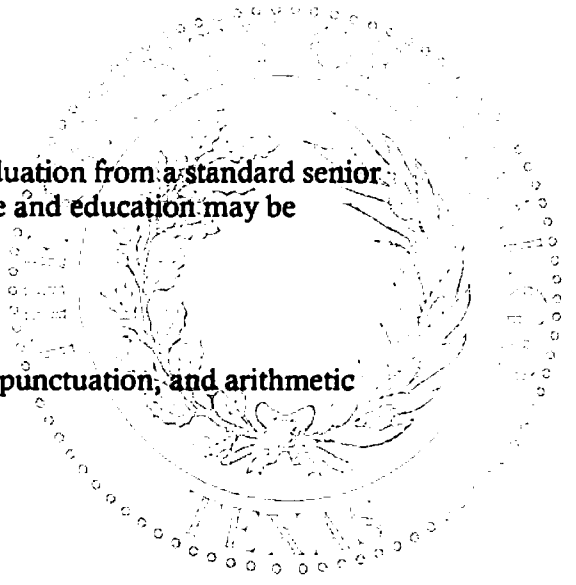
May receive and count cash

May make arrangements for repairs and services

May assemble and pack shipments, contact transportation companies to arrange for shipping, and assist in loading trucks

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES



Experience and Education

Six (6) months of experience with clerical operations; Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic

Skill in using personal computers and office equipment

Ability to prepare and maintain records, files, and reports

Registration, Certification, or Licensure

May require a valid driver's license

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and 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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010 **Agenda Item:** 24413

Summary of request/proposal:
DA'S STATE SUPPLEMENT:
Discussion, consideration, and approval to extend various temporary positions approved in 2010 and needed in 2011.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1281	CLERK I	T001	122	1	0	0.00	17,636.00	17,636.00
1281	CLERK I	T002	122	1	1	0.00	18,720.00	18,720.00
1281	CLERK I	T003	122	1	0	0.00	17,636.00	17,636.00
					TOTAL			53,992.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1281-412-00-080-010-1-	122	DA STATE SUPPLEMENT-	TEMP P/T EMPLOYEES	$13,498.00
1-1281-412-00-080-010-1-	211	DA STATE SUPPLEMENT-	HEALTH INSURANCE	$0.00
1-1281-412-00-080-010-1-	212	DA STATE SUPPLEMENT-	LIFE INSURANCE	$0.00
1-1281-412-00-080-010-1-	220	DA STATE SUPPLEMENT-	FICA	$1,032.60
1-1281-412-00-080-010-1-	230	DA STATE SUPPLEMENT-	RETIREMENT	$0.00
1-1281-412-00-080-010-1-	250	DA STATE SUPPLEMENT-	UNEMPLOYMENT COMP	$67.49
1-1281-412-00-080-010-1-	260	DA STATE SUPPLEMENT-	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$14,598.09

2012 Budgetary Impact: N/A

Possible Funding Sources: **WITHIN DEPT BUDGET- FUNDS AVAILABLE PENDING BALANCE ROLLOVER FROM CALENDAR YR 2010 TO 2011.**

Budget Office Recommendation: FUNDS APPROPRIATED ON 08/31/10 AI- 22688

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E. Ramirez, Jr., Juvenile Justice Center - 330 JUV P **DATE:** 12/22/10

CURRENT POSITION TITLE: JCCC Monitor

CURRENT SLOT. #: T053, T054, T055, T056

REQUESTED POSITION TITLE: (For new positions or reclassifications) JCCC Monitor

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☒ Other Extension

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 5,850 x 4 (Proposed Budgeted Salary) $ 23,400.00 (Net Change)

Position to be funded from one of the following:

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

XX Other 1100-423-60-330-002-0-xxx

POSITION Type:

Full Time Employee Object 113 ☐ Part Time Employee Object 114 ☐ $7.50

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☒ $ 7.50 x 780 = 5,850.00

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.)
1/1/11	6/30/11	Shift Varies		6 months

CIVIL SERVICE:		FLSA:	
Exempt	XX	Exempt	☐
Non-Exempt	☐	Non-Exempt	XX
N/A	☐		

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

Continuation of program and workload

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

See copy of job description + filing, regular office duties assist Coordinator of the JCCC Program.

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	12-22-10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2. HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	12/28/2010 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

J.C.C.C. Volunteer Program Monitor
Job Description

Role: Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator at all times.

1. Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
2. Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi-monthly committee meetings, volunteer trainings, community service sites, etc).
3. Responsible for working with the chair/co-chair of the committee assigned within the specific area in developing the agenda for the monthly/bi-monthly committee meeting. Also, preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) For any and all activities/meetings related to the program.
4. Responsible for attending all staff meetings and trainings assigned to by the immediate supervisor.
5. Responsible for disseminating any and all information to the volunteers and community.
6. Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times;
7. Work in harmony with all department staff and perform any and all duties as assigned to insure the efficient operation of the program.
8. Ensure that all cases assigned are kept up to date with the proper documentation and in order.
9. Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
10. Any other duty, responsibility, or task as assigned by the immediate supervisor.
11. Preferably be bilingual.
12. Wear the appropriate attire that will convey a professional demeanor which is acceptable for a appearance in the office and community at all times.

I, _____ , have received, reviewed and understand the
Print Name
Volunteer Program Monitor Job Description explained to me by _____.
Print Name

_____ , on _____
Title/Position *Date*

_____ _____
Signature *Date*

_____ _____
Supervisor's Signature *Date*

HIDALGO COUNTY
JUVENILE PROBATION DEPARTMENT

Job Title:	**JCCC MONITOR**	**FLSA Status:**	**Non-Exempt**
Dept. Code: 330		**Civil Service Status:**	**Exempt**

SUMMARY:
Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator and Assistant Volunteer Coordinator at all times.

QUALIFICATIN 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 RESPONSIBILITIES:

- Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
- Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi monthly committee meetings, volunteer trainings, community service sites, etc.)
- Responsible for working with the chair/co chair of the committee assigned within the specific area in developing the agenda for the monthly/bi monthly committee meeting. Also preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) for any and all activities/meetings related to the program.
- Responsible for attending all staff meetings and trainings assigned to by the immediate supervisor.
- Responsible for disseminating any and all information to the volunteers and community.
- Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times.
- Work in harmony with all departmental staff and perform any and all duties as assigned to insure the efficient operation of the program.
- Ensure that all cases assigned are kept up to date with the proper documentation and in order.
- Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
- Preferably be bilingual.

- Wear the appropriate attire that will convey a professional demeanor which is acceptable for an appearance in the office and community at all times.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employees must have proof of a current valid Texas motor vehicle operator's license.
- Must be able to be insured by County's insurance carrier.

OTHER INFORMATION:

- 15 hrs/wk (mostly in the evenings)
- Submit 3 references letters (by individuals not related to you)
- Submit a finger print card.
- Agree to a criminal history background check.
- Agree to a sex offender registration check.

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 departments' 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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Agenda Item: 24413

Summary of request/proposal:
Juvenile Probation:
Discussion, consideration, and approval to extend various temporary positions approved in 2010 and needed in 2011.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1100	JCCC MONITOR	T053	122	-	-	0.00	5,850.00	5,850.00
1100	JCCC MONITOR	T054	122	-	-	0.00	5,850.00	5,850.00
1100	JCCC MONITOR	T055	122	-	-	0.00	5,850.00	5,850.00
1100	JCCC MONITOR	T056	122	-	-	0.00	5,850.00	5,850.00
								23,400.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-423-60-330-002-0-	122	JUVENILE PROBATION	TEMP P/T EMPLOYEES	$11,700.00
1-1100-423-60-330-002-0-	211	JUVENILE PROBATION	HEALTH INSURANCE	$0.00
1-1100-423-60-330-002-0-	212	JUVENILE PROBATION	LIFE INSURANCE	$0.00
1-1100-423-60-330-002-0-	220	JUVENILE PROBATION	FICA	$895.05
1-1100-423-60-330-002-0-	230	JUVENILE PROBATION	RETIREMENT	$0.00
1-1100-423-60-330-002-0-	250	JUVENILE PROBATION	UNEMPLOYMENT COMP	$58.50
1-1100-423-60-330-002-0-	260	JUVENILE PROBATION	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$12,653.55

2012 Budgetary Impact: N/A

Possible Funding Sources: WITHIN DEPT BUDGET- TRANSFER TO BE SUBMITTED BY DEPT.

Budget Office Recommendation:

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E. Ramirez, Jr. **DATE:** 12/22/10
Juvenile Justice Center- 330 JUV P
CURRENT POSITION TITLE: JCCC Monitor **CURRENT SLOT. #:** T009, T010
REQUESTED POSITION TITLE: JCCC Monitor
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☒ Other Extension

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 5,850 x 2 (Proposed Budgeted Salary) $ 11,700.00 (Net Change)

Position to be funded from one of the following:

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

☒ Other 1294-423-00-330-012-1-xxx

POSITION Type:

Full Time Employee Object 113 ☐ Part Time Employee Object 114 ☐ $7.50

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☒ $ Enter hourly rate for temp. positions: 7.50 x 780 = 5,850
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.)
1/1/11	6/30/11	Shift varies		6 months

CIVIL SERVICE:		FLSA:	
Exempt	☒	Exempt	☐
Non-Exempt	☐	Non-Exempt	☒
N/A	☐		

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

Continuation of program and workload

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

See copy of job description + filing regular office duties, assist Coordinator of the JCCC Program.

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 12-22-10	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2. HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/28/10	BUDGET PROCEDURES COMPLETED	☐ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

J.C.C.C. Volunteer Program Monitor
Job Description

Role: Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator at all times.

1. Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
2. Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi-monthly committee meetings, volunteer trainings, community service sites, etc).
3. Responsible for working with the chair/co-chair of the committee assigned within the specific area in developing the agenda for the monthly/bi-monthly committee meeting. Also, preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) For any and all activities/meetings related to the program.
4. Responsible for attending all staff meetings and trainings assigned to by the immediate supervisor.
5. Responsible for disseminating any and all information to the volunteers and community.
6. Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times;
7. Work in harmony with all department staff and perform any and all duties as assigned to insure the efficient operation of the program.
8. Ensure that all cases assigned are kept up to date with the proper documentation and in order.
9. Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
10. Any other duty, responsibility, or task as assigned by the immediate supervisor.
11. Preferably be bilingual.
12. Wear the appropriate attire that will convey a professional demeanor which is acceptable for a appearance in the office and community at all times.

I, _____ , have received, reviewed and understand the
Print Name
Volunteer Program Monitor Job Description explained to me by _____.
Print Name

_____ , on _____
Title/Position *Date*

_____ _____
Signature *Date*

_____ _____
Supervisor's Signature *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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Agenda Item: 24413

Summary of request/proposal:
TJPC- Y:
Discussion, consideration, and approval to extend various temporary positions approved in 2010 and needed in 2011.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1294	JCCC MONITOR	T009	122	-	-	0.00	5,850.00	5,850.00
1294	JCCC MONITOR	T010	122	-	-	0.00	5,850.00	5,850.00
								11,700.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1294-423-00-330-012-1-	122	TJPC-Y-	TEMP P/T EMPLOYEES	$5,850.00
1-1294-423-00-330-012-1-	211	TJPC-Y-	HEALTH INSURANCE	$0.00
1-1294-423-00-330-012-1-	212	TJPC-Y-	LIFE INSURANCE	$0.00
1-1294-423-00-330-012-1-	220	TJPC-Y-	FICA	$447.53
1-1294-423-00-330-012-1-	230	TJPC-Y-	RETIREMENT	$0.00
1-1294-423-00-330-012-1-	250	TJPC-Y-	UNEMPLOYMENT COMP	$29.25
1-1294-423-00-330-012-1-	260	TJPC-Y-	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$6,326.78

2012 Budgetary Impact: N/A

Possible Funding Sources: WITHIN DEPT BUDGET- FUNDS AVAILABLE PENDING BALANCE ROLLOVER FROM CALENDAR YR 2010 TO 2011.

Budget Office Recommendation: NO TRANSFER NEEDED.

HIDALGO COUNTY

Department Of Budget & Management

INTRA - DEPARTMENTAL TRANSFER FORM

DATE: Tuesday, December 28, 2010 **JE #:** pending JE posting

DEPARTMENT HEAD: Raul Silguero, Jr. , Budget Officer

DEPARTMENT NAME: Dept of Budget & Mgmt for - Pct. 1 Parks

ACCOUNT NUMBER: 1-1100-452-00-121-013-0-XXX

CONTACT PERSON: Dina Treviño, Manager Budget Section **PHONE:** (956) 292-7025 Ext. 5423

PREPARED BY: Sylvia V. Solis

SUBJECT: Emergency Intra - departmental Transfer/s

Hidalgo County Auditor's Office:

I would like to request the following Intra - departmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code Chapter 111, Subchapter C, Section 111.070, Subsection C.

FROM Object Code	Object Code Description	TO Object Code	Object Code Description	Amount
890	OTHER	121	TEMP F/T EMPLOYEES	$12,000.00
890	OTHER	220	FICA	$918.00
890	OTHER	250	UNEMPLOYMENT COMP.	$60.00

TOTAL BUDGET INCREASE (DECREASE) $ 12,978.00

REASON:

Intradepartmental transfer to fund the difference in salary and related fringe benefits related to the extension of one (1) temporary Maintenance III position, slot no. T021, budgeted hourly rate $11.54 (REFER TO AI-24413 17.E2. - CC MTG 12/30/10). Extension will be for year 2011 not to exceed 6 months and/or 06/30/11.

AUTHORIZED SIGNATURE/DBM **DATE**

HIDALGO COUNTY

Department Of Budget & Management

INTRA - DEPARTMENTAL TRANSFER FORM

DATE: Tuesday, December 28, 2010 **JE #:** Pending JE posting

DEPARTMENT HEAD: Raul Silguero, Jr. , Budget Officer

DEPARTMENT NAME: Dept of Budget & Mgmt for - Pct. 3 P/U RD

ACCOUNT NUMBER: 1-1200-431-00-123-005-0-XXX

CONTACT PERSON: Dina Treviño, Manager Budget Section **PHONE:** (956) 292-7025 Ext. 5423

PREPARED BY: Sylvia V. Solis

SUBJECT: Emergency Intra - departmental Transfer/s

Hidalgo County Auditor's Office:

I would like to request the following Intra - departmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code Chapter 111, Subchapter C, Section 111.070, Subsection C.

FROM Object Code	Object Code Description	TO Object Code	Object Code Description	Amount
626	GASOLINE/DIESEL	121	TEMP F/T EMPLOYEES	$18,720.00
626	GASOLINE/DIESEL	220	FICA	$1,432.08
626	GASOLINE/DIESEL	250	UNEMPLOYMENT COMP.	$93.60

TOTAL BUDGET INCREASE (DECREASE) $ 20,245.68

REASON:

Intradepartmental transfer to fund the difference in salary and related fringe benefits related to the extension of one (2) temporary Office Clerk positions, slot no. T070 and T071, budgeted hourly rate $9.00 each (REFER TO AI-24413 17.E2. - CC MTG 12/30/10). Extension will be for year 2011 not to exceed 6 months and/or 06/30/11.

AUTHORIZED SIGNATURE/DBM

12/28/2010
DATE

Emergency Transfer Form
Revised: 11/24/2008

AI-24589 **18.E.3.**

Co Judge - Approval of Reclassifications, salary increase/ decreases, creations and deletions

CC REGULAR

Date: 12/30/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: County Judge
Department: BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

County Judge (1100):
a. Approval of the following personnel actions effective 01/01/2011:

Action	Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
Salary Adjustment (Correction)	0003	Assistant Chief Administrator (Vacant)	Assistant Chief Administrator	$76,331.00	$68,000.00
Delete	0006	Administrative Assistant (Vacant)	N/A	$54,600.00	N/A
Reclassification As per the reclassification policy Sec. 3.22 of the of the Civil Serv. Comm. Rules	0007	Administrative Assistant IV	Executive Assistant III	$41,006.00	$60,000.00
Salary Adjustment (Correction)	0011	Executive Assistant	Executive Assistant	$40,000.00	$48,657.00
Salary Adjustment (Demotion)	0012	Administrative Assistant	Administrative Assistant	$46,956.00	$42,000.00
Delete	0027	Economic Development Planner II (Vacant)	N/A	$42,000.00	N/A
Create	0028	N/A	Executive Assistant III	N/A	$58,000.00
Create	0029	N/A	Administrative Assistant III	N/A	$35,000.00
Create	0030	N/A	Economic Development Planner II	N/A	$63,000.00
Create	0031	N/A	Executive Assistant II	N/A	$50,000.00

b. Approval of position and employee transfer as follows:

Employee No.	From	Slot	Position Title	Salary	To	Slot	PositionTitle	Salary
148229	DBM	115-001-0028	Economic Development Planner I	$50,487.00	CO Judge	110-006-0032	Economic Development Planner I	$50,487.00

c. Approval of Interdepartmental Transfer.
d. Approval of revised 2011 salary schedules.

BACKGROUND

Fiscal Impact

Attachments

Link: backup

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Sylvia Solis	Angela Garcia	12/22/2010 05:44 PM	APRV
2	Damaris San Miguel		12/27/2010 08:43 AM	PEND

Form Started By: Sylvia Solis Started On: 12/22/2010 04:59 PM

Final Approval Date: 12/27/2010

Letter of Transmittal

HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 12/27/10

To: Esther Cortez, Human Resources Director

From: Raul Silguero, Jr. Budget Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. **review** and **approval**. Please return original document with corresponding signature of approval.

AI: 24589

C.C. Date: 12/30/10

Dept: COUNTY JUDGE

RECEIVED
DEC 27 2010
Human Resources
4:30 pm

Human Resources Dept:

18.E.3.

AI-24589

Co Judge - Approval of Reclassifications, salary increase/ decreases, creations and deletions

CC REGULAR

Date: 12/30/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: County Judge
Department: BUDGET & MANAGEMENT
Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

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Reclassification As per the reclassification policy Sec. 3.22 of the of the Civil Serv. Comm. Rules	0007	Administrative Assistant IV	Executive Assistant III	$41,006.00	$60,000.00
Salary Adjustment (Correction)	0011	Executive Assistant	Executive Assistant	$40,000.00	$48,657.00
Salary Adjustment (Demotion)	0012	Administrative Assistant	Administrative Assistant	$46,956.00	$42,000.00
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c. Approval of Interdepartmental Transfer.
d. Approval of revised 2011 salary schedules.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Sylvia Solis	Angela Garcia	12/22/2010 05:44 PM	APRV

2	Damaris San Miguel	12/27/2010 08:43 AM	PEND
Form Started By: Sylvia Solis		Started On: 12/22/2010 04:59 PM	
Final Approval Date: 12/27/2010			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Co. Judge (110-006) DATE: 12/22/10

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT CURRENT SLOT. #: 0006

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETE POSITION

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

POSITION SALARY REQUEST:

Salary Amount: $ 54,600.00 (Current Budgeted Salary) $ 0.00 (Proposed Budgeted Salary) $ (54,600.00) (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 [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	☒	Non-Exempt	☒
N/A	☐		

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

DELETION OF THIS POSITION REQUIRED TO CREATE NEW POSITION - POSITION NUMBER 0028 CO

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	DATE 12/27/10	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. HUMAN RESOURCES DIRECTOR	DATE 12/27/2010	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/27/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Co. Judge (110-006)

DATE: 12/22/10

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT

CURRENT SLOT. #: 0012

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other SALARY ADJUSTMENT

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

POSITION SALARY REQUEST:

Salary Amount: $ 46,956.00 (Current Budgeted Salary) $ 42,000.00 (Proposed Budgeted Salary) $ (4,956.00) (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 [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)

EMPLOYEE REQUEST. (RC)

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	DATE 12/27/10	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE 12/27/2010	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/27/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ADMINISTRATIVE ASSISTANT

GRADE: 04

GENERAL DESCRIPTION

Employee performs entry-level administrative support or technical program work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, edits, and distributes correspondence, reports, forms, and documents

Maintains files and records

Performs data entry

Assists in compiling statistical data and preparing various charts, graphs, and written summaries

May receive and review forms and applications for completeness of information

May interpret and explain rules, regulations, policies, and procedures

May review applications for agency services to ensure forms are filled out completely and accurately

May review and route mail

May provide assistance answering phone calls, routing incoming calls, taking messages, greeting visitors, and directing them to the appropriate staff

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in clerical work or administrative support work; Graduation from a standard senior high school or equivalent is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to communicate effectively

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: Co. Judge
DATE:

DEPARTMENT NUMBER: 110
PROGRAM NUMBER: 006

CURRENT SLOT #: 0007
NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST – Reclassification

CURRENT

Administrative Assistant IV	$ 41,006.00
Classification/Position Title	**Pay Grade/Salary**

REQUESTED GRADE/ TITLE:

Executive Assistant III	$ 60,000.00
Classification/Position Title	**Pay Grade/Salary**

COMMITTEE RECOMMENDATION

Executive Assistant III	$ 60,000.00
Classification/Position Title	**Pay Grade/Salary**

COMMENTS:

SIGNATURES

(Not present) RP — N/A RP
Human Resources Representative — **Date**

Norma G. García — 12/17/10
County Treasurer Representative — **Date**

[signature] — 12/17/2012
Budget & Management Representative — **Date**

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: County Judge's Office DATE: 12/16/10

CURRENT POSITION TITLE: ~~Administrative~~ Assistant IV CURRENT SLOT. #: 0007

REQUESTED POSITION TITLE: Executive Assistant III PT

REQUEST FOR:

☐ New Position ☐ Temporary Position ☑ Position Reclassification* ☐ Other _____

POSITION SALARY REQUEST:

NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	$ NET CHANGE
1	41,006.00 Salary	60,000.00 Salary	$ 18,994.00

Position to be funded from one of the following:

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

☑ Other 2011 Co. Wide Adm. - Contingency

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	☑
N/A	☐		

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

Employee has been and will be performing the duties of Executive Assistant and not of Administrative Assistant IV.

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)

Will coordinate and oversee high level operations, supervise the work of others, prepare reports, and coordinate work with other entities.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Yolanda Chapa DEPARTMENT HEAD	12/16/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	12/20/2010 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/10 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ADMINISTRATIVE ASSISTANT IV

old

GRADE: 10

GENERAL DESCRIPTION

Employee performs advanced (senior-level) administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs complex technical assistance work for an agency program

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Responds to inquiries regarding technical program or administrative regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Develops administrative and technical policies and procedures

Develops, coordinates, and maintains record keeping and filing systems

May assist in the implementation of program planning

May assist in compiling and analyzing data, making calculations, and preparing reports

May research, compose, design, or edit agency publications such as brochures, forms, manuals, and reports

May research technical and policy issues

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to five (3-5) years of experience in administrative support work in a government setting. Graduation from an accredited four-year college or university with major course work in a related field is generally preferred. Two (2) years of experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement new systems and procedures and to evaluate their effectiveness, to communicate effectively, to effectively interpret programs and plans, to train others, and to supervise the work of others

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

EXECUTIVE ASSISTANT III

NEW

GRADE: 15

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. Plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the agency executive on administrative matters within the department or County

Assist the executive with general human resource management actions

Assist in budget preparation

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in office administration. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- standing 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: Co. Judge (110-006) DATE: 12/22/10

CURRENT POSITION TITLE: ECONOMIC DEVELOPMENT PLANNER II CURRENT SLOT. #: 0027

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETE POSITION

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

POSITION SALARY REQUEST:

Salary Amount: $ 42,000.00 (Current Budgeted Salary) $ 0.00 (Proposed Budgeted Salary) $ (42,000.00) (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 [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	☒	Non-Exempt	☒
N/A	☐		

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

REQUIRED TO CREATE NEW POSITION NUMBER - 0029

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	DATE 12/27/2010	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/27/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE (110-006) DATE: 12/22/10

CURRENT POSITION TITLE: N/A CURRENT SLOT. #: 0030

REQUESTED POSITION TITLE: ECONOMIC DEVELOPMENT PLANNER II

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 63,000.00 (Proposed Budgeted Salary) $ 63,000.00 (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 [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]
N/A	[ ]		

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

VACANT POSITION - DELETION AT DBM - CREATION AT CTY JUDGE - RESET SALARY.

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	DATE 12/27/10	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. HUMAN RESOURCES DIRECTOR	DATE 12/27/2010	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/27/10	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

ECONOMIC DEVELOPMENT PLANNER II

GRADE: 16

GENERAL DESCRIPTION

Performs complex economics work. Work involves conducting economic studies and analyses and collecting economic information. Obtains planning, data, and policy analysis and community organizing around issues of Regional Economic Development that will guide the formulation of a Countywide Comprehensive Economic Development Strategy. Position will build on workforce development; the attraction of and assistance to domestic and international businesses; development of public facilities and infrastructure; small business development initiatives; and/or other economic development, redevelopment or capital improvement programs or projects. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collecting and maintaining information on current and projected changes in economic activity

Prepares economic and demographic statistics for analysis

Coordinates the planning and development of new programs and project initiatives, particularly those related to district goals such as economic development

Makes statistical computations on economic and demographic indicators for specified economic areas

Works with local governments in their planning and development efforts, including development of projects, identification of funding sources, assistance in preparing applications for said funding sources, and tracking projects to completion

Conducts economic impact analyses, applying mathematical models and statistical techniques

Assists with the planning, organizing, and coordinating of economic programs and activities

May develop and conduct presentations

Collects, organizes, and analyzes data required in the development of plans or programs

Develops ways in which related programs can be integrated for efficiency, and innovative mechanisms can be developed for enhanced program, division and district effectiveness

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Assists in developing procedures for implementing plans or programs and for measuring progress

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Develop and maintain a comprehensive list of economic development organizations/associations

Develop and conduct community and business surveys

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in planning, economic research, analysis work, or related experience. Graduation from an accredited four year college or university with a Bachelor's in Business or Public Administration, Economics, or related field. Master's Degree in Business Administration or Public Administration preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of economic principles, techniques, and procedures

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning and programming

Skill in performing statistical computations

Ability to prepare and analyze statistics and other economics data, to prepare reports, and to train others

Demonstrated policy, planning and analysis experience

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to

walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE (110-006) DATE: 12/22/10

CURRENT POSITION TITLE: N/A CURRENT SLOT. #: 0028

REQUESTED POSITION TITLE: EXECUTIVE ASSISTANT III

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 58,000.00 (Proposed Budgeted Salary) $ 58,000.00 (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 [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	☒	Non-Exempt	☒
N/A	☐		

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

NEW POSITION (RC) CREATE SLOT # 0028 AND DELETE SLOT NO. 06

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	DATE 12/27/10	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE 12/27/2010	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/27/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

EXECUTIVE ASSISTANT III

GRADE: 15

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. Plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the agency executive on administrative matters within the department or County

Assist the executive with general human resource management actions

Assist in budget preparation

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in office administration. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE (110-006) DATE: 12/22/10

CURRENT POSITION TITLE: N/A CURRENT SLOT. #: 0029

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT III

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 35,000.00 (Proposed Budgeted Salary) $ 35,000.00 (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 [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	☒	Non-Exempt	☒
N/A	☐		

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

DELETED POS. NO. 0027 TO CREATE NO. 0029
AT DIFFERENT (LOWER) SALARY (R)

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	DATE 12/27/10	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. HUMAN RESOURCES DIRECTOR	DATE 12/27/2010	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/27/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

ADMINISTRATIVE ASSISTANT III

GRADE: 08

GENERAL DESCRIPTION

Employee performs complex administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Participates in the planning and execution of an agency program

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries regarding rules, regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Assists in the development of administrative or technical assistance policies and procedures

May coordinate work between organizational units of the agency

May assist in compiling and analyzing data, making calculations, and preparing reports

May assist in the preparation of presentations for administrative hearings

May research, compose, design, or edit agency publications such as brochures, forms, and manuals

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of experience in administrative support work. Graduation from a junior college with an Associate's degree in administrative support preferred. Two (2) years of experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in standard office equipment and software

Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; to communicate effectively, to train others; and to supervise the work of others

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE (110-006)

DATE: 12/22/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0031

REQUESTED POSITION TITLE: EXECUTIVE ASSISTANT II

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 50,000.00 (Proposed Budgeted Salary) $ 50,000.00 (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 [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	☒	Non-Exempt	☒
N/A	☐		

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

CREATE NEW POSITION - DELETED POSITION IN EMERG. MGT.

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	DATE 12/27/10	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE 12/27/2010	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/27/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

EXECUTIVE ASSISTANT II

GRADE: 13

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. May plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the department or county

May assist the executive with general human resource management actions

May assist in budget preparation

May plan, assign, and/or supervise the work of others

May plan and coordinate special and administrative assignments and programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years related experience. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE (110-006) DATE: 12/22/10

CURRENT POSITION TITLE: N/A CURRENT SLOT. #: 0032

REQUESTED POSITION TITLE: ECONOMIC DEVELOPMENT PLANNER I

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 50,487.00 (Proposed Budgeted Salary) $ 50,487.00 (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 [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)

TRF. POSITION AND EMPLOYEE (SLOT # 0028) FR. DBM TO CTY JUDGE

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	DATE 12/29/2010	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE 12/29/2010	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/29/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ECONOMIC DEVELOPMENT PLANNER I

GRADE: 14

GENERAL DESCRIPTION

Performs (entry-level) economics work. Work involves conducting economic studies and analyses and collecting economic information. Assist in obtaining planning, data, and policy analysis and community organizing around issues of Regional Economic Development that will guide the formulation of a Countywide Comprehensive Economic Development Strategy. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists in collecting and maintaining information on current and projected changes in economic activity

Prepares economic and demographic statistics for analysis

Makes statistical computations on economic and demographic indicators for specified economic areas

Conducts studies, deduces facts to findings, makes recommendations, and prepares reports

Conducts economic impact analyses, applying mathematical models and statistical techniques

Assists with the planning, organizing, and coordinating of economic programs and activities

May develop and conduct presentations

Collects, organizes, and analyzes data required in the development of plans or programs

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Assists in developing procedures for implementing plans or programs and for measuring progress

Assists with preparing and monitoring performance measures

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Conduct Strengths, Weakness, Opportunities, and Threats Analysis

Develop and maintain a comprehensive list of economic development organizations/associations

Develop and conduct community and business surveys

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years experience in planning, economic research, analysis work, or related experience. Graduation from an accredited four year college or university with a Bachelor's in Business or Public Administration, Economics, or related field. Master's Degree in Business Administration or Public Administration preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of economic principles, techniques, and procedures

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning and programming

Skill in performing statistical computations

Ability to prepare and analyze statistics and other economics data, to prepare reports, and to train others

Demonstrated policy, planning and analysis experience

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-413-00-110-006-0

AI - 24589

COUNTY JUDGE

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY JUDGE	$114,660.00	$0.00	$0.00	0	$0.00	$0.00	$114,660.00	$0.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$0.00
0002	113	CHIEF ADMIN	$81,440.00	$0.00	$0.00	0	$0.00	$0.00	$81,440.00	$0.00	$0.00	$0.00	$0.00	$5,400.00	$0.00	$0.00
								($13,287.00)	$68,000.00							
0003	113	ASSISTANT CHIEF ADMINISTRATOR	$76,331.00	$0.00	$0.00	0	$0.00	$0.00	~~$76,331.00~~	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING: ↓														
0006	~~113~~	~~ADMINISTRATIVE ASSISTANT~~	~~$54,600.00~~	~~$0.00~~	~~$0.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$54,600.00~~	~~$0.00~~	~~$420.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$420.00~~
		RECLASSIFY THE FOLLOWING:														
		EXECUTIVE ASSISTANT III							$60,000.00							
0007	113	~~ADMINISTRATIVE ASSISTANT IV~~	$41,006.00	$0.00	$0.00	0	$0.00	$0.00	~~$41,006.00~~	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
								$8,657.00	$48,657.00							
0011	113	EXECUTIVE ASST	$48,657.00	($8,657.00)	$40,000.00	0	$0.00	$0.00	$40,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
								($4,956.00)	$42,000.00							
0012	113	ADMINISTRATIVE ASSISTANT	$46,956.00	$0.00	$0.00	0	$0.00	$0.00	~~$46,956.00~~	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	ADMINISTRATIVE AIDE II	$45,046.00	$0.00	$0.00	0	$0.00	$0.00	$45,046.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	ADMIN AIDE II	$35,000.00	$0.00	$0.00	0	$0.00	$0.00	$35,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	ADMINISTRATIVE ASSISTANT	$52,416.00	($12,416.00)	$40,000.00	0	$0.00	$0.00	$40,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING: ↓														
~~0027~~	~~113~~	~~ECONOMIC DEVELOPMENT PLANNER II~~	~~$58,800.00~~	~~($16,800.00)~~	~~$42,000.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$42,000.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
		CREATE THE FOLLOWING: ↓														
0028	113	EXECUTIVE ASSISTANT III	$0.00	$58,000.00	$58,000.00	0	$0.00	$0.00	$58,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	ADMINISTRATIVE ASSISTANT III	$0.00	$35,000.00	$35,000.00	0	$0.00	$0.00	$35,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0030	113	ECONOMIC DEVELOPMENT PLANNER II	$0.00	$63,000.00	$63,000.00	0	$0.00	$0.00	$63,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0031	113	EXECUTIVE ASSISTANT II	$0.00	$50,000.00	$50,000.00	0	$0.00	$0.00	$50,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			$654,912.00	$168,127.00	$328,000.00		$0.00	($9,586.00)	$1,041,696.00	$0.00	$420.00	$0.00	$0.00	$13,400.00	$24,589.00	$0.00

Approval of the above highlighted personnel actions effective 01/01/2011. Reclassification is reviewed and recommended by the reclassification committee, as per section 3.22 of the Civil Service Commission Rules, effective next full pay period (01/01/11):
Personnel action pending CC approval.

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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

REVISED ON 12/28/10

Agenda Item: 24589

Summary of request/proposal:
Co. Judge (1100):
Approval of the following position personnel actions effective 01/01/2011:

Fund	Current Position Title	Proposed Position Title	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1100	ASSISTANT CHIEF ADMINISTRATOR	ASSISTANT CHIEF ADMINISTRATOR	0003	113	$76,331.00	$68,000.00	($8,331.00)
1100	ADMINISTRATIVE ASSISTANT	N/A	0006	113	$54,600.00	$0.00	($54,600.00)
1100	ADMINISTRATIVE ASSISTANT IV	EXECUTIVE ASSISTANT III	0007	113	$41,006.00	$60,000.00	$18,994.00
1100	EXECUTIVE ASSISTANT	EXECUTIVE ASSISTANT	0011	113	$40,000.00	$48,657.00	$8,657.00
1100	ADMINISTRATIVE ASSISTANT	ADMINISTRATIVE ASSISTANT	0012	113	$46,956.00	$42,000.00	($4,956.00)
1100	ECONOMIC DEVELOPMENT PLANNER II	N/A	0027	113	$42,000.00	$0.00	($42,000.00)
1100	N/A	EXECUTIVE ASSISTANT III	0028	113	$0.00	$58,000.00	$58,000.00
1100	N/A	ADMINISTRATIVE ASSISTANT III	0029	113	$0.00	$35,000.00	$35,000.00
1100	N/A	ECONOMIC DEVELOPMENT PLANNER II	0030	113	$0.00	$63,000.00	$63,000.00
1100	N/A	EXECUTIVE ASSISTANT II	0031	113	$0.00	$50,000.00	$50,000.00
1100	N/A	ECONOMIC DEVELOPMENT PLANNER I	0032	113	$0.00	$50,487.00	$50,487.00
					$300,893.00	$475,144.00	$174,251.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-413-00-110-006-0-	113	CO JUDGE -	REG F/T EMPLOYEES	$174,251.00
1-1100-413-00-110-006-0-	211	CO JUDGE -	HEALTH INSURANCE	$10,800.00
1-1100-413-00-110-006-0-	212	CO JUDGE -	LIFE INSURANCE	$81.00
1-1100-413-00-110-006-0-	220	CO JUDGE -	FICA	$13,330.20
1-1100-413-00-110-006-0-	230	CO JUDGE -	RETIREMENT	$16,728.10
1-1100-413-00-110-006-0-	250	CO JUDGE -	UNEMPLOYMENT COMP	$871.26
1-1100-413-00-110-006-0-	260	CO JUDGE -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$216,061.56

2012 Budgetary Impact: $216,061.56

Possible Funding Sources:

CO. WIDE ADM. - CONTINGENCY ACCT.
ADDITIONAL FUNDS FROM DBM-BUDGET DIVISION AND EMERGENCY MGMT

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

DATE: **December 27, 2010**

DEPARTMENT HEAD: **Raul Silguero, Jr.**

2011
Transfer

DEPARTMENT NAME: **Dept. of Budget & Mgmt for Co. Judge**

REVISED ON 12/28/10

ACCOUNT NUMBER: **1-1100-41X-00-11X-00X-0-XXX**

CONTACT PERSON: Sylvia V. Solis

PHONE: (956) 292-7025 Ext. 5423

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				
1-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	($14,638.37)
TO				
1-1100-413-00-110-006-0-	113	CO JUDGE -	REG F/T EMPLOYEES	$12,432.00
1-1100-413-00-110-006-0-	220	CO JUDGE -	FICA	$950.74
1-1100-413-00-110-006-0-	230	CO JUDGE -	RETIREMENT	$1,193.47
1-1100-413-00-110-006-0-	250	CO JUDGE -	UNEMPLOYMENT COMP	$62.16
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to fund salary and related fringe benefit expenditures for various positions. (slot 003, 006, 007, 011, 012 and 027-031).

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK

DATE: **December 27, 2010**

DEPARTMENT HEAD: **Raul Silguero, Jr.**

2011
Transfer

REVISED on 12/28/10

DEPARTMENT NAME: **Dept. of Budget & Mgmt for Co. Judge**

ACCOUNT NUMBER: **1-1100-41X-00-11X-00X-0-XXX**

CONTACT PERSON: Sylvia V. Solis **PHONE:** (956) 292-7025 Ext. 5423

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				
1-1100-415-14-115-001-0-	113	DBM - BUDGET DIVISION -	REG F/T EMPLOYEES	($121,741.00)
1-1100-415-14-115-001-0-	211	DBM - BUDGET DIVISION -	HEALTH INSURANCE	($7,200.00)
1-1100-415-14-115-001-0-	212	DBM - BUDGET DIVISION -	LIFE INSURANCE	($54.00)
1-1100-415-14-115-001-0-	220	DBM - BUDGET DIVISION -	FICA	($9,313.19)
1-1100-415-14-115-001-0-	230	DBM - BUDGET DIVISION -	RETIREMENT	($11,687.14)
1-1100-415-14-115-001-0-	250	DBM - BUDGET DIVISION -	UNEMPLOYMENT COMP	($608.71)
TO				
1-1100-413-00-110-006-0-	113	CO JUDGE -	REG F/T EMPLOYEES	$121,741.00
1-1100-413-00-110-006-0-	211	CO JUDGE -	HEALTH INSURANCE	$7,200.00
1-1100-413-00-110-006-0-	212	CO JUDGE -	LIFE INSURANCE	$54.00
1-1100-413-00-110-006-0-	220	CO JUDGE -	FICA	$9,313.19
1-1100-413-00-110-006-0-	230	CO JUDGE -	RETIREMENT	$11,687.14
1-1100-413-00-110-006-0-	250	CO JUDGE -	UNEMPLOYMENT COMP	$608.71
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to transfer funds to cover a portion of salaries and related fringe benefit expenditures related to the creation of one (1) Economic Development Planner II and the transfer of one (1) Economic Development Planner I one (1) position from DBM- Budget Division to Co Judge.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK

DATE: **December 27, 2010**

DEPARTMENT HEAD: **Raul Silguero, Jr.**

2011
Transfer

DEPARTMENT NAME: **Dept. of Budget & Mgmt for Co. Judge**

ACCOUNT NUMBER: **1-1100-41X-00-11X-00X-0-XXX**

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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				
1-1100-429-00-300-023-0-	113	EMERGENCY MANAGEMENT EM - REG F/T EMPLOYEES		($40,078.00)
1-1100-429-00-300-023-0-	211	EMERGENCY MANAGEMENT EM - HEALTH INSURANCE		($3,600.00)
1-1100-429-00-300-023-0-	212	EMERGENCY MANAGEMENT EM - LIFE INSURANCE		($27.00)
1-1100-429-00-300-023-0-	220	EMERGENCY MANAGEMENT EM - FICA		($3,065.97)
1-1100-429-00-300-023-0-	230	EMERGENCY MANAGEMENT EM - RETIREMENT		($3,847.49)
1-1100-429-00-300-023-0-	250	EMERGENCY MANAGEMENT EM - UNEMPLOYMENT COMP		($200.39)
TO				
1-1100-413-00-110-006-0-	113	CO JUDGE -	REG F/T EMPLOYEES	$40,078.00
1-1100-413-00-110-006-0-	211	CO JUDGE -	HEALTH INSURANCE	$3,600.00
1-1100-413-00-110-006-0-	212	CO JUDGE -	LIFE INSURANCE	$27.00
1-1100-413-00-110-006-0-	220	CO JUDGE -	FICA	$3,065.97
1-1100-413-00-110-006-0-	230	CO JUDGE -	RETIREMENT	$3,847.49
1-1100-413-00-110-006-0-	250	CO JUDGE -	UNEMPLOYMENT COMP	$200.39
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to transfer funds from Emergency Management Dept to cover a portion of salaries and related fringe benefit expenditures for the creation of one (1) Executive Assistant II position, slot no. 031, budgeted salary $50,000.00.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

__/__/__
DATE

ATTEST, COUNTY CLERK

AI-24528 **18.E.4.**

Deletion of Position- Environmental Compliance Specialist
CC REGULAR

Date:	12/30/2010
Submitted By:	Rosie Cantu, BUDGET & MANAGEMENT
Submitted For:	EComm. Court Executive Office
Department:	BUDGET & MANAGEMENT
Agenda Category:	Comm. Court Executive Office

Information

CAPTION

Executive Office (1100):
a. Approval to delete a full-time Environmental Compliance Specialist position, slot no. 0008, budgeted salary, 75,000.00, effective 01/01/2011.
b. Approval of 2011 revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1100-413-00-125-001-0-XXX

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

BUDGETARY IMPACT:

Deletion of position does not require funding.
No budgetary impact.

Attachments

Link: PAR

Link: revised salary schedule

Link: Fiscal Note

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Rosalinda Cantu (Originator)	Rosie Cantu	12/22/2010 09:07 AM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 09:16 AM	APRV
3	Sylvia Solis	Sylvia Solis	12/22/2010 02:27 PM	APRV
4	Auditor's Office	Linda Fong	12/22/2010 02:37 PM	APRV
5	Purchasing Department	Marty Salazar	12/22/2010 02:51 PM	APRV

Form Started By: Rosie Cantu Started On: 12/20/2010 03:43 PM

Final Approval Date: 12/22/2010

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: EXECUTIVE OFFICE (125-001) **DATE:** 12/21/2010

CURRENT POSITION TITLE: ENVIRONMENTAL COMPLIANCE SPECIALIST **CURRENT SLOT. #:** 0008

REQUESTED POSITION TITLE: -
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☑ Other DELETE POSITION

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

POSITION SALARY REQUEST:

Salary Amount: $ 75,000.00 (Current Budgeted Salary) $ -0- (Proposed Budgeted Salary) $ (75,000.00) (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. (POSITION APPROVED BUT NOT NEEDED IN 2011 BUDGET)

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	☑
N/A	☐		

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

POSITION NOT NEEDED IN 2011 BUDGET.

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	12/22/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2010 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-413-00-125-001-0

AI - 245

EXECUTIVE OFFICE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119
0001	113	OPERATIONS ADMINISTRATOR	16	5	$67,132.00	$67,132.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	MULTI MEDIA COORDINATOR	16	2	$60,949.00	$60,949.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	PUBLIC INFORMATION OFFICER	12	1	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	ENVIRONMENTAL COMPLIANCE COORDINATOR	0	0	$0.00	$76,331.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	COURIER	2	5	$22,857.00	$22,857.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	112	COMMISSIONER'S COURT EXECUTIVE OFFICER	0	0	$0.00	$123,534.00	$0.00	$1,380.00	$0.00	$0.00	$0.00	$0.00
~~0008~~	~~113~~	~~ENVIRONMENTAL COMPLIANCE SPECIALIST~~	~~0~~	~~0~~	~~$0.00~~	~~$75,000.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
					$211,858.00	$411,723.00	$0.00	$1,380.00	$0.00	$0.00	$0.00	$0.00

Approval to delete full-time Environmental Compliance Specialist position, slot no. 0008, budgeted salary, 75,000.00, effective 01/01/20
Personnel action pending CC approval.

28

2011 ACTUAL TOTAL COMPENSATION
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00

011.

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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010 **Agenda Item:** 24528

Summary of request/proposal:
Executive Office:
Approval to delete full-time Environmental Compliance Specialist position, slot no. 0008, budgeted salary, 75,000.00.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1100	Environment. Complian. Spec.	0008	113	-	-	75,000.00	0.00	(75,000.00)
								(75,000.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-413-00-125-001-0-	113	EXECUTIVE OFFICE-	REG F/T EMPLOYEES	($75,000.00)
1-1100-413-00-125-001-0-	211	EXECUTIVE OFFICE-	HEALTH INSURANCE	($3,600.00)
1-1100-413-00-125-001-0-	212	EXECUTIVE OFFICE-	LIFE INSURANCE	($27.00)
1-1100-413-00-125-001-0-	220	EXECUTIVE OFFICE-	FICA	($5,737.50)
1-1100-413-00-125-001-0-	230	EXECUTIVE OFFICE-	RETIREMENT	($7,200.00)
1-1100-413-00-125-001-0-	250	EXECUTIVE OFFICE-	UNEMPLOYMENT COMP	($375.00)
1-1100-413-00-125-001-0-	260	EXECUTIVE OFFICE-	WORKER'S COMP	$0.00
			2011 Budgetary Impact	($91,939.50)

2012 Budgetary Impact: **($91,939.50)**

Possible Funding Sources: **NO BUDGETARY IMPACT.**

Budget Office Recommendation: **POSITION NOT NEEDED IN 2011 BUDGET.**

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Hidalgo Co. Budget Office
2/3/2005

AI-24544 **18.E.5.**

Road Adm - Recreation of one (1) full-time Chief Administrator position, CC REGULAR

Date:	12/30/2010
Submitted By:	Sylvia Solis, BUDGET & MANAGEMENT
Submitted For:	Dina Trevino
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

Road Adm (1200):
a. Approval to recreate one (1) full-time Chief Administrator position, slot no. 004, grade 18, deleted in error (refer to AI-23074), effective 01/01/2011.
b. Approval of 2011 intradepartmental transfer.
c. Approval of revised 2011 salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1200-431-00-125-030-0-899

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

BUDGETARY IMPACT:

Funds available from 2011 Budget as of 12/21/10, pending intradept. transfer.

Attachments

Link: revised fiscal note
Link: Job Description
Link: Revised salary schedule
Link: LIT

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Sylvia Solis	Sylvia Solis	12/22/2010 11:22 AM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 11:35 AM	APRV
3	Rosalinda Cantu	Rosie Cantu	12/22/2010 11:52 AM	APRV
4	Auditor's Office	Linda Fong	12/22/2010 12:00 PM	APRV
5	Purchasing Department	Marty Salazar	12/22/2010 12:05 PM	APRV
8	Sylvia Solis		12/27/2010 08:43 AM	PEND

Form Started By: Sylvia Solis Started On: 12/21/2010 02:24 PM

Final Approval Date: 12/27/2010

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** *REVISED ON 12/28/10*
From: **Raul Silguero Jr., Budget Officer**
CC Date: **Thursday, December 30, 2010** **Agenda Item:** **24544**

Summary of request/proposal:
Road Adm (1200):
Approval to create one (1) full-time Chief Administrator position, slot no. 001, grade 18, effective 01/01/2011.

Fund	Position	Slot#	Obj	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1200	CHIEF ADMINISTRATOR	0004	113	0.00	68,687.00 (Grade 18, Step 1)	68,687.00 (Grade 18, Step 1)
				0.00	68,687.00	68,687.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-125-030-0- 113	ROAD ADM - REG F/T EMPLOYEES	$68,687.00
1-1200-431-00-125-030-0- 211	ROAD ADM - HEALTH INSURANCE	$3,600.00
1-1200-431-00-125-030-0- 212	ROAD ADM - LIFE INSURANCE	$27.00
1-1200-431-00-125-030-0- 220	ROAD ADM - FICA	$5,254.56
1-1200-431-00-125-030-0- 230	ROAD ADM - RETIREMENT	$6,593.95
1-1200-431-00-125-030-0- 250	ROAD ADM - UNEMPLOYMENT COMP	$343.44
1-1200-431-00-125-030-0- 260	ROAD ADM - WORKER'S COMP	$0.00
	2011 Budgetary Impact	$84,505.95

2012 Budgetary Impact: **$84,505.95**

Possible Funding Sources: **RD ADM. FUNDS (1200) - PENDING APPROVAL OF INTRADEPT. TRANSFER**

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

CHIEF ADMINISTRATOR

GRADE: 18

GENERAL DESCRIPTION

Performs (senior level) strategic and tactical direction and support to the County Commissioner and to Precinct staff in the effective development and attainment of precinct goals and objective. Manage the operations of the precinct and the Commissioner's projects by delegating and reviewing the management and the delivery of services and resources. Develop and monitor the various precinct budgets including Road and Bridge, Sanitation, Parks, and other applicable Special Budgets. Ensure training, evaluation, and personal development of all Precinct employees. Handle difficult problems or public policy concerns. Manage the development, implementation and oversight of applicable programs and precinct projects. Monitor departmental resources to ensure compliance with operating budgets, project budgets, and applicable policies and laws. Develop precinct procedures to create and direct the provision of a comprehensive array of public policies, practices and functional services to the precinct/county, its citizens or the general public. Coordinate precinct or county projects involving multi-jurisdictional activities.

The position of Chief Administrator is appointed by and serves at the will of the County Commissioner.

EXAMPLES OF WORK PERFORMED

With proper use of privileged, sensitive and confidential information, researches, develops, recommends and analyzes positions, proposals, policies, and programs for the Commissioner or for presentation by the Commissioner

Negotiates, persuades, mediates, and assists local, state, and federal governments and private entities regarding precinct or county related projects

Develops and provides to the media general information and interpretation of County Commissioner's positions and policies; requires knowledge and understanding of Texas Open Meetings/Open Records Act

Supervises County Commissioner's Road and Bridge, Sanitation, and Parks staff and ensures effective and efficient delivery of services and timely completion of projects

Monitors and analyzes media and public opinions. Develops and recommends responses, programs and positions

Interviews, evaluates and recommends job applicants

Secures and provides critical information to County Commissioner for Commissioners Court proceedings

Represents County Commissioner to various groups and forums as directed

Researches, addresses, and resolves various internal, external and inter-governmental inquiries, problems and complaints

Researches and composes correspondence and presentations on behalf of the precinct and/or the County Commissioner; makes presentations as required

Oversees, analyzes, advises and assists County Commissioner regarding all phases of Precinct road and bridge maintenance and construction projects and operation

Assist the County Commissioner in developing, drafting, and in presenting proposed legislation of interest or benefit to the County

Develop and administer Inter-local contracts/agreements with other governmental entities; ensures compliance with policy and applicable law

Develops and administers County Commissioner's Budget

Maintain an understanding of existing and new State and Federal laws and regulations especially pertaining to purchasing, personnel, precinct operations, and all other relating to County operations

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of progressively responsible and related work experience is required. Graduation from an accredited university or college is required. Prefer background in one or more of the following fields: Government, Public Relations, Management, Budget Development and Administration, Law, Personnel, or Road Maintenance and Construction. Experience and education maybe substituted.

Knowledge, Skills, and Abilities

Must possess excellent verbal and written communication skills

Ability to utilize wide discretions and independent judgment/decision making in compliance with the policies of the County

Understand the laws of the state of Texas and consistent with the independent beliefs and positions of the County Commissioner

Ability to use computers and communication devices while out in field

Understanding of budgeting and planning

Must possess a valid Texas Motor Vehicle Operator's License and 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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1200-431-00-125-030-0

AI - 24544

ROAD ADM

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0002	113	COMM COURT ADMINISTRATOR	16	3	$63,010.00	$63,010.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	112	PLANNING ADMINISTRATOR			$0.00	$0.00	$0.00	$0.00	$0.00	$53,408.00	$0.00	$0.00	$0.00
		CREATE THE FOLLOWING: ↓											
0004	**113**	**CHIEF ADMINISTRATOR**	**18**	**1**	**$68,687.00**	**$68,687.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
					$63,010.00	$63,010.00	$0.00	$1,020.00	$0.00	$53,408.00	$0.00	$0.00	$0.00

DATE: December 22, 2010

2011
Transfer

DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Department of Budget & Management for ROAD ADM

ACCOUNT NUMBER: 1-1200-431-00-125-030-0-XXX

Contact Person: Sylvia V. Solis **Ph#:** (956) 292-7025 Ext. 5423

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

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
899	CONTINGENCY	113	REG F/T EMPLOYEES	68,687.00
899	CONTINGENCY	211	HEALTH INSURANCE	3,600.00
899	CONTINGENCY	212	LIFE INSURANCE	27.00
899	CONTINGENCY	220	FICA	5,254.56
899	CONTINGENCY	230	RETIREMENT	6,593.95
899	CONTINGENCY	250	UNEMPLOYMENT COMP	343.44
			TOTAL	84,505.95

REASON:

Intradepartmental Transfer to fund salary and related fringe benefit expenditures for the creation of one (1) Chief Administrator position, slot no. 0004.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-24587 **18.E.6.**

Emergency Management EM - Deletion of position

CC REGULAR

Date:	12/30/2010
Submitted By:	Sylvia Solis, BUDGET & MANAGEMENT
Department:	BUDGET & MANAGEMENT
Agenda Category:	Budget and Management
Sub-category:	Salary Schedule Changes

Information

CAPTION

Emergency Management (1100):
a. Approval to delete one (1) full-time Executive Assistant I position, slot no. 0005, grade 11, effective 01/01/2011.
b. Approval of revised 2011 salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1100-429-00-300-023-0-XXX

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

BUDGETARY IMPACT:

Funds available from deletion of position.

Attachments

Link: backup

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/22/2010 04:55 PM	APRV
2	Damaris San Miguel	Damaris San Miguel	12/22/2010 05:29 PM	APRV
3	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Sylvia Solis — Started On: 12/22/2010 04:42 PM

Final Approval Date: 12/27/2010

Letter of Transmittal

HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 12/27/10

To: Esther Cortez, Human Resources Director

From: Raul Silguero, Jr.
Budget Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. **review** and **approval**. Please return original document with corresponding signature of approval.

AI: 24587

C.C. Date: 12/30/10

Dept: EMERGENCY MANAGMENT

RECEIVED
DEC 27 2010
Human Resources
4:30pm

Human Resources Dept:

AI-24587 **18.E.6.**

Emergency Management EM - Deletion of position
CC REGULAR

Date: 12/30/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

Emergency Management (1100):
a. Approval to delete one (1) full-time Executive Assistant I position, slot no. 0005, grade 11, effective 01/01/2011.
b. Approval of revised 2011 salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1100-429-00-300-023-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:
Funds available from deletion of position.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/22/2010 04:55 PM	APRV
2	Damaris San Miguel	Damaris San Miguel	12/22/2010 05:29 PM	APRV
3	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Sylvia Solis Started On: 12/22/2010 04:42 PM
Final Approval Date: 12/27/2010

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Emergency Management (300-023) DATE: 12/22/10

CURRENT POSITION TITLE: EXECUTIVE ASSISTANT I CURRENT SLOT. #: 0005

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:	$ 40,078.00 Grade 11, Step 1 Current Budgeted Salary	$ 0.00 Proposed Budgeted Salary	$ (40,078.00) Grade 11, Step 1 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 [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)

DELETE TO CREATE POSITION # 0031 IN CTY JUDGE OFFICE

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	DATE 12/27/10	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE 12/27/2010	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/27/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

EXECUTIVE ASSISTANT I

GRADE: 11

GENERAL DESCRIPTION

Performs advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high-level administrative operations of the County or department. May assign and/or supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops administrative procedures, standards, and methods

Prepares technical aspects of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the County

Provides technical administrative assistance to the County executive

Assists in planning, preparing, or overseeing the preparation of reports

May assist the executive with general human resource management actions

May assist in budget preparation

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year related experience. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and 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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

REVISED ON 12/28/10

Agenda Item: 24587

Summary of request/proposal:
Emergency Management (1100):
Approval to delete one (1) full-time Executive Assistant I position, slot no. 0005, grade 11, effective 01/01/2011.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Executive Assistant I	0005	113	40,078.00 Grade 11, Step 1	0.00	(40,078.00) Grade 11, Step 1
				40,078.00	0.00	(40,078.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-429-00-300-023-0-	113	EMERGENCY SRVS - EM - REG F/T EMPLOYEES	($40,078.00)
1-1100-429-00-300-023-0-	211	EMERGENCY SRVS - EM - HEALTH INSURANCE	($3,600.00)
1-1100-429-00-300-023-0-	212	EMERGENCY SRVS - EM - LIFE INSURANCE	($27.00)
1-1100-429-00-300-023-0-	220	EMERGENCY SRVS - EM - FICA	($3,065.97)
1-1100-429-00-300-023-0-	230	EMERGENCY SRVS - EM - RETIREMENT	($3,847.49)
1-1100-429-00-300-023-0-	250	EMERGENCY SRVS - EM - UNEMPLOYMENT COMP	($200.39)
1-1100-429-00-300-023-0-	260	EMERGENCY SRVS - EM - WORKER'S COMP	$0.00
		2011 Budgetary Impact	($50,818.85)

2012 Budgetary Impact: ($50,818.85)

Possible Funding Sources: AVAILABLE FUNDS TRANSFERRED TO CO. JUDGE'S. PENDING APPROVAL OF INTERDEPT. TRANSFER.

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

AI - 24587

1-1100-429-00-300-023-0-

EMERGENCY MANAGEMENT - EM

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	EMERGENCY SERVICES DIRECTOR	0	0	$0.00	$76,440.00	$76,440.00	$300.00	$0.00	$0.00	$0.00	$0.00	$76,740.00
0002	113	DEPUTY EMRGNC MNGT COORD II	13	2	$48,383.00	$48,383.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	DEPUTY EMRGNC MNGT COORD II	13	2	$48,383.00	$48,383.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	DEPUTY EMRGNC MNGT COORD II	13	2	$48,383.00	$48,383.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING:											
~~0005~~	~~113~~	~~EXECUTIVE ASSISTANT I~~	~~11~~	~~1~~	~~$40,078.00~~	~~$40,078.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0006	113	ADMINISTRATIVE ASSISTANT III	8	4	$35,157.00	$35,157.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$220,384.00	$296,824.00	$76,440.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00

Approval to delete one (1) full-time Executive Assistant I position, slot no. 0005, grade 11, effective 01/01/2011.

AI-24588 **18.E.7.**

DBM (Budget Division) - Deletion of positions

CC REGULAR

Date:	12/30/2010
Submitted By:	Sylvia Solis, BUDGET & MANAGEMENT
Submitted For:	Dina Trevino
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

DBM Budget Division (1100):

a. Approval to delete the following full-time position, effective 01/01/2011:

Slot No.	Postion Title	Grade
027	Economic Development Planner II	16

b. Approval of 2011 revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1100-415-14-115-001-0-XXX

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

BUDGETARY IMPACT:

No budgetary impact. Cost savings from deletion of positions.

Attachments

Link: backup

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/22/2010 05:00 PM	APRV
2	Damaris San Miguel	Damaris San Miguel	12/22/2010 05:29 PM	APRV
3	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Sylvia Solis Started On: 12/22/2010 04:48 PM

Final Approval Date: 12/27/2010

Letter of Transmittal

HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 12/27/10

To: Esther Cortez, Human Resources Director

From: Raul Silguero, Jr.
Budget Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. **review** and **approval**. Please return original document with corresponding signature of approval.

AI: 24588

C.C. Date: 12/30/10

Dept: DBM – BUDGET DIVISION

RECEIVED
DEC 27 2010
Human Resources
4:30 pm

Human Resources Dept:

AI-24588 **18.E.7.**

DBM (Budget Division) - Deletion of positions

CC REGULAR

Date: 12/30/2010

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Submitted For: Dina Trevino

Department: BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

DBM Budget Division (1100):

a. Approval to delete the following full-time position, effective 01/01/2011:

Slot No.	Postion Title	Grade
027	Economic Development Planner II	16

b. Approval of 2011 revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1100-415-14-115-001-0-XXX

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

BUDGETARY IMPACT:

No budgetary impact. Cost savings from deletion of positions.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/22/2010 05:00 PM	APRV
2	Damaris San Miguel	Damaris San Miguel	12/22/2010 05:29 PM	APRV
3	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Sylvia Solis Started On: 12/22/2010 04:48 PM

Final Approval Date: 12/27/2010

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DBM Budget Division (115-001) DATE: 12/22/10

CURRENT POSITION TITLE: ECONOMIC DEVELOPMENT PLANNER II CURRENT SLOT. #: 0027

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:	$ 71,254.00 Grade 16, Step 7 Current Budgeted Salary	$ 0.00 Proposed Budgeted Salary	$ (71,254.00) Grade 16, Step 7 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 [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)

TRANSFER TO THE OFFICE OF THE COUNTY JUDGE

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

DELETE/CREATE

1.	DEPARTMENT HEAD	DATE 12/27/2010	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE 12/27/2010	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/27/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ECONOMIC DEVELOPMENT PLANNER II

GRADE: 16

GENERAL DESCRIPTION

Performs complex economics work. Work involves conducting economic studies and analyses and collecting economic information. Obtains planning, data, and policy analysis and community organizing around issues of Regional Economic Development that will guide the formulation of a Countywide Comprehensive Economic Development Strategy. Position will build on workforce development; the attraction of and assistance to domestic and international businesses; development of public facilities and infrastructure; small business development initiatives; and/or other economic development, redevelopment or capital improvement programs or projects. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collecting and maintaining information on current and projected changes in economic activity

Prepares economic and demographic statistics for analysis

Coordinates the planning and development of new programs and project initiatives, particularly those related to district goals such as economic development

Makes statistical computations on economic and demographic indicators for specified economic areas

Works with local governments in their planning and development efforts, including development of projects, identification of funding sources, assistance in preparing applications for said funding sources, and tracking projects to completion

Conducts economic impact analyses, applying mathematical models and statistical techniques

Assists with the planning, organizing, and coordinating of economic programs and activities

May develop and conduct presentations

Collects, organizes, and analyzes data required in the development of plans or programs

Develops ways in which related programs can be integrated for efficiency, and innovative mechanisms can be developed for enhanced program, division and district effectiveness

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Assists in developing procedures for implementing plans or programs and for measuring progress

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Develop and maintain a comprehensive list of economic development organizations/associations

Develop and conduct community and business surveys

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in planning, economic research, analysis work, or related experience. Graduation from an accredited four year college or university with a Bachelor's in Business or Public Administration, Economics, or related field. Master's Degree in Business Administration or Public Administration preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of economic principles, techniques, and procedures

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning and programming

Skill in performing statistical computations

Ability to prepare and analyze statistics and other economics data, to prepare reports, and to train others

Demonstrated policy, planning and analysis experience

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to

walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DBM Budget Division (115-001) DATE: 12/22/10

CURRENT POSITION TITLE: ECONOMIC DEVELOPMENT PLANNER I CURRENT SLOT. #: 0028

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:	$ 50,487.00 Grade 14, Step 1 Current Budgeted Salary	$ 0.00 Proposed Budgeted Salary	$ (50,487.00) Grade 14, Step 1 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	☒
N/A	☐		

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

TRANSFER EMPLOYEE AND POSITION TO THE OFFICE OF THE County JUDGE (RO)

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	DATE 12/21/2010	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE 12/27/2010	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/27/2010	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ECONOMIC DEVELOPMENT PLANNER I

GRADE: 14

GENERAL DESCRIPTION

Performs (entry-level) economics work. Work involves conducting economic studies and analyses and collecting economic information. Assist in obtaining planning, data, and policy analysis and community organizing around issues of Regional Economic Development that will guide the formulation of a Countywide Comprehensive Economic Development Strategy. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists in collecting and maintaining information on current and projected changes in economic activity

Prepares economic and demographic statistics for analysis

Makes statistical computations on economic and demographic indicators for specified economic areas

Conducts studies, deduces facts to findings, makes recommendations, and prepares reports

Conducts economic impact analyses, applying mathematical models and statistical techniques

Assists with the planning, organizing, and coordinating of economic programs and activities

May develop and conduct presentations

Collects, organizes, and analyzes data required in the development of plans or programs

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Assists in developing procedures for implementing plans or programs and for measuring progress

Assists with preparing and monitoring performance measures

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Conduct Strengths, Weakness, Opportunities, and Threats Analysis

Develop and maintain a comprehensive list of economic development organizations/associations

Develop and conduct community and business surveys

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years experience in planning, economic research, analysis work, or related experience. Graduation from an accredited four year college or university with a Bachelor's in Business or Public Administration, Economics, or related field. Master's Degree in Business Administration or Public Administration preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of economic principles, techniques, and procedures

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning and programming

Skill in performing statistical computations

Ability to prepare and analyze statistics and other economics data, to prepare reports, and to train others

Demonstrated policy, planning and analysis experience

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and 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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

REVISED ON 12/28/10

Agenda Item: 24588

Summary of request/proposal:
DBM Budget Division (1100):
Approval to delete the following full-time positions, effective 01/01/2011:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Economic Development Planner II	0027	113	71,254.00 Grade 16, Step 7	0.00	(71,254.00) Grade 11, Step 1
1100	Economic Development Planner I	0028	113	50,487.00 Grade 14, Step 1	0.00	(50,487.00) Grade 14, Step 1
				121,741.00	0.00	(121,741.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-415-14-115-001-0-	113	DBM BUDGET DIVI. -	REG F/T EMPLOYEES	($121,741.00)
1-1100-415-14-115-001-0-	211	DBM BUDGET DIVI. -	HEALTH INSURANCE	($7,200.00)
1-1100-415-14-115-001-0-	212	DBM BUDGET DIVI. -	LIFE INSURANCE	($54.00)
1-1100-415-14-115-001-0-	220	DBM BUDGET DIVI. -	FICA	($9,313.19)
1-1100-415-14-115-001-0-	230	DBM BUDGET DIVI. -	RETIREMENT	($11,687.14)
1-1100-415-14-115-001-0-	250	DBM BUDGET DIVI. -	UNEMPLOYMENT COMP	($608.71)
1-1100-415-14-115-001-0-	260	DBM BUDGET DIVI. -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	($150,604.04)

2012 Budgetary Impact: ($150,604.04)

Possible Funding Sources: AVAILABLE FUNDS TRANSFERRED TO CO. JUDGE'S. PENDING APPROVAL OF INTERDEPT. TRANSFER.

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

0-1100-415-14-115-001-0-

AI - 24588

DBM - BUDGET DIVISION

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	BUDGET OFFICER	0	0	$0.00	$91,728.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	DIRECTOR BDGT MNGT DIVISION	18	1	$68,687.00	$68,687.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	DIRECTOR STRTGC PLNNNG DVSN	18	1	$68,687.00	$68,687.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	SENIOR BUDGET ANALYST	15	1	$54,526.00	$54,526.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	SENIOR PLANNING ANALYST	15	1	$54,526.00	$54,526.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	PLANNING ANALYST II	12	2	$44,799.00	$44,799.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	BUDGET ANALYST II	12	2	$44,799.00	$44,799.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	BUDGET ANALYST I	10	4	$41,006.00	$41,006.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	BUDGET ANALYST I	10	4	$41,006.00	$41,006.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	COMM COURT AGENDA COORD	10	3	$39,707.00	$39,707.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	BUDGET CLERK II	8	2	$32,929.00	$32,929.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	BUDGET CLERK I	6	4	$30,141.00	$30,141.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	BUDGET CLERK II	8	2	$32,929.00	$32,929.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0021	113	BUDGET ANALYST I	10	4	$41,006.00	$41,006.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	113	PLANNING ANALYST I	10	4	$41,006.00	$41,006.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0023	113	PLANNING ANALYST I	10	4	$41,006.00	$41,006.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	BUDGET ANLAYST III	14	1	$50,487.00	$50,487.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	PLANNING ANALYST III	14	1	$50,487.00	$50,487.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0026	113	BUDGET CLERK I	6	3	$29,186.00	$29,186.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING: ↓											
~~0027~~	~~113~~	~~ECONOMIC DVLPMNT PLANNER II~~	~~16~~	~~7~~	~~$71,254.00~~	~~$71,254.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$5,400.00~~	~~$0.00~~	~~$0.00~~
~~0028~~	~~113~~	~~ECONOMIC DVLPMNT PLANNER I~~	~~14~~	~~1~~	~~$50,487.00~~	~~$50,487.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0029	113	BUDGET ANALYST I	10	1	$37,109.00	$37,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$965,770.00	$1,057,498.00	$0.00	$5,520.00	$0.00	$0.00	$0.00	$0.00	$0.00

Approval to delete the above full-time positions, effective 01/01/2011, and transfer employee and Economic Development Planner I position, slot no. 0028, to the County Judge's Office.

AI-24558 **18.E.8.**

Tax Office - Creation of positions for 2011

CC REGULAR

Date:	12/30/2010
Submitted By:	Sylvia Solis, BUDGET & MANAGEMENT
Submitted For:	Armando Barrera
Department:	BUDGET & MANAGEMENT
Agenda Category:	Tax Office

Information

CAPTION

Tax Office (1100):
a. Approval to create the following full-time positions, effective 01/01/2011:

Slot No.	Position Title	Grade
0131	Accountant II	10
0132	Deputy Clerk I	5
0133	Deputy Clerk I	5

b. Approval of 2011 revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1100-415-00-115-002-0-899

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

BUDGETARY IMPACT:

Funds to be placed on 01/11/11.

Attachments

Link: backup

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Sylvia Solis	Sylvia Solis	12/22/2010 09:53 AM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 10:01 AM	APRV
3	Rosalinda Cantu	Rosie Cantu	12/22/2010 11:11 AM	APRV
4	Auditor's Office	Linda Fong	12/22/2010 11:48 AM	APRV
5	Dina Trevino	Erika Zamora	12/22/2010 01:05 PM	APRV
6	Sylvia Solis		12/27/2010 08:43 AM	PEND

Form Started By: Sylvia Solis Started On: 12/21/2010 05:39 PM

Final Approval Date: 12/27/2010

AI-24558 **20.A.**

Tax Office - Creation of positions for 2011

CC REGULAR

Date: 12/30/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Armando Barrera
Department: BUDGET & MANAGEMENT
Agenda Category: Tax Office

Information

CAPTION

1. Approval to create the following full-time positions, effective 01/01/2011:

Slot No.	Position Title	Grade
0131	Accountant II	10
0132	Deputy Clerk I	5
0133	Deputy Clerk I	5

2. Approval of 2011 revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011
ACCT. #: 1-1100-415-00-115-002-0-899
FUNDS AVAILABLE Y/N?: Y
MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds to be placed on 01/11/11.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Sylvia Solis	12/21/2010 05:39 PM	CREATED
1	Sylvia Solis	Sylvia Solis	12/22/2010 09:53 AM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 10:01 AM	APRV
3	Rosalinda Cantu			PEND
4	Auditor's Office			
5	Purchasing Department			

Form Started By: Sylvia Solis Started On: 12/21/2010 05:39 PM

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Tax Office (140-001) DATE: 12/21/10

CURRENT POSITION TITLE: ACCOUNTANT II CURRENT SLOT. #: 0131

REQUESTED POSITION TITLE: ACCOUNTANT II

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount:	$ 0.00	$ 35,254.00-50,099.00 (Grade 10)	$ 35,254.00 -50,099.00 (Grade 10)
	Current Grade & Step Salary	Proposed Grade & Step 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 [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)

Approved by Commissioner's Court on December 13, 2010 in order to re-open the Alamo Sub-Station.

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	DATE 12/22/10	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/22/10	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ACCOUNTANT II

GRADE: 10

GENERAL DESCRIPTION

Employee performs routine accounting work. Work involves maintaining, preparing, posting, and balancing financial statements, records, documents, or reports. Employee may specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, budgeting, or bond servicing. Employee works under moderate supervision with limited latitude for the use of initiative and independent judgment and may train others.

EXAMPLES OF WORK PERFORMED

Prepares financial statements with schedules and exhibits

Prepares special reports on payroll, estimates, cost data, and budget items

Prepares and posts various vouchers and audits them for accuracy

Audits accounting or control records for accuracy and conformance to established standards and procedures.

Researches reconciliation discrepancies and reports findings

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures

Provides technical assistance to staff in handling accounting transactions

May serve as a consultant on accounting matters to administrative, supervisory, or technical staff, and assists agency administrators in applying financial data to the resolution of administrative or operating problems

May work with state and federal grants

May monitor clerical work in progress and audit completed work for accuracy

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years experience in governmental or commercial accounting; Graduation from an accredited four year college or university with a Bachelors in Business Administration preferably in Accounting or Finance, with 9 hours in accounting.

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems

Ability to supervise the work of others; to interpret and apply accounting theory; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data, and to train others

Knowledge in MS Word, Excel and 10-key calculator

Knowledge in Uniform Grants Management Standards (UGMS) preferably

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Tax Office (140-001) DATE: 12/21/10

CURRENT POSITION TITLE: DEPUTY CLERK I CURRENT SLOT. #: 0132, 0133

REQUESTED POSITION TITLE: DEPUTY CLERK I

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Grade & Step Salary) $ 23,993.00-34,096.00 x 2 (Grade 5) (Proposed Grade & Step Salary) $ 23,993.00-34,096.00 x 2 (Grade 5) (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	☒
N/A	☐		

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

Approved by Commissioner's Court on December 13, 2010 in order to re-open the Alamo Sub-Station.

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	12/22/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/10 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

DEPUTY CLERK I

GRADE: 05

GENERAL DESCRIPTION

Performs entry-level appellate work; Work involves maintaining records and filing, tracking, and managing cases filed in an appellate court; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Receives, files, and processes cases on appeal from lower courts and original proceedings

Sends court notices to appropriate parties

Certifies records for use in other courts

Maintains files

Assists in answering telephone inquiries

Assists in maintaining dockets or calendar systems for tracking and managing cases

Assists in processing appeals

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Zero to six (0-6) months of experience in clerical work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of legal terms and concepts

Skill in the operation of office equipment

Ability to maintain files and records and to communicate effectively

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

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- sitting for extended periods of time
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- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-415-15-140-001-0

AI - 24558

TAX OFFICE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	TAX ASSESSOR/COLLECTOR				$87,360.00	$0.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$0.00
0002	113	CHIEF OF OPER				$68,512.00	$0.00	$780.00	$0.00	$0.00	$6,940.00	$0.00	$0.00
0003	113	TAX COLL MGR				$62,889.00	$0.00	$1,680.00	$0.00	$0.00	$2,800.00	$0.00	$0.00
0004	113	MANAGER, MOTOR VEHICLE LICENSE SECTI	15	3	$58,342.00	$58,342.00	$0.00	$540.00	$0.00	$0.00	$5,625.00	$0.00	$0.00
0005	113	CHIEF FRAUD INVESTIGATOR	14	2	$52,254.00	$52,254.00	$0.00	$660.00	$0.00	$0.00	$0.00	$500.00	$0.00
0006	113	MANAGER, TAX ASSESSING SECTION	15	1	$54,526.00	$54,526.00	$0.00	$2,100.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	ACCOUNTS REPORT SPECIALIST	14	2	$52,254.00	$52,254.00	$0.00	$660.00	$0.00	$0.00	$1,500.00	$0.00	$0.00
0008	113	ACCOUNTANT IV	14	1	$50,487.00	$50,487.00	$0.00	$1,200.00	$0.00	$0.00	$1,500.00	$0.00	$0.00
0009	113	COMPUTER SYSTEM ADMINISTATOR	12	4	$47,829.00	$47,829.00	$0.00	$660.00	$0.00	$0.00	$1,500.00	$0.00	$0.00
0010	113	FRAUD INVESTIGATOR	12	3	$46,314.00	$46,314.00	$0.00	$300.00	$0.00	$0.00	$0.00	$500.00	$0.00
0011	113	EXECUTIVE ASSISTANT II	13	2	$48,383.00	$48,383.00	$0.00	$1,560.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	ACCOUNTANT III	12	3	$46,314.00	$46,314.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	ACCOUNTANT III	12	3	$46,314.00	$46,314.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	ACCOUNTANT III	12	1	$43,284.00	$43,284.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	ACCOUNTANT III	12	3	$46,314.00	$46,314.00	$0.00	$960.00	$0.00	$0.00	$1,500.00	$0.00	$0.00
0017	113	DEPUTY CLERK II	7	10	$38,737.00	$38,737.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	DEPUTY CLERK III	9	5	$39,172.00	$39,172.00	$0.00	$1,800.00	$0.00	$0.00	$1,500.00	$0.00	$0.00
0019	113	DEPUTY CLERK III	9	5	$39,172.00	$39,172.00	$0.00	$1,860.00	$0.00	$0.00	$1,500.00	$0.00	$0.00
0020	113	DEPUTY CLERK III	9	5	$39,172.00	$39,172.00	$0.00	$780.00	$0.00	$0.00	$1,500.00	$0.00	$0.00
0021	113	DEPUTY CLERK III	9	5	$39,172.00	$39,172.00	$0.00	$1,320.00	$0.00	$0.00	$900.00	$0.00	$0.00
0022	113	DEPUTY CLERK II	7	6	$34,613.00	$34,613.00	$0.00	$480.00	$0.00	$0.00	$1,500.00	$0.00	$0.00
0023	113	DEPUTY CLERK II	7	6	$34,613.00	$34,613.00	$0.00	$660.00	$0.00	$0.00	$750.00	$0.00	$0.00
0024	113	DEPUTY CLERK II	7	6	$34,613.00	$34,613.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	BOOKKEEPER II	8	5	$36,271.00	$36,271.00	$0.00	$1,740.00	$0.00	$0.00	$0.00	$0.00	$0.00
0026	113	DEPUTY CLERK II	7	7	$35,644.00	$35,644.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-415-15-140-001-0

AI - 24558

TAX OFFICE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0027	113	TITLE EXAMINER II	8	3	$34,043.00	$34,043.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	DEPUTY CLERK II	7	7	$35,644.00	$35,644.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	BOOKKEEPER II	8	2	$32,929.00	$32,929.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$0.00
0030	113	DEPUTY CLERK II	7	5	$33,582.00	$33,582.00	$0.00	$1,380.00	$0.00	$0.00	$750.00	$0.00	$0.00
0031	113	DEPUTY CLERK II	7	5	$33,582.00	$33,582.00	$0.00	$1,140.00	$0.00	$0.00	$750.00	$0.00	$0.00
0032	113	DEPUTY CLERK II	7	5	$33,582.00	$33,582.00	$0.00	$1,860.00	$0.00	$0.00	$750.00	$0.00	$0.00
0033	113	BOOKKEEPER II	8	3	$34,043.00	$34,043.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0034	113	DEPUTY CLERK II	7	6	$34,613.00	$34,613.00	$0.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$0.00
0035	113	DEPUTY CLERK II	7	6	$34,613.00	$34,613.00	$0.00	$1,740.00	$0.00	$0.00	$0.00	$0.00	$0.00
0036	113	DEPUTY CLERK II	7	2	$30,489.00	$30,489.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0037	113	TITLE EXAMINER I	6	4	$30,141.00	$30,141.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	BOOKKEEPER I	6	4	$30,141.00	$30,141.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$0.00
0039	113	BOOKKEEPER I	6	5	$31,096.00	$31,096.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0040	113	TECHNICIAN II	6	4	$30,141.00	$30,141.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0041	113	ADMINISTRATIVE ASSISTANT III	8	2	$32,929.00	$32,929.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0042	113	DEPUTY CLERK II	7	1	$29,458.00	$29,458.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$0.00
0043	113	BOOKKEEPER I	6	3	$29,186.00	$29,186.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0044	113	DEPUTY CLERK I	5	5	$28,792.00	$28,792.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	DEPUTY CLERK I	5	5	$28,792.00	$28,792.00	$0.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$0.00
0046	113	DEPUTY CLERK I	5	4	$27,908.00	$27,908.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00
0047	113	DEPUTY CLERK I	5	4	$27,908.00	$27,908.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0048	113	DEPUTY CLERK I	5	4	$27,908.00	$27,908.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$0.00
0049	113	DEPUTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$900.00	$0.00	$0.00	$750.00	$0.00	$0.00
0050	113	DEPUTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0051	113	BOOKKEEPER I	6	2	$28,231.00	$28,231.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-415-15-140-001-0

AI - 24558

TAX OFFICE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	
0052	113	DEPUTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	DEPUTY CLERK II	7	3	$31,520.00	$31,520.00	$0.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$0.00
0054	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0055	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0056	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
0057	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$0.00
0058	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0059	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00
0061	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0062	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0063	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$0.00
0064	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0065	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
0066	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0067	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0068	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0069	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0070	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$0.00
0071	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0072	113	INVENTORY SPECIALIST I	4	3	$25,021.00	$25,021.00	$0.00	$0.00	$0.00	$0.00	$2,250.00	$0.00	$0.00
0073	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0074	113	DEPUTY CLERK I	5	3	$27,024.00	$27,024.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0075	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00
0076	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
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TAX OFFICE

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0077	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0078	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0079	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0080	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0081	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0082	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0083	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0084	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0085	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0086	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$0.00
0087	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0088	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0089	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00
0090	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$0.00
0091	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0092	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0093	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0094	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0095	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0096	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0098	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0099	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0100	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0102	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0103	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
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TAX OFFICE

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								Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	
0104	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0105	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0106	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0107	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0108	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0109	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0110	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0111	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0112	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0113	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0114	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0115	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0116	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0117	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0118	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0119	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0120	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0121	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0122	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0123	113	ADMINISTRATIVE ASSISTANT III	8	2	$32,929.00	$32,929.00	$0.00	$420.00	$0.00	$0.00	$1,500.00	$0.00	$0.00
0124	113	DEPUTY CLERK II	7	3	$31,520.00	$31,520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0125	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0126	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0127	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
0128	113	ADMINISTRATIVE ASSISTANT III	8	1	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
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								Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	
0129	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0130	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		CREATE THE FOLLOWING :											
		↓											
0131	113	ACCOUNTANT II	10	0	35,254.00-50,099.00	35,254.00-50,099.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0132	113	DEPUTY CLERK I	5	0	23,993.00-34,096.00	23,993.00-34,096.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0133	113	DEPUTY CLERK I	5	0	23,993.00-34,096.00	23,993.00-34,096.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$3,719,438.00	$3,938,199.00	$0.00	$67,080.00	$0.00	$0.00	$43,765.00	$1,000.00	$0.00

Approval to create the above full-time positions, effective 01/01/2011
Personnel actions pending CC approval.

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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010 **Agenda Item:** 24558

Summary of request/proposal:
Tax Office (1100):
Approval to create the following full-time positions, effective 01/01/2011:

Fund	Position	Slot#	Obj	Current Grade & Step Salary	Proposed Grade & Step Salary (PROBATIONARY PERIOD)	Total Requested
1100	ACCOUNTANT II	0131	113	0.00	35,254.00 (Grade 10, Step O)	35,254.00 (Grade 10, Step O)
1100	DEPUTY CLERK I	0132	113	0.00	23,993.00 (Grade 5, Step 0)	23,993.00 (Grade 5, Step 0)
1100	DEPUTY CLERK I	0133	113	0.00	23,993.00 (Grade 5, Step 0)	23,993.00 (Grade 5, Step 0)
				0.00	83,240.00	83,240.00

*** As per the Classification & Compensation Pay Plan policy - New Hire Section (See page 7), all newly hired employees must begin employment at the Probationary Step O salary level.**

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-415-15-140-001-0-	113	TAX OFFICE -	REG F/T EMPLOYEES	$83,240.00
1-1100-415-15-140-001-0-	211	TAX OFFICE -	HEALTH INSURANCE	$10,800.00
1-1100-415-15-140-001-0-	212	TAX OFFICE -	LIFE INSURANCE	$81.00
1-1100-415-15-140-001-0-	220	TAX OFFICE -	FICA	$6,367.86
1-1100-415-15-140-001-0-	230	TAX OFFICE -	RETIREMENT	$7,991.04
1-1100-415-15-140-001-0-	250	TAX OFFICE -	UNEMPLOYMENT COMP	$416.20
1-1100-415-15-140-001-0-	260	TAX OFFICE -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$108,896.10

2012 Budgetary Impact: $108,896.10

Possible Funding Sources: CO. WIDE ADM.- CONTINGENCY

Budget Office Recommendation:

DATE: December 27, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2011
Transfer

DEPARTMENT NAME: Dept. of Budget & Mgmt for Tax Office

ACCOUNT NUMBER: 1-1100-41X-00-XXX-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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			
1-1100-415-00-115-002-0- 899	CO WIDE ADM -	CONTINGENCY	(108,896.10)
TO			
1-1100-412-00-001-001-0- 113	TAX OFFICE -	REG F/T EMPLOYEES	$83,240.00
1-1100-412-00-001-001-0- 211	TAX OFFICE -	HEALTH INSURANCE	$10,800.00
1-1100-412-00-001-001-0- 212	TAX OFFICE -	LIFE INSURANCE	$81.00
1-1100-412-00-001-001-0- 220	TAX OFFICE -	FICA	$6,367.86
1-1100-412-00-001-001-0- 230	TAX OFFICE -	RETIREMENT	$7,991.04
1-1100-412-00-001-001-0- 250	TAX OFFICE -	UNEMPLOYMENT COMP	416.20
	TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to fund the difference in salary and related fringe benefits related to the creation of one (1) Accountant II, slot no. 0131, Grade 10, and two (2) Deputy Clerk I positions, slot no. (s) 132 & 133, Grade 5.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK

Office of Tax Assessor-Collector
COUNTY of HIDALGO

Armando Barrera Jr., RTA
Assessor and Collector

P.O. Box 178
Edinburg, Texas 78540-0178
(956) 318-2157 • Fax (956) 318-2733

December 14, 2010

Mr. Raul Siguero
Chief Administrator
Budget Office
2818 So. Bus. Highway 281
Edinburg, Texas 78539

Re: Re-Instated Positions

Dear Mr. Silguero:

On December 13, 2010 Commissioners Court approved the re-instatement of the following positions to our department in order to re-open the Alamo Sub-station.

Please amend our budget to reflect the following:

Slot # ~~16~~ 131	$41,384.00
Slot # ~~97~~ 132	$25,236.00
Slot #~~101~~ - 133	$25,236.00
Plus Fringe Benefits 20%	- $18,371.20
TOTAL	$110,227.20

Should you have any questions, feel free to contact our office.

Very truly yours,

Armando Barrera, Jr., RTA
Tax Assessor Collector

ABJ: yv

2010 DEC 14 PM 3 31
HIDALGO COUNTY
BUDGET OFFICE

12/14/10

AI-24523 **18.E.9.**

DA HB65 Investigation & DA Bad Checks - Deletion of cost allocations & positions

CC REGULAR

Date:	12/30/2010
Submitted By:	Sylvia Solis, BUDGET & MANAGEMENT
Submitted For:	Roy Cazares
Department:	BUDGET & MANAGEMENT
Agenda Category:	District Attorney

Information

CAPTION

a. D.A. HB65 Investigation Fund (1223):
1. Approval of 2011 District Attorney's Office Investigation HB65 Fund Budget.
2. Approval of appropriation of funds under the DA Investigation HB65 Fund 1223 in the amount of $586,264.84.
3. Approval to delete the following cost allocations, effective 01/01/2011:

Slot No.	Position Title	Grade
0011	ASSISTANT DISTRICT ATTORNEY II	14
0013	ASSISTANT DISTRICT ATTORNEY I	12
0016	ASSISTANT DISTRICT ATTORNEY I	12
0046	ADMINISTRATIVE ASSISTANT I	4
0051	CLERK II	3
0055	ADMINISTRATIVE ASSISTANT II	6
0061	CLERK II	3

4. Approval to delete cost allocation for one (1) Administrative Assistant I, slot no. 054, in the amount of $2,666.00 and pay 100% from District Attorney (Acct. No. 1-1100-412-00-080-002-0-XXX).
5. Approval of 2011 salary schedule.

b. D.A. Bad Checks (1222):
1. Approval of 2011 District Attorney's Office Bad Checks Budget.
2. Approval of appropriation of funds under the DA Bad Check Fund 1222 in the amount of $283,074.32.
3. Approval to reclassify one (1) full time, slot no. 003, from Manager of Information & Technology position, grade 17 to Developer & System Engineer (title change only), grade 17, effective 01/03/2011 (next full pay period). Reviewed and recommended by the Classification Committee.
4. Approval to delete one (1) full-time Carpenter IV position, slot no. 001, grade level 09.
5. Approval of 2011 salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1- 1223-412-00-080-007-0-XXX

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

BUDGETARY IMPACT:

No Budgetary Impact.

FISCAL YEAR: 2011 **ACCT. #:** 1- 1222-412-00-080-006-0-XXX

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

BUDGETARY IMPACT:

No Budgetary Impact. Title Change Only, and deletion of position.

Attachments

Link: Back-up

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Sylvia Solis	Sylvia Solis	12/22/2010 03:49 PM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 04:17 PM	APRV
3	Ivan Cantu	Ivan Cantu	12/22/2010 04:33 PM	APRV
4	Auditor's Office	Angela Garcia	12/27/2010 08:43 AM	APRV

Form Started By: Sylvia Solis Started On: 12/20/2010 11:03 AM

Final Approval Date: 12/27/2010

Letter of Transmittal

HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 12/21/10

To: Esther Cortez, Human Resources Director

From: Raul Silguero, Jr.
Budget Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. **review** and **approval**. Please return original document with corresponding signature of approval.

AI: 24523

C.C. Date: 12/30/10

Dept: D.A. HB65 INVESTIGATION & D.A. BAD CHECKS

Human Resources Dept:

AI-24523 **17.0.**

DA HB65 Investigation & DA Bad Checks - Deletion of cost allocations & positions

CC REGULAR

Date: 12/30/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Roy Cazares
Department: BUDGET & MANAGEMENT
Agenda Category: District Attorney

Information

CAPTION

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5. Approval of 2011 salary schedule.

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1. Approval of 2011 District Attorney's Office Bad Checks Budget.
2. Approval of appropriation of funds under the DA Bad Check Fund 1222 in the amount of $283,074.32.
3. Approval to reclassify one (1) full time, slot no. 003, from Manager of Information & Technology position, grade 17 to Developer & System Engineer (title change only), grade 17, effective 01/03/2011 (next full pay period). Reviewed and recommended by the Classification Committee.
4. Approval to delete one (1) full-time Carpenter IV position, slot no. 001, grade level 09.
5. Approval of 2011 salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1- 1223-412-00-080-007-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N
BUDGETARY IMPACT:
No Budgetary Impact.

FISCAL YEAR: 2011 **ACCT. #:** 1- 1222-412-00-080-006-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N
BUDGETARY IMPACT:
No Budgetary Impact. Title Change Only, and deletion of position.

Attachments

Link: DA Bad Ck Budget
Link: DA HB65 Investigation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Sylvia Solis	12/20/2010 11:03 AM	CREATED
1	Sylvia Solis			PEND
2	Budget & Management			
3	Auditor's Office			
4	Purchasing Department			

Form Started By: Sylvia Solis Started On: 12/20/2010 11:03 AM

District Attorney's Office
2011 Checks Account
1-1222-412-00-080-006-0
Department No.: 080

JOB TITLE	2011 BASE SALARY	SOCIAL SECURITY
Department Name: Hidalgo County Criminal District Attorney's Office		
2011 Checks Account		
Account No.: 1-1222-412-00-080-006-0		
Department #: 0080		
		2011 Requested Budget
Salaries of Employees	113	$125,813.00
Part-Time Employees	114	$31,440.00
Longevity Pay	115	$660.00
Auto Allowance	118	$3,600.00
Health Insurance	211	$8,100.00
Life Insurance	212	$61.00
Social Security Tax	220	$12,355.74
Employee Retirement	230	$12,487.01
Unemployment Compensation Insurance	250	$807.57
Worker's Compensation Insurance	260	$0.00
Computer Services	336	$0.00
Other Professional Services	339	$0.00
Information & Credit Services	342	$3,000.00
Hauling & Freight Services	346	$500.00
Cable/Satellite Television	412	$0.00
Disposal	421	$50.00
Building Repairs & Maint. Service	431	$3,000.00
Equipment Repair & Maintenance Service	432	$2,000.00
Building Insurance	521	$600.00
Vehicle Liability Insurance	522	$1,500.00
Public Official Insurance	523	$1,500.00
General Insurance	524	$800.00
Cellular/Mobile Phone	532	$6,000.00
Internet	534	$3,000.00
Postage and express mail charges	535	$1,000.00
Printing and Binding	550	$5,000.00
Out of County Employee Travel	583	$2,500.00
Registration Fees	584	$2,000.00
Office Supplies	601	$1,000.00
Gasoline/diesel fuel	626	$8,000.00
Food	630	$300.00
Referance Materials	640	$500.00
Minor Office Equipment & Furniture	661	$500.00
Other Minor Equipment	664	$500.00
Minor Computer Equipment	665	$0.00
Minor Software	667	$0.00
Police Weapons	668	$1,000.00
Repair & Maintenance Supplies - Equipment	672	$1,000.00
Office Furniture & Equipment	743	$40,000.00
Software	747	$0.00
Other Equipment	748	$1,500.00
Dues & Membership Dues	810	$500.00
Court Cost & Investigation	831	$500.00
TOTAL		$283,074.32

Department Name: Hidalgo County Criminal District Attorney's Office		
2011 Investigation Fund		
Account No.: 1-1223-412-00-080-007-0		
Department #: 0080		
Salaries of Employees	113	$295,754.00
Part-Time Employees	114	$0.00
Extra Help	122	$0.00
Health Insurance	211	$24,797.52
Life Insurance	212	$185.98
Social Security Tax	220	$22,625.18
Employee Retirement	230	$28,392.38
Unemployment Compensation Insurance	250	$1,478.77
Worker's Compensation Insurance	260	$0.00
Computer Services	336	$2,300.00
Hauling & Freight Services	346	$1,000.00
Equipment Repair & Maintenance Service	432	$1,200.00
Out of county employee travel	583	$1,500.00
Registration fees	584	$1,500.00
Office and Computer Supplies	601	$1,914.00
Education/Instructional Supplies	603	$1,000.00
Reference Materials	640	$1,100.00
Other Minor Equipment	664	$1,000.00
Minor Computer Equipment	665	$5,000.00
Computer Equipment	745	$20,594.00
Software	747	$20,900.00
Software License Renewals	812	$3,023.00
Court Costs and Investigation	831	$100,000.00
Aid to Other Agencies	841	$1,000.00
Other	890	$50,000.00
TOTAL		$586,264.84

HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: D.A. BAD CHECK **DATE: 12/20/10**

DEPARTMENT NUMBER: 080 **PROGRAM NUMBER: 006**

CURRENT SLOT #: 003

DEPARTMENT CLASSIFICATION REQUEST- *(REGRADE)*

CURRENT

Manager of Information Technology	GRADE 17
Classification/Position Title	**Pay Grade/Salary**

REQUESTED GRADE/ TITLE:

Developer & System Engineer	GRADE 17
Classification/Position Title	**Pay Grade/Salary**

COMMITTEE RECOMMENDATION

Developer & System Engineer	GRADE 17
Classification/Position Title	**Pay Grade/Salary**

COMMENTS:

TITLE CHANGE ONLY

SIGNATURES

Esthela A. Ortiz/rg — **Human Resources Representative** — 12/22/10 — **Date**

Norma G. Garcia — **County Treasurer Representative** — 12/22/10 — **Date**

Budget & Management Representative — 12/22/10 — **Date**

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: D.A. BAD CK (080-006) DATE: 12/20/10

CURRENT POSITION TITLE: Manager of Information & Technology CURRENT SLOT. #: 003

REQUESTED POSITION TITLE: Developer & System Engineer

REQUEST FOR:

☐ New Position ☐ Temporary Position ☒ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount:	$ 73,392.00 (Grade 17, Step 5) Current Grade & Step Salary	$ 73,392.00 (Grade 17, Step 5) Proposed Grade & Step Salary	$ 0.00 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	☐
N/A	☐		

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

JOB DESCRIPTION BETTER SUITS JOB FUNCTION/NEW POSITION TITLE

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.	FOR RENE GUERRA DEPARTMENT HEAD	12/21/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	Rosalva Cantu/HS HUMAN RESOURCES DIRECTOR	12/22/10 DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	12/22/10 DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

Hidalgo County Office of Criminal District Attorney

Developer and System Engineer Job Description

The systems engineering role of the position is one that is responsible for the oversight of an organization's information systems. The software developer role of the position is one that is responsible for analysis, design, programming, testing and deployment of web and forms based applications. The database administrator role for the position is one that oversees all aspects of the office's databases including those on the County servers as well as our own Visual FoxPro and Microsoft SQL Server databases. This includes everything from initial database architecture design through implementation, administration, monitoring, tuning, back up, migration, and support. The help desk support role resolves computer problems: supervises, prepares, and updates their company's computer knowledge by developing and deploying training resources via web parts, manuals, videos, or through Citrix GoToMeeting.

Job Responsibilities for Systems Engineer

1. Coordinates system development tasks to include design, integration and formal testing.
2. Oversees all transitions into production.
3. Develops and completes actions in system specifications, technical and logistical requirements and other disciplines.
4. Creates and maintains programmatic and technical documentation to. insure efficient planning and execution.
5. Manages and documents system configurations.
6. Develops, implements and maintains security policies and procedures to ensure the security of data and systems.
7. Develops, implements and maintains disaster recovery policies and procedures.
8. Manages and maintains email accounts on County server.

Job Responsibilities for Software Developer

1. Full lifecycle application development.
2. Designing, coding and debugging applications in various software languages.

3. Software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis.
4. Object-oriented Design and Analysis (OOA and OOD).
5. Software modeling and simulation.
6. Front end graphical user interface design.
7. Software testing and quality assurance.
8. Performance tuning, improvement, balancing, usability, automation.
9. Support, maintain and document software functionality.
10. Integrate software with existing systems.
11. Evaluate and identify new technologies for implementation.
12. Project Planning and Project Management.
13. Maintain standards compliance.
14. Implement localization or globalization of software.

Help Desk Support for Systems, Networking, and Applications

1. Provides assistance to office staff with computer software, hardware or system problems.
2. Answers questions and resolves problems via telephone, e-mail, Citrix GoToAssist, Citrix GoToMyPC, Citrix GoToMeeting or in person.
3. Cleans, installs and modifies operating systems and software programs, such as virus protection and word processing printers.
4. Supervises, prepares, and updates office's computer knowledge.
5. Coordinates with co-workers to determine how request orders will be assigned or supervises workers to ensure all repairs are properly completed.
6. Prepares recommendations on software and hardware programs.
7. Develops user training through videos, SharePoint webparts and manuals.
8. Reads technical manuals, trade magazines, on-line technical references and training courses to make sure they know all the latest computer information to help clients.
9. Uses problem-solving skills and patience to repeatedly instruct people on the steps to take to solve computer problems
10. Using interpersonal skills to listen and ask questions to diagnose and solve computer issues.
11. Uses strong written skills and abilities to write manuals and e-mails.
12. Works both independently and with a team.
13. Works as a member of the CUC Techshare CJIS Technical Committee to review modifications and requests for features on Odyssey and Juvenile applications.
14. Works as a member of the Prosecutor focus group to advise and encourage development of desired and required features in Odyssey

Prosecutor module by Tyler Technologies.

Responsibilities for Database Administrator (DBA)

1. Design and document database architecture. Data Modeling.
2. Design Data Warehousing and Business Intelligence platform.
3. Build database scheme, tables, procedures and permissions.
4. Set up data sharing and disk partitioning.
5. Develop database utilities and automated reporting.
6. Create shell scripts for task automation.
7. Create, test and execute data management languages.
8. Analyze and sustain capacity and performance requirements.
9. Analyze, consolidate and tune database for optimal efficiency.
10. Monitor systems and platforms for availability.
11. Oversee backup, clustering, mirroring, replication and failover.
12. Restore and recover corrupted databases.
13. Install and test upgrades and patches.
14. Implement security and encryption.
15. Provide 24/7 support for critical situations.
16. Evaluate and recommend new database technologies.
17. Manages and maintains user accounts, indexes and links in Universe databases for Hot Checks and Prosecutor modules on County server.
18. Works with Tyler Technologies to resolve data issues.

Responsibilities for Web developer and Content Management

1. Creates and designs web sites, both internal and externa, to enhance the Office of Criminal District Attorney systems, housed on a Windows server.
2. Creates ASP.NET code and JavaScript code and uses Transact-SQL for access into Microsoft SQL relational databases.
3. Creates and maintains Microsoft Office SharePoint server sites and pages, including resource sharing, wikis, blogs, and calendaring.
4. Creates graphical representations and user icons with Photoshop and Dreamweaver.
5. Creates Web pages that are accessible and functional through Internet Explorer and Firefox browsers and reside on Internet Information Services web servers or Apache webs servers as required.
6. Creates Web pages that are accessible and functional for use by all levels of external clients on all types of systems.

IT Hardware, Software, Platform and Systems Knowledge

C#, Java, .NET, Python, J2EE, ADO, ASP.NET, WPF, WCF, WWF, LINQ, Unit Testing, Visual Studio 2005 and 2010, Entity Framework, Visual FoxPro, Visual MaxFrame Pro, Silverlight, PowerShell, Windows, SharePoint Services, Perl, HTML, JSP, JavaScript, Web services, SOAP, XML, ASP, PHP, Microsoft SQL Server 2000, Microsoft SQL Server 2005, Microsoft SQL Server 2008, UNIX, Linux, AJAX, n-tier design and development, MVVM, MVC, Windows 7, Windows Vista, Windows Server 2003, Windows Server 2008, Microsoft Office 2007, Adobe Illustrator, Adobe Photoshop, Adobe Professional, Adobe Dreamweaver, Adobe Captivate, Camtasia Studio, Snag-it, Citrix GoToAssist, Citrix GoToMeeting, Citrix GoToMyPC, Universe database, Expression Studio.

Delete

MANAGER OF INFORMATION & TECHNOLOGY

GRADE: 19

GENERAL DESCRIPTION

Incumbents will generally report directly to the IT Director and manage a division within the department. IT manager may have few to no staff but be responsible for particular functions or technologies and function as a high level individual contributor. Plan, organize, and manage assigned division to achieve goals within budgeted funds and available personnel.

EXAMPLES OF WORK PERFORMED

Plan, organize, and manage assigned division to achieve goals within budgeted funds and available personnel

Determine goals and objectives, establish policies and procedures, and delegate assignments to staff as projects dictate

Evaluate division and/or project progress against work plans and initiate corrective measures to ensure timelines are met

Coordinate the integration of activities between division and with other departments throughout the County

Direct, coordinate, and review work for assigned division; meet with staff to identify and resolve problems; assign work activities, projects, and monitor work flow; review and evaluate methods and procedures and implement changes to increase work flow or project efficiencies

Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures

Develop short- and long-term program goals and objectives; develop and administer appropriate timelines to effectively accomplish goals and objectives on time and within budget

Define policies and procedures relating to all services provided within assigned division; participate as a team member in the development of department-wide policies and procedures; evaluate current trends in the industry and determine feasibility for use at the County

Develop strategic plans and policy documents that provide solutions to a wide variety of difficult problems of diverse scope and that ensure enhanced efficiency between internal staff and customer departments

Develop and maintain effective coordination of computer services for County users; assist the Director in development of a customer service orientation in regards to technology services with an entrepreneurial environment that ensures quality and cost-effective service to County and City departments

Manage a division budget; forecast needed funds for additional staffing, equipment, materials, and supplies; monitor expenditures to ensure budget adherence

Prepare and present summary reports on division activities

Participate in the development and implementation of IT related policies and procedures

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Ten (10) years experience within the IT field including five (5) years management experience. Graduation from an accredited four-year college or university with major course work in Computer Science, Computer Information Systems or related field preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of effective management and supervisory practices in a highly complex and/or technical area; budget development and cost- benefit analysis; current hardware and software technology; principles and techniques of complex systems analysis and programming; operational characteristics of information technology equipment, peripherals, and various platforms; current applicable Federal, State, and local laws, codes and regulations

Ability to effectively manage and supervise staff; identify problems or issues and develop effective solutions; define short- and long-term goals and corresponding services and timelines to effect their implementation; evaluate current technology and determine compatibility with existing systems; develop and maintain good working relationships with Elected Officials, County Executive staff, and County Department Heads, including the ability to communicate clearly and concisely, both orally and in writing on technology related issues

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: D.A. Bad Checks (080-006) DATE: 05/26/10

CURRENT POSITION TITLE: Carpenter IV CURRENT SLOT. #: 001

REQUESTED POSITION TITLE: Carpenter IV

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETE OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:	$ 43,984.00 (Grade 9, Step 9) Current Budgeted Salary	$ 0.00 Proposed Budgeted Salary	$ (43,984.00) (Grade 9, Step 9) 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	☒
N/A	☐		

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

CONSTRUCTION PROJECT IN THE 3RD FLOOR OLD ADMINISTRATION IS COMPLETE & NO LONGER HAVE A NEED FOR POSITION.

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.	FOR RENE GUERRA DEPARTMENT HEAD	12/21/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	Esther De Leon/mg HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	12/22/10 DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

CARPENTER IV

GRADE: 09

GENERAL DESCRIPTION

Performs (journey-level) complex carpentry work; under general supervision will perform skilled maintenance carpentry work at county facilities; May supervise carpentry staff.

EXAMPLES OF WORK PERFORMED

Operates various power saws, drills, buffers, grinders, sanders, etc

Hang sheetrock, tape and float, textured sheet rock

May read profiles and blueprints

May fabricate furniture as requested by department

Operates wood working machines, shaper, jointer, router, planer

Uses measuring tapes, transits, levels

Operate pneumatic nail guns and staplers, etc

Will record data in forms/logs based on projects requested or work activities

May train staff and oversee equipment storage and maintenance

In charge of overseeing projects and their completion through work orders

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience as a journeyman carpenter. Graduation from a standard senior high school or equivalent is generally preferred. Some vocational training preferred.

Knowledge, Skills, and Abilities

Knowledge of materials, equipment, and procedures used in carpentry

Knowledge of applicable building codes

Ability to estimate costs, time, and materials need for projects

Ability to work with a team

Some knowledge of computer use for job orders, etc.

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: D.A. HB65 Investigation (080-007) DATE: 05/26/10

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II CURRENT SLOT. #: 011

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETE COST ALLOCATION SLOT

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 0.00 (Proposed Budgeted Salary) $ 0.00 (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	X	Exempt	X
Non-Exempt		Non-Exempt	
N/A			

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

FUNDS ARE DIMINISHING THEREFORE NEED TO ELIMINATE SLOT.

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.	FOR RENE GUERRA DEPARTMENT HEAD	12/21/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	Esther A. Cortez /ms HUMAN RESOURCES DIRECTOR	12/22/10 DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/10 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ASSISTANT DISTRICT ATTORNEY II

GRADE: 14

GENERAL DESCRIPTION

Employee performs legal work. Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the frequent supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums

May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication

Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

Conducts and/or supervises investigations and/or civil and criminal discovery proceedings

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in legal setting with prior experience in the relevant areas of law preferred. Juris Doctorate (JD) degree required. Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Must be computer literate

Knowledge of all applicable laws and procedures

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: D.A. HB65 Investigation (080-007) DATE: 05/26/10

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY I CURRENT SLOT. #: 013 & 016

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY I

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETE COST ALLOCATION SLOT

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 0.00 (Proposed Budgeted Salary) $ 0.00 (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	☐
N/A	☐		

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

FUNDS ARE DIMINISHING, THEREFORE NEED TO ELIMINATE SLOT

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.	FOR RENE GUERRA DEPARTMENT HEAD	12/21/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/10 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ASSISTANT DISTRICT ATTORNEY I

GRADE: 12

GENERAL DESCRIPTION

Performs entry-level legal work; Work involves performing all duties as assistants to higher level licensed attorneys.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in legal setting preferred. Juris Doctorate (JD) degree required. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Must be computer literate

Be in the process of obtaining a license from the Texas State Bar

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: D.A. HB65 Investigation (080-007)
Criminal DA (080-002)

DATE: 12/20/10

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I

CURRENT SLOT. #: 054, 0085

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETE COST ALLOCATION SLOT

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

POSITION SALARY REQUEST:

DA INVESTIGATION HB65 - 1223-412-00-080-007-0

Salary Amount:	$ 2,666.00	$ 0.00	$ (2,666.00)

CRIMINAL DISTRICT ATTORNEY - 1100-412-00-080-002-0

Salary Amount:	$ 19,550.00	$ 22,216.00	$ 2,666.00
	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 ☐

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	☒
N/A	☐		

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

FUNDS ARE DIMINISHING THEREFORE NEED TO ELIMINATE SLOT

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. FOR RENE GUERRA	12/21/2010			
DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2. Esther A Cantu	12/22/10			
HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	12/22/10			
DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: D.A. HB65 Investigation (080-007) DATE: 05/26/10

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I CURRENT SLOT. #: 046

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETE COST ALLOCATION SLOT

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 0.00 (Proposed Budgeted Salary) $ 0.00 (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	☒
N/A	☐		

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

FUNDS ARE DIMINISHING THEREFORE NEED TO ELIMINATE SLOT

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.	FOR RENE GUERRA DEPARTMENT HEAD	12/21/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	Esther A. Calzada HUMAN RESOURCES DIRECTOR	12/22/10 DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	[illegible] DEPARTMENT OF BUDGET & MANAGEMENT	12/22/10 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ADMINISTRATIVE ASSISTANT I

GRADE: 04

GENERAL DESCRIPTION

Employee performs entry-level administrative support or technical program work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, edits, and distributes correspondence, reports, forms, and documents

Maintains files and records

Performs data entry

Assists in compiling statistical data and preparing various charts, graphs, and written summaries

May receive and review forms and applications for completeness of information

May interpret and explain rules, regulations, policies, and procedures

May review applications for agency services to ensure forms are filled out completely and accurately

May review and route mail

May provide assistance answering phone calls, routing incoming calls, taking messages, greeting visitors, and directing them to the appropriate staff

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in clerical work or administrative support work; Graduation from a standard senior high school or equivalent is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to communicate effectively

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: D.A. HB65 Investigation (080-007) DATE: 05/26/10

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT II CURRENT SLOT. #: 055

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT II

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETE COST ALLOCATION SLOT

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 0.00 (Proposed Budgeted Salary) $ 0.00 (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	☒
N/A	☐		

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

FUNDS ARE DIMINISHING THEREFORE NEED TO ELIMINATE SLOT

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.	FOR RENE GUERRA DEPARTMENT HEAD	12/21/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	12/12/10 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/10 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ADMINISTRATIVE ASSISTANT II

GRADE: 06

GENERAL DESCRIPTION

Employee performs routine administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under moderate supervision with limited latitude for the use of initiative and independent judgment and may train others.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency programs and services

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries and interprets rules, regulations, policies, and procedures

Assists in the development of administrative or technical assistance policies and procedures

Assists in planning meetings and conferences

May assist in researching, composing, designing, or editing agency publications

May review and route mail

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years of experience in administrative support work in a governmental setting; Graduation from a standard senior high school or equivalent and a certification of completion from vocational training is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to train others

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: D.A. HB65 Investigation (080-007) DATE: 05/26/10

CURRENT POSITION TITLE: CLERK II CURRENT SLOT. #: 051 & 061

REQUESTED POSITION TITLE: CLERK II

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETE COST ALLOCATION SLOT

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 0.00 (Proposed Budgeted Salary) $ 0.00 (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	☒
N/A	☐		

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

FUNDS ARE DIMINISHING, THEREFORE NEED TO ELIMINATE SLOT

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.	FOR RENE GUERRA DEPARTMENT HEAD	12/21/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	Estrella Cortez/HS HUMAN RESOURCES DIRECTOR	12/22/10 DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/10 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

CLERK II

GRADE: 03

GENERAL DESCRIPTION

Performs routine (journey-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, and purchasing; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Answers inquiries regarding policies and procedures, assists the public and staff in filling out forms, and provides information to the public by mail or phone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data and performs arithmetical computations; may prepare charts, graphs, and tables

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Performs data entry and retrieval

May receive shipments and supplies, inspect for damage, and check for correct quality and quantity

May maintain office schedules and appointments and provide notification of appointments.

May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May assist in balancing accounts by running tapes and proofreading

May prepare summaries of balances and cost information and formulate other reports as required

May administer employment tests

May arrange the scheduling, transfer, and display of surplus property

May receive and count cash

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year experience in clerical work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of business or program terminology, methods, and procedures; of office procedures; and of spelling, punctuation, grammar, and arithmetic

Skill in using a personal computer and office equipment

MS Word and Excel

Ability to prepare and maintain detailed records, files, and reports; to type accurately at a speed consistent with work requirements; and to transfer stock from one location to another

Registration, Certification, or Licensure

May require a valid driver's license

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and 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.

Agenda Item: 24523

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Summary of request/proposal:
DA INVESTIGATION HB65:
Approval to delete the following cost allocations, effective 01/01/2011:

Fund	Position	Slot#	Obj	Grade	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1223	Assistant DA II	0011	113	14	0.00	0.00	0.00
1223	Assistant DA I	0013	113	12	0.00	0.00	0.00
1223	Assistant DA I	0016	113	12	0.00	0.00	0.00
1223	Administrative Assistant I	0046	113	4	0.00	0.00	0.00
1223	Clerk II	0051	113	3	0.00	0.00	0.00
1223	Administrative Assistant I	0054	113	4	2,666.00	0.00	(2,666.00)
1223	Administrative Assistant II	0055	113	6	0.00	0.00	0.00
1223	Clerk II	0061	113	3	0.00	0.00	0.00
				TOTAL:	2,666.00	0.00	(2,666.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1223-412-00-080-007-0-	113	DA INVESTIGATION HB65 -	REG F/T EMPLOYEES	($2,666.00)
1-1223-412-00-080-007-0-	211	DA INVESTIGATION HB65 -	HEALTH INSURANCE	$0.00
1-1223-412-00-080-007-0-	212	DA INVESTIGATION HB65 -	LIFE INSURANCE	$0.00
1-1223-412-00-080-007-0-	220	DA INVESTIGATION HB65 -	FICA	($203.95)
1-1223-412-00-080-007-0-	230	DA INVESTIGATION HB65 -	RETIREMENT	($255.94)
1-1223-412-00-080-007-0-	250	DA INVESTIGATION HB65 -	UNEMPLOYMENT COMP	($13.33)
1-1223-412-00-080-007-0-	260	DA INVESTIGATION HB65 -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	($3,139.22)

2012 Budgetary Impact: ($3,139.22)

Possible Funding Sources: NO BUDGETARY IMPACT

CRIMINAL DISTRICT ATTORNEY

Fund	Position	Slot#	Obj	Grade	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1223	Administrative Assistant I	0054	113	4	19,950.00	22,616.00	2,666.00
				TOTAL:	19,950.00	22,616.00	2,666.00

**** PROPOSED GRADE & STEP SALARY TO BE FUNDED 100% FROM D.A. GENERAL FUND ACCOUNT ****

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-412-00-080-002-0	113	DA INVESTIGATION HB65 -	REG F/T EMPLOYEES	$2,666.00
1-1100-412-00-080-002-0	211	DA INVESTIGATION HB65 -	HEALTH INSURANCE	$0.00
1-1100-412-00-080-002-0	212	DA INVESTIGATION HB65 -	LIFE INSURANCE	$0.00
1-1100-412-00-080-002-0	220	DA INVESTIGATION HB65 -	FICA	$203.95
1-1100-412-00-080-002-0	230	DA INVESTIGATION HB65 -	RETIREMENT	$255.94
1-1100-412-00-080-002-0	250	DA INVESTIGATION HB65 -	UNEMPLOYMENT COMP	$13.33
1-1100-412-00-080-002-0	260	DA INVESTIGATION HB65 -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$3,139.22

2012 Budgetary Impact: $3,139.22

Possible Funding Sources: FUNDS TO BE TRANSFERRED ON 1/4/2011.

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

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: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010

Agenda Item: 24523

Summary of request/proposal:

DA BAD CK (1222):

1. Approval to reclassify one (1) full time, slot no. 003, from Manager of Information & Technology position, grade 17 to Developer & System Engineer, same grade, effective 01/01/2011. Reviewed and recommended by the Classification Committee as per the Hidalgo County Personnel Handbook.

2. Approval to delete one (1) full-time Carpenter IV position, slot no. 001, grade level 09.

Fund	Current Position Title	Proposed Position Title	Slot#	Obj	Current Step & Grade Salary	Proposed Step & Grade Salary	Total Adjustment/ Salary Requested
1222	Carpenter IV	N/A	0001	113	$43,984.00 (Grade 9/ Step 9)	$0.00	($43,984.00)
1222	Manager of Information & Technology	Developer & System Engineer	0002	113	$73,392.00 (Grade 17/ Step 5)	$73,392.00 (Grade 17/ Step 5)	$0.00
				TOTAL:	$117,376.00	$73,392.00	($43,984.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1222-412-00-080-006-0-	113	DA BAD CK -	REG F/T EMPLOYEES	($43,984.00)
1-1222-412-00-080-006-0-	211	DA BAD CK -	HEALTH INSURANCE	($2,706.96)
1-1222-412-00-080-006-0-	212	DA BAD CK -	LIFE INSURANCE	($27.00)
1-1222-412-00-080-006-0-	220	DA BAD CK -	FICA	($3,364.78)
1-1222-412-00-080-006-0-	230	DA BAD CK -	RETIREMENT	($4,187.28)
1-1222-412-00-080-006-0-	250	DA BAD CK -	UNEMPLOYMENT COMP	($219.92)
1-1222-412-00-080-006-0-	260	DA BAD CK -	WORKER'S COMP	$0.00
			2011 Budgetary Impact	($54,489.94)

2012 Budgetary Impact: $54,489.94

Possible Funding Sources: NO BUDGETARY IMPACT

Budget Office Recommendation:

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1223-412-00-080-007-0

AI - 24523

D.A. HB65 Investigation

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$4,457.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	ASSISTANT DISTRICT ATTORNEY III	16	5	$67,132.00	$4,061.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$3,555.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	ASSISTANT DISTRICT ATTORNEY III	16	4	$65,071.00	$4,028.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	ASSISTANT DISTRICT ATTORNEY III	16	4	$65,071.00	$4,060.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$3,522.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$3,995.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$4,053.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$4,990.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$5,065.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT ↓											
~~0011~~	~~113~~	~~ASSISTANT DISTRICT ATTORNEY II~~	~~14~~	~~1~~	~~$50,487.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0012	113	ASSISTANT DISTRICT ATTORNEY II	14	6	$59,322.00	$5,019.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT ↓											
~~0013~~	~~113~~	~~ASSISTANT DISTRICT ATTORNEY I~~	~~12~~	~~6~~	~~$49,344.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0014	113	ASSISTANT DISTRICT ATTORNEY II	14	3	$54,021.00	$1,156.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	ASSISTANT DISTRICT ATTORNEY II	14	4	$55,788.00	$3,213.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT ↓											
~~0016~~	~~113~~	~~ASSISTANT DISTRICT ATTORNEY I~~	~~12~~	~~7~~	~~$52,374.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0017	113	ASSISTANT DISTRICT ATTORNEY II	14	6	$59,322.00	$5,019.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	ASSISTANT DISTRICT ATTORNEY II	14	4	$55,788.00	$1,847.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0019	113	ASSISTANT DISTRICT ATTORNEY II	14	2	$52,254.00	$1,667.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	ASSISTANT DISTRICT ATTORNEY II	14	4	$55,788.00	$1,696.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0021	113	ASSISTANT DISTRICT ATTORNEY II	14	2	$52,254.00	$3,245.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1223-412-00-080-007-0

AI - 24523

D.A. HB65 Investigation

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0023	113	CRIMINAL INVESTIGATOR I	12	5	$49,344.00	$4,436.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	CRIMINAL INVESTIGATOR III	16	1	$58,888.00	$3,998.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	CRIMINAL INVESTIGATOR II	14	4	$55,788.00	$4,045.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0026	113	CRIMINAL INVESTIGATOR I	12	4	$47,829.00	$4,510.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0027	113	HUMAN RESOURCES COORDINATOR IV	15	4	$60,250.00	$2,030.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	EXECUTIVE ASSISTANT II	13	2	$48,383.00	$5,061.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	EXECUTIVE ASSISTANT I	11	5	$45,690.00	$4,948.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0030	113	EXECUTIVE ASSISTANT I	11	2	$41,481.00	$4,986.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0031	113	ADMINISTRATIVE ASSISTANT II	6	6	$32,051.00	$5,006.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0032	113	EXECUTIVE ASSISTANT I	11	2	$41,481.00	$4,986.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0033	113	ACCOUNTANT IV	14	2	$52,254.00	$5,027.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0034	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$5,043.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0035	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$4,943.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0036	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$5,085.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0037	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$5,085.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$4,943.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0039	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$5,085.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0040	113	ADMINISTRATIVE ASSISTANT IV	10	1	$37,109.00	$4,987.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0041	113	ADMINISTRATIVE ASSISTANT III	8	4	$35,157.00	$4,936.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0042	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$5,032.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0043	113	ADMINISTRATIVE ASSISTANT III	8	5	$36,271.00	$4,991.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0044	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$4,994.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	ADMINISTRATIVE ASSISTANT II	6	5	$31,096.00	$5,016.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT ↓											
~~0046~~	~~113~~	~~ADMINISTRATIVE ASSISTANT I~~	~~4~~	~~3~~	~~$25,021.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0047	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$4,937.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0048	113	ADMINISTRATIVE ASSISTANT II	6	4	$30,141.00	$5,025.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1223-412-00-080-007-0

AI - 24523

D.A. HB65 Investigation

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0049	113	ADMINISTRATIVE ASSISTANT II	6	1	$27,276.00	$2,998.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0050	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$5,032.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT ↓											
~~0051~~	~~113~~	~~CLERK II~~	~~3~~	~~1~~	~~$21,653.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0052	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$5,032.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	ADMINISTRATIVE ASSISTANT II	6	2	$28,231.00	$4,952.00	$0.00	$52.62	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT & PAY 100% FROM D.A. GENERAL FUND ACCT. ↓											
~~0054~~	~~113~~	~~ADMINISTRATIVE ASSISTANT I~~	~~4~~	~~3~~	~~$25,021.00~~	~~$3,003.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
		DELETE THE FOLLOWING COST ALLOCATION SLOT ↓											
~~0055~~	~~113~~	~~ADMINISTRATIVE ASSISTANT II~~	~~6~~	~~2~~	~~$28,231.00~~	~~$3,024.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0056	113	ASSISTANT DISTRICT ATTORNEY III	16	4	$65,071.00	$9,136.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0057	113	ASSISTANT DISTRICT ATTORNEY I	12	5	$49,344.00	$49,344.00	$0.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00
0058	114	CRIMINAL INVESTIGATOR I	12	3	$46,314.00	$23,157.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	ASSISTANT DISTRICT ATTORNEY III	16	5	$67,132.00	$7,680.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT ↓											
~~0061~~	~~113~~	~~CLERK II~~	~~3~~	~~0~~	~~$20,670.00~~	~~$4,624.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
					$2,728,052.00	$301,765.00	$0.00	$52.62	$0.00	$0.00	$0.00	$900.00	$0.00

1. Approval to delete the above cost allocations, effective 01/01/2011:

2. Approval to delete cost allocation for one (1) Administrative Assistant I, slot no. 054, in the amount of $2,666.00 and pay 100% from District Attorney (Acct. No. 1-1100-412-00-080-002-0-XXX).

All personnel actions pending CC approval.

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-412-00-080-002-0

AI - 24523

CRIMINAL DA

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	ASSISTANT DISTRICT ATTORNEY V	20	9	$102,549.00	$102,549.00	$0.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$0.00
0002	113	ASSISTANT DISTRICT ATTORNEY V	20	8	$99,745.00	$99,745.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	ASSISTANT DISTRICT ATTORNEY V	20	8	$99,745.00	$99,745.00	$0.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$0.00
0004	113	ASSISTANT DISTRICT ATTORNEY V	20	5	$91,333.00	$91,333.00	$0.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$0.00
0005	113	ASSISTANT DISTRICT ATTORNEY V	20	5	$91,333.00	$91,333.00	$0.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$0.00
0006	113	ASSISTANT DISTRICT ATTORNEY V	20	4	$88,529.00	$88,529.00	$0.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$0.00
0007	113	ASSISTANT DISTRICT ATTORNEY II	14	2	$52,254.00	$52,254.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0008	113	ASSISTANT DISTRICT ATTORNEY V	20	3	$85,725.00	$85,725.00	$0.00	$3,360.00	$0.00	$0.00	$900.00	$0.00	$0.00
0009	113	ASSISTANT DISTRICT ATTORNEY I	12	5	$49,344.00	$49,344.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0010	113	ASSISTANT DISTRICT ATTORNEY III	16	4	$65,071.00	$65,071.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0011	113	ASSISTANT DISTRICT ATTORNEY IV	18	5	$78,303.00	$78,303.00	$0.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$0.00
0012	113	ASSISTANT DISTRICT ATTORNEY IV	18	5	$78,303.00	$78,303.00	$0.00	$4,800.00	$0.00	$0.00	$900.00	$0.00	$0.00
0013	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	$75,899.00	$75,899.00	$0.00	$3,120.00	$0.00	$0.00	$900.00	$0.00	$0.00
0014	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$71,091.00	$0.00	$4,320.00	$0.00	$0.00	$900.00	$0.00	$0.00
0015	113	ASSISTANT DISTRICT ATTORNEY IV	18	3	$73,495.00	$73,495.00	$0.00	$2,640.00	$0.00	$0.00	$900.00	$0.00	$0.00
0016	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$71,091.00	$0.00	$2,640.00	$0.00	$0.00	$900.00	$0.00	$0.00
0017	113	ASSISTANT DISTRICT ATTORNEY II	14	5	$57,555.00	$57,555.00	$0.00	$1,200.00	$0.00	$0.00	$900.00	$0.00	$0.00
0018	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$71,091.00	$0.00	$2,160.00	$0.00	$0.00	$900.00	$0.00	$0.00
0019	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$66,634.00	$0.00	$2,400.00	$0.00	$0.00	$900.00	$0.00	$0.00
0020	113	ASSISTANT DISTRICT ATTORNEY III	16	6	$69,193.00	$69,193.00	$0.00	$2,160.00	$0.00	$0.00	$900.00	$0.00	$0.00
0021	113	ASSISTANT DISTRICT ATTORNEY III	16	5	$67,132.00	$67,132.00	$0.00	$1,440.00	$0.00	$0.00	$900.00	$0.00	$0.00
0022	113	ASSISTANT DISTRICT ATTORNEY III	16	5	$67,132.00	$63,071.00	$0.00	$2,400.00	$0.00	$0.00	$900.00	$0.00	$0.00
0023	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$67,536.00	$0.00	$4,800.00	$0.00	$0.00	$900.00	$0.00	$0.00
0024	113	ASSISTANT DISTRICT ATTORNEY II	14	2	$52,254.00	$52,254.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0026	113	ASSISTANT DISTRICT ATTORNEY III	16	4	$65,071.00	$61,043.00	$0.00	$1,680.00	$0.00	$0.00	$900.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

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CRIMINAL DA

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0027	113	ASSISTANT DISTRICT ATTORNEY III	16	4	$65,071.00	$61,011.00	$0.00	$2,400.00	$0.00	$0.00	$900.00	$0.00	$0.00
0028	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$59,488.00	$0.00	$2,160.00	$0.00	$0.00	$900.00	$0.00	$0.00
0029	113	ASSISTANT DISTRICT ATTORNEY III	16	4	$65,071.00	$55,935.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0030	113	ASSISTANT DISTRICT ATTORNEY II	14	4	$55,788.00	$55,788.00	$0.00	$960.00	$0.00	$0.00	$900.00	$0.00	$0.00
0031	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$59,015.00	$0.00	$1,440.00	$0.00	$0.00	$900.00	$0.00	$0.00
0032	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$56,896.00	$0.00	$1,440.00	$0.00	$0.00	$900.00	$0.00	$0.00
0033	113	ASSISTANT DISTRICT ATTORNEY II	14	0	$47,963.00	$47,963.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0034	113	CRIMINAL INVESTIGATOR III	16	1	$58,888.00	$54,890.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0035	113	HUMAN RESOURCES COORDINATOR IV	15	4	$60,250.00	$58,220.00	$0.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$0.00
0036	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$58,020.00	$0.00	$1,440.00	$0.00	$0.00	$900.00	$0.00	$0.00
0037	113	ASSISTANT DISTRICT ATTORNEY II	14	2	$52,254.00	$52,254.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0038	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$55,884.00	$0.00	$1,200.00	$0.00	$0.00	$900.00	$0.00	$0.00
0039	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$50,487.00	$0.00	$4,560.00	$0.00	$0.00	$900.00	$0.00	$0.00
0040	113	ASSISTANT DISTRICT ATTORNEY II	14	6	$59,322.00	$54,303.00	$0.00	$1,200.00	$0.00	$0.00	$900.00	$0.00	$0.00
0041	113	ASSISTANT DISTRICT ATTORNEY I	12	5	$49,344.00	$49,344.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0042	113	CRIMINAL INVESTIGATOR II	14	4	$55,788.00	$51,743.00	$0.00	$840.00	$0.00	$0.00	$3,600.00	$0.00	$0.00
0043	113	ASSISTANT DISTRICT ATTORNEY II	14	3	$54,021.00	$52,865.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0044	113	ASSISTANT DISTRICT ATTORNEY II	14	4	$55,788.00	$52,575.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0045	113	ASSISTANT DISTRICT ATTORNEY I	12	7	$52,374.00	$52,374.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0046	113	ASSISTANT DISTRICT ATTORNEY II	14	6	$59,322.00	$54,303.00	$0.00	$1,200.00	$0.00	$0.00	$900.00	$0.00	$0.00
0047	113	ASSISTANT DISTRICT ATTORNEY II	14	4	$55,788.00	$53,941.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0048	113	ASSISTANT DISTRICT ATTORNEY II	14	2	$52,254.00	$50,587.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0049	113	ASSISTANT DISTRICT ATTORNEY II	14	4	$55,788.00	$54,092.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0050	111	CRIMINAL DISTRICT ATTORNEY				$48,654.00	$0.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$0.00
0051	113	ASSISTANT DISTRICT ATTORNEY II	14	2	$52,254.00	$49,009.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
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CRIMINAL DA

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0052	113	ACCOUNTANT IV	14	2	$52,254.00	$47,227.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	CRIMINAL INVESTIGATOR I	12	5	$49,344.00	$44,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0054	113	CRIMINAL INVESTIGATOR I	12	4	$47,829.00	$43,319.00	$0.00	$1,860.00	$0.00	$0.00	$3,600.00	$0.00	$0.00
0055	113	EXECUTIVE ASSISTANT II	13	2	$48,383.00	$43,322.00	$0.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$0.00
0056	113	EXECUTIVE ASSISTANT I	11	5	$45,690.00	$40,742.00	$0.00	$1,920.00	$0.00	$0.00	$0.00	$0.00	$0.00
0057	113	EXECUTIVE ASSISTANT I	11	2	$41,481.00	$36,495.00	$0.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$0.00
0058	113	EXECUTIVE ASSISTANT I	11	2	$41,481.00	$36,495.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$0.00
0059	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,465.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,465.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$0.00
0061	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,365.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0062	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,323.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$0.00
0063	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,323.00	$0.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$0.00
0064	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,323.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$0.00
0065	113	ADMINISTRATIVE ASSISTANT IV	10	1	$37,109.00	$32,122.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$0.00
0066	113	ADMINISTRATIVE ASSISTANT II	6	2	$28,231.00	$25,207.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0067	113	ADMINISTRATIVE ASSISTANT III	8	5	$36,271.00	$31,280.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0068	113	ADMINISTRATIVE ASSISTANT III	8	4	$35,157.00	$30,221.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0069	113	CLERK II	3	1	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0070	113	ADMINISTRATIVE ASSISTANT II	6	6	$32,051.00	$27,045.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0071	113	CLERK II	3	1	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0072	113	ADMINISTRATIVE ASSISTANT II	6	5	$31,096.00	$26,080.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0073	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0074	113	ADMINISTRATIVE ASSISTANT II	6	4	$30,141.00	$25,116.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0075	113	ADMINISTRATIVE ASSISTANT II	6	1	$27,276.00	$24,278.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0076	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$24,192.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
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CRIMINAL DA

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0077	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$24,154.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0078	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$24,154.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0079	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$24,154.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0080	113	ADMINISTRATIVE ASSISTANT II	6	2	$28,231.00	$23,279.00	$0.00	$247.38	$0.00	$0.00	$0.00	$0.00	$0.00
0081	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$21,720.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0082	113	CLERK II	3	1	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0083	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0084	113	CLERK II	3	1	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		PAY 100% FROM D.A. GENERAL FUND ACCT; COST ALLOCATION SLOT WILL BE DELETED											
0085	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$22,018.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0086	113	CLERK II	3	1	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0087	113	CRIMINAL INVESTIGATOR I	12	0	$41,120.00	$41,120.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0088	113	CLERK II	3	1	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0089	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	$75,899.00	$75,899.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0090	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$60,949.00	$0.00	$3,600.00	$0.00	$0.00	$900.00	$0.00	$0.00
					$4,602,986.00	$4,434,680.00	$0.00	$109,987.38	$0.00	$0.00	$57,500.00	$0.00	$0.00

Approval to delete cost allocation for one (1) Administrative Assistant I, slot no. 054, in the amount of $2,666.00 and pay 100% from District Attorney (Acct. No. 1-1100-412-00-080-002-0-XXX), slot no. 085.

Personnel action pending CC approval.

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

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DA BAD CK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		DELETE THE FOLLOWING: ↓											
~~0001~~	~~113~~	~~CARPENTER IV~~	~~9~~	~~9~~	~~$43,084.00~~	~~$43,084.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
		RECLASSIFY THE FOLLOWING: ↓											
0003	113	DEVELOPER & SYSTEM ENGINEER ~~MANAGER OF INFORMATION & TECHNOLOGY~~	17	5	$72,503.00	$72,503.00	$0.00	$720.00	$0.00	$0.00	$3,600.00	$0.00	$0.00
G004	113	CRIME VICTIM COORDINATOR	10	3	$39,707.00	$10,026.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	ADMINISTRATIVE ASSISTANT V	12	1	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T009	122	CLERK IV	7	11	$39,768.00	$12,964.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T011	122	CLERK I	1	0	$17,636.00	$8,090.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T018	122	CLERK I	1	0	$17,636.00	$3,527.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T019	122	CLERK I	1	0	$17,636.00	$3,527.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T020	122	CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T021	122	CLERK I	1	0	$17,636.00	$3,527.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T022	122	CLERK I	1	0	$17,636.00	$3,527.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T023	122	CLERK I	1	4	$20,514.00	$20,514.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T024	122	CLERK I	1	4	$20,514.00	$20,514.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$386,090.00	$263,623.00	$0.00	$720.00	$0.00	$0.00	$3,600.00	$0.00	$0.00

1. Approval to reclassify one (1) full time, slot no. 003, from Manager of Information & Technology position, grade 17 to Developer & System Engineer, same grade, effective 01/01/2011. Reviewed and recommended by the Classification Committee as per the Hidalgo County Personnel
2. Approval to delete one (1) full-time Carpenter IV position, slot no. 001, grade level 09.
All personnel actions pending CC approval.

AI-24591 **18.E.10.**

Supplemental Pay

CC REGULAR

Date:	12/30/2010
Submitted By:	Angela Garcia, BUDGET & MANAGEMENT
Department:	BUDGET & MANAGEMENT
Agenda Category:	Budget and Management

Information

CAPTION

A. Discussion, consideration and approval of supplemental pay in the amount of $5,000.00 to employee #121665 for assignment of environmental compliance duties to include but not limited to model subdivision rules and on-site sewage facilities health compliance issues.

B. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Form Started By: Angela Garcia	Started On: 12/26/2010 04:11 PM
Final Approval Date: 12/27/2010	

HIDALGO COUNTY

Department Of Budget & Management

INTERDEPARTMENTAL TRANSFER FORM

DATE: Thursday, December 29, 2011 **JE #:**

DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Dept of Budget & Mgmt for - EXECUTIVE OFFICE

ACCOUNT NUMBER: 1-1100-41X-00-1X5-00X-0-XXX

CONTACT PERSON: Dina Treviño, Director, Budget Management Division **PHONE:** (956) 292-7025 Ext. 5408

PREPARED BY: Rosalinda Cantu

SUBJECT: Emergency Interdepartmental Transfer/s

Hidalgo County Auditor's Office:

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.

Account Number		Account Name		Increase/(Decrease) Amount
FROM:				
1-1100-415-00-115-002-0-	899	CO WIDE ADM-	CONTINGENCY	(5,888.00)
TO:				
1-1100-413-00-125-001-0-	117	EXECUTIVE OFFICE-	SUPPLEMENTAL PAY	5,000.00
1-1100-413-00-125-001-0-	220	EXECUTIVE OFFICE-	FICA	383.00
1-1100-413-00-125-001-0-	230	EXECUTIVE OFFICE-	RETIREMENT	480.00
1-1100-413-00-125-001-0-	250	EXECUTIVE OFFICE-	UNEMPLOYMENT	25.00

TOTAL BUDGET INCREASE (DECREASE) $ -

REASON:

TO FUND EXPENDITURES IN SUPPLEMENTAL PAY ALLOWANCE AND RELATED FRINGE BENEFITS OF AN ENVIRONMENTAL COMPLIANCE COORDINATOR POSITION, SLOT NO. 125-001-0005, EMPLOYEE NO. 121665. PERSONNEL ACTION PENDING CC APPROVAL. (REF: AI-24591/ 18.E.10. CC 10/30/2010.) EFFECTIVE 01/01/2011.

AUTHORIZED SIGNATURE/DBM **DATE**

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1100-413-00-125-001-0

AI - 24591

EXECUTIVE OFFICE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	OPERATIONS ADMINISTRATOR	16	5	$67,132.00	$67,132.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	MULTI MEDIA COORDINATOR	16	2	$60,949.00	$60,949.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	PUBLIC INFORMATION OFFICER	12	1	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
										$5,000.00			
0005	**113**	**ENVIRONMENTAL COMPLIANCE COORDINATOR**	**0**	**0**	**$0.00**	**$76,331.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
0006	113	COURIER	2	5	$22,857.00	$22,857.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	112	COMMISSIONER'S COURT EXECUTIVE OFFICER	0	0	$0.00	$123,534.00	$0.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$1,380.00
										$5,000.00			
				TOTAL	$211,858.00	$411,723.00	$0.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$1,380.00

Approval of supplemental pay in the amount of $5,000.00 to employee #121665 for assignment of environmental compliance duties to include but not limited to model subdivision rules and on-site sewage facilities health compliance issues. (Environmental Compliance Coordinator Slot no. 005) Personnel action pending CC approval.

HIDALGO COUNTY

AI # 24591

Department Of Budget & Management

INTERDEPARTMENTAL TRANSFER FORM

DATE: Thursday, December 29, 2011 **JE #:**

DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Dept of Budget & Mgmt for - EXECUTIVE OFFICE

ACCOUNT NUMBER: 1-1100-41X-00-1X5-00X-0-XXX

CONTACT PERSON: Dina Treviño, Director, Budget Management Division **PHONE:** (956) 292-7025 Ext. 5408

PREPARED BY: Rosalinda Cantu

SUBJECT: Emergency Interdepartmental Transfer/s

Hidalgo County Auditor's Office:

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.

Account Number		Account Name		Increase/(Decrease) Amount
FROM:				
1-1100-415-00-115-002-0-	899	CO WIDE ADM-	CONTINGENCY	(5,888.00)
TO:				
1-1100-413-00-125-001-0-	117	EXECUTIVE OFFICE-	SUPPLEMENTAL PAY	5,000.00
1-1100-413-00-125-001-0-	220	EXECUTIVE OFFICE-	FICA	383.00
1-1100-413-00-125-001-0-	230	EXECUTIVE OFFICE-	RETIREMENT	480.00
1-1100-413-00-125-001-0-	250	EXECUTIVE OFFICE-	UNEMPLOYMENT	25.00

TOTAL BUDGET INCREASE (DECREASE) $ -

REASON:

TO FUND EXPENDITURES IN SUPPLEMENTAL PAY ALLOWANCE AND RELATED FRINGE BENEFITS OF AN ENVIRONMENTAL COMPLIANCE COORDINATOR POSITION, SLOT NO. 125-001-0005, EMPLOYEE NO. 121665. PERSONNEL ACTION PENDING CC APPROVAL. (REF: AI-24591/ 18.E.10. CC 10/30/2010.) EFFECTIVE 01/01/2011.

Raul Silguero

AUTHORIZED SIGNATURE/DBM

12/29/2010

DATE

Emergency Transfer Form
Revised: 11/24/2008

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 30, 2010 **Agenda Item:** 24591

Summary of request/proposal:
Executive Office (1100):
Approval of supplemental pay in the amount of $5,000.00 to employee #121665 for assignment of environmental compliance duties to include but not limited to model subdivision rules and on-site sewage facilities health compliance issues.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Requested Budgeted Salary/ Allowance	Total Adjustment Requested
1100	ENVIRON. COMPLI. COORDI.	005	117	-	-	0.00	5,000.00	5,000.00
								5,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1100-413-00-125-001-0-	117	EXECUTIVE OFFICE-	SUPPLEMENTAL PAY	$5,000.00
1-1100-413-00-125-001-0-	211	EXECUTIVE OFFICE-	HEALTH INSURANCE	$0.00
1-1100-413-00-125-001-0-	212	EXECUTIVE OFFICE-	LIFE INSURANCE	$0.00
1-1100-413-00-125-001-0-	220	EXECUTIVE OFFICE-	FICA	$382.50
1-1100-413-00-125-001-0-	230	EXECUTIVE OFFICE-	RETIREMENT	$480.00
1-1100-413-00-125-001-0-	250	EXECUTIVE OFFICE-	UNEMPLOYMENT COMP	$25.00
1-1100-413-00-125-001-0-	260	EXECUTIVE OFFICE-	WORKER'S COMP	$0.00
			2011 Budgetary Impact	$5,887.50

2012 Budgetary Impact: $5,887.50

Possible Funding Sources: CO WIDE CONTINGENCY

Budget Office Recommendation:

\

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: EXECUTIVE OFFICE (125-001) **DATE:** 12/29/2010

CURRENT POSITION TITLE: ENVIRONMENTAL COMPLIANCE COORDINATOR **CURRENT SLOT. #:** 005

REQUESTED POSITION TITLE: N/A
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☑ Other SUPPLEMENTAL PAY ALLOW

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

POSITION SALARY REQUEST:

Salary Amount: $ -0- (Current Budgeted Salary) $ 5,000.00 (Proposed Budgeted Salary) $ 5,000.00 (Net Change)

Position to be funded from one of the following:

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

☑ Other CO WIDE CONTINGENCY 1-1100-415-00-115-002-0-899

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	☑
N/A	☐		

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

For assignment of environmental compliance duties to include but not limited to model subdivision rules and on-site sewage facilities (OSSF) health Compliance issues.

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	12/29/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/29/2010 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

AI-24546 **19.A.4.**

Former Admin 1st and 2nd Floor Remodeling -Requesting Approval of Plans and Specifications

CC REGULAR

Date:	12/30/2010
Submitted By:	Moises Salazar, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Hidalgo County

Information

CAPTION

Acceptance and approval of plans and/or specifications developed (with County staff) and drafted by project architect, Alcocer Garcia Associates, Inc. for Hidalgo County -Renovations to Former Administration Building 1st and 2nd Floors with the exception of the area to be covered/closed-in between first and second floors (as directed by CC) which are not part of the supporting documentation at this time, but will be included in the procurement packet and authority to publish/advertise said project (timeline attached hereto) under-RFB No. 2011-031-MSS.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:**

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

BUDGETARY IMPACT:

CO 2006-Adm Bldg-100 E Cano-Bldg Add & Reno
1-1336-419-40-220-043-0-452-(funds pending rollover from calendar year 2010)

CO 2010-A & B-Adm Bldg-100 E Cano-Bldg Add & Reno
1-1342-419-40-220-043-0-452-(funds pending rollover from calendar year 2010)

Attachments

Link: Plans Former Admin

Link: Project Schedule

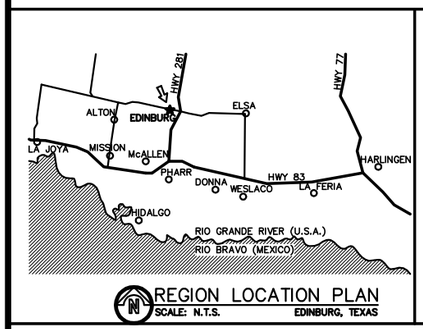
Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	12/22/2010 11:08 AM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 11:11 AM	APRV
3	Rosalinda Cantu	Rosie Cantu	12/22/2010 11:23 AM	APRV
4	Auditor's Office	Linda Fong	12/22/2010 12:00 PM	APRV

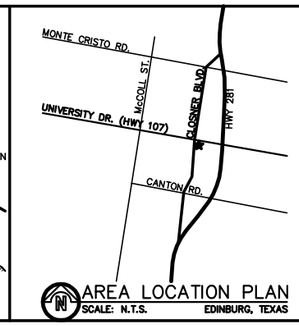
Form Started By: Moises Salazar Started On: 12/21/2010 02:56 PM

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
100 E. CANO STREET, EDINBURG, TEXAS

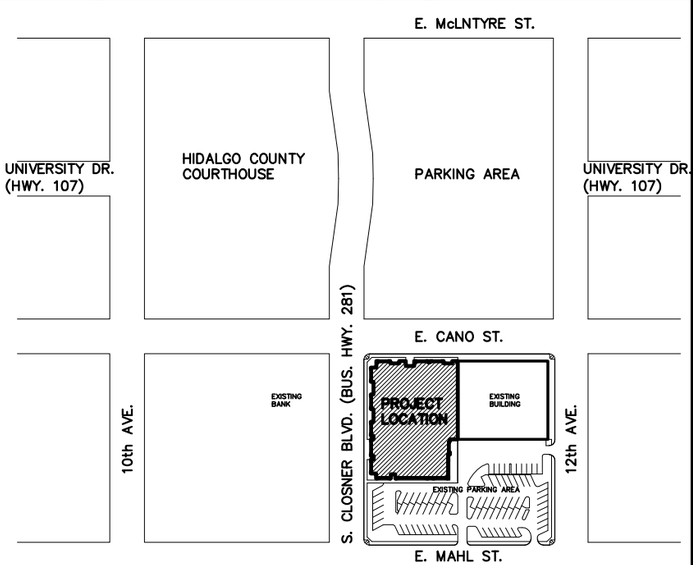
HIDALGO COUNTY, TEXAS



REGION LOCATION PLAN
SCALE: N.T.S. EDINBURG, TEXAS



AREA LOCATION PLAN
SCALE: N.T.S. EDINBURG, TEXAS



SITE LOCATION PLAN
SCALE: N.T.S. EDINBURG, TEXAS

2011

HIDALGO COUNTY OFFICIALS

J.D. SALINAS, III. .....COUNTY JUDGE
JOEL QUINTANILLA.....COMMISSIONER PCT. 1
HECTOR 'TITO' PALACIOS. ....COMMISSIONER PCT. 2
JOE M. FLORES.....COMMISSIONER PCT. 3
OSCAR L. GARZA, JR.. .....COMMISSIONER PCT. 4

DRAWINGS INDEX:

SHEET	DESCRIPTION
AC	COVER PAGE & SITE LOCATION
AD-1	1ST FLOOR: DEMOLITION PLAN
AD-2	2ND FLOOR: DEMOLITION PLAN
A-1	FIRST FLOOR: IMPROVEMENTS PLAN
A-2	SECOND FLOOR: IMPROVEMENTS PLAN
A-3	DOOR SCHEDULE & WINDOW TYPES
A-4	ENLARGED FLOOR PLANS, INTERIOR ELEVATIONS
A-5	INTERIOR ELEVATIONS, CABINET DETAILS
A-6	CABINET DETAILS, STAIR DETAILS
A-7	ENLARGED LEGISLATIVE CHAMBER & ELEVATIONS
A-8	FRAMING DETAILS, WINDOW TYPES & DETAILS
A-8.1	ELEVATIONS AT WORK AREA 233, LEGISLATIVE BENCH PLAN
A-9	FIRST FLOOR: REFLECTED CEILING PLAN
A-10	SECOND FLOOR: REFLECTED CEILING PLAN
A-11	EMERGENCY GENERATOR LOCATION AND DETAILS
A-12	FIRST & SECOND FLOORS: FLOOR FINISH PLANS
S1.1	STRUCTURAL GENERAL NOTES
S2.1	2ND FLOOR FRAMING PLAN
S3.1	3RD FLOOR FRAMING PLAN
SD1	STRUCTURAL DETAILS
DE-1	FIRST FLOOR: ELECTRICAL LIGHTING DEMOLITION PLAN
DE-2	SECOND FLOOR: ELECTRICAL LIGHTING DEMOLITION PLAN
DE-3	FIRST FLOOR: ELECTRICAL POWER DEMOLITION PLAN
DE-4	SECOND FLOOR: ELECTRICAL POWER DEMOLITION PLAN
DM-1	FIRST FLOOR: MECHANICAL DEMOLITION PLAN
DM-2	SECOND FLOOR: MECHANICAL DEMOLITION PLAN
DP-1	FIRST FLOOR: PLUMBING DEMOLITION PLAN
DP-2	SECOND FLOOR: PLUMBING DEMOLITION PLAN
E-1	FIRST FLOOR: ELECTRICAL LIGHTING IMPROVEMENT PLAN
E-2	SECOND FLOOR: ELECTRICAL LIGHTING IMPROVEMENT PLAN
E-3	FIRST FLOOR: ELECTRICAL POWER IMPROVEMENT PLAN
E-4	SECOND FLOOR: ELECTRICAL POWER IMPROVEMENT PLAN
E-5	FIRST FLOOR: MECHANICAL & PLUMBING EQUIPMENT PLAN
E-6	SECOND FLOOR: MECHANICAL & PLUMBING EQUIPMENT PLAN
E-7	MECHANICAL EQUIPMENT CONNECTION & ELECTRICAL FIXTURE SCHEDULES
E-8	FEEDER / BRANCH CIRCUIT SCHEDULE, ELECTRICAL RISER DIAGRAM, TRANSFORMER SCHEDULE & ELECTRICAL LEGEND
E-9	ELECTRICAL PANEL SCHEDULES
E-10	ELECTRICAL PANEL SCHEDULES
E-11	ELECTRICAL PANEL SCHEDULES
E-12	ELECTRICAL PANEL SCHEDULE & ELECTRICAL DETAILS
E-13	ELECTRICAL DETAILS
M-1	FIRST FLOOR: MECHANICAL IMPROVEMENT PLAN
M-2	SECOND FLOOR: MECHANICAL IMPROVEMENT PLAN
M-3	MECHANICAL SYMBOLS, ABBREVIATIONS, NOTES & SCHEDULES
M-4	MECHANICAL SCHEDULES
M-5	MECHANICAL DETAILS
M-6	MECHANICAL DETAILS
MEP-1	M.E.P. SITE PLAN
P-1	FIRST FLOOR: PLUMBING SANITARY SEWER IMPROVEMENTS PLAN
P-2	SECOND FLOOR: PLUMBING SANITARY SEWER IMPROVEMENTS PLAN
P-3	FIRST FLOOR: PLUMBING DOMESTIC WATER IMPROVEMENTS PLAN
P-4	SECOND FLOOR: PLUMBING DOMESTIC WATER IMPROVEMENTS PLAN
P-5	PLUMBING SYMBOL LEGEND, PLUMBING SCHEDULE & DETAILS
P-6	PLUMBING RISER SCHEMATIC DIAGRAM

GEORGE A. GARCIA
PROJECT ARCHITECT
12.21.2010

AGA DESIGN CONSULTING
Alcócer García Associates, inc.
Design Consulting
1333 E. Jasmine Ave.
McAllen, Texas 78501
Office: 956.618.2007
Fax: 956.618.2008
Web: WWW.AGADC.COM

-NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION-

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

THE USE OF THESE DRAWINGS IS RESTRICTED TO THE ORIGINAL PURPOSE FOR WHICH THEY WERE INTENDED. REPRODUCTION WITHOUT WRITTEN PERMISSION FROM THE OWNER IS PROHIBITED.

PROJECT #
ISSUED:
DRAWN BY: O.C.
CHECKED BY:
FILE NAME:

SHEET:
AC

STRUCTURAL ENGINEER:
HINOJOSA ENGINEERING, INC.
108 W. 18TH STREET
MISSION, TX 78572
TEL: 956.581.0143

ARCHITECT:
ALCÓCER GARCÍA ASSOCIATES, INC.
1333 E. JASMINE AVE.
McALLEN, TX 78501
TEL: 956.618.2007

MECHANICAL / ELECTRICAL / PLUMBING ENGINEER:
MEP SOLUTIONS ENGINEERING
600 E. BEAUMONT AVE. SUITE 2
McALLEN, TX 78501
TEL: 956.664.2727

PANELBOARD LP1 – Section 1

VOLTAGE: 208Y/120 VOLT 3 PHASE 4 WIRE
225 A MAIN LUGS ONLY
BUSES: MAIN – 225 A; NEUTRAL – 100%; EQUIPMENT GROUND
LOCATION: ROOM
MOUNTING: SURFACE
Isc = 10,000 A RMS SYM AVAILABLE

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
		1080	RECEPTACLES	20/1	1	A	2	20/1	RECEPTACLES		900	
			500RECEPTACLES	20/1	3	B	4	20/1	RECEPTACLES		1080	
			540RECEPTACLES	20/1	5	C	6	20/1	RECEPTACLES		1080	
			900REFRIGERATOR	20/1	7	A	8	20/1	RECEPTACLES		1080	
	900		RECEPTACLES	20/1	9	B	10	20/1	RECEPTACLES		1080	
	540		RECEPTACLES	20/1	11	C	12	20/1	RECEPTACLES		1080	
	1080		RECEPTACLES	20/1	13	A	14	20/1	RECEPTACLES		1080	
	1080		RECEPTACLES	20/1	15	B	16	20/1	RECEPTACLES		1080	
	1080		RECEPTACLES	20/1	17	C	18	20/1	RECEPTACLES		1080	
	360		RECEPTACLES	20/1	19	A	20	20/1	RECEPTACLES		1080	
	360		RECEPTACLES	20/1	21	B	22	20/1	RECEPTACLES		1080	
			900REFRIGERATOR	20/1	23	C	24	20/1	RECEPTACLES		900	
			500RECEPTACLES	20/1	25	A	26	20/1	RECEPTACLES		720	
			500RECEPTACLES	20/1	27	B	28	20/1	RECEPTACLES		1080	
			500RECEPTACLES	20/1	29	C	30	20/1	RECEPTACLES		1080	
			SPARE	20/1	31	A	32	20/1	SPARE			
			SPARE	20/1	33	B	34	20/1	SPARE			
			SPARE	20/1	35	C	36	20/1	SPARE			
			SPACE	20/1	37	A	38	20/1	SPACE			
			SPACE	20/1	39	B	40	20/1	SPACE			
			SPACE	20/1	41	C	42	20/1	SPACE			

PANELBOARD LP1 – Section 2

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
	1080		RECEPTACLES	20/1	43	A	44	20/1	RECEPTACLES			500
	540		RECEPTACLES	20/1	45	B	46	20/1	RECEPTACLES			500
	900		RECEPTACLES	20/1	47	C	48	20/1	REFRIGERATOR			900
			900REFRIGERATOR	20/1	49	A	50	20/1	RECEPTACLES		1080	
			500RECEPTACLES	20/1	51	B	52	20/1	RECEPTACLES		900	
			500RECEPTACLES	20/1	53	C	54	20/1	RECEPTACLES		720	
	1080		RECEPTACLES	20/1	55	A	56	20/1	RECEPTACLES		720	
	1080		RECEPTACLES	20/1	57	B	58	20/1	RECEPTACLES		1080	
	1080		RECEPTACLES	20/1	59	C	60	20/1	RECEPTACLES		1080	
	900		RECEPTACLES	20/1	61	A	62	20/1	E.W.C.			1200
	1080		RECEPTACLES	20/1	63	B	64	20/1	RECEPTACLES		900	
	900		RECEPTACLES	20/1	65	C	66	20/1	ST-14/2A			864
	900		RECEPTACLES	20/1	67	A	68	20/1	RECEPTACLES		900	
	900		RECEPTACLES	20/1	69	B	70	20/1	RECEPTACLES		900	
	900		RECEPTACLES	20/1	71	C	72	20/1	LIGHTING	800		
			500SPACE SAVER	20/1	73	A	74	20/1	SPACE			
			500SPACE SAVER	20/1	75	B	76	20/1	SPACE			
			SPARE	20/1	77	C	78	20/1	SPACE			
			SPARE	20/1	79	A	80	20/1	SPACE			
			2000GENERATOR PANEL	100/2	81	B	82	20/1	SPACE			
			2000#	–	83	C	84	20/1	SPACE			

	CONNECTED	DEMAND
VA/L (LIGHTING)	800	1000
VA/R (RECEPTACLES)	46780	25890
VA/O (OTHER)	15164	15164
VA: TOTAL	57724	42044
AMPS: TOTAL	160	117

L	R	O		TOTAL		
	14040	4500	VA CONNECTED TO A PHASE	18540	VA =	155 AMPS CONNECTED TO A PHASE @ 120 VOLTS
	15300	4500	VA CONNECTED TO B PHASE	19800	VA =	165 AMPS CONNECTED TO B PHASE @ 120 VOLTS
800	15420	6164	VA CONNECTED TO C PHASE	19384	VA =	162 AMPS CONNECTED TO C PHASE @ 120 VOLTS
800	41760	15164	TOTAL	57724	VA	

PANELBOARD LP2 – Section 1

VOLTAGE: 208Y/120 VOLT 3 PHASE 4 WIRE
400 A MAIN CIRCUIT BREAKER
BUSES: MAIN – 400 A; NEUTRAL – 100%; EQUIPMENT GROUND
LOCATION: ROOM
MOUNTING: SURFACE
Isc = 10,000 A RMS SYM AVAILABLE

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
	1080		RECEPTACLES	20/1	1	A	2	20/1	REFRIGERATOR			900
		1200	EWC	20/1	3	B	4	20/1	RECEPTACLES			1000
	900		RECEPTACLES	20/1	5	C	6	20/1	RECEPTACLES			1000
	540		RECEPTACLES	20/1	7	A	8	20/1	RECEPTACLES			1000
	720		RECEPTACLES	20/1	9	B	10	20/1	RECEPTACLES		1080	
	1080		RECEPTACLES	20/1	11	C	12	20/1	RECEPTACLES		1080	
	1080		RECEPTACLES	20/1	13	A	14	20/1	SPARE			
	1080		RECEPTACLES	20/1	15	B	16	20/1	RECEPTACLES		900	
	1080		RECEPTACLES	20/1	17	C	18	20/1	RECEPTACLES			1000
	1080		RECEPTACLES	20/1	19	A	20	20/1	RECEPTACLES			1000
	900		RECEPTACLES	20/1	21	B	22	20/1	REFRIGERATOR			900
	720		RECEPTACLES	20/1	23	C	24	20/1	RECEPTACLES		1080	
	1080		RECEPTACLES	20/1	25	A	26	20/1	RECEPTACLES		1080	
	720		RECEPTACLES	20/1	27	B	28	20/1	RECEPTACLES		1080	
			SPARE	20/1	31	A	32	20/1	SPARE			
			SPARE	20/1	33	B	34	20/1	SPARE			
			SPARE	20/1	35	C	36	20/1	SPARE			
			SPACE	20/1	37	A	38	20/1	SPACE			
			SPACE	20/1	39	B	40	20/1	SPACE			
			SPACE	20/1	41	C	42	20/1	SPACE			

PANELBOARD LP2 – Section 2

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
	1200		RECEPTACLES	20/1	43	A	44	20/1	REFRIGERATOR			900
	1080		RECEPTACLES	20/1	45	B	46	20/1	RECEPTACLES			
			500RECEPTACLES	20/1	47	C	48	20/1	RECEPTACLES		900	
			500RECEPTACLES	20/1	49	A	50	20/1	RECEPTACLES		1080	
			900REFRIGERATOR	20/1	51	B	52	20/1	RECEPTACLES		1080	
			1000RECEPTACLES	20/1	53	C	54	20/1	RECEPTACLES		1080	
			1000RECEPTACLES	20/1	55	A	56	20/1	RECEPTACLES		1080	
			500RECEPTACLES	20/1	57	B	58	20/1	RECEPTACLES		720	
			500RECEPTACLES	20/1	59	C	60	20/1	RECEPTACLES		720	
	720		RECEPTACLES	20/1	61	A	62	20/1	RECEPTACLES			1800
	720		RECEPTACLES	20/1	63	B	64	20/1	RECEPTACLES			1000
	1080		RECEPTACLES	20/1	65	C	66	20/1	RECEPTACLES			900
	1080		RECEPTACLES	20/1	67	A	68	20/1	SPARE			
			360PRIMED-1	20/1	69	B	70	20/1	SPARE			
			432EF-18	20/1	71	C	72	20/1	SPARE			
			SPACE	20/1	73	A	74	20/1	SPACE			
			SPACE	20/1	75	B	76	20/1	SPACE			
			4000SPACE	50/2	77	C	78	20/1	SPACE			
			4000*	–	79	A	80	225/3	PANELBOARD LP1		14040	4500
			SPACE	20/1	81	B	82	–	*		15300	4500
			SPACE	20/1	83	C	84	–	*	800	12420	5164

	CONNECTED	DEMAND
VA/L (LIGHTING)	800	1000
VA/R (RECEPTACLES)	75780	42690
VA/O (OTHER)	40656	40656
VA: TOTAL	117236	84546
AMPS: TOTAL	325	235

L	R	O		TOTAL		
	24660	14500	VA CONNECTED TO A PHASE	39480	VA =	329 AMPS CONNECTED TO A PHASE @ 120 VOLTS
	28920	10380	VA CONNECTED TO B PHASE	37180	VA =	310 AMPS CONNECTED TO B PHASE @ 120 VOLTS
800	24300	15496	VA CONNECTED TO C PHASE	40596	VA =	338 AMPS CONNECTED TO C PHASE @ 120 VOLTS
800	75780	40656	TOTAL	117236	VA	

PANELBOARD LC1

VOLTAGE: 208Y/120 VOLT 3 PHASE 4 WIRE
225 A MAIN LUGS ONLY
BUSES: MAIN – 225 A; NEUTRAL – 200%; EQUIPMENT GROUND; ISOLATED GROUND; TVSS PANELBOARD
LOCATION: ROOM
MOUNTING: SURFACE
Isc = 10,000 A RMS SYM AVAILABLE

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
	360		COMPUTERS	20/1	1	A	2	20/1	COMPUTERS			1000
	720		COMPUTERS	20/1	3	B	4	20/1	COMPUTERS			1000
		1000	COMPUTERS	20/1	5	C	6	20/1	COMPUTERS			1000
		1000	COMPUTERS	20/1	7	A	8	20/1	COMPUTERS			1000
		1000	COMPUTERS	20/1	9	B	10	20/1	COMPUTERS		180	
	720		COMPUTERS	20/1	11	C	12	20/1	COMPUTERS		720	
	720		COMPUTERS	20/1	13	A	14	20/1	COMPUTERS		720	
	1080		COMPUTERS	20/1	15	B	16	20/1	COMPUTERS		720	
	1080		COMPUTERS	20/1	17	C	18	20/1	COMPUTERS		1080	
	720		COMPUTERS	20/1	19	A	20	20/1	COMPUTERS		1080	
	720		COMPUTERS	20/1	21	B	22	20/1	SPARE			
	720		COMPUTERS	20/1	23	C	24	20/1	SPACE			
	720		COMPUTERS	20/1	25	A	26	20/1	SPACE			
	720		COMPUTERS	20/1	27	B	28	20/1	SPACE			
	720		COMPUTERS	20/1	29	C	30	20/1	SPACE			
	180	4200	PANEL AP	100/3	31	A	32	20/1	SPACE			
	540	4100	*	–	33	B	34	20/1	SPACE			
	180	4300	*	–	35	C	36	20/1	SPACE			
	12960		PANEL F1	100/3	37	A	38	30/3	T.V.S.S.			
	12960		*	–	39	B	40	–	*			
	12960		*	–	41	C	42	–	*			

	CONNECTED	DEMAND
VA/L (LIGHTING)		
VA/R (RECEPTACLES)	53280	31640
VA/O (OTHER)	20100	20100
VA: TOTAL	73380	51740
AMPS: TOTAL	204	144

L	R	O		TOTAL		
	17460	7200	VA CONNECTED TO A PHASE	25160	VA =	210 AMPS CONNECTED TO A PHASE @ 120 VOLTS
	17640	6100	VA CONNECTED TO B PHASE	23740	VA =	198 AMPS CONNECTED TO B PHASE @ 120 VOLTS
	18180	6300	VA CONNECTED TO C PHASE	24480	VA =	204 AMPS CONNECTED TO C PHASE @ 120 VOLTS
	53280	20100	TOTAL	73380	VA	

PANELBOARD LC2

VOLTAGE: 208Y/120 VOLT 3 PHASE 4 WIRE
400 A MAIN LUGS ONLY
BUSES: MAIN – 400 A; NEUTRAL – 200%; EQUIPMENT GROUND; ISOLATED GROUND; TVSS PANELBOARD
LOCATION: ROOM
MOUNTING: SURFACE
Isc = 10,000 A RMS SYM AVAILABLE

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
	360		COMPUTERS	20/1	1	A	2	20/1	COMPUTERS		1080	
	540		COMPUTERS	20/1	3	B	4	20/1	COMPUTERS		720	
		1000	COMPUTERS	20/1	5	C	6	20/1	COMPUTERS		720	
	1080		COMPUTERS	20/1	7	A	8	20/1	COMPUTERS		1080	
	1080		COMPUTERS	20/1	9	B	10	20/1	COMPUTERS		720	
	1080		COMPUTERS	20/1	11	C	12	20/1	COMPUTERS		720	
		1000	COMPUTERS	20/1	13	A	14	20/1	COMPUTERS		720	
		1000	COMPUTERS	20/1	15	B	16	20/1	COMPUTERS		720	
		1000	COMPUTERS	20/1	17	C	18	20/1	COMPUTERS		720	
			SPARE	20/1	19	A	20	20/1	COMPUTERS		540	
			SPARE	20/1	21	B	22	20/1	SPARE			
			SPARE	20/1	23	C	24	20/1	SPARE			
			SPACE	20/1	25	A	26	20/1	SPACE			
			SPACE	20/1	27	B	28	20/1	SPACE			
			SPACE	20/1	29	C	30	20/1	SPACE			
	3240	9000	PANEL F2	100/3	31	A	32	20/1	SPACE			
	3240	4500	*	–	33	B	34	20/1	SPACE			
	3240	4300	*	–	35	C	36	20/1	SPACE			
	17460	7200	PANEL LC1	225/3	37	A	38	30/3	T.V.S.S.			
	17640	6100	*	–	39	B	40	–	*			
	18180	5300	*	–	41	C	42	–	*			

	CONNECTED	DEMAND
VA/L (LIGHTING)		
VA/R (RECEPTACLES)	74880	42440
VA/O (OTHER)	38600	38600
VA: TOTAL	113480	81040
AMPS: TOTAL	315	225

L	R	O		TOTAL		
	25560	14700	VA CONNECTED TO A PHASE	40260	VA =	336 AMPS CONNECTED TO A PHASE @ 120 VOLTS
	24660	11600	VA CONNECTED TO B PHASE	36260	VA =	302 AMPS CONNECTED TO B PHASE @ 120 VOLTS
	24660	12300	VA CONNECTED TO C PHASE	36960	VA =	308 AMPS CONNECTED TO C PHASE @ 120 VOLTS
	74880	38600	TOTAL	113480	VA	

A - ELECTRICAL PANEL SCHEDULES
SCALE: N.T.S.

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1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

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PROJECT # 08072
ISSUED: 03/05/09
DRAWN BY:
CHECKED BY:
FILE NAME:
SHEET:

E-10

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
500 E. BEAUMONT AVE. SUITE 2 McALLEN, TX 78501 (956) 664-2727

PANELBOARD F1

VOLTAGE: 208Y/120 VOLT 3 PHASE 4 WIRE — LOCATION: ROOM
100 A MAIN LUGS ONLY — MOUNTING: SURFACE
BUSES: MAIN - 100 A; NEUTRAL - 200%; EQUIPMENT GROUND; ISOLATED GROUND; TVSS PANELBOARD — Isc = 10,000 A RMS SYM AVAILABLE

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
	1080		CUBICALS	20/1	1	A	2	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	3	B	4	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	5	C	6	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	7	A	8	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	9	B	10	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	11	C	12	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	13	A	14	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	15	B	16	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	17	C	18	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	19	A	20	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	21	B	22	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	23	C	24	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	25	A	26	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	27	B	28	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	29	C	30	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	31	A	32	20/1	SPARE			
	1080		CUBICALS	20/1	33	B	34	20/1	SPARE			
	1080		CUBICALS	20/1	35	C	36	20/1	SPARE			
	1080		CUBICALS	20/1	37	A	38	30/3	T.V.S.S.			
	1080		CUBICALS	20/1	39	B	40	-	*			
	1080		CUBICALS	20/1	41	C	42	-	*			

		CONNECTED	DEMAND
VA/L (LIGHTING)			
VA/R (RECEPTACLES)	32960	CONNECTED	24440 DEMAND
VA/O (OTHER)		CONNECTED	DEMAND
VA: TOTAL	38880	CONNECTED	24440 DEMAND
AMPS: TOTAL	108	CONNECTED	68 DEMAND

L	R	O	TOTAL		
	12960		VA CONNECTED TO A PHASE	12960 VA =	108 AMPS CONNECTED TO A PHASE @ 120 VOLTS
	12960		VA CONNECTED TO B PHASE	12960 VA =	108 AMPS CONNECTED TO B PHASE @ 120 VOLTS
	12960		VA CONNECTED TO C PHASE	12960 VA =	108 AMPS CONNECTED TO C PHASE @ 120 VOLTS
	38880		TOTAL	35880 VA	

PANELBOARD F2

VOLTAGE: 208Y/120 VOLT 3 PHASE 4 WIRE — LOCATION: ROOM
100 A MAIN LUGS ONLY — MOUNTING: SURFACE
BUSES: MAIN - 100 A; NEUTRAL - 200%; EQUIPMENT GROUND; ISOLATED GROUND; TVSS PANELBOARD — Isc = 10,000 A RMS SYM AVAILABLE

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
	1080		CUBICALS	20/1	1	A	2	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	3	B	4	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	5	C	6	20/1	CUBICALS		1080	
	1080		CUBICALS	20/1	7	A	8	20/1	COMPUTER ROOM			1000
	1080		CUBICALS	20/1	9	B	10	20/1	COMPUTER ROOM			1000
	1080		CUBICALS	20/1	11	C	12	20/1	COMPUTER ROOM			1000
		1500RACKS		30/1	13	A	14	20/1	COMPUTER ROOM			1000
		1500RACKS		30/1	15	B	16	20/1	COMPUTER ROOM			1000
		1500RACKS		30/1	17	C	18	20/1	COMPUTER ROOM			1000
		1500RACKS		30/1	19	A	20	20/1	COMPUTER ROOM			1000
		SPACE		20/1	21	B	22	20/1	COMPUTER ROOM			1000
		SPACE		20/1	23	C	24	20/1	TLETS			500
		SPACE		20/1	25	A	26	20/1	SPACE			
		SPACE		20/1	27	B	28	20/1	SPACE			
		SPACE		20/1	29	C	30	20/1	SPACE			
		SPACE		20/1	31	A	32	20/1	SPACE			
		SPACE		20/1	33	B	34	20/1	SPACE			
		SPACE		20/1	35	C	36	20/1	SPACE			
		SPACE		20/1	37	A	38	30/3	T.V.S.S.			
		SPACE		20/1	39	B	40	-	*			
		SPACE		20/1	41	C	42	-	*			

		CONNECTED	DEMAND
VA/L (LIGHTING)			
VA/R (RECEPTACLES)	9720	CONNECTED	9720 DEMAND
VA/O (OTHER)	14500	CONNECTED	14500 DEMAND
VA: TOTAL	24220	CONNECTED	24220 DEMAND
AMPS: TOTAL	67	CONNECTED	67 DEMAND

L	R	O	TOTAL		
3240	5000		VA CONNECTED TO A PHASE	9240 VA =	77 AMPS CONNECTED TO A PHASE @ 120 VOLTS
3240	4500		VA CONNECTED TO B PHASE	7740 VA =	65 AMPS CONNECTED TO B PHASE @ 120 VOLTS
3240	4000		VA CONNECTED TO C PHASE	7240 VA =	60 AMPS CONNECTED TO C PHASE @ 120 VOLTS
9720	14500		TOTAL	24220 VA	

PANELBOARD R1

VOLTAGE: 208Y/120 VOLT 3 PHASE 4 WIRE — LOCATION: ROOM
100 A MAIN LUGS ONLY — MOUNTING: SURFACE
BUSES: MAIN - 100 A; NEUTRAL - 200%; EQUIPMENT GROUND; ISOLATED GROUND; TVSS PANELBOARD — Isc = 10,000 A RMS SYM AVAILABLE

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
1618			LIGHTING	20/1	1	A	2	20/1	COMPUTERS			1800
1584			LIGHTING	20/1	3	B	4	20/1	COMPUTERS			1000
690			15@LIGHTING/EF-6A/7A	20/1	5	C	6	20/1	COMPUTERS			1000
			1000@RECEPTACLES	20/1	7	A	8	20/1	COMPUTERS		1080	
			1000@RECEPTACLES	20/1	9	B	10	20/1	COMPUTERS		720	
			900@REFRIGERATOR	20/1	11	C	12	20/1	COMPUTERS			1000
	360		RECEPTACLES	20/1	13	A	14	20/1	COMPUTERS		180	
	900		RECEPTACLES	20/1	15	B	16	20/1	COMPUTERS		360	
	1080		RECEPTACLES	20/1	17	C	18	20/1	COMPUTERS		360	
	1080		RECEPTACLES	20/1	19	A	20	20/1	COMPUTERS		360	
	1080		RECEPTACLES	20/1	21	B	22	20/1	COMPUTERS			
	1080		RECEPTACLES	20/1	23	C	24	20/1	SPACE			
	1080		RECEPTACLES	20/1	25	A	26	20/1	SPACE			
	720		RECEPTACLES	20/1	27	B	28	20/1	SPACE			
1132			EXISTING LIGHTING	20/1	29	C	30	20/1	SPACE			
			EXISTING LIGHTING	20/1	31	A	32	20/1	SPACE			
	900		RECEPTACLES	20/1	33	B	34	20/1	SPACE			
		500	SPACESAVER	20/1	35	C	36	20/1	SPACE			
			SPACE	20/1	37	A	38	30/3	T.V.S.S.			
			SPACE	20/1	39	B	40	-	*			
			SPACE	20/1	41	C	42	-	*			

		CONNECTED	DEMAND
VA/L (LIGHTING)	4984	CONNECTED	6230 DEMAND
VA/R (RECEPTACLES)	11340	CONNECTED	10670 DEMAND
VA/O (OTHER)	7556	CONNECTED	7556 DEMAND
VA: TOTAL	23880	CONNECTED	24456 DEMAND
AMPS: TOTAL	66	CONNECTED	68 DEMAND

L	R	O	TOTAL		
1618	4140	2000	VA CONNECTED TO A PHASE	7758 VA =	65 AMPS CONNECTED TO A PHASE @ 120 VOLTS
1584	4686	2000	VA CONNECTED TO B PHASE	8264 VA =	68 AMPS CONNECTED TO B PHASE @ 120 VOLTS
1782	2520	3556	VA CONNECTED TO C PHASE	7858 VA =	63 AMPS CONNECTED TO C PHASE @ 120 VOLTS
4984	11340	7556	TOTAL	23880 VA	

PANELBOARD R2

VOLTAGE: 208Y/120 VOLT 3 PHASE 4 WIRE — LOCATION: ROOM
100 A MAIN LUGS ONLY — MOUNTING: SURFACE
BUSES: MAIN - 100 A; NEUTRAL - 200%; EQUIPMENT GROUND; ISOLATED GROUND; TVSS PANELBOARD — Isc = 10,000 A RMS SYM AVAILABLE

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
1560			234@LIGHTING/EF-7B/8B/9B	20/1	1	A	2	20/1	RECEPTACLES			500
1780			LIGHTING	20/1	3	B	4	20/1	RECEPTACLES			500
1848			LIGHTING	20/1	5	C	6	20/1	REFRIGERATOR			500
	540		RECEPTACLES	20/1	7	A	8	20/1	RECEPTACLES		900	
	1080		RECEPTACLES	20/1	9	B	10	20/1	RECEPTACLES		1080	
	1080		RECEPTACLES	20/1	11	C	12	20/1	RECEPTACLES		1080	
	1080		RECEPTACLES	20/1	13	A	14	20/1	RECEPTACLES		1080	
	540		COMPUTERS	20/1	15	B	16	20/1	RECEPTACLES		1260	
	720		COMPUTERS	20/1	17	C	18	20/1	RECEPTACLES		540	
	720		COMPUTERS	20/1	19	A	20	20/1	RECEPTACLES		720	
	720		COMPUTERS	20/1	21	B	22	20/1	RECEPTACLES		720	
		500	COMPUTERS	20/1	23	C	24	20/1	RECEPTACLES		1080	
	720		COMPUTERS	20/1	25	A	26	20/1	RECEPTACLES		1080	
			COMPUTERS	20/1	27	B	28	20/1	RECEPTACLES		1080	
	360		COMPUTERS	20/1	29	C	30	20/1	RECEPTACLES		1080	
	360		COMPUTERS	20/1	31	A	32	20/1	COMPUTERS			500
		500	COMPUTERS	20/1	33	B	34	20/1	COMPUTERS			500
		500	COMPUTERS	20/1	35	C	36	20/1	COMPUTERS			500
		500	COMPUTERS	20/1	37	A	38	30/3	T.V.S.S.			
	1080		COMPUTERS	20/1	39	B	40	-	*			
			SPARE	20/1	41	C	42	-	*			

		CONNECTED	DEMAND
VA/L (LIGHTING)	5166	CONNECTED	6460 DEMAND
VA/R (RECEPTACLES)	20520	CONNECTED	15260 DEMAND
VA/O (OTHER)	5234	CONNECTED	5234 DEMAND
VA: TOTAL	30922	CONNECTED	26954 DEMAND
AMPS: TOTAL	86	CONNECTED	75 DEMAND

L	R	O	TOTAL		
1560	7200	1734	VA CONNECTED TO A PHASE	10434 VA =	87 AMPS CONNECTED TO A PHASE @ 120 VOLTS
1760	7380	1500	VA CONNECTED TO B PHASE	10640 VA =	89 AMPS CONNECTED TO B PHASE @ 120 VOLTS
1848	5940	2000	VA CONNECTED TO C PHASE	9788 VA =	82 AMPS CONNECTED TO C PHASE @ 120 VOLTS
5188	20520	5234	TOTAL	30922 VA	

A - ELECTRICAL PANEL SCHEDULES
SCALE: N.T.S.

AGA DESIGN CONSULTING
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CITY OF EDINBURG, TEXAS

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PROJECT # 08072
ISSUED: 03/05/09
DRAWN BY:
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FILE NAME:
SHEET:

E-11

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
600 E. BEAUMONT AVE, SUITE 2 McALLEN, TX 78501 (956) 994-9227

PANELBOARD AV

VOLTAGE: 208Y/120 VOLT 3 PHASE 4 WIRE
100 A MAIN LUGS ONLY
BUSES: MAIN – 100 A; NEUTRAL – 200%; EQUIPMENT GROUND; ISOLATED GROUND; TVSS PANELBOARD

LOCATION: ROOM
MOUNTING: SURFACE
Isc = 10,000 A RMS SYM AVAILABLE

VA/L	VA/R	VA/O	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA/L	VA/R	VA/O
			800LCD & CAMERAS	20/1	1	A	2	20/1	INTERFACE TABLE			1000
			1200LCD & CAMERAS	20/1	3	B	4	20/1	COURTROOM			1000
			800LCD & CAMERAS	20/1	5	C	6	20/1	CONTROL ROOM			1000
	180		400DPB-3 RECEPTACLE & LCD	20/1	7	A	8	20/1	SOUND RACK			1500
	540		PB-1/3/4 RECEPTACLE	20/1	9	B	10	20/1	SOUND RACK			1500
	180		1000DPB-6 RECEPTACLE & AV RACK	20/1	11	C	12	20/1	SOUND RACK			1500
			1000AV RACK	20/1	13	A	14	20/1	SPARE			
			400LCD	20/1	15	B	16	20/1	SPARE			
			SPARE	20/1	17	C	18	20/1	SPARE			
			SPACE	20/1	19	A	20	20/1	SPACE			
			SPACE	20/1	21	B	22	20/1	SPACE			
			SPACE	20/1	23	C	24	20/1	SPACE			
			SPACE	20/1	25	A	26	20/1	SPACE			
			SPACE	20/1	27	B	28	20/1	SPACE			
			SPACE	20/1	29	C	30	20/1	SPACE			
			SPACE	20/1	31	A	32	20/1	SPACE			
			SPACE	20/1	33	B	34	20/1	SPACE			
			SPACE	20/1	35	C	36	20/1	SPACE			
			SPACE	20/1	37	A	38	30/3	T.V.S.S.			
			SPACE	20/1	39	B	40	-				
			SPACE	20/1	41	C	42	-				

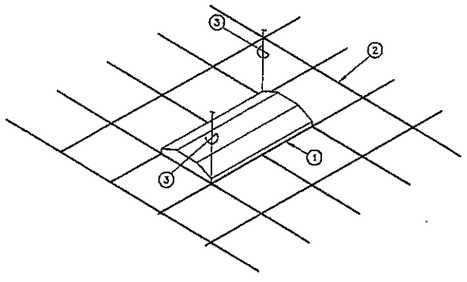
	CONNECTED	DEMAND
VA/L (LIGHTING)	900 CONNECTED	900 DEMAND
VA/R (RECEPTACLES)	13100 CONNECTED	13100 DEMAND
VA/O (OTHER)	14000 CONNECTED	14000 DEMAND
VA: TOTAL	39 CONNECTED	39 DEMAND
AMPS: TOTAL		

L	R	D
	180	4700
	540	4100
	180	4300
	900	13100

TOTAL

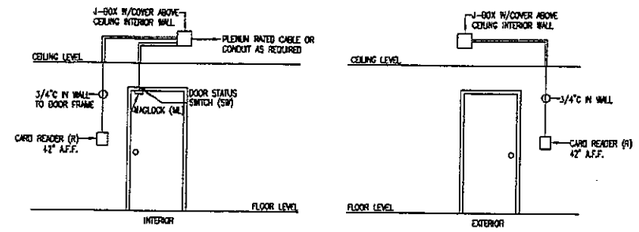
VA CONNECTED TO A PHASE 4880 VA = 41 AMPS CONNECTED TO A PHASE @ 120 VOLTS
VA CONNECTED TO B PHASE 4640 VA = 39 AMPS CONNECTED TO B PHASE @ 120 VOLTS
VA CONNECTED TO C PHASE 4480 VA = 37 AMPS CONNECTED TO C PHASE @ 120 VOLTS
TOTAL 14000 VA

A - ELECTRICAL PANEL SCHEDULE
SCALE: N.T.S.

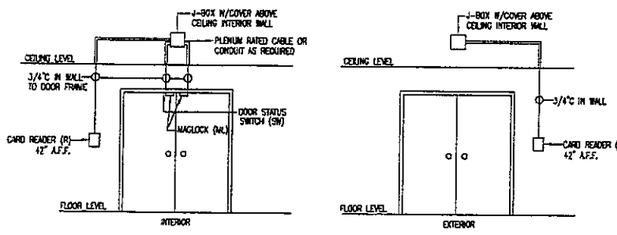


NOTES BY SYMBOL " ○ "
① 2'x 4' LAY-IN FLUORESCENT FIXTURE
② SUSPENDED CEILING
③ TIE WIRE, CONNECT TO TWO CORNERS OF FIXTURE TO STRUCTURE ABOVE, INDEPENDENT OF CEILING SUPPORTS.

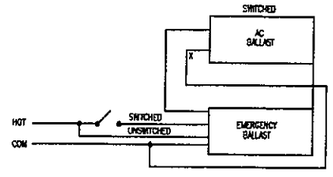
B - TYPICAL LAY-IN FIXTURE SUPPORT
SCALE: N.T.S.



C - ELECTRICAL MAGLOCK (SGL DOOR)
SCALE: N.T.S.



D - ELECTRICAL MAGLOCK (DBL DOOR)
SCALE: N.T.S.



E - EMERGENCY BALLAST WIRING DETAIL
SCALE: N.T.S.

AGA
ARCHITECTURE
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1st AND 2nd FLOORS REMODEL
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HIDALGO COUNTY, TEXAS
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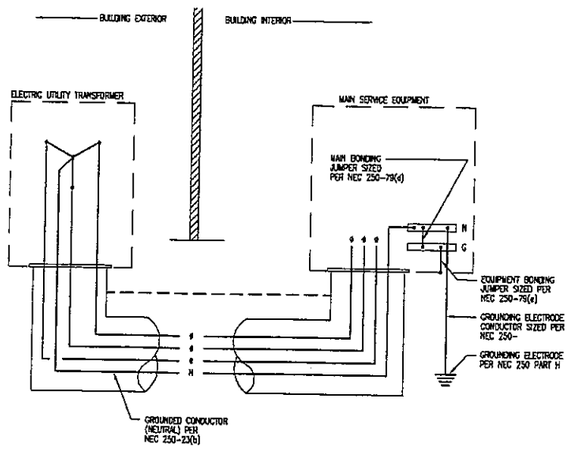
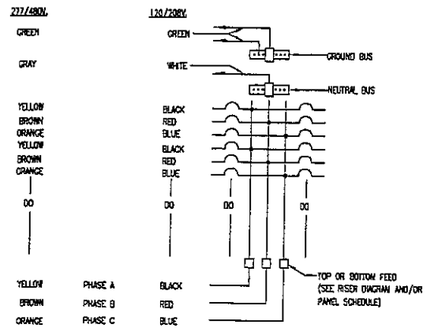


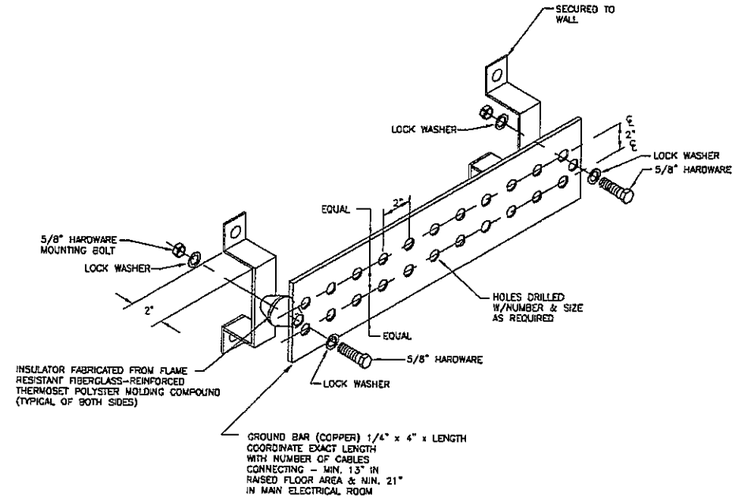
A - SERVICE ENTRANCE (MAIN SWITCHBOARD) GROUNDING DETAIL

SCALE: N.T.S.



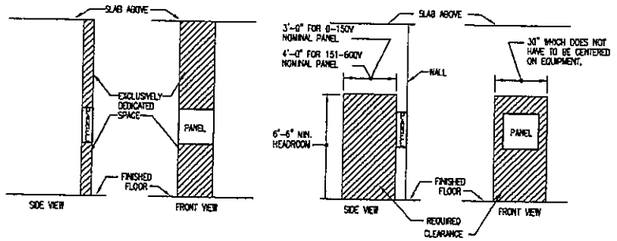
B - TYPICAL PANEL COLOR DETAIL

SCALE: N.T.S.



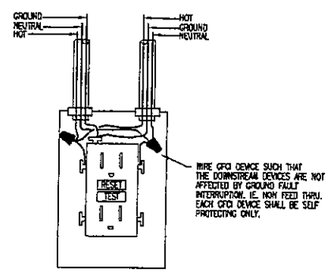
C - WALL MOUNTED SINGLE-POINT GROUND BAR DETAIL

SCALE: N.T.S.



D - TYPICAL PANELBOARD REQUIRED CLEARANCE

SCALE: N.T.S.



E - GFCI RECEPTACLE - WIRING DIAGRAM

SCALE: N.T.S.

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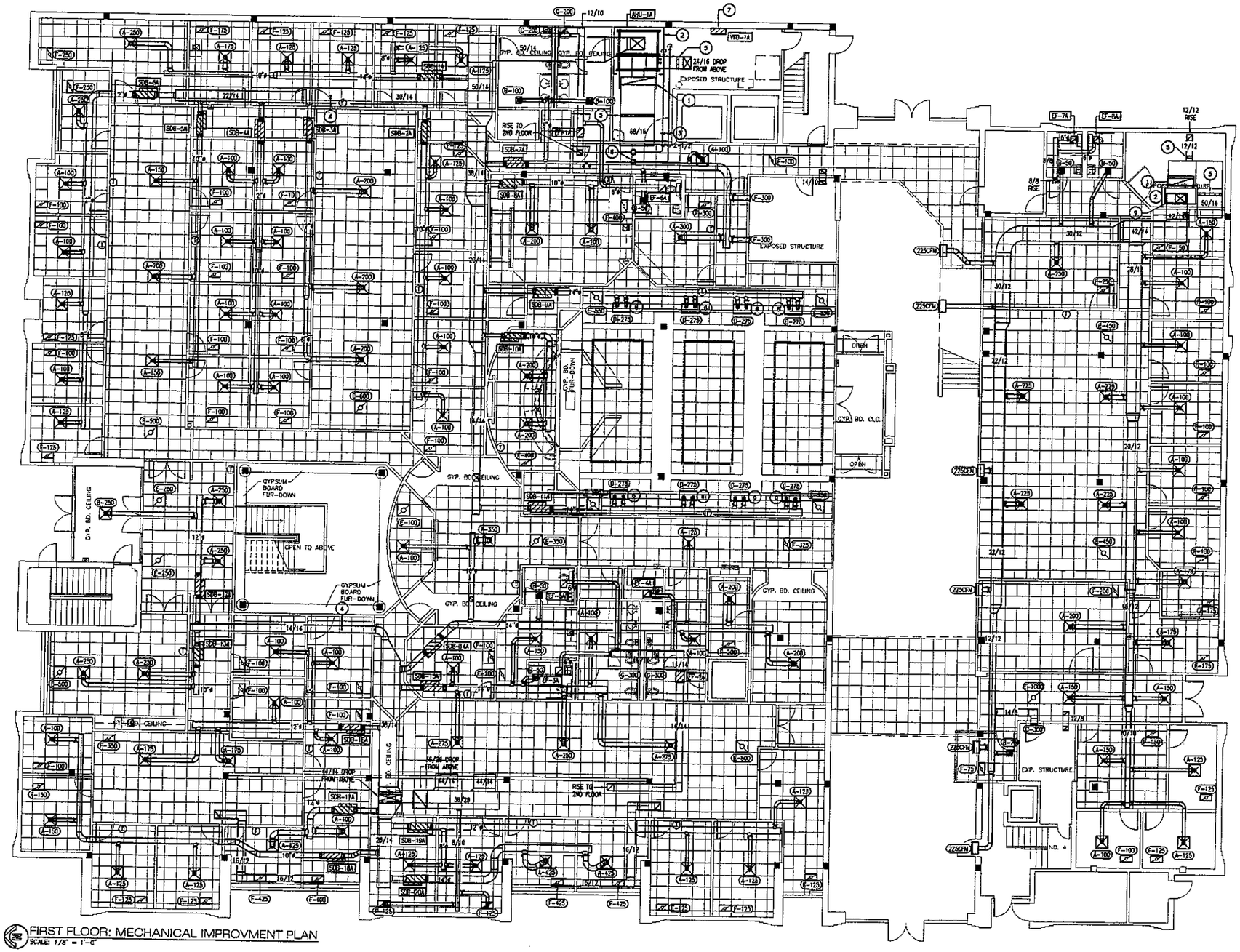

FIRST FLOOR: MECHANICAL IMPROVMENT PLAN
SCALE: 1/8" = 1'-0"

GENERAL NOTES:

A. REFER TO GENERAL MECHANICAL NOTES FOR ADDITIONAL NOTES.
B. MECHANICAL CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES TO MAINTAIN ACCESS CLEARANCES FOR ALL MECHANICAL EQUIPMENT.
C. A/C DUCTS SHALL BE SHEET METAL TYPE WITH DUCT WRAP INSULATION UNLESS OTHERWISE NOTED.
D. MECHANICAL CONTRACTOR SHALL ROUTE DUCTS BETWEEN JOIST IN AREAS WHERE HIGH CEILINGS ARE PROPOSED. REFER TO ARCHITECTURAL DRAWINGS.

KEY NOTES:

1. RETURN AIR PLENUM OF EQUAL SIZE OF UNIT OPENING. RETURN AIR PLENUM/DUCT SHALL BE INTERNALLY LINED WITH INSULATION.
2. PROVIDE 6" CONCRETE PAD FOR AIR HANDLING UNIT. PAD SHALL EXTEND 6" BEYOND AHU PERIMETER.
3. PROVIDE NEW CHILLED WATER LINE FROM UNIT AND RE-CONNECT TO EXISTING LINES. ROUTE CHILLED WATER LINES ABOVE DUCTWORK. NEW LINES SHALL BE CONSTRUCTED OF EQUAL MATERIALS AS EXISTING LINES (CARRIER PIPE/INSULATION/JACKET). REFER TO COIL CONNECTION DETAIL FOR FURTHER INFORMATION.
4. DUCT STATIC PRESSUR SENSOR LOCATION.
5. PROVIDE AND INSTALL ALUMINUM CONTROL DAMPER EQUAL TO A FUSION MODEL "CDSM".
6. FIELD FABRICATE SHEETMETAL PLENUM BOX FOR AIR DEVICE. PROVIDE WITH DUCT FLANGE CONNECTIONS FOR FLEX DUCT. PLENUM BOX SHALL BE EXTERNALLY INSULATED.
7. VFD SHALL BE PROVIDED BY MECHANICAL CONTRACTOR AND WIRED BY ELECTRICAL CONTRACTOR.
8. APPROXIMATE LOCATION OF EXISTING CHILLED WATER LINES (FIELD VERIFY).
9. PROVIDE AND INSTALL NEW 15-TON AIR HANDLING UNIT EQUAL TO A JOHNSON CONTROL MODEL # "J15CKDBA33" (QUAL CIRCUIT HEAT PUMP WITH SPLIT ROW EVAPORATOR). CONNECT UNIT TO EXISTING (2) 7.5-TON CONDENSING UNITS LOCATED ON ROOF. PROVIDE NEW REFRIGERANT LINES AND INSULATION PER MANUFACTURER RECOMMENDATIONS. REFRIGERANT LINES LOCATED ON EXTERIOR SHALL BE PROVIDED WITH ALUMINUM JACKET. AIR HANDLING UNIT SHALL BE BALANCED TO PROVIDE 4875 CFM SUPPLY AIR AND 600 CFM OUTSIDE AIR.

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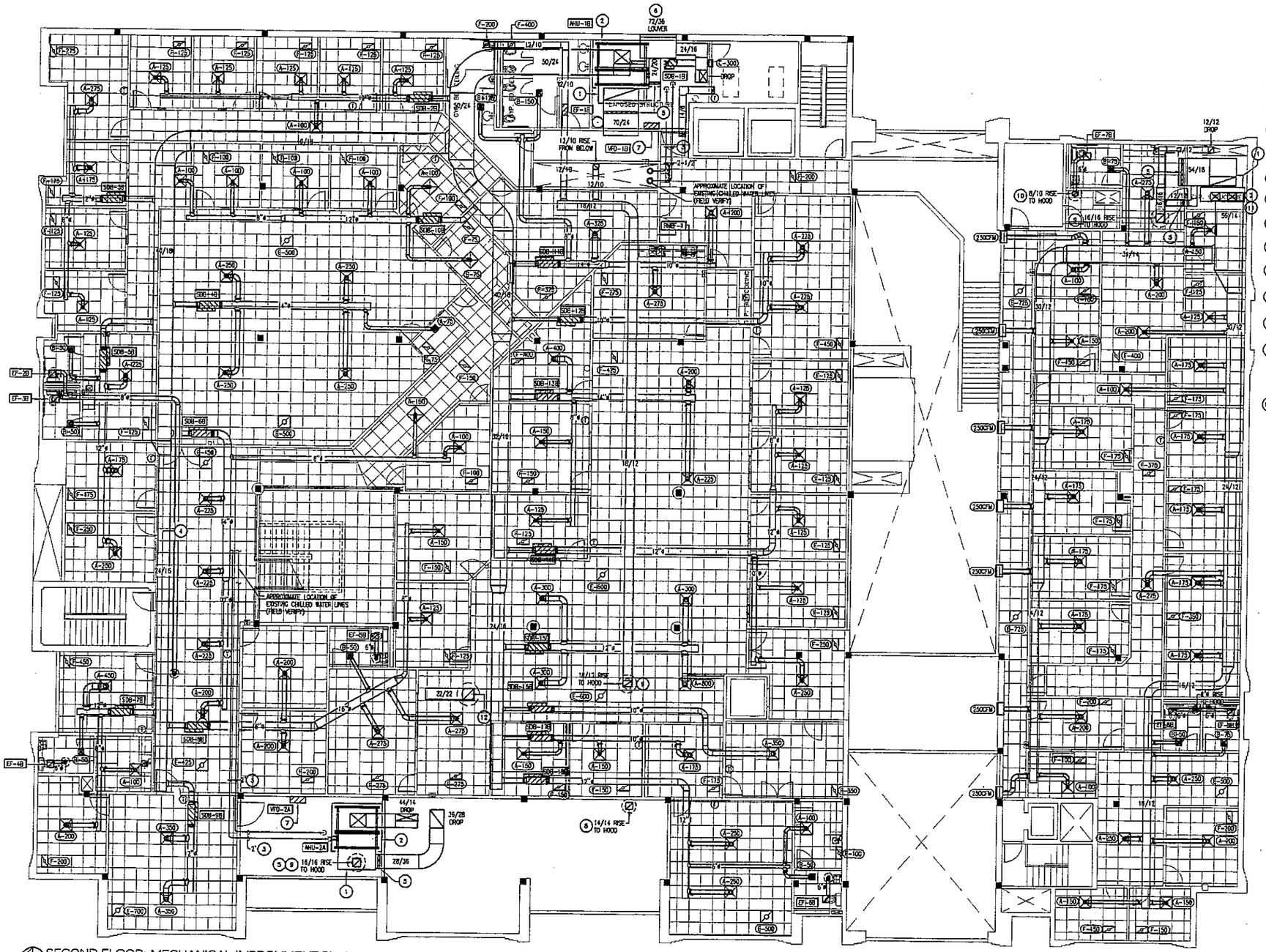

SECOND FLOOR: MECHANICAL IMPROVMENT PLAN
SCALE: 1/8" = 1'-0"

GENERAL NOTES:

A. REFER TO GENERAL MECHANICAL NOTES FOR ADDITIONAL NOTES.

B. MECHANICAL CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES TO MAINTAIN ACCESS CLEARANCES FOR ALL MECHANICAL EQUIPMENT.

C. A/C DUCTS SHALL BE SHEET METAL TYPE WITH DUCT WRAP INSULATION UNLESS OTHERWISE NOTED.

KEY NOTES:

1. RETURN AIR PLENUM OF EQUAL SIZE OF UNIT OPENING. RETURN AIR PLENUM/DUCT SHALL BE INTERNALLY LINED WITH INSULATION.
2. PROVIDE 6" CONCRETE PAD FOR AIR HANDLING UNIT. PAD SHALL EXTEND 6" BEYOND AHU PERIMETER.
3. PROVIDE NEW CHILLED WATER LINE FROM UNIT AND RE-CONNECT TO EXISTING LINES. ROUTE CHILLED WATER LINES AROUND DUCTWORK. NEW LINES SHALL BE CONSTRUCTED OF EQUAL MATERIALS AS EXISTING LINES (CARRIER PIPE/INSULATION/JACKET). REFER TO COIL CONNECTION DETAIL FOR FURTHER INFORMATION.
4. DUCT STATIC PRESSURE SENSOR LOCATION.
5. PROVIDE AND INSTALL ALUMINUM CONTROL DAMPER EQUAL TO A RUSKIN MODEL "CD50".
6. PROVIDE AND INSTALL LOUVER EQUAL TO A RUSKIN MODEL "EME32000", WITH KYNAR FINISH. COORDINATE COLOR SELECTION WITH ARCHITECT.
7. VFD SHALL BE PROVIDED BY MECHANICAL CONTRACTOR AND WIRED BY ELECTRICAL CONTRACTOR.
8. PROVIDE AND INSTALL GRAVITY HOOD EQUAL TO A COOK MODEL "16-PR". HOOD SHALL BE FURNISHED WITH 14-INCH ROOF CURB.
9. PROVIDE AND INSTALL GRAVITY HOOD EQUAL TO A COOK MODEL "20-PR". HOOD SHALL BE FURNISHED WITH 14-INCH ROOF CURB.
10. PROVIDE AND INSTALL GRAVITY HOOD EQUAL TO A COOK MODEL "12-PR". HOOD SHALL BE FURNISHED WITH 14-INCH ROOF CURB.
11. EXISTING RELOCATED 20-TON AIR HANDLING UNIT (DUAL CIRCUIT HEAT PUMP). RE-CONNECT UNIT TO EXISTING 20-TON CONDENSING UNIT LOCATED ON ROOF. PROVIDE NEW REFRIGERANT LINES AND INSULATION. REFRIGERANT LINES LOCATED ON EXTERIOR SHALL BE PROVIDED WITH ALUMINUM JACKET. AIR HANDLING UNIT SHALL BE BALANCE TO PROVIDE 6400 CFM SUPPLY AIR AND 600 CFM OUTSIDE AIR.
12. 22/22 RISE TO RELIEF HOOD. PROVIDE HOOD EQUAL TO A COOK MODEL "30-PR". HOOD SHALL BE FURNISHED WITH 14-INCH ROOF CURB. INSTALL COUNTER BALANCE BACKDRAFT DAMPER IN DUCT RISE EQUAL TO A RUSKIN MODEL "CBD6" WITH COUNTER BALANCE WEIGHTS SET TO RELIEVE AIR AT 0.05" W.G.

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SHEET:

M-2

GENERAL MECHANICAL NOTES

1. THESE DRAWINGS ARE DIAGRAMMATIC ONLY AND SHALL NOT BE SCALED. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL CONSTRUCTION EFFORTS. PROVIDE ALL NECESSARY OFFSETS AND FITTINGS AS REQUIRED BY FIELD CONDITIONS.
2. CONTRACTOR SHALL HANG AND INSTALL ALL DUCTWORK TIGHT WITH THE BUILDING STRUCTURE TO ACCOMODATE CEILINGS. CONTRACTOR SHALL COORDINATE INSTALLATION WORK WITH ALL OTHER TRADES. ALL DUCTWORK SHALL BE MODIFIED AS REQUIRED TO FIT AROUND BUILDING STRUCTURES.
3. CONTRACTOR SHALL BALANCE ALL AIR DISTRIBUTION SYSTEMS TO ACHIEVE THE AIR VOLUME REQUIREMENTS AS INDICATED. BALANCING SHALL INCLUDE ADJUSTMENT OF ALL MANUAL VOLUME DAMPERS AND INDIVIDUAL DIFFUSER DAMPERS.
4. CONTRACTOR SHALL MOUNT ALL THERMOSTATS 48-INCHES ABOVE FINISHED FLOOR UNLESS OTHERWISE NOTED. COORDINATE THE FINAL LOCATION OF EACH THERMOSTAT WITH ROOM FINISHES. PROVIDE ALL CONTROL VOLTAGE WIRING FOR THERMOSTAT INSTALLATION.
5. CONTRACTOR SHALL COORDINATE THE FINAL LOCATIONS OF ALL CEILING AIR DEVICES WITH LIGHTING INSTALLATIONS AND ARCHITECTURAL CEILING PLANS. AIR DEVICES SHALL BE RELOCATED IF REQUIRED TO AVOID OBSTRUCTION WITH DUCTWORK AND LIGHT FIXTURES.
6. PROVIDE SMOKE DETECTORS AND SHUTDOWN CONTROLS ON AIR HANDLING UNITS. SMOKE DETECTORS SHALL BE PROVIDED, INSTALLED, AND WIRED FOR SHUTDOWN BY DIVISION 16.

NECK/BRANCH DUCT SIZE CHART

NECK/BRANCH SIZE	CFM RANGE
6" DIAMETER	0 - 150
8" DIAMETER	151 - 280
10" DIAMETER	281 - 450
12" DIAMETER	451 - 600
14" DIAMETER	601 - 800
16" DIAMETER	801 - 1000

AIR DEVICE SCHEDULE

DESIGNATION	SIZE	MOUNTING	THROW	NECK TYPE	CONSTRUCTION	OBD	MAX NC	FINISH	MANUFACTURER	MODEL
A	24 X 24	LAY IN	4-WAY	ROUND	ALUMINUM	YES	30	#26 WHITE	TITUS	TMS-AA
B	12 X 12	SURFACE	4-WAY	ROUND	ALUMINUM	YES	30	#26 WHITE	TITUS	TMS-AA
C	16 X 6	SURFACE	4-WAY	-	ALUMINUM	YES	30	#26 WHITE	TITUS	300FL
D	36 X 4	SURFACE	1-WAY	-	ALUMINUM	NO	30	#26 WHITE	TITUS	CT-480
E	24 X 24	LAY IN	-	-	ALUMINUM	NO	30	#26 WHITE	TITUS	50F
F	24 X 12	LAY IN	-	-	ALUMINUM	NO	30	#26 WHITE	TITUS	50F
G	12 X 12	SURFACE	-	-	ALUMINUM	NO	30	#26 WHITE	TITUS	350FL

LEGEND: CFM / (A-200) / DESIGNATION

NOTES:
1. SIZE SHALL INCLUDE MODULE WITH FULL FACE.
2. COORDINATE AIR DEVICE TYPE WITH ARCHITECTURAL CEILINGS.
3. NECK SIZE PER NECK/BRANCH DUCT SIZE CHART.

GENERAL ABBREVIATIONS

ABBREVIATION	DESCRIPTION	ABBREVIATION	DESCRIPTION
AFF	ABOVE FINISHED FLOOR	KW	KILOWATTS
AHU	AIR HANDLING UNIT	L	LOUVER
ACCU	AIR COOLED CONDENSING UNIT	MAX	MAXIMUM
DB	DRY BULB	MIN	MINIMUM
EDH	ELECTRIC DUCT HEATER	NTS	NOT TO SCALE
EF	EXHAUST FAN	OBD	OPPOSED BLADE DAMPER
FCU	FAN COIL UNIT	RTU	ROOF TOP UNIT
FCCU	FAN COOLED CONDENSING UNIT	S.P.	STATIC PRESSURE
KEF	KITCHEN EXHAUST FAN	WB	WET BULB
KSF	KITCHEN SUPPLY FAN		

MECHANICAL SYMBOLS

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
T	THERMOSTAT		EXHAUST AIR DUCT
	SUPPLY AIR DEVICE (SEE SCHEDULE)		RETURN AIR DUCT
	RETURN/TRANSFER AIR DEVICE (SEE SCHEDULE)		SUPPLY AIR DUCT
	RECTANGULAR DUCT TRANSITION	X/X	DUCT INTERNAL DIMENSIONS (WIDTH/DEPTH)
	ROUND FLEX DUCT		ROUND BRANCH DUCT WITH MANUAL BALANCING DAMPER
	DUCT FIRE DAMPER (PROVIDE WITH ACCESS DOOR)		SINGLE DUCT BOX (SEE SCHEDULE)
	CONDENSING UNIT (SEE SCHEDULE)		HIGH WALL UNIT (SEE SCHEDULE)

RANGE HOOD SCHEDULE

DESIGNATION	RHEF-1
TYPE	RECIRCULATING
FAN TYPE	CENTRIFUGAL
HOOD HEIGHT	6"
HOOD WIDTH	30"
HOOD LENGTH	17.5"
AMPS	2.0
VOLTAGE/PHASE	120/1Φ
MANUFACTURER	BROAN
MODEL	413001
REMARKS	1,2

REMARKS
1. PROVIDE WITH ALUMINUM SCREEN, CHARCOAL FILTER, 2-SPEED FAN AND LIGHT.
2. COLOR SELECTION BY ARCHITECT.

EXHAUST FAN SCHEDULE

DESIGNATION	EF-1A	EF-2A	EF-3A	EF-4A	EF-5A	EF-6A	EF-7A	EF-8A	EF-1B	EF-2B	EF-3B	EF-4B	EF-5B	EF-6B	EF-7B	EF-8B	EF-9B
EXHAUST CFM	500	900	100	100	100	100	100	100	600	100	100	100	100	100	100	100	100
EXTERNAL S.P. ("W.G.)	0.4	0.4	0.375	0.375	0.375	0.375	0.375	0.375	0.375	0.375	0.375	0.375	0.375	0.375	0.375	0.375	0.375
MOTOR HP.	1/6	1/6	78 WATTS	78 WATTS	78 WATTS	78 WATTS	78 WATTS	78 WATTS	1/6	78 WATTS	78 WATTS	78 WATTS	78 WATTS	78 WATTS	78 WATTS	78 WATTS	78 WATTS
MOTOR RPM	1350	987	989	989	989	989	989	989	1448	989	989	989	989	989	989	989	989
DRIVE TYPE	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT	DIRECT
FAN TYPE	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL	CENTRIFUGAL
MOUNTING LOCATION	ABV. CLG	ABV. CLG	CEILING	CEILING	CEILING	CEILING	CEILING	CEILING	ABV. CLG	CEILING	CEILING	CEILING	CEILING	CEILING	CEILING	CEILING	CEILING
SONES	6.1	7.2	2.5	2.5	2.5	2.5	2.5	2.5	7.2	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
VOLTAGE/PHASE	120/1Φ	120/1Φ	277/1Φ	277/1Φ	277/1Φ	120/1Φ	120/1Φ	277/1Φ	120/1Φ	277/1Φ	277/1Φ	277/1Φ	277/1Φ	120/1Φ	120/1Φ	120/1Φ	120/1Φ
MANUFACTURER	COOK	COOK	COOK	COOK	COOK	COOK	COOK	COOK	COOK	COOK	COOK	COOK	COOK	COOK	COOK	COOK	COOK
MODEL	100SON12D	135SON10D	GC-144	GC-144	GC-144	GC-144	GC-144	GC-144	100SON12D	GC-144	GC-144	GC-144	GC-144	GC-144	GC-144	GC-144	GC-144
UNIT WEIGHT (LBS)	100	150	15	15	15	15	15	15	100	15	15	15	15	15	15	15	15
REMARKS	1,2,3,5	1,2,3,5	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,5	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4

REMARKS
1. PROVIDE WITH INTERNAL DISCONNECT.
2. PROVIDE WITH BACK DRAFT DAMPER.
3. PROVIDE WITH FAN SPEED CONTROL.
4. SWITCH WITH LIGHTS.
5. SWITCH WITH ENERGY MANAGEMENT SYSTEM.

AGA DESIGN CONSULTING
Alcócer García Associates, Inc.
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1ST AND 2nd FLOORS REMODEL
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HIDALGO COUNTY, TEXAS
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"AHU-1A" SINGLE DUCT BOX SCHEDULE

DESIGNATION	SERVING	INLET SIZE (INCHES)	AIRFLOW CFM (MAX/MIN)	OUTLET SIZE (INCHES)	ELECTRIC HEAT COIL DATA				MANUFACTURER	MODEL
					MIN KW	EAT/LAT	VOLTAGE	CFM		
SDB-1A	AHU-1A	10"ø	925/370	14 X 12	4.0	65/95	460/3ø	465	TITUS	DESV
SDB-2A	AHU-1A	8"ø	525/210	12 X 10	2.5	65/95	460/3ø	265	TITUS	DESV
SDB-3A	AHU-1A	8"ø	600/240	12 X 10	3.0	65/95	460/3ø	300	TITUS	DESV
SDB-4A	AHU-1A	10"ø	800/320	14 X 12	4.0	65/95	460/3ø	400	TITUS	DESV
SDB-5A	AHU-1A	8"ø	500/200	12 X 10	2.5	65/95	460/3ø	250	TITUS	DESV
SDB-6A	AHU-1A	10"ø	800/320	14 X 12	4.0	65/95	460/3ø	400	TITUS	DESV
SDB-7A	AHU-1A	10"ø	1250/500	14 X 12	6.0	65/95	460/3ø	625	TITUS	DESV
SDB-8A	AHU-1A	6"ø	400/150	12 X 8	2.5	65/95	460/3ø	250	TITUS	DESV
SDB-9A	AHU-1A	10"ø	1100/440	16 X 12	5.0	65/95	460/3ø	550	TITUS	DESV
SDB-10A	AHU-1A	6"ø	400/150	12 X 8	2.5	65/95	460/3ø	250	TITUS	DESV
SDB-11A	AHU-1A	10"ø	1100/440	14 X 12	5.0	65/95	460/3ø	550	TITUS	DESV
SDB-12A	AHU-1A	8"ø	750/300	12 X 10	3.0	65/95	460/3ø	375	TITUS	DESV
SDB-13A	AHU-1A	8"ø	500/200	12 X 10	2.5	65/95	460/3ø	250	TITUS	DESV
SDB-14A	AHU-1A	10"ø	1125/450	14 X 12	5.0	65/95	460/3ø	550	TITUS	DESV
SDB-15A	AHU-1A	10"ø	1200/480	14 X 12	6.0	65/95	460/3ø	600	TITUS	DESV
SDB-16A	AHU-1A	8"ø	750/300	12 X 10	3.0	65/95	460/3ø	375	TITUS	DESV
SDB-17A	AHU-1A	10"ø	825/330	14 X 12	4.0	65/95	460/3ø	410	TITUS	DESV
SDB-18A	AHU-1A	8"ø	500/200	12 X 10	2.5	65/95	460/3ø	250	TITUS	DESV
SDB-19A	AHU-1A	8"ø	625/250	12 X 10	3.0	65/95	460/3ø	315	TITUS	DESV
SDB-20A	AHU-1A	10"ø	850/340	14 X 12	4.0	65/95	460/3ø	425	TITUS	DESV

NOTES:
1. UNITS ARE BASED ON 0.5" INLET STATIC PRESSURE.
2. UNIT CONTROLLERS SHALL BE PROVIDED BY CONTROLS CONTRACTOR AND FACTORY MOUNTED BOX MANUFACTURER.
3. UNIT VOLTAGE SHALL BE 277/1ø.
4. UNIT SHALL BE PROVIDED WITH DDC CONTROLS TRANSFORMER.
5. VERIFY CONTROL BOX LOCATION (RIGHT/LEFT) WITH PLANS.
6. UNIT SHALL BE PROVIDED WITH MOUNTING BRACKETS.

AHU SCHEDULE

AIR HANDLING UNIT DESIGNATION	AHU-1A	AHU-2A	AHU-1B
UNIT CONFIGURATION	HORIZONTAL	HORIZONTAL	HORIZONTAL
UNIT LOCATION	INDOOR	INDOOR	INDOOR
FAN SECTION			
SUPPLY CFM	8400	7125	14075
OUTSIDE AIR CFM	2400	1200	2600
EXTERNAL S.P. ("W.C.)	1.5	1.5	2.0
MOTOR HP.	7.5	5.0	15
DRIVE TYPE	BELT	BELT	BELT
FAN TYPE	DWDI AIRFOIL	DWDI AIRFOIL	DWDI AIRFOIL
COOLING COIL SECTION			
COIL TYPE	CHILLED WATER	CHILLED WATER	CHILLED WATER
TOTAL CAPACITY (MBH)	356.3	265.4	493.9
SENSIBLE CAPACITY (MBH)	252.6	202.7	381.6
ENTERING AIR (DB/WB)°F	81/67	79/65	79/65
LEAVING AIR (DB/WB)°F	54/53	53/52	54/53
ROWS (MIN)/FINS PER INCH (MAX)	6/12	6/8	6/10
GALLONS PER MINUTE	60	43	82
WATER PRESSURE DROP (MAX)	15	15	15
EWT/LWT (°F)	44/56	44/56	44/56
FILTER SECTION			
FILTER TYPE	2"-30%	2"-30%	2"-30%
STATIC PRESSURE DROP (CLEAN)	0.25	0.25	0.25
STATIC PRESSURE DROP (FOR FAN SIZE)	0.55	0.55	0.55
OVERALL UNIT			
VOLTAGE/PHASE	460/3ø	460/3ø	460/3ø
MAX FACE VELOCITY (FPM)	500	500	500
MANUFACTURER	MCQUAY	MCQUAY	MCQUAY
MODEL	CAH-017	CAH-017	CAH-030
UNIT WEIGHT (LBS)	2000	2000	2900
REMARKS	1,2,3,4	1,2,3,4	1,2,3,4

REMARKS
1. VFD SHALL BE PROVIDED BY MECHANICAL CONTRACTOR AND WIRED BY ELECTRICAL CONTRACTOR (SEE VFD SCHEDULE).
2. REFER TO AHU CONFIGURATION DETAIL FOR UNIT COMPONENTS.
3. 3-WAY CONTROL VALVE APPLICATION.
4. PROVIDE STAINLESS STEEL COIL CASING AND DRAIN PAN.

"AHU-1B" SINGLE DUCT BOX SCHEDULE

DESIGNATION	SERVING	INLET SIZE (INCHES)	AIRFLOW CFM (MAX/MIN)	OUTLET SIZE (INCHES)	ELECTRIC HEAT COIL DATA				MANUFACTURER	MODEL
					MIN KW	EAT/LAT	VOLTAGE	CFM		
SDB-1B	AHU-1B	6"ø	300/120	12 X 8	N/A	-	460/3ø	-	TITUS	DESV
SDB-2B	AHU-1B	8"ø	725/290	12 X 10	3.0	65/95	460/3ø	350	TITUS	DESV
SDB-3B	AHU-1B	8"ø	700/280	12 X 10	3.0	65/95	460/3ø	350	TITUS	DESV
SDB-4B	AHU-1B	10"ø	1075/430	14 X 12	5.0	65/95	460/3ø	540	TITUS	DESV
SDB-5B	AHU-1B	8"ø	756/300	12 X 10	3.0	65/95	460/3ø	375	TITUS	DESV
SDB-6B	AHU-1B	10"ø	1125/450	14 X 12	5.0	65/95	460/3ø	565	TITUS	DESV
SDB-7B	AHU-1B	10"ø	800/320	14 X 12	4.0	65/95	460/3ø	400	TITUS	DESV
SDB-8B	AHU-1B	12"ø	1275/510	16 X 15	6.0	70/95	460/3ø	640	TITUS	DESV
SDB-9B	AHU-1B	8"ø	700/280	12 X 10	3.0	65/95	460/3ø	350	TITUS	DESV
SDB-10B	AHU-1B	8"ø	575/230	12 X 10	2.5	65/95	460/3ø	250	TITUS	DESV
SDB-11B	AHU-1B	10"ø	1075/430	14 X 12	5.0	65/95	460/3ø	540	TITUS	DESV
SDB-12B	AHU-1B	8"ø	450/180	12 X 10	2.5	65/95	460/3ø	250	TITUS	DESV
SDB-13B	AHU-1B	10"ø	1100/440	14 X 12	5.0	65/95	460/3ø	550	TITUS	DESV
SDB-14B	AHU-1B	8"ø	750/300	12 X 10	3.0	65/95	460/3ø	375	TITUS	DESV
SDB-15B	AHU-1B	10"ø	1200/480	14 X 12	6.0	65/95	460/3ø	600	TITUS	DESV
SDB-16B	AHU-1B	6"ø	350/140	12 X 8	2.5	65/95	460/3ø	250	TITUS	DESV
SDB-17B	AHU-1B	8"ø	475/190	12 X 10	2.5	65/95	460/3ø	250	TITUS	DESV
SDB-18B	AHU-1B	8"ø	650/260	12 X 10	3.0	65/95	460/3ø	325	TITUS	DESV

NOTES:
1. UNITS ARE BASED ON 0.5" INLET STATIC PRESSURE.
2. UNIT CONTROLLERS SHALL BE PROVIDED BY CONTROLS CONTRACTOR AND FACTORY MOUNTED BOX MANUFACTURER.
3. UNIT VOLTAGE SHALL BE 277/1ø.
4. UNIT SHALL BE PROVIDED WITH DDC CONTROLS TRANSFORMER.
5. VERIFY CONTROL BOX LOCATION (RIGHT/LEFT) WITH PLANS.
6. UNIT SHALL BE PROVIDED WITH MOUNTING BRACKETS.

VARIABLE FREQUENCY DRIVE SCHEDULE

DESIGNATION	EQUIPMENT SERVED	EQUIPMENT TYPE	VFD LOCATION	HP	VOLTAGE	ENCLOSURE	MANUFACTURER	MODEL
VFD-1A	AHU-1A	FAN	INDOOR	7.5	460/3ø	NEMA-1	DANFOSS	VLT-6000
VFD-2A	AHU-2A	FAN	INDOOR	5.0	460/3ø	NEMA-1	DANFOSS	VLT-6000
VFD-1B	AHU-1B	FAN	INDOOR	15	460/3ø	NEMA-1	DANFOSS	VLT-6000

NOTES: 1. PROVIDE WITH BY-PASS AND DISCONNECT.

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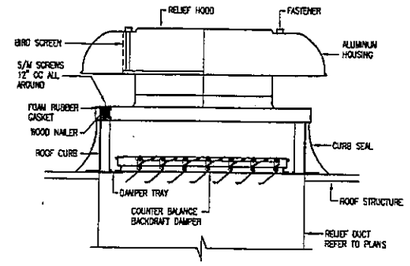
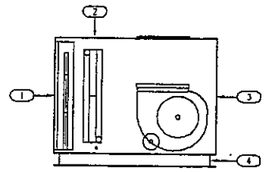


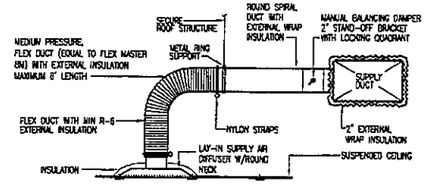
A RELIEF HOOD DETAIL
SCALE: NTS



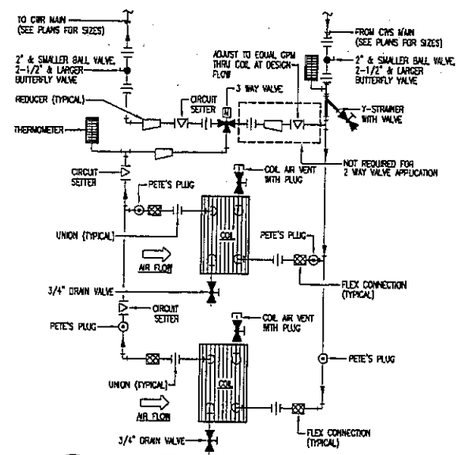
KEY NOTES:

1. FLAT FILTER SECTION WITH FILTER ACCESS PANEL (HINGED).
2. HORIZONTAL CONFIGURATION CHILLED WATER COIL SECTION WITH ACCESS PANEL (HINGED).
3. HORIZONTAL UPBLAST FAN SECTION WITH ACCESS PANEL (HINGED).
4. 6" BASE RAIL

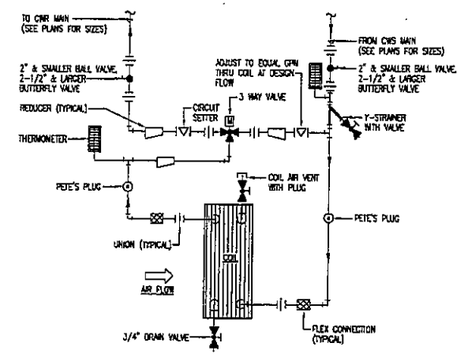
B AHU CONFIGURATION DETAIL
SCALE: NTS (TYPICAL OF AHU-1A, AHU-2A, AHU-1B)



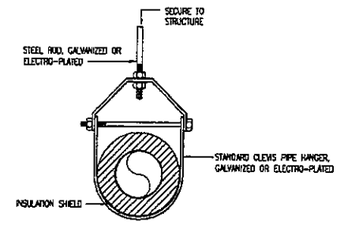
C SUPPLY AIR DIFFUSER
SCALE: NTS



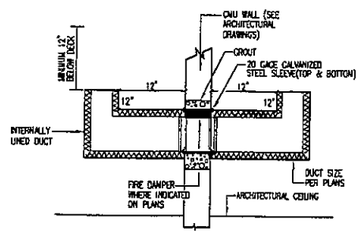
D CHILLED WATER DUAL COIL DETAIL
SCALE: NTS 3/2-WAY VALVE



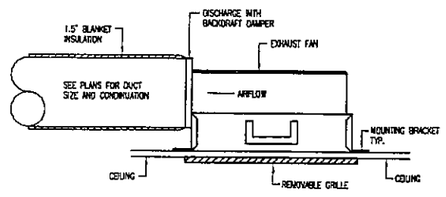
E CHILLED WATER COIL DETAIL
SCALE: NTS 3-WAY VALVE



F PIPE HANGER DETAIL
SCALE: NTS



G PLENUM CROSSOVER RETURN
SCALE: NTS



NOTE: INSTALL PER MANUFACTURER RECOMMENDATIONS

H CEILING MOUNTED EXHAUST FAN
SCALE: NTS

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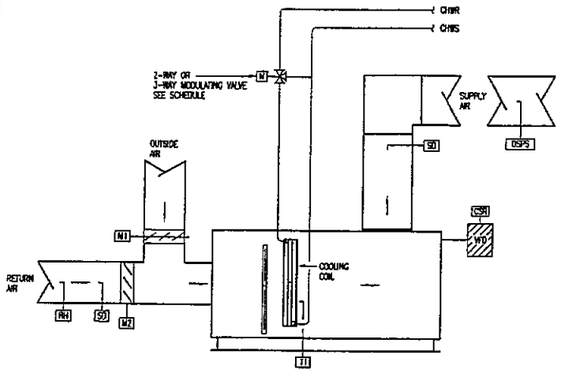


A AIR HANDLING UNIT CONTROL DIAGRAM

SCALE: NTS — TYPICAL OF: AHU-1A, AHU-2A, AHU-1B

START/STOP CONTROL – THE EMS (ENERGY MANAGEMENT SYSTEM) SHALL INITIATE START/STOP CONTROL OF THE SYSTEM BY PROGRAMMED SCHEDULE, TIMED OVERRIDE, OR OPERATOR OVERRIDE.

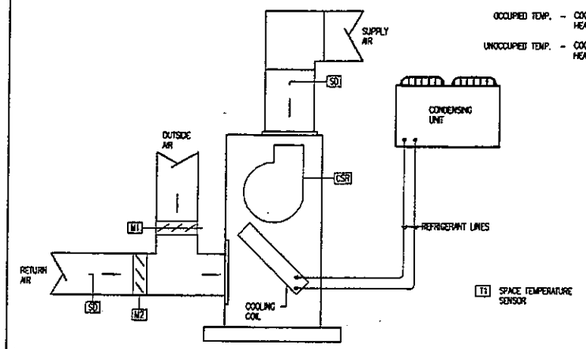
FAN CONTROL – THE EMS SHALL MONITOR THE FAN STATUS VIA A CURRENT SENSING RELAY. ONCE THE EMS RECEIVES THE ON STATUS FOR THE SUPPLY FAN, THE DUCT STATIC PRESSURE SENSOR SHALL SIGNAL THE VFD TO INCREASE OR DECREASE FAN SPEED AS REQUIRED TO MAINTAIN PREDETERMINED STATIC PRESSURE SET POINT. VFD SHALL STARTUP AT 40% DESIGN AIR FLOW (MINIMUM FAN SPEED SETPOINT).

TEMPERATURE CONTROL – THE COOLING COIL TEMPERATURE SENSOR "T1" SHALL MODULATE THE COOLING COIL VALVE TO MAINTAIN 54°F LEAVING AIR TEMPERATURE. ONCE THE EMS DETERMINES THE VFD HAS REDUCED TO LOWER THAN 50% DESIGN AIR FLOW AND ALL TEMPERATURE SENSORS SERVING OCCUPIED SPACES ARE SATISFIED, SUPPLY AIR TEMPERATURE SHALL INCREASE BY 1-DEGREE INCREMENTS AS REQUIRED TO MAINTAIN SPACE TEMPERATURE. ONCE THE EMS DETERMINES THE VFD HAS INCREASED TO HIGHER THAN 75% DESIGN AIR FLOW OR A TEMPERATURE SENSOR SERVING AN OCCUPIED SPACE IS NOT SATISFIED, SUPPLY AIR TEMPERATURE SHALL DECREASED BY 2-DEGREE INCREMENTS AS REQUIRED TO MAINTAIN SPACE TEMPERATURE.

HUMIDITY CONTROL – HUMIDITY CONTROL SHALL COMMENCE UPON DETECTION OF 60% RETURN AIR RELATIVE HUMIDITY. THE HUMIDITY CONTROL SEQUENCE SHALL OVERRIDE SUPPLY AIR TEMPERATURE SETPOINT AND OPEN THE RETURN AIR COOLING COIL VALVE FULL OPEN. UNDER THESE CONDITIONS, THE ELECTRIC HEAT FROM TERMINAL UNITS SHALL BE USED TO MAINTAIN SPACE TEMPERATURE SETPOINT. HUMIDITY CONTROL SHALL CONTINUE UNTIL RETURN AIR RELATIVE HUMIDITY IS 50%.

UNOCCUPIED CONTROL – DURING UNOCCUPIED PERIOD, OUTSIDE AIR DAMPER SHALL BE IN CLOSED POSITION AND RETURN AIR DAMPER SHALL BE FULLY OPEN.

SHUTDOWN CONTROL – AHU MOTOR SHALL BE SHUT-OFF UPON DETECTION OF SMOKE BY ANY DUCT MOUNTED SMOKE DETECTOR. DETECTION OF AIR BELOW 38°F BY FREEZE STAT SHALL SIGNAL OUTSIDE AIR DAMPER TO CLOSE AND AHU MOTOR TO SHUT-OFF.



OCCUPIED TEMP. – COOLING...74°F HEATING...70°F

UNOCCUPIED TEMP. – COOLING...80°F HEATING...64°F

B AIR HANDLING UNIT CONTROL DIAGRAM

SCALE: NTS — TYPICAL OF: HEAT PUMPS (2)

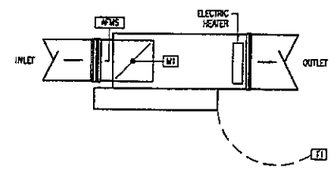
START/STOP CONTROL – THE EMS (ENERGY MANAGEMENT SYSTEM) SHALL INITIATE START/STOP CONTROL OF THE SYSTEM BY PROGRAMMED SCHEDULE, TIMED OVERRIDE, OR OPERATOR OVERRIDE.

FAN CONTROL – THE EMS SHALL MONITOR THE FAN STATUS VIA A CURRENT SENSING RELAY. ONCE THE EMS RECEIVES THE ON STATUS FOR THE SUPPLY FAN, THE FAN MOTOR SHALL BE ENERGIZED.

TEMPERATURE CONTROL – THE SPACE TEMPERATURE SENSOR "T1" SHALL CONTROL ROOM TEMPERATURE AND SHALL BE LOCALLY ADJUSTABLE FOR (+/-) 2°F FROM PROGRAMMED SETPOINT. TEMPERATURE SENSOR SHALL HAVE AFTER HOURS OVERRIDE TO ENABLE COOLING/HEATING SYSTEM. THE SPACE TEMPERATURE SENSOR "T1" SHALL MONITOR ROOM AIR TEMPERATURE TO DETERMINE REQUIRED CONDITIONING OF AIR. WHEN HEATING IS REQUIRED, THE ELECTRIC HEAT PUMP VALVE SHALL BE ENERGIZED AS REQUIRED TO MAINTAIN PROGRAMMED TEMPERATURE. WHEN COOLING IS REQUIRED, THE COMPRESSOR(S) SHALL ENERGIZED IN STAGES TO MAINTAIN THE REQUIRED SPACE TEMPERATURE.

UNOCCUPIED CONTROL – DURING UNOCCUPIED PERIOD, OUTSIDE AIR DAMPER SHALL BE IN CLOSED POSITION AND RETURN AIR DAMPER SHALL BE FULLY OPEN.

SHUTDOWN CONTROL – AHU MOTOR SHALL BE SHUT-OFF UPON DETECTION OF SMOKE BY ANY DUCT MOUNTED SMOKE DETECTOR. DETECTION OF AIR BELOW 38°F BY FREEZE STAT SHALL SIGNAL OUTSIDE AIR DAMPER TO CLOSE AND AHU MOTOR TO SHUT-OFF.



OCCUPIED TEMP. – COOLING...74°F HEATING...70°F

UNOCCUPIED TEMP. – COOLING...80°F HEATING...64°F

C SINGLE DUCT BOX CONTROL DIAGRAM

SCALE: NTS — TYPICAL OF ALL SINGLE DUCT BOXES

START/STOP CONTROL – THE EMS (ENERGY MANAGEMENT SYSTEM) SHALL INITIATE START/STOP CONTROL OF THE SYSTEM BY PROGRAMMED SCHEDULE, TIMED OVERRIDE, OR OPERATOR OVERRIDE.

TEMPERATURE CONTROL – THE SPACE TEMPERATURE SENSOR "T1" SHALL CONTROL ROOM TEMPERATURE AND SHALL BE LOCALLY ADJUSTABLE FOR (+/-) 2°F FROM PROGRAMMED SETPOINT. TEMPERATURE SENSOR SHALL HAVE AFTER HOURS OVERRIDE TO ENABLE COOLING/HEATING SYSTEM. THE SPACE TEMPERATURE SENSOR "T1" SHALL MONITOR ROOM AIR TEMPERATURE TO DETERMINE REQUIRED CONDITIONING OF AIR. WHEN HEATING IS REQUIRED, THE ELECTRIC HEATER SHALL BE ENABLED TO MAINTAIN PROGRAMMED TEMPERATURE. WHEN COOLING IS REQUIRED, THE TERMINAL UNIT DAMPER "M1" SHALL MODULATE TO MAINTAIN THE REQUIRED SPACE TEMPERATURE. DURING HUMIDITY CONTROL, TERMINAL UNIT DAMPER "M1" SHALL MODULATE TO SCHEDULED CFM AND ELECTRIC HEATER SHALL BE ENABLED TO MAINTAIN PROGRAMMED TEMPERATURE.

CONTROL DRAWING SYMBOL LEGEND

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
AFMS	AIRFLOW MONITORING STATION	M	MOTORIZED 3-WAY VALVE
CO2	CARBON DIOXIDE SENSOR	RH	RELATIVE HUMIDITY SENSOR
CSR	CURRENT SENSING RELAY	SD	SMOKE DETECTOR
DSPS	DUCT STATIC PRESSURE SENSOR	T1 - TX	TEMPERATURE SENSOR
M1 - MX	MOTORIZED ACTUATOR	VFD	VARIABLE FREQUENCY DRIVE
M	MOTORIZED 2-WAY VALVE		AIRFLOW DIRECTION

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THE USE OF THESE DRAWINGS IS RESTRICTED TO THE ORIGINAL PURPOSE FOR WHICH THEY WERE INTENDED. REPRODUCTION WITHOUT WRITTEN PERMISSION FROM THE OWNER IS PROHIBITED.

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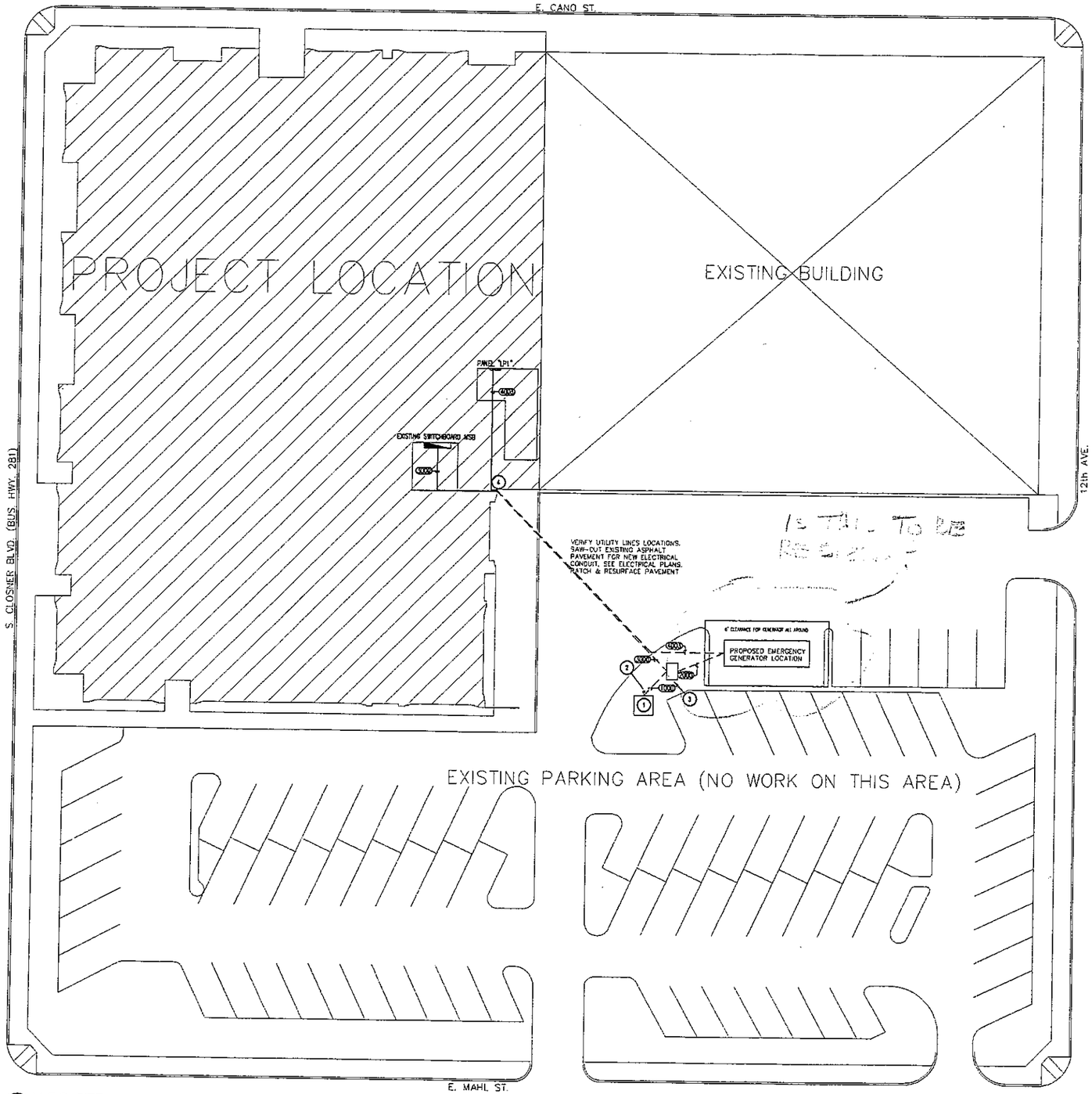
M-6



M.E.P. SITE PLAN
SCALE: 1/16" = 1'-0"

GENERAL NOTES:

1. INFORMATION ON THIS PLAN HAS BEEN OBTAINED FROM SITE SURVEY. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND BECOME FULLY INFORMED AS TO THE EXTENT OF WORK PRIOR TO BIDDING OR COMMENCING WORK. ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER AND/OR ARCHITECT.

KEY NOTES:

1. EXISTING UTILITY COMPANY TRANSFORMER.
2. EXISTING METER.
3. AUTOMATIC TRANSFER SWITCH.
4. CONDUITS SHALL RISE AND LIE INTO BUILDING ABOVE ACCESSIBLE CEILING.

AGA DESIGN CONSULTING
Alcocer Garcia Associates, Inc.
Design Consulting
1333 E. Jasmine Ave.
McAllen, Texas 78501
Office: 956.618.2607
Fax: 956.618.2608
Web: WWW.AGADC.COM

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
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MEP – 1

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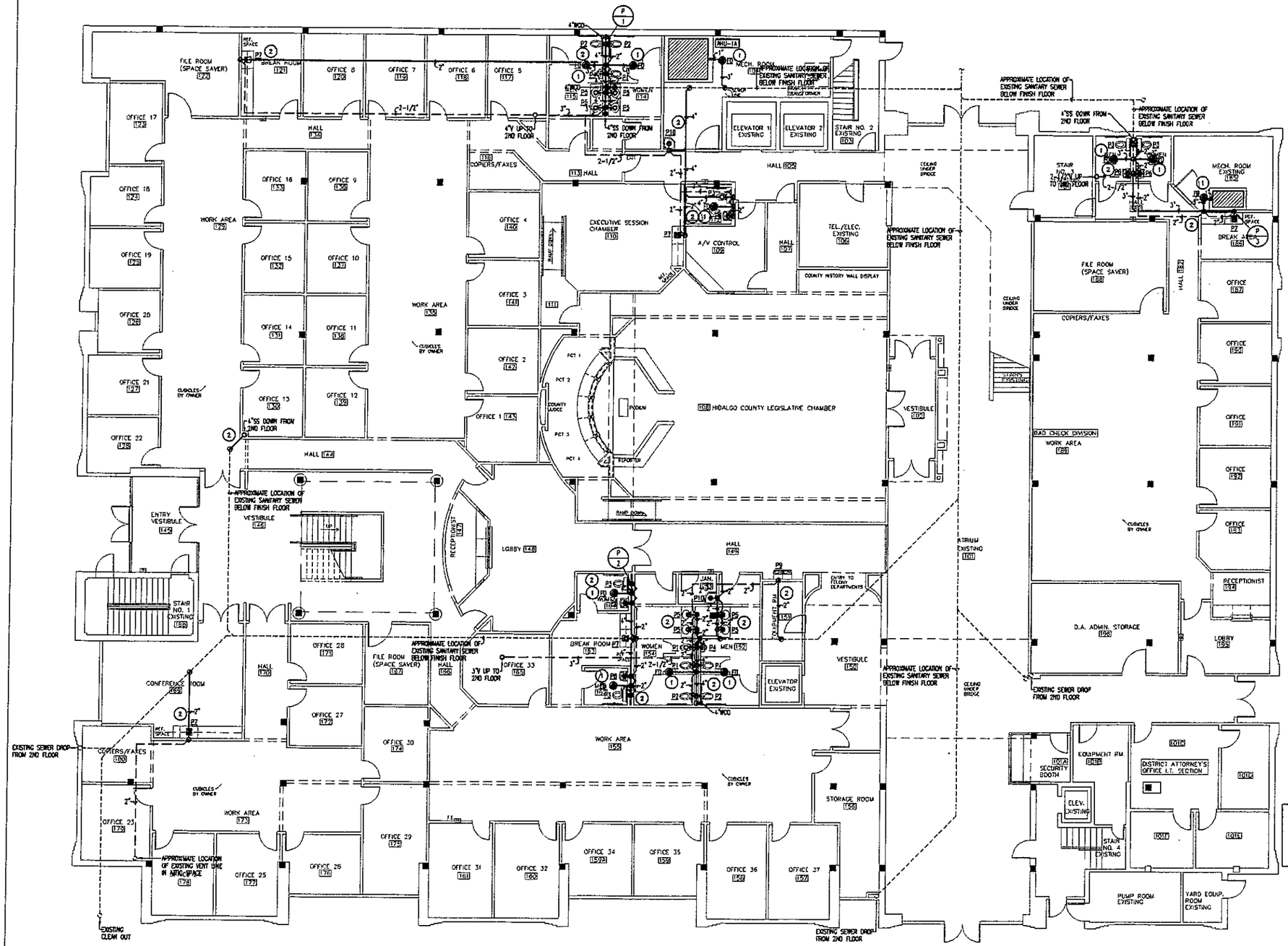

FIRST FLOOR: PLUMBING SANITARY SEWER IMPROVMENT PLAN
SCALE: 1/8" = 1'-0"

GENERAL NOTES: ( )

(A) INFORMATION ON THIS PLAN HAS BEEN OBTAINED FROM EXISTING DRAWINGS AND SITE SURVEY. CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS PRIOR TO COMMENCING WORK. ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS SHALL BE REPORTED TO THE ENGINEER.

(B) ALL FLOOR DRAINS SHALL BE PROVIDED WITH TRAP PRIMER CONNECTION.

(C) PLUMBING CONTRACTOR SHALL ADHERE TO ALL CITY CODES, STATE CODES AND LOCAL CODES THAT HAVE AUTHORITY OVER THIS PROJECT.

(D) PLUMBING CONTRACTOR SHALL EXTEND ALL CONDENSATE AND INDIRECT DRAINS FROM EQUIPMENT TO FLOOR DRAINS

(E) PLUMBING CONTRACTOR SHALL TERMINATE ALL WATER ROUGH-IN WITH SHUT-OFF VALVES BEFORE CONNECTING TO EQUIPMENT AND RELATED FIXTURES.

(F) PLUMBING CONTRACTOR TO COORDINATE WITH MECHANICAL CONTRACTOR FOR ANY INSTALLATION OF PIPING AND DUCTWORK PRIOR TO BEGINNING OF CONSTRUCTION

(G) INSULATE "P" TRAPS AND SUPPLIES AT HANDICAP LAVATORIES WITH INSULATION KIT.

(H) PROVIDE VACUUM BREAKER TO ALL FIXTURES WITH HOSE CONNECTION AND APPLIANCES WITH DIRECT CONNECTIONS TO DOMESTIC WATER.

(I) REFER TO ARCHITECTS DRAWINGS FOR MOUNTING HEIGHTS OF ALL PLUMBING FIXTURES

(J) PROVIDE CEILING ACCESS PANEL FOR WATER HAMMER ARRESTORS AND WATER ISOLATION VALVES, IN OTHERWISE INACCESSIBLE AREAS. PROVIDE LOCKABLE HINGED ACCESS PANELS IN PUBLIC AREAS. PAINT PANELS TO MATCH SURROUNDING SURFACE.

KEY NOTES: ○

(1) ALL FLOOR DRAINS SHALL BE PRIMED FROM NEAREST LAVATORY OR SINK P-TRAP TAIL PIECE (REFER TO DETAIL 03/P-5). ROUTE PRIMER LINES IN SEWER TRENCH.

(2) CORE DRILL AND/OR SAW-CUT FINISH FLOOR WALL AS REQUIRED TO PROVIDE NEW ROUGH-IN FOR PLUMBING FIXTURES. PATCH AND REPAIR AS PER ARCHITECTURAL PLANS.

PLUMBING CONTRACTOR SHALL COORDINATE DOMESTIC WATER AND SANITARY SEWER LINE DIRECTION OF FLOW, SIZE, INVERT, AND POINT OF CONNECTION WITH EXISTING CONDITIONS PRIOR TO INSTALLATION OF ROUGH-IN TO AVOID CONFLICT. ANY DISCREPANCIES FOUND BY THE PLUMBING CONTRACTOR SHALL BE REPORTED TO THE ENGINEER/ARCHITECT IMMEDIATELY AND PRIOR TO ANY INSTALLATION. FAILURE TO COMPLY SHALL MAKE ALL CORRECTIONS AND/OR MODIFICATIONS THE FULL RESPONSIBILITY OF THE CONTRACTOR.

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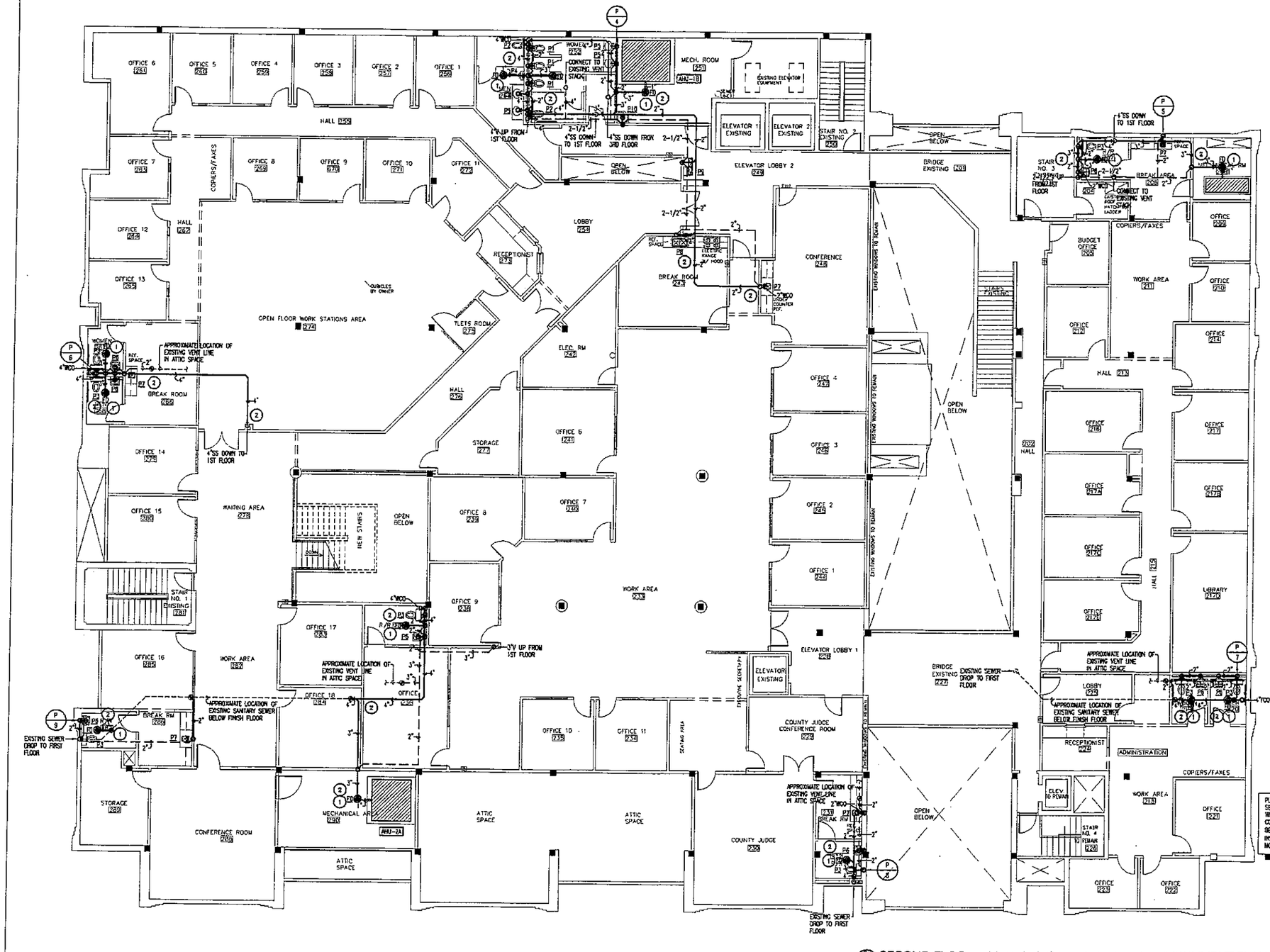

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KEY NOTES: ○

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SECOND FLOOR: PLUMBING SANITARY SEWER IMPROVMENT PLAN
SCALE: 1/8" = 1'-0"

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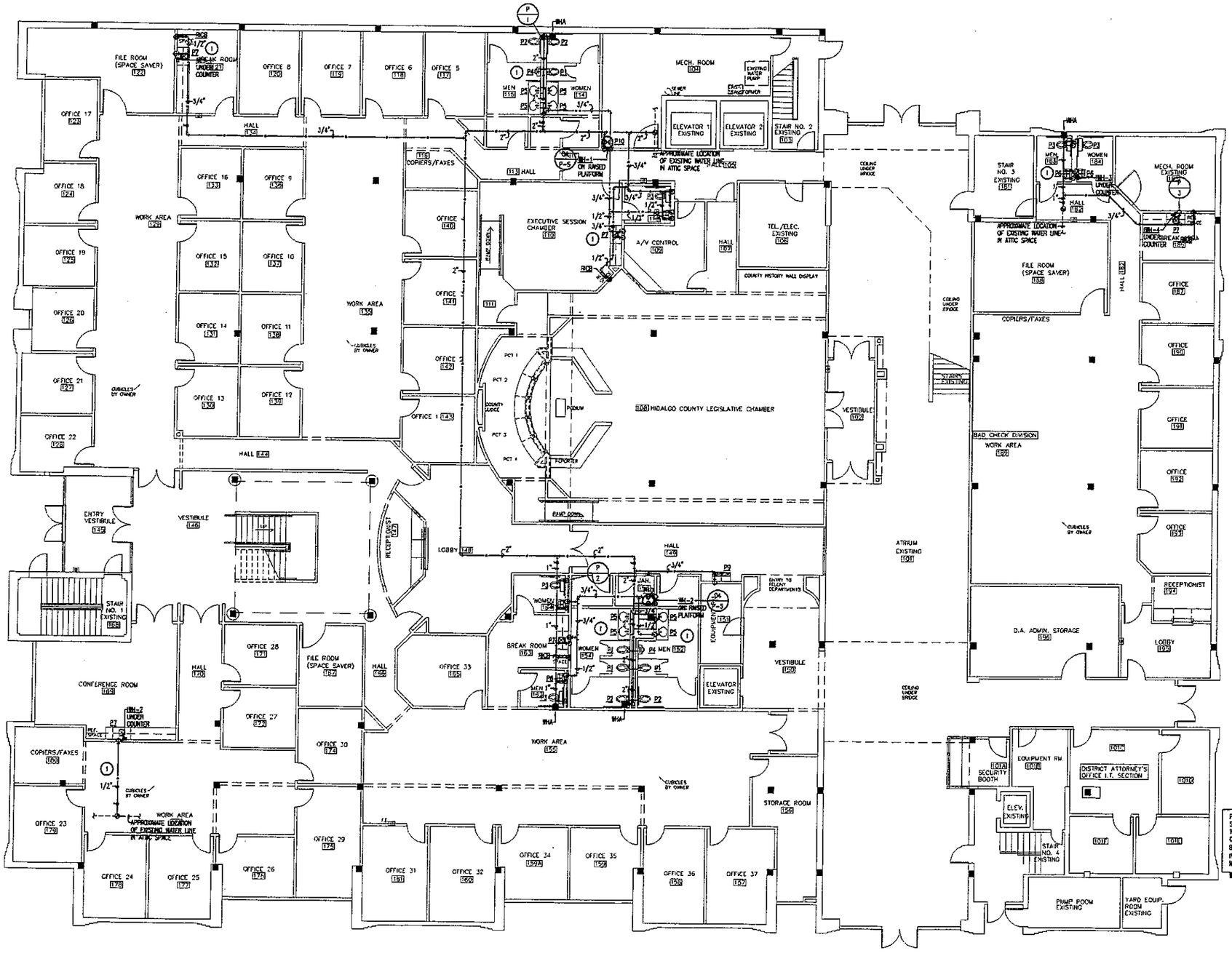

FIRST FLOOR: PLUMBING DOMESTIC WATER IMPROVMENT PLAN
SCALE: 1/8" = 1'-0"

GENERAL NOTES: ( )

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KEY NOTES: ○

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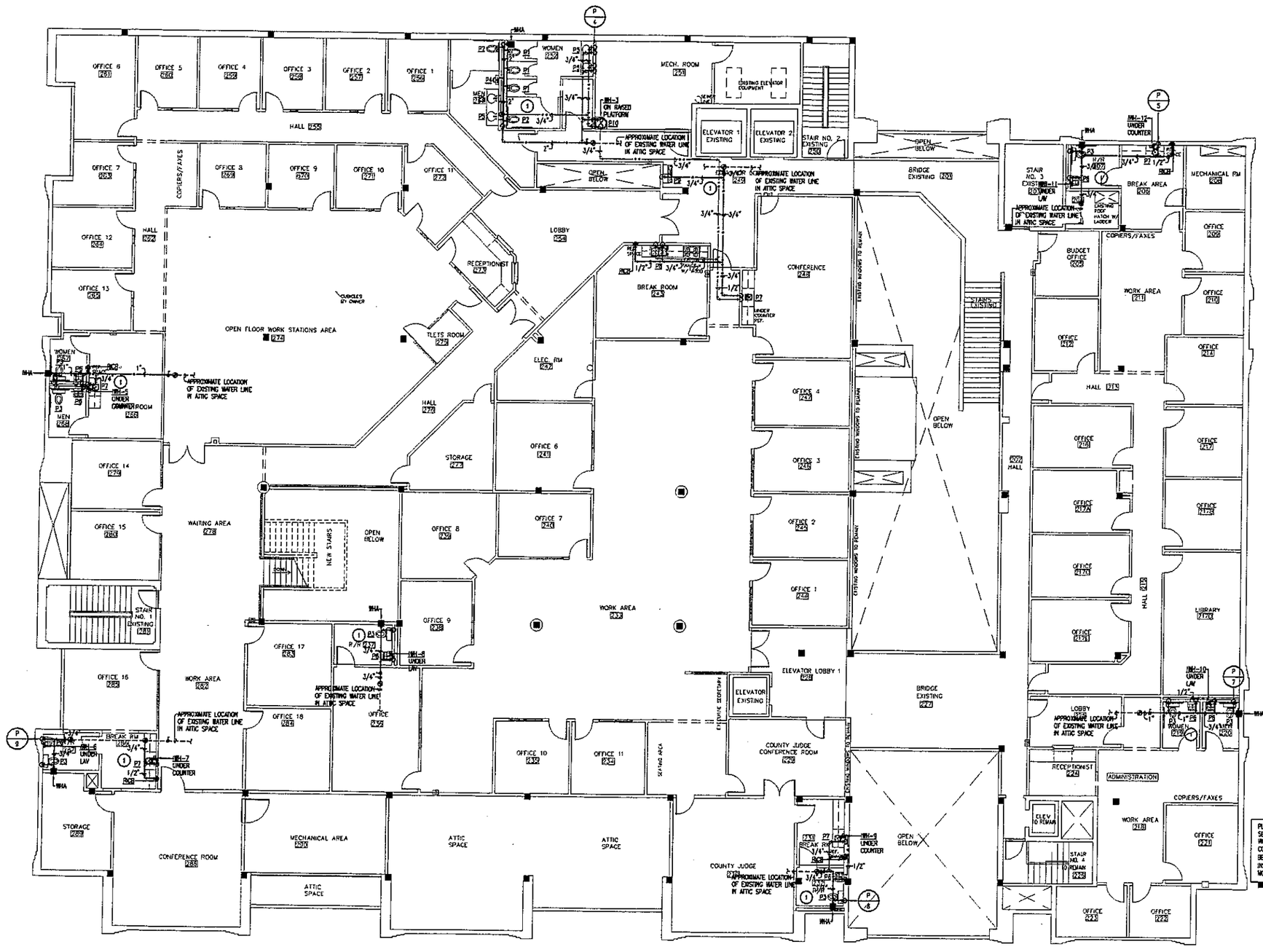

SECOND FLOOR: PLUMBING DOMESTIC WATER IMPROVMENT PLAN
SCALE: 1/8" = 1'-0"

GENERAL NOTES: ( )

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PLUMBING SYMBOL LEGEND

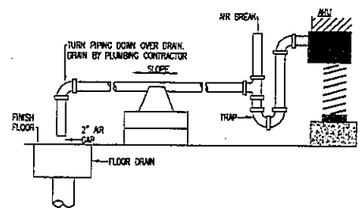
SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
—— • ——	DOMESTIC COLD WATER LINE	—○FCO	FLOOR CLEANOUT	(P 1)	PLUMBING RISER DESIGNATION		
——•••——	DOMESTIC HOT WATER LINE	—○YCO	YARD CLEANOUT	(P2 D-1)	PLUMBING DETAIL REFERENCE	I.E.	INVERT ELEVATION
——•••——	DOMESTIC HOT WATER RETURN LINE	—▣	FLOOR SINK	⊕	POINT OF CONNECTION	HW	HOT WATER
—— — ——	SANITARY SEWER VENT LINE	—●	FLOOR DRAIN	ABV. CLG.	ABOVE CEILING	SS	SANITARY SEWER
——————	SANITARY WASTE LINE	⊕	WALL HYDRANT	B.F.F.	BELOW FINISH FLOOR	TP	TRAP PRIMER
—CD—	CONDENSATE LINE	⊕	HOSE BIBB	CO	CLEAN OUT	TYP	TYPICAL
—S—	BALL VALVE	——○	PIPE RISER	CW	COLD WATER	UND. LAV.	UNDER LAVATORY
—▷|—	CHECK VALVE	——▷	PIPE DROP	DN	DOWN	V	VENT
—▶◀—	GATE VALVE	——	DIRECTION OF FLOW	F.F.E.	FINISH FLOOR ELEVATION	VTR	VENT THRU ROOF
▓▓ WHA	WATER HAMMER ARRESTOR	⊕WHCO	WALL CLEANOUT	FU	FIXTURE UNITS		

NOTE: NOT ALL SYMBOLS MAY BE USED ON THIS PROJECT

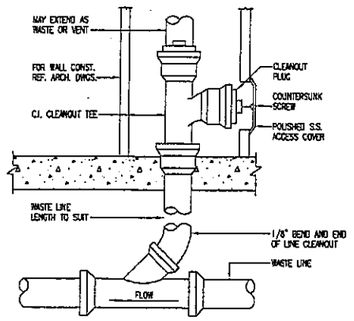
PLUMBING SCHEDULE

MARK	FIXTURE TYPE	CONNECTION SIZE SEWER	VENT	CW	HW	DESCRIPTION
P1	WATER CLOSET WALL MOUNTED	4"	2"	1"	–	VITREOUS CHINA, ELONGATED RIM, SIPHON JET ACTION, WALL MOUNTED WATER CLOSET WITH 1-1/2" TOP SPUD, ELJER "SIGNATURE" MODEL "111-2105". 1.6 GPF, MANUAL EXPOSED FLUSH VALVE SLOAN ROYAL MODEL "111" WITH TRAP PRIMER CONNECTION WHERE INDICATED ON PLANS. CHURCH MODEL "9500C" OPEN FRONT SEAT LESS COVER. PROVIDE APPROVED CARRIER.
P2	WATER CLOSET WALL MOUNTED (HANDICAP)	4"	2"	1"	–	VITREOUS CHINA, ELONGATED RIM, SIPHON JET ACTION, WALL MOUNTED WATER CLOSET WITH 1-1/2" TOP SPUD, ELJER "SIGNATURE" MODEL "111-2105". 1.6 GPF, MANUAL EXPOSED FLUSH VALVE SLOAN ROYAL MODEL "111" WITH TRAP PRIMER CONNECTION WHERE INDICATED ON PLANS. CHURCH MODEL "9500C" OPEN FRONT SEAT LESS COVER. PROVIDE APPROVED CARRIER.
P3	WATER CLOSET WALL MOUNTED (HANDICAP)	4"	2"	3/4"	–	VITREOUS CHINA, ELONGATED RIM, WALL MOUNTED CLOSE COUPLED, TWO PIECE WATER CLOSET, ELJER "WALFORD" MODEL "091-7725", 1.6 GPF, WALL MOUNTED, SIPHON JET ACTION, LEFT HAND FLUSH WITH CHURCH MODEL "9500C" OPEN FRONT SEAT LESS COVER. 38P LEVER SHALL BE MOUNTED ON APPROACH (WIDE) SIDE OF STALL (ROOM). FOR RIGHT HAND FLUSH, USE ELJER TANK MODEL "141-7003".
P4	URINAL (HANDICAP)	2"	2"	3/4"	–	VITREOUS CHINA, WALL HUNG, SIPHON JET ACTION WITH 3/4" TOP SPUD AND WALL HANGERS. MINIMUM 14" RIM TO WALL OSTANCE, EQUAL TO ELJER SANON MODEL No. "151-1000". WITH MANUAL EXPOSED FLUSH VALVE SLOAN ROYAL "186-1.0" FLUSH VALVE. PROVIDE APPROVED CARRIER.
P5	LAVATORY COUNTERTOP (HANDICAP)	2"	2"	1/2"	1/2"	VITREOUS CHINA, SELF RIMMING, OVAL (20"X17") LAVATORY WITH FAUCET HOLES ON 4" CENTERS, EQUAL TO ELJER "HUPPERY OVAL" MODEL "051-0124" COMPLETE WITH LAVATORY FAUCET CHICAGO MODEL "2002A-317" CHROME PLATED, 1/2" IPS CONNECTIONS, VANDAL RESISTANT, WRIST BLADE HANDLES. HOT AND COLD INDICATORS, 2.0 GPM, ADA APPROVED. PROTECTIVE COVER ON P-TRAP.
P6	LAVATORY WALL HUNG (HANDICAP)	2"	2"	1/2"	1/2"	VITREOUS CHINA, WALL-HUNG LAVATORY WITH HOLES ON 4" CENTERS EQUAL TO ELJER "SIGNATURE" MODEL "051-2101", COMPLETE WITH LAVATORY FAUCET CHICAGO MODEL "2002A-317", CHROME PLATED, 1/2" IPS CONNECTIONS, VANDAL RESISTANT, WRIST BLADE HANDLES, HOT AND COLD INDICATORS, 2.0 GPM. ADA APPROVED, PROTECTIVE COVER ON P-TRAP.
P7	STAINLESS STEEL SINK COUNTERTOP (HANDICAP)	2"	2"	1/2"	1/2"	SINGLE COMPARTMENT STAINLESS STEEL SINK EQUAL TO ELKAY MODEL "LRAD-1716-60-3". SELF RIMMING, 17"X16"X6", 3 HOLES ON 4" CENTERS, 18 GAUGE, UNDERCOATED. COMPLETE WITH ELKAY MODEL "LK-2432RH" HI-ARC, CHROMED METAL WRIST BLADE HANDLES, CONCEALED MOUNT FAUCET AND "LK-35" STRAINER WITH BASKET.
P8	STAINLESS STEEL SINK COUNTERTOP (HANDICAP)	2"	2"	1/2"	1/2"	DOUBLE COMPARTMENT, STAINLESS STEEL SINK EQUAL TO ELKAY MODEL "LRAD-3322-60-3". SELF RIMMING, 33"X22"X6", 3 HOLE ON 4" CENTERS, 18 GAUGE, UNDERCOATED. COMPLETE WITH ELKAY MODEL "LK-2432RH" HI-ARC, CHROMED METAL WRIST BLADE HANDLES, CONCEALED MOUNT FAUCET WITH VEGETABLE SPRAY AND "LK-35" STRAINER WITH BASKET.
P9	BI-LEVEL ELECTRICAL WATER COOLER (HANDICAP)	2"	2"	1/2"	–	BI-LEVEL SELF-CONTAINED WALL HUNG, REFRIGERATED WATER COOLER EQUAL TO ELKAY "EZSTL-8K". SELF CLOSING CONTROLS ON FRONT AND SIDE, STAINLESS STEEL BASIN. FLEX-GUARD BUBBLER CAPABLE OF DELIVERING 8.0 GPH OF 50° F WATER WITH 80° F INLET WATER AND 90° F ROOM TEMPERATURE, WITH CARRIER
P10	MOP SINK FLOOR MOUNTED	2"	2"	3/4"	3/4"	FLOOR-MOUNTED TERRAZZO CORNER SERVICE SINK EQUAL TO STERN-WILLIAMS MODEL "SSC-1700-BP". 24"X24"X12" WITH 8" DROP FRONT, STAINLESS STEEL BACK PANELS AND STAINLESS STEEL RIM GUARDS ON ALL SIDES. COMPLETE WITH SERVICE SINK FAUCET EQUAL TO CHICAGO MODEL "540-LD-8875-SWK" WITH 8" CENTERS, PAIL HOOK, WALL BRACKET, VACUUM BREAKER SPOUT, AND LEVER HANDLES. MOP HANGER AND 5' REINFORCED RUBBER HOSE.
WH-1	WATER HEATER ON RAISED PLATFORM	–	–	3/4"	3/4"	20 GALLON WATER HEATER SHALL BE EQUAL TO RHEEM MODEL "EGSP20". IT SHALL BE 277V/1PH 4.5KW WITH A RECOVERY OF 30 GALLONS PER HOUR @ 60°F RISE. PROVIDE AND INSTALL EXPANSION TANK AS PER MANUFACTURER RECOMMENDATIONS.
WH-2	WATER HEATER ON RAISED PLATFORM	–	–	3/4"	3/4"	20 GALLON WATER HEATER SHALL BE EQUAL TO RHEEM MODEL "EGSP20". IT SHALL BE 277V/1PH 4.5KW WITH A RECOVERY OF 30 GALLONS PER HOUR @ 60°F RISE. PROVIDE AND INSTALL EXPANSION TANK AS PER MANUFACTURER RECOMMENDATIONS.
WH-3	WATER HEATER ON RAISED PLATFORM	–	–	3/4"	3/4"	20 GALLON WATER HEATER SHALL BE EQUAL TO RHEEM MODEL "EGSP20". IT SHALL BE 277V/1PH 4.5KW WITH A RECOVERY OF 30 GALLONS PER HOUR @ 60°F RISE. PROVIDE AND INSTALL EXPANSION TANK AS PER MANUFACTURER RECOMMENDATIONS.
WH-1	INSTANTANEOUS TANKLESS WATER HEATER BREAK ROOM 121	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "SP3277". IT SHALL BE 277V/1PH 3.0KW.
WH-2	INSTANTANEOUS TANKLESS WATER HEATER CONFERENCE RM 169	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "SP3277". IT SHALL BE 277V/1PH 3.0KW.
WH-3	INSTANTANEOUS TANKLESS WATER HEATER WOMEN 184	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "EX60T-ML". IT SHALL BE 277V/1PH 6.0KW.
WH-4	INSTANTANEOUS TANKLESS WATER HEATER BREAK AREA 186	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "SP3277". IT SHALL BE 277V/1PH 3.0KW.
WH-5	INSTANTANEOUS TANKLESS WATER HEATER BREAK ROOM 255	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "EX60T-ML". IT SHALL BE 277V/1PH 6.0KW.
WH-6	INSTANTANEOUS TANKLESS WATER HEATER R/R 287	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "SP3277". IT SHALL BE 277V/1PH 3.0KW.
WH-7	INSTANTANEOUS TANKLESS WATER HEATER BREAK RM 296	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "SP3277". IT SHALL BE 277V/1PH 3.0KW.
WH-8	INSTANTANEOUS TANKLESS WATER HEATER R/R 237	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "SP3277". IT SHALL BE 277V/1PH 3.0KW.
WH-9	INSTANTANEOUS TANKLESS WATER HEATER BREAK 231	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "EX60T-ML". IT SHALL BE 277V/1PH 6.0KW.
WH-10	INSTANTANEOUS TANKLESS WATER HEATER MEN 220	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "EX60T-ML". IT SHALL BE 277V/1PH 6.0KW.
WH-11	INSTANTANEOUS TANKLESS WATER HEATER R/R 207	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "SP3277". IT SHALL BE 277V/1PH 3.0KW.
WH-12	INSTANTANEOUS TANKLESS WATER HEATER BREAK AREA 206	–	–	1/2"	1/2"	INSTANTANEOUS TANKLESS WATER HEATER SHALL BE EQUAL TO EeMAX MODEL "SP3277". IT SHALL BE 277V/1PH 3.0KW.
FD	GENERAL DUTY FLOOR DRAIN	3"	2"	–	–	ZURN MODEL "Z-415-B" LACQUERED CAST IRON FLOOR DRAIN. COMPLETE WITH "TYPE B" NICKEL BRONZE STRAINER AND 1/2" TRAP PRIMER CONNECTION.
RICB	REFRIGERATOR ICE CONNECTION BOX	–	–	1/2"	–	ICE CONNECTION BOX, CAP GRAF MODEL No. SIM 875

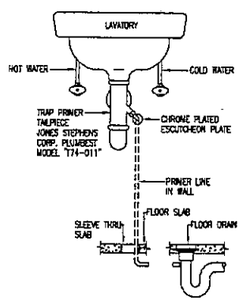
NOTE: REFER TO ARCHITECTURAL PLANS FOR MOUNTING HEIGHTS.



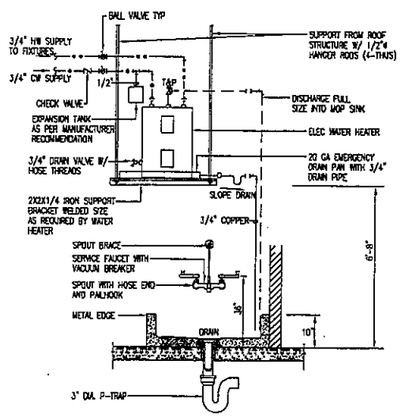
01 CONDENSATE DRAIN DETAIL
SCALE: NOT TO SCALE



02 WALL CLEANOUT DETAIL
SCALE: NOT TO SCALE



03 TRAP PRIMER TAILPIECE DETAIL
SCALE: NOT TO SCALE



WATER HEATER
04 ON PLATFORM MOUNTING DETAIL
SCALE: NOT TO SCALE

AGA DESIGN CONSULTING
Alcócer García Associates, inc.
Design Consulting
1333 E. Jasmine Ave.
McAllen, Texas 78501
Office: 956.618.2007
Fax: 956.618.2008
Web: WWW.ACADC.COM

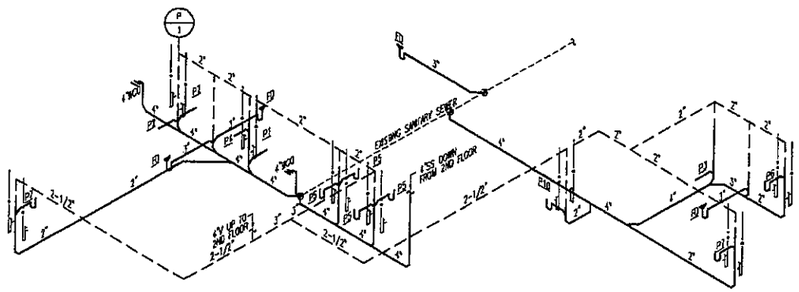
1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

THE USE OF THESE DRAWINGS IS RESTRICTED TO THE ORIGINAL PURPOSE FOR WHICH THEY WERE INTENDED. REPRODUCTION WITHOUT WRITTEN PERMISSION FROM THE OWNER IS PROHIBITED.

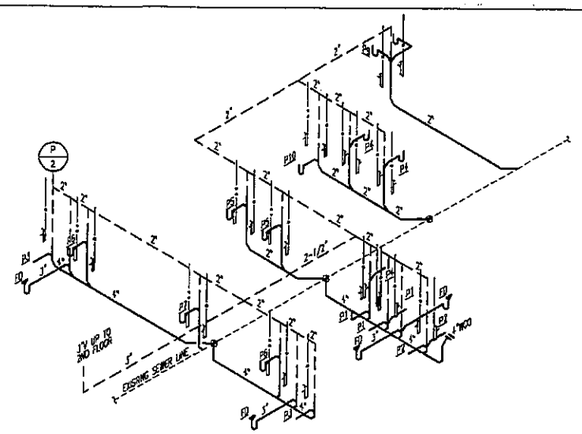
PROJECT # 08072
ISSUED: 03/05/09
DRAWN BY:
CHECKED BY:
FILE NAME:
SHEET:

P-5

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
600 E. BEAUMONT AVE. SUITE 2 McALLEN, TX 78501 (956) 994-2727



01 PLUMBING RISER SCHEMATIC DIAGRAM
SCALE: NOT TO SCALE



02 PLUMBING RISER SCHEMATIC DIAGRAM
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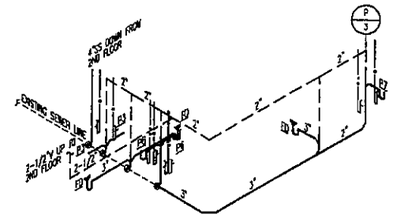

03 PLUMBING RISER SCHEMATIC DIAGRAM
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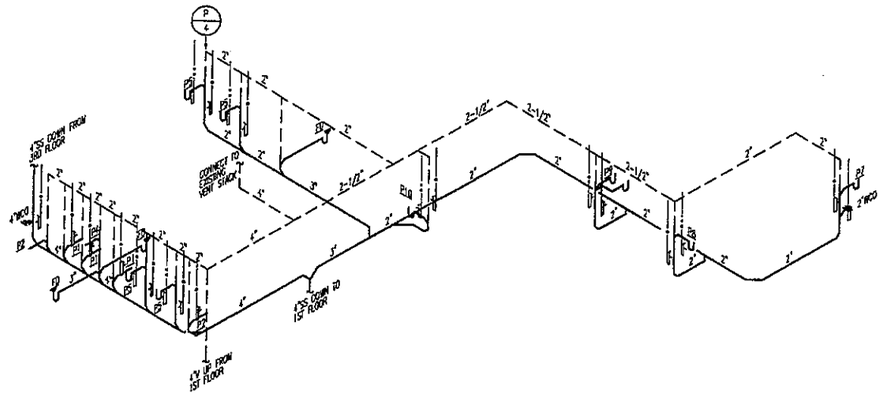

04 PLUMBING RISER SCHEMATIC DIAGRAM
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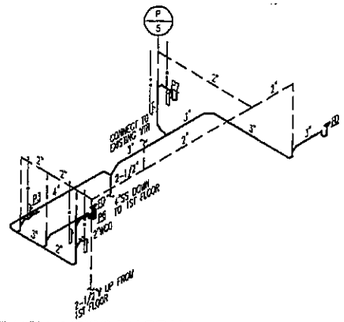
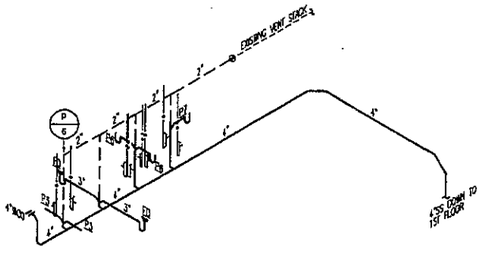
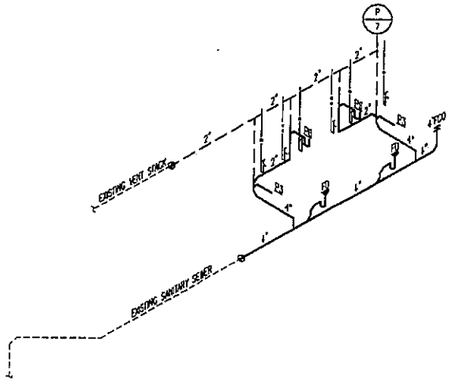


05 PLUMBING RISER SCHEMATIC DIAGRAM
SCALE: NOT TO SCALE



06 PLUMBING RISER SCHEMATIC DIAGRAM
SCALE: NOT TO SCALE



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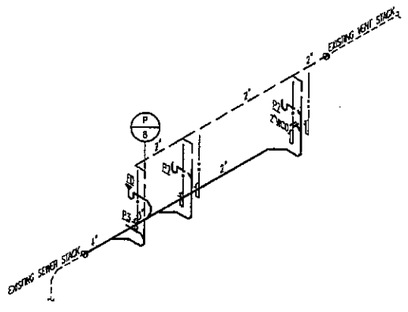
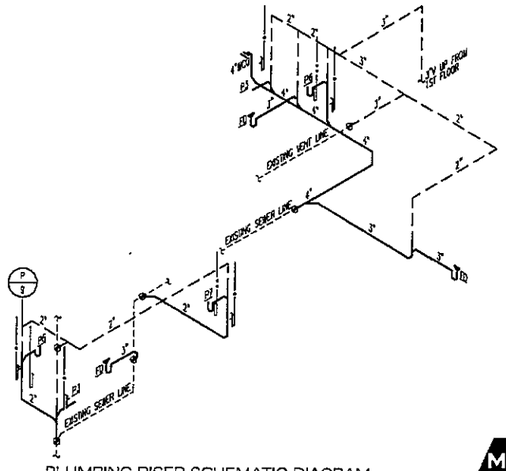
SCALE: NOT TO SCALE



08 PLUMBING RISER SCHEMATIC DIAGRAM
SCALE: NOT TO SCALE



09 PLUMBING RISER SCHEMATIC DIAGRAM
SCALE: NOT TO SCALE

AGA DESIGN CONSULTING

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Fax: 956.618.2098
Web: WWW.AGADC.COM

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

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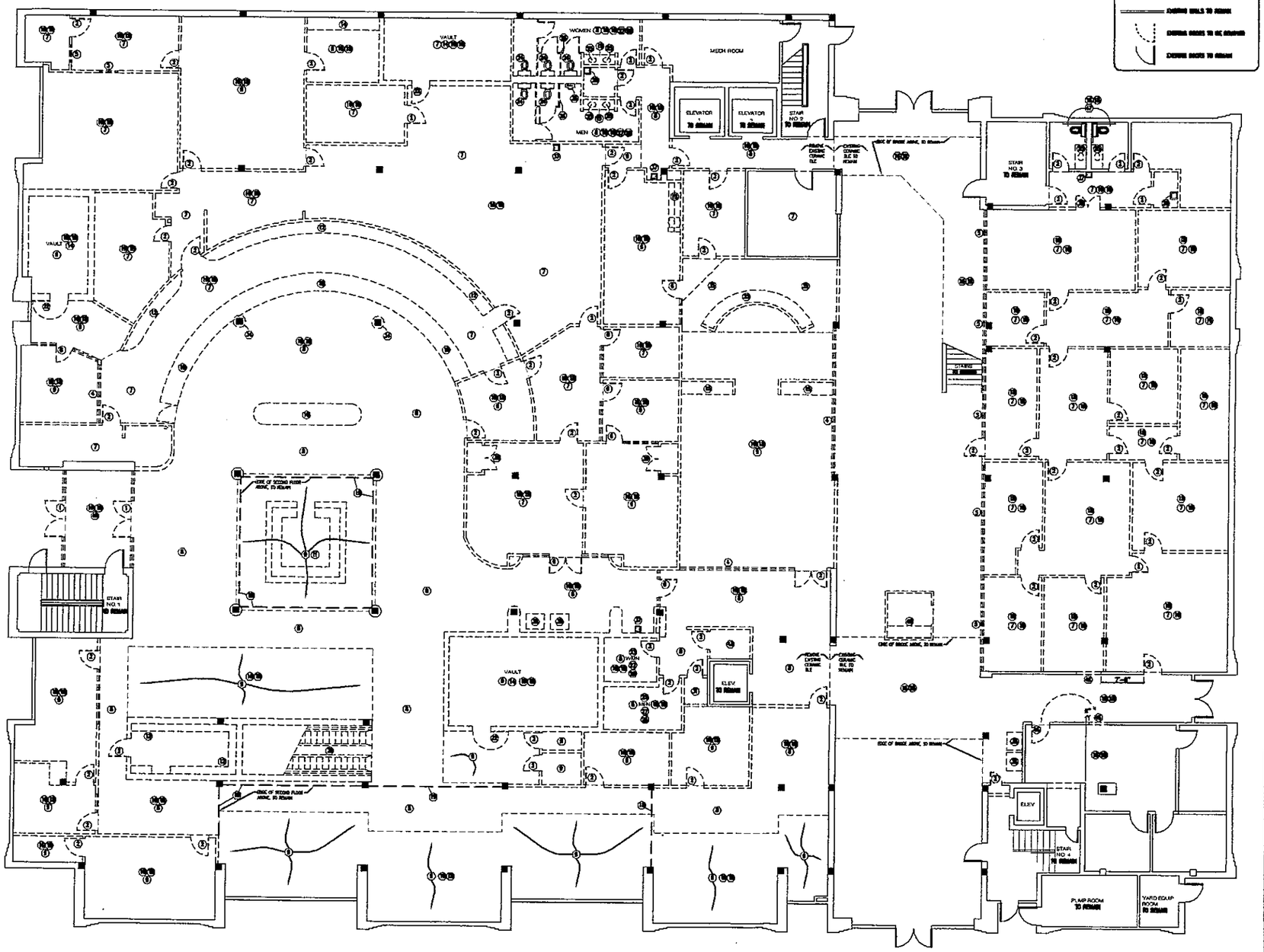
PROJECT #	08072
ISSUED:	03/05/09
DRAWN BY:	
CHECKED BY:	
FILE NAME:	
SHEET:	P-6

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
600 E. BEAUMONT AVE., SUITE 2 McALLEN, TX 78501 (956) 664-2727



FIRST FLOOR: DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

FLOOR PLAN LEGEND

- EXISTING WALLS TO BE DEMOLISH
- EXISTING WALLS TO REMAIN
- EXISTING DOORS TO BE REMOVED
- EXISTING DOORS TO REMAIN

GENERAL DEMOLITION NOTES

1. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING ELEMENTS AND CONDITIONS PRIOR TO DEMOLITION OR FABRICATION. NOTIFY ARCHITECT IN THE EVENT OF ANY DISCREPANCIES.
2. ALL WORK SHALL BE IN ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS, AND ORDINANCES HAVING JURISDICTION.
3. THE GENERAL CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR COORDINATION AND SEQUENCING OF THE CONSTRUCTION WORK, PROVISION AND CONTROL OF ALL MEANS AND METHODS OF CONSTRUCTION, SAFE PROTECTION, CONSERVATION, DESIGNED, DELIVERY AND STORAGE OR WAREHOUSE, PERSONS, OF GOODS, AND ALL ASPECTS OF JOB SAFETY.
4. CONTRACTOR SHALL VERIFY AND ENSURE LOCATION OF DUST CONTAINMENT BARRIERS FOR DEMOLITION.
5. SWEEP DEBRIS FROM SELECTIVE DEMOLITION DAILY; NO ACCUMULATION OF TRASH AND REMOVED MATERIALS WILL BE ALLOWED. TRASH DISPOSITION PROVIDED BY CONTRACTOR AND TO BE USED FOR SELECTIVE DEMOLITION WORKS. ACCUMULATION OF DUST & DEBRIS WILL BE STRICTLY CONTROLLED, AND AREA KEPT AS CLEAN AS POSSIBLE.
6. ALL ITEMS DESIGNED TO BE SALVAGED, REFURBISHED, OR REPLACED SHALL BE STORED AND DELIVERED TO OWNER AT OWNER DIRECTION. REPAIR ALL SUCH ITEMS IF DAMAGED OR REPLACE TO THE SATISFACTION OF THE OWNER.
7. PROTECT ALL WALLS AND FLOOR FINISHES AS NEEDED IN ORDER TO PREVENT DAMAGE TO SAME. SURFACES FROM DEMOLITION MATERIALS AND DEBRIS, OPERATIONS.
8. CONTRACTOR SHALL NOTIFY THE ARCHITECT AND THE OWNER IMMEDIATELY SHOULD UNANTICIPATED HAZARDOUS MATERIALS BE SUSPECTED OR DISCOVERED.
9. CONTRACTOR SHALL PATCH AND REPAIR EXISTING FLOOR FINISHES AT ALL WORK AREAS AS REQUIRED TO MATCH NEW CONDITIONS.
10. CONTRACTOR SHALL COORDINATE ALL INTERRUPTIONS OF MECHANICAL, ELECTRICAL, AND PLUMBING WITH THE OWNER DURING THE COURSE OF CONSTRUCTION.
11. REMOVE ALL ITEMS AS REQUIRED TO ACCOMPLISH THE FINAL CONSTRUCTION REQUIREMENTS EVEN IF NOT SHOWN ON THE CONTRACT DOCUMENTS.
12. THE COUNTY OF HIDALGO SHALL RETAIN THE RIGHT OF FIRST REFUSAL ON ALL REMOVED ITEM, MATERIAL, AND EQUIPMENT. IF THE COUNTY OF HIDALGO DOES NOT ELECT TO KEEP ANY REMOVED ITEM, MATERIAL, AND EQUIPMENT IT SHALL THEN BECOME THE PROPERTY AND RESPONSIBILITY OF THE CONTRACTOR.
13. REMOVE ALL EXISTING MECHANICAL, ELECTRICAL & PLUMBING ITEMS SUCH AS CEILING DIFFUSERS, DIFFUSERS, GRILL AND CEILING GRILLES, LIGHTING FIXTURE, THERMOSTATS, EXPOSE CONDUIT AND ELECTRICAL OUTLETS ATTACHED TO WALL, FLOOR AND/OR CEILING, OTHER ELECTRICAL WIRING TO EXISTS IN A SWITCH, AND PLUMBING FIXTURES ETC. REFER TO M.E.P. DEMOLITION PLAN.
14. REFER TO M.E.P. DEMOLITION PLANS, NOTES, AND SPECIFICATIONS FOR INFORMATION ON OTHER EXISTING MECHANICAL, ELECTRICAL & PLUMBING EQUIPMENT.

DEMOLITION KEY NOTES

1. REMOVE EXISTING DOOR, FRAME & HARDWARE.
2. REMOVE EXISTING DOOR & FRAME.
3. REMOVE EXISTING DOOR.
4. REMOVE EXISTING A/C. SPLIT UNIT.
5. REMOVE EXISTING WINDOW UNIT.
6. REMOVE EXISTING DOOR FRAME & WINDOW FRAME.
7. REMOVE EXISTING WALL COMPOSITION TILE AND BASE FROM FLOOR.
8. REMOVE EXISTING CERAMIC TILE AND BASE FROM FLOOR.
9. REMOVE EXISTING CARPET FLOORING & BASE FROM FLOOR.
10. REMOVE EXISTING WOOD CABINET W/ COUNTER.
11. REMOVE EXISTING RECEPTION DESK.
12. REMOVE EXISTING BASE CABINET AND UPPER SHELVES.
13. REMOVE EXISTING BASE CABINET W/ SINK & TOP SHELVES.
14. REMOVE EXISTING WOOD SHELVES.
15. REMOVE EXISTING BOOK CABINET.
16. REMOVE ALL EXISTING SUSPENDED ACOUSTICAL CEILING TILE & GRID SYSTEM.
17. REMOVE ALL EXISTING GYPSUM BOARD CEILING & FRAMING.
18. REMOVE ALL EXISTING LIGHT FIXTURES, SEE MEP.
19. EXISTING FIRE RISER ABOVE TO REMAIN.
20. REMOVE EXISTING MECHANICAL EQUIPMENT, SEE MEP.
21. REMOVE EXISTING HOSE RAIL.
22. REMOVE EXISTING VAULT DOOR.
23. REMOVE EXISTING TOILET AND LAVATORY.
24. REMOVE EXISTING TOILET.
25. REMOVE EXISTING LAVATORY.
26. REMOVE ALL EXISTING TOILET PARTITIONS.
27. REMOVE EXISTING BATHROOM ACCESSORIES.
28. REMOVE EXISTING HANDICAP ACCESSORIES.
29. REMOVE EXISTING MAP TUBE.
30. REMOVE EXISTING PAIR OF DOORS & FRAME.
31. RELOCATE EXISTING TELEPHONE & ELECTRICAL EQUIPMENT. SEE MEP.
32. GENERAL: PATCH AND REPAIR DAMAGED CONCRETE SLAB AT WALLS REMOVED.
33. REMOVE EXISTING COUNTY COMMISSIONERS BENCH.
34. REMOVE EXISTING WOODEN ARCHED COLUMN, COORD TO REMAIN.
35. REMOVE EXISTING WOOD PLATFORM.
36. REMOVE EXISTING URINAL.
37. REMOVE EXISTING CERAMIC PEDESTAL.
38. REMOVE EXISTING SUSPENDED MAGNETIC.
39. REMOVE FIRE EXTINGUISHER, CABINET AND/OR CABINET.
40. REMOVE EXISTING FLOOR MAT.
41. REMOVE EXISTING WALL PAPER.
42. EXISTING TELEPHONIC & ELECTRICAL EQUIPMENT TO REMAIN. SEE MEP.
43. RELOCATE EXISTING FLAGPOLE EQUIPMENT.
44. EXISTING BOOK RACKS W/ LADDER TO REMAIN.
45. RELOCATE EXISTING DOOR & FRAME (SEE IMPROVEMENTS PLAN, A-1).
46. CUT-OFF OPENING FOR FRAME & DOOR (SEE IMPROVEMENTS, A-1).
47. RELOCATE EXISTING HANDICAP ACCESSORIES (SEE ELEVATIONS, A-4).
48. REMOVE EXISTING SECURITY DOORS.

NOTE:
- EXISTING CARE SHOULD BE TAKEN NOT TO DAMAGE WHEN REMOVING EXISTING WINDOWS & DOORS. WHERE A PROJECT DAMAGE DEMOLITION FRAME & CONTACT OWNER FOR PICK-UP.
- ALL EXISTING STRUCTURAL COLUMNS, SIDES, JOISTS TO REMAIN, NOTIFY IF THERE IS ANY DAMAGE.
- GENERAL: REMOVE ALL EXISTING WALL PAPER FROM THE EXISTING WALLS SCHEDULED TO REMAIN.

AGA DESIGN CONSULTING

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1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

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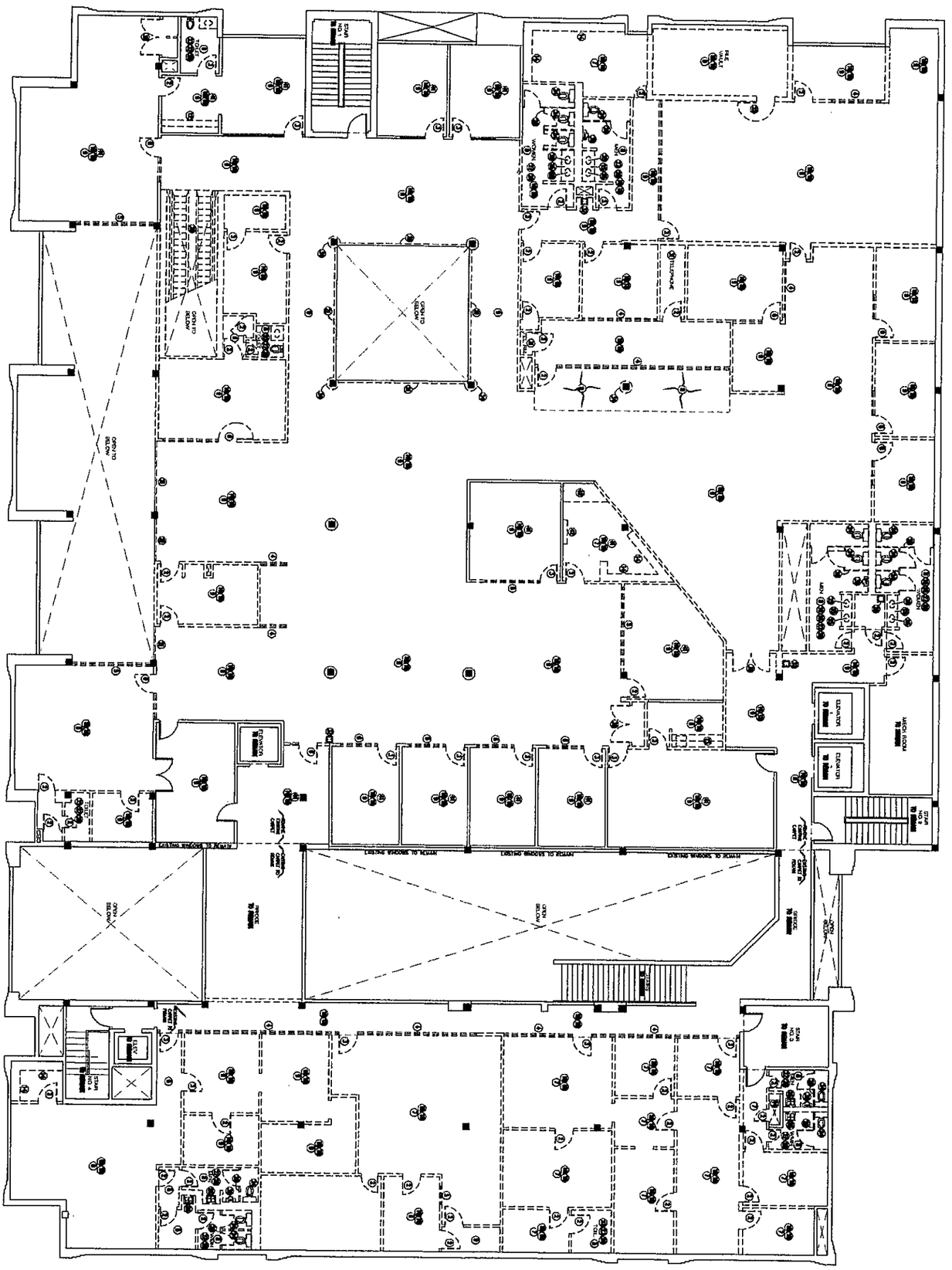
PROJECT #
ISSUED:
DRAWN BY: O.C.
CHECKED BY:
FILE NAME:
SHEET:

AD-1

SECOND FLOOR: DEMOLITION PLAN

SCALE: 1/8" = 1'-0"



1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING

HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

Alcócer García Associates, inc.
Design Consulting
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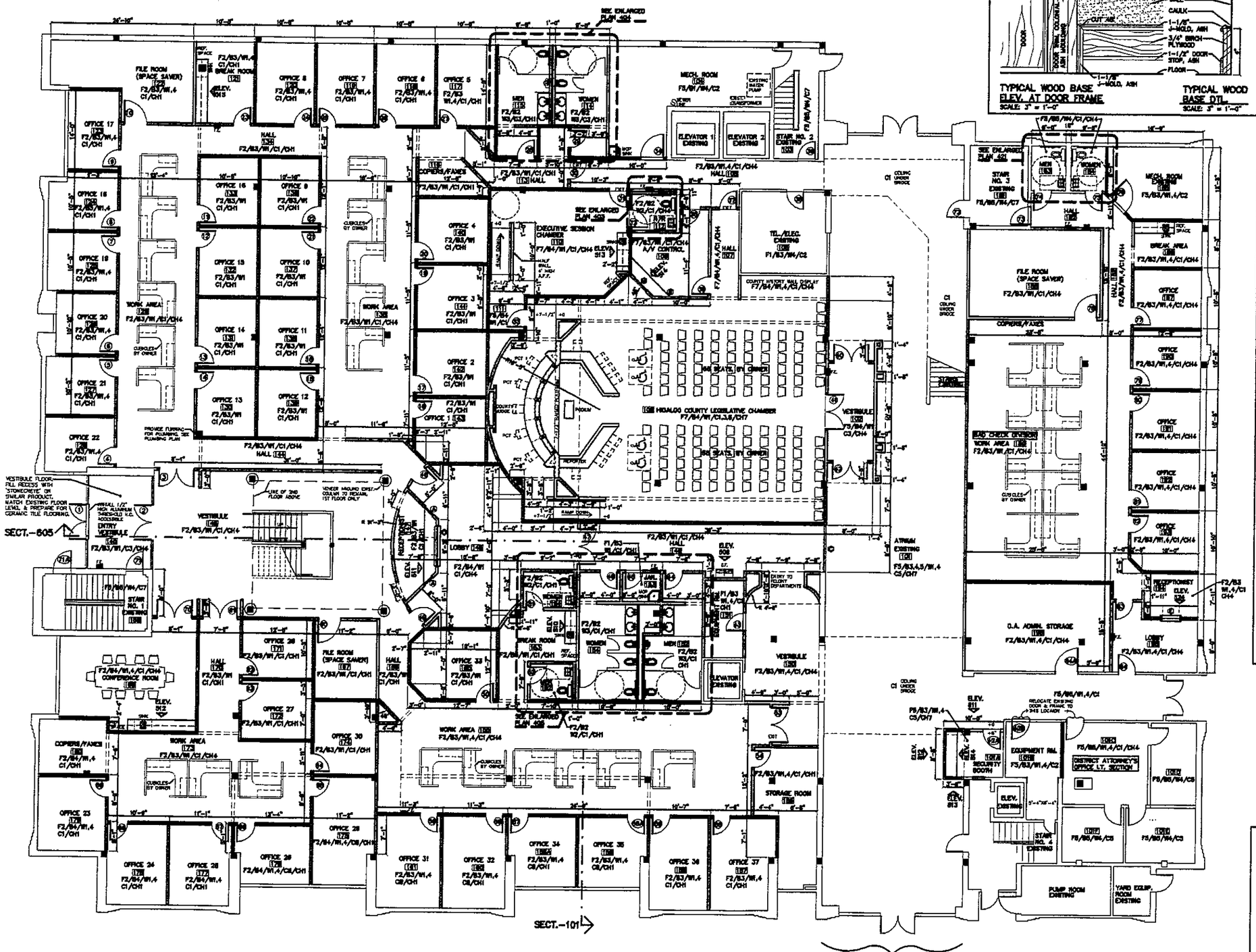
PROJECT #:
ISSUED:
DRAWN BY: G.G.
CHECKED BY:
FILE NAME:
SHEET:

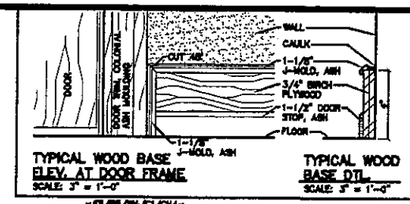
AD-2



FIRST FLOOR: IMPROVEMENTS PLAN

SCALE: 1/8" = 1'-0" TOTAL 1ST FLOOR AREA: 38,545 SQ. FT.

VERIFY DIMENSIONS OF NEW INTERIOR WALLS PRIOR STARTING CONSTRUCTION



TYPICAL WOOD BASE ELEV. AT DOOR FRAME
SCALE: 3" = 1'-0"

TYPICAL WOOD BASE DTL.
SCALE: 3" = 1'-0"

ROOM FINISH SCHEDULE

F1/B6/W4/C4/CH4

FLOOR:

- F1 EXPOSED CONCRETE (NON-SLIP)
- F2 CERAMIC FLOOR TILE
- F3 WOOD FLOORING
- F4 EXISTING CARPET TO REMAIN, CLEAN
- F5 EXISTING FLOORING, CLEAN
- F6 CARPET (COMMERCIAL GRADE)
- F7 CARPET TILE (COMMERCIAL GRADE)

BASE:

- B1 NONE
- B2 4" CERAMIC TILE
- B3 4" VINYL COVED BASE
- B4 4" WOOD BASE
- B5 EXISTING, CLEAN

WALLS:

- W1 GYPSUM BOARD, TAPE, FLOAT, TEXTURE, PAINT
- W2 MOISTURE RESISTANT GYPSUM BOARD, TAPE, FLOAT, TEXTURE, PAINT
- W3 6'-0" HIGH 4"X4" CERAMIC TILE WAINSCOT WITH 2"X8" TRIM ON MOISTURE RESISTANT GYPSUM BOARD, T.F.T. & P.
- W4 CLEAN, REFINISH & PAINT EXISTING GYP. BD. WALL

CEILING:

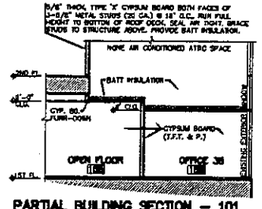
- C1 2'X2' LAY-IN ACOUSTICAL CEILING TILE SYSTEM (1 HR. FIRE RATED)
- C2 EXPOSED STUCTURE
- C3 GYPSUM BOARD, TAPE, FLOAT, TEXTURE, PAINT W/ 6" INSULATION
- C4 EXPOSED STRUCTURE, PAINT
- C5 EXISTING CEILING, REPLACE DAMAGED TILES
- C6 PATTERNED CEILING PANELS
- C7 NONE
- C8 2'X2' LAY-IN ACOUSTICAL CEILING TILE SYSTEM (1 HR. FIRE RATED) W/ BATT INSULATION (R-19)

CEILING HEIGHT:

301	8'-0"
302	9'-0"
303	10'-0"
304	11'-0"
305	VARIES
306	12'-0"
307	9'-0"

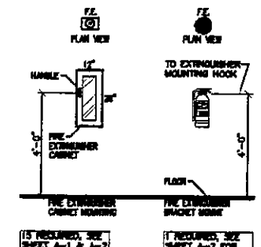
WALL LEGEND:

- INTERIOR WALLS: 5/8" THICK, TYPE 'X' GYPSUM BOARD BOTH FACES OF 3-5/8" METAL STUDS (20 GA.) @ 16" O.C., RUN FULL HEIGHT TO 6" ABOVE CEILING, BRACE STUDS TO STRUCTURE ABOVE. PROVIDE BATT INSULATION, (TYPICAL).
- INTERIOR WALLS: 5/8" THICK, TYPE 'X' GYPSUM BOARD BOTH FACES OF 3-5/8" METAL STUDS (20 GA.) @ 16" O.C., RUN FULL HEIGHT TO 6" ABOVE CEILING, BRACE STUDS TO STRUCTURE ABOVE. PROVIDE SOUND BATT INSULATION, (TYPICAL).
- EXISTING WALLS.
- FIRE WALLS: 5/8" THICK, TYPE 'X' GYPSUM BOARD BOTH FACES OF 3-5/8" METAL STUDS (20 GA.) @ 16" O.C., RUN TO BOTTOM OF FLOOR DECK ABOVE, SEAL AIR TIGHT. PROVIDE BATT INSULATION, (TYPICAL).



PARTIAL BUILDING SECTION – 101

SCALE: 1/8" = 1'-0"



IS REQUIRED, SEE SHEET A-1 & A-2 FOR LOCATIONS

IS REQUIRED, SEE SHEET A-2 FOR LOCATION

FIRE EXTINGUISHER MOUNTING DETAILS

SCALE: 1/8" = 1'-0"

AGA DESIGN CONSULTING
Alcócer García Associates, inc.
Design Consulting
1333 E. Jasmine Ave.
McAllen, Texas 78501
Office: 956.618.2007
Fax: 956.618.2008
Web: WWW.AGADC.COM

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

THE USE OF THESE DRAWINGS IS RESTRICTED TO THE ORIGINAL PURPOSE FOR WHICH THEY WERE INTENDED. REPRODUCTION WITHOUT WRITTEN PERMISSION FROM THE OWNER IS PROHIBITED.

PROJECT #

ISSUED:

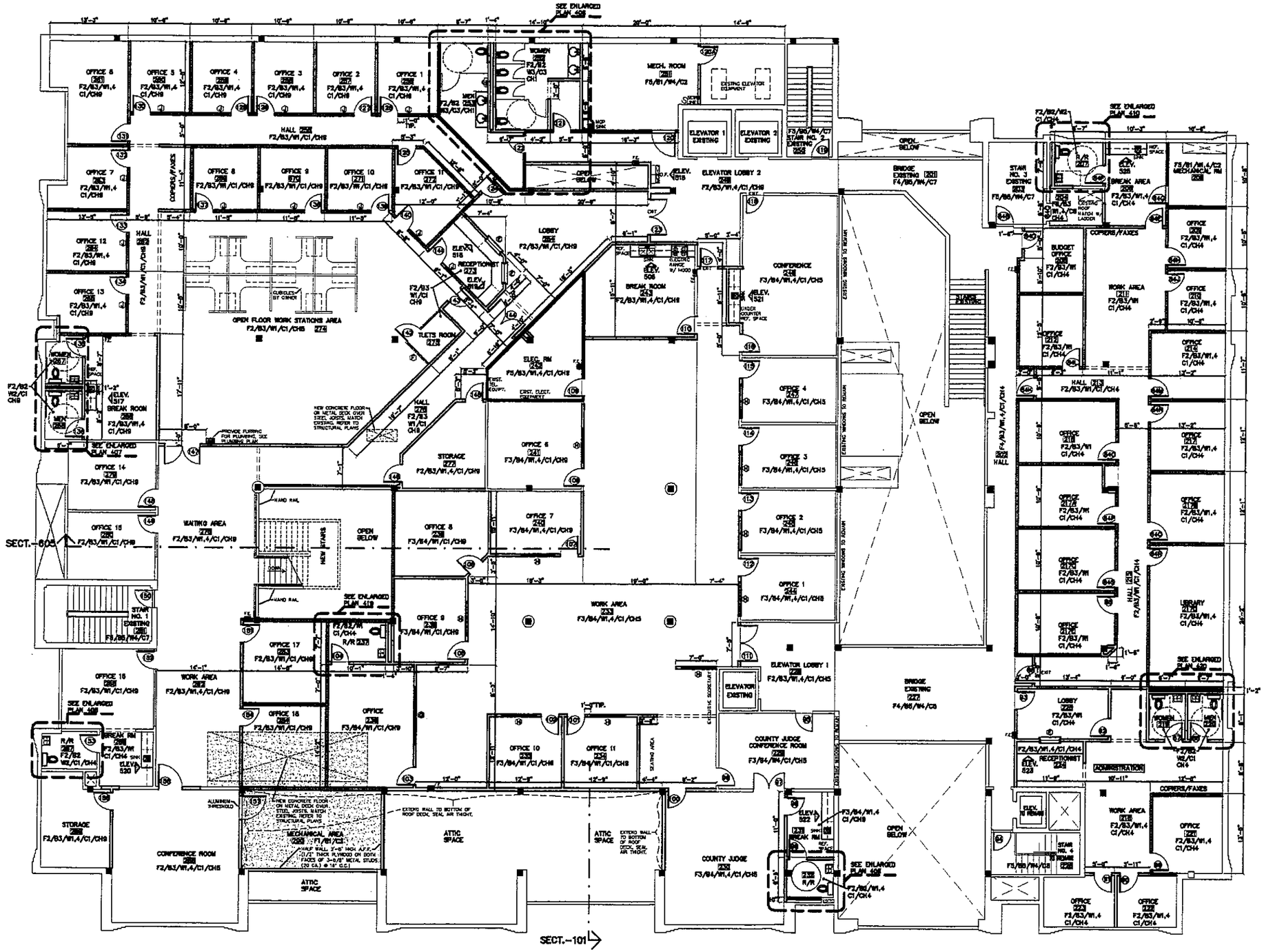
DRAWN BY: O.C.

CHECKED BY:

FILE NAME:

SHEET:

A–1



SECOND FLOOR: IMPROVEMENTS PLAN

SCALE: 1/8" = 1'-0" TOTAL 2ND FLOOR AREA: 23,872 SQ. FT.

VERIFY DIMENSIONS OF NEW INTERIOR WALLS PRIOR STARTING CONSTRUCTION

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

AGA DESIGN CONSULTING
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Design Consulting
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PROJECT #
ISSUED:
DRAWN BY: O.C.
CHECKED BY:
FILE NAME:

SHEET:

A-2

*# - INDICATES CARD ACCESS REQUIRED

PR.=PAIR P. & P.=PRIME & PAINT S.C.=SOLID CORE H.C.=HOLLOW CORE S./V.=STAIN/VARNISH

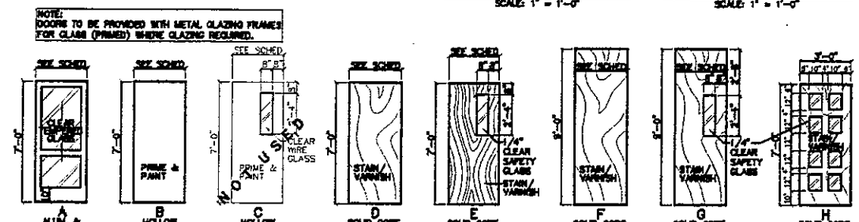
1ST FLOOR DOOR SCHEDULE

DOOR MARK	DOOR SIZE	DOOR TYPE	DOOR MATERIAL	DOOR FINISH	DOOR FRAME TYPE	DOOR FRAME MATERIAL	FRAME SIZE	FIRE RATED	DETAILS	HDWE. SET #	DOOR MARK
*1	PR 3070	A	ALUM. & GLASS	ANODIZED	8	ALUMINUM	1-3/4" X 4-1/2"		304		1
2	PR 3070	A	ALUM. & GLASS	ANODIZED	9	ALUMINUM	1-3/4" X 4-1/2"		303		2
3	PR 3070	E	WOOD S.C.	S./V.	3	WOOD S.C.	1-3/8" X 4-7/8"		308		3
4	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		4
5	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		5
6	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		6
7	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		7
8	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		8
9	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		9
10	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		10
11	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		11
12	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		12
13	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		13
14	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		14
15	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		15
16	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		16
17	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		17
18	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		18
19	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		19
20	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		20
21	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		21
22	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		22
23	3070	E	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		23
24	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		24
25	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		25
26	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		26
27	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		27
28	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		28
29	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		29
*30	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		30
31	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		31
32	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		32
33	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		33
34	4070	B	H.M.	P. & P.	1	H.M.	2" X 5-3/4"		301		34
35	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		35
36	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		36
37	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		37
38	3070	EXISTING, REPAINT									38
39	3070	EXISTING, REPAINT									39
40	PR 3070	H	WOOD S.C.	S./V.	3	WOOD S.C.	1-3/8" X 4-7/8"		308		40
41	PR 3070	H	WOOD S.C.	S./V.	3	WOOD S.C.	1-3/8" X 4-7/8"		308		41
42	PR 3070	H	WOOD S.C.	S./V.	3	WOOD S.C.	1-3/8" X 4-7/8"		308		42
42A	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		42A
42B	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		42B
43	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		43
44	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		44
45	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		45
46	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		46
47	PR 3070	H	WOOD S.C.	S./V.	5	WOOD S.C.	1-3/8" X 4-7/8"		308		47
*48	3070	E	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306	CONTROL FROM SH. 117	48
*48	3070	E	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306	CONTROL FROM SH. 117	49
50	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		50
51	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		51
52	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		52
*53	PR 3070	D	WOOD S.C.	S./V.	3	WOOD S.C.	1-3/8" X 4-7/8"		308		53
54	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		54
55	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		55
56	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		56
56A	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		56A
57	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		57
58	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		58
59	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		59
60	4070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		60
61	PR 3070	E	WOOD S.C.	S./V.	3	WOOD S.C.	1-3/8" X 4-7/8"		308		61
62	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		62
63	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		63
64	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		64
65	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		65
66	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		66
67	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		67
68	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		68
69	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		69
70	PR 3070	E	WOOD S.C.	S./V.	3	WOOD S.C.	1-3/8" X 4-7/8"		308		70
71	3070	EXISTING, REPAINT									71
71A	3070	EXISTING, REPAINT									71A
72	3070	EXISTING, REPAINT									72
*73	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		73
74	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		74
75	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		75
76	4070	B	H.M.	P. & P.	1	H.M.	2" X 5-3/4"		301		76
77	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		77
78	4070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		78
79	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		79
80	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		80
81	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		81
82	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		82
*83	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301	CONTROL FROM SH. 124	83
84	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84
84A	4070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84A

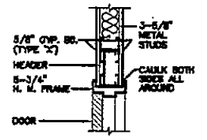
2ND FLOOR DOOR SCHEDULE

DOOR MARK	DOOR SIZE	DOOR TYPE	DOOR MATERIAL	DOOR FINISH	DOOR FRAME TYPE	DOOR FRAME MATERIAL	FRAME SIZE	FIRE RATED	DETAILS	HDWE. SET #	DOOR MARK
84B	3070	EXISTING, REPAINT									84B
84C	3070	EXISTING, REPAINT									84C
84D	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84D
84E	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84E
84F	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84F
84G	3070	B	H.M.	P. & P.	1	H.M.	2" X 5-3/4"		301		84G
84H	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84H
84J	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84J
*84K	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84K
84L	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84L
84M	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84M
84N	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84N
84O	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84O
84P	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84P
84Q	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84Q
84R	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84R
84S	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		84S
85	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		85
*86	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		86
87	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		87
88	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		88
89	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		89
90	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		90
91	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		91
*92	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301	CONTROL FROM SH. 124	92
93	3070	E	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		93
94	3070	EXISTING, REPAINT									94
95	3070	EXISTING, REPAINT									95
96	3070	EXISTING, REPAINT									96
97	PR 3070	EXISTING, REPAINT									97
98	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		98
99	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		99
100	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		100
101	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		101
102	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		102
103	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		103
104	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		104
105	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		105
106	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		106
107	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		107
108	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		108
109	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		109
110	3080	G	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		110
111	PR 3070	H	WOOD S.C.	S./V.	5	WOOD S.C.	1-3/8" X 4-7/8"		308		111
112	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		112
113	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		113
114	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		114
115	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		115
116	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		116
117	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		117
118	3060	EXISTING, REPAINT									118
119	3070	EXISTING, REPAINT									119
120	3070	B	H.M.	P. & P.	1	H.M.	2" X 5-3/4"		301		120
120A	3070	B	H.M.	P. & P.	1	H.M.	2" X 5-3/4"		301		120A
121	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		121
122	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		122
123	PR 3070	H	WOOD S.C.	S./V.	5	WOOD S.C.	1-3/8" X 4-7/8"		308		123
*124	3070	E	WOOD S.C.	S./V.	7	ALUMINUM	1-3/4" X 4-1/2"		302	CONTROL FROM SH. 232	124
125	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		125
126	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		126
127	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		127
128	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		128
129	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		129
130	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		130
131	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		131
132	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		132
133	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		133
134	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		134
135	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		135
136	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		136
137	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		137
138	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		138
139	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		139
140	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		140
141	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		141
142	3070	A	ALUM. & GLASS	ANODIZED	10	ALUMINUM	1-3/4" X 4-1/2"		302		142
143	3070	E	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		143
*144	PR 3070	E	WOOD S.C.	S./V.	7	ALUMINUM	1-3/4" X 4-1/2"		302	CONTROL FROM SH. 111	144
145	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		145
146	3070	D	WOOD S.C.	S./V.	1	H.M.	2" X 5-3/4"		301		146
147	PR 3070	A	ALUM. & GLASS	ANODIZED	7	ALUMINUM	1-3/4" X 4-1/2"		302		147
148	3080	F	WOOD S.C.	S./V.	EXISTING FRAME, REPAINT						148
149	3080	F	WOOD S.C.	S./V.	EXISTING FRAME, REPAINT						149
*150	3070	EXISTING, REPAINT									150
151	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		151
152	3080	F	WOOD S.C.	S./V.	EXISTING FRAME, REPAINT						152
153	3080	F	WOOD S.C.	S./V.	EXISTING FRAME, REPAINT						153
154	3080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		154
155	4080	F	WOOD S.C.	S./V.	4	WOOD S.C.	1-3/8" X 4-7/8"		308		155
156	3070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		156
157	4070	D	WOOD S.C.	S./V.	6	WOOD S.C.	1-3/8" X 4-7/8"		306		157

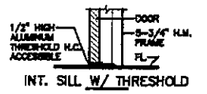
NOTE:
DOORS TO BE PROVIDED WITH METAL GLAZING FRAMES FOR GLASS (PRIMED) WHERE GLAZING REQUIRED.



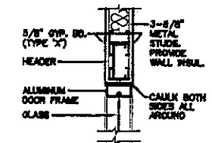
DOOR TYPES
SCALE: 1/4" = 1'-0"



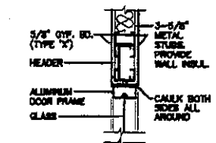
DOOR FRAME DETAIL – 301
(H.M. FRAME) AT INT. WALLS
SCALE: 1" = 1'-0"



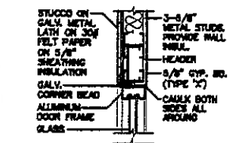
INT. SILL W/ THRESHOLD



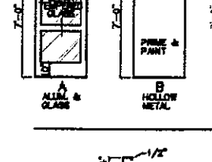
DOOR FRAME DETAIL – 302
(ALUM. FRAME) AT INT. WALLS
SCALE: 1" = 1'-0"



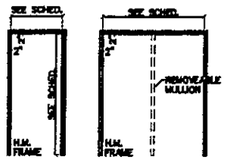
DOOR FRAME DETAIL – 303
(ALUM. FRAME) AT INT. WALLS
SCALE: 1" = 1'-0"



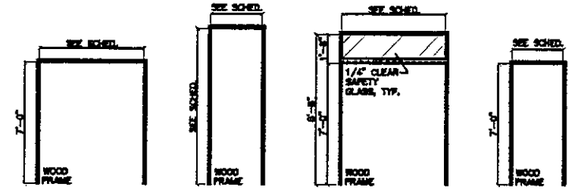
DOOR FRAME DETAIL – 304
(ALUM. FRAME) AT EXT. WALLS
SCALE: 1" = 1'-0"



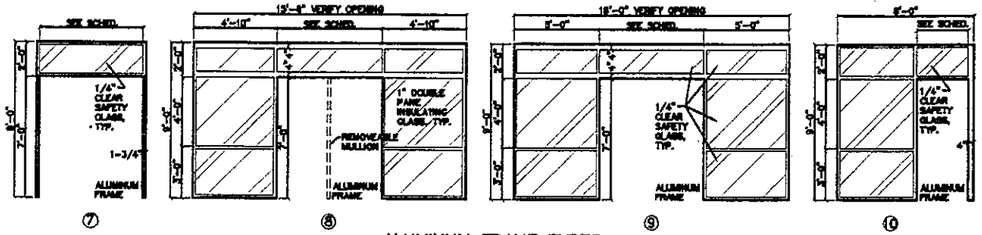
TYPICAL H.M. FRAME PROFILE



H.M. FRAME TYPES
SCALE: 1/4" = 1'-0"



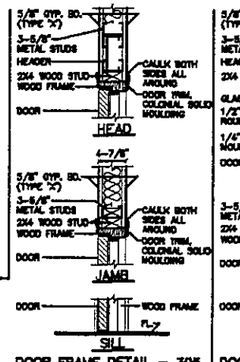
WOOD FRAME TYPES
SCALE: 1/4" = 1'-0"



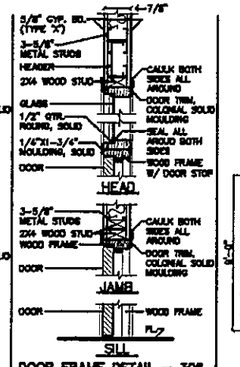
ALUMINUM FRAME TYPES
SCALE: 1/4" = 1'-0"

DOOR NOS. 41 & 42S:
2-1/2" COLONIAL SOLID MOULDING WITH 3-3/4"X3-3/4" SOLID ROSETTES.

DOOR TYPE:
2-1/2" COLONIAL SOLID MOULDING FOR 7' HIGH DOORS.
3-1/2" COLONIAL SOLID MOULDING FOR 9' HIGH DOORS.

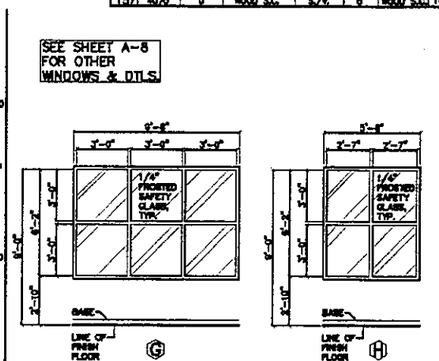


DOOR FRAME DETAIL – 305
(WOOD FRAME) AT INT. WALLS
SCALE: 1" = 1'-0"

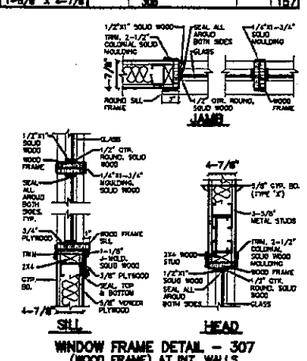


DOOR FRAME DETAIL – 306
(WOOD FRAME) AT INT. WALLS
SCALE: 1" = 1'-0"

SEE SHEET A-8 FOR OTHER WINDOWS & DTLS.



WINDOW TYPE (WOOD FRAME)
SCALE: 1/4" = 1'-0"



WINDOW FRAME DETAIL – 307
(WOOD FRAME) AT INT. WALLS
SCALE: 1" = 1'-0"

WINDOW TYPE: G H

AGA DESIGN CONSULTING
Alcocer Garcia Associates, inc.
Design Consulting
1333 E. Jasmine Ave.
McAllen, Texas 78501
Office: 956.618.2007
Fax: 956.618.2008
Web: WWW.AGADC.COM

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

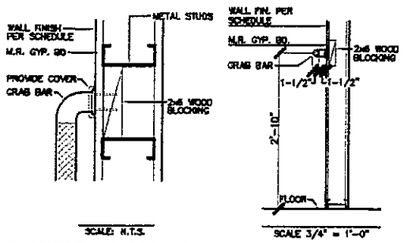
THE USE OF THESE DRAWINGS IS RESTRICTED TO THE ORIGINAL PURPOSE FOR WHICH THEY WERE INTENDED. REPRODUCTION WITHOUT WRITTEN PERMISSION FROM THE OWNER IS PROHIBITED.

PROJECT #
ISSUED:
DRAWN BY: O.C.
CHECKED BY:
FILE NAME:
SHEET:

A-3

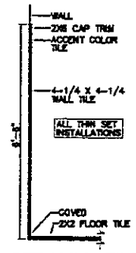
FIXTURE MOUNTING HEIGHT SCHEDULE

1. LAVATORIES (MEASURED FROM FLOOR TO RIM)
   A. ADULTS = 36"
   HANDICAPPED = 34" MAX.(28" MIN. KNEESPACE)
2. URINALS (MEASURED FROM FLOOR TO RIM)
   A. ADULTS = 24"
   HANDICAPPED = 17"
3. WATER CLOSETS (MEASURED FROM FLOOR TO TOP OF SEAT)
   A. ADULTS = 15"
   HANDICAPPED = 17" TO 19"
4. DRINKING FOUNTAINS AND EWC (MEASURED FROM FLOOR TO SPOUT OUTLET)
   A. ADULTS = 42"
   HANDICAPPED = 36" MAX.(27" MIN. KNEESPACE)
5. HANDICAPPED GRAB BARS (MEASURED FROM FLOOR TO CENTERLINE OF BAR)
   A. ADULTS = 33"-36"
6. PAPER TOWEL DISPENSER (MEASURED FROM FLOOR TO TOWEL SLOT)
   A. ADULTS = 44"
7. TOILET TISSUE DISPENSER (MEASURED FROM FLOOR TO CENTERLINE OF ROLL)
   A. ADULTS = 20"
8. SOAP DISPENSER (MEASURED FROM FLOOR TO CENTER LINE OF PUSH BUTTON)
   A. ADULTS = 42"
   HANDICAPPED = 42"
9. FEMININE NAPKIN VENDOR (MEASURED FROM FLOOR TO COIN SLOT)
   A. ADULTS = 40"
10. FEMININE NAPKIN DISPOSAL (MEASURED FROM FLOOR TO TOP OF UNIT)
   A. ADULTS = 34"
11. MIRRORS (MEASURED FROM FLOOR TO BOTTOM OF MIRROR)
   A. ADULTS = 40"
11. HAND DRYER (MEASURED FROM FLOOR TO MOTION CENSOR)
   A. ADULTS = 44"



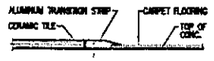
NO BLOCKING REQUIRED AT CMU WALLS

GRAB BAR DETAIL AT STUD WALLS

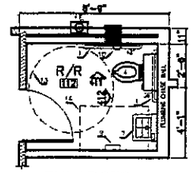


CERAMIC TILE DETAIL
SCALE: N.T.S.

WOOD FL./CER. TILE TRANSITION STRIP DETAL 401



CER. TILE/CARPET TRANSITION STRIP DETAL 402



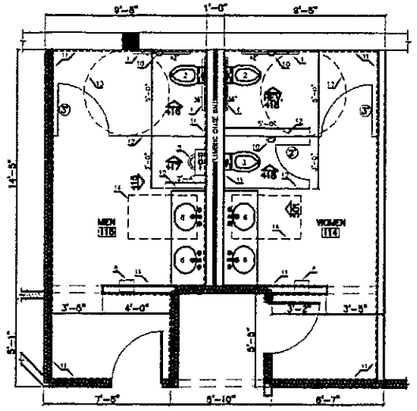
ENLARGED FLOOR PLAN 403
SCALE: 1/4" = 1'-0" 1ST FLOOR

CER. TILE/EXIST. FL. TRANSITION STRIP DETAL 402A

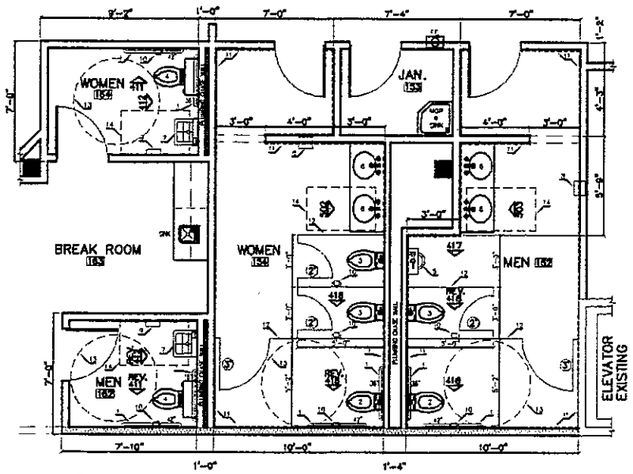
NOTES:

1- HCP. GRAB BAR
2- HCP. ACCESSIBLE FLUSH-VALVE TYPE WATER CLOSET (FLUSH CENSOR)
3- FLUSH-VALVE TYPE WATER CLOSET (FLUSH CENSOR)
4- HCP. TANK TYPE WATER CLOSET
5- URINAL (FLUSH CENSOR)
6- LAVATORY (MOTION CENSOR)
7- LAVATORY
8- HAND DRYER (MOTION CENSOR)
9- PAPER TOWEL DISPENSER
10- TOILET PAPER HOLDER
11- 6'-0" HIGH 4"X4" CERAMIC TILE WAINSCOT W/ 2"X6" TRIM; TAPE, FLOAT, TEXTURE & PAINT MOISTURE RESISTANT GYPSUM BOARD ABOVE.
12- PLASTIC LAMINATE COMPARTMENT
13- 5' DIAMETER H.C. TURNING RADIUS
14- 30"X48" H.C. CLEAR AREA (LAVATORY)
15- EXISTING HCP. WATER CLOSET, CLEAN
16- CLEAN EXISTING CERAMIC TILE WAINSCOT, PAINT GYP. BD. ABOVE.

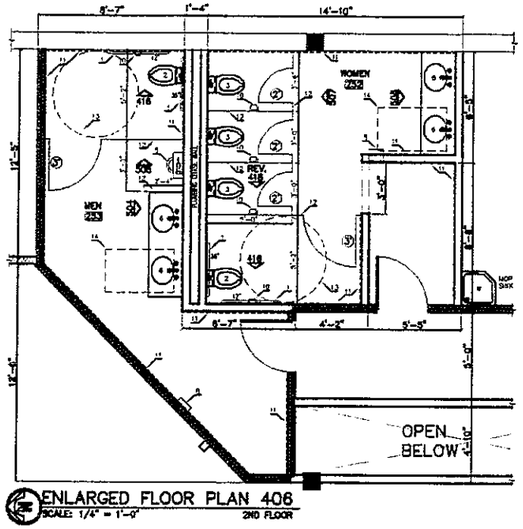
HANDICAP DIMENSIONS FROM INSIDE WALL FINISHES



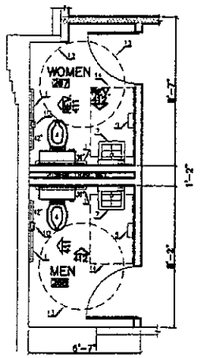
ENLARGED FLOOR PLAN 404
SCALE: 1/4" = 1'-0" 1ST FLOOR



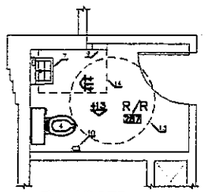
ENLARGED FLOOR PLAN 405
SCALE: 1/4" = 1'-0" 1ST FLOOR



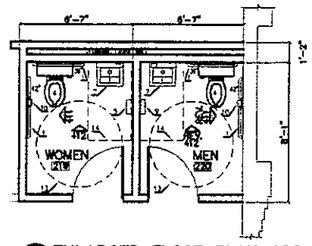
ENLARGED FLOOR PLAN 406
SCALE: 1/4" = 1'-0" 2ND FLOOR



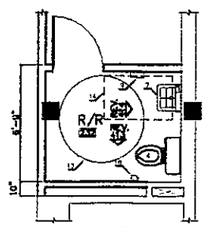
ENLARGED FLOOR PLAN 407
SCALE: 1/4" = 1'-0" 2ND FLOOR



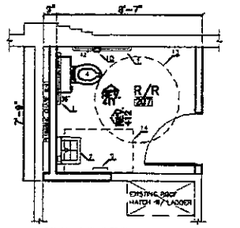
ENLARGED FLOOR PLAN 408
SCALE: 1/4" = 1'-0" 2ND FLOOR



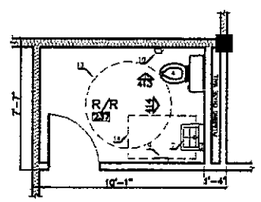
ENLARGED FLOOR PLAN 420
SCALE: 1/4" = 1'-0" 2ND FLOOR



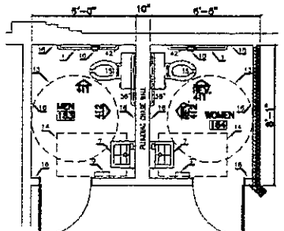
ENLARGED FLOOR PLAN 409
SCALE: 1/4" = 1'-0" 2ND FLOOR



ENLARGED FLOOR PLAN 410
SCALE: 1/4" = 1'-0" 2ND FLOOR



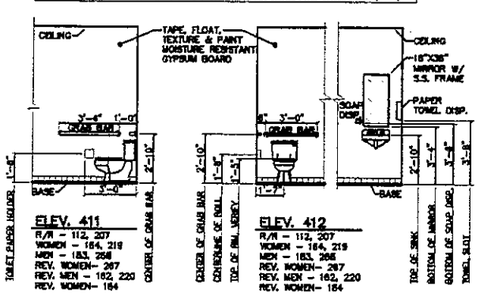
ENLARGED FLOOR PLAN 419
SCALE: 1/4" = 1'-0" 2ND FLOOR



ENLARGED FLOOR PLAN 421
SCALE: 1/4" = 1'-0" 1ST FLOOR

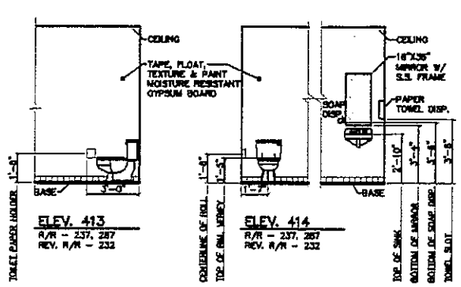
PATCH & REPAIR WALL DAMAGES & AROUND DOOR FRAMES

GENERAL NOTE:
EXPOSED PIPES AND SURFACES: HOT WATER AND DRAIN PIPES UNDER LAVATORIES SHALL BE INSULATED OR OTHERWISE CONFIGURED TO PROTECT AGAINST CONTACT. THERE SHALL BE NO SHARP OR ABRASIVE SURFACES UNDER LAVATORIES (TYP.).



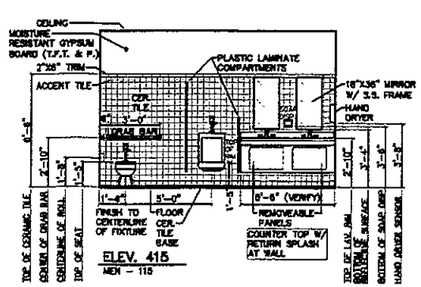
ELEV. 411
R/R - 112, 207
WOMEN - 164, 219
MEN - 163, 256
REV. WOMEN- 267
REV. MEN - 162, 220
REV. WOMEN- 164

ELEV. 412
R/R - 112, 207
WOMEN - 164, 219
MEN - 163, 256
REV. WOMEN- 267
REV. MEN - 162, 220
REV. WOMEN- 164

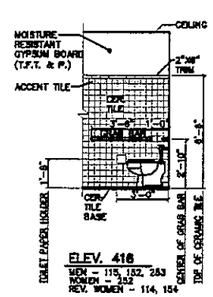


ELEV. 413
R/R - 237, 287
REV. R/R - 232

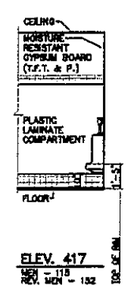
ELEV. 414
R/R - 237, 267
REV. R/R - 232



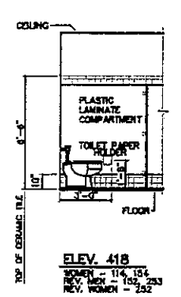
ELEV. 415
MEN - 115



ELEV. 416
MEN - 115, 152, 253
WOMEN - 252
REV. WOMEN - 114, 154



ELEV. 417
MEN - 115
REV. MEN - 152



ELEV. 418
WOMEN - 114, 154
REV. WOMEN - 152, 253
REV. WOMEN - 252

AGA DESIGN CONSULTING
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1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
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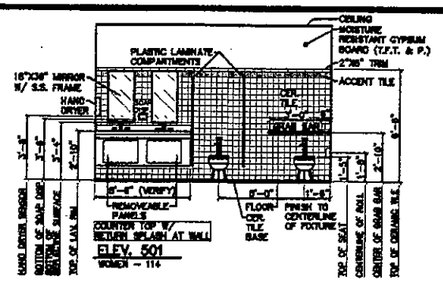
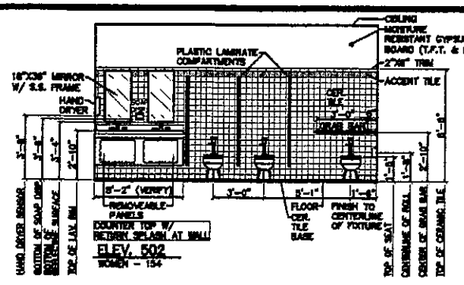
PROJECT #
ISSUED:
DRAWN BY: O.C.
CHECKED BY:
FILE NAME:
SHEET:

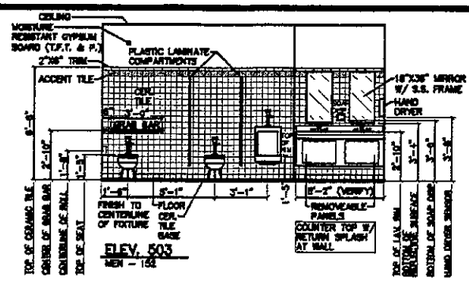
A-4



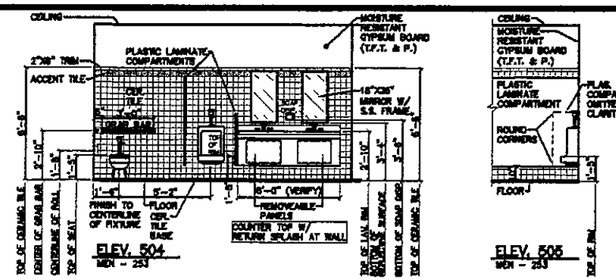
ELEV. 501
WOMEN - 114



ELEV. 502
WOMEN - 154

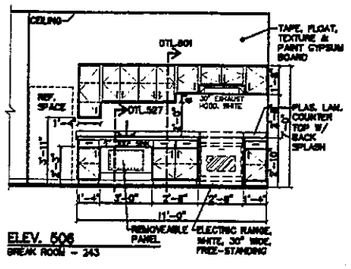


ELEV. 503
MEN - 152

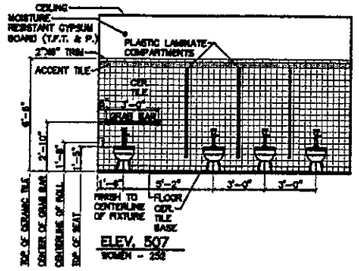


ELEV. 504
MEN - 253

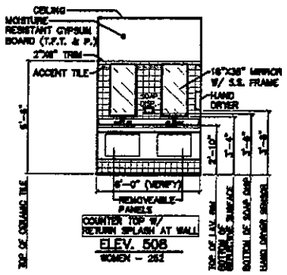
ELEV. 505
MEN - 253



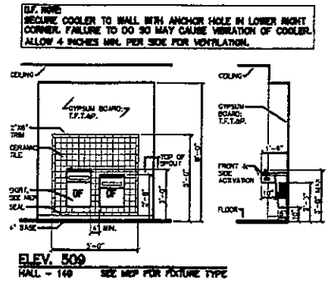
ELEV. 506
BREAK ROOM - 243



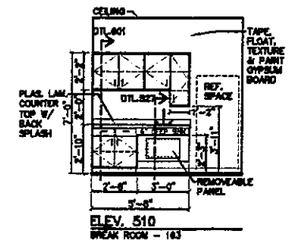
ELEV. 507
WOMEN - 252



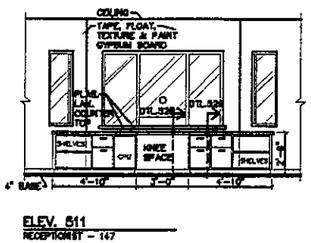
ELEV. 508
WOMEN - 252



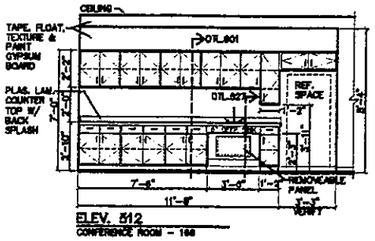
ELEV. 509
HALL - 149 SEE MEP FOR FIXTURE TYPE



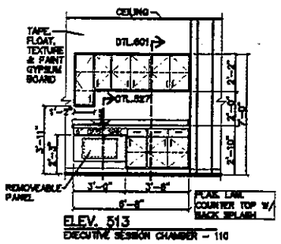
ELEV. 510
BREAK ROOM - 163



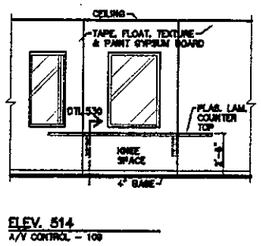
ELEV. 511
RECEPTIONIST - 147



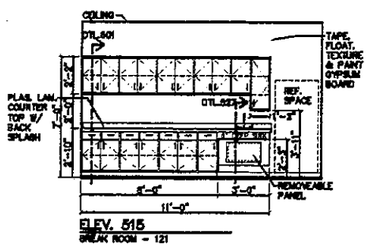
ELEV. 512
CONFERENCE ROOM - 166



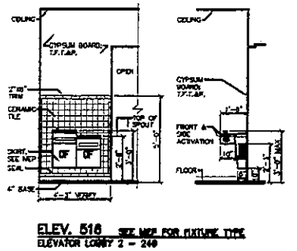
ELEV. 513
EXECUTIVE SESSION CHAMBER - 110



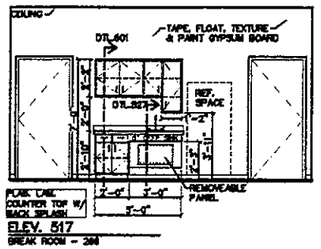
ELEV. 514
A/V CONTROL - 109



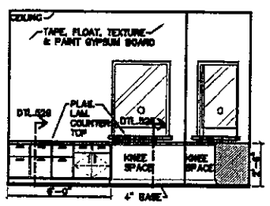
ELEV. 515
BREAK ROOM - 121



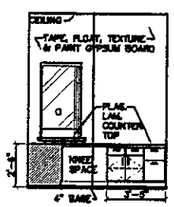
ELEV. 516
ELEVATOR LOBBY 2 - 248 SEE MEP FOR FIXTURE TYPE



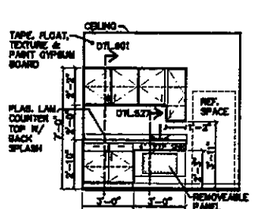
ELEV. 517
BREAK ROOM - 288



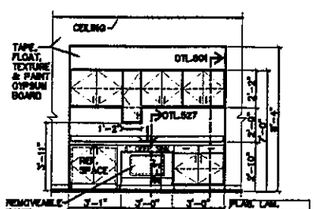
ELEV. 518
RECEPTIONIST - 273



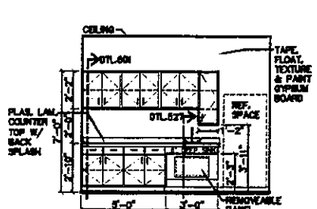
ELEV. 519
RECEPTIONIST - 273



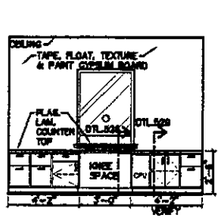
ELEV. 520
BREAK RM - 288



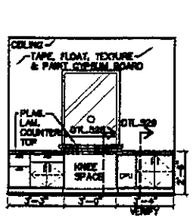
ELEV. 521
CONFERENCE ROOM - 248



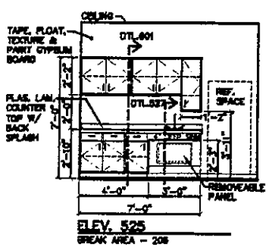
ELEV. 522
BREAK ROOM - 231



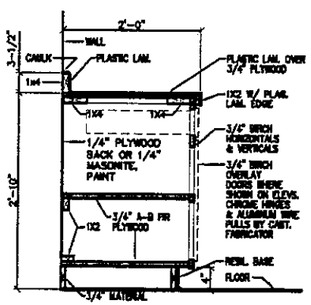
ELEV. 523
RECEPTIONIST - 224



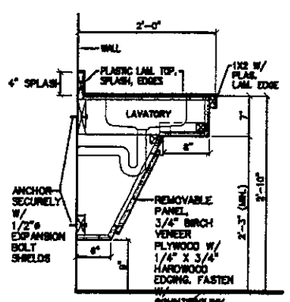
ELEV. 524
RECEPTIONIST - 194



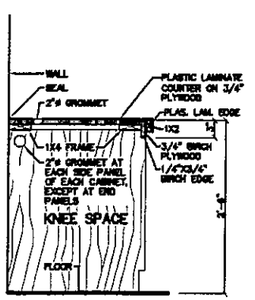
ELEV. 525
BREAK AREA - 208



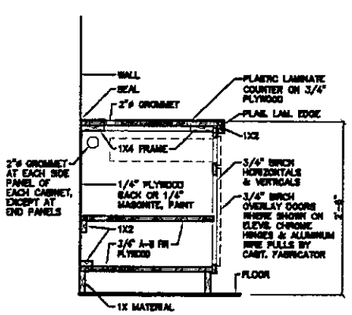
BASE CABINET DTL. 526
SCALE: 1" = 1'-0"



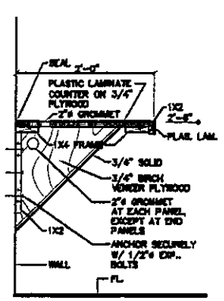
H.C. BASE CAB. DTL. 527
SCALE: 1" = 1'-0"



BASE CABINET DTL. 528
SCALE: 1" = 1'-0"



BASE CABINET DTL. 529
SCALE: 1" = 1'-0"



COUNTER DTL. 530
SCALE: 1" = 1'-0"

AGA DESIGN CONSULTING
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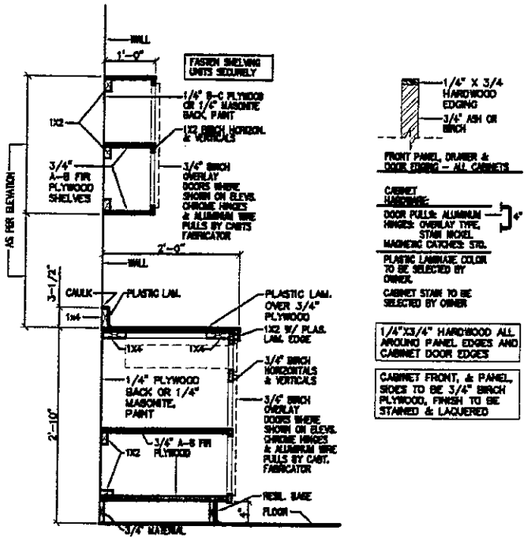
Web: WWW.AGADC.COM

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

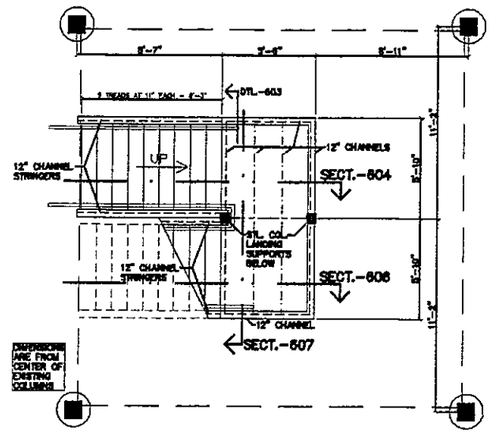
THE USE OF THESE DRAWINGS IS RESTRICTED TO THE ORIGINAL PURPOSE FOR WHICH THEY WERE INTENDED. REPRODUCTION WITHOUT WRITTEN PERMISSION FROM THE OWNER IS PROHIBITED.

PROJECT #
ISSUED:
DRAWN BY: O.C.
CHECKED BY:
FILE NAME:
SHEET:

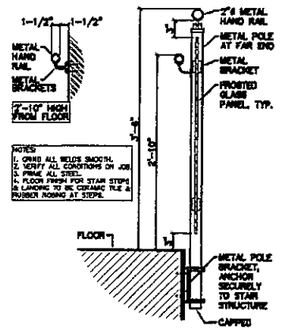
A-5



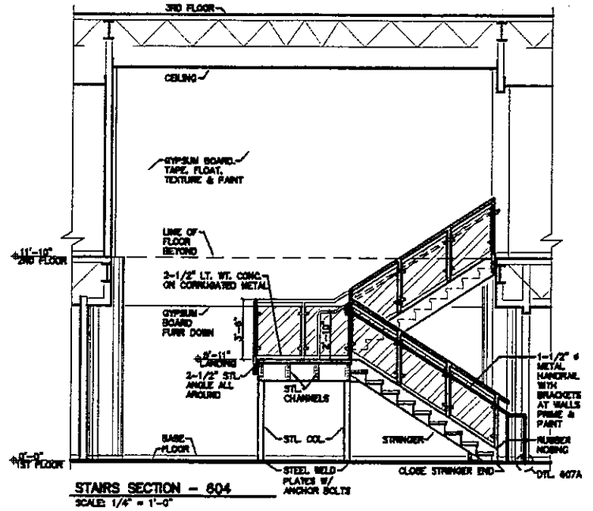
BASE CAB. W/ TOP SHELVING DTL. – 601
SCALE: 1" = 1'-0"



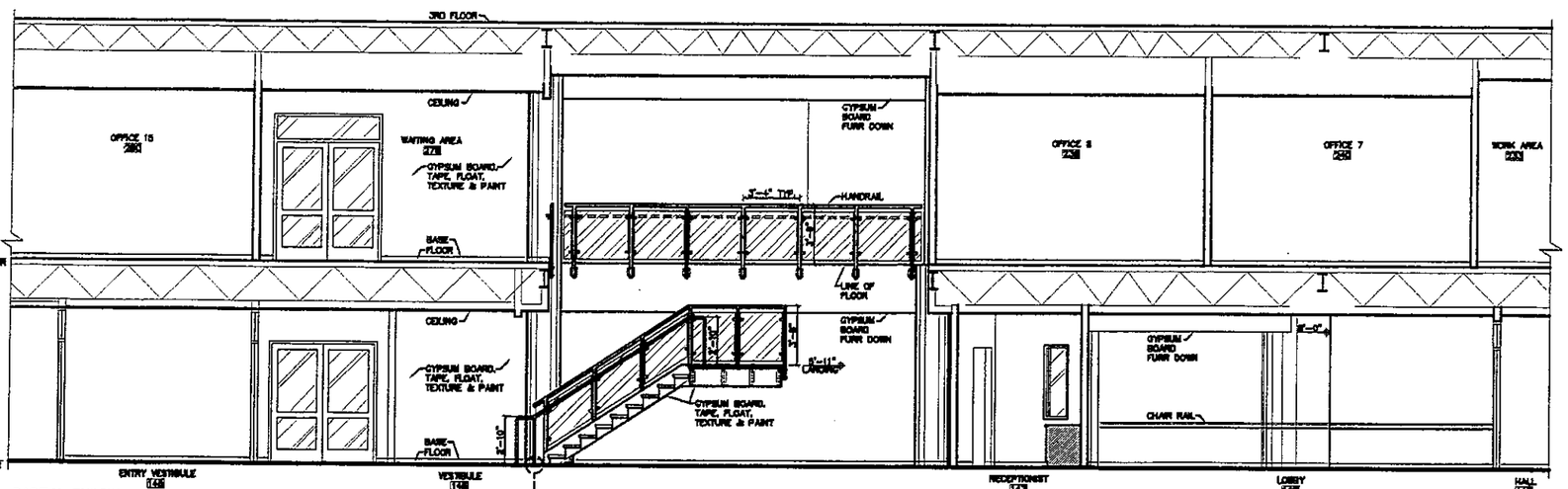
STAIR FLOOR PLAN 602
SCALE: 1/4" = 1'-0" 1ST FLOOR



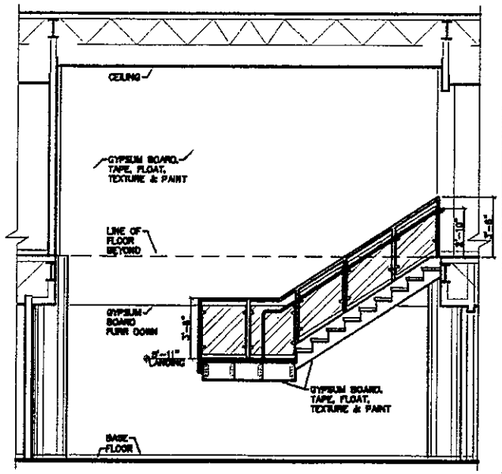
HANDRAIL DETAIL – 603
SCALE: 1" = 1'-0"



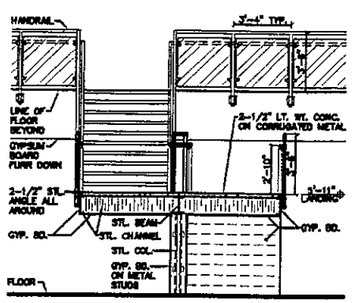
STAIRS SECTION – 604
SCALE: 1/4" = 1'-0"



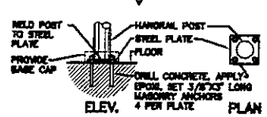
PARTIAL BUILDING SECTION – 605
SCALE: 1/4" = 1'-0"



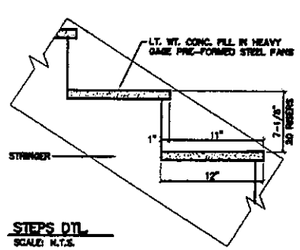
STAIRS SECTION – 606
SCALE: 1/4" = 1'-0"



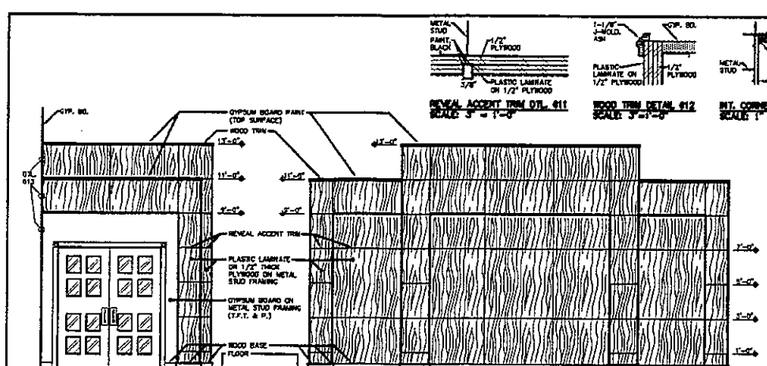
STAIRS SECTION – 607
SCALE: 1/4" = 1'-0"



HANDRAIL POST BASE DETAIL 607A
SCALE: N.T.S.

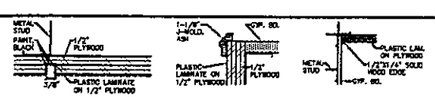


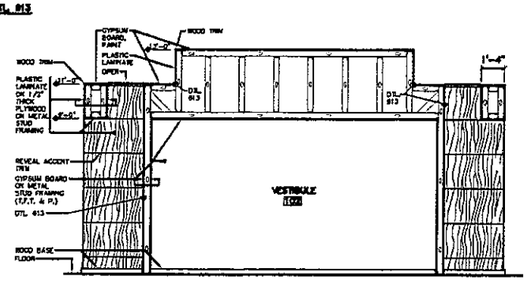
STEPS DTL.
SCALE: N.T.S.



ELEVATION – 608
SCALE: 1/4" = 1'-0"

ELEVATION – 609
SCALE: 1/4" = 1'-0"





SECTION – 610
SCALE: 1/4" = 1'-0"

AGA DESIGN CONSULTING
Alcócer García Associates, Inc.
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McAllen, Texas 78501
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Fax: 956.618.2008
Web: WWW.AGADC.COM

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

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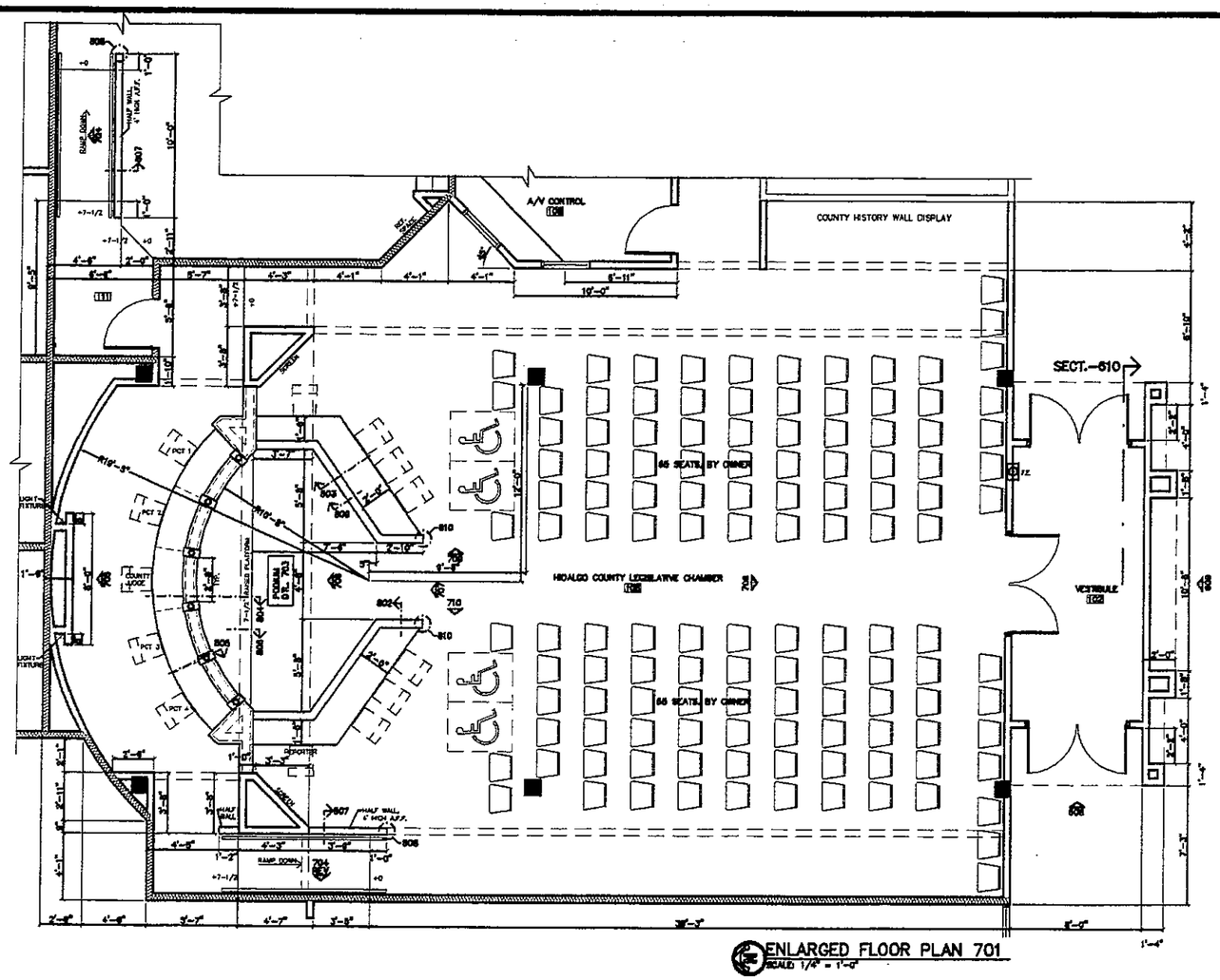
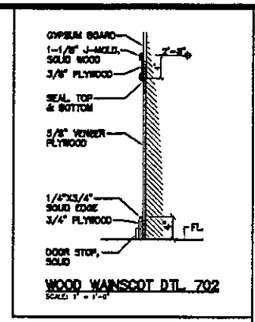
PROJECT #
ISSUED:
DRAWN BY: O.C.
CHECKED BY:
FILE NAME:
SHEET:

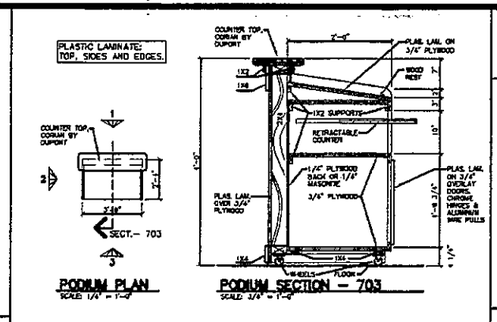
A-6



ENLARGED FLOOR PLAN 701
SCALE: 1/4" = 1'-0"

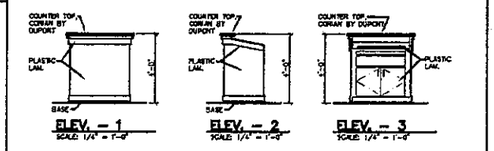


WOOD WAINSCOT DTL. 702
SCALE: 1" = 1'-0"



PODIUM PLAN
SCALE: 1/4" = 1'-0"

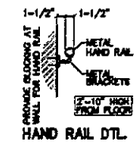
PODIUM SECTION – 703
SCALE: 3/4" = 1'-0"



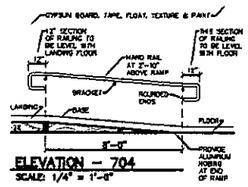
ELEV. – 1
SCALE: 1/4" = 1'-0"

ELEV. – 2
SCALE: 1/4" = 1'-0"

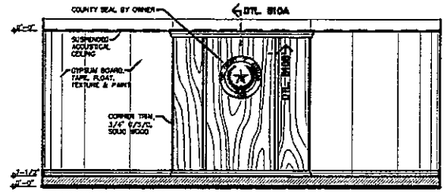
ELEV. – 3
SCALE: 1/4" = 1'-0"



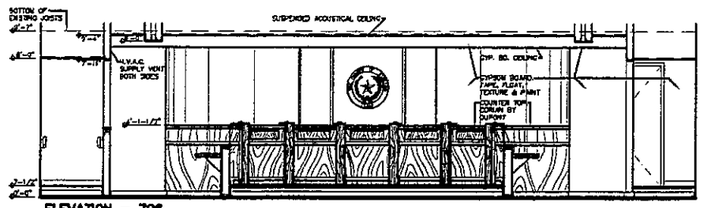
HAND RAIL DTL.



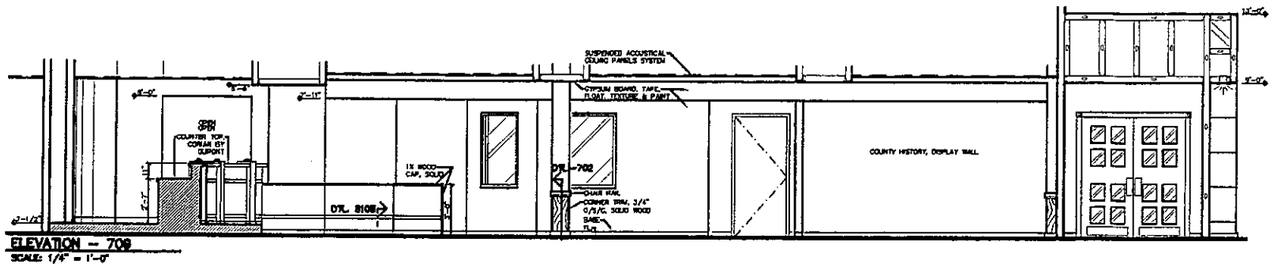
ELEVATION – 704
SCALE: 1/4" = 1'-0"



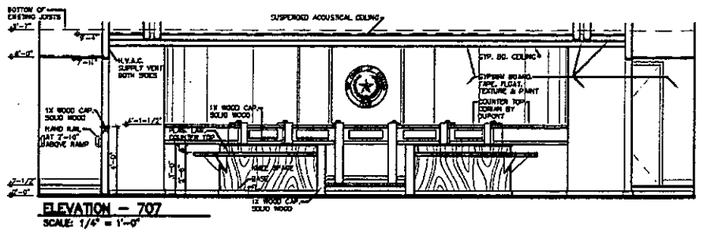
ELEVATION – 705
SCALE: 1/4" = 1'-0"



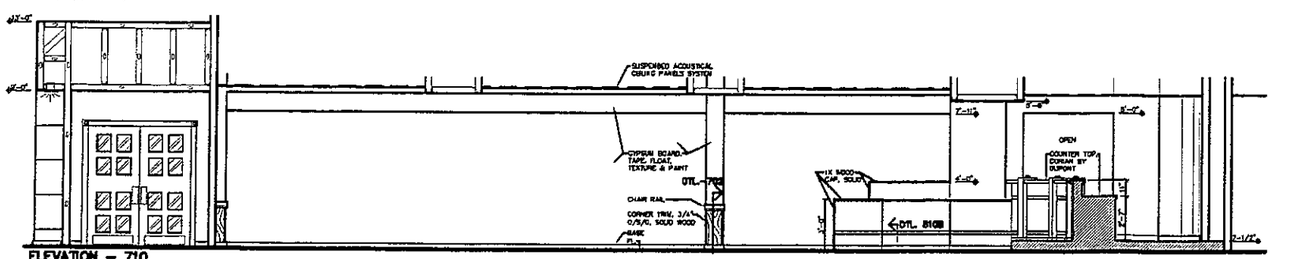
ELEVATION – 706
SCALE: 1/4" = 1'-0"



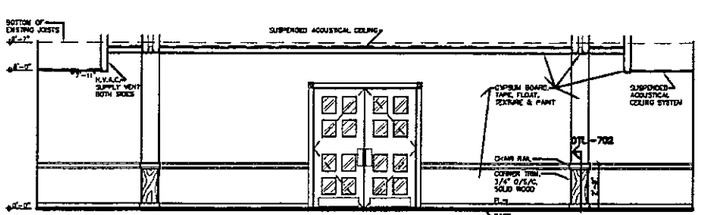
ELEVATION – 709
SCALE: 1/4" = 1'-0"



ELEVATION – 707
SCALE: 1/4" = 1'-0"



ELEVATION – 710
SCALE: 1/4" = 1'-0"



ELEVATION – 708
SCALE: 1/4" = 1'-0"

AGA DESIGN CONSULTING
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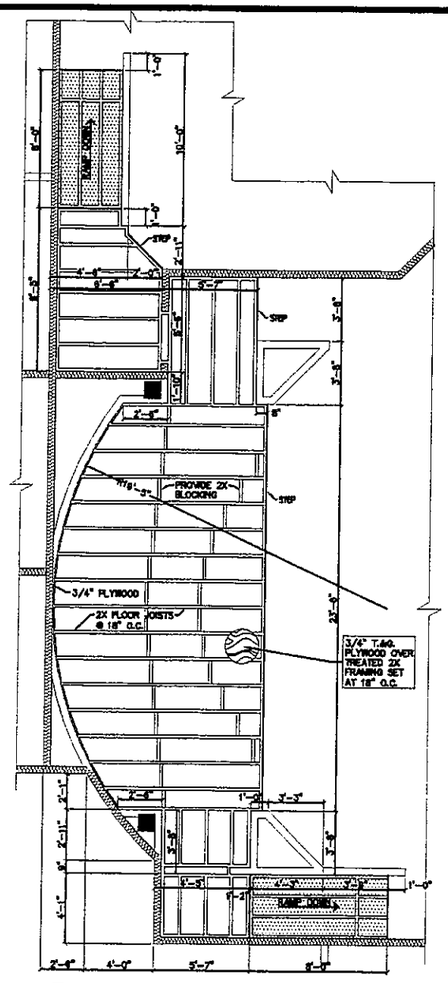
Web: WWW.AGADC.COM

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

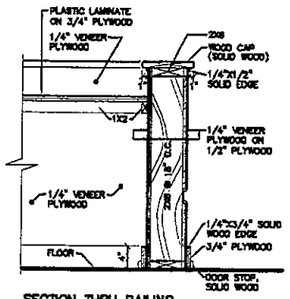
THE USE OF THESE DRAWINGS IS RESTRICTED TO THE ORIGINAL PURPOSE FOR WHICH THEY WERE INTENDED. REPRODUCTION WITHOUT WRITTEN PERMISSION FROM THE OWNER IS PROHIBITED.

PROJECT #
ISSUED:
DRAWN BY: O.C.
CHECKED BY:
FILE NAME:
SHEET:

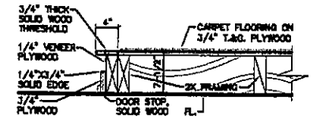
A–7



RAISED FOOR FRAMING PLAN 801
SCALE: 1/4" = 1'-0"



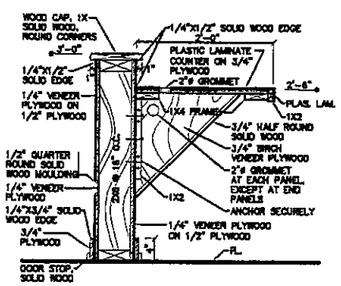
SECTION THRU RAILING AT END OF COUNTER – 802
1" = 1'-0"



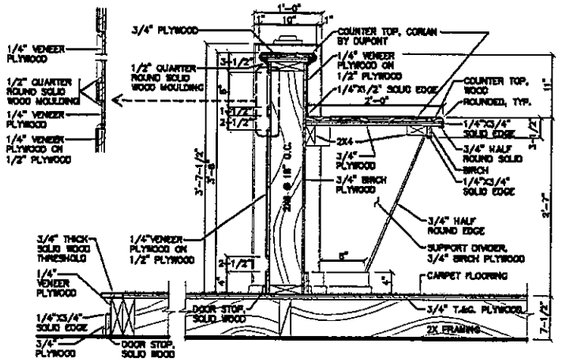
STEP DETAIL 806
1" = 1'-0"

FOR OUTSIDE CORNERS: 3/4" SOLID WOOD OUTSIDE CORNER TRIM

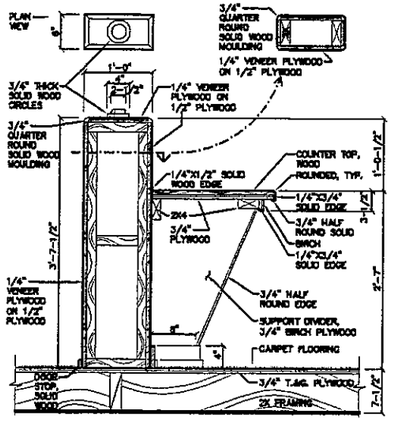
FOR INSIDE CORNERS: 1/2" QUARTER ROUND SOLID WOOD INSIDE CORNER TRIM



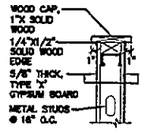
SECTION THRU COUNTER 803
1" = 1'-0"



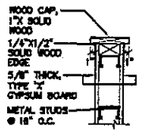
SECTION THRU BOARD BENCH 804
1" = 1'-0"



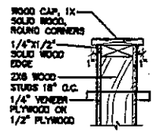
SECTION THRU BOARD BENCH 805
1" = 1'-0"



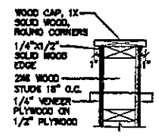
TOP OF RAILING DETAIL – 807
1" = 1'-0"



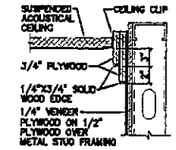
END OF RAILING DETAIL – 808
1" = 1'-0"



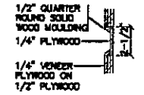
TOP OF RAILING DETAIL – 809
1" = 1'-0"



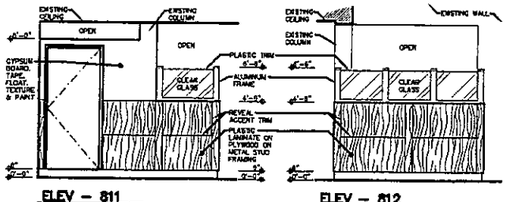
END OF RAILING DETAIL – 810
1" = 1'-0"



TOP OF WALL CROWN DETAIL – 810A
1-1/2" = 1'-0"

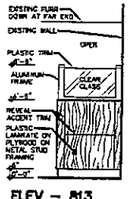


DETAIL – 810B
1-1/2" = 1'-0"

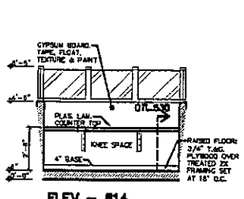


ELEV – 811
SCALE: 1/4" = 1'-0"
SECURITY BOOTH – 101A

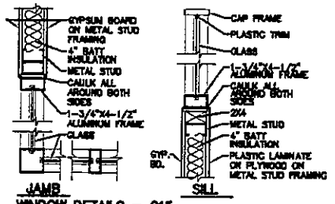
ELEV – 812
SCALE: 1/4" = 1'-0"
SECURITY BOOTH – 101A



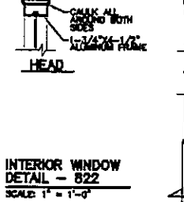
ELEV – 813
SCALE: 1/4" = 1'-0"
SECURITY BOOTH – 101A



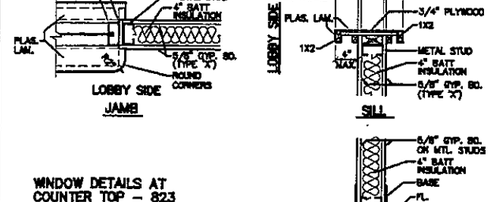
ELEV – 814
SCALE: 1/4" = 1'-0"
SECURITY BOOTH – 101A



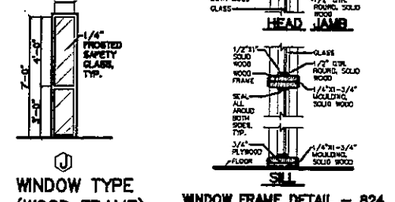
WINDOW DETAILS – 815
1" = 1'-0"



INTERIOR WINDOW DETAIL – 822
SCALE: 1" = 1'-0"
WINDOW TYPE: (A)(B)(C)(F) SIMILAR

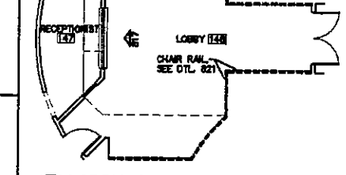


WINDOW DETAILS AT COUNTER TOP – 823
SCALE: 1" = 1'-0"
INTERIOR WINDOW TYPE (D)(E) SIMILAR

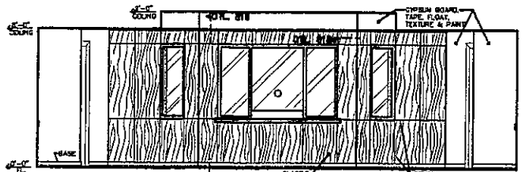


WINDOW TYPE (WOOD FRAME)
SCALE: 1/4" = 1'-0"

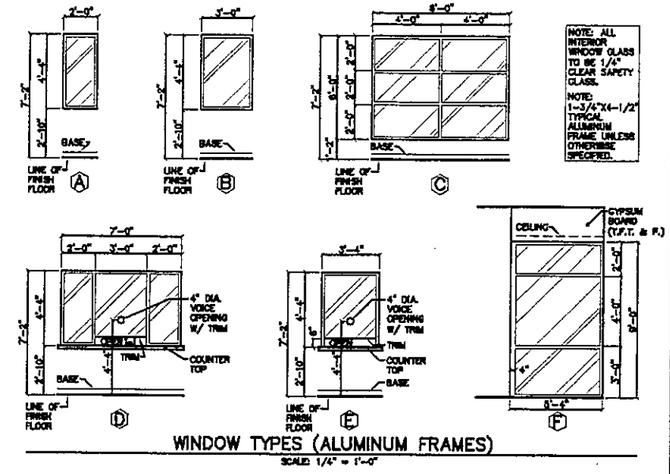
WINDOW FRAME DETAIL – 824 (WOOD FRAME) AT INT. WALLS
SCALE: 1" = 1'-0"
WINDOW TYPE: (J)



LOBBY FOOR PLAN 816
SCALE: 1/4" = 1'-0"



ELEVATION – 817
SCALE: 1/4" = 1'-0"



WINDOW TYPES (ALUMINUM FRAMES)
SCALE: 1/4" = 1'-0"

AGA DESIGN CONSULTING
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1st AND 2nd FLOORS REMODEL
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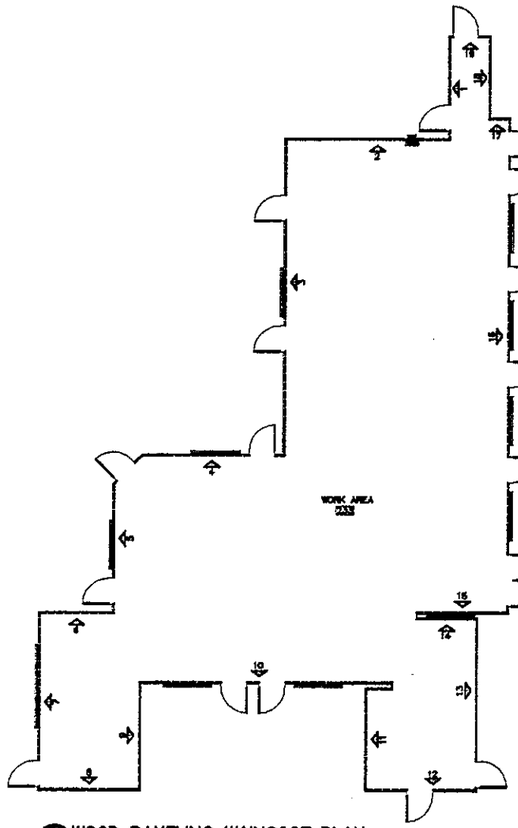
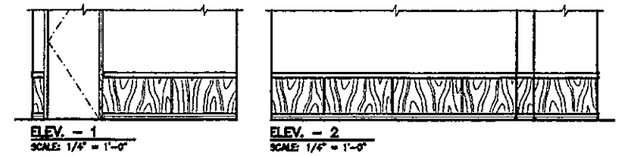
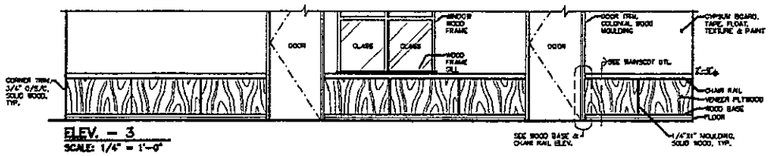


WOOD PANELING WAINSCOT PLAN
SCALE: 1/8" = 1'-0" WORK AREA 233

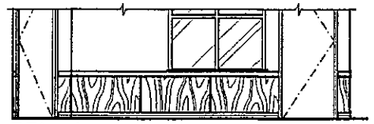


ELEV. – 1
SCALE: 1/4" = 1'-0"

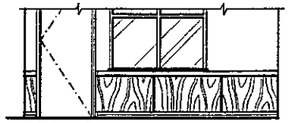
ELEV. – 2
SCALE: 1/4" = 1'-0"



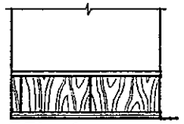
ELEV. – 3
SCALE: 1/4" = 1'-0"



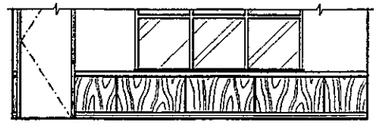
ELEV. – 4
SCALE: 1/4" = 1'-0"



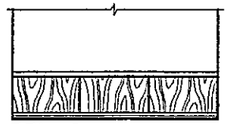
ELEV. – 5
SCALE: 1/4" = 1'-0"



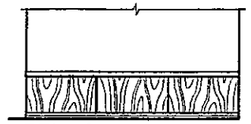
ELEV. – 6
SCALE: 1/4" = 1'-0"



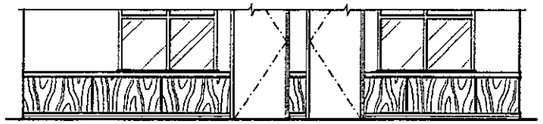
ELEV. – 7
SCALE: 1/4" = 1'-0"



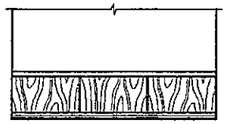
ELEV. – 8
SCALE: 1/4" = 1'-0"



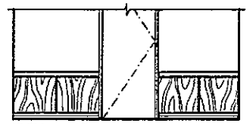
ELEV. – 9
SCALE: 1/4" = 1'-0"



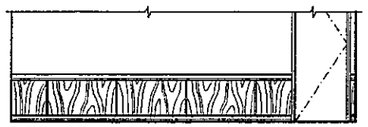
ELEV. – 10
SCALE: 1/4" = 1'-0"



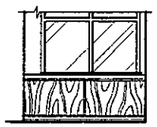
ELEV. – 11
SCALE: 1/4" = 1'-0"



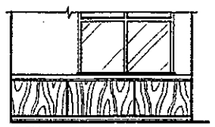
ELEV. – 12
SCALE: 1/4" = 1'-0"



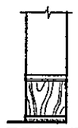
ELEV. – 13
SCALE: 1/4" = 1'-0"



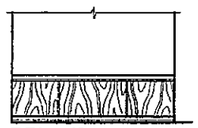
ELEV. – 14
SCALE: 1/4" = 1'-0"



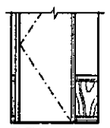
ELEV. – 15
SCALE: 1/4" = 1'-0"



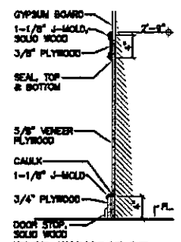
ELEV. – 17
SCALE: 1/4" = 1'-0"



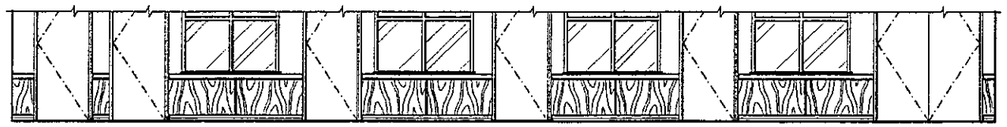
ELEV. – 18
SCALE: 1/4" = 1'-0"



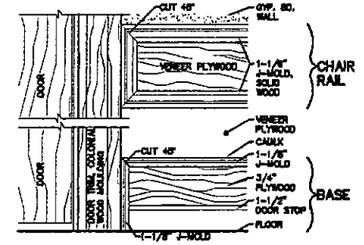
ELEV. – 19
SCALE: 1/4" = 1'-0"



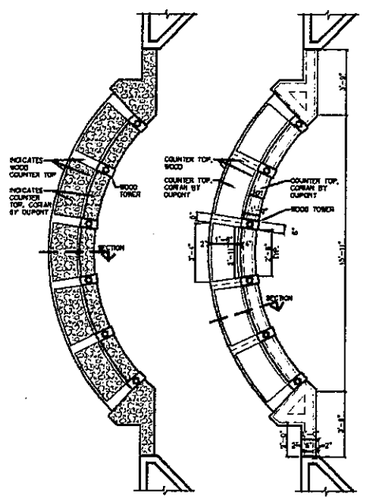
WOOD WAINSCOT DTL.
SCALE: 3" = 1'-0"



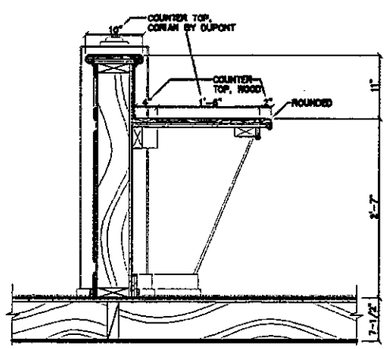
ELEV. – 16
SCALE: 1/4" = 1'-0"



WOOD BASE & CHAIR RAIL ELEV. AT DOOR FRAME
SCALE: 3" = 1'-0"



LEGISLATIVE CHAMBER BENCH COUNTER TOP PLAN
SCALE: 1/4" = 1'-0"



SECTION THRU BOARD BENCH
1" = 1'-0"

AGA
DESIGN CONSULTING

Alcócer García Associates, inc.
Design Consulting
1333 E. Jasmine Ave.
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Web: WWW.AGADC.COM

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

THE USE OF THESE DRAWINGS IS RESTRICTED TO THE ORIGINAL PURPOSE FOR WHICH THEY WERE INTENDED. REPRODUCTION WITHOUT WRITTEN PERMISSION FROM THE OWNER IS PROHIBITED.

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DRAWN BY: O.C.
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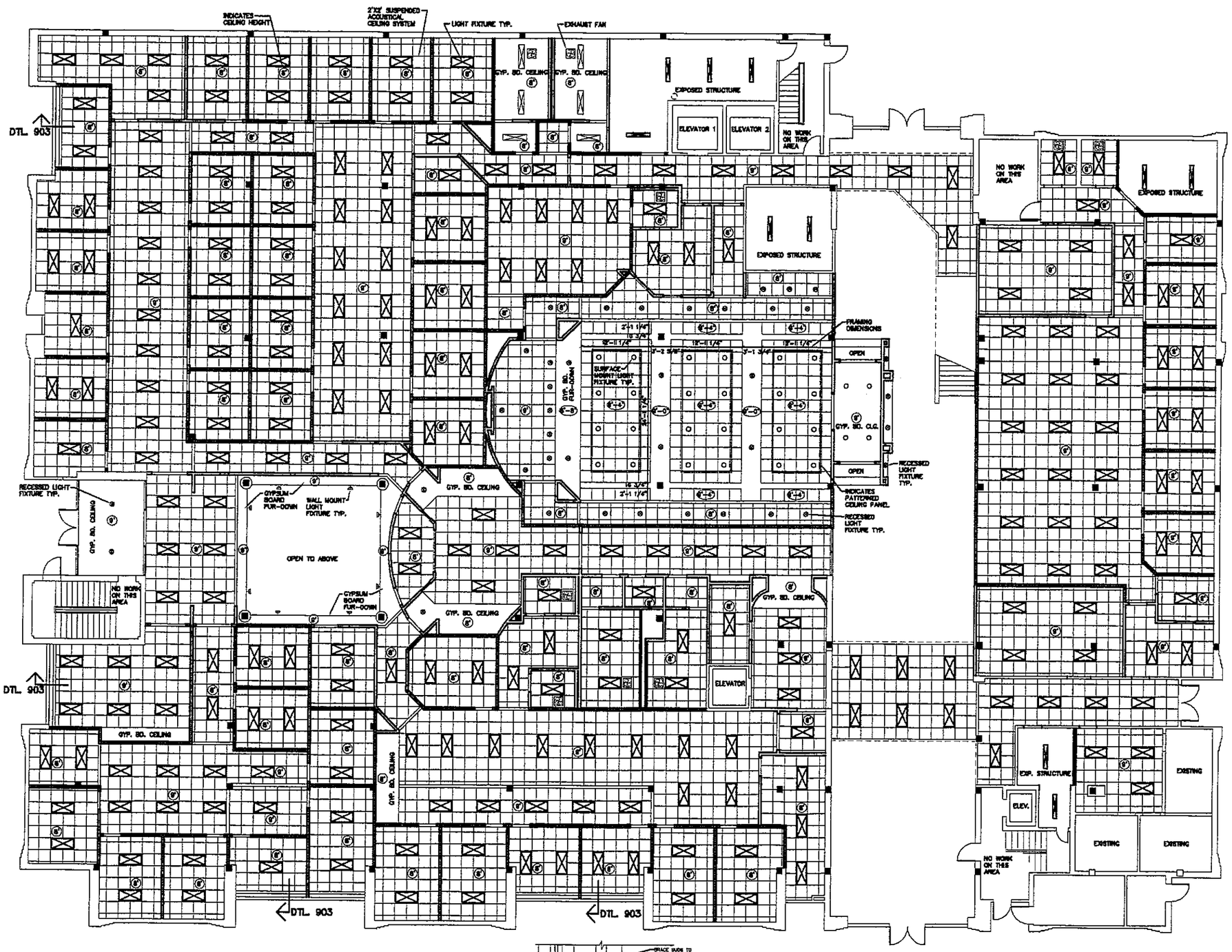
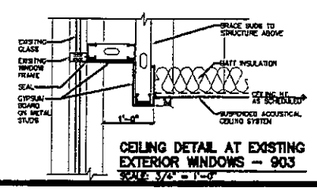
FILE NAME:
SHEET:

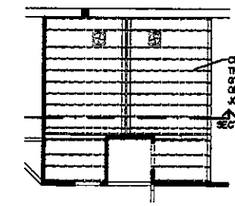
A–8.1



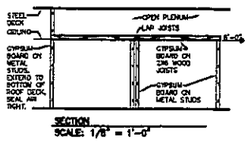
FIRST FLOOR: REFLECTED CEILING PLAN
SCALE: 1/8" = 1'-0"



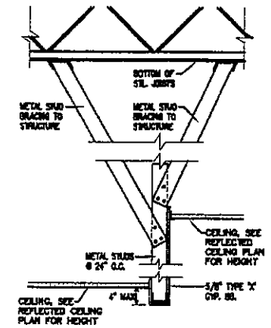
CEILING DETAIL AT EXISTING EXTERIOR WINDOWS – 903
SCALE: 3/4" = 1'-0"



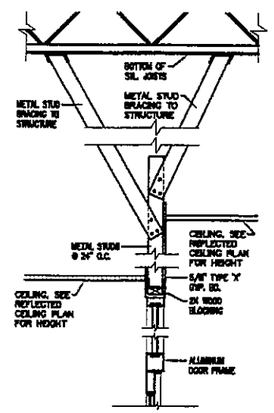
GYP. BD. CEILING FRAMING PLAN
SCALE: 1/8" = 1'-0"
R/R – 114 & 116



SECTION
SCALE: 1/8" = 1'-0"



GYP. BD. FURR-DOWN, DETAIL 901
SCALE: 3/4" = 1'-0"



WALL BRACING ABOVE ALUM. FRAME DOOR, DETAIL 902
SCALE: 3/4" = 1'-0"

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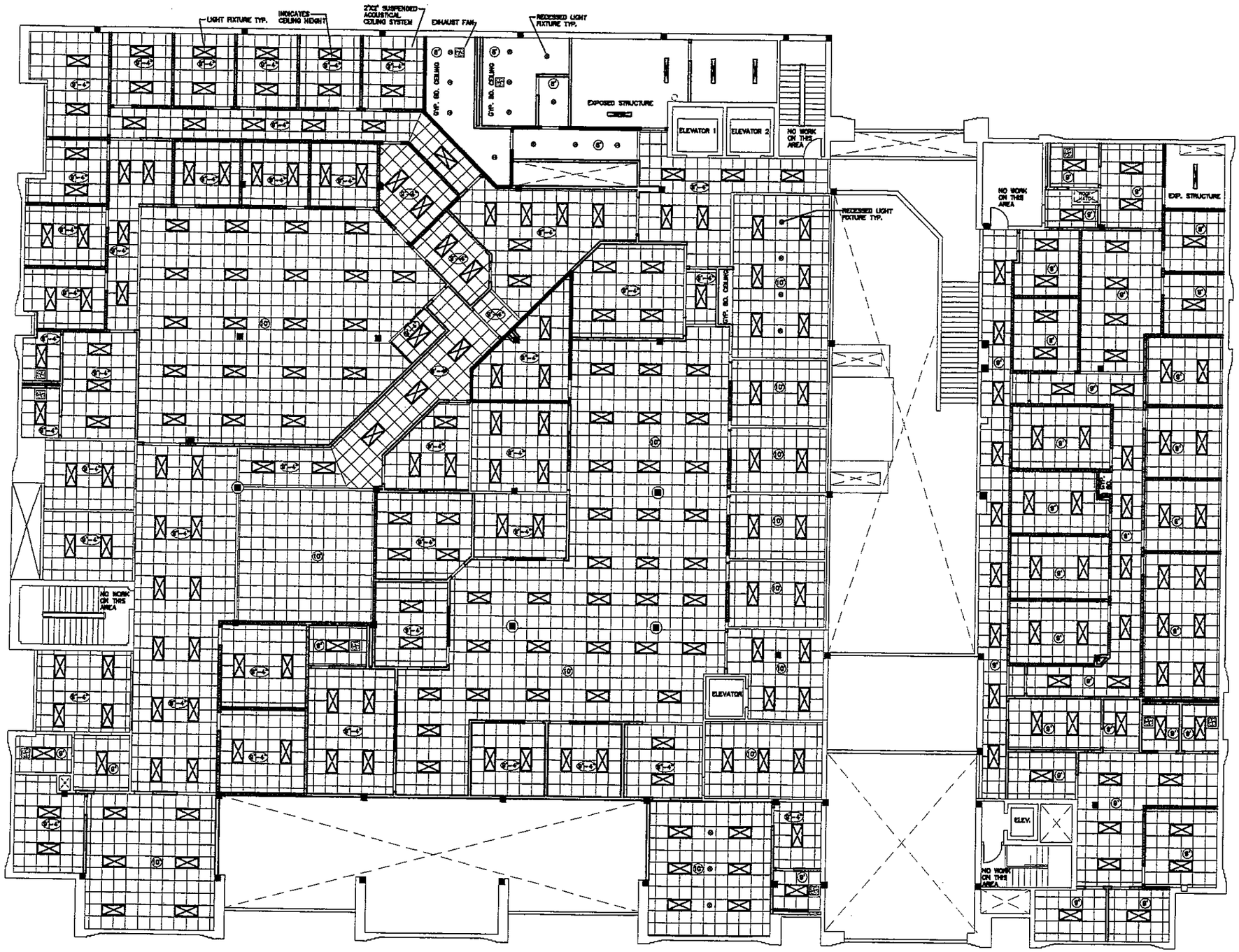
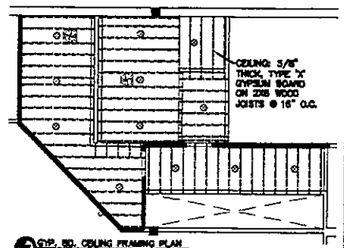
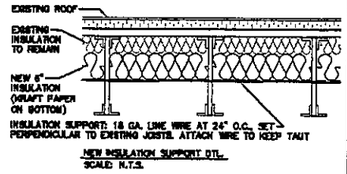


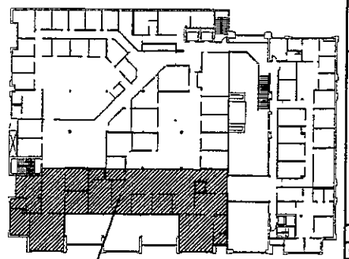
SECOND FLOOR: REFLECTED CEILING PLAN
SCALE: 1/8" = 1'-0"



TYP. SD. CEILING FRAMING PLAN
SCALE: 1/8" = 1'-0"
R/R - 252 & 253



NEW INSULATION SUPPORT DTL.
SCALE: N.T.S.



2ND FLOOR ONLY:- PROVIDE BATT INSULATION (R-19) BELOW ROOF DECK & BETWEEN EXISTING STEEL JOISTS (4,900 SQ. FT.), SEE DETAIL ABOVE.

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A-10

E. CANO ST.

PROJECT LOCATION

EXISTING BUILDING

12th AVE.

S. CLOSNER BLVD. (BUS. HWY. 281)

VERIFY UTILITY LINES LOCATIONS. SAW-CUT EXISTING ASPHALT PAVEMENT FOR NEW ELECTRICAL CONDUIT, SEE ELECTRICAL PLANS. PATCH & RESURFACE PAVEMENT.

PATCH EXISTING ASPHALT PAVEMENT AROUND NEW SLAB

REMOVE EXISTING CONCRETE CURB & GUTTER

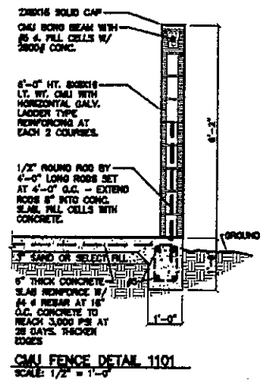
5' CLEARANCE FOR GENERATOR ALL AROUND

PROPOSED EMERGENCY GENERATOR LOCATION

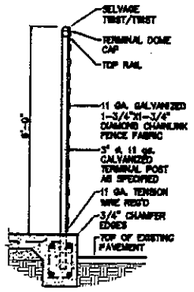
EXISTING PARKING AREA (NO WORK ON THIS AREA)

E. MAHL ST.

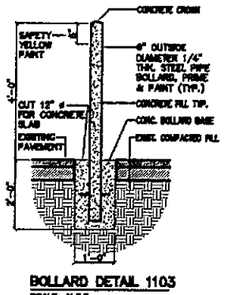
SITE PLAN: EMERGENCY GENERATOR LOCATION
SCALE: 1/16" = 1'-0"



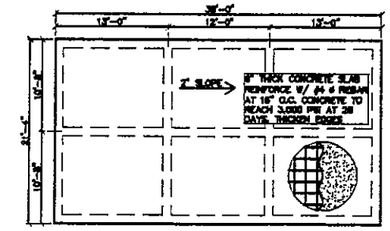
CMU FENCE DETAIL 1101
SCALE: 1/2" = 1'-0"



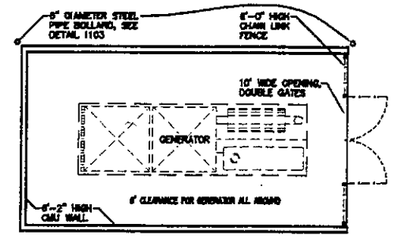
CHAIN LINK FENCE DETAIL 1102
SCALE: 1/2" = 1'-0"



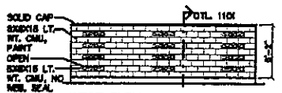
BOLLARD DETAIL 1103
SCALE: N.T.S.



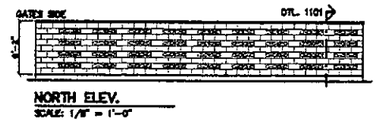
EMERGENCY GENERATORS ENCLOSURE: FOUNDATION PLAN 1104
SCALE: 1/8" = 1'-0"



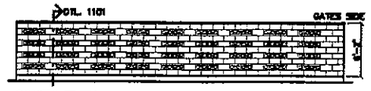
EMERGENCY GENERATORS ENCLOSURE: FLOOR PLAN 1105
SCALE: 1/8" = 1'-0"



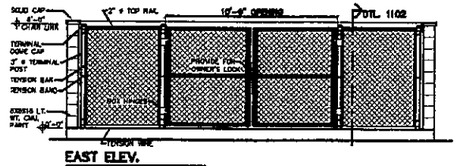
WEST ELEV.
SCALE: 1/8" = 1'-0"



NORTH ELEV.
SCALE: 1/8" = 1'-0"



SOUTH ELEV.
SCALE: 1/8" = 1'-0"



EAST ELEV.
SCALE: 1/4" = 1'-0"

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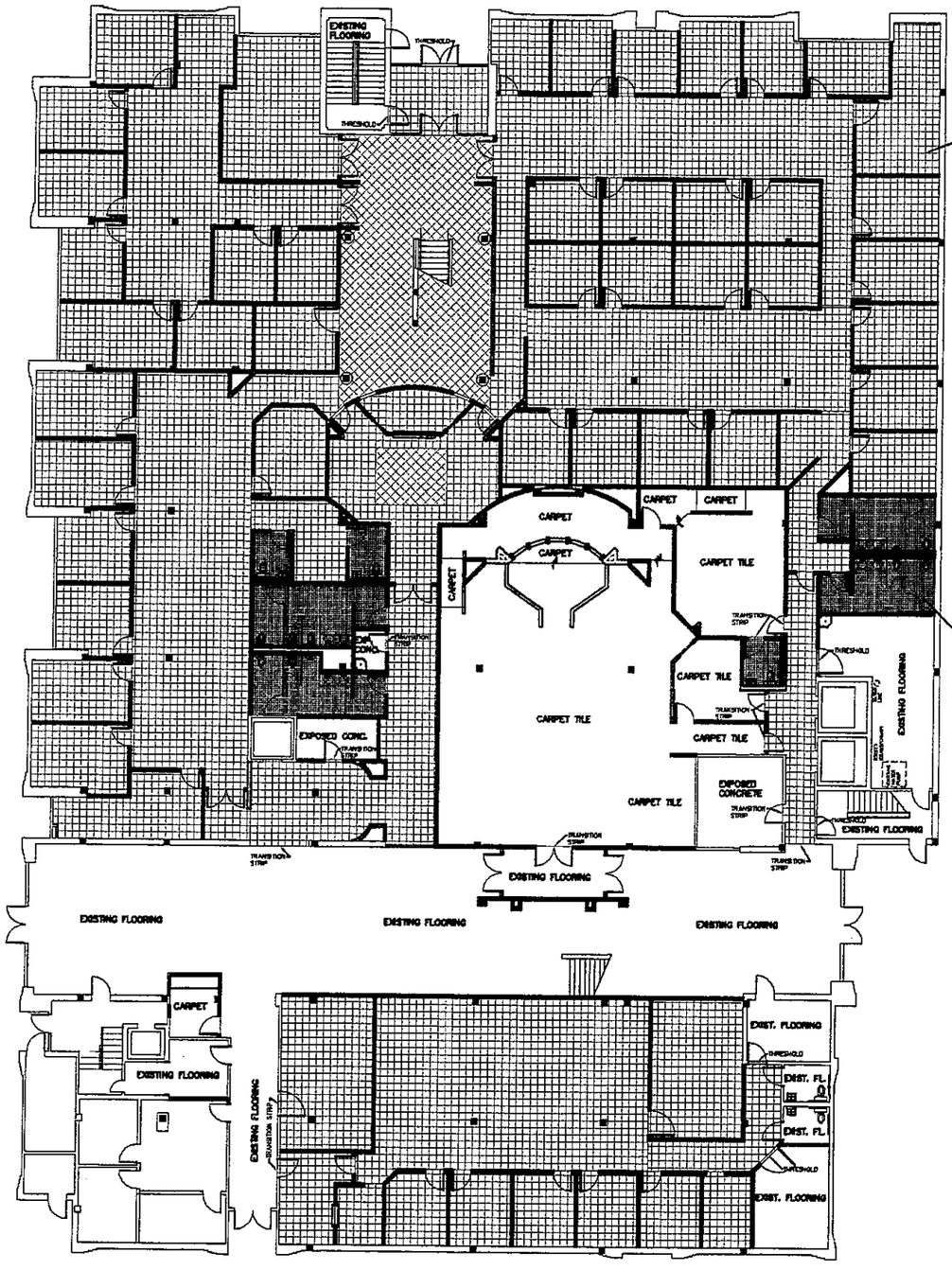
SHEET:

A-11

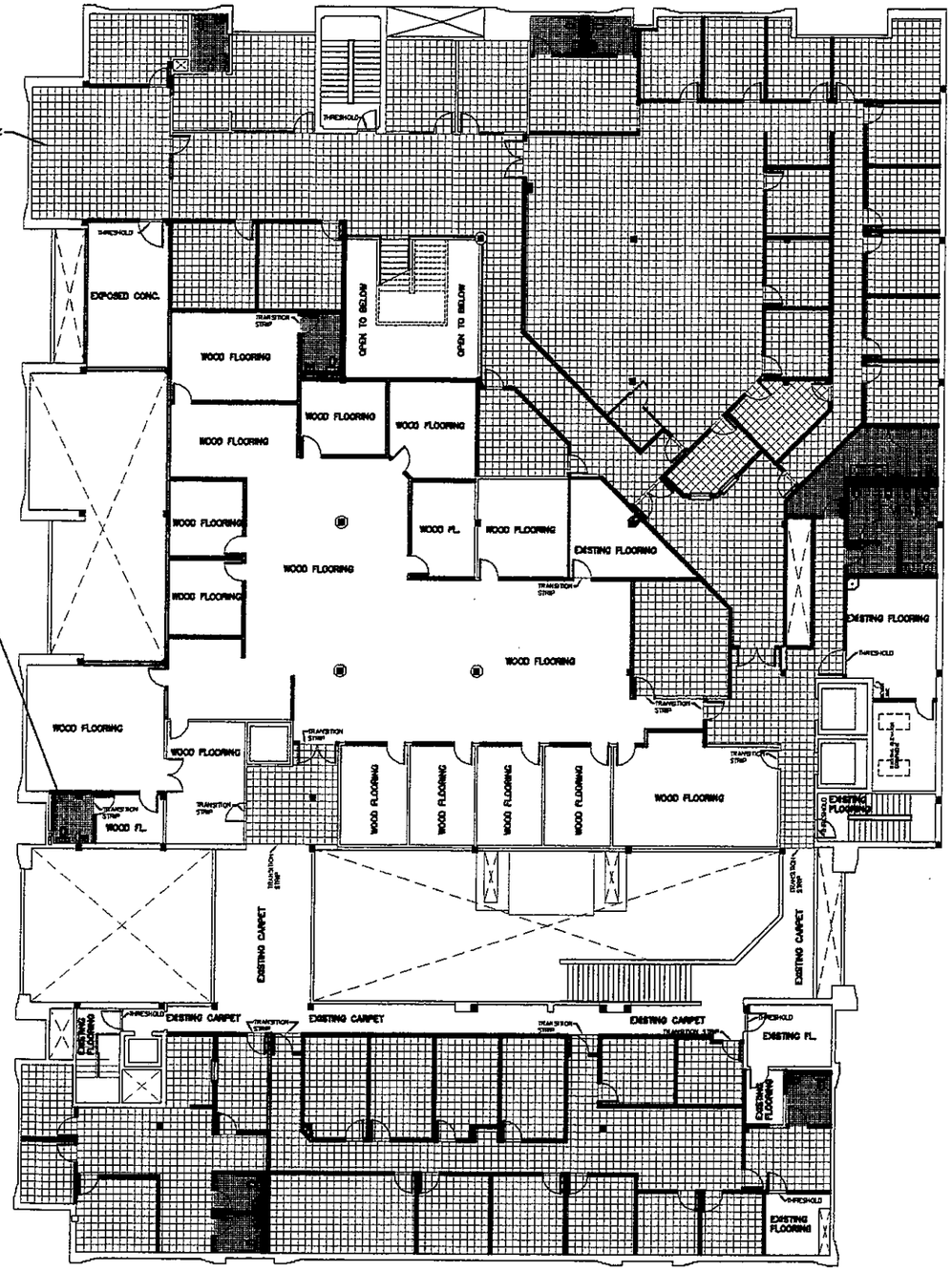


FIRST FLOOR: FLOOR FINISH

SCALE: 3/32" = 1'-0"

TOTAL CERAMIC TILE AREA (+/-): 18,014 SQ. FT.

TOTAL CARPET AREA (+/-): 2,934 SQ. FT.



SECOND FLOOR: FLOOR FINISH

SCALE: 3/32" = 1'-0"

TOTAL CERAMIC TILE AREA (+/-): 13,844 SQ. FT.

TOTAL WOOD FLOOR AREA (+/-): 6,068 SQ. FT.

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SHEET:

A-12

GENERAL NOTES

CONTRACTOR TO REVIEW ALL GENERAL NOTES PRIOR TO SUBMITTING A BID.

GENERAL NOTES

1. THESE CONTRACT STRUCTURAL DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED STRUCTURE. UNLESS OTHERWISE INDICATED, THEY DO NOT INDICATE THE METHOD OF CONSTRUCTION. THE CONTRACTOR SHALL PROVIDE ALL MEASURES NECESSARY TO PROTECT THE STRUCTURE, WORKMEN, AND OTHER PERSONS DURING CONSTRUCTION. SUCH MEASURES SHALL INCLUDE, BUT NOT BE LIMITED TO, BRACING, SHORING FOR EARTH BANKS, FORMS, SCAFFOLDING, PLANKING, SAFETY NETS, SUPPORT AND BRACING FOR CRANES AND GIN POLES, ETC. THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES. OBSERVATION VISITS TO THE SITE BY THE ARCHITECT OR THE ENGINEER DO NOT INCLUDE INSPECTION OF THE ABOVE AND BELOW ITEMS.
2. ALL CONSTRUCTION AND QUALITY OF MATERIALS SHALL COMPLY WITH THE GOVERNING BUILDING CODES AND REGULATIONS.
3. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS AND CONDITIONS AT THE JOB SITE BEFORE COMMENCEMENT OF WORK AND SHALL IMMEDIATELY REPORT ANY DISCREPANCIES OR OMISSIONS TO THE ARCHITECT IN WRITING. ANY OMISSION OR CONFLICT BETWEEN THE VARIOUS ELEMENTS OF THE WORKING DRAWINGS AND/OR SPECIFICATIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER BEFORE PROCEEDING WITH ANY WORK SO INVOLVED.
4. IN CASE OF CONFLICT, NOTES AND DETAILS ON THE BALANCE OF THE DRAWINGS TAKE PRECEDENCE OVER STANDARD NOTES AND TYPICAL DETAILS.
5. WHERE CONSTRUCTION DETAILS ARE NOT SPECIFICALLY SHOWN OR NOTED FOR ANY PART OF THE WORK, SUCH DETAILS SHALL BE CONSTRUCTED IN ACCORDANCE WITH DETAILS SHOWN FOR SIMILAR CONDITIONS AND MATERIALS. WHERE SUFFICIENTLY SIMILAR WORK IS NOT SHOWN, THE ENGINEER SHALL BE CONSULTED FOR CLARIFICATION.
6. EACH SUBCONTRACTOR IS CONSIDERED AN EXPERT IN HIS/ HER RESPECTIVE FIELD AND SHALL PRIOR TO THE SUBMISSION OF BID OR PERFORMANCE OF WORK, NOTIFY THE GENERAL CONTRACTOR OR OWNER OF ANY WORK CALLED OUT ON THE DRAWINGS IN HIS/ HER TRADE THAT CANNOT BE GUARANTEED.
7. THE CONTRACTOR SHALL COORDINATE ALL MECHANICAL AND ELECTRICAL EQUIPMENT, AS TO WEIGHTS AND EXACT LOCATIONS, WITH STRUCTURAL SUPPORTS. IN THE EVENT THAT THE PURCHASED EQUIPMENT DEVIATES IN WEIGHT AND LOCATION FROM THOSE INDICATED ON THE PLANS, THE ARCHITECT MUST BE NOTIFIED AND APPROVAL OBTAINED PRIOR TO INSTALLATION.
8. THIS STRUCTURE IS DESIGNED AS A STABLE UNIT AFTER ALL COMPONENTS ARE IN PLACE. THE CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE TEMPORARY BRACING AS REQUIRED TO ENSURE THE VERTICAL AND LATERAL STABILITY OF THE ENTIRE STRUCTURE, OR ANY PORTION THEREOF, DURING CONSTRUCTION.
9. NEITHER THE OWNER NOR THE ARCHITECT NOR THE ENGINEER WILL ENFORCE SAFETY MEASURES OR REGULATIONS. THE CONTRACTOR SHALL DESIGN, CONSTRUCT AND MAINTAIN ALL SAFETY DEVICES, INCLUDING SHORING AND BRACING, AND SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS AND REGULATIONS.
10. TRADE NAMES AND MANUFACTURERS REFERRED TO ARE FOR QUALITY STANDARDS ONLY. SUBSTITUTIONS WILL BE PERMITTED AS APPROVED BY THE ENGINEER. ANY OPTIONS OR APPROVED SUBSTITUTIONS ARE FOR CONTRACTORS CONVENIENCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CHANGES, ADDITIONAL COSTS AND COORDINATION WITH ALL ITEMS THAT THE SUBSTITUTIONS MAY IMPACT.
11. THE ARCHITECT IS TO BE NOTIFIED IN WRITING WHEN CONSTRUCTION AT THE SITE BEGINS.
12. ANY QUESTIONS RELATED TO INTERPRETATION OR INTENT OF THESE DRAWINGS SHALL BE REFERRED TO THE ENGINEER.
13. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO LOCATE AND PROTECT PROTECT ANY EXISTING UNDERGROUND OR CONCEALED CONDUIT, PLUMBING, OR OTHER UTILITIES PRIOR TO BEGINNING ANY WORK.
14. PIPES, DUCTS, SLEEVES, CHASES, ETC. SHALL NOT BE PLACED IN BEAMS, OR WALLS UNLESS SPECIFICALLY SHOWN OR NOTED. NOR SHALL ANY STRUCTURAL MEMBER BE CUT FOR PIPES, DUCTS, ETC. UNLESS NOTED CONTRACTOR SHALL OBTAIN PRIOR APPROVAL FOR INSTALLATION OF ANY ADDITIONAL PIPES, DUCTS, ETC.

DESIGN CRITERIA

1. DESIGN LOADS, STRUCTURAL ANALYSIS AND PREPARATIONS OF STRUCTURAL MEMBERS IS BASED UPON THE FOLLOWING CRITERIA:
2. CODE: IBC 2006
3. LATERAL LOADS
   - A. WIND SPEED (Vasd) (ASCE 7-05): 110 MPH
   - B. EXPOSURE CATEGORY: C
   - C. IMPORTANCE FACTOR: 1.15
   - D. BUILDING CATEGORY: III
   - E. SEISMIC DESIGN CATEGORY: A
   - F. SITE CLASS: D
4. VERTICAL LOADS
   - FLOOR:
   - A. DEAD LOAD: 40 PSF
   - B. LIVE LOAD (LIGHT STORAGE): 125 PSF
   - LIVE LOAD: (OFFICE): 50 PSF
   - LIVE LOAD: (2ND FLOOR CORRIDOR): 80 PSF
   - C. PONDING: 0 PSF
   - D. GROUND SNOW LOAD: 0 PSF
   - E. CRANE LOADS: NONE PSF
   - F. MECHANICAL UNITS: SEE PLANS

CAST-IN-PLACE CONCRETE

1. VERIFY ALL DIMENSIONS. COORDINATE WITH ARCHITECTURAL PLANS PRIOR TO CONSTRUCTION AND NOTIFY ARCHITECT AND/OR ENGINEER OF ANY DISCREPANCIES.
2. ALL CONCRETE WORK SHALL BE IN ACCORDANCE WITH THE AMERICAN CONCRETE INSTITUTE SPECIFICATIONS, ACI #301-05, OF LATEST EDITION. DRILLED PIERS SHALL COMPLY WITH ACE 336.1-98 AND ACI 336.3R-93
3. ALL DETAILING, FABRICATION AND ERECTION OF REINFORCING BARS, AND ALL ACCESSORIES UNLESS OTHERWISE NOTED, SHALL BE IN ACCORDANCE UNLESS WITH THE ACI "MANUAL OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE", NO #315 LATEST EDITION.
4. THE MINIMUM 28 DAYS CYLINDER STRENGTH SHALL BE AS FOLLOWS:

LOCATION	STRENGTH AT 28 DAYS	MAXIMUM SLUMP	MAXIMUM AGGREGATE
CONCRETE FLOOR	3,500 PSI	5"	3/4"

   * ALL MIXES SHALL HAVE A MINIMUM OF 5 SACKS OF CEMENTITIOUS MATERIAL PER CUBIC YARD REGARDLESS OF STRENGTH OBTAINED.
5. PORTLAND CEMENT SHALL CONFORM TO A.S.T.M. C150-97A, TYPE I OR II. STRUCTURAL CONCRETE AGGREGATE SHALL CONFORM TO ASTM C33-97, STANDARD WEIGHT
6. ALL CONCRETE SHALL CONTAIN "POZZOLITH" ADMIX AS PER MANUFACTURER'S SPECIFICATIONS, IN ACCORDANCE WITH ASTM C494. NO CALCIUM CHLORIDE AS CEMENT REPLACEMENT WILL BE PERMITTED IN CONCRETE.
7. NO HORIZONTAL CONSTRUCTION JOINTS WILL BE PERMITTED IN SLABS OR BEAMS.
8. VERTICAL CONSTRUCTION JOINTS IN SLABS ARE TO BE AS SHOWN ON PLANS OR AS APPROVED BY ENGINEER.
9. ALL REINFORCING BARS SHALL BE NEW BILLET STEEL AND SHALL CONFORM TO ASTM A615 GRADE 60 SPECIFICATIONS.
10. PROVIDE CORNER BARS TOP AND BOTTOM AT ALL BEAM CORNERS AND DEAD END BEAM INTERSECTIONS. BARS TO EQUAL SIZE AND QUANTITY OF THE NOTED BEAM STEEL. BARS SHALL LAP BEAM REINFORCEMENT 40 BAR DIAMETERS.
11. BARS DETAILED AS CONTINUOUS SHALL BE LAPPED 40 BAR DIAMETERS AT SPLICES.
12. EXTEND THE SLAB REINFORCING STEEL PERPENDICULAR TO BEAM, TO THE TOP OUTSIDE REINFORCING BAR OF PERIMETER BEAMS. START THE SLAB REINFORCING STEEL PARALLEL TO BEAM, NOT MORE THAN 6" FROM THE TOP INSIDE REINFORCING BAR OF PERIMETER BEAMS.
13. PROVIDE #4 - 2' DIAS AT 12" ON CENTER WHERE THE SLAB STEPS DOWN MORE THAN 3". THE "2" BARS SHALL LAP THE MAIN SLAB REINFORCING STEEL 40 BAR DIAMETERS.
14. ALL CONDUIT OR PLUMBING LINES SHALL BE PLACED BELOW SLAB AREA. ALL PERPENDICULAR CONDUIT OR PLUMBING LINES SHALL BE PLACED IN CENTER OF BEAMS. NO CONDUIT OR PLUMBING LINES ARE ALLOWED TO BE INSTALLED PARALLEL INSIDE BEAM AREAS.
15. ALL OPENINGS IN SLAB (FOR PIPING, DRAINS, ETC.) SHALL BE SEALED WITH 1/2 SEALANT "2A" TSELF-LEVELING 2-PART POLYURETHANE).
16. THE VAPOR RETARDANT BELOW ALL SLAB AREAS SHALL BE 10 MIL STEGO WRAP OR EQUAL WITH ALL JOINTS LAPPED 12" CONTINUOUS AND SEALED. DROP VAPOR BARRIER DOWN THE SIDES OF ALL BEAM TRENCHES. DO NOT PLACE VAPOR BARRIER ALONG BOTTOM OF TRENCHES UNLESS OTHERWISE NOTED IN ARCHITECTURAL DRAWINGS OR SPECIFICATIONS.
17. BACKFILL AROUND PERIMETER TO PROVIDE POSITIVE DRAINAGE AWAY FROM SLAB.
18. FLOOR TOLERANCES
    - I—NUMBER SYSTEM
    - COMPOSITE FLATNESS (F_f) = 25
    - COMPOSITE LEVELNESS (F_l) = 20
    - IN ALL INSTANCES MINIMUM SLAB THICKNESS SHALL BE OBTAINED.
19. COORDINATE SLAB FINISHES WITH ARCHITECTURAL PLANS.
20. CURING COMPOUND SHALL BE PLACED WITHIN FOUR (4) HOURS AFTER CONCRETE HAS BEEN PLACED. CONCRETE SHALL BE MAINTAINED ABOVE 50 DEGREES F AND IN A MOIST CONDITION FOR AT LEAST THE FIRST SEVEN (7) DAYS AFTER PLACEMENT REQUIREMENTS FOR COLD AND HOT WEATHER SHALL BE PER ACI SECTIONS 1924.12 AND 1905.13
21. CONCRETE COVER FOR REINFORCING AS FOLLOWS:
    - A. DRILLED PIERS, FOOTINGS AND OTHER PRINCIPAL STRUCTURAL MEMBERS IN WHICH CONCRETE IS DEPOSITED AGAINST GROUND: 3"
    - B. WHERE CONCRETE SURFACES, AFTER REMOVAL OF FORMS, ARE EXPOSED TO WEATHER OR GROUND:
      - FOR BARS 5/8" IN DIAMETER OR GREATER: 2"
      - FOR BARS LESS THAN 5/8" IN DIAMETER: 1 1/2"
    - C. WHERE SURFACES ARE NOT DIRECTLY EXPOSED TO WEATHER OR GROUND:
      - FOR SLAB ON GRADE (FROM TOP OF SLAB): 1 1/2"
      - FOR BEAMS, COLUMNS AND WALLS: 1 1/2"
      - FOR JOISTS AND SLABS: 3/4"
22. ANCHOR BOLTS, DOWELS, INSERTS, ETC. SHALL BE SECURELY TIED IN PLACE PRIOR TO PLACING CONCRETE.
23. REFER TO ARCHITECTURAL, MECHANICAL, PLUMBING, AND ELECTRICAL DRAWINGS FOR ALL MOLDS, GROOVES, REGLETS, ORNAMENTAL CLIPS, PIPES, CONDUITS, INSERTS, ETC. TO BE CAST IN CONCRETE. PROVIDE OVERSIZED SLEEVES FOR PLUMBING AND ELECTRICAL CONDUITS AND PIPES. NO PIPES OR DUCTS SHALL BE PLACED IN CONCRETE, FOOTINGS, OR SLAB UNLESS SPECIFICALLY DETAILED IN THESE PLANS, OR AS DIRECTED BY THE ENGINEER.
24. MECHANICALLY VIBRATE ALL CONCRETE WHEN PLACED.
25. UTILITIES THAT PROJECT THROUGH SLAB FLOORS SHOULD BE DESIGNED WITH SOME DEGREE OF FLEXIBILITY OR WITH SLEEVES IN ORDER TO PREVENT DAMAGE TO THESE LINE SHOULD VERTICAL MOVEMENT OCCUR.
26. READY MIX CONCRETE SHALL COMPLY WITH REQUIREMENTS OF ASTM C94. WHEN AIR TEMPERATURE IS BETWEEN 85° AND 90° F, REDUCE MIXING AND DELIVERY TIME FROM 90 MINUTES TO 75 MINUTES; WHEN AIR TEMPERATURE IS ABOVE 90° F, REDUCE MIXING AND DELIVERY TIME TO 60 MINUTES.
27. CONCRETE TESTING SHALL BE ONE SET OF CYLINDERS FOR EVERY 50 CUBIC YARDS OR PORTION THEREOF FOR EACH TYPE OF CONCRETE PLACED ON A GIVEN DAY. ONE SET CONSISTS OF 2 CYLINDERS TESTED FOR COMPRESSION AT 7 DAYS AND 2 CYLINDERS AT 28 DAYS. A MINIMUM OF THREE SETS PER DAY OR TYPE OF CONCRETE SHALL BE TAKEN.

SHOP DRAWINGS AND SUBMITTALS

1. SHOP DRAWINGS SHALL BE PREPARED AND SUBMITTED FOR REVIEW TO THE STRUCTURAL ENGINEER FOR EACH STRUCTURAL BUILDING MATERIAL AS INDICATED IN THE STRUCTURAL GENERAL NOTES AND THE CONTRACT SPECIFICATIONS. SEE THE CONTRACT SPECIFICATIONS FOR SUBMITTALS PROCEDURES AND ADDITIONAL INFO.
2. SHOP DRAWINGS SHALL USE DRAFTING LINE WORK AND LETTERING THAT IS CLEARLY LEGIBLE. SHOP DRAWINGS SHALL NOT CONTAIN REPRODUCTIONS OF THE CONTRACT DRAWING PLANS OR DETAILS.
3. SHOP DRAWINGS SHALL NOT SHOW MATERIALS FOR MORE THAN ONE LEVEL OF THE SAME PLAN.
4. SHOP DRAWINGS SHALL SHOW CLEAR AND COMPLETE INFORMATION FOR THE FABRICATION (DETAIL SHEETS AND/OR MATERIAL LISTS) AND INSTALLATION.
5. ALLOW A MINIMUM OF (2) WEEKS FOR REVIEW OF EACH SET OF SHOP DRAWINGS.
6. CONTRACTOR SHALL REVIEW THE SHOP DRAWINGS SUBMITTED BY THE SUBCONTRACTOR AND COORDINATE SHOP DRAWINGS WITH ALL OTHER TRADES.
7. CONTRACTOR SHALL ANSWER ALL QUESTIONS OR CLARIFICATIONS BY THE SUBCONTRACTOR BEFORE SUBMITTING TO ENGINEER FOR REVIEW. ANY QUESTIONS THAT THE CONTRACTOR CANNOT ANSWER WITH THE INFORMATION ON THE DRAWINGS SHALL CLEARLY BE MARKED FOR THE ENGINEER FOR REVIEW.
8. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS. SEE NOTE NUMBER 3 UNDER GENERAL NOTES.
9. REVIEW OF SHOP DRAWINGS BY THE ENGINEER IS FOR GENERAL CONFORMANCE TO THE STRUCTURAL DRAWINGS. APPROVAL OF THE SHOP DRAWINGS BY THE ENGINEER DOES NOT RELIEF THE CONTRACTOR FOR ANY ERRORS IN DIMENSIONS OR MATERIALS INDICATED ON THE SHOP DRAWINGS.
10. IF THERE IS ANY DISCREPANCY BETWEEN THE STRUCTURAL DRAWINGS AND SHOP DRAWINGS, THE INFORMATION SHOWN ON THE STRUCTURAL DRAWINGS GOVERN. INFORMATION THAT IS NOT INDICATED ON THE SHOP DRAWINGS SHALL BE OBTAINED FROM THE STRUCTURAL DRAWINGS.
11. PROVIDE SUBMITTALS FOR THE FOLLOWING ITEMS:
    - A. REINFORCING STEEL
    - B. STRUCTURAL STEEL

STRUCTURAL STEEL

1. MATERIAL AND WORKMANSHIP SHALL CONFORM TO THE LATEST EDITION OF THE AISC SPECIFICATIONS FOR THE DESIGN, FABRICATION, AND ERECTION OF STRUCTURAL STEEL FOR BUILDINGS.
2. STRUCTURAL STEEL SHALL COMPLY WITH THE FOLLOWING ASTM DESIGNATIONS:

MATERIAL	DESIGNATION	STRENGTH
ANCHOR RODS	F1554	Fy=36 ksi
PLATES	A36	Fy=36 ksi
ANGLES	A36	Fy=36 ksi
CHANNELS	A36	Fy=36 ksi
WIDE FLANGE SHAPES	A992	Fy=50 ksi
STEEL PIPE	A53 GRADE B	Fy=35 ksi
SQUARE & RECT. STEEL TUBES (HSS)	A500 GRADE B	Fy=46 ksi
ROUND TUBES (HSS)	A500 GRADE B	Fy=42 ksi

3. ALL STRUCTURAL STEEL SHALL BE FABRICATED, ERECTED, AND PAINTED IN ACCORDANCE WITH THE SPECIFICATIONS FOR THE DESIGN, FABRICATION, AND ERECTION OF STRUCTURAL STEEL FOR BUILDINGS AS AMENDED TO DATE AND THE CODE OF STANDARD PRACTICE, LATEST EDITION AS ADOPTED BY THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION.
   - SECTION 4.2.1. DELETE FIRST TWO SENTENCES.
   - SECTION 7., ALL REFERENCE TO OWNER SHALL BE CHANGED TO GENERAL CONTRACTOR.
   - SECTION 7.9.1. THE CONTRACTOR SHALL PROVIDE THE SEQUENCE AND SCHEDULE OF PLACEMENT OF NON-SELF SUPPORTING STEEL FRAMES.
   - SECTION 7.9.4. THE CONTRACTOR TO DESIGN SHORES, JACKS OR LOADS.
4. WELDING SHALL BE DONE IN ACCORDANCE WITH THE STANDARD CODE FOR ARC AND GAS WELDING IN BUILDING CONSTRUCTION AS PUBLISHED BY THE AMERICAN WELDING SOCIETY, EXCEPT THAT ALL WELDING SHALL BE DONE BY THE ELECTRIC ARC PROCESS. DONE BY THE ELECTRIC ARC PROCESS. ALL WELDING SHALL BE PERFORMED BY CERTIFIED WELDERS AND SHALL CONFORM TO AWS/ANS D1.1-98
5. DETAILED AND OR SCHEDULED CONNECTIONS HAVE BEEN DESIGNED BY STRUCTURAL ENGINEER. ANY CONNECTION NOT DETAILED OR SCHEDULED OR ALTERED FOR FABRICATION PURPOSES SHALL BE SIZED AND DETAILED BY FABRICATOR AND SHALL BE MARKED FOR ENGINEER'S VERIFICATION. FABRICATOR SIZED AND DETAILED CONNECTIONS SHALL SUPPORT ONE-HALF THE TOTAL UNIFORM LOAD CAPACITY SHOWN IN THE TABLES OF UNIFORM CONSTANTS, PART 2 OF THE AISC MANUAL OF STEEL CONSTRUCTION FOR THE GIVEN BEAM, SPAN AND GRADE OF STEEL SPECIFIED. THE EFFECT OF ANY CONCENTRATION LOADS MUST BE TAKEN INTO ACCOUNT.
6. SEE ARCHITECTURAL PLANS FOR MISCELLANEOUS STEEL ITEMS NOT INDICATED ON STRUCTURAL DRAWINGS. STEEL ITEMS SHOWN ON ARCHITECTURAL DRAWINGS AND NOT SPECIFIED ON THE STRUCTURAL DRAWINGS SHALL BE DESIGN BY THE STEEL FABRICATOR. SEE DESIGN CRITERIA FOR LOADING.
7. ALL WELDED CONNECTIONS SHALL BE MADE USING 1/4" FILLET WELD, U.N.O.
8. ALL BOLTED CONNECTIONS SHALL BE MADE USING 3/4" DIAMETER HIGH STRENGTH BOLTS, ASTM A325, BEARING TYPE CONNECTION w/ WASHERS ASTM F436, U.N.O. ON DESIGN DRAWINGS. SPECIAL INSPECTION REQUIRED FOR ALL HIGH STRENGTH BOLTING. ALL NUTS SHALL BE PER ASTM A563
9. ALL CONNECTION PLATES AND STIFFENERS SHALL BE MADE WITH 1/4" THICK PLATES, UNLESS OTHERWISE NOTED ON PLANS.
10. ALL STEEL (INCLUDING BOLTS) EXPOSED TO THE WEATHER SHALL BE HOT-DIPPED GALVANIZED. (INCLUDES STEEL THAT IS ONLY COVERED WITH PLASTER OR STUCCO). SEE ARCHITECTURAL PLANS IF STRICTER REQUIREMENTS ARE REQUIRED.
11. ALL EXPOSED STEEL SHALL FOLLOW SECTION 10 OF THE CODE OF STANDARD PRACTICE OF AISC. SECTION 10 OF THE CODE ADDRESSES ARCHITECTURALLY EXPOSED STRUCTURAL STEEL (AESS)
12. CONNECTIONS SHALL BE PER HOLLOW STRUCTURAL SECTIONS CONNECTION MANUAL BY AISC
13. ALL BEAMS NOT SHOWN SHALL BE W18x35. ALL COLUMNS NOT SHOWN SHALL BE HSS5x5x5/16.
14. STEEL SHOP SHALL BE AISC CERTIFIED.
15. HOLES FOR BOLTS IN STRUCTURAL STEEL SHALL BE DRILLED OR PUNCHED. BURNING OF HOLES SHALL NOT BE PERMITTED, UNLESS NOTED OTHERWISE, HOLES SHALL BE STANDARD SIZE 1/16 INCH LARGER THAN THE BOLT.
16. PROVIDE 4 TONS OF RED IRON ALLOWANCE FOR USE ON PROJECT AS DIRECTED BY THE STRUCTURAL ENGINEER FIELD REPRESENTATIVE. THE ALLOWANCE SHALL INCLUDE LABOR COST AND PLACEMENT AT THE SITE.

GENERAL NOTES FOR STRUCTURAL OBSERVATIONS

1. JOB SITE OBSERVATIONS BY THE PROFESSIONAL ENGINEER OR HIS AUTHORIZED REPRESENTATIVE SHALL CONSIST OF VISUAL OBSERVATION OF MATERIALS, EQUIPMENT OR CONSTRUCTION WORK FOR THE PURPOSE OF ASCERTAINING THAT THE WORK IS IN SUBSTANTIAL CONFORMANCE WITH THE CONTRACT DOCUMENTS AND WITH THE DESIGN INTENT. SUCH OBSERVATIONS SHALL NOT BE RELIED UPON BY OTHERS AS ACCEPTANCE OF THE WORK, NOR SHALL IT BE CONSTRUED TO RELIEVE THE CONTRACTOR IN ANY WAY FROM HIS OBLIGATIONS AND RESPONSIBILITIES UNDER THE CONSTRUCTION CONTRACT. SPECIFICALLY BUT WITHOUT LIMITATION, OBSERVATIONS BY THE DESIGN PROFESSIONAL SHALL NOT REQUIRE THE DESIGN PROFESSIONAL TO ASSUME RESPONSIBILITY FOR THE MEANS AND METHODS OF CONSTRUCTION, NOR FOR SAFETY ON THE JOB SITE.
2. NOTIFY ENGINEER FOR THE FOLLOWING ITEMS:
   4. AFTER FRAMING OF FLOOR STRUCTURE BUT BEFORE PLACEMENT OF FLOOR CONCRETE.

   NOTIFY ENGINEER 48 HOURS IN ADVANCE WHEN A STRUCTURAL OBSERVATION IS REQUIRED.

REINFORCING STEEL

1. BAR REINFORCEMENT SHALL CONFORM TO THE FOLLOWING GRADES OF ASTM A 615, INCLUDING SUPPLEMENT S1.
   GRADE 40 – #3 AND SMALLER
   GRADE 60 – #4 AND LARGER
2. DETAILS OF REINFORCEMENT SHALL BE IN ACCORDANCE WITH CHAPTER 7 OF THE AMERICAN CONCRETE INSTITUTE (ACI) 318-05 AND CHAPTER 19 OF THE IBC 2006, UNLESS OTHERWISE NOTED.
3. LAPS AT BAR SPLICES IN CONCRETE CONSTRUCTION SHALL BE IN ACCORDANCE WITH CHAPTER 19 OF THE IBC 2006.
4. LAPS AT BAR SPLICES IN MASONRY CONSTRUCTION SHALL BE 40 BAR DIAMETER BUT NOT LESS THAN 30".
5. VERTICAL REINFORCEMENT SHALL BE TIED OR OTHERWISE FIXED IN POSITION AT THE TOP AND BOTTOM AND AT INTERMEDIATE LOCATIONS, SPACED NOT GREATER THAN 192 BAR DIAMETERS.
8. WELDED STEEL WIRE FABRIC REINFORCEMENT SHALL CONFORM TO ASTM A185.
7. LAPS OF WELDED STEEL WIRE FABRIC AT SPLICES SHALL BE NOT LESS THAN 12 INCHES.
8. WALLS, PILASTER, COLUMNS SHALL BE DOWELED TO THE SUPPORTING FOOTINGS WITH REINFORCEMENT OF THE SAME SIZE, GRADE AND AT THE SAME SPACING AS THE REINFORCEMENT IN THE WALLS, PILASTER, OR COLUMNS.
9. BAR SUPPORTS SHALL BE PROVIDED IN ACCORDANCE WITH THE PROVISIONS OF "BAR SUPPORT SPECIFICATIONS" AS CONTAINED IN THE LATEST EDITION OF THE "MANUAL OF STANDARD PRACTICE" BY THE CONCRETE REINFORCING STEEL INSTITUTE (CRSI).
10. REINFORCING STEEL DETAILING, BENDING AND PLACING SHALL BE IN ACCORDANCE WITH THE CONCRETE REINFORCING STEEL INSTITUTE "MANUAL OF STANDARD PRACTICE", LATEST EDITION.
11. ALL REINFORCEMENT SHALL BE SECURELY TIED IN PLACE BEFORE PLACING CONCRETE OR GROUT.
12. WELDING OF CROSSING BARS AND TACK WELDING OF REINFORCEMENT SHALL NOT BE PERMITTED.
13. CONTRACTOR SHALL SUBMIT REINFORCING STEEL SHOP DRAWINGS FOR REVIEW BEFORE FABRICATION AND INSTALLATION.
14. WELDING OF REINFORCING STEEL IS NOT PERMITTED BY THE STRUCTURAL ENGINEER.

FLOOR METAL DECK

1. GALVANIZED SHEET METAL: ASTM A446, GRADE A, G90 ZINC COATED ACCORDING TO ASTM A525.
   - DECK PROFILE: CSV
   - PROFILE DEPTH: 0.6 INCHES
   - GAUGE: 24
   - SPAN: 24
2. END LAPS SHALL BE A MINIMUM OF 2" AND SHALL REQUIRE A MINIMUM OF ONE-HALF FLUTE.
3. DECK LOAD IS SHALL BE 3 OR MORE SPANS AND SHALL BE ATTACHED TO THE STRUCTURAL SUPPORT
4. METAL DECK SHALL BE ATTACHED AS FOLLOWS:
   - AT SUPPORTS: #12 SCREWS, FASTENER LAYOUT: 36/4
   - AT SIDE LAPS: #10 TEK SCREWS, NUMBER OF SIDE LAPS FASTENER PER SPAN = 4
5. 3.5" NORMAL WEIGHT CONCRETE (f'c = 3") WITH GALV. FLAT SHEETS OF 4x4-W2.9xW2.9
6. "SCREWS MUST BE INSTALLED USING PROPERLY CALIBRATED TOOLS TO AVOID OVERDRIVING WHICH CAN STRIP THE THREADS AT SIDELAPS OR SEVER THE SCREW WHEN IT IS PLACED INTO HEAVIER SUBSTRATE."
7. WELDING OF METAL DECKING NOT ALLOWED. ALL METAL DECKING THAT HAS BEEN WELDED SHALL BE REMOVED AT CONTRACTORS EXPENSE. REMOVED METAL DECKING SHALL NOT BE USED.

STATE OF TEXAS — H. NOJOSA — 85228 — REGISTERED PROFESSIONAL ENGINEER — 3-05-09

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1st AND 2nd FLOORS REMODEL FORMER ADMINISTRATION BUILDING

HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

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PROJECT # 08-199
ISSUED: 03-05-09
DRAWN BY: M, MG
CHECKED BY: AT
FILE NAME:

SHEET:

S-1

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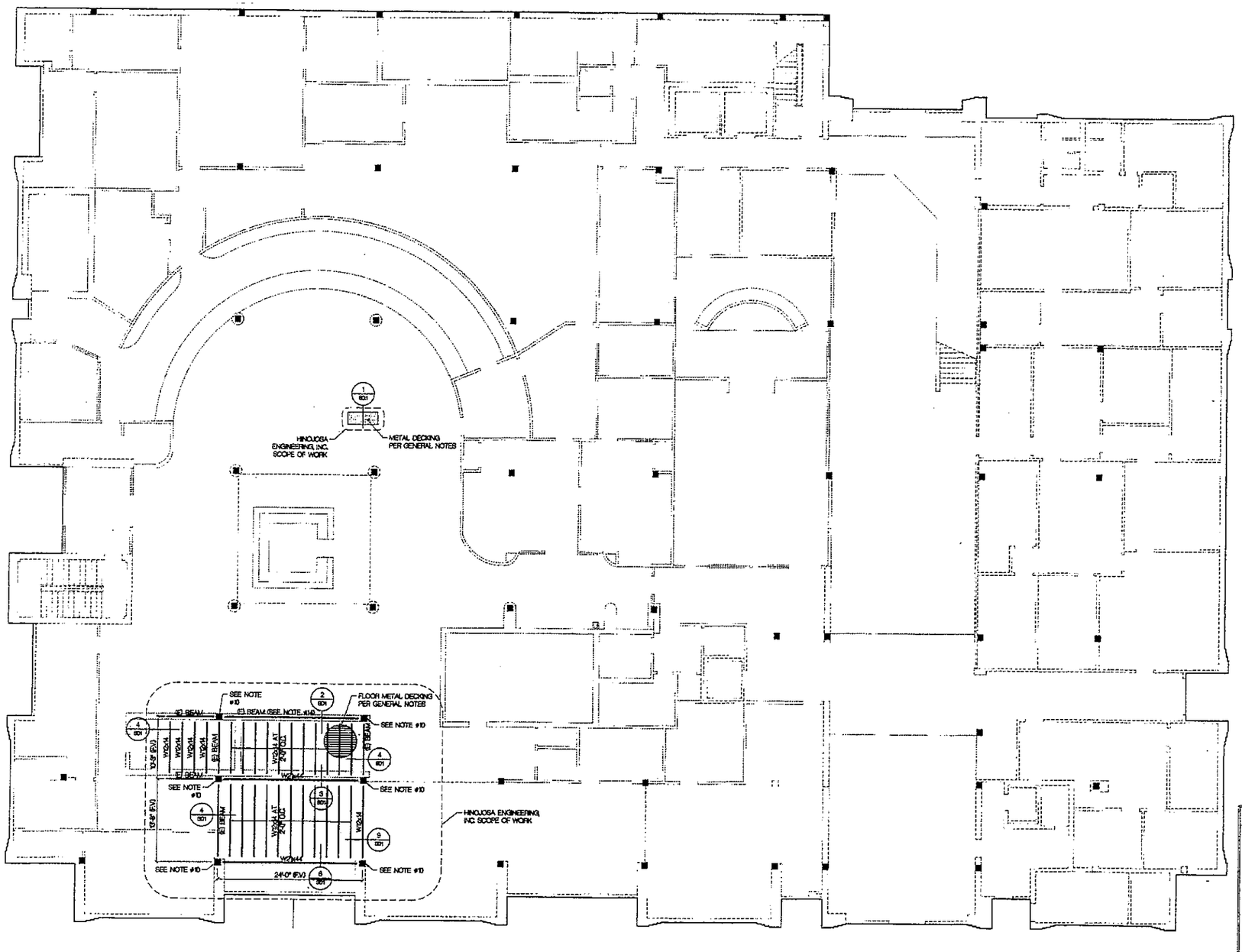

1 2ND FLOOR FRAMING PLAN
Scale: 1/8"=1'-0"

FRAMING NOTES

1. FOR GENERAL NOTES SEE SHEET S11
2. FOR TYPICAL DETAILS SEE SHEET S21
3. CONTRACTOR IS TO FIELD VERIFY ALL DIMENSIONS SHOWN ON THESE DRAWINGS. REFERENCE ARCHITECTURAL AND MEP. DRAWINGS FOR ADDITIONAL INFORMATION.
4. REFER TO ARCH. PLANS FOR DEMOLITION EXTENT.
5. THIS IS A RENOVATION PROJECT AND UNFORSEEN ITEMS MIGHT BE DISCOVERED. THE OWNER, ARCHITECT AND CONTRACTOR SHALL ALLOW FOR SOME ADDITIONAL COST FOR ANY SUCH DISCOVERY.
6. NOT ALL EXISTING STRUCTURAL MEMBERS ARE NOTED ON THESE PLANS. CONTRACTOR IS TO FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO COMMENCING ANY WORK.
7. IN THE EVENT THAT THE EXISTING SLAB THICKNESS DIFFERS THAN SHOWN ON PLAN & DETAILS, CONTRACTOR IS TO CONTACT ENGINEER.
8. TEMPORARY SHORE EXISTING MEMBERS THAT WILL BE WELDED. REMOVE ALL LIVE LOADS FROM MEMBERS TO BE REINFORCED.
9. PROVIDE ISOLATORS ON MECHANICAL UNITS ON FLOOR.
10. CONTRACTOR SHOULD ANTICIPATE REINFORCING EXISTING COLUMNS AS PER DETAIL 1/S601. A UNIT COST SHOULD BE ALLOCATED ON BID FORM.
11. IT IS THE CONTRACTORS RESPONSIBILITY TO INSURE THAT ALL BEAMS, COLUMNS AND JOISTS ARE SHORED/ BRACED PRIOR TO DEMOLITION.
12. IT IS THE CONTRACTORS RESPONSIBILITY TO ANTICIPATE REINFORCING (E) COLUMNS AT THE 1ST & 2ND FLOOR AS PER DETAIL 1/S601. A UNIT COST SHOULD BE ALLOCATED ON BID FORM.
13. THE STEEL BEAM SIZES SUPPORTING THE SPACE SAVERS WILL CHANGE ONCE THE OWNER HAS SELECTED A MANUFACTURED AND LAYOUT. THIS AREA HAS BEEN DESIGNED FOR A DISTRIBUTED DEAD LOAD OF 52psf INCLUDING THE BEAM WEIGHT AND A DISTRIBUTED LIVE LOAD OF 250psf.
14. ONCE DEMOLITION IS DONE AND EXISTING MEMBERS ARE EXPOSED TO VIEW, CONTACT STRUCTURAL ENGINEER TO VERIFY ASSUMED EXISTING MEMBERS. ONCE MEMBERS ARE VERIFIED, STRUCTURAL ENGINEER WILL DIRECT WHICH EXISTING MEMBERS NEED ADDITIONAL REINFORCEMENT.

STATE OF TEXAS
W. REYNOLDS HINOJOSA
05228
REGISTERED PROFESSIONAL ENGINEER
3-05-09

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1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

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SHEET:
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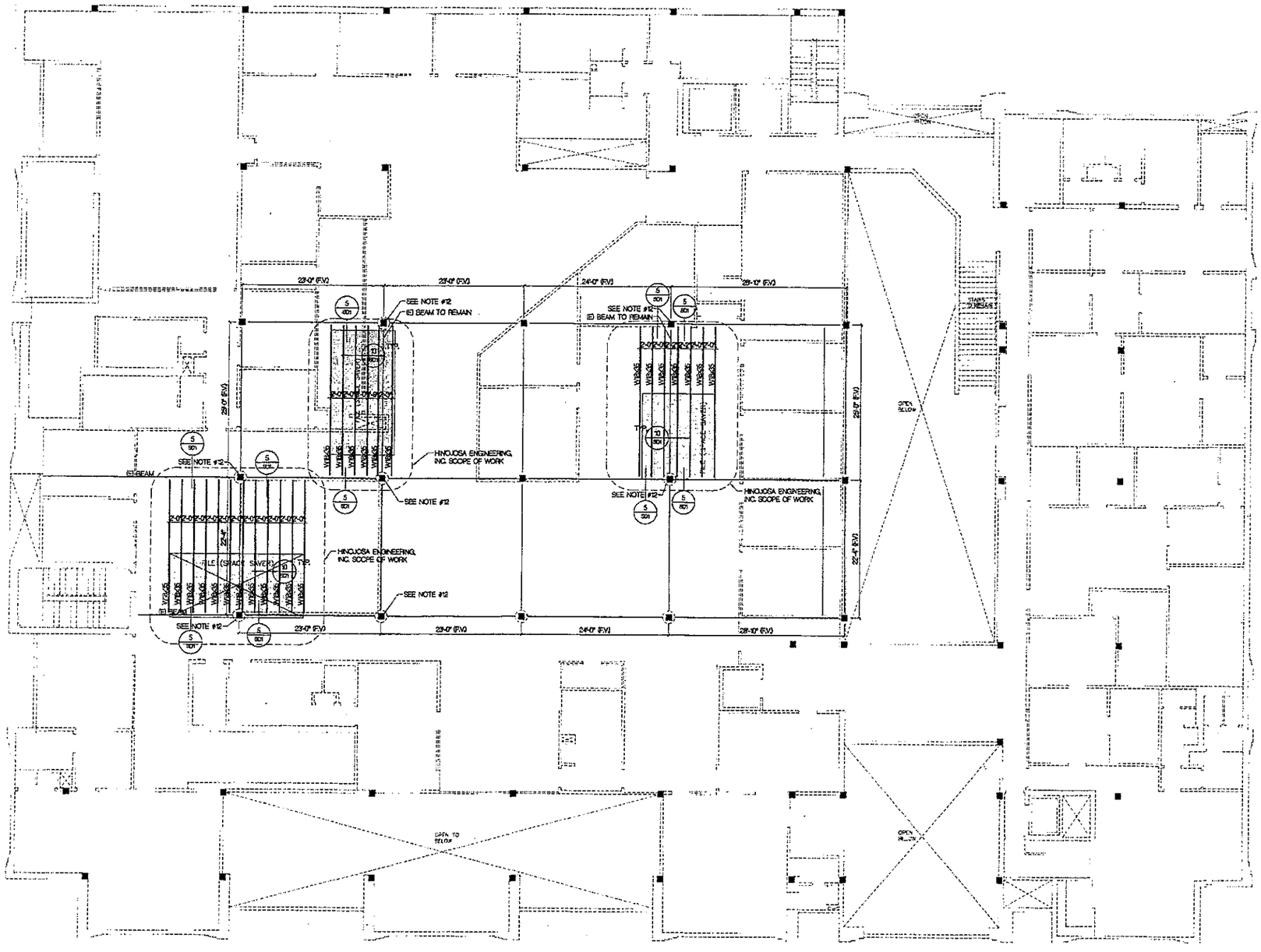

1 3RD FLOOR FRAMING PLAN
Scale: 1/8"=1'-0"

FRAMING NOTES

1. FOR GENERAL NOTES SEE SHEET S11
2. FOR TYPICAL DETAILS SEE SHEET S01
3. CONTRACTOR IS TO FIELD VERIFY ALL DIMENSIONS SHOWN ON THESE DRAWINGS. REFERENCE ARCHITECTURAL AND M.E.P. DRAWINGS FOR ADDITIONAL INFORMATION.
4. REFER TO ARCH'L PLANS FOR DEMOLITION EXTENT.
5. THIS IS A RENOVATION PROJECT AND UNFORSEEN ITEMS MIGHT BE DISCOVERED. THE OWNER, ARCHITECT AND CONTRACTOR SHALL ALLOW FOR SOME ADDITIONAL COST FOR ANY SUCH DISCOVERY.
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8. TEMPORARY SHORE EXISTING MEMBERS THAT WILL BE WELDED. REMOVE ALL LIVE LOADS FROM MEMBERS TO BE REINFORCED.
9. PROVIDE ISOLATORS ON MECHANICAL UNITS ON FLOOR.
10. CONTRACTOR SHOULD ANTICIPATE REINFORCING EXISTING COLUMNS AS PER DETAIL 13/S01. A UNIT COST SHOULD BE ALLOCATED ON BID FORM.
11. IT IS THE CONTRACTORS RESPONSIBILITY TO INSURE THAT ALL BEAMS, COLUMNS, AND JOISTS ARE SHORED/ BRACED PRIOR TO DEMOLITION.
12. IT IS THE CONTRACTORS RESPONSIBILITY TO ANTICIPATE REINFORCING (E) COLUMNS AT THE 1ST & 2ND FLOOR AS PER DETAIL 14/S01. A UNIT COST SHOULD BE ALLOCATED ON BID FORM.
13. THE STEEL BEAM SIZES SUPPORTING THE SPACE SAVERS WILL CHANGE ONCE THE OWNER HAS SELECTED A MANUFACTURED AND LAYOUT. THIS AREA HAS BEEN DESIGNED FOR A DISTRIBUTED DEAD LOAD OF 80psf INCLUDING THE BEAM WEIGHT AND A DISTRIBUTED LIVE LOAD OF 250psf.
14. ONCE DEMOLITION IS DONE AND EXISTING MEMBERS ARE EXPOSED TO VIEW, CONTACT STRUCTURAL ENGINEER TO VERIFY ASSUMED EXISTING MEMBERS. ONCE MEMBERS ARE VERIFIED, STRUCTURAL ENGINEER WILL DIRECT WHICH EXISTING MEMBERS NEED ADDITIONAL REINFORCEMENT.

STATE OF TEXAS — W. J. HINOJOSA — 65228 — LICENSED PROFESSIONAL ENGINEER
3-05-09

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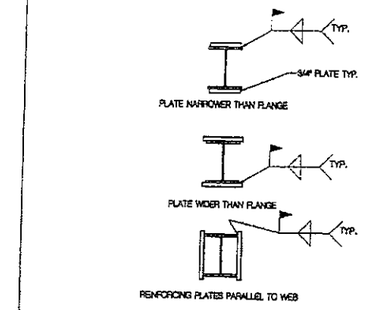
DETAIL NOT USED | 17

DETAIL NOT USED | 18

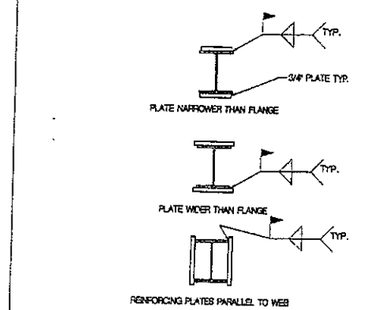
DETAIL NOT USED | 19

DETAIL NOT USED | 20

EXISTING COLUMN REINFORCEMENT | 13



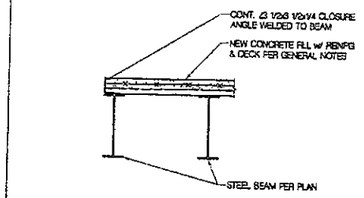
EXISTING COLUMN REINFORCEMENT | 14



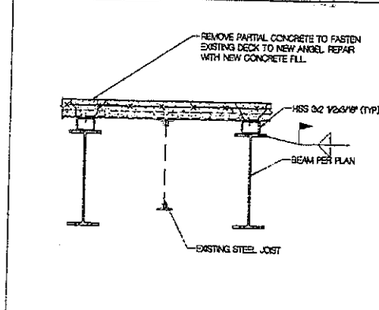
DETAIL NOT USED | 15

DETAIL NOT USED | 16

SUBFRAMING | 9

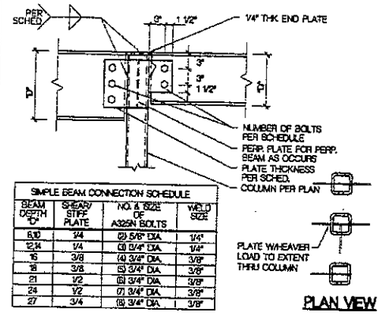


SUBFRAMING | 10



DETAIL NOT USED | 11

TYPICAL STEEL BEAM CONNECTION SCHEDULE | 7

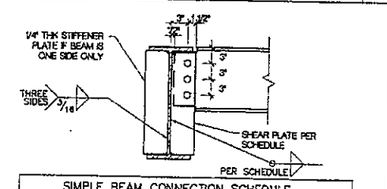


SIMPLE BEAM CONNECTION SCHEDULE

BEAM DEPTH "D"	SHEAR/ STIFF PLATE	NO. & SIZE OF A325N BOLTS	WELD SIZE
8,10	1/4	(2) 5/8" DIA.	1/4"
12,14	1/4	(3) 5/8" DIA.	1/4"
16	3/8	(4) 3/4" DIA.	3/8"
18	3/8	(5) 3/4" DIA.	3/8"
21	1/2	(6) 3/4" DIA.	3/8"
24	1/2	(7) 3/4" DIA.	3/8"
27	3/4	(8) 3/4" DIA.	3/8"

DETAIL NOT USED | 12

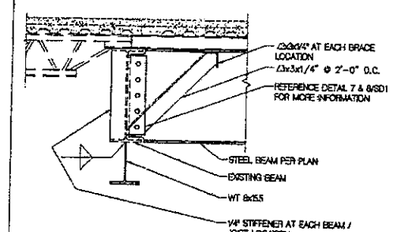
TYPICAL BEAM TO BEAM CONNECTION | 8



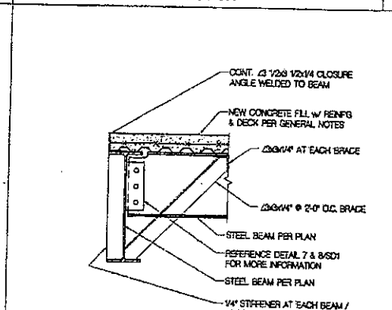
SIMPLE BEAM CONNECTION SCHEDULE

BEAM DEPTH "D"	SHEAR/ STIFF PLATE	NO. & SIZE OF A325 BOLTS	WELD SIZE	REMARKS
8,10	1/4	(2) 3/4" DIA.	3/16"	
12, 14	3/8	(3) 3/4" DIA.	1/4"	
16	3/8	(4) 3/4" DIA.	1/4"	
18	1/2	(5) 3/4" DIA.	3/8"	
21	1/2	(6) 7/4" DIA.	3/8"	
24	1/2	(7) 3/4" DIA.	3/8"	

BEAM TO BEAM CONNECTION | 5



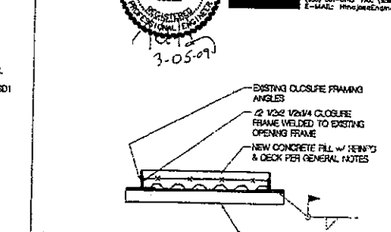
BEAM TO BEAM CONNECTION | 6



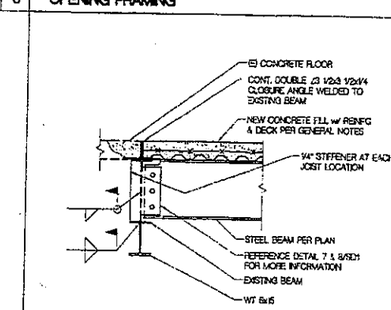
BEAM TO BEAM CONNECTION | 3

BEAM TO BEAM CONNECTION | 4

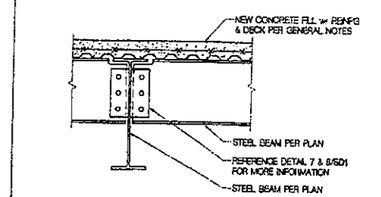
OPENING FRAMING | 1



BEAM TO BEAM CONNECTION | 2



DECK TO BEAM CONNECTION | 4



STATE OF TEXAS
W.R. HINOJOSA
65228
REGISTERED PROFESSIONAL ENGINEER
3-05-09

HINOJOSA ENGINEERING, INC.
STRUCTURAL ENGINEERING
CIVIL ENGINEERING LAND SURVEYING
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(956) 581-3143 FAX: (956) 584-3274
E-MAIL: hinojosaEngineering@aol.com

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Fax: 956.618.3208
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1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

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PROJECT # 08-199
ISSUED: 03-05-09
DRAWN BY: IN, MG
CHECKED BY: AT
FILE NAME:

SHEET:

SD1

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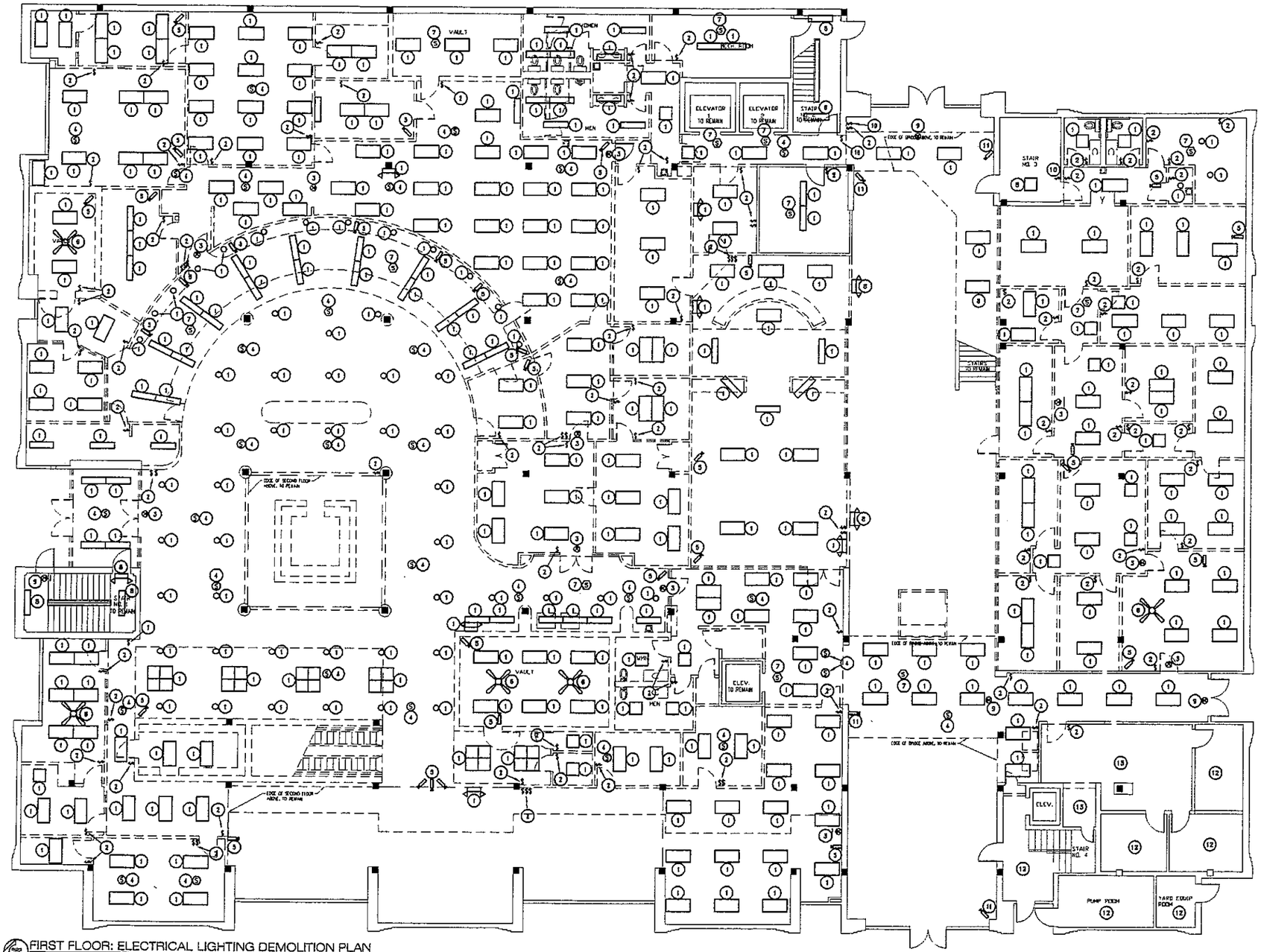

FIRST FLOOR: ELECTRICAL LIGHTING DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

M.E.P. GENERAL DEMOLITION NOTES:

A. INFORMATION ON THIS PLAN HAS BEEN OBTAINED FROM EXISTING DRAWINGS AND SITE SURVEY. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND BECOME FULLY INFORMED AS TO THE EXTENT OF WORK PRIOR TO BIDDING OR COMMENCING WORK. ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER AND/OR ARCHITECT.

B. THE CONTRACTOR IS FULLY RESPONSIBLE FOR PERFORMING THE DEMOLITION WORK UNDER THIS SECTION OF THE PROJECT IN FULL COMPLIANCE WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES. IF THE CONTRACTOR DETERMINES THAT THE CONTRACT DOCUMENTS AND PLANS ARE NOT IN COMPLIANCE WITH THE APPLICABLE CODES, HE SHALL INFORM THE ARCHITECT PRIOR TO CONSTRUCTION START FOR DIRECTION. FAILURE TO DO SO SHALL NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO MEET CODE REQUIREMENTS AND REWORK SHALL BE AT CONTRACTOR'S EXPENSE. APPLICABLE CODES AND STANDARDS ON DEMOLITION WORK SHALL INCLUDE THOSE PUBLISHED BY OSHA AND EPA. APPLICABLE CODES AND STANDARDS ON DEMOLITION WORK SHALL INCLUDE THOSE PUBLISHED BY OSHA AND EPA. AN ASBESTOS SURVEY SHALL BE KEPT ON SITE AT ALL TIMES PER TEXAS DEPARTMENT OF HEALTH REQUIREMENTS

C. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COMPLETE THE NECESSARY DEMOLITION. CONTRACTOR SHALL PATCH AND REPAIR ALL BUILDING DAMAGE CREATED BY DEMOLITION WORK. PATCHING SHALL BE COMPLETED WITH THE SAME MATERIALS AS THE SURROUNDING AREAS, OR WITH ARCHITECT APPROVED PATCHING MATERIALS.

D. ALL OPENINGS CUT IN MASONRY AND PLASTER WALLS OR CONCRETE FLOORS SHALL BE CORE-DRILLED OR SAWED WHEN POSSIBLE. CONTRACTOR SHALL CHECK BUILDING CONSTRUCTION WITH STRUCTURAL ENGINEER BEFORE MAKING PENETRATIONS TO AVOID CUTTING THROUGH STRUCTURAL BEAMS AND REINFORCING. CONTRACTOR SHALL INFORM THE ENGINEER IF REINFORCING IS CUT OR DAMAGED WHILE MAKING OPENINGS AS REQUIRED BY DRAWINGS AND SPECIFICATIONS.

E. CONTRACTOR SHALL REMOVE AND RETURN ANY AND ALL EXISTING EQUIPMENT/MATERIALS TO OWNER. OWNER SHALL HAVE FULL RIGHT OF OWNERSHIP UNLESS SPECIFIED OTHERWISE. IF THE OWNER WAIVES THIS OPTION, ANY EQUIPMENT, MATERIAL, ETC SHALL BECOME THE PROPERTY OF THE CONTRACTOR.

F. SCHEDULE FOR ALL POWER OUTAGES SHALL BE APPROVED PRIOR TO DEMOLITION.

G. ON ANY WORK SHOWN ON M.E.P. DRAWINGS WHICH REQUIRES DEMOLITION OF BUILDING STRUCTURES AND FINISHES, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COMPLETE THE NECESSARY DEMOLITION. CONTRACTOR SHALL PATCH AND REPAIR ALL BUILDING DAMAGE CREATED BY DEMOLITION WORK. PATCHING SHALL BE COMPLETED WITH THE SAME MATERIALS AS THE SURROUNDING AREAS, OR WITH ARCHITECT-APPROVED PATCHING MATERIALS.

H. CONTRACTOR AND OWNER SHALL BE FULLY RESPONSIBLE TO IDENTIFY ANY AND ALL ASBESTOS PRESENT IN THE BUILDING PRIOR TO DEMOLITION AS REQUIRED BY LAW.

I. COORDINATION AMONG OTHER CONSTRUCTION DISCIPLINES PRIOR TO DEMOLITION IS MANDATORY.

J. CONDUITS IN EXISTING WALLS MAY REMAIN, REMOVE CONDUCTORS AND CUT OF AT CLOSEST ACCESSIBLE POINT ABOVE CEILING.

DEMOLITION KEY NOTES:

1. EXISTING LIGHTS FIXTURE SHALL BE REMOVED.
2. EXISTING WALL SWITCH OR SWITCHES SHALL BE REMOVED.
3. EXIT LIGHTS SHALL BE REMOVED.
4. SPEAKER SHALL BE REMOVED.
5. CAMERA SHALL BE REMOVED.
6. FAN SHALL BE REMOVED.
7. SMOKE DETECTOR SHALL BE REMOVED.
8. EXISTING LIGHT TO REMAIN.
9. EXISTING EXIT LIGHT TO REMAIN.
10. EXISTING WALL SWITCH OR SWITCHES TO REMAIN.
11. EXISTING CAMERA TO REMAIN.
12. EXISTING LIGHTING IN ROOM TO REMAIN.
13. EXISTING LIGHTING TO BE REMOVED IN ROOM. FIELD VERIFY EXISTING CONDITIONS.

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PROJECT # 08072
ISSUED: 03/05/09
DRAWN BY:
CHECKED BY:
FILE NAME:

SHEET:

DE-1

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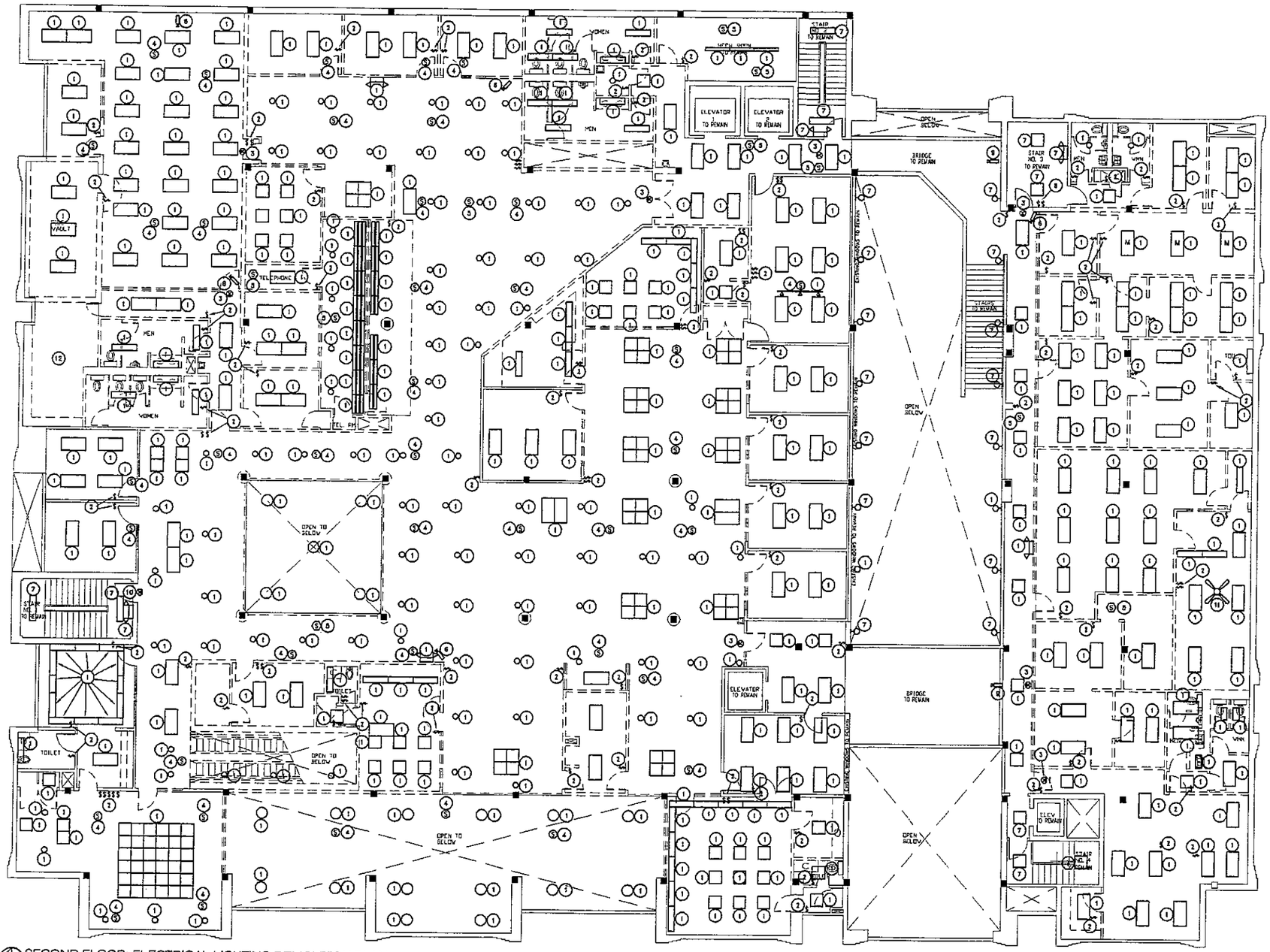
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
630 E. BEAUMONT AVE, SUITE 2 McALLEN, TX 78501 (956)664-2727



SECOND FLOOR: ELECTRICAL LIGHTING DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

M.E.P. GENERAL DEMOLITION NOTES:

A. INFORMATION ON THIS PLAN HAS BEEN OBTAINED FROM EXISTING DRAWINGS AND SITE SURVEY. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND BECOME FULLY INFORMED AS TO THE EXTENT OF WORK PRIOR TO BIDDING OR COMMENCING WORK. ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER AND/OR ARCHITECT.

B. THE CONTRACTOR IS FULLY RESPONSIBLE FOR PERFORMING THE DEMOLITION WORK UNDER THIS SECTION OF THE PROJECT IN FULL COMPLIANCE WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES. IF THE CONTRACTOR DETERMINES THAT THE CONTRACT DOCUMENTS AND PLANS ARE NOT IN COMPLIANCE WITH THE APPLICABLE CODES, HE SHALL INFORM THE ARCHITECT PRIOR TO CONSTRUCTION START FOR DIRECTION. FAILURE TO DO SO SHALL NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO MEET CODE REQUIREMENTS AND REWORK SHALL BE AT CONTRACTOR'S EXPENSE. APPLICABLE CODES AND STANDARDS ON DEMOLITION WORK SHALL INCLUDE THOSE APPLICABLE CODES AND STANDARDS ON PUBLISHED BY OSHA AND EPA. DEMOLITION WORK SHALL INCLUDE THOSE PUBLISHED BY OSHA AND EPA. AN ASBESTOS SURVEY SHALL BE KEPT ON SITE AT ALL TIMES PER TEXAS DEPARTMENT OF HEALTH REQUIREMENTS

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D. ALL OPENINGS CUT IN MASONRY AND PLASTER WALLS OR CONCRETE FLOORS SHALL BE CORE-DRILLED OR SAWED WHEN POSSIBLE. CONTRACTOR SHALL CHECK BUILDING CONSTRUCTION WITH STRUCTURAL ENGINEER BEFORE MAKING PENETRATIONS TO AVOID CUTTING THROUGH STRUCTURAL BEAMS AND REINFORCING. CONTRACTOR SHALL INFORM THE ENGINEER IF REINFORCING IS CUT OR DAMAGED WHILE MAKING OPENINGS AS REQUIRED BY DRAWINGS AND SPECIFICATIONS.

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F. SCHEDULE FOR ALL POWER OUTAGES SHALL BE APPROVED PRIOR TO DEMOLITION.

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11. FAN TO BE REMOVED.
12. EXISTING LIGHTING TO BE REMOVED IN ROOM, FIELD VERIFY EXISTING CONDITIONS.

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PROJECT # 08072
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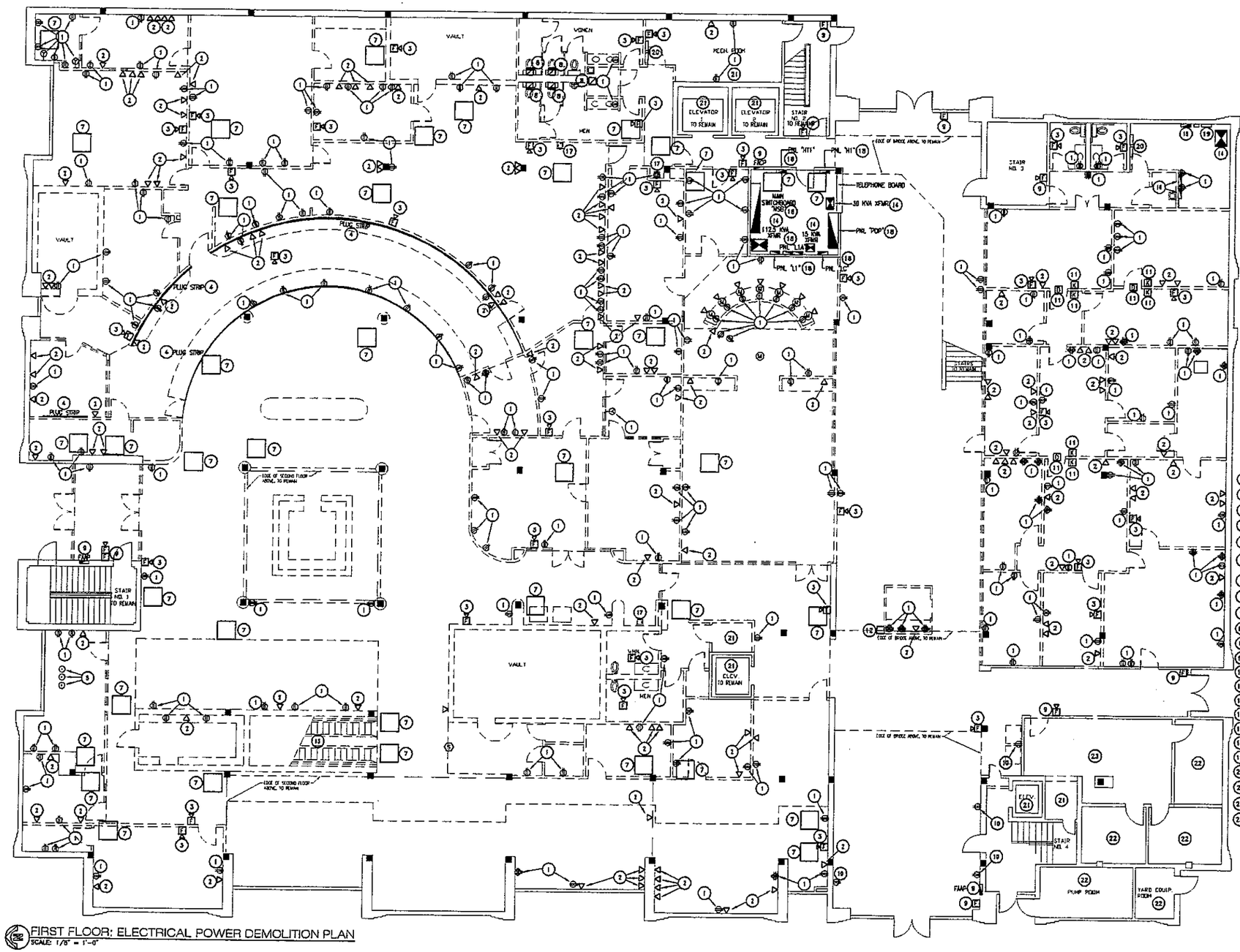
DRAWN BY:
CHECKED BY:
FILE NAME:

SHEET:

DE-2



FIRST FLOOR: ELECTRICAL POWER DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

M.E.P. GENERAL DEMOLITION NOTES:

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F. SCHEDULE FOR ALL POWER OUTAGES SHALL BE APPROVED PRIOR TO DEMOLITION.

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K. ALL RECEPTACLES, DATA, AND TELEPHONE DEVICES NOTED TO REMAIN SHALL BE EXTENDED TO A DIFFERENT HEIGHT. REFER TO SHEET E-3.

L. ALL FIRE ALARM DEVICES SHALL REMAIN UNLESS OTHERWISE NOTED.

DEMOLITION KEY NOTES:

1. EXISTING RECEPTACLE SHALL BE REMOVED.
2. EXISTING DATA SHALL BE REMOVED.
3. EXISTING FIRE ALARM DEVICE SHALL BE REMOVED.
4. EXISTING STRIP PLUG SHALL BE REMOVED.
5. EXISTING FLOOR BOX TO BE REMOVED.
6. EXISTING AIR HANDLING UNIT AND ASSOCIATED ELECTRICAL SHALL BE REMOVED.
7. EXISTING FAN COIL UNIT AND ASSOCIATED ELECTRICAL SHALL BE REMOVED.
8. EXISTING EXHAUST FAN AND ASSOCIATED ELECTRICAL SHALL BE REMOVED.
9. EXISTING FIRE ALARM DEVICE SHALL REMAIN.
10. EXISTING RECEPTACLE SHALL REMAIN.
11. EXISTING SECURITY DEVICE SHALL BE REMOVE.
12. EXISTING POWER POLE SHALL BE REMOVE.
13. EXISTING ESCALATOR AND ASSOCIATED ELECTRICAL SHALL BE REMOVED.
14. EXISTING TRANSFORMER TO REMAIN.
15. EXISTING SCHITCHBOARD "A" TO REMAIN.
16. EXISTING PANEL TO BE REMOVED.
17. EXISTING WATER COOLER AND ASSOCIATED ELECTRICAL SHALL BE REMOVED.
18. EXISTING PANEL TO REMAIN.
19. EXISTING CIRCUIT BREAKER TO REMAIN.
20. EXISTING FIRE ALARM EXTENDER PANEL TO REMAIN.
21. EXISTING ELEVATOR EQUIPMENT TO REMAIN.
22. EXISTING RECEPTACLES AND TELEPHONE/DATA TO REMAIN.
23. EXISTING RECEPTACLES AND TELEPHONE/DATA TO BE REMOVED IN ROOM. FIELD VERIFY EXISTING CONDITIONS.

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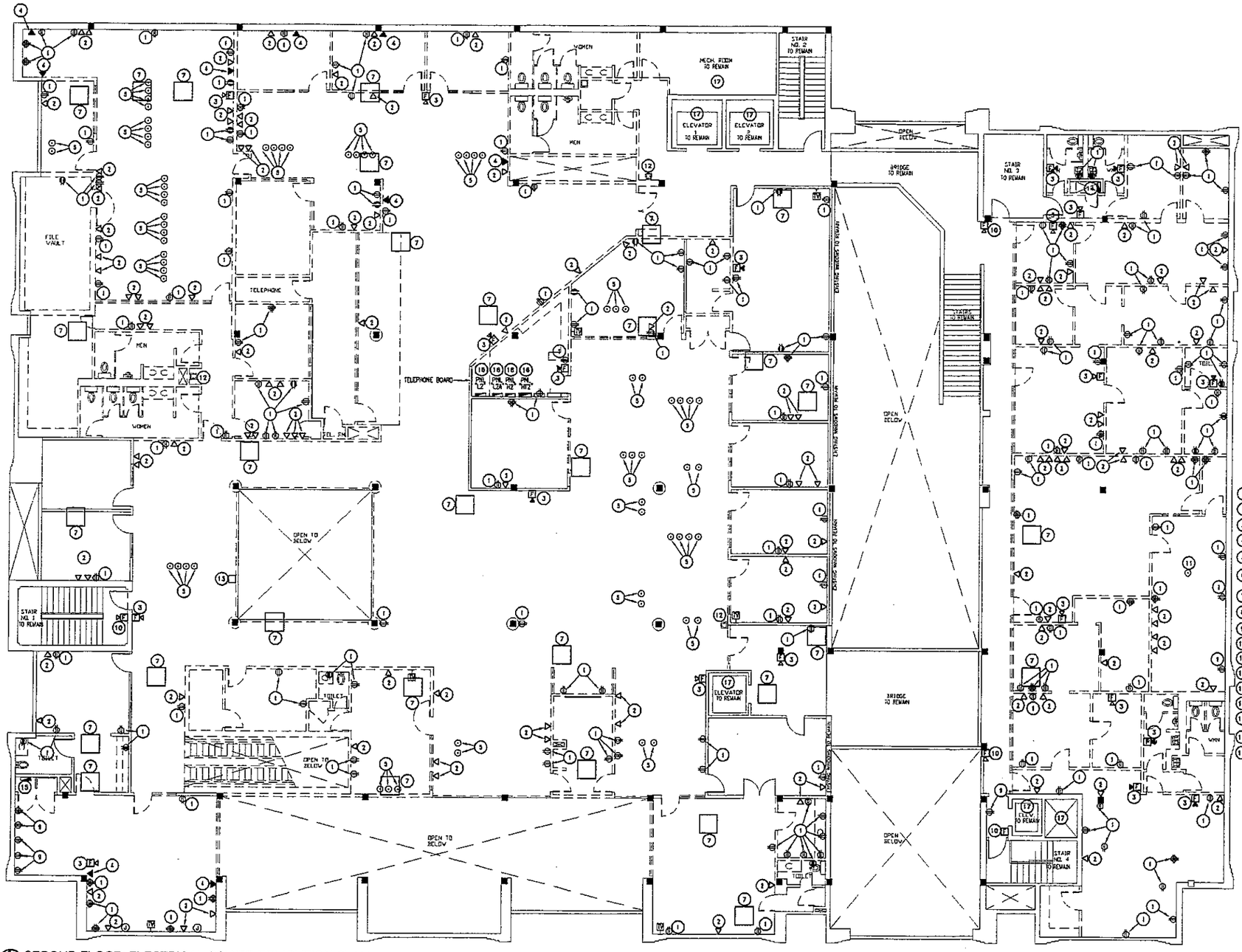
DE-3



SECOND FLOOR: ELECTRICAL POWER DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

M.E.P. GENERAL DEMOLITION NOTES:

A. INFORMATION ON THIS PLAN HAS BEEN OBTAINED FROM EXISTING DRAWINGS AND SITE SURVEY. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND BECOME FULLY INFORMED AS TO THE EXTENT OF WORK PRIOR TO BIDDING OR COMMENCING WORK. ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER AND/OR ARCHITECT.

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K. ALL RECEPTACLES, DATA, AND TELEPHONE DEVICES NOTED TO REMAIN SHALL BE EXTENDED TO A DIFFERENT HEIGHT. REFER TO SHEET E-4.

L. ALL FIRE ALARM DEVICES SHALL REMAIN UNLESS OTHERWISE NOTED.

DEMOLITION KEY NOTES:

1. EXISTING RECEPTACLE SHALL BE REMOVED.
2. EXISTING DATA SHALL BE REMOVED.
3. EXISTING FIRE ALARM DEVICE SHALL BE REMOVED.
4. EXISTING TELEPHONE SHALL BE REMOVED.
5. EXISTING FLOOR BOX TO BE REMOVED.
6. EXISTING AIR HANDLING UNIT AND ASSOCIATED ELECTRICAL SHALL BE REMOVED.
7. EXISTING FAN COIL UNIT AND ASSOCIATED ELECTRICAL SHALL BE REMOVED.
8. EXISTING EXHAUST FAN AND ASSOCIATED ELECTRICAL SHALL BE REMOVED.
9. EXISTING RECEPTACLE SHALL REMAIN.
10. EXISTING FIRE ALARM DEVICE SHALL REMAIN.
11. EXISTING FLOOR BOX SHALL BE REMOVED.
12. EXISTING WATER COOLER AND ASSOCIATED ELECTRICAL SHALL BE REMOVED.
13. EXISTING POWER POLE SHALL BE REMOVED.
14. EXISTING PANEL TO BE REMOVED.
15. EXISTING PANEL TO REMAIN. FURNISH AND INSTALL EXTERNAL T.V.S.S. DEVICE PER SPECIFICATIONS.
16. EXISTING PANEL TO REMAIN.
17. EXISTING ELEVATOR EQUIPMENT TO REMAIN.

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Design Consulting
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Fax: 956.618.2008
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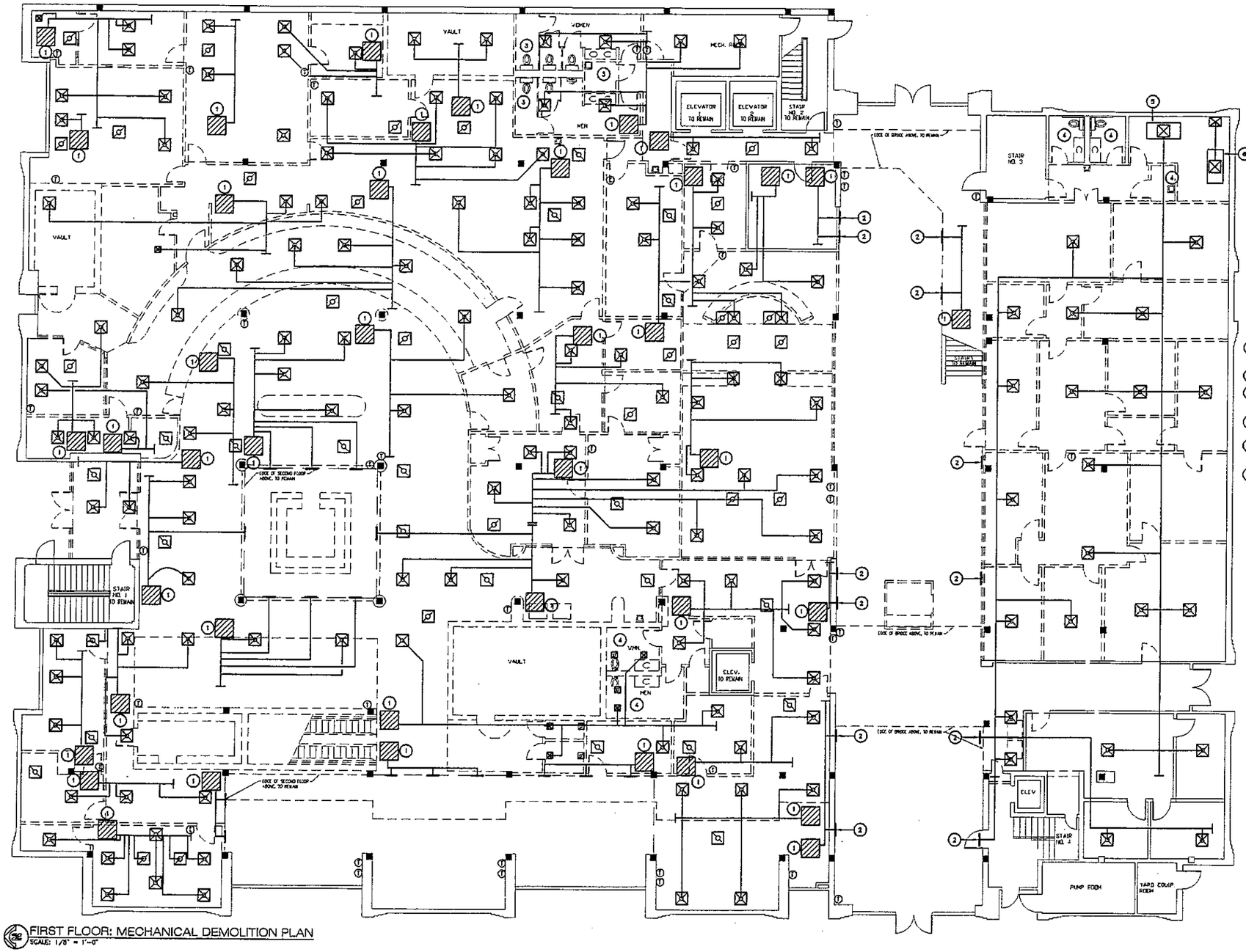

1 FIRST FLOOR: MECHANICAL DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

MECHANICAL GENERAL DEMOLITION NOTES:

A. INFORMATION ON THE PLAN HAS BEEN OBTAINED FROM EXISTING DRAWINGS AND SITE SURVEY. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO COMMENCING WORK. ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER AND/OR ARCHITECT.

B. THE CONTRACTOR IS FULLY RESPONSIBLE FOR PERFORMING THE DEMOLITION WORK UNDER THIS SECTION OF THE PROJECT IN FULL COMPLIANCE WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES. IF THE CONTRACTOR DETERMINES THAT THE CONTRACT DOCUMENTS AND PLANS ARE NOT IN COMPLIANCE WITH THE APPLICABLE CODES, HE SHALL INFORM THE ARCHITECT PRIOR TO CONSTRUCTION START FOR DIRECTION. FAILURE TO DO SO SHALL NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO MEET CODE REQUIREMENTS AND REWORK SHALL BE AT CONTRACTOR'S EXPENSE. APPLICABLE CODES AND STANDARDS ON DEMOLITION WORK SHALL INCLUDE THOSE PUBLISHED BY OSHA AND EPA. AN ASBESTOS SURVEY SHALL BE KEPT ON SITE AT ALL TIMES PER TDAHS DEPARTMENT OF HEALTH REQUIREMENTS.

C. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COMPLETE THE NECESSARY DEMOLITION. CONTRACTOR SHALL PATCH AND REPAIR ALL BUILDING DAMAGE CREATED BY DEMOLITION WORK. PATCHING SHALL BE COMPLETED WITH THE SAME MATERIALS AS THE SURROUNDING AREAS, OR WITH ARCHITECT APPROVED PATCHING MATERIALS.

D. ALL OPENINGS CUT IN MASONRY AND PLASTER WALLS OR CONCRETE FLOORS SHALL BE CORE-DRILLED OR SAWED WHEN POSSIBLE. CONTRACTOR SHALL CHECK BUILDING CONSTRUCTION WITH STRUCTURAL ENGINEER BEFORE MAKING PENETRATIONS TO AVOID CUTTING THROUGH STRUCTURAL BEAMS AND REINFORCING. CONTRACTOR SHALL INFORM THE ENGINEER IF REINFORCING IS CUT OR DAMAGED WHILE MAKING OPENINGS AS REQUIRED BY DRAWINGS AND SPECIFICATIONS. PATCH AND SEAL OPENINGS WITH 6000 PSI CEMENT GROUT, INSTALL DECORATIVE TRIM (EQUIPMENT FLANGES, FRAMING, OR ESCUTCHEONS) AROUND OPENINGS IN FINISHED AREAS. COORDINATE ALL CUTTING AND PATCHING WITH THE OTHER TRADES.

E. CONTRACTOR SHALL REMOVE AND RETURN ANY AND ALL EXISTING EQUIPMENT/MATERIALS TO OWNER. OWNER SHALL HAVE FULL RIGHT OF OWNERSHIP UNLESS SPECIFIED OTHERWISE. IF THE OWNER WAIVES THIS OPTION, ANY EQUIPMENT, MATERIAL, ETC SHALL BECOME THE PROPERTY OF THE CONTRACTOR.

DEMOLITION KEY NOTES:

1. REMOVE EXISTING FAN COIL UNIT, CONDENSATE DRAIN LINE, CHILLED WATER LINES, ASSOCIATED PNEUMATIC CONTROLS, DUCTWORK, AND SUPPLY/RETURN AIR DEVICES BEING SERVED.
2. SIDE WALL REGISTERS SERVING ATRIUM SHALL REMAIN IN PLACE.
3. REMOVE EXISTING EXHAUST/SUPPLY DUCTWORK AND AIR DEVICES SERVING RESTROOMS AND JANITOR ROOM. EXISTING DUCT SYSTEMS BEING SERVED FROM CHASE SHALL BE CAPPED AT CHASE PENETRATION.
4. REMOVE EXISTING EXHAUST FAN AND ASSOCIATED DUCTS/AIR DEVICES SERVING RESTROOMS.
5. REMOVE EXISTING AIR HANDLING UNIT, CONDENSATE DRAIN LINE, REFRIGERANT LINES, DUCT WORK, CONTROLS, AND SUPPLY/RETURN AIR DEVICES BEING SERVED.
6. EXISTING AIR HANDLING UNIT TO BE RELOCATED. REMOVE EXISTING CONDENSATE DRAIN LINE, REFRIGERANT LINES, DUCT WORK, CONTROLS, AND SUPPLY/RETURN AIR DEVICES BEING SERVED.

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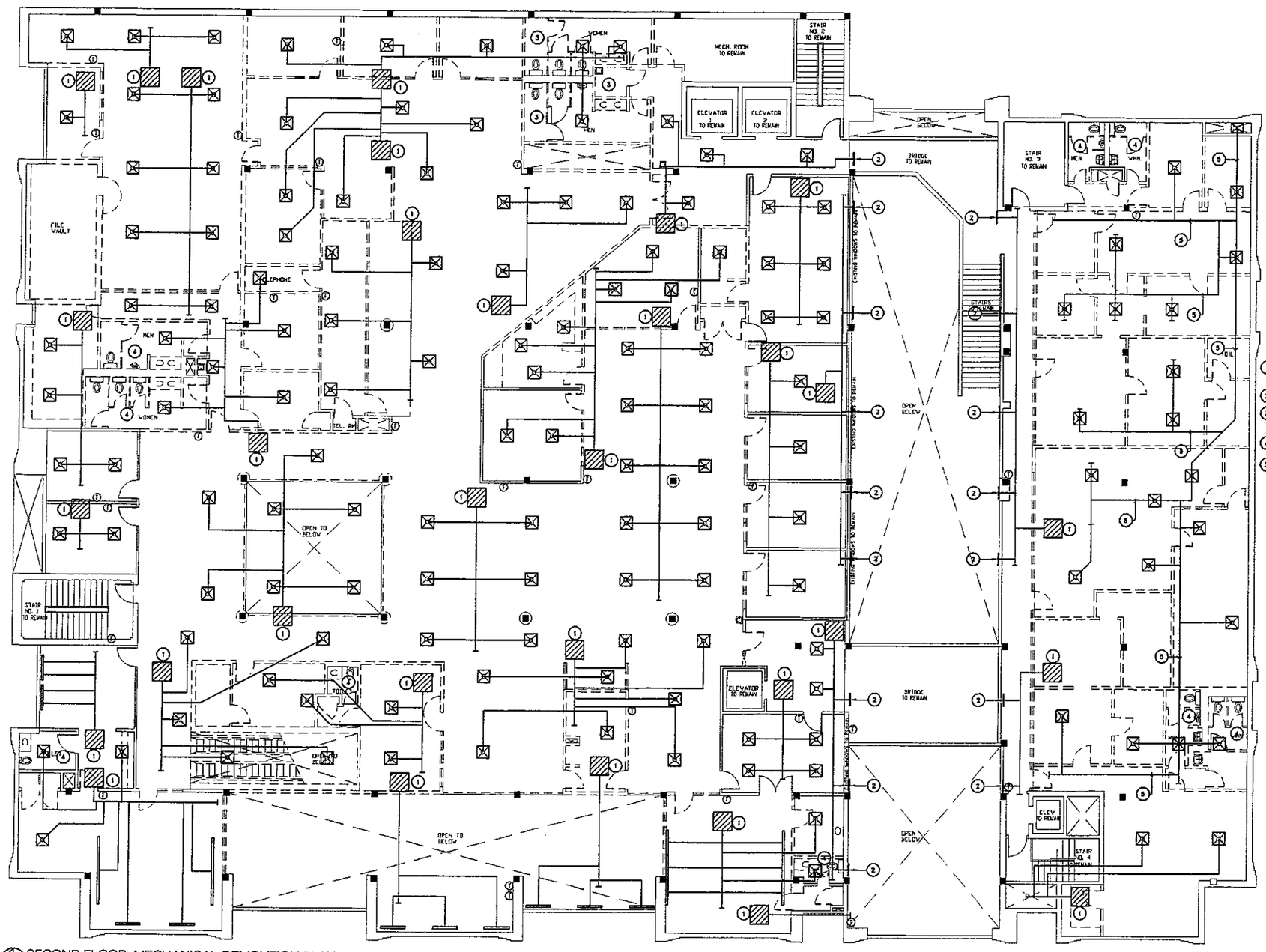

SECOND FLOOR: MECHANICAL DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

MECHANICAL GENERAL DEMOLITION NOTES:

A. INFORMATION ON THE PLAN HAS BEEN OBTAINED FROM EXISTING DRAWINGS AND SITE SURVEY. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO COMMENCING WORK. ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER AND/OR ARCHITECT.

B. THE CONTRACTOR IS FULLY RESPONSIBLE FOR PERFORMING THE DEMOLITION WORK UNDER THIS SECTION OF THE PROJECT IN FULL COMPLIANCE WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES. IF THE CONTRACTOR DETERMINES THAT THE CONTRACT DOCUMENTS AND PLANS ARE NOT IN COMPLIANCE WITH THE APPLICABLE CODES, HE SHALL INFORM THE ARCHITECT PRIOR TO CONSTRUCTION START FOR DIRECTION. FAILURE TO DO SO SHALL NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO MEET CODE REQUIREMENTS AND REWORK SHALL BE AT CONTRACTOR'S EXPENSE. APPLICABLE CODES AND STANDARDS OR DEMOLITION WORK SHALL INCLUDE THOSE PUBLISHED BY OSHA AND EPA. AN ASBESTOS SURVEY SHALL BE KEPT ON SITE AT ALL TIMES PER TEXAS DEPARTMENT OF HEALTH REQUIREMENTS.

C. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COMPLETE THE NECESSARY DEMOLITION. CONTRACTOR SHALL PATCH AND REPAIR ALL BUILDING DAMAGE CREATED BY DEMOLITION WORK. PATCHING SHALL BE COMPLETED WITH THE SAME MATERIALS AS THE SURROUNDING AREAS, OR WITH ARCHITECT APPROVED PATCHING MATERIALS.

D. ALL OPENINGS CUT IN MASONRY AND PLASTER WALLS OR CONCRETE FLOORS SHALL BE CORE-DRILLED OR SAWED WHEN POSSIBLE. CONTRACTOR SHALL CHECK BUILDING CONSTRUCTION WITH STRUCTURAL ENGINEER BEFORE MAKING PENETRATIONS TO AVOID CUTTING THROUGH STRUCTURAL BEAMS AND REINFORCING. CONTRACTOR SHALL INFORM THE ENGINEER IF REINFORCING IS CUT OR DAMAGED WHILE MAKING OPENINGS AS REQUIRED BY DRAWINGS AND SPECIFICATIONS. PATCH AND SEAL OPENINGS WITH 8000 PSI CEMENT GROUT. INSTALL DECORATIVE TRIM (EQUIPMENT FLANGES, FRAMING, OR ESCUTCHEONS) AROUND OPENINGS IN FINISHED AREAS. COORDINATE ALL CUTTING AND PATCHING WITH THE OTHER TRADES.

E. CONTRACTOR SHALL REMOVE AND RETURN ANY AND ALL EXISTING EQUIPMENT/MATERIALS TO OWNER. OWNER SHALL HAVE FULL RIGHT OF OWNERSHIP UNLESS SPECIFIED OTHERWISE. IF THE OWNER WAIVES THIS OPTION, ANY EQUIPMENT, MATERIAL, ETC SHALL BECOME THE PROPERTY OF THE CONTRACTOR.

DEMOLITION KEY NOTES:

1. REMOVE EXISTING FAN COIL UNIT, CONDENSATE DRAIN LINE, CHILLED WATER LINES, ASSOCIATED PNEUMATIC CONTROLS, DUCTWORK, AND SUPPLY/RETURN AIR DEVICES BEING SERVED.
2. SIDE WALL REGISTERS SERVING ATRIUM SHALL REMAIN IN PLACE.
3. REMOVE EXISTING EXHAUST/SUPPLY DUCTWORK AND AIR DEVICES SERVING RESTROOMS AND JANITOR ROOM. EXISTING DUCT SYSTEMS BEING SERVED FROM CHASE SHALL BE CAPPED AT CHASE PENETRATION.
4. REMOVE EXISTING EXHAUST FAN AND ASSOCIATED DUCTS/AIR DEVICES SERVING RESTROOMS.
5. REMOVE EXISTING DUCT WORK AND ASSOCIATED AIR DEVICES.

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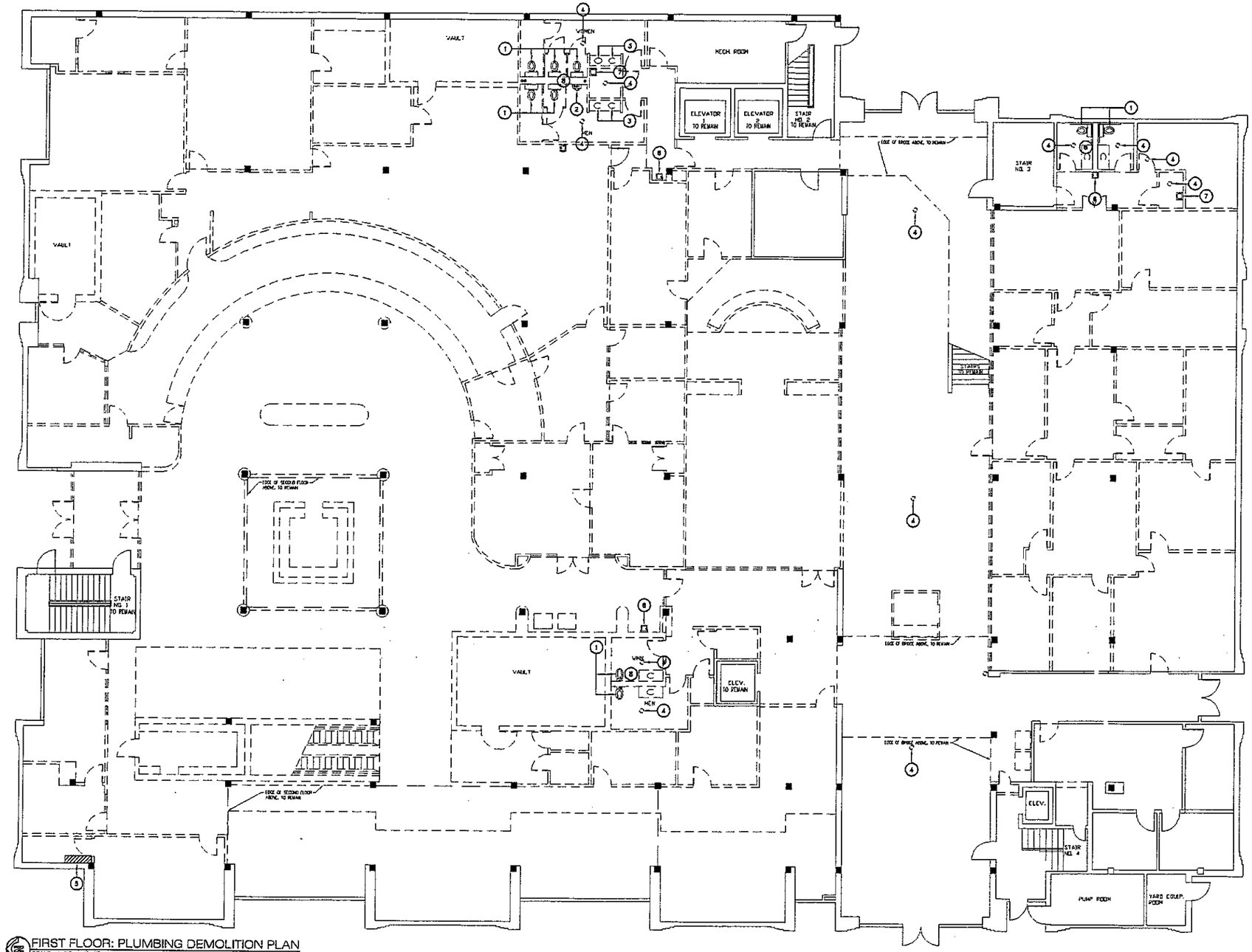

FIRST FLOOR: PLUMBING DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

GENERAL DEMOLITION NOTES:

A. INFORMATION ON THE PLAN HAS BEEN OBTAINED FROM EXISTING DRAWINGS AND SITE SURVEY. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO COMMENCING WORK. ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER AND/OR ARCHITECT.

B. THE CONTRACTOR IS FULLY RESPONSIBLE FOR PERFORMING THE DEMOLITION WORK UNDER THIS SECTION OF THE PROJECT IN FULL COMPLIANCE WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES. IF THE CONTRACTOR DETERMINES THAT THE CONTRACT DOCUMENTS AND PLANS ARE NOT IN COMPLIANCE WITH THE APPLICABLE CODES, HE SHALL INFORM THE ARCHITECT PRIOR TO CONSTRUCTION START FOR DIRECTION. FAILURE TO DO SO SHALL NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO MEET CODE REQUIREMENTS AND REWORK SHALL BE AT CONTRACTOR'S EXPENSE. APPLICABLE CODES AND STANDARDS ON DEMOLITION WORK SHALL INCLUDE THOSE PUBLISHED BY OSHA AND EPA. AN ASBESTOS SURVEY SHALL BE KEPT ON SITE AT ALL TIMES PER TEXAS DEPARTMENT OF HEALTH REQUIREMENTS.

C. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COMPLETE THE NECESSARY DEMOLITION. CONTRACTOR SHALL PATCH AND REPAIR ALL BUILDING DAMAGE CREATED BY DEMOLITION WORK. PATCHING SHALL BE COMPLETED WITH THE SAME MATERIALS AS THE SURROUNDING AREAS, OR WITH ARCHITECT APPROVED PATCHING MATERIALS.

D. ALL OPENINGS CUT IN MASONRY AND PLASTER WALLS OR CONCRETE FLOORS SHALL BE CORE-DRILLED OR SAWED WHEN POSSIBLE. CONTRACTOR SHALL CHECK BUILDING CONSTRUCTION WITH STRUCTURAL ENGINEER BEFORE MAKING PENETRATIONS TO AVOID CUTTING THROUGH STRUCTURAL BEAMS AND REINFORCING. CONTRACTOR SHALL INFORM THE ENGINEER IF REINFORCING IS CUT OR DAMAGED WHILE MAKING OPENINGS AS REQUIRED BY DRAWINGS AND SPECIFICATIONS. PATCH AND SEAL OPENINGS WITH 8000 PSI CEMENT GROUT, INSTALL DECORATIVE TRIM (EQUIPMENT FLANGES, FRAMING, OR ESCUTCHEONS) AROUND OPENINGS IN FINISHED AREAS. COORDINATE ALL CUTTING AND PATCHING WITH THE OTHER TRADES.

E. CONTRACTOR SHALL REMOVE AND RETURN ANY AND ALL EXISTING EQUIPMENT/MATERIALS TO OWNER. OWNER SHALL HAVE FULL RIGHT OF OWNERSHIP UNLESS SPECIFIED OTHERWISE. IF THE OWNER WAIVES THIS OPTION, ANY EQUIPMENT, MATERIAL, ETC SHALL BECOME THE PROPERTY OF THE CONTRACTOR.

PLUMBING DEMOLITION KEY NOTES:

1. REMOVE EXISTING WATER CLOSET. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
2. REMOVE EXISTING URINAL. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
3. REMOVE EXISTING LAVATORY. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
4. REMOVE EXISTING FLOOR DRAIN. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
5. REMOVE EXISTING SINK. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
6. REMOVE EXISTING WATER FOUNTAIN. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
7. REMOVE EXISTING MOP SINK. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
8. PLUMBING CONTRACTOR SHALL RELOCATE SEWER AND VENT STACKS IN REMOVED CHASES. RE-ROUTE STACKS IN NEW CHASES AND/OR WALLS. ANY DISCREPANCIES FOUND BY THE PLUMBING CONTRACTOR SHALL BE REPORTED TO THE ENGINEER/ARCHITECT IMMEDIATELY AND PRIOR TO ANY INSTALLATION. FAILURE TO COMPLY SHALL MAKE ALL CORRECTIONS AND/OR MODIFICATIONS THE FULL RESPONSIBILITY OF THE CONTRACTOR.

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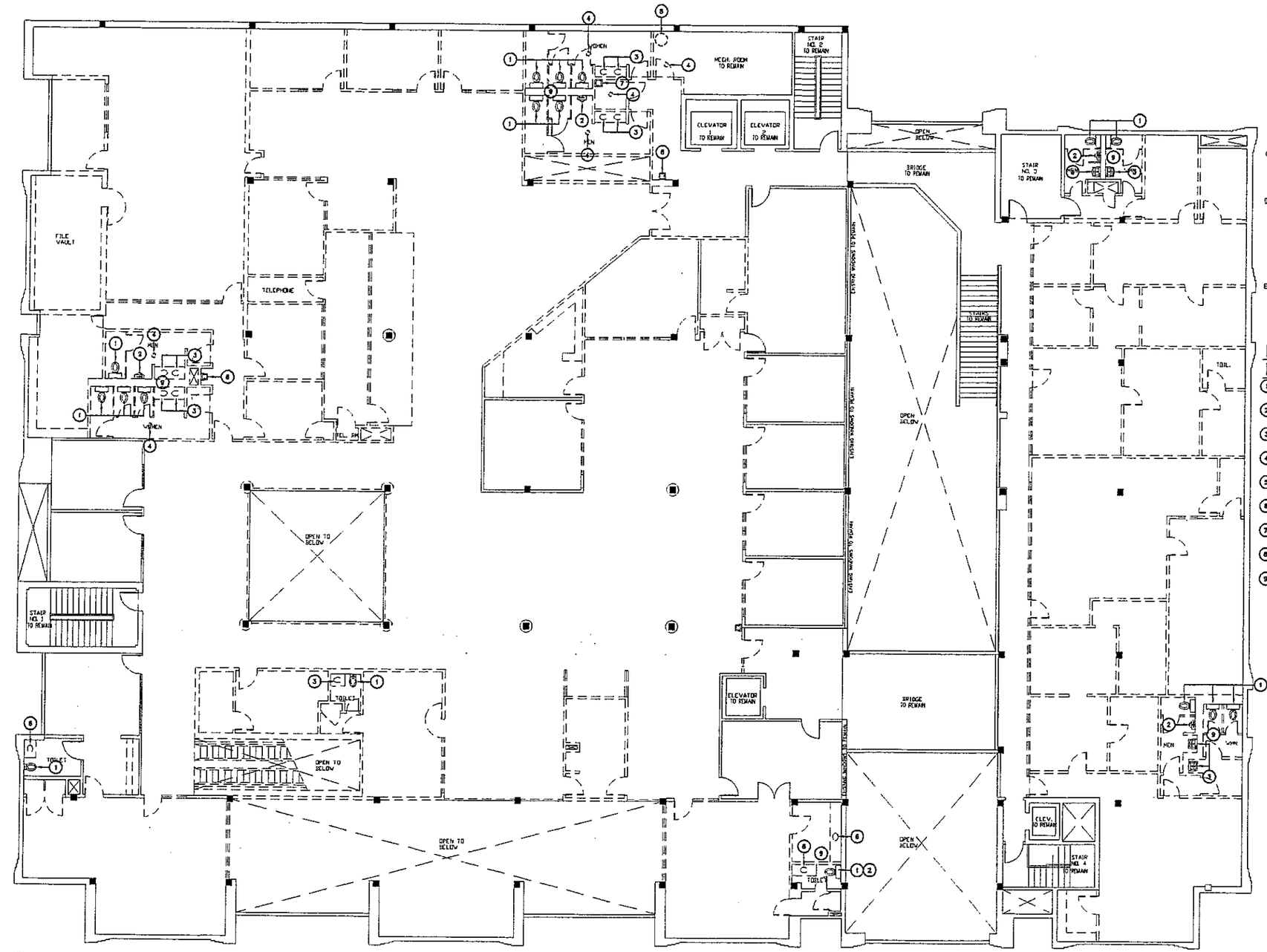

SECOND FLOOR: PLUMBING DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

GENERAL DEMOLITION NOTES:

A. INFORMATION ON THE PLAN HAS BEEN OBTAINED FROM EXISTING DRAWINGS AND SITE SURVEY. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO COMMENCING WORK. ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER AND/OR ARCHITECT.

B. THE CONTRACTOR IS FULLY RESPONSIBLE FOR PERFORMING THE DEMOLITION WORK UNDER THIS SECTION OF THE PROJECT IN FULL COMPLIANCE WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES. IF THE CONTRACTOR DETERMINES THAT THE CONTRACT DOCUMENTS AND PLANS ARE NOT IN COMPLIANCE WITH THE APPLICABLE CODES, HE SHALL INFORM THE ARCHITECT PRIOR TO CONSTRUCTION START FOR DIRECTION. FAILURE TO DO SO SHALL NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO MEET CODE REQUIREMENTS AND REWORK SHALL BE AT CONTRACTOR'S EXPENSE. APPLICABLE CODES AND STANDARDS ON DEMOLITION WORK SHALL INCLUDE THOSE PUBLISHED BY OSHA AND EPA. AN ASBESTOS SURVEY SHALL BE KEPT ON SITE AT ALL TIMES PER TEXAS DEPARTMENT OF HEALTH REQUIREMENTS.

C. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COMPLETE THE NECESSARY DEMOLITION. CONTRACTOR SHALL PATCH AND REPAIR ALL BUILDING DAMAGE CREATED BY DEMOLITION WORK. PATCHING SHALL BE COMPLETED WITH THE SAME MATERIALS AS THE SURROUNDING AREAS, OR WITH ARCHITECT APPROVED PATCHING MATERIALS.

D. ALL OPENINGS CUT IN MASONRY AND PLASTER WALLS OR CONCRETE FLOORS SHALL BE CORE-DRILLED OR SAWED WHEN POSSIBLE. CONTRACTOR SHALL CHECK BUILDING CONSTRUCTION WITH STRUCTURAL ENGINEER BEFORE MAKING PENETRATIONS TO AVOID CUTTING THROUGH STRUCTURAL BEAMS AND REINFORCING. CONTRACTOR SHALL INFORM THE ENGINEER IF REINFORCING IS CUT OR DAMAGED WHILE MAKING OPENINGS AS REQUIRED BY DRAWINGS AND SPECIFICATIONS. PATCH AND SEAL OPENINGS WITH 8000 PSI CEMENT GROUT. INSTALL DECORATIVE TRIM (EQUIPMENT FLANGES, FRAMING, OR ESCUTCHEONS) AROUND OPENINGS IN FINISHED AREAS. COORDINATE ALL CUTTING AND PATCHING WITH THE OTHER TRADES.

E. CONTRACTOR SHALL REMOVE AND RETURN ANY AND ALL EXISTING EQUIPMENT/MATERIALS TO OWNER. OWNER SHALL HAVE FULL RIGHT OF OWNERSHIP UNLESS SPECIFIED OTHERWISE. IF THE OWNER WAIVES THIS OPTION, ANY EQUIPMENT, MATERIAL, ETC SHALL BECOME THE PROPERTY OF THE CONTRACTOR.

PLUMBING DEMOLITION KEY NOTES:

1. REMOVE EXISTING WATER CLOSET. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
2. REMOVE EXISTING URINAL. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
3. REMOVE EXISTING LAVATORY. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
4. REMOVE EXISTING FLOOR DRAIN. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
5. REMOVE EXISTING SINK. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
6. REMOVE EXISTING WATER FOUNTAIN. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
7. REMOVE EXISTING MOP SINK. DISCONNECT AND MODIFY SEWER/VENT/WATER SERVICE SHALL REMAIN FOR NEW FIXTURE INSTALLATION.
8. EXISTING ELECTRIC WATER HEATER TO BE RELOCATED. REFER TO PLUMBING DRAWINGS FOR RELOCATION.
9. PLUMBING CONTRACTOR SHALL RELOCATE SEWER AND VENT STACKS IN REMOVED CHASES. RE-ROUTE STACKS IN NEW CHASES AND/OR WALLS. ANY DISCREPANCIES FOUND BY THE PLUMBING CONTRACTOR SHALL BE REPORTED TO THE ENGINEER/ARCHITECT IMMEDIATELY AND PRIOR TO ANY INSTALLATION. FAILURE TO COMPLY SHALL MAKE ALL CORRECTIONS AND/OR MODIFICATIONS THE FULL RESPONSIBILITY OF THE CONTRACTOR.

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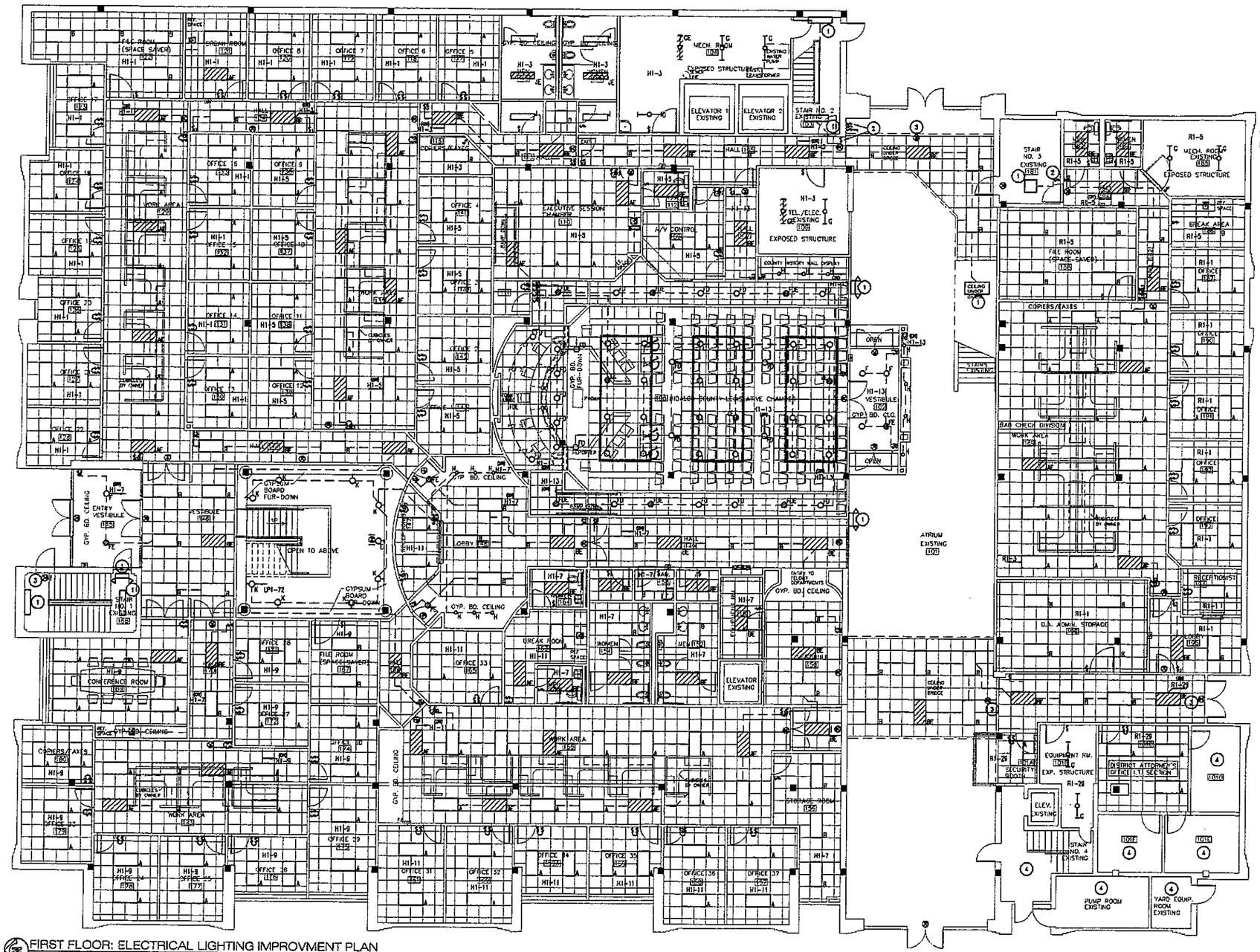

FIRST FLOOR: ELECTRICAL LIGHTING IMPROVMENT PLAN
SCALE: 1/8" = 1'-0"

GENERAL NOTES:

A. REFER TO ARCHITECTURAL REFLECTED CEILING PLAN (RCP) FOR EXACT LOCATION OF LIGHT FIXTURES. FURNISH FIXTURES WITH TRIM COMPATIBLE WITH THE TYPE OF CEILING AS INDICATED ON THE RCP.

B. EXIT LIGHTS ARE TYPE 'A' UNO. CONNECT EXIT LIGHT FIXTURES TO UN-SWITCHED CIRCUIT SERVING SPACE IN WHICH FIXTURE IS INSTALLED. INSTALL WALL MOUNTED FIXTURES 8'-0" AFF, UNO.

C. COORDINATE PLACEMENT OF FIXTURES WITH ACTUAL INSTALLATION OF MECHANICAL EQUIPMENT AND DUCTWORK.

D. WHERE TWO LIGHT SWITCHES ARE SHOWN ADJACENT TO EACH OTHER, THE SWITCH NEAREST THE DOOR CONTROLS THE OUTER LAMPS IN ALL THE FIXTURES IN THE SPACE AND THE OTHER SWITCH CONTROLS THE INNER LAMPS IN ALL THE FIXTURES IN THE SPACE, UNO.

E. CIRCUIT EMERGENCY FIXTURES IN ROOMS TO PERMIT ALL THE LAMPS TO BE SWITCHED OFF, LEAVING THE BATTERY IN STAND BY CONDITION, SO THE EMERGENCY BATTERY UNIT WILL OPERATE ONE LAMP WHEN THE NORMAL POWER IS INTERRUPTED. REQUEST THE REQUIRED WIRING DIAGRAM FROM EQUIPMENT MANUFACTURER. ALL EMERGENCY LIGHTING FIXTURES SHALL BE CIRCUITED TO THE NON-SWITCHED PHASE WIRE IN ADDITION TO THE SWITCHED LEG. ALL EXIT SIGNS SHALL BE CIRCUITED TO THE NON-SWITCHED PHASE WIRE ONLY.

F. COORDINATE ROUGH-IN LOCATION OF ALL DEVICES WITH ARCHITECTURAL ELEVATIONS, DETAILS, AND PLANS.

G. ALL DEVICES SHALL SHARE COMMON FACEPLATE WHERE APPLICABLE.

H. SWITCH LEGS ARE NOT SHOWN WHERE SWITCHING SCHEME IS OBVIOUS.

I. ALL LIGHT FIXTURE SHALL BE CIRCUITED TO EXISTING CIRCUIT SERVING SPACE.

DEMOLITION KEY NOTES:

1. EXISTING LIGHT FIXTURE.
2. EXISTING WALL SWITCH OR SWITCHES.
3. EXISTING EXIT LIGHT FIXTURE.
4. EXISTING LIGHTING SHALL BE CIRCUITED TO R1-31.

AGA DESIGN CONSULTING
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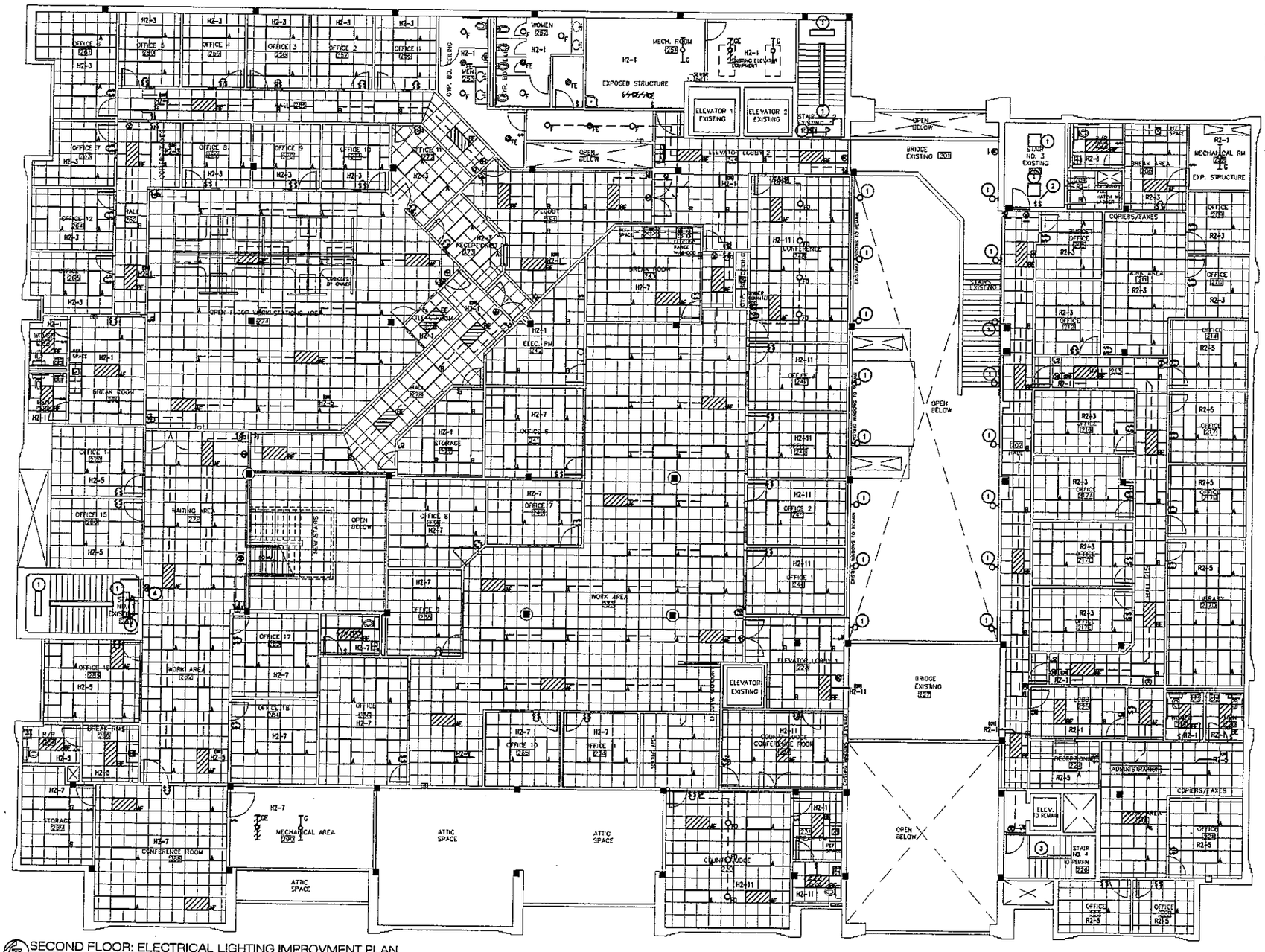

SECOND FLOOR: ELECTRICAL LIGHTING IMPROVMENT PLAN

SCALE: 1/8" = 1'-0"

GENERAL NOTES:

A. REFER TO ARCHITECTURAL REFLECTED CEILING PLAN (RCP) FOR EXACT LOCATION OF LIGHT FIXTURES. FURNISH FIXTURES WITH TRIM COMPATIBLE WITH THE TYPE OF CEILING AS INDICATED ON THE RCP.

B. EXIT LIGHTS ARE TYPE X, UNO. CONNECT EXIT LIGHT FIXTURES TO UN-SWITCHED CIRCUIT SERVING SPACE IN WHICH FIXTURE IS INSTALLED. INSTALL WALL MOUNTED FIXTURES 8'-0" AFF, UNO.

C. COORDINATE PLACEMENT OF FIXTURES WITH ACTUAL INSTALLATION OF MECHANICAL EQUIPMENT AND DUCTWORK.

D. WHERE TWO LIGHT SWITCHES ARE SHOWN ADJACENT TO EACH OTHER, THE SWITCH NEAREST THE DOOR CONTROLS THE OUTER LAMPS IN ALL THE FIXTURES IN THE SPACE AND THE OTHER SWITCH CONTROLS THE INNER LAMPS IN ALL THE FIXTURES IN THE SPACE, UNO.

E. CIRCUIT EMERGENCY FIXTURES IN ROOMS TO PERMIT ALL THE LAMPS TO BE SWITCHED OFF, LEAVING THE BATTERY IN STAND BY CONDITION, SO THE EMERGENCY BATTERY UNIT WILL OPERATE ONE LAMP WHEN THE NORMAL POWER IS INTERRUPTED. REQUEST THE REQUIRED WIRING DIAGRAM FROM EQUIPMENT MANUFACTURER. ALL EMERGENCY LIGHTING FIXTURES SHALL BE CIRCUITED TO THE NON-SWITCHED PHASE WIRE IN ADDITION TO THE SWITCHED LEG. ALL EXIT SIGNS SHALL BE CIRCUITED TO THE NON-SWITCHED PHASE WIRE ONLY.

F. COORDINATE ROUGH-IN LOCATION OF ALL DEVICES WITH ARCHITECTURAL ELEVATIONS, DETAILS, AND PLANS.

G. ALL DEVICES SHALL SHARE COMMON FACEPLATE WHERE APPLICABLE.

H. SWITCH LEGS ARE NOT SHOWN WHERE SWITCHING SCHEME IS OBVIOUS.

I. ALL LIGHT FIXTURE SHALL BE CIRCUITED TO EXISTING CIRCUIT SERVING SPACE.

DEMOLITION KEY NOTES:

1. EXISTING LIGHT FIXTURE.
2. EXISTING WALL SWITCH OR SWITCHES.
3. EXISTING LIGHTING SHALL BE CIRCUITED TO R1-31.
4. EXISTING EXIT LIGHT FIXTURE.

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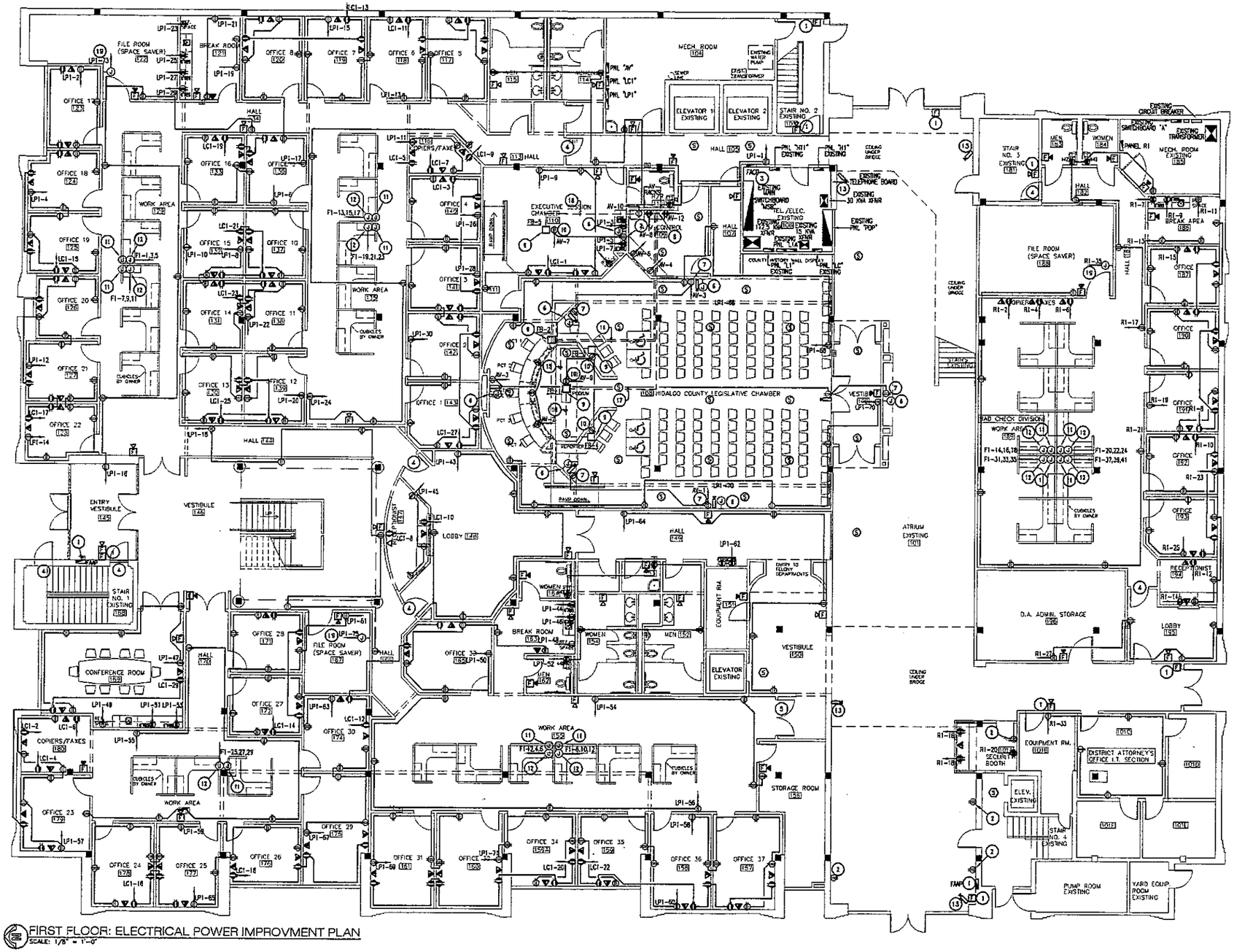
1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

THE USE OF THESE DRAWINGS IS RESTRICTED TO THE ORIGINAL PURPOSE FOR WHICH THEY WERE INTENDED. REPRODUCTION WITHOUT WRITTEN PERMISSION FROM THE OWNER IS PROHIBITED.

PROJECT #	08072
ISSUED:	03/05/09
DRAWN BY:	
CHECKED BY:	
FILE NAME:	

SHEET: E-2

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
600 E. BEAUMONT AVE, SUITE 2 McALLEN, TX 78501 (956) 994-2727



FIRST FLOOR: ELECTRICAL POWER IMPROVMENT PLAN
SCALE: 1/8" = 1'-0"

GENERAL NOTES:

A. COORDINATE ROUGH-IN LOCATION OF ALL DEVICES WITH ARCHITECTURAL ELEVATIONS, DETAILS, AND PLANS.

B. ALL DEVICES SHALL SHARE COMMON FACEPLATE WHERE APPLICABLE.

C. ALL FIRE ALARM DEVICES SHALL BE COMPATIBLE TO EXISTING FIRE ALARM SYSTEM.

D. REFER TO AV SHEETS FOR ADDITIONAL CONDUIT/POWER REQUIREMENTS.

KEY NOTES:

1. EXISTING FIREALARM DEVICE.
2. EXISTING RECEPTACLE.
3. EXISTING FIRE ALARM CONTROL PANEL, DMP FIRE COMMAND CENTER.
4. FURNISH AND INSTALL CONDUITS AND BACK BOXES FOR SINGLE MAGLOCK DOOR. REFER TO DETAIL C, SHEET E-12.
5. FURNISH AND INSTALL CONDUITS AND BACK BOXES FOR DOUBLE MAGLOCK DOOR. REFER TO DETAIL D, SHEET E-12.
6. FURNISH AND INSTALL J-BOX WITH 1" CONDUIT TO ABOVE CEILING FOR LCD SCREEN. COORDINATE EXACT LOCATION WITH AV CONSULTANT.
7. FURNISH AND INSTALL RECEPTACLE FOR LCD SCREEN. COORDINATE EXACT LOCATION WITH AV CONSULTANT.
8. FURNISH AND INSTALL 1-1/2" EMT TO SECOND FLOOR CONFERENCE ROOM 218 AV RACK.
9. FURNISH AND INSTALL ACE BACKSTAGE CO. HALF STAGE POCKET FLOOR BOX MODEL # 123-C2BK OR APPROVED EQUAL. COORDINATE EXACT LOCATION WITH AV CONSULTANT.
10. FURNISH AND INSTALL ACE BACKSTAGE CO. HALF STAGE POCKET FLOOR BOX MODEL # 123-C2BK WITH RECEPTACLE AS NOTED. FURNISH AND INSTALL 3/4" SINGLE GANG ELECTRIC SWITCHBOX PANEL. COORDINATE EXACT LOCATION WITH AV CONSULTANT.
11. ROUTE 2"C FROM J-BOX FOR CONNECTION OF POWER POLE FURNISHED BY FURNITURE MANUFACTURER. COORDINATE EXACT LOCATION WITH FURNITURE MANUFACTURER PRIOR TO ROUGH-IN.
12. ROUTE 3#10(#), 2#10(#), 1#10G, 1#10G IN 3/4"C FOR CONNECTION OF POWER POLE FURNISHED BY FURNITURE MANUFACTURER FOR CONNECTION OF PRE-WIRED FURNITURE. COORDINATE EXACT LOCATION WITH FURNITURE MANUFACTURE PRIOR TO ROUGH-IN.
13. EXISTING CAMERA.
14. ROUTE TWO 1-1/2" EMT FROM FB-2 TO AV CONTROL ROOM.
15. ROUTE 1" EMT FROM FB-3 TO FB-1.
16. ROUTE 1" EMT FROM FB-4 TO FB-1.
17. ROUTE 1-1/2" EMT FROM FB-1 TO AV CONTROL ROOM.
18. ROUTE 1" EMT FROM FB-5 TO AV CONTROL ROOM.
19. FURNISH AND INSTALL J-BOX FOR SPACE SAVER. ROUTE 3#12, #12G, 1/2"C. COORDINATE EXACT LOCATION WITH SOUTHWEST SOLUTIONS GROUP.

NOTE: ALL EXISTING RECEPTACLES, DATA, TELEPHONE DEVICES SHALL BE EXTENDED TO 15" TO BOTTOM OF DEVICE, UNLESS NOTED OTHERWISE. ALL EXISTING WALL SWITCHES SHALL BE EXTENDED TO 48" TO TOP OF DEVICE. FIELD VERIFY EXISTING CONDITIONS.

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1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
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CITY OF EDINBURG, TEXAS

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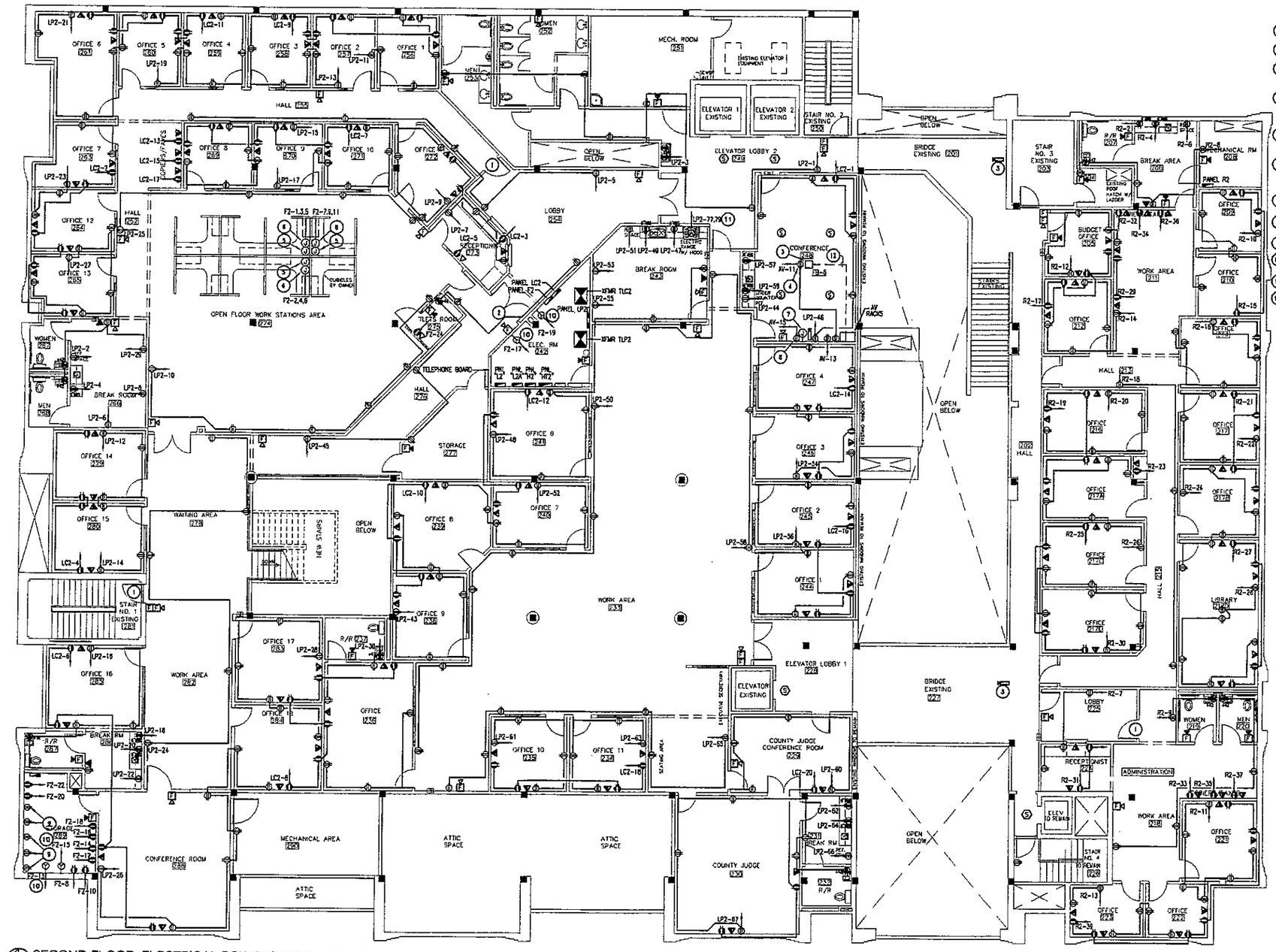
PROJECT #	08072
ISSUED:	03/05/09
DRAWN BY:	
CHECKED BY:	
FILE NAME:	
SHEET:	E-3

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
600 E. BEAUMONT AVE. SUITE 2 McALLEN, TX 78501 (956) 664-2727



SECOND FLOOR: ELECTRICAL POWER IMPROVMENT PLAN
SCALE: 1/8" = 1'-0"

GENERAL NOTES:

A. COORDINATE ROUGH-IN LOCATION OF ALL DEVICES WITH ARCHITECTURAL ELEVATIONS, DETAILS, AND PLANS.

B. ALL DEVICES SHALL SHARE COMMON FACEPLATE WHERE APPLICABLE.

C. ALL FIRE ALARM DEVICES SHALL BE COMPATIBLE TO EXISTING FIRE ALARM SYSTEM.

D. REFER TO AV SHEETS FOR ADDITIONAL CONDUIT/POWER REQUIREMENTS.

KEY NOTES:

1. FURNISH AND INSTALL CONDUITS AND BACK BOXES FOR SINGLE MAGLOCK DOOR. REFER TO DETAIL C, SHEET E-12.
2. FURNISH AND INSTALL CONDUITS AND BACK BOXES FOR DOUBLE MAGLOCK DOOR. REFER TO DETAIL D, SHEET E-12.
3. FURNISH AND INSTALL ACE BACKSTAGE CO. HALF STAGE POCKET FLOOR BOX MODEL # 123-CLBK OR APPROVED EQUAL. COORDINATE EXACT LOCATION WITH AV CONSULTANT.
4. FURNISH AND INSTALL ACE BACKSTAGE CO. HALF STAGE POCKET FLOOR BOX MODEL # 123-CLBK WITH RECEPTACLE AS NOTED. FURNISH AND INSTALL 3PE SINGLE GANG ELECTRIC SWITCHBOX PANEL. COORDINATE EXACT LOCATION WITH AV CONSULTANT.
5. ROUTE 2"C FROM J-BOX FOR CONNECTION OF POWER POLE FURNISHED BY FURNITURE MANUFACTURER. COORDINATE EXACT LOCATION WITH FURNITURE MANUFACTURER PRIOR TO ROUGH-IN.
6. ROUTE 3#10(N), 2#10G, 1#10G, 1#10G IN 3/4"C FOR CONNECTION OF POWER POLE FURNISHED BY FURNITURE MANUFACTURER FOR CONNECTION OF PRE-WIRED FURNITURE. COORDINATE EXACT LOCATION WITH FURNITURE MANUFACTURE PRIOR TO ROUGH-IN.
7. FURNISH AND INSTALL J-BOX WITH 1" CONDUIT TO ABOVE CEILING FOR LCD SCREEN. COORDINATE EXACT LOCATION WITH AV CONSULTANT.
8. FURNISH AND INSTALL RECEPTACLE FOR LCD SCREEN. COORDINATE EXACT LOCATION WITH AV CONSULTANT.
9. EXISTING CAMERA.
10. FURNISH AND INSTALL L5-30 RECEPTACLE. ROUTE 2#10, #10G, #10G, 3/4"C.
11. ROUTE 2#6, #10G, 3/4"C.
12. ROUTE 1" EMT FROM FB-6 TO EQUIPMENT RACK.

NOTE: ALL EXISTING RECEPTACLES, DATA, TELEPHONE DEVICES SHALL BE EXTENDED TO 15" TO BOTTOM OF DEVICE, UNLESS NOTED OTHERWISE. ALL EXISTING WALL SWITCHES SHALL BE EXTENDED TO 48" TO TOP OF DEVICE. FIELD VERIFY EXISTING CONDITIONS.

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PROJECT # 08072
ISSUED: 03/05/09
DRAWN BY:
CHECKED BY:
FILE NAME:

SHEET:

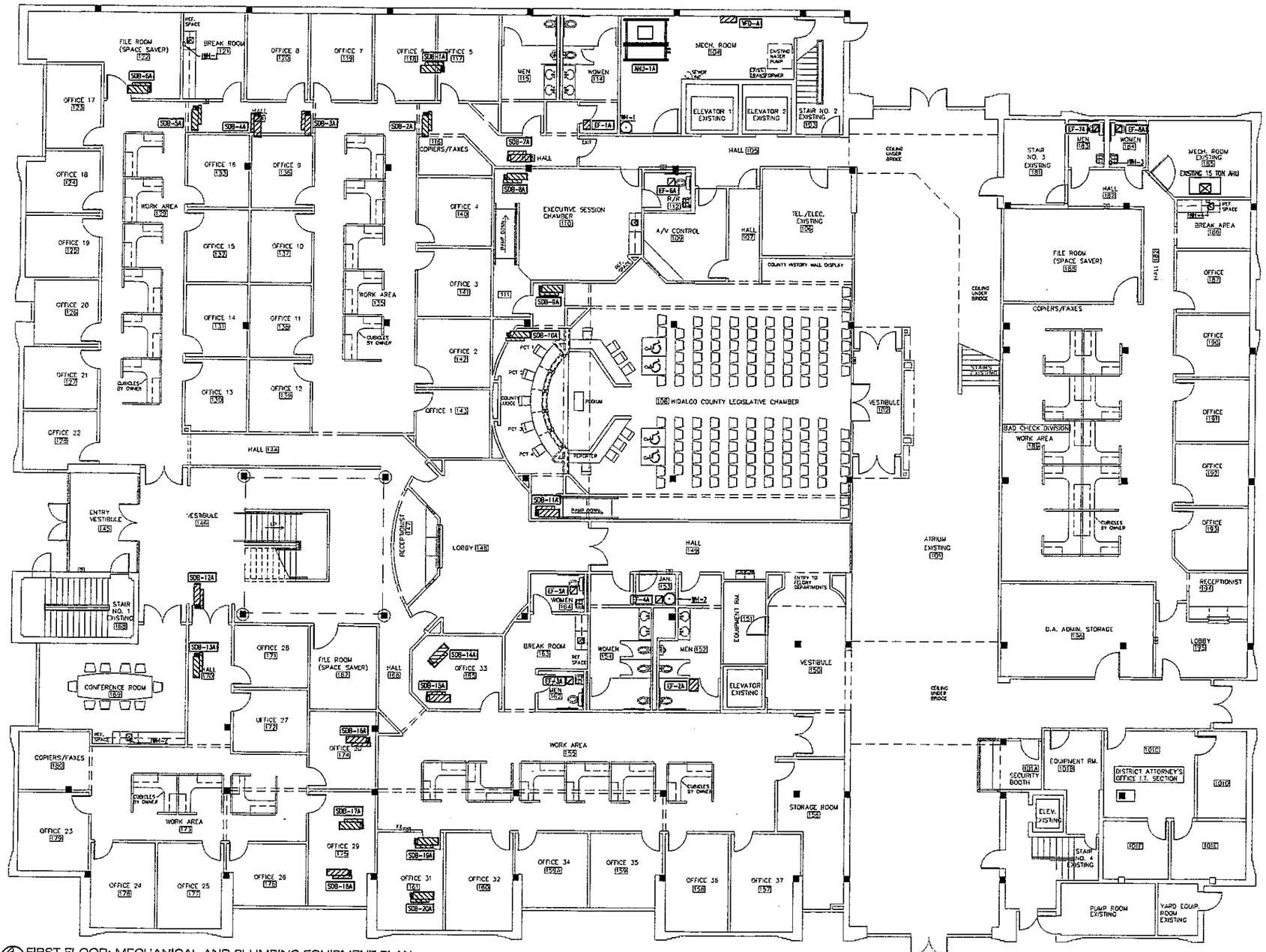
E-4

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
500 E. BEAUMONT AVE. SUITE 7 McALLEN, TX 78501 (956) 664-2727

GENERAL NOTES:

A. COORDINATE ROUGH-IN LOCATION OF ALL DEVICES WITH ARCHITECTURAL ELEVATIONS, DETAILS, AND PLANS.

B. FOR MECHANICAL EQUIPMENT CONNECTION SCHEDULE, REFER TO DETAIL A/SHEET E-7.



FIRST FLOOR: MECHANICAL AND PLUMBING EQUIPMENT PLAN
SCALE: 1/8" = 1'-0"

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
600 E. BEAUMONT AVE, SUITE 2 McALLEN, TX 78501 (956) 664-2727

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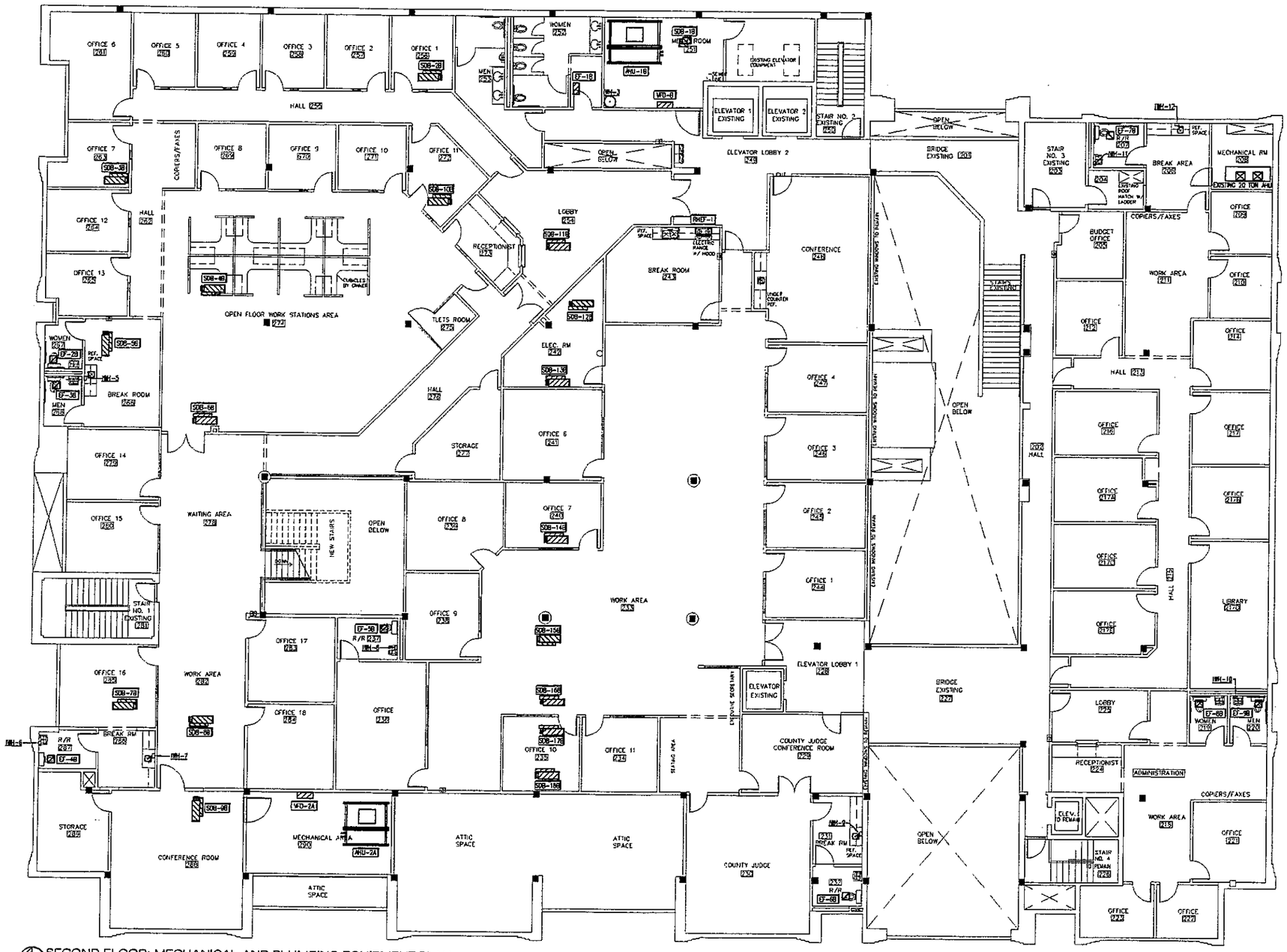
PROJECT #	08072
ISSUED:	03/05/09
DRAWN BY:	
CHECKED BY:	
FILE NAME:	
SHEET:	E-5

GENERAL NOTES:

A. COORDINATE ROUGH-IN LOCATION OF ALL DEVICES WITH ARCHITECTURAL ELEVATIONS, DETAILS, AND PLANS.

B. FOR MECHANICAL EQUIPMENT CONNECTION SCHEDULE, REFER TO DETAIL A/SHEET E-7.



SECOND FLOOR: MECHANICAL AND PLUMBING EQUIPMENT PLAN
SCALE: 1/8" = 1'-0"

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
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PROJECT # 08072
ISSUED: 03/05/09
DRAWN BY:
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FILE NAME:

SHEET:

E-6

MECHANICAL EQUIPMENT CONNECTION SCHEDULE

AIR HANDLING UNITS

UNIT DESIGNATION	CIRCUIT DESIGNATION	LOCATION	NOTES	DISCONNECTING MEANS AND/OR BRANCH CIRCUIT SIZE
AHU-1A	HT1-20,22,24	MECH ROOM 104	1,3	3#12, #12G, 1/2"C
AHU-2A	HT1-26,28,30	ATTIC SPACE	1,3	3#12, #12G, 1/2"C
AHU-1B	HT2-20,22,24	MECH ROOM 251	1,3	3#10, #10G, 1/2"C

SINGLE DUCT BOXES

UNIT DESIGNATION	CIRCUIT DESIGNATION	LOCATION	NOTES	DISCONNECTING MEANS AND/OR BRANCH CIRCUIT SIZE
SDB-1A	HT1-1,3,5	OFFICE 5 117/6 118	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-2A	HT1-1,3,5	HALL 113	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-3A	HT1-1,3,5	HALL 134	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-4A	HT1-7,9,11	HALL 134	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-5A	HT1-7,9,11	HALL 134	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-6A	HT1-7,9,11	FILE ROOM SS 122	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-7A	HT1-13,15,17	HALL 113	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-9A	HT1-13,15,17	EXECUTIVE SESSION CH 110	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-9A	HT1-19,21,23	HIDALGO CO LEG CH 108	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-10A	HT1-19,21,23	HIDALGO CO LEG CH 108	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-11A	HT1-19,21,23	HIDALGO CO LEG CH 108	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-12A	HT1-2,4,6	HALL 170	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-13A	HT1-2,4,6	HALL 170	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-14A	HT1-2,4,6	OFFICE 33 165	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-15A	HT1-8,10,12	OFFICE 33 165	4	30/1SP/3 DISCONNECT, 4#10, #10G, 1/2"C
SDB-16A	HT1-8,10,12	OFFICE 30 174	4	30/1SP/3 DISCONNECT, 4#10, #10G, 1/2"C
SDB-17A	HT1-8,10,12	OFFICE 29 175	4	30/1SP/3 DISCONNECT, 4#10, #10G, 1/2"C
SDB-18A	HT1-14,16,18	OFFICE 29 175	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-19A	HT1-14,16,18	OFFICE 31 161	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-20A	HT1-14,16,18	OFFICE 31 181	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-1B	HT2-1,3,5	MECH ROOM 251	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-2B	HT2-1,3,5	OFFICE 1 256	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-3B	HT2-1,3,5	OFFICE 7 263	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-4B	HT2-7,9,11	OPEN FLOOR AREA 274	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-5B	HT2-7,9,11	BREAK ROOM 266	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-6B	HT2-7,9,11	OPEN FLOOR AREA 274	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-7B	HT2-13,15,17	OFFICE 16 285	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-8B	HT2-13,15,17	WORK AREA 282	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-9B	HT2-13,15,17	CONFERENCE ROOM 286	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-10B	HT2-2,4,6	OFFICE 11 272	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-11B	HT2-2,4,6	LOBBY 254	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-12B	HT2-2,4,6	ELECTRICAL ROOM 242	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-13B	HT2-8,10,12	ELECTRICAL ROOM 242	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-14B	HT2-8,10,12	OFFICE 7 240	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-15B	HT2-8,10,12	WORK AREA 233	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-16B	HT2-14,16,18	WORK AREA 233	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-17B	HT2-14,16,18	OFFICE 10 235	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C
SDB-18B	HT2-14,16,18	OFFICE 10 235	4	30/1SP/3 DISCONNECT, 4#12, #12G, 1/2"C

FAN

UNIT DESIGNATION	CIRCUIT DESIGNATION	LOCATION	NOTES	DISCONNECTING MEANS AND/OR BRANCH CIRCUIT SIZE
EF-1A	LP1-66	WOMEN 114		2#12, #12G, 1/2"C
EF-2A	LP1-68	MEN 152		2#12, #12G, 1/2"C
EF-3A	H1-7	MEN 162	2	2#12, #12G, 1/2"C
EF-4A	H1-7	JAN 153	2	2#12, #12G, 1/2"C
EF-5A	H1-7	WOMEN 164	2	2#12, #12G, 1/2"C
EF-6A	H1-5	F/R 112	2	2#12, #12G, 1/2"C
EF-7A	R1-5	MENS 183	2	2#12, #12G, 1/2"C
EF-8A	R1-5	WOMENS 184	2	2#12, #12G, 1/2"C
EF-1B	LP2-71	WOMEN 252		2#12, #12G, 1/2"C
EF-2B	H2-1	WOMEN 267	2	2#12, #12G, 1/2"C
EF-3B	H2-1	MEN 268	2	2#12, #12G, 1/2"C
EF-4B	H2-5	F/R 287	2	2#12, #12G, 1/2"C
EF-5B	H2-7	F/R 237	2	2#12, #12G, 1/2"C
EF-6B	H2-11	F/R 232	2	2#12, #12G, 1/2"C
EF-7B	R2-1	F/R 207	2	2#12, #12G, 1/2"C
EF-8B	R2-1	WOMENS 219	2	2#12, #12G, 1/2"C
EF-9B	R2-1	MENS 220	2	2#12, #12G, 1/2"C

MISCELLANEOUS EQUIPMENT

UNIT DESIGNATION	CIRCUIT DESIGNATION	LOCATION	NOTES	DISCONNECTING MEANS AND/OR BRANCH CIRCUIT SIZE
RHEF-1	LP2-68	BREAK ROOM 243		2#12, #12G, 1/2"C
WH-1	HT1-25	MECHANICAL 104		30/-/1 DISCONNECT, 2#10, #10G, 1/2"C
WH-2	HT1-27	JANITOR 153		30/-/1 DISCONNECT, 2#10, #10G, 1/2"C
WH-3	HT2-19	MECHANICAL 251		30/-/1 DISCONNECT, 2#10, #10G, 1/2"C
WH-1	HT1-28	BREAK ROOM 121	5	30/-/1 DISCONNECT, 2#12, #12G, 1/2"C
WH-2	HT1-31	CONFERENCE 169	5	30/-/1 DISCONNECT, 2#12, #12G, 1/2"C
WH-3	HT1-33	WOMEN 184	5	30/-/1 DISCONNECT, 2#12, #12G, 1/2"C
WH-4	HT1-35	BREAK AREA 186	5	30/-/1 DISCONNECT, 2#12, #12G, 1/2"C
WH-5	HT2-21	BREAK ROOM 266	5	30/-/1 DISCONNECT, 2#10, #10G, 1/2"C
WH-6	HT2-23	F/R 287	5	30/-/1 DISCONNECT, 2#12, #12G, 1/2"C
WH-7	HT2-25	BREAK RM 286	5	30/-/1 DISCONNECT, 2#12, #12G, 1/2"C
WH-8	HT2-27	F/R 237	5	30/-/1 DISCONNECT, 2#12, #12G, 1/2"C
WH-9	HT2-29	BREAK 231	5	30/-/1 DISCONNECT, 2#10, #10G, 1/2"C
WH-10	HT2-31	MEN 220	5	30/-/1 DISCONNECT, 2#10, #10G, 1/2"C
WH-11	HT2-33	F/R 207	5	30/-/1 DISCONNECT, 2#12, #12G, 1/2"C
WH-12	HT2-35	BREAK 226	5	30/-/1 DISCONNECT, 2#12, #12G, 1/2"C

GENERAL NOTES

A. ALL DISCONNECTS AND COMBINATION STARTERS ARE NEMA 1 ENCLOSED, UNO.

NOTES:

1. FURNISH AND INSTALL DUCT SMOKE DETECTOR AT SUPPLY & RETURN DUCT. FURNISH AND INSTALL RELAY FOR SHUT DOWN CONTROL.
2. EXHAUST FAN SHALL BE SWITCHED WITH LIGHTS.
3. VFD FURNISHED BY DIV. 15 AND INSTALLED BY ELECTRICAL CONTRACTOR.
4. MULTIPLE UNITS SHALL BE CONNECTED TO SINGLE CIRCUIT. FURNISH AND INSTALL ILSCO MINIBUS MULTITAP CONNECTORS FOR TAP.
5. DISCONNECT SERVING (WH) SHALL HAVE NAMEPLATE WHICH INDICATES CIRCUIT # AND ROOM NAME & # OF PANEL IN WHICH IT IS SERVED FROM.

A - MECHANICAL EQUIPMENT CONNECTION SCHEDULE

SCALE: N.T.S.

LIGHTING FIXTURE SCHEDULE

TYPE	DESCRIPTION	MANUFACTURER & MODEL #	LAMPS/TEMP/VA	VOLTAGE	REMARKS
A	2X4 LAY-IN TROFFER #12 PATTERN ACRYLIC 0.125" THICK ELECTRONIC BALLAST	LITHONIA #2GT 3 32 A12125 MVOLT GEB10IS COLUMBIA #LT824-332C-FSA12.125-E98LHUNV METALUX #2GC-332A125-UNV-EL-850-E98Z-U	3-F32T8 3500K 88	120/277	1
AE	2X4 LAY-IN TROFFER #12 PATTERN ACRYLIC 0.125" THICK EMERGENCY BALLAST	LITHONIA #2GT 3 32 A12125 MVOLT GEB10IS EL14 COLUMBIA #LT824-332C-FSA12.125-E98LHUNV-850 METALUX #2GC-332A125-UNV-E98Z-U-850	3-F32T8 3500K 88	120/277	1
B	2X4 LAY-IN TROFFER #12 PATTERN ACRYLIC 0.125" THICK EMERGENCY BALLAST	LITHONIA #2GT 2 32 A12125 MVOLT GEB10IS EL14 COLUMBIA #LT824-232C-FSA12.125-E98LHUNV METALUX #2GC-232A125-UNV-E98I-U	2-F32T8 3500K 65	120/277	
BE	2X4 LAY-IN TROFFER #12 PATTERN ACRYLIC 0.125" THICK EMERGENCY BALLAST	LITHONIA #2GT 2 32 A12125 MVOLT GEB10IS EL14 COLUMBIA #LT824-232C-FSA12.125-E98LHUNV-850 METALUX #2GC-232A125-UNV-EL-850-E98I-U	2-F32T8 3500K 65	120/277	
C	2X4 LAY-IN TROFFER #12 PATTERN ACRYLIC 0.125" THICK, ELECTRONIC BALLAST DRYBALL GRID ADAPTER	LITHONIA #2GT 2 32 A12125 MVOLT GEB10IS DGA24 COLUMBIA #LT824-232C-FSA12.125-E98LHUNV-FK-Z4 METALUX #2FC-232A125-UNV-E98I-U	2-F32T8 3500K 65	120/277	
CE	2X4 LAY-IN TROFFER #12 PATTERN ACRYLIC 0.125" THICK, EMERGENCY BALLAST DRYBALL GRID ADAPTER	LITHONIA #2GT 2 32 A12125 MVOLT GEB10IS EL14 DGA24 COLUMBIA #LT824-232C-FSA12.125-E98LHUNV-FK-Z4 METALUX #2FC-232A125-UNV-EL-850-E98I-U	2-F32T8 3500K 65	120/277	
D	2' X 2' LAY-IN TROFFER WITH NOMINAL 0.125" THICK PATTERN 12 ACRYLIC LENS	LITHONIA #2SPB2S13A12125MVOLT/32GEB10IS COLUMBIA #LT822-317C-FSA12125-3EU METALUX #2GC8-317A125-UNV-E98I-U	3-F17T8 3500K 46	120/277	
E	WALL PLUSH MOUNTED CONCEALED EMERGENCY FIXTURE SELF DIAGNOSTIC	CONCEALITE #FS 50 90 SD NC FWS	2-50W	120/277	
F	6" RECESSED DOWNLIGHT	GOTHAM #AF 1/42IRT 6 AR PRESCOLITE #CFT632HEB/STF602H PORTFOLIO #C8142E 6151EU	1-42TRT 3500K 48	120/277	
FD	6" RECESSED DOWNLIGHT DIMMING BALLAST	GOTHAM #AF 1/42IRT 6 AR DIMHL PRESCOLITE #CFT632HEB-HDM/STF602H PORTFOLIO #C8142ZD42 6151EU	1-42TRT 3500K 48	120/277	
FDE	6" RECESSED DOWNLIGHT DIMMING BALLAST EMERGENCY BATTERY PACK	GOTHAM #AF 1/42IRT 6 AR DIMHL EL PRESCOLITE #CFT632HEBEM-HDM/STF602H PORTFOLIO #C8142ZD42 6151EU	1-42TRT 3500K 48	120/277	
FE	6" RECESSED DOWNLIGHT EMERGENCY BATTERY PACK	GOTHAM #AF 1/42IRT 6 AR EL PRESCOLITE #CFT632HEBEM/STF602H PORTFOLIO #C8142EEM 6151EU	1-42TRT 3500K 48	120/277	
G	4' LONG OPEN STRIP WITH WIRE GUARD	LITHONIA #232MVOLTGEB10ISWGQUN COLUMBIA # CS4-232-EU-CSWG4' METALUX # SS-232-UNV-E98I-U/ WG/SS-4FT-8	2-F32T8 3500K 65	120/277	
GE	4' LONG OPEN STRIP WITH WIRE GUARD EMERGENCY BATTERY PACK	LITHONIA #C232MVOLTGEB10ISWGQUN EL14 COLUMBIA #CS4-232-EU-EL141/CSWG4 METALUX # SS-232-UNV-EL-850-E98I-U/ WG/SS-4FT-8	2-F32T8 3500K 65	120/277	
H	3" RECESSED ADJUSTABLE LAMP DOWNLIGHT, INTEGRAL TRANSFORMER	GOTHAM #DLY ADJ MR16 3 AC 277 PRESCOLITE #A4MR277/4C1 PORTFOLIO #A5MR 3470PIN	1-50MMR16 60	277	
J	LOW PROFILE WRAPAROUND ELECTRONIC BALLAST	LITHONIA #LB 2 32 MVOLT GEB10IS COLUMBIA #WC4-232-EU METALUX #WS-232A-UNV-E98I-U	2-F32T8 3500K 65	120/277	
JE	LOW PROFILE WRAPAROUND EMERGENCY BATTERY PACK	LITHONIA #LB 2 32 MVOLT GEB10IS EL14 COLUMBIA # WC4-232-EU-EL141 METALUX #WS-232A-UNV-EL-850-E98I-U	2-F32T8 3500K 65	120/277	
K	WALL MOUNTED LUMINAIRE WITH SATIN WHITE GLASS	ZANEEN #01-3075	1-100W 100	120	
L	6" RECESSED DOWNLIGHT WITH FROSTED ETCHED GLASS DISC DIMMING BALLAST	PEACHTREE #PFTU-7142 PRESCOLITE #CFT632HEB-HDM/STF602H/SR6010 PORTFOLIO #C8142 2042 DTB DISC	1-42TRT 3500K 48	277	
LE	6" RECESSED DOWNLIGHT WITH FROSTED ETCHED GLASS DISC DIMMING BALLAST	PEACHTREE #PFTU-7142 PRESCOLITE #CFT632HEB-HDM-EM/STF602H/SR6010 PORTFOLIO #C8142ZD42EEM DTBDISC	1-42TRT 3500K 48	277	
X	UNIVERSAL EXIT LIGHT WITH BATTERY PACK, NUMBER OF FACES AND DIRECTIONAL CHEVRONS AS INDICATED ON THE DRAWINGS	LITHONIA #LQMSWDH120/277ELN DUAL-LITE #CV3REW SURELITE #LPX70RWH	LED'S FURNISHED 10	120/277	

REMARKS:

1. LIGHT FIXTURES SHALL BE FURNISHED WITH DUAL BALLAST WHERE TWO SWITCHES INDICATED ON PLAN.

B - ELECTRICAL FIXTURE SCHEDULE

SCALE: N.T.S.

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1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

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PROJECT # 08072
ISSUED: 03/05/09
DRAWN BY:
CHECKED BY:
FILE NAME:
SHEET:

E-7

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
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FEEDER / BRANCH CIRCUIT SCHEDULE

MARK	RACEWAY	PHASE CONDUCTORS	NEUTRAL CONDUCTORS	GROUND CONDUCTORS	REMARKS
1000	4"	3-600KCMIL	1-600KCMIL	1-250KCMIL	(FAR PARALLEL FEEDERS REQUIRED
2000	4"	3-600KCMIL	1-600KCMIL	1-250KCMIL	(FAR PARALLEL FEEDERS REQUIRED
3000	4"	3-600KCMIL	1-600KCMIL	1-250KCMIL	(FAR PARALLEL FEEDERS REQUIRED
4000	2"	3#4/0	----	1#6	----
4001	2"	3#3/0	1#3/0	1#3	(TWO PARALLEL FEEDERS REQUIRED
4002	2 1/2"	3#4/0	1#3/0	1#4	----
4003	1"	1#3	1#3	1#8	----
5000	2"	3#4/0	----	1#4	----
5001	2 1/2"	3#3/0	2#3/0	1#3	(TWO PARALLEL FEEDERS REQUIRED
5002	1 1/2"	3#3	1#3	1#8	----
5003	2 1/2"	3#4/0	1#4/0	1#4	----
5004	1 1/2"	3#3	1#3	1#8	----
5005	1 1/2"	3#3	1#3	1#8	----
6000	1 1/2"	3#3	1#3	1#8	----
7000	1 1/2"	3#3	1#3	1#8	----

A - FEEDER / BRANCH CIRCUIT SCHEDULE
SCALE: N.T.S.

TRANSFORMER SCHEDULE

MARK	KVA	PRIMARY VOLTAGE	SECONDARY VOLTAGE	GROUNDING ELECTRODE	REMARKS
XFMR-TLP2	112-1/2	480V DELTA	208Y/120 GND WYE	#1/0	
XFMR-TLC2	112-1/2	480V DELTA	208Y/120 GND WYE	#1/0	

B - ELECTRICAL TRANSFORMER SCHEDULE
SCALE: N.T.S.

ELECTRICAL LEGEND

ALL SYMBOLS SHOWN MAY NOT APPEAR IN ALL DRAWINGS.
SYMBOLS ARE SHOWN SCHEMATIC AND MAY NOT BE TO SCALE.

SYMBOL	DESCRIPTION	MNTG. HT. UNO (SEE NOTE 1)
	2'x4' FLUORESCENT LIGHT FIXTURE	SEE FIX. SCH.
	2'x4' FLUORESCENT LIGHT FIXTURE ON EMERGENCY CIRCUIT	SEE FIX. SCH.
	2'x4' FLUORESCENT LIGHT FIXTURE SWITCHED W/ INBOARD LAMPS ONE SWITCH AND OUTBOARD LAMPS ON ANOTHER	SEE FIX. SCH.
	2'X4' FLUORESCENT FIXTURE W/ INBOARD LAMPS ON EMERGENCY CIRCUIT AND OUTBOARD LAMPS ON NORMAL CIRCUIT	SEE FIX. SCH.
	2'x2' FLUORESCENT LIGHT FIXTURE	SEE FIX. SCH.
	2'x2' FLUORESCENT LIGHT FIXTURE ON EMERGENCY CIRCUIT	SEE FIX. SCH.
	FLUORESCENT STRIP LIGHT	SEE FIX. SCH.
	1'X4' FLUORESCENT LIGHT FIXTURE	SEE FIX. SCH.
	TRACK LIGHT	SEE FIX. SCH.
	INCANDESCENT, FLUORESCENT, OR HID WALL WASHER LIGHT FIXTURE CEILING MTD.	SEE FIX. SCH.
O	INCANDESCENT, FLUORESCENT, OR HID FIXTURE CLG. OR WALL MTD.	SEE FIX. SCH.
	INCANDESCENT, FLUORESCENT, OR HID FIXTURE ON EMERGENCY CCT. CLG. OR WALL MTD.	SEE FIX. SCH.
	EXIT LIGHT, CEILING OR WALL MOUNTED - SHADING INDICATING SINGLE OR DOUBLE FACE; DIRECTIONAL ARROWS AS INDICATED	9" BFC
$	WALL SWITCH SPST, 20A,120/277V	48" AFF
$2	DOUBLE POLE TOGGLE SWITCH, 20A/120/277V	48" AFF
$3	3-WAY WALL SWITCH, 20A,120/277V	48" AFF
$4	4-WAY WALL SWITCH, 20A,120/277V	48" AFF
$D	WALL DIMMER SWITCH	48" AFF
$K	KEY OPERATED WALL SWITCH	48" AFF
$P	WALL SWITCH WITH PILOT LIGHT	48" AFF
	SINGLE RECEPTACLE - 20A/125V/2P/3W/G NEMA 5-20R	15" AFF
	DUPLEX RECEPTACLE - 20A/125V/2P/3W/G NEMA 5-20R	15" AFF
	DUPLEX RCPT. SPLIT-WIRED - 20A/125V/2P/3W/G NEMA 5-20R	15" AFF
	DUPLEX RCPT. GFI - 20A/125V/2P/3W/G NEMA 5-20R	15" AFF
	QUADRAPLEX RECEPTACLE (TWO DUPLEX RCPTS. UNDER ONE COVERPLATE)	15" AFF
	ISOLATED GROUND DUPLEX RECEPTACLE - 20A/125V NEMA 5-20R	15" AFF
E	DUPLEX RECEPTACLE ON EMERGENCY CIRCUIT	15" AFF
	FLOOR MOUNTED DUPLEX RECEPTACLE - FLUSH MOUNTED UNO	-
	SPECIAL PURPOSE RECEPTACLE (NEMA NO. AS INDICATED)	15" AFF
J	JUNCTION BOX - SIZE & MOUNTING AS REQUIRED	AS REQD.
	MULTIOUTLET ASSEMBLY - LENGTH AND OUTLET SPACING AS INDICATED	AS NOTED
	TELEPHONE/DATA OUTLET. WALL MOUNTED - STUB 1" C. ABOVE CEILING FROM OUTLET BOX	15" AFF
	FLOOR MOUNTED DATA/TELEPHONE OUTLET - FLUSH MOUNTED UNO	-
TV	TELEVISION OUTLET. C.O. OR WALL MOUNTED - STUB 3/4" C. ABOVE CEILING FROM OUTLET BOX	15" AFF
	PUSHBUTTON	48" AFF
	CLOCK HANGER OUTLET 15A/125V/2P/3W/G RECEPTACLE	96" AFF
	SECONDARY CLOCK	86" AFF
F	FIRE ALARM PULL STATION	48" AFF
FA	FIRE ALARM AUDIBLE/VISUAL SIGNAL	80" AFF
FA	FIRE ALARM AUDIBLE SIGNAL	80" AFF
FA	FIRE ALARM VISUAL SIGNAL	80" AFF

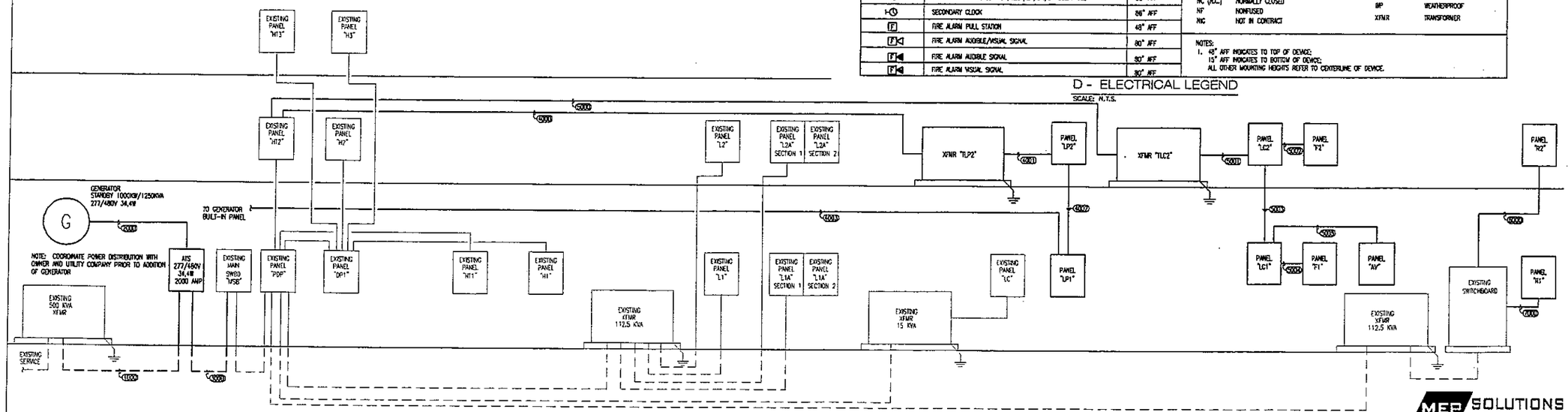
SYMBOL	DESCRIPTION	MNTG. HT. UNO (SEE NOTE 1)
FS	FIRE ALARM SPRINKLER FLOW SWITCH	-
TS	FIRE ALARM SPRINKLER TAMPER SWITCH	-
TS	FIRE ALARM SPRINKLER TAMPER SWITCH	-
PS	FIRE ALARM SPRINKLER PRESSURE SWITCH	-
S S	FIRE ALARM SMOKE DETECTOR CEILING OR WALL MOUNTED	80" AFF
H H	HEAT DETECTOR CEILING OR WALL MOUNTED	-
D	DUCT SMOKE DETECTOR	-
	SMOKE DOOR HOLDER	-
FACP	FIRE ALARM CONTROL PANEL	-
FAAP	FIRE ALARM ANNUNCIATOR PANEL	-
S S	P.A. SPEAKER, CEILING OR WALL MOUNTED	9" BFC
M	MICROPHONE OUTLET	-
30/-/3	DISCONNECT SWITCH - 30/-/3 INDICATES 30A, 3-POLE, NONFUSED; 30/30/3 INDICATES 30A, 3-POLE, 30A FUSE	AS REQD.
CB 30/3	CIRCUIT BREAKER DISCONNECT SWITCH - THERMAL MAGNETIC CB IN NEMA 1 ENCL: AMPS/POLES AS INDICATED	AS REQD.
30/30/3	DISCONNECT SWITCH - 30/30/3 INDICATES 30A, 3-POLE, 30A FUSE	AS REQD.
2	MOTOR STARTER FVNR UNO; NUMBER INDICATES NEMA SIZE	AS REQD.
CB	COMBINATION MOTOR CONTROLLER/DISCONNECT SWITCH	AS REQD.
	MOTOR	-
	PANELBOARD	-
	CIRCUIT HOME RUN TO PANELBOARD (2 #12, 1 #12G, 1/2"C. 20A/1P CB UNO)	-
X,X,X	THREE SINGLE POLE DEVICE CIRCUIT NUMBERS	-
X/X/X	MULTI-POLE DEVICE CIRCUIT NUMBERS	-
MD	MOTION DETECTOR, CEILING OR WALL MOUNTED	-
	DOOR HOLDER- REFER TO ARCHITECTURAL DOOR SCHEDULE FOR DOOR ROUGH-IN REQUIREMENTS.	-
	CHIME/STROBE	80"AFF
	BELL/BUZZ	48"AFF
G	GLASS BREAK MOTION SENSOR	-
D	DOOR CONTACTS	-
K	KEYPAD	48"AFF
	CAMERA - REFER TO AV SHEETS FOR MOUTING HEIGHTS.	-
CR	CARD READER - REFER TO DISCRIPTION IN DOOR HARDWARE SPECIFICATION SECTION.	48"AFF

ELECTRICAL ABBREVIATIONS

AFF	ABOVE FINISHED FLOOR	NL	NIGHT LIGHT
BFC	BELOW FINISHED CEILING	NO (N.O.)	NORMALLY OPEN
C	CONDUIT	RCPT(S)	RECEPTACLE(S)
CB	CIRCUIT BREAKER	PNL	PANEL
EC	EMPTY CONDUIT	SD (S.D.)	SPACE ONLY
EX	EXISTING	SP	SPARE
F	FUSE	ST (S.T.)	SHUNT TRIP
G	GROUND (EQUIPMENT)	SW	SWITCH
GFI	GROUND FAULT INTERRUPTER	UF	UNDERFLOOR
IC	INTERRUPTING CAPACITY	UG	UNDERGROUND
IG	ISOLATED GROUND	UNO(U.N.O.)	UNLESS NOTED OTHERWISE
MTD	MOUNT OR MOUNTED	WG	WIRE GUARD
NC (N.C.)	NORMALLY CLOSED	WP	WEATHERPROOF
NF	NONFUSED	XFMR	TRANSFORMER
NIC	NOT IN CONTRACT		

NOTES:
1. 48" AFF INDICATES TO TOP OF DEVICE;
15" AFF INDICATES TO BOTTOM OF DEVICE;
ALL OTHER MOUNTING HEIGHTS REFER TO CENTERLINE OF DEVICE.

D - ELECTRICAL LEGEND
SCALE: N.T.S.



C - ELECTRICAL RISER DIAGRAM
SCALE: N.T.S.

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1st AND 2nd FLOORS REMODEL
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PROJECT # 08072
ISSUED: 03/05/09
DRAWN BY:
CHECKED BY:
FILE NAME:
SHEET:

E-8

EXISTING PANELBOARD H1

VOLTAGE: 480Y/277 VOLT 3 PHASE 4 WIRE
100 A MAIN LUGS ONLY
BUSES: MAIN - 100 A; NEUTRAL - 100%; EQUIPMENT GROUND
LOCATION: ROOM
MOUNTING: SURFACE
isc = FIELD VERIFY EXISTING AIC RATING

VA1	VA2	VA3	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA1	VA2	VA3
3822			LIGHTING	20/1	1	A	2	20/1	EXISTING CIRCUIT BREAKER			
1541			LIGHTING	20/1	3	B	4	20/1	EXISTING CIRCUIT BREAKER			
3121			7BLIGHTING/EF-6A	20/1	5	C	6	20/1	EXISTING CIRCUIT BREAKER			
3227			2.34LIGHTING/EF-3A/4A/5A	20/1	7	A	8	20/1	EXISTING CIRCUIT BREAKER			
3014			LIGHTING	20/1	9	B	10	20/1	EXISTING CIRCUIT BREAKER			
2904			LIGHTING	20/1	11	C	12	20/1	EXISTING CIRCUIT BREAKER			
3163			LIGHTING	20/1	13	A	14	20/1	EXISTING CIRCUIT BREAKER			
			SPARE	20/1	15	B	16	20/1	EXISTING CIRCUIT BREAKER			
			SPARE	20/1	17	C	18	20/1	EXISTING CIRCUIT BREAKER			
			SPARE	20/1	19	A	20	20/1	SPARE			
			SPARE	20/1	21	B	22	20/1	SPARE			
			SPARE	20/1	23	C	24	20/1	SPARE			
			SPARE	20/1	25	A	26	20/1	SPARE			
			SPARE	20/1	27	B	28	20/1	SPARE			
			SPACE	20/1	29	C	30	20/1	SPACE			

VA1 (LIGHTING)	20622	CONNECTED	25778 DEMAND
VA2# (RECEPTACLES)		CONNECTED	DEMAND
VA3 (OTHER)	312	CONNECTED	312 DEMAND
VA: TOTAL	20934	CONNECTED	28090 DEMAND
AMPS: TOTAL	23	CONNECTED	31 DEMAND

L	R	O		TOTAL		
9822		234	VA CONNECTED TO A PHASE	10056	VA =	36 AMPS CONNECTED TO A PHASE @ 277 VOLTS
4575			VA CONNECTED TO B PHASE	4575	VA =	17 AMPS CONNECTED TO B PHASE @ 277 VOLTS
6225		78	VA CONNECTED TO C PHASE	6303	VA =	23 AMPS CONNECTED TO C PHASE @ 277 VOLTS
20622		312	TOTAL	20934	VA	

EXISTING PANELBOARD HT1

VOLTAGE: 480Y/277 VOLT 3 PHASE 4 WIRE
400 A MAIN LUGS ONLY
BUSES: MAIN - 400 A; NEUTRAL - 100%; EQUIPMENT GROUND
LOCATION: ROOM
MOUNTING: SURFACE
isc = FIELD VERIFY EXISTING AIC RATING

VA1	VA2	VA3	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA1	VA2	VA3
			3167SDB-1A/2A/3A	20/3*	1	A	2	20/3*	SDB-12A/13A/14A			3500
			3167*	-	3	B	4	-	*			3500
			3167*	-	5	C	6	-	*			3500
			3500SDB-4A/5A/6A	20/3*	7	A	8	20/3*	SDB-15A/16A/17A			4333
			3500*	-	9	B	10	-	*			4333
			3500*	-	11	C	12	-	*			4333
			2833SDB-7A/8A	20/3*	13	A	14	20/3*	SDB-18/19A/20A			3167
			2833*	-	15	B	16	-	*			3167
			2833*	-	17	C	18	-	*			3167
			4167SDB-9A/10A/11A	20/3*	19	A	20	20/3*	AHU-1A			3048
			4167*	-	21	B	22	-	*			3048
			4167*	-	23	C	24	-	*			3048
			4000MH-1	30/1	25	A	26	20/3*	AHU-2A			2106
			4000MH-2	30/1	27	B	28	-	*			2106
			3000MH-1	30/1	29	C	30	-	*			2106
			3000MH-2	30/1	31	A	32	40/1	EXISTING CIRCUIT BREAKER			
			6000MH-3	30/1	33	B	34	30/1	EXISTING CIRCUIT BREAKER			
			3000MH-4	30/1	35	C	36	30/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	30/1	37	A	38	30/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	30/1	39	B	40	30/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	30/1	41	C	42	30/1	EXISTING CIRCUIT BREAKER			

*=FURNISH AND INSTALL NEW CIRCUIT BREAKER AS INDICATED ON PANELBOARD SCHEDULE. MATCH AIC RATING. REMOVE EXISTING CIRCUIT BREAKER.

VA1 (LIGHTING)		CONNECTED	DEMAND
VA2# (RECEPTACLES)		CONNECTED	DEMAND
VA3 (OTHER)	113463	CONNECTED	113463 DEMAND
VA: TOTAL	113463	CONNECTED	113463 DEMAND
AMPS: TOTAL	136	CONNECTED	136 DEMAND

L	R	O		TOTAL		
	37321		VA CONNECTED TO A PHASE	37321	VA =	135 AMPS CONNECTED TO A PHASE @ 277 VOLTS
	40321		VA CONNECTED TO B PHASE	40321	VA =	146 AMPS CONNECTED TO B PHASE @ 277 VOLTS
	35821		VA CONNECTED TO C PHASE	35821	VA =	129 AMPS CONNECTED TO C PHASE @ 277 VOLTS
	113463		TOTAL	113463	VA	

EXISTING PANELBOARD H2

VOLTAGE: 480Y/277 VOLT 3 PHASE 4 WIRE
100 A MAIN LUGS ONLY
BUSES: MAIN - 100 A; NEUTRAL - 100%; EQUIPMENT GROUND
LOCATION: ROOM
MOUNTING: SURFACE
isc = FIELD VERIFY EXISTING AIC RATING

VA1	VA2	VA3	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA1	VA2	VA3
3310		154	LIGHTING/EF-2B/3B	20/1	1	A	2	20/1	EXISTING CIRCUIT BREAKER			
2562			LIGHTING	20/1	3	B	4	20/1	EXISTING CIRCUIT BREAKER			
3650		78	LIGHTING/EF-4B	20/1	5	C	6	20/1	EXISTING CIRCUIT BREAKER			
3317		78	LIGHTING/EF-5B	20/1	7	A	8	20/1	EXISTING CIRCUIT BREAKER			
3282			LIGHTING	20/1	9	B	10	20/1	EXISTING CIRCUIT BREAKER			
2756		78	LIGHTING/EF-6B	20/1	11	C	12	20/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	20/1	13	A	14	20/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	20/1	15	B	16	20/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	20/1	17	C	18	20/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	20/1	19	A	20	20/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	20/1	21	B	22	20/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	20/1	23	C	24	20/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	30/1	25	A	26	20/1	EXISTING CIRCUIT BREAKER			
			EXISTING CIRCUIT BREAKER	30/1	27	B	28	30/1	EXISTING CIRCUIT BREAKER			
			SPACE	20/1	29	C	30	20/1	SPACE			

VA1 (LIGHTING)	18859	CONNECTED	23324 DEMAND
VA2# (RECEPTACLES)		CONNECTED	DEMAND
VA3 (OTHER)	390	CONNECTED	390 DEMAND
VA: TOTAL	19049	CONNECTED	23714 DEMAND
AMPS: TOTAL	23	CONNECTED	29 DEMAND

L	R	O		TOTAL		
6627		234	VA CONNECTED TO A PHASE	6861	VA =	25 AMPS CONNECTED TO A PHASE @ 277 VOLTS
5632			VA CONNECTED TO B PHASE	5632	VA =	20 AMPS CONNECTED TO B PHASE @ 277 VOLTS
6400		156	VA CONNECTED TO C PHASE	6556	VA =	24 AMPS CONNECTED TO C PHASE @ 277 VOLTS
18859		390	TOTAL	19049	VA	

EXISTING PANELBOARD HT2

VOLTAGE: 480Y/277 VOLT 3 PHASE 4 WIRE
600 A MAIN LUGS ONLY
BUSES: MAIN - 600 A; NEUTRAL - 100%; EQUIPMENT GROUND
LOCATION: ROOM
MOUNTING: SURFACE
isc = FIELD VERIFY EXISTING AIC RATING

VA1	VA2	VA3	LOAD	BKR	CKT	PH	CKT	BKR	LOAD	VA1	VA2	VA3
			2000SDB-1B/2B/3B	20/3*	1	A	2	20/3*	SDB-10B/11B/12B			3333
			2000*	-	3	B	4	-	*			3333
			2000*	-	5	C	6	-	*			3333
			4333SDB-4B/5B/6B	20/3*	7	A	8	30/3*	SDB-13B/14B/15B			4667
			4333*	-	9	B	10	-	*			4667
			4333*	-	11	C	12	-	*			4667
			4333SDB-7B/8B/9B	20/3*	13	A	14	20/3*	SDB-16B/17B/18B			2667
			4333*	-	15	B	16	-	*			2667
			4333*	-	17	C	18	-	*			2667
			4500MH-3	30/1	19	A	20	40/3*	AHU-1B			5820
			6000MH-5	30/1	21	B	22	-	*			5820
			3000MH-6	20/1	23	C	24	-	*			5820
			3000MH-7	20/1	25	A	26	40/1	EXISTING CIRCUIT BREAKER			
			3000MH-8	20/1	27	B	28	70/1	EXISTING CIRCUIT BREAKER			
			6000MH-9	30/1	29	C	30	30/1	EXISTING CIRCUIT BREAKER			
			6000MH-10	30/1	31	A	32	225/3*	PANEL LP2		26660	14800
			3000MH-11	20/1	33	B	34	-	VIA XFMR TLP2		28820	10360
			3000MH-12	20/1	35	C	36	-	*	800	24300	15498
			EXISTING CIRCUIT BREAKER	50/1	37	A	38	225/3*	PANEL LC1		25560	14700
			EXISTING CIRCUIT BREAKER	50/1	39	B	40	-	VIA XFMR TLC2		26660	11800
			EXISTING CIRCUIT BREAKER	20/1	41	C	42	-	*		24660	12300

*=FURNISH AND INSTALL NEW CIRCUIT BREAKER AS INDICATED ON PANELBOARD SCHEDULE. MATCH AIC RATING. REMOVE EXISTING CIRCUIT BREAKER.

VA1 (LIGHTING)	800	CONNECTED	1000 DEMAND
VA2# (RECEPTACLES)	150660	CONNECTED	80330 DEMAND
VA3 (OTHER)	198215	CONNECTED	198215 DEMAND
VA: TOTAL	349675	CONNECTED	279545 DEMAND
AMPS: TOTAL	421	CONNECTED	336 DEMAND

L	R	O		TOTAL		
	50220	70153	VA CONNECTED TO A PHASE	120373	VA =	435 AMPS CONNECTED TO A PHASE @ 277 VOLTS
	51460	61133	VA CONNECTED TO B PHASE	112593	VA =	406 AMPS CONNECTED TO B PHASE @ 277 VOLTS
800	48960	66949	VA CONNECTED TO C PHASE	116309	VA =	421 AMPS CONNECTED TO C PHASE @ 277 VOLTS
800	150660	198215	TOTAL	349675	VA	

A - ELECTRICAL PANEL SCHEDULES
SCALE: N.T.S.

MEP SOLUTIONS ENGINEERING
MECHANICAL, ELECTRICAL, PLUMBING ENGINEERS
600 E. BEAUMONT AVE., SUITE 2 MCALLEN, TX 78501 (956) 664-4727

1st AND 2nd FLOORS REMODEL
FORMER ADMINISTRATION BUILDING
HIDALGO COUNTY, TEXAS
CITY OF EDINBURG, TEXAS

Alcócer Garcia
Design Con
1333 E. Jasmin
Mcallen, Texas
Office:
Fax:
Web: WWW.

THE USE OF THESE DRAWINGS IS RESTRICTED TO THE ORIGINAL PURPOSE FOR WHICH THEY WERE INTENDED. REPRODUCTION WITHOUT WRITTEN PERMISSION FROM THE OWNER IS PROHIBITED.

PROJECT # 08072
ISSUED: 03/05/09
DRAWN BY:
CHECKED BY:
FILE NAME:

SHEET:

E-9

Moises Salazar

From: Martha Salazar [martha.salazar@co.hidalgo.tx.us]
Sent: Wednesday, December 22, 2010 10:42 AM
To: moises.salazar@co.hidalgo.tx.us
Subject: FW: Time line for Remodel project

Please attach as supporting documentation to agenda item for 12-30-10!

From: Edo [mailto:edo@agadc.com]
Sent: Wednesday, December 22, 2010 9:36 AM
To: martha.salazar@co.hidalgo.tx.us
Subject: Time line for Remodel project

Hidalgo County Old Administration Building
Remodel of First and Second Floors
Project Timeline:

Advertise for Bids:	Sunday, January 16, 2011 thru Sunday February 13, 2011
Receive Bids:	Wednesday, February 23, 2011 @ 9:00 A.M.
Architects Letter of Recommendation:	Friday, February 25, 2011
Commissioner's Court Action:	Tuesday, March 8, 2011
Construction Period:	Twelve Months

Eduardo Alcocer
956.607.6671

AI-24554 **19.A.5.**

GTR 8000 Expandable site Sub-System

CC REGULAR

Date:	12/30/2010
Submitted By:	Matilde Faz, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Hidalgo County

Information

CAPTION

DIVISION OF EMERGENCY MANAGEMENT:
Requesting authority to purchase (including installation and implementation, if applicable) of a "GTR 8000 expandable site sub-system through Hidalgo County's membership/participation with the Houston-Galveston Area Council's (H-GAC's) awarded vendor Motorola HGAC contract #RA01-08 authorized dealer South Texas Communications, in the amount of $834,223.65.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1283-429-10-300-027-2-748

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

BUDGETARY IMPACT:
Req#186827 available for $834,223.65 as of 12/22/10.

Attachments

Link: Motorola Division of Emergency Management Quote

Link: 2009 Grant Increase Award

Link: HGAC Price List Verification

Link: Request to Purchase Email

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	12/22/2010 12:02 PM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 01:09 PM	APRV
3	Roland Garcia	Rolando Garcia	12/22/2010 04:14 PM	APRV
4	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Matilde Faz Started On: 12/21/2010 04:39 PM

Final Approval Date: 12/27/2010

O 1283429/03000272748

MOTOROLA
Authorized Radio System Specialist

Rcvd 24554 12/30/10

HIDALGO - COUNTY OF
DIVISION OF EMERGENCY MANAGEMENT
1615 SOUTH CLOSNER, SUITE G
EDINBURG, TX 78539

DATE:	11/22/2010
QUOTE #:	10-10776 - SHSP
BY:	5
ATTN:	A. A. "TONY" PENA, JR.
PHONE:	956-318-2600
FAX:	956-318-2699
EMAIL:	tony.pena@co.hidalgo.tx.us
USER CONTACT	END USER
CONTACT #	956-289-6549

PER HGAC CONTRACT # RA01-08
2009 SHSP GRANT FUNDING

ITEM	APC	QTY.	MODEL	DESCRIPTION	HGAC UNIT	HGAC EXTENDED
				[redacted]		
17	112	1	SQM01SUM7054A	GTR 8000 EXPANDABLE SITE SUB-SYSTEM	$ 5,100.00	$ 5,100.00
17A	112	1	CA00855AA	ADD: 700/800 MHZ MID POWER	$ 5,355.00	$ 5,355.00
17B	112	1	X301AE	ADD: QTY (1) GTR 8000 BASE RADIO	$ 10,115.00	$ 10,115.00
17C	112	1	X591AE	ENH: ASTRO 25 SITE REPEATER SW	$ 9,095.00	$ 9,095.00
17D	112	1	CA00862AA	ADD: SITE & CABINET RMC W/CAPABILITY OF 7-24 BRS	$ 1,785.00	$ 1,785.00
17E	112	1	CA00880AA	ADD: EXPANSION 6 PORT CAVITY COMBINER	$ 7,140.00	$ 7,140.00
17F	112	1	CA01058AA	ADD: 700/800 PHASING HARNESS	$ 850.00	$ 850.00
17G	112	2	CA00884AA	ADD: QTY (1) XHUB	$ 2,975.00	$ 5,950.00
17H	112	1	X882AH	ADD: 7.5 FT OPEN RACK, 48RU	$ 420.75	$ 420.75
3	207	10	L1700	CABLE: 1/4" SUPERFLEX POLY JKT PER FOOT	$ 1.71	$ 17.10
4	207	2	DSF1TBMC	1/4" BNC MALE CONNECTOR	$ 20.48	$ 40.96
5	207	2	DDN9769	1/4" TYPE N MALE CONNECTOR FOR FSJ1-50A CABLE	$ 24.53	$ 49.06
				[redacted]		
17	112	1	SQM01SUM7054A	GTR 8000 EXPANDABLE SITE SUB-SYSTEM	$ 5,100.00	$ 5,100.00
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5	207	2	DDN9769	1/4" TYPE N MALE CONNECTOR FOR FSJ1-50A CABLE	$ 24.53	$ 49.06
2	207	1	DS115000AA30073	UPS, FE 18KVA/15KW, 240V, 1 HR 13 MIN RUN	$ 57,843.00	$ 57,843.00
				[redacted]		
18	112	3	DLN6566	FRU: GTR 8000 TRANSCEIVER 700/800 MHZ	$ 1,020.00	$ 3,060.00
19	112	3	DLN6567	FRU: GTR 8000 PA 700/800 MHZ	$ 1,020.00	$ 3,060.00
20	112	3	DLN6568	FRU: GTR 8000/GCP 8000 POWER SUPPLY	$ 1,870.00	$ 5,610.00
20	112	3	DLN6569	FRU: GCP 8000/GCM 8000	$ 4,250.00	$ 12,750.00

EQUIPMENT	$ 265,994.48
STAGING / INSTALLATION / SYSTEM INTEGRATION / OPTIMIZATION / PROJECT MANAGEMENT	$ 155,285.35
LESS SYSTEM DISCOUNT	$ (20,181.18)
TOTAL SERVICES WITH EQUIPMENT	$ 401,098.65

ESTIMATED HGAC HANDLING FEE - 1.5% - FEE INCLUDED	$ -
GRAND TOTAL	**$ 401,098.65**

NOTE:

1 TERMS AND CONDITIONS SUBJECT TO HGAC AGREEMENTS
2 OFFER GOOD THROUGH **12/22/2010**
3 **THIS OFFER IS FOR BUDGETARY PURPOSES ONLY AND IS NOT AN OFFER FOR SALE.**

QUOTE TERMS AND CONDITIONS :

1 QUOTES ARE EXCLUSIVE OF ALL INSTALLATION AND PROGRAMMING CHARGES (UNLESS EXPRESSLY STATED) AND ALL APPLICABLE TAXES.
2 PURCHASER WILL BE RESPONSIBLE FOR SHIPPING COSTS, WHICH WILL BE ADDED TO THE INVOICE.
3 TITLE WILL PASS UPON SHIPMENT, RISK OF LOSS WILL PASS UPON DELIVERY TO PURCHASER'S FACILITY.
4 ORDERED EQUIPMENT MAY BE RETURNED FOR A FULL REFUND, LESS A 20% RESTOCKING FEE, IF THE EQUIPMENT IS RETURNED UNUSED AND UNDAMAGED IN ITS ORIGINAL PACKAGING WITH IN SIX MONTHS AFTER SHIPMENT.
5 PRICES QUOTED ARE VALID FOR THIRTY (30) DAYS FROM THE DATE OF THIS QUOTE.
6 UNLESS OTHERWISE STATED, PAYMENT WILL BE DUE WITHIN THIRTY DAYS AFTER INVOICE.
7 MOTOROLA'S STANDARD EQUIPMENT WARRANTY (WHICH WILL BE FURNISHED UPON REQUEST) APPLIES TO ALL ORDERED EQUIPMENT.
8 MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS,EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
9 MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITTED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH
10 LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.
11 THESE TERMS WILL PREVAIL OVER ANY INCONSISTENT OR ADDITIONAL TERMS ON ANY PURCHASE ORDER SUBMITTED BY THE PURCHASER.

PROPOSED BY	_____
PRINTED NAME	_____
TITLE:	_____
DATE:	____/____/____

BEFORE SIGNING, PLEASE READ THIS PROPOSAL CAREFULLY. YOUR SIGNATURE IS AN OFFER TO PURCHASE THE PRODUCTS AND SERVICES LISTED ABOVE, WHICH IF ACCEPTED BY MOTOROLA, WILL BE A PURCHASE CONTRACT.

CUSTOMER ACCEPTANCE:	_____
PRINTED NAME	_____
TITLE:	_____
PURCHASE ORDER #	_____
DATE:	____/____/____

MOTOROLA
Authorized Radio System Specialist

DATE:	11/22/2010
QUOTE #:	10-10776 - LEAP
BY:	5
ATTN:	A. A. "TONY" PENA, JR.
PHONE:	956-318-2600
FAX:	956-318-2699
EMAIL:	tony.pena@co.hidalgo.tx.us
USER CONTACT	END USER
CONTACT #	956-289-6549

HIDALGO - COUNTY OF
DIVISION OF EMERGENCY MANAGEMENT
1615 SOUTH CLOSNER, SUITE G
EDINBURG, TX 78539

PER HGAC CONTRACT # RA01-08
2009 LEAP GRANT FUNDING

ITEM	APC	QTY.	MODEL	DESCRIPTION	HGAC UNIT	HGAC EXTENDED
				[redacted]		
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17C	112	1	X591AE	ENH: ASTRO 25 SITE REPEATER SW	$ 9,095.00	$ 9,095.00
17D	112	1	CA00862AA	ADD: SITE & CABINET RMC W/CAPABILITY OF 7-24 BRS	$ 1,785.00	$ 1,785.00
17E	112	1	CA00880AA	ADD: EXPANSION 6 PORT CAVITY COMBINER	$ 7,140.00	$ 7,140.00
17F	112	1	CA01058AA	ADD: 700/800 PHASING HARNESS	$ 850.00	$ 850.00
17G	112	2	CA00884AA	ADD: QTY (1) XHUB	$ 2,975.00	$ 5,950.00
17H	112	1	X882AH	ADD: 7.5 FT OPEN RACK, 48RU	$ 420.75	$ 420.75
3	207	10	L1700	CABLE: 1/4" SUPERFLEX POLY JKT PER FOOT	$ 1.71	$ 17.10
4	207	2	DSF1TBMC	1/4" BNC MALE CONNECTOR	$ 20.48	$ 40.96
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17C	112	1	X591AE	ENH: ASTRO 25 SITE REPEATER SW	$	9,095.00	$ 9,095.00
17D	112	1	CA00862AA	ADD: SITE & CABINET RMC W/CAPABILITY OF 7-24 BRS	$	1,785.00	$ 1,785.00
17E	112	1	CA00880AA	ADD: EXPANSION 6 PORT CAVITY COMBINER	$	7,140.00	$ 7,140.00
17F	112	1	CA01058AA	ADD: 700/800 PHASING HARNESS	$	850.00	$ 850.00
17G	112	2	CA00884AA	ADD: QTY (1) XHUB	$	2,975.00	$ 5,950.00
17H	112	1	X882AH	ADD: 7.5 FT OPEN RACK, 48RU	$	420.75	$ 420.75
3	207	10	L1700	CABLE: 1/4" SUPERFLEX POLY JKT PER FOOT	$	1.71	$ 17.10
4	207	2	DSF1TBMC	1/4" BNC MALE CONNECTOR	$	20.48	$ 40.96
5	207	2	DDN9769	1/4" TYPE N MALE CONNECTOR FOR FSJ1-50A CABLE	$	24.53	$ 49.06

EQUIPMENT	$ 229,589.35
STAGING / INSTALLATION / SYSTEM INTEGRATION / OPTIMIZATION / PROJECT MANAGEMENT	$ 203,535.65
LESS SYSTEM DISCOUNT	
TOTAL SERVICES WITH EQUIPMENT	$ 433,125.00
ESTIMATED HGAC HANDLING FEE - 1.5% - FEE INCLUDED	$ -
GRAND TOTAL	**$ 433,125.00**

$834,223.65

NOTE:

1 TERMS AND CONDITIONS SUBJECT TO HGAC AGREEMENTS
2 OFFER GOOD THROUGH 12/22/2010
3 THIS OFFER IS FOR BUDGETARY PURPOSES ONLY AND IS NOT AN OFFER FOR SALE.

QUOTE TERMS AND CONDITIONS :

1 QUOTES ARE EXCLUSIVE OF ALL INSTALLATION AND PROGRAMMING CHARGES (UNLESS EXPRESSLY STATED) AND ALL APPLICABLE TAXES.
2 PURCHASER WILL BE RESPONSIBLE FOR SHIPPING COSTS, WHICH WILL BE ADDED TO THE INVOICE.
3 TITLE WILL PASS UPON SHIPMENT, RISK OF LOSS WILL PASS UPON DELIVERY TO PURCHASER'S FACILITY.
4 ORDERED EQUIPMENT MAY BE RETURNED FOR A FULL REFUND, LESS A 20% RESTOCKING FEE, IF THE EQUIPMENT IS RETURNED UNUSED AND UNDAMAGED IN ITS ORIGINAL PACKAGING WITH IN SIX MONTHS AFTER SHIPMENT.
5 PRICES QUOTED ARE VALID FOR THIRTY (30) DAYS FROM THE DATE OF THIS QUOTE.
6 UNLESS OTHERWISE STATED, PAYMENT WILL BE DUE WITHIN THIRTY DAYS AFTER INVOICE.
7 MOTOROLA'S STANDARD EQUIPMENT WARRANTY (WHICH WILL BE FURNISHED UPON REQUEST) APPLIES TO ALL ORDERED EQUIPMENT.
8 MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS,EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
9 MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITTED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH
10 LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.
11 THESE TERMS WILL PREVAIL OVER ANY INCONSISTENT OR ADDITIONAL TERMS ON ANY PURCHASE ORDER SUBMITTED BY THE PURCHASER.

PROPOSED BY	_____
PRINTED NAME	_____
TITLE:	_____
DATE:	____/____/____

BEFORE SIGNING, PLEASE READ THIS PROPOSAL CAREFULLY. YOUR SIGNATURE IS AN OFFER TO PURCHASE THE PRODUCTS AND SERVICES LISTED ABOVE, WHICH IF ACCEPTED BY MOTOROLA, WILL BE A PURCHASE CONTRACT.

CUSTOMER ACCEPTANCE:	_____
PRINTED NAME	_____
TITLE:	_____
PURCHASE ORDER #	_____
DATE:	____/____/____

AI-22730 **13.A.**

2009 Homeland Security Grant Increase in Award Amount
CC REGULAR

Date:	09/07/2010
Submitted By:	Rolando Garcia, BUDGET & MANAGEMENT
Submitted For:	Belinda Alvarez, Emergency Management
Department:	BUDGET & MANAGEMENT
Agenda Category:	Emergency Services Division

Information

CAPTION

Authorization and approval to accept the 2009 Homeland Security Grant program (increase) from the Texas Division of Emergency Management (TDEM) in the amount of $150,134.83.

BACKGROUND

This is a reimbursement grant. No Local cash match is required.

Federal Grant Award Number 2009-SS-T9-0064
Performance Period: August 1, 2009 to April 15, 2012

Original acceptance of grant award was on 10/27/09 AI-17997 for $843,860.48

A partial appropriation of monies was done on 08/24/10 AI-22609 for $34,265.76 for the purchase of portable radios.

*Appropriation of the remaining monies will be submitted at a later date.

The new total award amount is $993,995.31, an increase of $150,134.83

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1283-429-10-300-027-2-XXX

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

BUDGETARY IMPACT:

Current funding in account 0-1283-429-10-300-027-2-748 $34,265.76

*remaining monies will be appropriated at a later time.

Attachments

Link: Grant Increase Award Page

Link: Additional Breakdowns for the grant

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Manuel Chapa	Manuel Chapa	09/02/2010 02:21 PM	APRV
2	Budget & Management	Erika Zamora	09/02/2010 03:50 PM	APRV
3	Rey Salazar	Angela Garcia	09/03/2010 11:03 AM	APRV
4	Manuel Chapa	Manuel Chapa	09/03/2010 11:04 AM	APRV
5	Auditor's Office	Angela Garcia	09/03/2010 03:20 PM	APRV

Form Started By: Rolando Garcia Started On: 08/27/2010 03:31 PM

Final Approval Date: 09/03/2010

Texas Department of Public Safety

July 9, 2010

2. Prepared by: Mendez, Arturo | **3. SAA Award Number:** 09-GA 48215-04

Rene A. Ramirez
Hidalgo County
100 E. Cano, 2nd Floor
Edinburg, TX 78539

Federal Grant Title:	**Homeland Security Grant Program**
Federal Grant Award Number:	2009-SS-T9-0064
Date Federal Grant Awarded to TxDPS:	August 1, 2009
Federal Granting Agency:	Department of Homeland Security FEMA Grant Programs Directorate

Total Award Amount

$993,995.31

Note: Additional Budget Sheets (Attachment A): ☐ **Yes** ☐ **No**

SHSP 97.073	SHSP-LEAP 97.073	UASI 97.008	UASI	UASI-LEAP 97.008	CCP 97.053	MMRS 97.071
$676,739.38	$317,255.93	$0.00	$0.00	$0.00	$0.00	$0.00

This award supersedes all previous awards. **Performance Period:** Aug 1, 2009 to Apr 15, 2012

6. Statutory Authority for Grant: This project is supported under Consolidated Security, Disaster Assistance and Continuing Appropriations Act. 2009 Public Law No. 110-329.

7. Method of Payment: Primary method is reimbursement. See the enclosed instructions for the process to follow in the submission of invoices.

8. Debarment/Suspension Certification: The Sub-Recipient certifies that the subgrantee and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at http://www.epls.gov.

Approving TxDPS Official:

Janice E. Bruno, Administrator
State Administrative Agency
Texas Department of Public Safety

Signature of TxDPS Official:

Janice E. Bruno

I have read and understand the attached Terms and Conditions.

Type name and title of Authorized Sub-Recipient official:

Rene A. Ramirez
Hidalgo County Judge

Signature of Sub-Recipient Official:

11. Enter Employer Identification Number (EIN) / Federal Tax Identification Number:

12. Date Signed :

13. DUE DATE: August 15, 2010

Signed award and Direct Deposit Form (if applicable) must be returned to TxDPS on or before the above due date.

2009 TERMS AND CONDITIONS
Homeland Security Grant Program (HSGP)

FY 2009 HSGP is comprised of four separate grant programs:

- State Homeland Security Program (SHSP)
- Urban Areas Security Initiative (UASI)
- Metropolitan Medical Response System (MMRS)
- Citizen Corps Program (CCP)

Parties to Sub-recipient Agreement

This Sub-recipient agreement is made and entered into by and between the Texas Division of Emergency Management/State Administrative Agency, an agency of the State of Texas, hereinafter referred to as "TDEM," and the funds recipient, hereinafter referred to as the "Sub-recipient." Furthermore, TDEM and the Sub-recipient are collectively hereinafter referred to as the "Parties." By this Sub-recipient agreement's execution, the Parties have severally and collectively agreed to be bound to the mutual obligations and to the performance and accomplishment of the tasks described in this Sub-recipient agreement. The Sub-recipient Agreement is only an offer until the Sub-recipient returns the signed copy of the 2009 Sub-recipient Agreement in accordance with the date provided in the transmittal letter and in the agreement. The Sub-recipient must also certify to the statements provided in Exhibits B and C by signing and returning a copy of these documents with the Sub-recipient Agreement.

Overview, Special Conditions and Performance Standards

A. Overview.

State Homeland Security Grant (SHSP)

The State Homeland Security Program (SHSP) is a core assistance program that provides funds to build capabilities at the State and local levels and to implement the goals and objectives included in State Homeland Security Strategies and initiatives in the State Preparedness Report. SHSP supports the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs for acts of terrorism and other catastrophic events. In addition, SHSP supports the implementation of the National Preparedness Guidelines, the National Incident Management System (NIMS), and the National Response Framework (NRF).

Urban Areas Security Initiative (UASI)

Urban Areas Security Initiative (UASI) program funds address the unique planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and assist them in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism.

Metropolitan Medical Response System (MMRS)

The MMRS program supports the integration of emergency management, health, and medical systems into a coordinated response to mass casualty incidents caused by any hazard. MMRS Grantees will reduce the consequences of a mass casualty incident during the initial period of a response by having augmented existing local operational response systems before the incident occurs.

Citizen Corps Program (CCP)

The Citizen Corps mission is to bring community and government leaders together to coordinate the involvement of community members and organizations in emergency preparedness, planning, mitigation, response, and recovery.

B. **Special Conditions**

SHSP

Activities implemented under SHSP must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, or response to, and recovery from terrorism in order to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

The recipient may only fund projects that were included in the FY 2009 State Investment Justifications which were submitted and approved by DHS/FEMA Use of SHSP funds must be consistent with and supportive of implementation of the State Homeland Security Strategy and State Preparedness Report. Linkages between specific projects undertaken with SHSP funds and strategic goals and objectives will be highlighted through regular mechanisms, including the Biannual Strategy Implementation Report (BSIR)

As defined in the FY 2009 grant guidance, the FY 2009 SHSP will focus on two objectives as the highest priorities. These two objectives are:

1. National Priority: Strengthen Information Sharing and Collaboration Capabilities – Maximizing Information Sharing via the National Network of Fusion Centers;

2. National Priority: Strengthen Medical Surge and Mass Prophylaxis – Developing and Enhancing Health and Medical Readiness and Preparedness Capabilities. These two priorities are in addition to the priorities for all programs under the Homeland Security Grant Program and, if applicable, the Law Enforcement Terrorism Prevention Activities Priorities.

A personnel cap of up to 50% of total program funds may be used for personnel and personnel-related activities as directed by the Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act (Public Law 110-412). In general, the use of Homeland Security Grant Program grant funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost.

Since a separate LETPP grant program for Law Enforcement Terrorism Prevention Activities was not created for FY 2009, the State is required to ensure that local and state sub-grantees expend at least 25 percent of their SHSP award funds towards law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.

UASI

Allocations and use of grant funding must support and be coordinated with the goals and objectives included in the State and/or Urban Area Homeland Security Strategies. The recipient may only fund projects that were included in the FY 2009 Urban Area Investment Justifications which were submitted and approved by DHS/FEMA. The recipient agrees that funds utilized to establish or enhance designated state and Urban Area fusion centers must support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines and the National Strategy for Information Sharing, and achievement of a baseline level of capability as defined by Global's Baseline Capabilities for State and Major Urban Area Fusion Centers, a supplement to the Fusion Center Guidelines, located at http://www.it.ojp.gov/documents/baselinecapabilitiesa.pdf. The recipient agrees to fund any multi-state or multi-urban area Investments that were included in the FY2009 Investment Justification that was submitted to GPD and received a bonus in the effectiveness analysis.

A personnel cap of up to 50% of total program funds may be used for personnel and personnel-related activities as directed by the Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act (Public Law 110-412). In general, the use of Homeland Security Grant Program grant funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost.

MMRS

MMRS is a local grant which will require each MMRS Jurisdiction establish a single Point of Contact (POC) who will serve as the responsible contact for MMRS implementation, activities, and procurement for the jurisdiction as lead and in coordination with a Jurisdictional MMRS Steering Committee. The POC and MMRS Steering Committee will integrate local emergency management, health and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework; promote regional coordination of mutual aid with neighboring localities; regularly validate the jurisdictions local emergency response capability to a mass casualty incident by means of an exercise or other validation means; collaborate with local, regional, and State health and medical partners, such as Medical Reserve Corps Units and Citizen Corps Councils, as well as leverage other

Federal programs, such as the U.S. Department of Health and Human Services Assistant Secretary for Preparedness and Response (DHHS-ASPR) Hospital Preparedness Program and Emergency Systems for Advance Registration of Volunteer Health Professionals (ESAR-VHP), Center for Disease Control and Prevention Cities Readiness Initiative and Strategic National Stockpile, to coordinate and support plans, processes and strategies related to, but limited to: Continuity of Government; Continuity of Operations; Equipment and Supplies Procurement; Fatality Management; Forward Movement of Patients; Hospital Evacuation; Interoperable Communications; Patient Tracking; Pharmaceutical and Medical Supply Management and Distribution; Public Education; Outreach and Information; Recruiting Volunteers; and Training; ensure the "MMRS Leadership" is fully represented on the Urban Area Working Group in cases where a MMRS grant is awarded and a UASI program exists; ensure all neighboring MMRS subgrantees actively and demonstratively collaborate to develop a regional plan that supports the MMRS mission in that region in cases where MMRS subgrantees are located adjacent to one another and implement an Investment Justification that clearly identifies the size of the populations included in the planning and operational areas supported by the MMRS grant. The Metropolitan Medical Response System (MMRS) provides funds to build capabilities at the State and local levels to implement the goals and objectives included in State Homeland Security Strategies and initiatives in the State Preparedness Report. MMRS supports the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs for acts of terrorism and other catastrophic events. In addition, MMRS supports the implementation of the National Preparedness Guidelines, the National Incident Management System (NIMS), and the National Response Framework (NRF).

Activities implemented under MMRS must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, or response to, and recovery from terrorism in order to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

Use of MMRS funds must be consistent with and supportive of implementation of the State Homeland Security Strategy and State Preparedness Report. Linkages between specific projects undertaken with MMRS funds and strategic goals and objectives will be highlighted through regular mechanisms, including the Biannual Strategy Implementation Report (BSIR)

As defined in the FY 2009 grant guidance, the FY 2009 MMRS will focus on two objectives as the highest priorities. These two objectives are:

1. National Priority: Strengthen Information Sharing and Collaboration Capabilities – Maximizing Information Sharing via the National Network of Fusion Centers;

2. National Priority: Strengthen Medical Surge and Mass Prophylaxis – Developing and Enhancing Health and Medical Readiness and Preparedness Capabilities. These two priorities are in addition to the priorities for all programs under the Homeland Security Grant Program and, if applicable, the Law Enforcement Terrorism Prevention Activities Priorities.

CCP

The sub-recipient must register their Citizen Corps Council on the Citizen Corps website http://www.citizencorps.gov and manage their program and information on the site. Citizen Corps Councils must include representatives of emergency management, homeland security, law enforcement, fire service, medical services/public health or their designee, elected officials, the private sector, private non-profits, non-governmental organizations and advocacy groups for special needs populations. In addition, representatives from existing Citizen Corps programs, such as Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), Community Emergency Response Team (CERT), Neighborhood Watch, and Fire Corps should be included on the Citizen Corps Council. Where applicable, a Metropolitan Medical Response System representative should also be included on the Citizen Corps Council.

All allocations and use of funds under this grant must be in accordance with the FY 2009 HSGP Guidelines and Application Kit found at - http://www.fema.gov/government/grant/hsgp/index.shtm. All award Sub-recipients are required to have read, understood and accepted the FY 2009 HSGP Guidance and Application Kit as binding.

C. **Standard of Performance.** The Sub-recipient shall perform all activities and projects entered into the SAA web-based grants management system approved by its Council of Governments (COG) and by the State Administrative Agency (SAA). The Sub-recipient shall perform all activities in accordance with all terms, provisions and requirements set forth in this Sub-recipient agreement and the:

1. Applicable Laws and Regulations, hereinafter referred to as "Exhibit A";
2. Certifications, hereinafter referred to as "Exhibit B"; and

Print Form

ORDER CONFIRMATION

HGACBuy
THE SMART PURCHASING SOLUTION
A Nationwide Government Procurement Service

H-GAC Cooperative Purchasing Program

ORDER CONFIRMATION NUMBER: CC

ENTITY ISSUING PURCHASE ORDER		H-GAC CONTRACTOR RECEIVING PURCHASE ORDER	
Name of End User:	Hidalgo County, Emergency Management	Name of H-GAC Contractor:	Motorola, Inc.
End User's ILC No.:		Contractor's I.D. No.:	
Purchase Order No.:		Mailing Address:	1301 E.Algonquin
Delivery Contact:		City, State, ZIP Code:	Schaumburg, IL 60196
Email:		Sales Contact:	
Voice:		Email:	
FAX:		Voice:	
Delivery Address:		FAX:	
Special Instructions:	Delivery Date:	A/P Contact:	Accounts Payable
		A/P Address:	
		City, State, ZIP Code:	
		Telephone:	

INSTRUCTIONS: This order confirmation issued by the H-GAC Cooperative Purchasing Program indicates the End User and the Contractor listed above have valid contracts with H-GAC for the specified procurement and product numbers stated herein. Upon receipt of this document, the Contractor is authorized to proceed with the End User's purchase and delivery in accordance with any requirements contained in the purchase order and/or attached documents. Any subsequent changes to the End User's purchase order will also require submission of change order documents to H-GAC and to the Contractor.

Contract No.	Product No.	PRODUCT DESCRIPTION	U/M	QTY	UNIT PRICE	EXTENDED PRICE
						$0.00
		See Attached Equipment List				$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
					Sub Total:	$0.00
						$0.00
					Adjustments:	$0.00
					GRAND TOTAL	$0.00

Date Processed: _____

AUTHORIZED H-GAC SIGNATURE

For order status refer to www.HGACBuy.com

HIDALGO COUNTY OFFICE OF EMERGENCY MANAGEMENT
H-GAC PRICING PER H-GAC CONTRACT RA01-08
PO#
Date Validated: 12/21/2010

HIDALGO COUNTY OFFICE OF EMERGENCY SERVICES **END USER TOTAL** **$ 834,223.65**

HGAC ADMIN FEE DUE FROM CONTRACTOR **Motorola,Inc.** $ 12,513.35

ITEM	APC	QTY	MODEL	DESCRIPTION	LIST PRICE	% per APC	HGAC UNIT PRICE	HGAC EXTENDED	PO Totals
1	207	1	DS115000AA30073	UPS, FE 18KVA/15KW, 240V, 1 HR 13 MIN RUN	$ 64,270.00	10%	$ 57,843.00	$ 57,843.00	
2	207	90	L1700	CABLE: 1/4" SUPERFLEX POLY JKT PER FOOT	$ 1.90	10%	$ 1.71	$ 153.90	
3	207	18	DSF1TBMC	1/4" BNC MALE CONNECTOR	$ 22.75	10%	$ 20.48	$ 368.64	
4	207	18	DDN9769	1/4" TYPE N MALE CONNECTOR FOR FSJ1-50A CABLE	$ 27.25	10%	$ 24.53	$ 441.54	
5	112	9	SQM01SUM7054A	GTR 8000 EXPANDABLE SITE SUB-SYSTEM	$ 6,000.00	15%	$ 5,100.00	$ 45,900.00	
5a	112	9	CA00855AA	ADD: 700/800 MHZ MID POWER	$ 6,300.00	15%	$ 5,355.00	$ 48,195.00	
5b	112	9	X301AE	ADD: QTY (1) GTR 8000 BASE RADIO	$ 11,900.00	15%	$ 10,115.00	$ 91,035.00	
5c	112	9	X591AE	ENH: ASTRO 25 SITE REPEATER SW	$ 10,700.00	15%	$ 9,095.00	$ 81,855.00	
5d	112	9	CA00862AA	ADD: SITE & CABINET RMC W/CAPABILITY OF 7-24 BRS	$ 2,100.00	15%	$ 1,785.00	$ 16,065.00	
5e	112	9	CA00880AA	ADD: EXPANSION 6 PORT CAVITY COMBINER	$ 8,400.00	15%	$ 7,140.00	$ 64,260.00	
5f	112	9	CA01058AA	ADD: 700/800 PHASING HARNESS	$ 1,000.00	15%	$ 850.00	$ 7,650.00	
5g	112	18	CA00884AA	ADD: QTY (1) XHUB	$ 3,500.00	15%	$ 2,975.00	$ 53,550.00	
5h	112	9	X882AH	ADD: 7.5 FT OPEN RACK, 48RU	$ 495.00	15%	$ 420.75	$ 3,786.75	
6	112	3	DLN6566	FRU: GTR 8000 TRANSCEIVER 700/800 MHZ	$ 1,200.00	15%	$ 1,020.00	$ 3,060.00	
7	112	3	DLN6567	FRU: GTR 8000 PA 700/800 MHZ	$ 1,200.00	15%	$ 1,020.00	$ 3,060.00	
8	112	3	DLN6568	FRU: GTR 8000/GCP 8000 POWER SUPPLY	$ 2,200.00	15%	$ 1,870.00	$ 5,610.00	
9	112	3	DLN6569	FRU: GCP 8000/GCM 8000	$ 5,000.00	15%	$ 4,250.00	$ 12,750.00	
				EQUIPMENT				**$ 495,583.83**	
10	209	LOT	SVC209SYSTEM	**SERVICES**				**$ 358,821.00**	
				STAGING / INSTALLATION / SYSTEM INTEGRATION / OPTIMIZATION / PROJECT MANAGEMENT					
				H-GAC SYSTEM DISCOUNT				$ (20,181.18)	
				TOTAL ORDER				**$ 834,223.65**	$ -

Matilde Faz

From: Martha Salazar [martha.salazar@co.hidalgo.tx.us]
Sent: Wednesday, December 22, 2010 11:28 AM
To: 'Tony Pena'; monica.hinojosa@co.hidalgo.tx.us
Cc: 'Darlene Betancourt'; matilde.faz@co.hidalgo.tx.us; 'Oscar Garza'
Subject: REQUEST TO PURCHASE THROUGH HGAS APPOX. $900K

Importance: High

Mr. Pena:
As discussed by phone yesterday, we are placing the items you require on CC agenda of 12-30-10. As Ms. Betancourt explained and I concurred, all items must be individually verified as part of the HGAC awarded vendor contract. Therefore, unless each item does not have the accompanying support to confirm and verify award under HGAC we will not be able to take action on next Thursday. We must receive this information with ample time to review and confirm ourselves. Since it is a very LARGE order, this of course takes time. I understand the urgency, but please be aware that unless this supporting documentation is provided, it becomes difficult to move forward with the purchase.
Yours truly,
Marty Salazar

PS Are you sure that the mere encumbrance through the PO satisfies grant requirements? You do not have to receive prior to 12-31-10?

Martha L. Salazar, **CPPB**
Hidalgo County Purchasing Agent
2812 S. Bus Hwy 281
Edinburg, Tx 78539
956-292-7000 Ext 4862
956-318-2629 Fax
martha.salazar@co.hidalgo.tx.us

AI-24574 **19.A.6.**

Scoring Grid-Worker's Compensation Loss and Funding Projections Actuarial Study Project

CC REGULAR

Date:	12/30/2010
Submitted By:	Gricelda Villarreal, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Hidalgo County

Information

CAPTION

a. Presentation of scoring grid for the purposes of ranking by Commissioner's Court the responses received in connection with the request for proposals for "Workers' Compensation Loss and Funding Projections Actuarial Study" for Hidalgo County;

b. Requesting authorization for Purchasing Department to proceed to negotiation of a contract with the number one ranked firm for the RFP project: "Worker's Compensation Loss and Funding Projections Actuarial Study" for Hidalgo County.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-2202-419-50-115-065-0-311

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

BUDGETARY IMPACT:

Available balance for 2011 is $20,000.00 as of 12/22/10.

Attachments

Link: Participation-Acceptance Logs

Link: scoring grid

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	12/22/2010 02:27 PM	APRV
2	Budget & Management	Erika Zamora	12/22/2010 02:31 PM	APRV
3	Perla Lopez	Perla Lopez	12/22/2010 04:57 PM	APRV
4	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Gricelda Villarreal — Started On: 12/22/2010 11:15 AM

Final Approval Date: 12/27/2010

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING RESPONDENT'S LOG
REQUIREMENTS/RFP PACKETS

IBF-RFP-RFQ-RFI

RFQ ACCEPTANCE DATE: **November 3, 2010** RFP/Q ACCEPTANCE TIME: **9:30 A.M.**

DEPARTMENT/QUALIFICATION DESCRIPTION: **"Worker's Compensation Loss and Funding Projections Actuarial Study"**

RFQ NO: **2010-261-11-03CGV**

NAME OF PROPOSER: COMPANY/FIRM & REPRESENTATIVE'S NAME	SOQ's REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	PHYSICAL ADDRESS CITY-STATE-ZIP PHONE & FAX NO.S
Steven Kahn	Email	Steven.kahn@aon.com cgv	10-20-10	1901 Main St. Ste 300 Irvine, CA 92614
Deborah Cosentino Bickmore Risk Services	email	dcosentino@bickmoreriskservices.com cgv	10-20-10	1750 Creekside Oaks drive, Ste 200 Sacramento Ca 95853
Sandy Braash Pinnacle Actuarial Resources, Inc.	email	sbraasch@pinnacleactuaries.com cgv	10-20-10	2817 Reed Road, Ste 2 Blooming, IL 61704
Melanie Morin Barlett Actuarial Group, LTD	email	Melaniem@barlettactuarialgroup.com Cgv	10-20-10	4700 E Thomas Road, Ste 106 Phoenix, AZ 85018
Dough Ryan MBA Actuaries, Inc.	Email	Doug.ryan@mbaactuaries.com Cgv	10-20-10	1400 Old Mill Cirlce,Ste. A Winston-Salem, NC 27103
John Gleba, Madison Consulting Group, Inc.	Email	John@madisoninc.com Cgv	10-20-10	200 North Second Street Madison, GA 30650
Jim Stergio SG Risk LLC	Email	thesterg@aol.com Cgv	10-21-10	1050 Wall Street West, Ste 610 Lyndhurst, NJ 07071
Fortune Ingco AMI Risk Consultants, Inc.	email	Fortunei.ami@gmail.com cgv	10-21-10	11410 N. Kendall Drive, Ste.208 Miami, FL 33176
Allan I. Schwartz AIS Risk Conultants	email	Actuary999@aol.com cgv	10-21-10	4400 Route 9 South Ste 1200 Freehold, New Jersey 07728
Bob Ingco	email	Aingco.ami@gmail.com cgv	10-21-10	

***VIA:**
IN PERSON (IP)
TELEPHONE REQUEST (TR)
PROPOSER LIST MAIL OUT (PLM)

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING RESPONDENT'S LOG
REQUIREMENTS/RFP PACKETS

IBF-RFP-RFQ-RFI

RFQ ACCEPTANCE DATE: **October 20, 2010** RFP/Q ACCEPTANCE TIME: **9:30 A.M.**

DEPARTMENT/QUALIFICATION DESCRIPTION: **"Consulting Services-Hidalgo County Energy Efficiency And Conservation Strategy"**

RFQ NO: **2010-339-10-20CGV**

NAME OF PROPOSER: COMPANY/FIRM & REPRESENTATIVE'S NAME	**SOQ's REQUEST *VIA**	**SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT**	**DATE**	**PHYSICAL ADDRESS CITY-STATE-ZIP PHONE & FAX NO.S**
Steven Glicksman Glicksman Consulting, LLC	Email	sglicksman@aol.com cgv	10-25-10	3124 NW 59 Street, Ste 100 Boca Raton, Florida 33496
Kate Hanly Prime Vendor Inc.	email	Bids17@prime-vendor.com cgv	10-26-10	4622 Cedar avenue, Ste. 123 Wilmington,NC 28403-4429
Scott Welham Merlinos & Associates, Inc.	email	swellham@merlinosinc.com cgv	10-22-10	3274-B Medlock Bridge Rd Norcross, GA 30092
	email	boaiteyk@aol.com Cgv	10-23-10	
James J. Moore, AIC J & L Risk Mgmt Consultants, Inc.	email	jmoore@cutcompcosts.com Cgv	10-27-10	

HIDALGO COUNTY PURCHASING DEPARTMENT
QUALIFICATION ACCEPTANCE SHEET

DEPARTMENT NAME: **HIDALGO COUNTY**

SOQ's Acceptance Date: **November 3, 2010**

SOQ's ACCEPTANCE TIME**: 9:30 A.M.**

DESCRIPTION OF QUALIFICATIONS: **"Worker's Compensation Loss and Funding Projections Actuarial Study"**

QUALIFICATIONS NO: **2010-261-11-03CGV**

RFP #	NAME OF COMPANY	ACKNOWLEDGMENT OF RECEIPT OF RFQ RESPONSE
#01	**Robert Hughes Assoc. Inc.**	√√
#02	**SG Risk**	√√
#03	**BYNAC (By the Numbers Actuarial Co.)**	√√
#04	**Madison Consulting**	√√
#05	**Pinnacle Actuarial Resources INl**	√√
#06	**Glicksman Consulting**	√√
#07	**AMI Risk Consultans, Inc.**	√√
#08		
#09		
#10		

HIDALGO COUNTY

WORKERS COMPENSATION LOSS AND FUNDING PROJECTIONS STUDY

Firm Name	Firms Qualifications / Staffing of Project Team 10	Understanding of Project / Similar Services 40	Experience of Project Team / Ability to Commit Resources 40	Cost / Fees 10	Total 100
AMI Risk Consultants, Inc.	10	40	40	9	**99**
Robert Hughes Associates, Inc.	10	40	40	7	**97**
SG Risk Actuarial Consultants	10	39	40	5	**94**
Glicksman Consulting, LLC	10	37	40	10	**97**
Pinnacle Actuarial Resources, Inc.	10	39	40	8	**97**
Madison Consulting Group, Inc.	10	40	40	8	**98**
By The Numbers Actuarial Consulting, Inc.	10	40	40	6	**96**

AI-24517 **19.B.1.**

Requesting Approval of Work Authorization #1 to R. Gutierrez Engineering for Tower Road Project

CC REGULAR

Date: 12/30/2010
Submitted By: Yolanda Cisneros, COMM. PCT. #2
Submitted For: Yolanda Cisneros
Department: COMM. PCT. #2
Agenda Category: Purchasing Department **Sub-category:** Prct. 2

Information

CAPTION

Acceptance and approval of Work Authorization No. 1 from R. Gutierrez Engineering Corporation, (Contract #C-10-376-12-14), with estimated fee of $10,800.00, to provided professional engineering and surveying services on pavement improvements-Tower Road Project from Owassa Road south to Sioux Road.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1200-431-00-122-049-0-711
FUNDS AVAILABLE Y/N?: Y/Pending **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Transfer on 12/30/2010 AI-24515 for $21,600.00

Attachments

Link: WA #1

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	12/21/2010 03:48 PM	APRV
2	Budget & Management	Angela Garcia	12/21/2010 04:17 PM	APRV
3	Roland Garcia	Rolando Garcia	12/22/2010 10:05 AM	APRV
4	Auditor's Office	Linda Fong	12/22/2010 01:46 PM	APRV

Form Started By: Yolanda Cisneros Started On: 12/17/2010 04:06 PM

Final Approval Date: 12/22/2010

HIDALGO COUNTY
Professional Engineering Services
Contract # C-10-376-12-14
Work Authorization Form

Work Authorization No. 1

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 1 of the Agreement made by and between the **HIDALGO COUNTY**, acting herein by and through Commissioner's Court, hereinafter called the "**Owner**," and, **R. GUTIERREZ ENGINEERING CORPORATION**, professional engineers of Pharr, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK
The purpose of this Work Authorization is for the **Engineer** to provide professional engineering and surveying services for Boundary Surveying for use in developing a proposed pavement improvement project. The proposed project is to reconstruct and widen Tower Road from Owassa Road, south to Sioux Road, a distance of approximately 2.0 miles. The work includes preparing right-of-way parcels for the acquisition of the necessary right-of-way to accomplish the proposed improvements to the road.

The scope of services to be provided by the **Owner** is identified in **Attachment 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 **Attachment 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 included in **Attachment D – Proposed Fee**. The actual amount payable for services under this Work Authorization will be in accordance with Article 6.

PART 3. PAYMENT
Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Article 9.

PART 4. FUNDING
This Work Authorization No. 1 shall be funded through funding source:

Account No. ~~0-1200-431-00-122-049-0-711~~

Requisition No. _____ (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 shall terminate upon completion of the scope of services of the work as provided in Article 4.

PART 6. RESPONSIBILITIES AND OBLIGATIONS
This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

PART 7. ACCEPTANCE AND ACKNOWLEDGEMENT
This Work Authorization is hereby accepted and acknowledged as indicated below and effective as of ___ day of _____, 2010.

ENGINEER:

R. Gutierrez Engineering Corporation

By: _____
Name: Ramiro Gutierrez, P.E.
Title: President

OWNER:

COUNTY OF HIDALGO

By: _____
Name: Hector "Tito" Palacios
Title: Commissioner Pct. No. 2

By: _____
Name: Ramon Garcia
Title: County Judge

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 – Proposed Fee

HIDALGO COUNTY
Professional Engineering Services
Contract # C-10-376-12-14

Work Authorization No. 1

ATTACHMENT A
Services to be Provided by the Owner

The following provides an outline of the services to be provided by the **Owner** in the development of the **Project**.

General
The **Owner** will provide to the **Engineer** the following:

(1) Payment for work performed by the **Engineer** and accepted by the **Owner** in accordance with Article 6 and Article 9 of this Agreement.

(2) Assistance to the **Engineer**, as necessary, to obtain the required data and information from other local, regional, **State** and Federal agencies that the **Engineer** cannot easily obtain.

(3) Provide any available relevant data the **Owner** may have on file concerning the project.

(4) Provide timely review and decisions in response to the **Engineer**'s request for information and/or required submittals and deliverables.

(5) Attend and participate in progress meetings as required and as coordinated and conducted by the **Engineer**.

(6) Assist **Engineer** with obtaining permission to enter on properties for the purpose of surveying for the project.

HIDALGO COUNTY
Professional Engineering Services
Contract # C-10-376-12-14

Work Authorization No. 1
ATTACHMENT B
Services to be Provided by the Engineer

The following provides an outline of the services to be provided by the **Engineer** in the development of the **Project.**

The scope of work will consist of boundary surveying for use in developing a proposed roadway improvement project. The proposed project is to reconstruct and widen Tower Road from Owassa Road, south to Sioux Road, a distance of approximately 2.0 miles. The work includes the preparation of right-of-way parcels for use in the acquisition of the necessary right-of-way to accomplish the proposed road improvements.

Boundary Surveying Services. The Engineer, utilizing the services of a Registered Public Land Surveyor, will develop a boundary survey for the Owner to use in acquiring rights to the property. The surveyor will utilize ownership information obtained from an independent contractor or provided by the Owner in developing the boundary survey. The surveyor will perform field surveying to establish the existing boundary lines and easement boundaries. The surveyor will prepare field notes and parcel sketches, signed and sealed by a Registered Professional Land Surveyor, for the property surveyed. The surveyor will perform any necessary revisions to the boundary survey, field notes and parcel sketches as may be required. The surveyor will also develop a right-of-way map of the proposed roadway improvements.

Miscellaneous. Hidalgo County will assist the engineer in obtaining the right-of-entry from the adjacent property owners.

HIDALGO COUNTY
Professional Engineering Services
Contract # C-10-376-12-14
Work Authorization Form

Work Authorization No. 1

ATTACHMENT C
Work Schedule

The schedule for the work in this Work Authorization shall commence on the date of execution of this Work Authorization and continue for:

(1) a period which may reasonably be required for performing the topographic and boundary surveying services called for as described in Attachment B of this Work Authorization including any extra work and any required additions thereto; or

(2) a period extending 12 months after the completion of the services called for as described in Attachment B of this Work Authorization.

The final acceptance by the Owner of the services called for as described in Attachment B of this Work Authorization shall serve as evidence of completion of the work on this Work Authorization.

Proposed Fee

TASK	COST
Boundary Survey Services Fee	
BOUNDARY SURVEY (Est. 6 Parcels @ $1800 per Parcel)	$10,800
TOTAL (Suveying Services Fee)	**$10,800**

Note: Boundary Surveying will be billed for the actual amount of Parcels surveyed at the rate of $1,800 per parcel.

R. Gutierrez Engineering Corporation — Transmittal Form

TO: Comm. Palacios
Hidalgo County Pct 2

FROM: Ramiro Gutierrez
SUBJECT: WORK AUTHORIZATION No. 1
PROJECT NO.:
DATE: 12/9/10

WE ARE SENDING YOU X ATTACHED ___ UNDER SEPARATE COVER VIA Hand Delivery THE FOLLOWING ITEMS:

___ BLUEPRINTS	___ PLANS	___ SHOP DRAWINGS	___ CD
___ CHANGE ORDER	___ SAMPLES	___ PAYMENT REQUEST	___ OTHER: INVOICE
___ BID TABULATION	X CONTRACT DOCUMENTS	___ RECORD DRAWINGS	___ 3 1/2" DISKETTE

QUANTITY / SETS	DATED	ITEM DESCRIPTION
2	-	Work Authorization No. 1

THESE ARE TRANSMITTED AS CHECKED BELOW:

___ FOR BIDS DUE	___ APPROVED AS NOTED	___ FOR YOUR RECORDS
___ FOR APPROVAL	___ APPROVED AS SUBMITTED	___ FOR YOUR ACKNOWLEDGEMENT
___ FOR YOUR USE	___ RETURN FOR CORRECTIONS	___ RESUBMIT FOR APPORVAL
___ AS REQUESTED	X FOR FURTHER PROCESSING	___ ON LOAN
___ FOR REVIEW AND COMMENT	X FOR SIGNATURE	___ OTHER

COMMENTS:

RECEIVED
DEC 09 2010

Copy Distribution: file

Received by: X

130 East Park Ave. - Pharr, TX 78577 - Tel: 956 - 782 - 2557 - Fax: 956 - 782 - 2558 - Email: jaime@rgutierrezengineering.com

AI-24580 **19.B.2.**

Professional Appraisal Services for Precinct No. 2

CC REGULAR

Date:	12/30/2010
Submitted By:	Nielda Cavazos, PURCHASING DEPT.
Submitted For:	Nielda Cavazos
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Prct. 2

Information

CAPTION

a. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional services;

b. Presentation of scoring grid (for the purpose of ranking by CC) of the firms graded & evaluated through the County's approved "pool" in connection with required Appraisal Services (On an as needed basis) for Precinct No. 2 Projects:

Professional Services Total Scores	Professional Appraisal Services	Southmost Appraisal Services	Leonel Garza Jr., & Associates
Scores	88	95	96
Ranking	____	____	____

*Scoring & Evaluation Completed By Pct No. 2

c. Authority for the Purchasing Department to negotiate a professional services contract with No. 1 ranked firm of _____ for the provision of required professional appraisal services for Precinct No. 2 Projects.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

Funding source to be determined by Pct.2 as projects are identified.

Attachments

Link: Grid

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department (Originator)	Marty Salazar	12/22/2010 04:53 PM	APRV

2	Budget & Management	Erika Zamora	12/22/2010 04:54 PM	APRV
3	Roland Garcia	Rolando Garcia	12/22/2010 05:18 PM	APRV
4	Auditor's Office		12/27/2010 08:43 AM	NEW

Form Started By: Nielda Cavazos

Started On: 12/22/2010 02:55 PM

Final Approval Date: 12/27/2010

HIDALGO COUNTY PRECINCT NO 2
FOR

Appraisal Services

Scoring & Evaluation GRID

Appraisal Services

Total Scores	Professional Appraisal Services	Southmost Appraisal Services	Leonel Garza Jr., & Associates
Scores	88	95	96
RANKING			

*SCORING & EVALUATION COMPLETED BY PCT NO 2

AI-24432 **19.C.1.**

Award-Hauling Services for Crushed Caliche

CC REGULAR

Date:	12/30/2010
Submitted By:	Sandra Montalvo, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Prct. 3

Information

CAPTION

Recommending award of bid and approval of contract documents to lowest bidder meeting all specifications and/or requirements as attached hereto for: Hidalgo County Precinct No. 3-Hauling Services for Crushed Caliche" RFB No. 2010-276-12-01-SMA.

BACKGROUND

1. Current Contract expires December 30, 2010
2. Contract Document has been reviewed & approved as to from by legal counsel.
3. Recommended vendor is "Roy's Hauling Inc."
4. Services will be on as needed basis.

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1200-431-00-123-003-0-346

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

BUDGETARY IMPACT:

Services are on an as needed basis - Services will commence January 2011.

Attachments

Link: participation log

Link: tabulation

Link: recommendations

Link: Contract

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	12/15/2010 03:48 PM	APRV
2	Budget & Management	Angela Garcia	12/15/2010 03:59 PM	APRV
3	Perla Lopez	Perla Lopez	12/17/2010 01:22 PM	APRV
4	Auditor's Office	Linda Fong	12/17/2010 02:40 PM	APRV
5	Dina Trevino	Erika Zamora	12/17/2010 03:28 PM	APRV
6	Perla Lopez	Perla Lopez	12/21/2010 03:57 PM	APRV

Form Started By: Sandra Montalvo Started On: 12/15/2010 10:18 AM

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING BIDDER'S LOG

BID OPENING DATE: DECEMBER 01, 2010 BID OPENING TIME: 9:30 A.M.

DEPARTMENT/BID DESCRIPTION:"HIDALGO COUNTY PRECINCT NO 3- HAULING SERVICES FOR CRUSHED CALICHE"

BID NO.: 2010-276-12-01-SMA

NAME OF VENDOR: COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	ADDRESS & PHONE NO
1. ROY'S HAULING SERVICE, INC. Attn: Roy Balderas Jr.	BLM	Sandra Motnalvo	11/16/10	P.O. BOX 1896 EDINBURG, TX 78540 office-956-383-2206 fax-956-383-2569 mobile-956-239-2359 royshaulinginc@aol.com
2. ORTIZ DUMP TRUCK SERVICES Attn: Arturo Ortiz	BLM	Sandra Montalvo	11/16/10	906 Princeton Drive Mission, Tx 78572 Cell-956-321-5015 Superslick4949@aol.com
3. UNIVERSAL TRUCKERS INC. Attn: Bernardo Saenz	BLM	Sandra Montalvo	11/16/10	1052 Esperanza St. Alamo, Tx 78516 Bernardosaenz95@yahoo.com
4. TRES PALACIOS, DIRT, SAND & GRAVEL Attn: Michael Palacios	BLM	Sandra Motnalvo	11/16/10	1899 N. Cage Pharr, Texas 78577 (956)787-9920-office (956)781-0533-fax cell#: (956)904-6558 evpharr@aol.com
5. INTERNATIONAL MATERIALS Attn: Javier Garza	BLM	Sandra Motnalvo	11/16/10	3408 N. Conway Ave. Mission, Tx 78574 Office-956-240-1423 Fax -956-584-3206 internationalmats@att.net
6. TREV-CORT TRUCKING INC. Attn: Candido Trevino or Lizbeth Guerra	BLM	Sandra Motnalvo	11/16/10	P.O. BOX 476 Alamo, Tx 78516 Office- 787-7878 Fax- 956-787-7868 Cell -956-534-4695 Candido Cell -793-2943 Lizbeth Guerra trevcort@gmail.com

***VIA:**
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)
E-MAIL (EM)
FACSIMILE (FAX)

HIDALGO COUNTY PURCHASING DEPARTMENT
TABULATION SHEET

DEPARTMENT NAME/ DESCRIPTION OF BID:
" Hidalgo County Precinct No. 3-Hauling Services For Crushed Caliche"

BID OPENING DATE: December 01, 2010 | **BID OPENING TIME: 9:30 A.M.**

BID NO: 2010-276-12-01-SMA | **BUYER: SANDRA MONTALVO**

NAME OF COMPANY	TOTAL COST PER TON	FUEL COST PERCENTAGE PER TON	CURRENT BASE FUEL COST
1. TREV-CORT TRUCKING –ALAMO	$ 6.72	N/A	N/A
2. ROY'S HAULING SERVICES, INC.	$ 5.45	75%	$ 4.09

Hidalgo County Purchasing Department
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM

(Department's Recommendation)

TO: Commissioner Joe Flores
Hidalgo County Pct. 3

ATTN: Mingo Villarreal/Norma Ceballos

FROM: Sandra Montalvo, Buyer II
Hidalgo County Purchasing Dept.

DATE: December 2, 2010

RE: **BID AWARD RECOMMENDATION REQUEST**
Bid No. 2010-276-12-01-SMA- Hidalgo County Precinct No. 3-"HAULING SERVICES FOR CRUSHED CALICHE"

We have received two (2) responses to the above mentioned project. Enclosed you will find a copy of the tabulation sheet along with copies of the bid responses for your review and recommendation.

We would like to present your recommendation on the next Commissioner's Count Meeting; therefore, we need your response no later than **Monday, December 07, 2010 @ 10:00 a.m.** to be able to present to Commissioner's Court **on DECEMBER 14 ,2010.** Please indicate your recommendation or any concerns on the space provided below and reply to the Purchasing Department. **via fax to (956)-318-2629 or via email to: sandra.montalvo@co.hidalgo.tx.us.**

Should you have any questions or require further information please do not hesitate to call me at 318-2626-ext. 4865. Thank you for your attention and cooperation to this matter.

AWARD TO VENDOR(S):	RECOMMENDATION (why)
1. Roys Hauling Services	Lowest Bid
2.	
3.	

Please include the budget account number(s) for the above reference project.

Budget Acct No.: 0-1200-451-00-123.003-0-316 and any other Fund available

AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE
	Joe M. Flores	Precinct #3	12/6/10

Enclosures

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-10-276-12-30

THIS CONTRACT is made and entered into this **30th** day of **December, 2010** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and Roy's Hauling Service, Inc., a Texas Corporation. ("Company").

WHEREAS, Company responded to advertised notices for bids for **"Hauling Services for Crushed Caliche"** (the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of Request for Bid (RFB) Procurement Packet being attached hereto as Exhibits "A" (the "RFB") and Exhibit "B" respectively, and incorporated herein for all purposes (the "Bid Page"); and

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications, the Commissioners Court of County awarded the bid to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agrees that this Contract is entered into in order to provide the Services to locations at **Hidalgo County Precinct No. 3**. 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 **December 31, 2010** and ending on **December 30, 2011** and may be extended at the sole discretion of County for an additional one (1) year period, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first. County also reserves the right to continue this bid for an additional sixty (60) day Grace Period, under the same rates terms and conditions.

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

1615 S. Closner, Suite J
Edinburg, Texas 78539

If to Company : **Roy's Hauling Service, Inc.**
Attn: Roy Balderas Jr., Vice-President
PO Box 1896
Edinburg, TX 78540

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 _____, 2010.

COUNTY OF HIDALGO

ATTEST:

By:_____
Ramon Garcia, County Judge

_____
Arturo Guajardo Jr., County Clerk

ROY'S HUALING SERVICE, INC.

By:_____
Printed Name:_____
Title:_____

APPROVED AS TO FORM:
Atlas & Hall, L.L.P.

By:_____

EXHIBIT "A"

REQUEST FOR BID (RFB)
PORCUREMENT PACKET

PURCHASING DEPARTMENT
County Of Hidalgo

November 15, 2010

(Company's name and address)

_____

_____

_____

_____

Re: **HIDALGO COUNTY PRECINCT NO. 3**
Request for Bids -**"HAULING SERVICES FOR CRUSHED CALICHE"**
Bid No: 2010-276-12-01-SMA

Dear Gentleman/Ladies:

Enclosed please find a Request for Bid (RFB) packet for your review and consideration.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the bid process.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626.

Sincerely,

Martha L Salazar

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sma

Enclosures

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PURCHASING DEPARTMENT
County Of Hidalgo

REQUEST FOR BID (RFB)
CHECKLIST
HIDALGO COUNTY PRECINCT NO 3
"HAULING SERVICES FOR CRUSHED CALICHE"
Bid No: 2010-276-12-01-SMA

1. **Request for Bid, Letter consists of __1__ page.**

2. **Request for Bid, Legal Notice, consisting of__8__ pages.**
   (Page 8 must be submitted with bid)

3. **Exhibit "A" Specifications, consisting of __3__ pages.**

4. **Exhibit "B" Bid Page, consisting of__2__ pages.**
   (Must be submitted with bid)

5. **Exhibit "C" Insurance Requirements consisting of __4___ pages.**
   (Must be submitted with bid)

6. **Exhibit "D" CIQ Conflict of Interest Questionnaire, consisting of __1__page.**
   (Copy of receipt and this form must be submitted with bid)

7. **Exhibit "E "-List, consists of __1__ page.**
   (Must be submitted with bid)

8. **Vendor/Bidder Application and W-9 form consisting of__6__ pages.**
   (Must be submitted with bid)

9. **Certification Regarding Debarment __1__ pages.**
   (Must be submitted with bid)

10. **Draft Service Contract consisting of __9__ pages.**

The above mentioned items shall be found in the Request for Bid (RFB) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626, advise of missing documentation, and Purchasing will forward information either through facsimile or by U.S. Mail.

Thank you.

Martha L Salazar
Martha L. Salazar, CPPB
Purchasing Agent

November 15, 2010
Date

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

LEGAL NOTICE

REQUEST FOR BID

HIDALGO COUNTY PRECINCT NO. 3

"Hauling Services for Crushed Caliche"

BID No. 2010-276-12-01-SMA

Bid No:2010-276-12-01-SMA	Buyer: Sandra Montalvo	Tel. No: (956) 318-2626 ext 4865

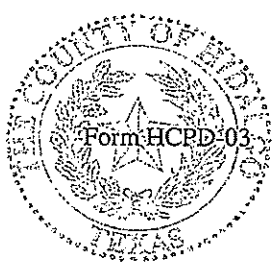
REQUEST FOR BIDS

HIDALGO COUNTY PRECINCT NO. 3
"HAULING SERVICES FOR CRUSHED CALICHE"

BID OPENING DATE: DECEMBER 01, 2010 @9:30 A.M.

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539
956 318-2626



1. Sealed bids will be received for **"HIDALGO COUNTY PRECINCT NO. 3 – HAULING SERVICES FOR CRUSHED CALICHE"** 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 and or/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. 2010-276-12-01-SMA HIDALGO COUNTY PRECINCT NO. 3- HAULING SERVICES FOR CRUSHED CALICHE"** and at County's Purchasing Department with a physical address: 2802 S. Business 281 and a mailing address: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas**, on or before 9:30 A.M, WEDNESDAY, DECEMBER 01, 2010**

   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.-2010-276-12-01-SMA- HIDALGO COUNTY PRECINCT NO. 3 - HAULING SERVICES FOR CRUSHED CALICHE".

   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 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 a 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 PRECINCT NO. 3-HAULING SERVICES FOR CRUSHED CALICHE"** 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 PRECINCT NO. 3
(Administration Office)
724 N. Breyfogle Rd.
Mission, TX 78574
Contact: Norma Ceballos
956-585-4509

17. SCHEDULE OF EVENTS

Bid Opening, 9:30 A.M.	**DECEMBER 01,2010**
Award of Contract	2010
Commence Work or Deliver Products	2010

18. BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT(if applicable) :

- 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.

- 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.

- 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 hereunder, 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 and submit a Certificate of Account Status indicating bidder is in "Good Standing" with the Texas Comptroller of Public Accounts if such bidder is incorporated in the State of Texas. If the bidder is not incorporated with the Texas, the bidder must submit the appropriate evidence of filing with the Texas Secretary of State stating that the business is authorized to transact business in Texas.**
- 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 judgment 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 to 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. ***Vendors hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA, Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Bus. & Com. Code, Section 15.01, et. seq.***

30. 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.

31. 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 PRECINCT NO. 3
"HAULING SERVICES for CRUSHED CALICHE"

To: Martha L. Salazar, CPPB, Purchasing Agent
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 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: _____

(THIS PAGE MUST BE SUMITTED WITH BID)

EXHIBIT "A"

SPECIFICATIONS/REQUIREMENTS
Hidalgo County Precinct No. 3
"Hauling Services for Crushed Caliche"
Bid No.: 2010-276-12-01-SMA

SCOPE OF SERVICES:

It is intended that all HAULING OF CRUSHED CALICHE will be within Hidalgo County Precinct No. 3 area and will be awarded on a **per ton basis**. The contract shall be for a period of one (1) year with the County's option to extend for an additional one (1) year term under the same rates, terms and conditions. The new contract will not take effect until the last day of the existing contract. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for new contract term. Hauling services will be requested on an **as needed basis** by the precinct.

1. Crushed Caliche will be hauled from vendor pit that are currently holding the contract; however vendor(s)may change due to contract expiration during the term of this bid.

   Location of current pit and plant is the following:

   - FRONTERA MATERIALS- REAVIS PIT - 13665 FM 2221, La Joya, Texas

2. The requirements services contract will encompass all project-related hauling crushed caliche for Hidalgo County Precinct 3 including, but not limited to, the following:

3. Bid price must be on a **per ton basis.**

4. Hidalgo County reserves the right to award the bid on a lump sum basis to one bidder or to multiple bidders if the County determines it is in its best interest to do so.

5. The contract shall be for a period of one (1) year with the County's option to extend for an additional one (1) year term under the same rates, terms and conditions. The new contract will not take effect until the last day of the existing contract. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for new contract term.

6. Hauling of crushed caliche will be done by Precinct # 3 forces along with awarded vendor, when required.

7. Hidalgo County Precinct No. 3- Requires a minimum of **6 hauling trailers** that will be **available** on daily basis for this bid project to please note the make, year, model and capacity of your hauling trucks on attached **Exhibit "E"**.

8. Hidalgo County Precinct No. 3 - Requires the minimum of five (5) vendor owned trucks (proof of ownership (title) shall be furnished with bid) to be available on a daily basis.

9. The Bidder awarded the contract shall not engage the services of a subcontract without prior written consent of Hidalgo County. When requesting written consent from Hidalgo County to retain a

subcontractor to perform services hereunder the successful bidder must present evidence and submit to the County that the successful bidder and the proposed subcontractor possess all necessary licenses and permits to perform the services described herein and that the successful bidder and the proposed subcontractor have obtained and submitted the required insurance coverage and policies as required by Hidalgo County (See Exhibit "C).

10. **INSURANCE CERTIFICATES (refer to EXHIBIT "C")** must be submitted to the Purchasing Department for approval prior to any services being performed by the awarded vendor.

11. 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 services ordered of (c) terminated by County with thirty days written notice prior to cancellation.

12. All costs 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 on to Hidalgo County.

13. Hidalgo County has the authority to utilize cooperative purchasing participation and/or State Contracts whenever it is in the County's best interest to do so.

14. **BID PAGE** – Vendor must thoroughly fill in each section of the Bid Page (Exhibit "B") if applicable. INCOMPLETE submittals shall be considered a probable cause for disqualification.

15. Vendors submitting bid must possess all applicable permits and licenses required for the hauling of crushed caliche.

MARKET VOLATILITY AND UNIT PRICE ADJUSTMENTS:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

1) **Requesting Price Adjustment**:
Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.

- A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
- The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
- The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
- No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.

- The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.

2) **Price Reduction**:
Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.

3) **Timeframe for Adjusted Price Increases:**
Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

4) **Allowable Review Periods**:
Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

Dollar Limit to Price Changes: The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

ADDITIONAL INFORMATION:
Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, at 2812 South Business Highway 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Monday, November 22, 2010 at 5:00 p.m. at (956) 318-2629. Responses to said inquiries will be sent to all applicants via facsimile by no later than 5:00 P.M. Wednesday, November 24, 2010.

EXHIBIT "B"

BID PAGE
Hidalgo County Precinct No. 3
"HAULING SERVICES FOR CRUSHED CALICHE"
Bid No. 2010-276-12-01-SMA

PART- I

Award will be based on the ***lowest bid per ton*** meeting all required specifications/requirements.

SAMPLE:		**$ 3.00**	**25%**	**.75**
Location of Plant/Material	**NAME OF PIT**	**Total Cost Per Ton**	**Fuel Costs Percentage Per Ton**	**Current / Base Fuel Cost**
FRONTERA MATERIALS-***CRUSHED CALICHE*** 13665 FM 2221, LA JOYA, TEXAS	**REAVIS PIT**	$	%	$

PART- II

BID PRICE ADJUSTMENT BY HIDALGO COUNTY PRECINCT NO. 3

At the time of bid opening South Texas is experiencing historic high fuel prices. Therefore, Hidalgo County Precinct No. 3 is requesting pricing adjustments based on the following:

A Fuel Cost Base Bid Price for project will be based on the OPIS Fuel Index for November 12, 2010. For each 10% ease) in the OPIS Index of May 21, 2010 during the contract term, the fuel cost(s) portion of the awarded bid price(s) will be adjusted accordingly. (As per above samples, a 10% increase is reflected as follows: $1.00=$1.10 and $ 1.10=$1.21; a 10% decrease is reflected as follows: $1.00=$0.90 and$ 1.10=$0.99)

In the event you submit an invoice reflecting a price change under this provision, the Hidalgo County Precinct No. 3 will only honor the change if a copy of the OPIS report on which the change is based accompanies the invoice. Additionally, the Hidalgo County Precinct No. 3 reserves the right to independently verify changes in OPIS pricing and to modify an invoice amount based on a 10% change in the OPIS Index.

In determining whether price changes are permitted hereunder. The appropriate OPIS Index is the index issued of the date of the invoice.

The undersigned certifies that he has fully read and understands this "Request for Bid" and has full knowledge of the scope, quantity, and quality of the services and materials to be furnished and intends to adhere to the provisions described herein. The undersigned also affirms that they are duly authorized to submit this Bid, that this Bid has not been prepared in collusion with any other Vendor, and that the contents of this Bid have not been communicated to any other Vendor prior to the official opening of this Bid

Acknowledgment and agreement to Bid Price Adjustment PART I & II for the term of the contract including any grace period extension.

ACKNOWLEDGMENT FORM

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

BIDDER /COMPANY'S NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NUMBER/: _____

CELLULAR NUMBER: _____

FAX NUMBER: _____

AUTHORIZED SIGNATURE: _____

EMAIL ADDRESS: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

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 Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand ($500,000.00) arising out of the services provided to County hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance shall name Hidalgo County as additional insured and must 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.

Revised 10/01/08

ACORD **CERTIFICATE OF INSURANCE** DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSURERS AFFORDING COVERAGE
INSURED	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**GENERAL LIABILITY** ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ OWNER'S & CONT. PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC				EACH OCCURRENCE	$
					FIRE DAMAGE (Any one fire)	$
					MED (Any one person)	$
					PERS & ADV INJURY	$
					GENERAL AGGREGATE	$
					PRODUCTS – COMP/OP AGG	$
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN AUTO ONLY EA ACC	$
					AGG	$
C	**EXCESS LIABILITY** ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURENCE	$
					AGGREGATE	$
						$
						$
						$
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**				WC STATU-TORY LIMITS ☐ OTHER	
					E.L. EACH ACCIDENT	$
					E.L. DISEASE-EA EMPLOYEE	$
					E.L. DISEASE-POLICY LIMIT	$
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER: _____ CANCELLATION
Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg, Texas 78539	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY 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

SAMPLE

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;

☐ will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: $_____ General Liability: $_____

☐ have already been met, see attached copy of insurance certificate.

_____ _____.
Authorized Representative Date

Notice to Bidder:
A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

(THIS PAGE MUST BE SUBMITTED WITH BID)

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 must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.

_____ _____.
Authorized Signature Date

_____.
Company

_____.
Address

_____.
City, State, Zip

(THIS PAGE MUST BE SUBMITTED WITH BID)

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE — FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of person who has a business relationship 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 the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

_____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D Describe each employment or business relationship with the local government officer named in this section

4

_____ _____
Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

(Copy of receipt and this form must be submitted with bid)

EXHIBIT "E"

HIDALGO COUNTY PRECINCT NO. 3
"HAULING SERVICES FOR CRUSHED CALICHE"
BID NO.: 2010-276-12-01-SMA

Hidalgo County Precinct No.3 is requesting the following information of the available hauling trucks to be utilized for this project: MAKE/MODEL, VEHICLE IDENTIFICATION NUMBERS, LICENSE PLATE NUMBERS & TONAGE PER LOAD for each truck personally owned and/or leased by vendor which shall be covered under insurance requirements as set forth by Hidalgo County. If additional space is required a second sheet is provided.

TRUCK/UNIT NO.	YEAR/MAKE/MODEL	VEHICLE IDENTIFICATION NO.	LICENSE PLATE NO.	TONS PER LOAD	VENDOR OWNED OR LEASED

VENDOR'S APPLICATION

&

W-9 FORM

REQUEST FOR BID

HIDALGO COUNTY PRECINCT NO. 3

"Hauling Services for Crushed Caliche"

BID No. 2010-276-12-01-SMA

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department
thru Facsimile: (956) 318-2629 or (956) 292-7612
in person or regular mail to:
Mailing/Postal Address: 2812 S. Business Hwy. 281
Physical Address: 2802 S. Business Hwy. 281
Edinburg, Texas 78539
or e-mail: purchasing@co.hidalgo.tx.us

Company Name: Telephone No. ( )
dba Name:
Legal Name:
Mailing Address: Fax No. ( )
Physical Address:
City, State, Zip Tax I.D. No.
Remit to Address : City, State, Zip
E-Mail Address:
Representative(s) Name(s) & Title(s)
Type of Organization (check one): _____ Individual _____ Partnership _____ Corporation _____ Non-Profit _____ LLC _____ Sole Proprietor _____ Other, Specify State Identification No._____ (Please attached completed W-9 form with this application) Federal Identification No. or (if individual) SS No.
State of Incorporation: _____ Date:_____ Other:
Type of Business (check one): _____ Manufacturer _____ Wholesaler _____ Retailer _____ Broker _____ Distributor _____ Service Organization _____ Other, Specify
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:
Small and/or Disadvantaged Business Information (check application criteria) Small Business: Disadvantaged Business (At Least 51% Ownership) Less than 125,000 annual gross receipt — Black American — Native American Less than 250,000 annual gross receipt — Hispanic American — Women Less than 499,000 annual gross receipt — Asian Pacific American — Other More than 500,000 annual gross receipt Have you been certified as a HUB or an MBE/WBE source?: Yes No Indicate Certification No.(s):_____ or are Certificate(s) attached?: Yes No
What type of product(s) is/are solicited by your company?: Would you like to be provided with specifications for procurements of such products?: Yes No
To Be Completed by the County: Rec'd by (Purchasing):_____ Date Rec'd by (Purchasing): Date Forwarded Information to Auditor's Office:_____Entry Date: _____ Vendor No.:

(THIS PAGE MUST BE SUBMITTED WITH BID)

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: Yes No

If yes, by whom?: Texas Building & Procurement Commission Other_____

Indicate Certification No(s).:_____ or Are Certificate(s) Attached?: Yes No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): Texas Building & Procurement Commission ☐ other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): Texas Building & Procurement Commission ☐ other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): Texas Building & Procurement Commission ☐ other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

(THIS PAGE MUST BE SUBMITTED WITH BID)

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

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.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

• The U.S. grantor or other owner of a grantor trust and not the trust, and

• The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

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,

2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

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.

Also see *Special rules regarding partnerships* on page 1.

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 income tax return. 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 income tax return 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*. 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.) Also see *Special rules regarding partnerships* on page 1.

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, the District of Columbia, and U.S. possessions 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.

CERTIFICATION REGARDING DEBARMENT

REQUEST FOR BID

HIDALGO COUNTY PRECINCT NO. 3

"Hauling Services for Crushed Caliche"

BID No. 2010-276-12-01-SMA

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 indicated 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 verify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

(THIS PAGE MUST BE SUBMITTED WITH BID)

EXHIBIT "B"

BID PAGE

EXHIBIT "B"

BID PAGE

Hidalgo County Precinct No. 3

"HAULING SERVICES FOR CRUSHED CALICHE"

Bid No. 2010-276-12-01-SMA

PART- I

Award will be based on the *lowest bid per ton* meeting all required specifications/requirements.

SAMPLE:		$ 3.00	25%	.75
Location of Plant/Material	NAME OF PIT	Total Cost Per Ton	Fuel Costs Percentage Per Ton	Current / Base Fuel Cost
FRONTERA MATERIALS-*CRUSHED CALICHE* 13665 FM 2221, LA JOYA, TEXAS	REAVIS PIT	$5.45	75 %	$ 4.09

PART- II

BID PRICE ADJUSTMENT BY HIDALGO COUNTY PRECINCT NO. 3

At the time of bid opening South Texas is experiencing historic high fuel prices. Therefore, Hidalgo County Precinct No. 3 is requesting pricing adjustments based on the following:

A Fuel Cost Base Bid Price for project will be based on the OPIS Fuel Index for November 12, 2010. For each 10% case) in the OPIS Index of May 21, 2010 during the contract term, the fuel cost(s) portion of the awarded bid price(s) will be adjusted accordingly. (As per above samples, a 10% increase is reflected as follows: $1.00=$1.10 and $ 1.10=$1.21; a 10% decrease is reflected as follows: $1.00=$0.90 and$ 1.10=$0.99)

In the event you submit an invoice reflecting a price change under this provision, the Hidalgo County Precinct No. 3 will only honor the change if a copy of the OPIS report on which the change is based accompanies the invoice. Additionally, the Hidalgo County Precinct No. 3 reserves the right to independently verify changes in OPIS pricing and to modify an invoice amount based on a 10% change in the OPIS Index.

In determining whether price changes are permitted hereunder. The appropriate OPIS Index is the index issued of the date of the invoice.

The undersigned certifies that he has fully read and understands this "Request for Bid" and has full knowledge of the scope, quantity, and quality of the services and materials to be furnished and intends to adhere to the provisions described herein. The undersigned also affirms that they are duly authorized to submit this Bid, that this Bid has not been prepared in collusion with any other Vendor, and that the contents of this Bid have not been communicated to any other Vendor prior to the official opening of this Bid

Acknowledgment and agreement to Bid Price Adjustment PART I & II for the term of the contract including any grace period extension

OPENED
9:50
12-01-10
Witnessed

09-07-10;20:25 ;

3832569

ACORD CERTIFICATE OF LIABILITY INSURANCE

1/ 1

DATE 09/07/2010

PRODUCER: ValMor Insurance Agency 1303 North 10th Suite 1 McAllen TX 78501	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: ROY'S HAULING SERVICE INC. P. O. BOX 1896 EDINBURG TX 78540	INSURERS AFFORDING COVERAGE INSURER A: ATLANTIC CASUALTY INSURER B: Unitrin County Mutual Ins. Co. INSURER C: TEXAS MUTUAL INS. CO. INSURER D: INSURER E:

COVERAGES

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

INSR LTR	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: X POLICY PRO-JECT LOC	L086800023	02/24/2010	02/24/2011	EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	FCNCCV2300075	08/20/2010	08/20/2011	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,010 $ $ $
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
	EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE AGGREGATE	$ $ $ $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	0001214204	07/19/2010	07/19/2011	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ 100,000 $ 100,000 $ 500,000
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

1985 INTL #3732 1991 INTL #7044 1998 INTL #4857 1999 INTL #6851 1999 MACK #1180
2000 INTL #7950 2000 INTL #7946 2004 INTL #7193 2004 PTRB #3206 2004 PTRB #3207
2000 MACK #1349 2000 PTRB DUMP TRUCK #3178 2000 PTRB DUMP TRUCK #3173

CERTIFICATE HOLDER | ADDITIONAL INSURED; INSURER LETTER:

COUNTY OF HIDALGO
ATTN: LETTY
2802 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

Maribel Guerra

ACORD 25-S (7/97)

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ACKNOWLEDGMENT FORM

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

BIDDER /COMPANY'S NAME: Roy's Hauling Service, Inc.

ADDRESS: P.O. Box 1896

CITY/STATE/ZIP CODE: Edinburg, TX 78540

PHONE NUMBER/: 956.383.2206

CELLULAR NUMBER:

FAX NUMBER: 956.383.2569

AUTHORIZED SIGNATURE: Roy Balderas

EMAIL ADDRESS: royshaulinginc@aol.com

PRINTED NAME: Roy Balderas Jr.

TITLE: Vice-President

DATE: 11-30-2010

EXHIBIT "C"

CERTIFICATE OF INSURANCE

EXHIBIT "E"

HIDALGO COUNTY PRECINCT NO. 3
"HAULING SERVICES FOR CRUSHED CALICHE"
BID NO.: 2010-276-12-01-SMA

Hidalgo County Precinct No.3 is requesting the following information of the available hauling trucks to be utilized for this project: MAKE/MODEL, VEHICLE IDENTIFICATION NUMBERS, LICENSE PLATE NUMBERS & TONAGE PER LOAD for each truck personally owned and/or leased by vendor which shall be covered under insurance requirements as set forth by Hidalgo County. If additional space is required a second sheet is provided.

TRUCK/UNIT NO.	YEAR/MAKE/MODEL	VEHICLE IDENTIFICATION NO.	LICENSE PLATE NO.	TONS PER LOAD	VENDOR OWNED OR LEASED
	2004 Intl.	3HSCNAPR34N017193	2RH 892	22-24	Owned
	2000 Intl.	2HSFTAER04C037950	2RH 900	22-24	owned
	2000 Intl.	2HSFTAER94C037946	2RH 899	22-24	Owned
	1999 Intl.	2HSFHAEROXC066851	2RH 893	22-24	Owned
	1998 Intl.	2HSFHAER3WC044857	2RH 896	22-24	Owned
	2000 Peterbilt	1XPCDU9X7Y0483207	2RH 898	22-24	Owned
	2000 Peterbilt	1XPCDU9X5YD483173	2RH 897	22-24	Owned
	2000 Mack	1M1AA13Y2YW131349	2RH 895	22-24	Owned
	1999 Mack	1M1AA12Y9XW111180	2RH894	22-24	Owned

AI-24592 **20.A.**

Resolution Honoring Commissioner Oscar L. Garza Jr.
CC REGULAR

Date: 12/30/2010
Submitted By: Angela Garcia, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT

Information

CAPTION

Approval of Resolution Honoring the Contributions and Service of Pct. #4 Commissioner Oscar L. Garza Jr.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Form Started By: Angela Garcia	Started On: 12/26/2010 04:15 PM
Final Approval Date: 12/27/2010	